Government of West Bengal

Compendium of Most Relevant Government Orders, Circulars etc. Relating to 3-Tier Panchayati Raj Institutions

Panchayats & Rural Development Department

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No. :..... *Date:28-11-2016*

Whenever I talk about Panchayats, I recollect and feel the pleasure of having gained the opportunity to get the West Bengal Panchayat Act passed in the capacity of the first Panchayat Minister of the State. But this pleasure is followed by a regret that I did not get a scope to implement the provisions of the said Act, i.e. to set up a Panchayat system in the State. It is universally acclaimed that the West Bengal Panchayat Act, 1973 worked as a model for setting up of a 3-tier Panchayat system in the country through the Constitutional amendment in 1992-93.

When Hon'ble Chief Minister honoured me with the responsibility of the Panchayats & Rural Development Department in addition to the assignment of the Minister-In-Charge of the Public Health Engineering Department with effect from the beginning of 2012, I found an opportunity to get into the depth of the Panchayat system after about three decades and a half. But I was astonished to note that a lot of anomalies, inconsistencies, gaps from ground realities and incompleteness have crept into the West Bengal Panchayat Act, 1973, the West Bengal Panchayat Elections Act, 2003, the Panchayat Rules and also the Government Orders, Circulars, Guidelines etc. relating to the West Bengal Panchayat system. Observing this phenomenon, I have facilitated a process of bringing about need-based amendment in the West Bengal Panchayat Act, 1973 and the other Acts and Rules, on the basis of practical experiences and lessons learnt from the field.

While the process of the amendment would take some time, it was felt necessary to publish a collection of the most relevant Government Orders, Circulars, Guidelines etc. relating to 3-tier Panchayati Raj Institutions in the form of a book so that the elected representative and functionaries of the 3-tier Panchayats can get access to them easily and do not have to search for them among thousands of such orders, circulars etc., most of which are not easily found in many offices. It is pertinent to mention that once the principal Act is amended, most of these Government Orders, Circulars, Guidelines etc. will lose their relevance. But still this Compendium may be found handy and useful until they are replaced by the revised ones which will follow the amendments in the existing principal Act.

I sincerely thank the Principal Secretary of the Panchayats & Rural Development Department and other officials in the Department who took the pains of preparing this Compendium.

(SUBRATA MUKHERJEE)

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SAURABH KUMAR DAS, I.A.S.

सत्यमेव जयते

PRINCIPAL SECRETARY
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
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Foreword

As a result of numerous amendments in the West Bengal Panchayat Act, 1973 and in the Rules made thereunder over more than the last four decades, it has become quite difficult for the elected representatives and the functionaries of three-tier Panchayats to keep track of the changes made in the Panchayat system which has also become quite complex in the meanwhile. Hence it was felt necessary that a handy volume containing copies of the most relevant orders, circulars, clarificatory letters etc. in respect of the three-tier Panchayats is published by this Department to help practitioners in the field as well as researchers and scholars.

I am happy that my colleagues in the Panchayats & Rural Development Department have made a select list of the most relevant orders, circulars, clarificatory letters etc. in respect of three-tier Panchayats, which are generally required by the elected representatives and the functionaries of three-tier Panchayats to consult very frequently, and included the same in this single Compendium.

This Compendium will be available on payment of cost at several counters including the District Panchayat Training & Resource Centres which have been functioning under the Society for Training & Research on Panchayats & Rural Development (STARPARD) across the State. We shall be happy if this publication caters to the need of its users to some extent.

I would sincerely thank all my colleagues in the Panchayats & Rural Development Department who have worked hard in development and publication of this Compendium.

Kolkata
November 28, 2016

(Saurabh Kumar Das)

Dilip Kumar Pal

सत्यमेव जयते

Officer on Special Duty & Ex-officio
Special Secretary to the Government of West Bengal
Panchayats & Rural Development Department
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An Introduction to this Compendium

After enactment of the West Bengal Panchayat Act, 1973, thirty-six amendments to the said Act were made till 2015. The relevant rules were also amended as and when required. Three volumes of Compendiums containing copies of orders, circulars, clarificatory letters etc. in respect of three-tier Panchayats were published by this Department in several phases - the latest having been published in 1998. Another collection containing some relevant orders, circulars etc. relevant to Gram Panchayats only was also published by this Department in 2010.

Since 1998, a considerable number of orders, circulars, clarificatory letters etc. in respect of three-tier Panchayats have been issued by this Department and amendment in the relevant Acts and Rules has also been made. Some of the orders, circulars etc. which were included into the said three Compendiums as well as some of those which have been issued since 1998, have lost relevance in the present context. The need of publishing another Compendium of orders, circulars etc. was being felt by this Department for some time past as it usually happens that the Government functionaries at field level, the members of Panchayat bodies, researchers, scholars and some serious readers are often losing sight of some relevant orders, circulars etc.. Hence this Compendium has been developed.

In this Compendium, containing more than six hundred orders, circulars, clarificatory letters etc., an effort has been made to consolidate all the relevant orders, circulars etc. issued by the Department in a single volume. Quite naturally, some relevant orders, circulars etc. which had already been included into the three earlier Compendiums, have further been included into this edition. Amendments in the existing Acts and Rules have not been included into this compendium.

An effort has also been made to arrange the orders, circulars etc. theme-wise as well as tier-wise as far as practicable. There are twenty chapters in this Compendium based on themes. In the beginning of each chapter, there is an index of the orders, circulars etc. which come under the chapter. Chapter-1 deals with issues relating to Prescribed Authorities and Appellate Authorities under provisions of the West Bengal Panchayat Act. Chapter-2 deals with clarifications and orders relating to eligibility of the candidates for contesting in the Panchayat General Elections in three tiers. Chapter-3 deals with clarifications relating to reservation of seats of members of Panchayats and reservation of the offices of the Panchayats. Chapters-5, 6 and 7 deal with clarifications relating to constitution of Gram Panchayat, Panchayat Samiti and Zilla

Parishad respectively. Chapters-8, 9 and 10 deal with clarifications and orders relating to functioning of Gram Panchayat, Panchayat Samiti and Zilla Parishad respectively. Chapter-11 deals with clarifications and orders applicable to all the tiers of Panchayats. Chapter-12 deals with erection of towers in Panchayat areas. Chapter-13 deals with appointment of Government officials in Upa-Samitis of Gram Panchayat, Sthayee Samitis of Panchayat Samiti and Zilla Parishad. Chapter-14 deals with framing of Bye-laws by Panchayats. Chapter-15 deals with issues related to District Council. Chapter-16 deals with honorarium, T.A. etc. of members, office-bearers of Panchayats. Chapter-17 deals with orders relating to activity mapping of Panchayats. Chapter-18 deals with principles of subsidiarity. Chapter-19 deals with Recruitment Rules for employees of Panchayats and orders, clarifications etc. issued on matters relating to recruitment. Chapter-20 deals with service matters of employees of Panchayats. The current orders and circulars have been included in the last chapter named some current orders and circulars.

In spite of whole-hearted efforts, it may so happen that a small portion of orders, circulars etc. could not be included in this Compendium. If any confusion arises owing to non-inclusion of orders, circulars etc. into the Compendium or any typing error, the signed copies of the orders, circulars etc. issued by the Department need to be consulted.

We are thankful to all our colleagues who have put in hard labour in publishing this Compendium.

Kolkata
November 28, 2016

(Dilip Kumar Pal)

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Chapter - 1

Appointment of Prescribed Authority & Appellate Authority under provisions of the WB Panchayat Act, 1973 & other Acts

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	4246/PN/O/I/4P-3/2013	20.10.2014	GP, PS, ZP	Designated Officer/Appelate Officer/ Reviewing Officers under Right to Public Service Act, 2013
2	4080/PN/O/I/4P-3/2013	29/November/ 2013	GP, PS, ZP	Designated Officer/Appelate Officer/ Reviewing Officers under Right to Public Service Act, 2013
3	6613/RD/RTI/5M-4/2010	21/October/2010	GP, PS, ZP	SPIO & SAPIO and Appellate Authority under Right to information Act, 2005
4	3504/PN/O/l/lA-3/10(Pt-l)	0l/October/2013	GP, PS, ZP	Appellate Authority
5	3503/PN/O/l/lA-3/10(Pt-l)	0l/October/2013	GP, PS, ZP	Prescribed Authority
6	5316/PN/O/I/1A-3/2010	0l/July/2010	GP, PS, ZP	Prescribed Authority
7	3244/PN/O/I/3C-11/98	20/September/ 2004	GP, PS, ZP	Jurisdiction of Officers U/S 205 of the WB Panchayat Act, 1973 for inspection
8	3744/PN/O/I/1A-8/05 (Pt-1)	24/August/2009	GP, PS, ZP	Appellate Authority
9	623/PN/O/I/3R-3/2004	09.02.2007	GP, PS, ZP	Prescribed Authority clause Section under rule, 22, 23, 24 & 25 of the WB P Election Rule, 2006
10	1533/PN/O/I/1A-47/93 (Pt-vlll)	22/June/1995	GP, PS, ZP	Oath taking before notification
11	1625/l/Panch/lA-16/93 (Pt. lll)	17/June/1994	GP, PS, ZP	Prescribed Authority
12	1626/l/Panch/lA-16/93 (Pt. lll)	17/June/1994	GP, PS, ZP	Appellate Authority
13	1884/l/Panch/lA-16/93 (Pt. lll)	05/August/1994	GP, PS, ZP	Prescribed Authority
14	1885/l/Panch/lA-16/93 (Pt. lll)	05/August/1994	GP, PS, ZP	Appellate Authority
15	2241/l/Panch/1E-40/93	02/July/1993	GP, PS, ZP	Prescribed Authority
16	2050/l/Panch/1E-40/93	09/June/1993	GP, PS, ZP	Prescribed Authority

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ASVINA 28] MONDAY, OCTOBER 20, 2014 [SAKA 1936

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,
Bidhannagar, Kolkata-700106

No: 4246/PN/O/1/4P-3/2013 Kolkata, the 20th October, 2014

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 and in cancellation of this Department's earlier Notification No. 4080/PN/O/I/4P-3/2013 Kolkata, the 29th November, 2013, the Governor is pleased to notify the services rendered by the Panchayat bodies, for which the Panchayats & Rural Development Department is the administrative department, along with the stipulated time limit for rendering the services, the Designated officers responsible for providing the services, the Appellate Officers and the Reviewing Officers as follows:—

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
1	Registration of vehicles & issue of registration certificate to the owner of a vehicle not registered under the Motor Vehicles Act or otherwise [under Section 47(1) (i) of the West Bengal Panchayat Act, 1973]	Pradhan of the Gram Panchayat concerned	30 days	Joint Executive Officer of the Panchayat Samiti	30 days	Executive Officer of the Panchayat Samiti	60 days
2	Issue of Provisional certificate for running trade, wholesale or retail within the area of a Gram Panchayat [under section 47(1) (vii)) of the West Bengal Panchayat Act, 1973]	-do-	30 days	-do-	30 days	-do-	60 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
3	Granting permission to any person who applies for erecting a new structure or a new building or to make any addition to an existing structure or building, having height upto 6.5 metres and plinth area upto 150 sqm in any area within the jurisdiction of a Gram Panchayat in the light of the provision stated under chapter IV of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004. ***N.B. In case of structures/buildings having greater plinth area and height than mentioned above, for which applications are to be sent to the Panchayat Samiti/Zilla Parishad by Grant Panchayat for vetting, the relevant provisions of the Act & Rule will be applicable.***	Pradhan of the Gram Panchayat concerned	60 days	Executive Officer of the Panchayat Samiti	30 days	Sub- Divisional Officer having jurisdiction	60 days
4	Granting permission to any person who applies for erecting a new structure or a new building or to make any addition to an existing structure or building having height upto 6.5 meter and plinth area upto 300 sqm within the area of any Development authority under chapter XII of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008	Executive Officer of the Panchayat Samiti	90 days	Executive Officer of the Zilla Parishad	30 days	Divisional Commissioner	60 days
5	Grant of license to the applicant for carrying on any trade or business declared offensive or dangerous, by notification by the State Government under subsection (1) of section 116 of the West Bengal Panchayat Act, 1973, subject to the fulfilment of provisions stated under rule 58 and 59 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008.	Executive Officer of Panchayat Samiti	30 days	Sub-Divisional Officer having jurisdiction	30 days	Additional District Magistrate looking after Panchayat matters in the District	60 days

This notification shall come into effect on the date of publication in the official Gazette.

By Order of the Governor,

D. K. PAL
OSD & Ex-Officio Special Secretary
to the Government of West Bengal.

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AGRAHAYANA 8] FRIDAY, NOVEMBER 29, 2013 [SAKA 1935

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,
Bidhannagar, Kolkata-700106

No: 4080/PN/O/1/4P-3/2013 Kolkata, the 29th November, 2013

NOTIFICATION

In exercise of the powers conferred by section 3 of the West Bengal Right to Public Services Act, 2013, the Governor is pleased to notify the services rendered by the Panchayat bodies, for which the Panchayats & Rural Development Department is the administrative department, along with the stipulated time limit for rendering the services, the names of Designated officers responsible for providing the services, the Appellate Officers and the Reviewing Officers as follows:—

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1	Registration of vehicles & issue of registration certificate to the owner of a vehicle not registered under the Motor Vehicles Act or otherwise [under Section 47(1) (i) of the West Bengal Panchayat Act, 1973]	Pradhan of the Gram Panchayat concerned	30 days	Joint Executive Officer of the Panchayat Samiti	Executive Officer of the Panchayat Samiti
2	Issue of Provisional certificate for running trade, wholesale or retail within the area of a Gram Panchayat [under section 47(1) (vii)) of the West Bengal Panchayat Act, 1973]	-do-	30 days	-do-	-do-

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
3	Granting permission to any person who applies for erecting a new structure or a new building or to make any addition to an existing structure or building, having height upto 6.5 metres and plinth area upto 150 sqm in any area within the jurisdiction of a Gram Panchayat in the light of the provision stated under chapter IV of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004. ***N.B. In case of structures/buildings having greater plinth area and height than mentioned above, for which applications are to be sent to the Panchayat Samiti/Zilla Parishad by Gram Panchayat for vetting, the relevant provisions of the Act & Rule will be applicable.***	-do-	60 days	Executive Officer of the Panchayat Samiti	Sub-Divisional Officer having jurisdiction
4	Granting permission to any person who applies for erecting a new structure or a new building or to make any addition to an existing structure or building within the area of any Development authority under chapter XII of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008.	Joint Executive Officer of Panchayat Samiti	90 days	-do-	-do-
5	Grant of license to the applicant for carrying on any trade or business declared offensive or dangerous, by notification by the State Government under sub-section(l) of section 116 of the West Bengal Panchayat Act, 1973, subject to the fulfilment of provisions stated under rule 58 and 59 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008.	Executive Officer of Panchayat Samiti	30 days	Sub-Divisional Officer having jurisdiction	Additional District Magistrate looking after Panchayat matters in the District

This notification shall come into immediate effect.

By Order of the Governor,

Sd/-

D. K. PAL

Special Secretary to the
Government of West Bengal.

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GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N.S. Road,
Kolkata-700001

No. 6613/RD/RTI/5M-4/2010 Dated-21.10.2010

NOTIFICATION

In exercise of the power conferred upon in sub-section (1) and sub-section (2) of Section 5 of the Right to Information Act, 2005 and super-session of all previous orders in this regard, the Governor is hereby pleased to designate State Public Information Officer, Assistant State Public Information Officer and Appellate Authority in all Administrative Unit under the control of this department in the following manner:

Sl.No.	Administrative Unit	Designation	Name
1.	Panchayats and Rural Development Department	State Public Information Officer	Avijit Kumar Latua, PO(IT)
		State Assistant Public Information Officer	Rizwan Ahmed, Jt.B.D.O.(HQ)
		First Appellate Authority	Debasis Mitra, Special Secretary
2.	Office of the Commissioner, Panchayats and Rural Development	State Public Information Officer	Arup Sengupta, Joint Director
		State Assistant Public Information Officer	Arindam Mukherjee, Deputy Director
		First Appellate Authority	Commissioer, Panchayats & Rural Development
3.	Stale Institute of Panchayats and Rural Development, Kalyani	State Public Information Officer	Joint Director (Admn.)
		State Assistant Public Information Officer	Prabhas Kumar Ukil, Deputy Director
		First Appellate Authority	Director, SIPRD
4.	West Bengal Comprehensive Area Development Corporation	State Public Information Officer	Jr. Technical Officer (Organisation)
		State Assistant Public Information Officer	Accountant
		First Appellate Authority	Administrative Secretary, WBCADC
5.	Paschimbanga Rajya Sishu Siksha Mission	State Public Information Officer	Administrative Officer, PBRSSM
		State Assistant Public Information Officer	Consultant, Community Mobilisation
		First Appellate Authority	Director, PBRSSM
6.	Mahakuma/ Zilla Parisad	State Public Information Officer	Secretary, Zilla Parisad
		State Assistant Public Information Officer	Additional Deputy Secretary or Additional Deputy Secretary-1, Zilla Parisad wherever applicable
		First Appellate Authority	Addl. Executive Officer, Zilla Parisad
7.	District Rural Development Cell of Mahakuma/ Zilla Parisad	State Public Information Officer	Deputy Project Director (Monitoring)
		First Appellate Authority	Project Director, DRDC
8.	District Panchayat and Rural Development Office	State Public Information Officer	Deputy District Panchayat and Rural Development Officer
		State Assistant Public Information Officer	Panchayat Development Officer (HQ)
		First Appellate Authority	District Panchayat and Rural Development Officer
9.	Block Development Office	State Public Information Officer	Joint Block Development Officer
		State Assistant Public Information Officer	Panchayat Development Officer
		First Appellate Authority	Block Development Officer
10.	Panchayat Samiti	State Public Information Officer	Joint Executive Officer, Panchayat Samiti
		State Assistant Public Information Officer	Block Informatics Officer, Panchayat Samiti
		First Appellate Authority	Executive Officer of Panchayat Samiti

Contd.....p/2

11.	Gram Panchayat	State Public Information Officer	Executive Assistant, Gram Panchayat
		State Assistant Public Information Officer	Secretary, Gram Panchayat
		First Appellate Authority	Pradhan, Gram Panchayat

By order of the Governor,

T. Singh
Principal Secretary to the govt. of WB
Panchayats and Rural Development Department

No.6613/1 (13261)/RD/RTI/5M-4/2010 Dated-21.10.2010

Copy forwarded for information and necessary to:

(1-54) The Additional Chief Secretary/Principal Secretary/Secretary to the Government of West Bengal, _____Department

55. The Secretary, West Bengal Information Commission

56. The Personal Assistant to the Additional Chief Secretary to the Government of West Bengal, Home Department

57. The Secretary, Department of Information Technology with a request to arrange to publish the set up as reconstituted above in the website meant for the purpose

(58-76) The Sabhadhipati Zilla Parishad/Mahakuma Parishad(all).....Zilla Parisad

77. The Commissioner of Panchayats and Rural Development, West Bengal

78. The Director, SIPRD, Kalyani

79. The Director, PBRSSM

(80-97) The District Magistrate(all).....District

98. The Administrative Secretary, CADC

(99-117) The Project Director, DRDC,.....Zilla Parisad

(118-135) The District Panchayat and Rural Development Officer (all).....district

(136-480) The Block Development Officer (all).....Block,

Post- District- PIN-

(481-813) The Executive Officer (all) .....P.S., Post-

District- PIN-

(814-4164) The Pradhan (all).....G.P., Post-

District- PIN-

(4165-12361) Sri Rizwan Ahmed, Jt. BDO (HQ), P & RD Deptt.

Sd/-
Special Secretary

Registered No. WB/SC-247 **No. WB(Part-I)2013/SAR-437**

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ASVINA 27] SATURDAY, OCTOBER 19, 2013 [SAKA 1935

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,

Bidhannagar, Kolkata-700106

No: 3504/PN/O/I/1A-3/10(Pt.-I) Kolkata, the 1st October, 2013

NOTIFICATION

In exercise of the power conferred in the relevant sections of the West Bengal Panchayat Act 1973(West Ben. Act XLI of 1973) as mentioned under column (3) below, the Governor is pleased hereby to appoint the authorities specified in column 1 of the schedule below, to act as the Appellate Authority to dispose of an appeal against the order of the Prescribed Authority(s) mentioned in corresponding entries in column 2 under the relevant sections as specified in the corresponding entries in column 3, relating to the Panchayat as specified in the corresponding entries in column 4 of the said schedule.

Names of Appellate Authority (1)	Prescribed Authority against whose order the appeal lies (2)	Section (3)	Panchayat for which appointed (4)
District Magistrate	Sub-divisional Officer	Section 9(11)	Gram Panchayat
Divisional Commissioner	District Magistrate	Section 98(10)	Panchayat Samiti
State Government in the Department of Panchayats & Rural Development	Divisional Commissioner	Section 143(10)	Zilla Parishad

Names of Appellate Authority (1)	Prescribed Authority against whose order the appeal lies (2)	Section (3)	Panchayat for which appointed (4)
State Government in the Department of Panchayats & Rural Development	Divisional Commissioner	Section 213 A(1)	Zilla Parishad

The appellate authority under section 213A(l)is being notified in partial modification of this Department's Notification No.l626/1/Panch/1A-16/93 (Pt.III) dated 17.06.1994.

By Order of the Governor,

SAURABH KUMAR DAS
Principal Secretary
to the Govt. of West Bengal

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,

Bidhannagar, Kolkata-700106

No: 3503/PN/O/I/1A-3/10(Pt.-I) Kolkata, the 1st October, 2013

NOTIFICATION

In exercise of the power conferred by clause (19) of Section 2 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor is pleased to appoint the following authorities specified in column (1) of the schedule below to be the Prescribed Authorities referred to in the sections specified in column (2) of the said Act within their respective jurisdictions for the purposes specified in the corresponding entries in column (3) thereof.

The Schedule

Names of Prescribed Authorities (1)	Section (2)	Purposes for which appointed (3)
Sub-divisional Officer or Additional Sub-divisional Officer	Section 9(10)	Removal of a Pradhan of a Gram Panchayat on the grounds mentioned in section 9(10)
Sub-divisional Officer or Additional Sub-divisional Officer	Section 9(11)	Removal of a Pradhan or Upa Pradhan of a Gram Panchayat on the grounds mentioned in section 9(11)
District Magistrate	Section 98(9)	Removal of a Sabhapati or Sahakari Sabhapati of a Panchayat Samiti on the grounds mentioned in section 98(9)

Names of Prescribed Authorities (1)	Section (2)	Purposes for which appointed (3)
District Magistrate	Section 98(10)	Removal of a Sabhapati or Sahakari Sabhapati of a Panchayat Samiti on the grounds mentioned in section 98(10)
Divisional Commissioner	Section 143(9)	Removal of a Sabhadhipati or Sahakari Sabhadhipati of a Zilla Parishad on the grounds mentioned in section 143(9)
Divisional Commissioner	Section 143(10)	Removal of a Sabhadhipati or Sahakari Sabhadhipati of a Zilla Parishad on the grounds mentioned in section 143(10)
Divisional Commissioner	Section 172(7)	Removal of a Karmadhyaksha of a Zilla Parishad on the grounds mentioned in section 172(7)

By Order of the Governor,

SAURABH KUMAR DAS
Principal Secretary
to the Govt. of West Bengal

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road,
Kolkata - 700 001

Memo No: 5316/PN/O/I/1A-3/2010 Kolkata, the 1st July, 2010

NOTIFICATION

In exercise of the power conferred by clause 19 of section 2 of the West Bengal Panchayat Act, 1973 (West Bengal Act XL1 of 1.973), the Governor is pleased to cancel all previous notifications issued in this respect and to appoint the authorities specified in column (1) of the schedule below to be the Prescribed Authorities referred to sections as specified in column (2) of the said Act within their respective jurisdictions, for the purposes specified in the corresponding entries in column (3) thereof.

The Schedule

Authorities (1)	Sections (2)	Purposes for which appointed (3)
District Magistrate	Section 4 (2)	Determination of the number of members to be elected as members of a Gram Panchayat.
District Magistrate	Section 4 (3)	Division of the area of a Gram into Constituencies and allocation of seats to such Constituencies.
District Magistrate	Section 5 (5)	Allocations of properties, funds and liabilities to a Gram Panchayat or between Gram Panchayats when an area is excluded from, or included in, a Gram or a Gram is divided so as to constitute two or more Grams, or two or more grams are united to constitute a single Gram.

Authorities (1)	Sections (2)	Purposes for which appointed (3)
District Magistrate	Section 6 (1) and 6 (2)	Allocation of the properties, funds and liabilities of a Gram Panchayat between the Gram Panchayat, Municipality, a Town Committee or a Cantonment, if the whole or a part of the area of Gram Panchayat is included in such Municiplaity, a Town Committee or a Cantonment within the jurisdiction of the same district.
Divisional Commissioner	Section 6 (1) and 6 (2)	Allocation of the properties, funds and liabilities of a Gram Panchayat between the Gram Panchayat, Municipality, a Town Committee or a Cantonment, if the whole or a part of the area of the Gram Panchayat is included in such Municiplaity, a Town Committee or a Cantonment within the jurisdiction of another district but within the jurisdiction of the same division.
Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	Section 9 (2)	Convening of the first meeting of the Gram Panchayat for election of Pradhan and Upa-Pradhan.
District Magistrate	Section 9 (6)	Appointment of a Pradhan and an Upa-Pradhan from among, the members of the Gram Panchayat when the offices of the Pradhan and the Upa-Pradhan are both vacant or the Pradhan and the Upa-Pradhan are temporarily unable to act, etc.
District Magistrate	Proviso to Section 9A	Debarring any person from standing as a candidate in any election in any capacity.
Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	Section 10 (1), 10(2), 10(3), 10(4), 10(5), 10(6)	Receiving the letters of resignation of Pradhan or Upa-Pradhan or member of a Gram Panchayat, calling for hearing, ascertaining the fact of resignation, passing reasoned order, issuing intimation and completion of process by scheduled time.
Sub-divisional Officer or Additional Sub Divisional Officer	Section 11 (1)	Removal of a member of a Gram Panchayat on the grounds set forth in section 11(1).
Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	Section 12 (2), 12 (3), 12 (4), 12 (5), 12 (9) (a)(b), 12(10)	Receiving motion for expressing lack of confidence or renioval of Pradhan or Upa-Pradhan of a Gram Panchayat. convening meeting, authorizing officer to preside over, receiving minutes of meeting and taking action.
Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	First Proviso, to Section 16(1)	Fixation of time and place for holding of the first meeting of the newly constituted Gram Panchayat.
Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	Second proviso, to section 16 (1)	Receiving intimation of a requisitioned meeting under the second proviso to section 16(1).

Authorities (1)	Sections (2)	Purposes for which appointed (3)
Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	Section 18	Submission of the report by the Gram Panchayat on the work done during the previous year and the work proposed to be done during the following year.
District Panchayat and Rural Development Officer	First and second proviso to section 24(1) and section 24(2)	Power to entertain, hear and dispose of an appeal against the order contained in the notice issued by a Gram Panchayat under section 24(1) and power to grant stay.
District Panchayat and Rural Development Officer	First and second proviso to section 26(1) and section 26(2)	Power to entertain, hear and dispose of an appeal against the order contained in the notice issued by a Gram Panchayat under section 26 and power to grant stay.
District Panchayat and Rural Development Officer	First and second proviso to section 27 (1); and section 27 (2)	Power to entertain, hear and dispose of an appeal against the order contained in the notice issued by a Gram Panchayat under section 27 and Power to grant stay.
District Panchayat and Rural Development Officer	Proviso to section 32	Receiving intimation from the Gram Panchayat when any financial power is delegated to the Pradhan or such power is withdrawn or modified.
(i) District Panchayat and Rural Development Officer, (ii) District Magistrate or Additional District Magistrate (Land Reforms, if so authorized by District Magistrate)	Section 41	(i) In case of acquisition or disposal of immovable property by Gram Panchayat when the area of land does not exceed 2 acres. ii) in case of acquisition or disposal of immovable property by Gram Panchayat when the area of land exceeds 2 acres.
Sub-divisional Officer or Additional Sub Divisional Officer	Section 90 (1)	Receiving letter of resignation tendered by a member of Nyaya Panchayat and acceptance of such resignation.
District Magistrate	Section 94(2)(ii)	Division of a Gram into Constituencies for the purpose of election of members to a Panchayat Samiti.
District Magistrate	Section 95(5)	Allocation of properties, funds and liabilities of Panchayat Samiti or Samitis consequent on the alteration of the areas of a Block.
District Magistrate	Section 95 A	Allocation of the properties, funds and liabilities of a Panchayat Samiti between the Panchayat Samiti, Municipality, Town Committee or Cantonment, if the whole or a part of the area of Panchayat Samiti is included in such Municipality, Town Committee or Cantonment within the jurisdiction of the same district.

Authorities (1)	Sections (2)	Purposes for which appointed (3)
Divisional Commissioner	Section 95A	Allocation of the properties., funds and liabilities of a Panchayat Samiti between the Panchayat Samiti, Municipality, Town Committee or Cantonment, if the whole or a part of the area of Panchayat Samiti is included in such Municipality, Town Committee or Cantonment within the jurisdiction of another district but within the jurisdiction of the same division.
Sub-divisional Officer or Additional Sub-divisional Officer.	Section 98(2)	Convening of the first meeting of the Panchayat Samiti for election of Sabhapati and Sahakari Sabhapati.
Commissioner, Panchayats and Rural Development, West Bengal	Section 98(6)	Appointment of Sabhapati or Sahakari Sabhapati when the officer of the Sabhapati and the Sahakari Sabhapati are both vacant of Sabhapati and the Sahakari Sabhapati temporarily unable to act.
Sub-divisional Officer or Additional Sub-divisional Officer	Sections 99(1), 99(2), 99(3), 99(4), 99(5) and 99(6)	Receiving the letters of resignation of Sabhapati or Sahakari Sabhapati or member of a Panchayat Samiti. calling for hearing ascertaining the fact of resignation, passing reasoned order issuing intimation and completion of process by scheduled time.
District Magistrate	Section 100 (1)	Removal of a member of Panchayat Samiti from office on the grounds set forth in sub-section (1) of section 100.
Sub-divisional Officer or Additional Sub-divisional Officer	Section 101(2), 101(3), 101(4), 101(5), 101(9)(a)(b), 101(10)	Receiving motion for expressing lack of confidence or rcmoval of Sabhapati or Sahakari Sabhapati of a Panchayat Samiti convening meeting, authorizing officer to preside over, recciving minutes of meeting and taking action.
Sub-divisional Officer or Additional Sub-divisional Officer	First proviso to section 105(1)	Fixation of time and place for holding of first meeting of the newly constituted Panchayat Samiti.
Sub-divisional Officer or Additional Sub-divisional Officer.	Second proviso to section 105(1)	Receiving intimation of a requisitioned meeting under second proviso to section 105(1).
District Panchayat and Rural Development Officer	Section 107	Submission of the report by the Panchayat Samiti on the week done during the previous year and work proposed to be done during the following year.
(i) District Panchayat and Rural Development Officer (ii) District Magistrate or Additional District Magistrate (Land Reforms), if so authorized by the" District Magistrate	Section 128	In case of acquisition or disposal of immovable property by Panchayat Samiti when the area of land does not exceed 2 acres In case of acquisition or disposal of immovable property by Panchayat Samiti when the area of land exceeds 2 acres
Divisional Commissioner	Section 140(5)(e)	Allocation of properties, funds and liabilities of the Zilla Parish among reconstituted Zilla Parishads consequent on the division of the district.
District Magistrate	Section 143 (2)	Convening the first meeting of the Zilla Parishad for .the purpose of election of Sabhadhipati or Sahakari Sabhadhipati.

Authorities (1)	Sections (2)	Purposes for which appointed (3)
Commissioner, Panchayats and Rural Development, West Bengal	Section 143 (6)	Appointment of a Sabhadhipati and a Sahakari Sabhadhipati when the offices of the Sabhadhipati and Sahakari Sabhadhipati are both vacant or the Sabhadhipati and the Sahakari Sabhadhipati are temporarily unable to act.
Divisional Commissioner	Sections 144 (1), 144(2), 144(3), 144(4), 144(5) and 144(6)	Receiving the letters of resignation of Sabhadhipati or Sahakari Sabhadhipati or member of a Zilla Parisad. calling for hearing, ascertaining the fact of resignation, passing reasoned order, issuing intimation and completion of process by scheduled time.
Divisional Commissioner	Section 145(1)	Removal of a member of the Zilla Parishad on the grounds set forth in section 145 (1).
Divisional Commissioner	Section 146(2), 146(3), 146(4), 146 (5), 146(9)(a)(b), 146(10)	Receiving motion for expressing lack of confidence or removal of Sabhadhipati or Sahakari Sabhadhipati of a Zilla Parishad, convening meeting, authorizing officer to preside over and receiving minutes of meeting and taking action.
District Magistrate	First proviso to Section 150 (1)	Fixation of time and place for holding of the first meeting of a newly constituted Zilla Parishad.
District Magistrate	Second proviso to section 150 (1)	Receiving intimation of a requisitioned meeting under second proviso to section 150 (1).
Commissioner, Panchayats and Rural Development, West Bengal	Section 152	Submission of report by the Zilla Parishad on the work done during the previous year and the work proposed to be done during the following year.
(i) Commissioner, Panchayats and Rural Development, West Bengal (i) State Government	Section 175	(i) In case of acquisition or disposal of immovable property by Zilla Parishad when the area of land does not exceed 2 acres. (i) In case of acquisition or disposal immovable property by Zilla Parishad when the area of land exceeds 2 acres.
(i) District Magistrate	Section 209 (3)	Suspension or cancellation of any resolution or order of a Gram Panchayat or a Panchayat Samiti or prohibiting the doing of any act which is about to be done or is being done in pursuance of, or under cover of this Act or any rules made thereunder leading to breach of peace, etc.
Divisional Commissioner	Section 209 (3)	Suspension or cancellation of any resolution or order of a Zilla Parishad or prohibiting the doing of any act which is about to be done or is being done in pursuance of, or under cover of this Act or any rules made thereunder leading to breach of peace, etc.
Commissioner, Panchayats and Rural Development, West Bengal	Section 213(1) and 213(2)	Removal of any member or'office bearer of a Gram Panchayat or Panchayat Samiti or Zilla Parishad

Authorities (1)	Sections (2)	Purposes for which appointed (3)
(i) Block Development Officer or where there is no Block Development Officer, Joint Block Development Officer in-charge of the Block	Section 213A(1)	Power to declare an elected member of Gram Panchayat to the disqualified and to take incidental and consequential action thereto.
(ii) Sub-Divisional Officer or Additional Sub-Divisional Officer	Section 213A(1)	Power to declare an elected member of Panchayat Samiti to be disqualified and to take incidental and consequential action- thereto.
(iii) Divisional Commissioner	Section 213A(l)	Power to declare an elected member of Zilla Parishad and Mahakuma Parisad to be disqualified and to take incidental and consequential action thereto.
(i) Sub-Divisional Officer or Additional Sub-Divisional Officer	Section 213B(1)	Power to place an office bearer or member of Gram Panchayat under suspension on such conditions and in such manner as specified in the Act.
(ii) District Magistrate	Section 213B(1)	Power to place an office bearer or member of Panchayat Samiti under suspension on such conditions and in such manner as specified in the Act.
(iii) Divisional Commissioner	Section 213B(1)	Power to place an office bearer or member of Zilla Parishad under suspension on such conditions and in such manner as specified in the Act.
District Magistrate	Section 219(b)(i)	Allocation of properties movable or immovable and all assets vested in a Gram Panchayat to a Gram Panchayat or Gram Panchayats constituted under the West Bengal Panchayat Act, 1973, when in consequence of the repeal of the enactment referred to in section 218, any Gram Panchayat constituted under the West Bengal Panchayat Act, 1957 ceases to exist.
District Magistrate	Section 219(b)(ii)	Allocation of properties movable or immovable and all assets vested in an Anchal Panchayat to a Gram Panchayat or Gram Panchayats constituted under the West Bengal Panchayat Act, 1973, when in consequence of the repeal of the enactments referred to in section 218 any Anchal Panchayat. constituted under the West Bengal Panchayat Act, 1957, ceases to exist.
District Magistrate	Section 219(b)(iii)	Allocation of properties movable or immovable and all assets vested in an Anchalik Parishad to a Panchayat Samiti in Panchayat Samitis constituted under the West Bengal Panchayat Act, 1973 when in consequence of the repeal of the cnactments referred to in section 218 any Anchalik Parishad established under the West Bengal Zilla Parishads Act, 1963, ceases to exist.

Authorities (1)	Sections (2)	Purposes for which appointed (3)
District Magistrate	Section 219 (c)(i)	Determination of the rights acquired debts and obligations incurred, matters and things engaged to be done by a Gram Panchayat deemed to have been acquired, incurred and engaged to be done by the Gram Panchayat or Gram Panchayats constituted under the West Bengal Panchayat Act, 1973. when in consequence of the repeal of the enactments referred to in section 218 any Gram Panchayat constituted under the West Bengal Panchayat Act, 1957, ceases to exist.
District Magistrate	Section 219 (c)(ii)	Determination of the rights acquired, debts and obligations incurred, matters and things engaged to be done by an Anchal Panchayat deemed to have been acquired, incurred and engaged to be done by the Gram Panchayat or Gram Panchayats constituted under the West Bengal Panchayat Act, 1973, when in consequence of the repeal of the enactments referred to in section 218, any Anchal Panchayat constituted under the West Bengal Panchayat Act, 1957, ceases to exist.
District Magistrate	Section 219 (c) (iii)	Determination of the rights acquired, debts and obligations incurred, matters and things engaged to be done by an Anchalik Parishad deemed to have been acquired, incurred and engaged to be done by the Panchayat Samiti or Panchayat Samitis constituted under the West Bengal Panchayat Act, 1973, when in consequence of the repeal of the enactments referred to in section 218 any Anchalik Parishad constituted under the West Bengal Zilla Parishads Act, 1963, ceases to exist.
(a) District Judge in respect of all suits (b) District Session Judge in respect of all cases	Section 219 (e)	Determination of the suits and cases pending before a Nyaya Panchayat constituted under the West Bengal Panchayat Act, 1957, deemed to have been transferred to a Nyaya Panchayat constituted under the West Bengal Panchayat Act, 1973, when in consequence of the repeal of the enactments referred to in section 218 any Nyaya Panchayat constituted under the West Bengal Panchayat Act, 1957, ceases to exist.
Block Development Officer	Section 219(f)(i)	Determination of the persons employed by a Gram Panchayat and continuing in office immediately before coming into office of the Gram Panchayat constituted under the West Bengal Panchayat Act, 1973, for the area deemed to have been employed by such Gram Panchayat or Gram Panchayats when in consequence of the repeal of the enactments referred to in section 218 any Gram Panchayat constituted under the West Bengal Panchayat Act, 1957, ceases to exist.

Authorities (1)	Sections (2)	Purposes for which appointed (3)
Block Development Officer	Section 219(f)(ii)	Determination of the persons employed by an Anchal Panchayat and continuing in office immediately before coming into office of the Gram Panchayat constituted under the West Bengal Panchayat Act, 1974, for the area, deemed to have been employed by such Gram Panchayat or Gram Panchayats when in consequence of the repeal of the enactments referred to in section 218 any Anchal Panchayat constituted under the West Bengal Panchayat Act, 1957, ceases to exist.
Block Development Officer	Section 219(f)(iii)	Determination of the persons employed by an Anchalik Panshad and continuing in office immediately before coming into office of the Panchayat Samiti constituted under the West Bengal Panchayat Act, 1973, for the area, deemed to have been employed by such Panchayat Samiti or Panchayat Samitis when in consequence of the repeal of the enactments referred to in section 218 any Anchalik Parishad constituted under the West Bengal Zilla Parishads Act, 1963, ceases to exist.

By order of the Governor,

TRILOCHAN SINGH,
Principal Secretary to the Government of West Bengal.

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BHADRA 3] TUESDAY, AUGUST 25, 2009 [SAKA 1931

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No: 3744/PN/O/I/1A-8/05 (Pt-1) Kolkata, the 24th August, 2009.

NOTIFICATION

In exercise of the power conferred by sub-section (2) of section 11 of the Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor is pleased hereby to appoint the authorities specified in column (1) of the schedule below to act as appellate authorities to dispose of an appeal against the order of the Prescribed Authority under sub-section (1) of section 11, 100 and 145 of the aforesaid Act as mentioned in the corresponding entries in column (2) relating to the Panchayats as specified in the corresponding entries in column (3) of the said schedule.

The Schedule

Appellate Authority	Prescribed Authority from whose order appeal lies	Panchayat for which appointed
(1)	**(2)**	**(3)**
1. District Magistrate	Sub-divisional Officer	Gram Panchayat
2. Divisional Commissioner	District Magistrate	Panchayat Samiti
3. State Government in the Department of Panchayats & Rural Development	Divisional Commissioner	Zilla Parishad & Siliguri Mahakuma Parishad

By order of the Governor,

M. N. ROY,
Principal Secretary to the Government of West Bengal.

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(Government of West Bengal Enterprise), Kolkata 700 056

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No. 623-PN/O/I/3R-3/2004 Kolkata, the 9th February, 2007

NOTIFICATION

In exercise of the power conferred by clause (20) of section 2 of the West Bengal Panchayat Election Act, 2003 (West Bengal Act XXI of 2003), the Governor is pleased hereby to appoint the District Panchayat Election Officer and District Magistrate of a district to be the prescribed authority of the concerned district for performance of any or all functions in terms of rules 22, 23, 24 and 25 of the West Bengal Panchayat Election Rules, 2006 published vide Notification No. 5597/PN/O/I/3R-3/2004 dated 1st December, 2006, in an Extraordinary issue of the *Kolkata Gazette* printed and published on 1st December, 2006.

By order of the Governor,

M. N. ROY,
Principal Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No: 3244/PN/O/I/3C-11/98 Date : 20.09.2004

NOTIFICATION

In exercise of the power conferred by Sub-section (1) of Section 205 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) and subsequently amended from time to time, hereinafter referred to as the said Act, the Governor is pleased hereby to appoint the Officers mentioned in column (1) of the Schedule below for the purpose of inspecting or superintending within their respective jurisdictions the work of all or any class of Gram Panchayats, Panchayat Samitis or Zilla Parishads specified against them in column (2) of that Schedule.

Sl. No.	Name of the Officer	Name of the Panchayat Jurisdiction
1.	Director of Panchayats & Rural Development, Govt. of West Bengal, as defined under clause (6) of Section 2 of the said Act.	All Zilla Parishads, all Panchayat Samitis and all Gram Panchayats.
2.	Officers not below the rank of Assistant Secretary of the Panchayats & Rural Development Deptt.	All Zilla Parishads, all Panchayat Samitis and all Gram Panchayats.
3.	Officers of other Departments not below the rank of Assistant Secretary who have assigned schemes to the Zilla Parishads or Panchayat Samitis or Gram Panchayats, as the case may be, for execution.	All Zilla Parishads, all Panchayat Samitis or all Gram Panchayats, as the case may be, restricted to the assigned schemes/activities.
4.	Divisional Commissioner	All Zilla Parishads, all Panchayat Samitis and all Gram Panchayats.
5.	District Magistrate as defined under clause (5) of Section 2 of the said Act.	All Panchayat Samitis and all Gram Panchayats.
6.	District level Officers of the departments who have assigned schemes for execution to the Panchayat Samitis or Gram Panchayats, as the case may be.	All Panchayat Samitis or all Gram Panchayats, as the case may be, restricted to the assigned schemes/activities.

Sl. No.	Name of the Officer	Name of the Panchayat Jurisdiction
7.	District Panchayats & Rural Development Officer	All Panchayat Samitis and all Gram Panchayats.
8.	Sub-divisional Officer	All Panchayat Samitis and all Gram Panchayats.
9.	Deputy Magistrate and Deputy Collector	All Panchayat Samitis and all Gram Panchayats.
10.	Block Development Officer	All Gram Panchayats.
11.	Joint Block Development Officer	All Gram Panchayats

The Notification No. 8132-Panch dated 30.03.81 and No. 1323/I/Panch/lA-7/94 dated 26.05.94 are hereby cancelled.

By order of the Governor,

Sd/- M. N. ROY
Secretary to the Government of West Bengal

No. 3244/1 (500)/O/I/3C-l 1/98 **Date : 20.09.2004**

Copy forwarded for information and necessary action to:

1) The Principal Secretary to the Govt. of West Bengal, ... Depts.
2) The Director of Panchayats & Rural Development, West Bengal, Kolkata-1
3) The Director of S.I.P.R.D., Kalyani, Nadia.
4) The Commissioner,.....Division.
5) The District Magistrate,.....
6) The District Panchayat & Rural Development Officer,.....
7) The Sub-divisional Officer,.....
8) The Block Development Officer,.....

M. Ray
OSD & ex-officio Deputy Secretary to the
Govt. of West Bengal

No. 1625/I/Panch/1A-16/93 (Pt.III) *Date : 17.6.1994*

NOTIFICATION

In exercise of the power conferred by clause (19) of section 2 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to appoint the authorities specified in column (1) of the Schedule below to be the prescribed authorities referred to in the section of the said Act specified in the corresponding entries in column (2), within their respective jurisdictions, for the Panchayat specified in the corresponding entries in column (3), for the purposes as specified in Column (4) of the said Schedule.

The Schedule

Authorities	Section	Panchayat for which appointed	Purposes for which appointed
(1)	(2)	(3)	(4)
1. Block Development Officer	Section 213A(1)	Gram Panchayat	Power to declare an elected member to be disqualified and to take incidental and consequential actions thereto.
2. Subdivisional Officer	Section 213A(I)	Panchayat Samiti	Power to declare an elected member to be disqualified and to take incidental actions thereto.
3. District Magistrate	Section 213A(I)	Zilla Parishad & Mahakuma Parishad	Power to declare an elected member to be disqualified and to take incidental and consequential actions thereto.

By order of the Governor,

Sd/- **S. N. Ghosh**
Secretary to the Govt. of West Bengal

No. 1626/I/Panch/1A-16/93 (Pt.III) *Date : 17.6.1994*

NOTIFICATION

In exercise of the power conferred by sub-section (12) of section 213A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to appoint the authorities specified in column (1) of the Schedule below, to act as appellate authority to dispose of an appeal against the order of the prescribed authority under sub-section (1) of section 213A as specified in the corresponding entries in column (2), relating to the Panchayat as specified in the corresponding entries in Column (3) of the said Schedule.

The Schedule

Authorities	Prescribed authority from whose order, appeal lies	Purposes for which appointed
(1)	(2)	(3)
1. District Panchauyat Officer	Block Development Officer	Gram Panchayat
2. District Magistrate	Subdivisional Officer	Panchayat Samiti
3. Divisional Commissioner	District Magistrate	Zilla Parishad & Mahakuma Parishad

By order of the Governor,

Sd/- **S. N. Ghosh**
Secretary to the Govt. of West Bengal

No. 1884/I/Panch/1A-16/93 (Pt.III) *Date : 5.8.1994*

NOTIFICATION

In exercise of the power conferred by clause (19) of section 2 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to appoint the authorities specified in column (1) of the schedule below, to be the prescribed authorities referred to in sub-section (1) of section 213B of the said Act, within their respective jurisdiction, for the Panchayat specified in the corresponding entries in column (2), for the purposes as specified in column (3) of the said schedule.

The Schedule

Authorities	Panchayat for which appointed	Purposes for which appointed
(1)	(2)	(3)
1. Sub-divisional Officer	Gram Panchayat	Power to place an office bearer or member under suspension on such conditions and in such manner as specified in the Act.
2. District Magistrate	Panchayat Samiti	Power to place an office bearer or member under suspension on such conditions and in such manner as specified in the Act.
3. Divisional Commissioner	Zilla Parishad	Power to place an office bearer or member under suspension on such conditions and in such manner as specified in the Act.

By order of the Governor,

Sd/- **S. N. Ghosh**
Secretary to the Govt. of West Bengal

No. 1885/I/Panch/1A-16/93 (Pt.III) *Date : 5.8.1994*

NOTIFICATION

In exercise of the power conferred by sub-section (3) of section 213B of the West Bengal Panchayat Act, 1973 (West Ben, Act XLI pf 1973), the Governor is pleased hereby to appoint the authorities specified in column (1) of the schedule below, to act as appellate authorities to dispose of an appeal against the order of the prescribed authority under sub-section (1) of section 213B as specified in the corresponding entries in column (2), relating to the Panchayats as specified in the corresponding entries in column (3) of the said schedule.

The Schedule

Authorities	Prescribed authority from whose order, appeal lies	Panchayat for which appointed
(1)	(2)	(3)
1. District Magistrate	Sub-divisional Officer	Gram Panchayat
2. Divisional Commissioner	District Magistrate	Panchayat Samiti
3. State Government in the Department of Panchayats	Divisional Commissioner	Zilla Parishad and Mahakuma Parishad

By order of the Governor,

Sd/- **S. N. Ghosh**
Secretary to the Govt. of West Bengal

No. 1533/PN/O/I/IE-47/93 (Pt. VIII) ***Date : 22.6.95***

From : OSD & Ex-officio Dy. Secy, to the Govt. of West Bengal.

To : The Additional District Magistrate, Howrah

Sub : **Member elected in casual vacancy—oath taking before notification.**

Ref : Your memo. No. 199/HDP dt. 30.3.95

Sir,

I am directed to refer to the above subject and to state that while in case of reconstitution of a Panchayat following general elections, it is required under law that oath-taking of the elected members should take place only after notification constituting the new body is published in the Gazette, in case of bye-elections to fill up the casual vacancies, notification in the Gazette is not a pre-condition for taking oath. In the latter case, the elected members may immediately make and subscribe an oath or affirmation before a competent authority under Section 197 of the Panchayat Act and start functioning as a member. In this connection, this Deptt. No. 10967 (15)/Panch/lP-27/79 dated 20.6.79 (vide page No. 17 of the compendium published in 1984) may also please be referred to as it is still in force.

By order of the Governor,

Sd/- **S. N. Ghosh**
Secretary to the Govt. of West Bengal

No. 2241/I/Panch/IE-40/93 *Dated, Calcutta, the 2.7.93*

ORDER

In exercise of the powers conferred by Section 197 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, for the purpose of specifying additional authority before whom a member of the Gram Panchayat may make and subscribe an oath, is pleased hereby to amend this Department Order No. 2050/I/Panch/lE-40/90 dated 9.6.1993 as shown hereunder.

Amendment

In entry (1) of Column (1) of the schedule, after the words "Joint Block Development Officer", add the words "or Extension Officer for Panchayats".

By order of the Governor,

Sd/- **D. K. Manavalan**
Secretary to the Govt. of West Bengal

No. 2050/I/Panch/IE-40/93 *Dt. 9.6.1993*

ORDER

In exercise of the powers conferred by Section 197 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to specify the authorities as shown in column (1) of the schedule below- as the authority before whom a member of the Gram Panchayat, Panchayat Samiti or a Mahakuma Parishad/Zilla Parishad as shown in corresponding entries in column (2) of the schedule, other than a member referred to in clause (iii) of sub-section (2) of Section 94 and clauses (i), (iii) & (iv) of sub-section (2) of section 140, whose name has been published by the notifications issued under sub-section (4) of section 4, sub-section (3) of section 93, sub-section (3) of section 140 Or sub-section (4) of section 185B as the case may be, shall before taking his seat as a member of the body to which he is elected or as member ex-officio of the body at the lower tier, make and subscribe an oath or affirmation in formNo. 3 prescribed under sub-rule (4) of rule 3, sub-rule (4) of rule 4, sub-rule (4) of rule 5 or sub-rule (4) of rule 5A of the West Bengal Panchayat (Constitution) Rules, 1975.

This cancels earlier order No. 16178/panch/IE-207/78 dated 10.7.1978 of this Department.

The Schedule

Prescribed authority	Members who may take oath
(1)	(2)
(1) Block Development Officer or Joint Block Development Officer or Extention Officer for Panchayats. Addition of E. O. P as prescribed authority other than B. D. O and Jt. B. D. O vide order No. 2241/1/ Panch/lE-40/93. dt-2.7.93. (enclosed below)	(1) Members directly elected to Gram Panchayat.
(2) Sub-Divisional Officer or Additional Sub-Divisional Officer or any Executive Magistrate posted in the Sub-Divisional head quarter.	(2) Members directly elected to Panchayat Samity.
(3) District Magistrate or any Additional District Magistrate.	(3) Members directly elected to Zilla Parishad/Mahakuma Parishad.

By order of the Governor,

Sd/- **D. K. Manavalan**
Secretary to the Govt. of West Bengal

Chapter - 2

Clarification & Orders relating to eligibility to contest Panchayat General elections and other related issues

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	3700/PN/O/I/0-1/2012	21.10.2013	GP, PS & ZP	Holding the post of Office Bearer by Sahayikas / Sahayaks / Smmprasarikas / Samprasaraks of SSK & MSK
2	515/SS(MA)/13	04.06.2013	GP, PS & ZP	Eligibility of AYUSH Doctors engaged by the Gram Panchayats under NRHM for contesting elections to the Panchayat Bodies
3	2185/PN/O/I/1E-6/12 (Part-1)	03.06.2013	GP, PS & ZP	Eligibility of AYUSH Doctors engaged by the Gram Panchayats under NRHM for contesting elections to the Panchayat Bodies
4	212/SS/PN/O/I/1E-6/12 (Part-1)	01.06.2013	GP, PS & ZP	Eligibility of ASHA contesting the 8th Panchayat general election, 2013
5	HFW/NRHM/20/06/1822	27.05.2013	GP, PS & ZP	Eligibility of ASHA contesting the 8th Panchayat general election, 2013
6	2071/PN/O/I/1E-6/2012	24.05.2013	GP, PS & ZP	Eligibility of ASHA contesting the 8th Panchayat general election, 2013
7	1826/PN/O/I/1A-2/06 (Part-1)	24.04.2008	GP, PS & ZP	Clarification regarding eligibility for contestiong the Panchavat General Elections
8	2961/PN/O/I/1A-1/2006	04.07.2007	GP, PS & ZP	Clarification on appointment of any PRI memebr as Siksha Bandhu
9	23 67/PN/O/I/O-1/2003	14.07.2004	GP, PS & ZP	Order in respect of Sishu Siksha Karmasuchi
10	2699/PN/O/I/1R-4/2003	28.07.2003	GP, PS & ZP	Eligibility of the members of WBNVF / Hoam Guard to be members of Panchayat Bodies
11	1263/PN/O/I/1E-1/2001	04.04.2003	GP, PS & ZP	Eligibility of an employee of WBPPDC to contest elections to the Panchayat Bodies
12	1213(17)/PN/O/I/lE-4/2003	02.04.2003	GP, PS & ZP	Eligibility criteria for contesting 6th Panchayat General Election

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
13	3079/PN/O/I/1E-1/2001	16.07.2002	GP, PS, ZP	Eligibility of an employee of CADC to contest elections to the Panchayat Bodies
14	583/PN/O/I/1E-1/2001	08.02.2002	GP, PS, ZP	Eligibility to contest elections to the Panchayat Bodies (Municipal Employees)
15	2280/PN/O/I/1E-1/2001	04.06.2001	GP, PS, ZP	Eligibility to contest elections to the Panchayat Bodies (Employees of Government Undertaking & Cooperative Societies)
16	1500/PN/O/I/1E-1/2001	03.04.2001	GP, PS, ZP	Eligibility of Extra Departmental Mail Carrier to contest elections to the Panchayat Bodies
17	4260/PN/O/I/1E-50/87	22.08.2000	GP, PS, ZP	Eligibility of MR delears & Distributors to contest elections to the Panchayat Bodies
18	1311/PN/O/I/2A-17/94	16.04.1998	GP, PS, ZP	Eligibility criteria for contesting Panchayat General Elections
19	3727/I/Panch/lA-15/93	24.12.1993	GP, PS, ZP	Clarification on engagement of Panchayat members as Anganwadi Worker & Helper
20	6217(15)/I/Panch/E-52/83	17.03.1983	GP, PS, ZP	Eligibility of certain categories of persons to become members of Panchayats

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,
Bidhannagar, Kolkata-700106

No: 3700/PN/O/l/0-l/2012 **Dated : 31.10.2013**

Whereas vide Department No.4986/PN/O/l/4P-l/03 dated:24.11.2009, it was stated that the Sahayikas / Sahayaks and Samprasarikas / Samprasaraks of Shishu Shiksha Karmasuchi and Madhyamik Shiksha Karmasuchi could not hold the post of Savadhipati/Saha-Savadhipati/Karmadhakshyas of Zilla Parishads,Savapati /Saha-Savapati of Panchayat Samiti and Pradhan of Gram Panchayats and

Whereas Some Sahayikas / Sahayaks and Samprasarikas / Samprasaraks of Shishu Shiksha Karmasuchi and Madhyamik Shiksha Karmasuchi have been elected to the PRIs and are going to hold the post of office bearer consequent upon 8th General Panchayat Election and clarification has been sought in this matter.

After carefully considering the matter and in cancellation of Deptt. No.4986/PN/O/l/4P-l/03 dated: 24.11.2009, Government in this department has decided that the Sahayikas / Sahayaks & Samprasarikas / Samprasaraks of SSKs and MSKs who have won in the Panchayat Election-2013 and become the portfolio holders may be allowed to take five years leave without pay from the SSK and MSK and these five years (leave without pay) will not be counted towards his / her seniority.

In case of SSKs having single Sahayika / Sahayak who has become the portfolio holder, another Sahayika / Sahayak of the nearest SSK where there are more than two Sahayikas / Sahayaks may be engaged there for five years by the SDO concerned on recommendation of concerned BDO.

It is stated that such type of leave without pay shall not be granted in any other cases except special case of Panchayat Body portfolio holders.

This order issues with the approval of MIC of this Department and Cabinet Decision on 22.10.2013.

Sd/-
Principal Secretary

No: 3700/l(6)/PN/O/l/0-l/2012 **Dated : 31.10.2013**

Copy forwarded for necessary information to :

1 The District Magistrate.....(All).
2 Mission Director, PBRSSM, LB-2, Sector-Ill, Salt Lake, Kolkata-98.
3 The Additional Executive Officer,.....Zilla Parishad(All).
4 The Sub-Divisional Officer,.....(All)
5 The District Nodal Officer, SSK & MSK Cell,.....District(All).
6 The Block Development Officer,.....(All).

OSD & Ex-Officio Dy. Secretary
to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
Swasthya Bhawan
Wing - 'B', 3rd Floor
GN – 29, Sector – V, Salt Lake City
Block-HC, Plot No:7, Sector - III, Salt Lake
Kolkata - 700091

Memo No. 515/SS(MA)/13 **Date : 04.06.2013**

From : Shri Dibyen Mukherjee
OSD & E.O. Special Secretary to the Govt. of West Bengal

To : D. K. Pal
Special Secretary to the Govt. of West Bengal,
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road,
Kolkata - 700 001

Sub : Eligibility of AYUSH Doctors engaged by the Gram Panchayat under NRHM.

Ref : Your memo No. 2185/PN/O/1E-6/12 Pt. I dt. 03.06.2013

Sir

I am directed to inform you that AYUSH Doctors under NRHM are engaged at Gram Panchayat level on the basis of financial approval for their remuneration on yearly basis. As period for the contractual employment under NRHM is limited to one financial year at a time, such AYUSH Doctors cannot be allowed leave for five years for contesting Panchayat Elections.

Yours faithfully

(Dibyen Mukherjee)
OSD & E.O. Special Secretary

GOVERNMENT OF WEST BENGAL
Department of Panchayats& Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road,
Kolkata - 700 001

No. 2185/PN/O/1E-6/12 (Part-I) Dated : 03.06.2013

From : D.K. Pal
Special Secretary to the
Government of West Bengal

To : The Principal Secretary
Health & Family Welfare Department
Swasthya Bhavan, GN-29, Sector-V
Bidhan Nagar, Kolkata-700091

Sub : Eligibility of AYUSH Doctors for contesting Panchayat Elections

Sir,

I am directed to state that this Department has received a request for clarification whether any AYUSH Doctor is eligible for contesting the Panchayat Elections.

This Department is of the view that in terms of the provisions of the relevant guidelines and in terms of clause (c) of the West Bengal Panchayat Act, 1973 as well as in terms of section 7 of the West Bengal Panchayat Elections Act, 2003 [*"if he has directly or indirectly by himself or by his partner or employer or an employee, any share or interest in any contract with, by or on behalf of the Gram Panchayat or the Panchayat Samiti of the Block comprising the Gram concerned or the Zilla Parishad of the district, or the Mahakuma Parishad or the Council"*] an AYUSH Doctor is not eligible for contesting Panchayat Elections because s/he is in contract with a Gram Panchayat.

In the above context, another query has been received whether in that event an AYUSH Doctor can be allowed leave for five years for contesting Panchayat Elections.

Since AYUSH Doctors are engaged by Gram Panchayats under. NRHM and with financial support from the Health & Family Welfare Department, I am directed to request you kindly to provide your considered opinion on whether an AYUSH Doctor can be allowed leave for five years for contesting Panchayat Elections.

I am also directed to request you to clarify the issue urgently so that this Department can send a clarification to the West Bengal State Election Commission by today.

Yours faithfully,
Sd/-
(D.K.Pal)

No. 2185/l(1)/PN/O/1E-6/12 (Part-I) Dated: 03.06.2013

Copy forwarded for kind information to the Secretary, West Bengal (State Election Commission.

Sd/-
(D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No. 2071 /PN/O/I/1E-6/2012 Dated: 24.05.2013

From : D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Mission Director
National Rural Health Mission

Sub : Clarification on eligibility of ASHA for contesting 8th Panchayat General Elections, 2013

Madam.

I am directed to state that the District authorities have sought for clarification for eligibility of any ASHA for contesting the Panchayat General Elections, 2013. In this regard, the following facts may kindly be considered:

1. The provisions related to disqualifications of members of Gram Panchayat are stated under section 8 of the West Bengal Panchayat Act, 1973. A photo copy of the same is enclosed for your ready reference.
2. Kind attention is drawn to clause (b) and clause (c) of the said section.
3. This has been earlier clarified by this Department vide its No. 1213(17)/PN/O/lE-4/2003 dated 2.4.2003 that the persons not working under State or Central Government or Panchayat bodies as an regular or part-time employee on payment of fixed salary/remuneration (viz.Instructor of Child Education, Community Health Guide, Anganwadi Worker/Helper, Instructor of Child Labour, Employees of Electricity Board, Comprehensive Area Development Corporation and Extra Departmental Sub-Post office unless they are debarred from contesting such elections by any restraining provisions of their service condition) are eligible to contest the Panchayat Elections. Similarly, Sahayaika of SSK is also eligible to contest the Panchayat Elections in terms of another clarification issued by this Department earlier.
4. In the same analogy, this Department is of the opinion that any ASHA may also become eligible to contest the Panchayat Elections. But this Department is not aware whether any ASHA has any share or interest in any contract with, by or on behalf of the Gram Panchayat, or the Panchayat Samiti or the Zilla Parishad which is one of the disqualifications under clause (c) of the afore-mentioned section.

As the matter is very urgent in view of the notification to be issued by the West Bengal State Election Commission in early next week, I am further directed to request you to send your considered opinion regarding eligibility of the ASHA for contesting Panchayat General Elections.

Yours faithfully,
Sd/-
D.K.Pal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No.212/SS/PN/O/lE-6/12 (Part-I) Dated: 01.06.2013

From : D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Secretary
West Bengal State Election Commission
18 Sarjoni Naidu Sarani, Kolkata-700017

Sub : Eligibility of an ASHA for contesting the 8th Panchayat General Elections, 2013

Sir,

In continuation of this Department's letter No.2092/PN/O/lE-6/12 (Part-1) dated 27.05.2013 and in terms of the views communicated by the Health and Family Welfare Department, National Rural Health Mission, Government of West Bengal vide its No.HFW/ NRHM/20/06/1897 dated 31.05.13, I am directed to issue the following clarifications :

1. An ASHA is eligible to contest the Panchayat General Elections, 2013.
2. In the light of the order issued by the Department of Health & Family Welfare, National Rural Health Mission, Government of West Bengal regarding service and engagement condition of ASHAs, "there is no bar for an ASHA to continue as ASHA if she is elected in the Panchayat Elections as a member of PRI bodies".

Yours faithfully,
Sd/-
D.K.Pal

GOVERNMENT OF WEST BENGAL
Health and Family Welfare Department
National Rural Health Mission
Swasthya Bhavan, 4th Floor
GN-29, Sector-V, Salt Lake
Kolkata-700 091

Memo no. HFW/NRHM/20 /06 /1822 Dated: 27.05.13

From:
Sanghamitra Ghosh
State Mission Director. NRHM and Secretary to GoWB

To
Mr. D.K.Pal
Special Secretary to GoWB
Department of Panchayat and Rural Development
Jessop Building (1st Floor)
63, Netaji Subhas Road
Kolkata 700001

Sir,

Sub: Clarification on eligibility of ASHA for contesting 8th Panchayat General Elections 2013

This is with reference to the letter from Department of Panchayat and Rural Development vide Memo no: 2071/PN/O/I/IE-6/2012 dated 24.5.2013.

This is to inform that as per conditions of engagement ASHAs have no share or interest in any contract with, by, or on behalf of the Gram Panchayat, or Panchayat Samity or the Zilla Parishad.

However, it may also be noted that the DoH&FW Govt. of West Bengal in a letter vide Memo no: HFW/NRHM/20/06/871 (dated October 28, 2010 clearly mentions that "it is also to be noted that no peoples' representative will be eligible to be engaged as ASHA," The same is being attached herewith for your reference.

This is for your perusal and necessary action.

Yours faithfully,

Sd/-

Sanghamitra Ghosh

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 1826/PN/O/I/IA-2/06(Pt. - 1) **Date: 24. 04. 2008**

From : Smt. M. Ray
Joint Secretary to the
Govt. of West Bengal

To : The District Panchayat and Rural Development Officer
Malda

Sub : Clarification regarding eligibility for contesting the ensuing Panchayat General Elections, 2008.

In inviting reference to your Memo No. 295/P dated 16. 04. 2008 the undersigned is directed to clarify whether the following categories are eligible to contest the election as a candidate or not :-

(1) Second A.N.M. - Joint Secretary of Health and Family Welfare Department issued a clarification vide No. HF/O/GA/(NG)/511/1N-24/2007 dated 16. 07. 2007 stating that second A.N.M. shall be engaged on contractual basis by the Block Health and Family Welfare Samiti, but the job requires whole time involvement. However, information has been received from Commissioner of Health and Family Welfare Department that no one has been engaged as second ANM till now. Candidates have only been selected for the training of ANM Course and it is only after successful completion of the training, they will be considered for appointment as second ANM by the Block Health and Family Welfare Samiti. So, considering the status, second ANM may be eligible for contesting the election if 'No Objection Certificate' is issued by the Block Medical Officer of Health as Secretary of the Samiti provided the incumbent is appointed by that date.

(2) ASHAs - They are not even contractual employees of the Block Health and Family Welfare Samiti, they are engaged by the Samiti against a performance based compensation package. Hence, they should enjoy the same liberty for contesting the election as may be accorded to trainee of second ANM course.

(3) Employees of Regulated Market Committee - They are not Govt. employees but their job requires whole time involvement and 'No Objection Certificate' from the Regulated Market Committee may be sought for allowing them to file nomination..

(4) General members of Fishermen Co-operative Societies having lease of ponds / tanks on contractual agreement with G.P. / P.S. - They shall not be clarified to be members of a GI\ PS or ZP under clause (c) of section 7 of the West Bengal Panchayat Elections Act, 2003.

I am, therefore, further directed to request you to communicate the above clarifications to the Returning Officer for GP, PS or ZP constituencies within the district.

(Madhumita Ray)
Joint Secretary to the
Government of West Bengal

Memo No. 1826/1 (18)/PN/O/I/lA-2/06(Pt - 1) **Date: 24.04.2008**

Copy forwarded for information and necessary action to :

The District Panchayat and Rural Development Officer.....(All)

Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 2961 - PN/O/I/IA-1/2006 **Date: 04.07.2007**

From : Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To : The District Panchayat & Rural Development Officer
Purba Medinipur, Tamluk

Sub : Clarification on appointment of any PRI member as 'Siksha Bandhu'

Ref : His No. 749/PRD/XXIII-15/04 dated 26. 05. 2007.

The undersigned is directed to address him on the above-mentioned subject and state that from the orders issued by School Education Department it is not clear whether service of 'Siksha Bandhu', Resource Teacher is a regular or a contractual one. However, when regular teachers of Primary and Secondary Schools are allowed to contest election, Siksha Bandhus can do so with the condition that they cannot be whole time functionaries viiz. Sabhadhipati / Sahakari-Sabhadhipati / Karmadhyaksha of Zilla Parishad and Sabhapati / Sahakari Sabhapati of Panchayat Samiti.

M. Ray
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Memo No. 2961/I(1)-PN/O/I/IA-1/2006 **Date: 04.07.2007**

Copy forwarded for information and necessary action to the Block Development Officer, Mahisadal, Purba Medinipur.

M. Ray
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

স্মারক নং-২৩৬৭-পি. এন./ও/১/ও-১/২০০৩ (পলিশি) তারিখ ঃ ১৪ই জুলাই, ২০০৪

শিশু শিক্ষা কর্মসূচী সংক্রান্ত নির্দেশিকা

শিশু শিক্ষা কর্মসূচী নির্দেশিকায় (১১২২-পি.এন./ও/সেল-১/ও-৪য়৯৭ তারিখ- ৩১-০৩-১৯৯৯) বর্ণিত শিক্ষা সহায়িকা / সহায়ক-এর যোগ্যতা সম্পর্কিত ২৬-নং বিধি অনুসারে, পঞ্চায়েত সাধারণ নির্বাচনে প্রার্থী হিসাবে অংশ নিয়ে যে সমস্ত শিশু-শিক্ষা সহায়িকা / সহায়ক নির্বাচিত হয়েছেন তাঁরা পঞ্চায়েত সদস্য/সদস্যা হিসাবে দয়িত্বভার গ্রহণ করলে শিশু-শিক্ষা সহায়িকা/সহায়কের পদ থেকে তাঁদের অব্যাহতি নিতে হবে কিনা, এই বিষয়ে বিভাগ থেকে ২৬-০৬-২০০৩ তারিখে জারি করা ২২৪৬-পি.এন./ও/১/ও-১/২০০৩ (পলিশি) নং নির্দেশিকা এতদ্বারা বাতিল করে সরকার এই মর্মে সিদ্ধান্ত গ্রহণ করেছেন যে শিশু শিক্ষাকেন্দ্রে সহায়িকা / সহায়ক হিসাবে কর্মরত অবস্থায় যে সমস্ত সহায়িকা/সহায়ক পঞ্চায়েত সাধারণ নির্বাচনে প্রার্থী হিসাবে অংশ নিয়ে নির্বাচিত হয়েছেন তারা ইচ্ছা করলে তাদের সহায়িকা/সহায়কের পদে তাদের চুক্তি মেয়াদ পর্যন্ত কর্মরত থাকতে পারবেন এবং শিশু শিক্ষাকেন্দ্রে তাঁদের শিক্ষা পরিষেবা ও অন্যান্য আচরণ সন্তোষজনক হলে পরবর্তী শিক্ষাবর্ষের জন্যও সংশ্লিষ্ট শিক্ষাকেন্দ্রে তাঁদের সহায়িকা / সহায়ক হিসাবে নিয়োগের অনুকুলে নতুন চুক্তি সম্পাদিত হতে পারে। পঞ্চায়েত সাধারণ নির্বাচনে প্রার্থী হিসাবে অংশ নিয়ে নির্বাচিত হওয়ার পর কোন পঞ্চায়েত সদস্য / সদস্যা শিশু শিক্ষাকেন্দ্রে সহায়িকা / সহায়ক-এর পদে প্রার্থী হলে তাঁর প্রার্থীপদ কোন অবস্থাতেই বিবেচিত হবে না।

স্বা/-মানবেন্দ্র নাথ রায়
সচিব
পশ্চিমবঙ্গ সরকার

অবগতিপত্র নং ২৩৬৭/১(১৮)পি. এন./ও/১/ও-১/২০০৩ (পলিশি) তারিখ ঃ ১৪ই জুলাই, ২০০৪

সভাধিপতি, ... জেলা / মহকুমা পরিষদ, মহাশয়ের কাছে অবগতি এবং প্রয়োজনীয় ব্যবস্থাগ্রহণের জন্য প্রতিলিপি পাঠানো হচ্ছে।

বিশেষ আধিকারিক ও
পদাধিকারবলে উপ-সচিব
পশ্চিমবঙ্গ সরকার
তারিখ ঃ ১৪ই জুলাই, ২০০৪

অবগতিপত্র নং ২৩৬৭/২(৩৮)পি. এন./ও/১/ও-১/২০০৩ (পলিশি) তারিখ ঃ ১৪ই জুলাই, ২০০৪

অবগতি এবং প্রয়োজনীয় ব্যবস্থাগ্রহণের জন্য প্রতিলিপি পাঠানো হচ্ছে।

১) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ।
২) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।
৩) জেলাশাসক, ...।
৪) অধিকর্তা, পশ্চিমবঙ্গ রাজ্য শিশু শিক্ষা মিশন, কে.বি.-১৮, সেক্টর-৩, লবণহ্রদ, কলকাতা-৭০০ ০৯৮।
৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা / মহকুমা পরিষদ।

বিশেষ আধিকারিক ও
পদাধিকারবলে উপ-সচিব
পশ্চিমবঙ্গ সরকার

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No. 2699/PN/O/I/1R-4/2003 Dated : 28.07.2003

From : S. S. Maity
Jt. Secy. to the Govt. of West Bengal.

To : The District Magistrate, Nadia,
Krishnagar.

Sub : Eligibility of the members of WBNVF/Home Guard to be a member of Panchayat Bodies.

Sir,

I am directed to refer to your No. 741/Pan dated 4.7.03 on the above subject and to state that the names of WBNVP Personnel are onrolled for appointment at any point of time. As such, they are not eligible to content in the Panchayat Elections and not able to be a member of any Panchayat body.

Yours faithfully,

S. S. Maity

Jt. Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No.1263/PN/O/I/IE–1/2001. Dated : 04.04.2003

From : S. S. Maity, Joint Secretary to the Govt. of West Bengal.

To : Shri N. C. Mukherjee, Managing Director, WBPPDC
ILACO HOUSE (2nd floor), 1 & 3, B. T. Maharaja Sarani,
Kolkata–700 001.

Sub : Eligibility of an employee of WBPPDC to contest in the Panchayat Elections.

Sir,

I am directed to refer to your letter no. PPDC/SEC–489 dated 02.4.2003 on the above subject and to state, in clarification, that in terms of section 8(b), 97(b) and 142(b) of the West Bengal Panchayat Act, 1973, a person in the service of any undertaking of the Central or the State Govt. or any Statutory Body or Corporation or any Local Authority shall not be deemed to be in the service of the Central or the State Government.

Therefore, there is not bar for an employee of West Bengal Pharmaceutical & Phytochemical Development Corporation Ltd. to contest in the Panchayat Elections and to be a member of Gram Panchayat or Panchyat Samiti or Zilla Parishad unless he is debarred from contesting such elections by any restraining provision of the WBPPDC.

Yours faithfully,

(S. S. Maity)
Joint Secy. to the
Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata-700 001

No. 1213 (17) PN/O/I/1E-4/2003 **Date : 02. 04. 2003**

From : S. S. Maity, Joint Secy. to the Govt. of West Bengal.

To : The District Magistrate & District Panchayat Election Officer, _____ (All)
(Except Darjeeling)

Sub : Sixth Panchayet General Elections, 2003 - Persons eligible/ineligible to contest.

Sir,

In terms of provisions under sections 8, 97 and 142 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), I am directed to cite a few examples of eligible and ineligible cases for contesting in Sixth Panchayat General Elections, 2003 which are exemplary in nature but not exhaustive as follow :-

A . Persons elegible to contest Panchayat Elections.

1. Persons not working under State or Central Government or Panchayat bodies as an regular or part-time employee on payment of fixed salary/remuneration (Viz. Instructor of Child Education, Community Health Guide, Anganwadi worker/helper, Instructor of Child Labour, Employees of Electricity Board, Comprehensive Area Development Corporation and Extra Departmental Sub-Post Office unless they are debarred from contesting such elections by any restraining provisions of their service conditions.
2. Teachers of Primary and High Schools sponsored by Government.
3. Ration Dealers (not simultaneously dealer relating to JRY or any other schemes administered by any Panchayat body).

B . Persons not elegible to contest Panchayat Elections.

1. Persons convicted in Lower Court but appeal is pending.
2. Panchayat Tax Collectors.
3. Contractor working under Zilla Psrishad/Panchayat Samiti/Gram Panchayat.
4. Food Grains Dealer relating to JRY or any other schemes administered by Panchayat Bodies.
5. Job Worker on monthly remuneration from Panchayat bodies.
6. Supplier of materials under any schemes administered by Panchayat bodies.
7. Members of any Municipal Authority, Notified Authority, Cantonment etc.

Yours faithfully,
(S. S. Maity)
Joint Secy. to the Govt. of
West Bengal.

No. 1213 /I(3)/PN/O/I/1E-4/2003 **Date: 02. 04. 2003**

Copy forwarded for information and necessary action to the :-

1. State Election Commission.
2. Director of Panchayats & R.D., West Bengal.
3. S.I.P.R.D. Kalyani, Nadia .

(S. S. Maity)
Joint Secy. to the Govt. of
West Bengal.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development (Panchayat Wing)
Jessop Building (1st Floor), 63, N. S. Road
Kolkata-700 001

No. 3079/PN/O/I/1E-1/2001. **Date: 16. 07. 2002.**

From : Shri S. S.Matty, Joint Secy. to the Govt. of West Bengal.

To : The District Magistrate, Jalpaiguri.

Sub : Eligibility of an employee of C.A.D.C. to contest in the Panchayat Elections.

Sir,

I am directed to refer to your letter no. 972/DPJ/P 28.6.2002 on the above subject and to state, in clarificatlon, that in terms of section 8(b), 97(b) and 142(b) of the west Bengal Panchayat Act. 1973, a person in the service of any undertaking of the Central or the State Govt. or any Statutory Body or Corporation or any Local Authority shall not be deemed to be in the service of the Central or the State Government.

Therefore, there is no bar for an employee of comprehensive Area Development Corporation to contest in the Panchayat Elections and to be a member of Gram Panchayat or Panchayat Samiti or Zilla Parishad unless he is debarred from contesting such elections by any restraining provision of the CADC.

Yours faithfully,

(S. S. Maity)
Joint Secy. to the Govt. of
West Bengal.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development (Panchayat Wing)
Jessop Building (1st Floor), 63, N. S. Road
Kolkata-700 001

No. 583/PN/O/I/IE-1/2001 **Date: 08.02.2002**

From : The Joint Secretary to the Govt. of West Bengal.

To : Shri D.K.Dutta, Joint Secretary to the Govt. of W.B.

Department of Municipal Affairs, Writers' Buildings, Kolkata.

Sub : Entitlement of the Municipal Employees for contesting Panchayat Election.

Sir,

I am directed to refer to your letter No, 40/C-9/3L-7/2001 dated 22-01-2002 on the above subject and to inform you that in terms of Section 8(b),97(b) and 142(b) of the West Bengal Panchayat Act, 1973, a person in the service of any undertaking ..... or any local authority shall not be deemed to be in the service of the Central or the State Government.

Therefore, there is no bar in respect of the Municipal Employees to contest in the Elections to the three-tier Panchayat bodies.

However, a copy each of the West Bengal Panchayat Act, 1973 and the West Bengal Panchayat (Election) Rules, 1974 as subsequently amended are being sent to you for ready reference.

Yours faithfully,

Enclo. : As stated

Jt. Secy. to the Govt. of W.B.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Panchayat Bhawan
11A, K. S. Roy Road, Kolkata-1

No. 2280/PN/O/I/1E-1/2001. **Date: 6th June, 2001**

To
The Managing Director,
West Bengal State Handloom Weavers'
Co-operative Society Ltd.,
Tantuja Bhaban
Block-DD No.18/4,
Sector–I, Bidhannagar,
Kolkata - 700 004.

Re : Eligibility to contest elections to the Panchayat bodies — privileges arising therefrom.

Sir,

I am directed to refer to your No. 272/3223/2001-02 dated June 1, 2001 on the above matter and to state that under the provisions of the West Bengal Panchayat Act, 1975, the employees of the Government Undertaking and Co-operative Societies, intera are eligible to contest elections to a Panchayat body of any tier unless an individual person is debarred from contesting such election under any provision of law.

It is, however, a matter between the employer and the employee to decide whether a particular organisation shall allow its employee to contest such elections or if so allowed, the conditions under which they may contest or the privileges that they may enjoy on being elected to a Panchayat body.

Yours faithfully,

(D. Chakraborty)
Jt. Secy. to the Govt. of
West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development (Panchayat Wing)

Jessop Building (1st Floor), 63, Netaji Subhas Road,

Kolkata - 700 001

No. 1500/PN/O/I/IE–1/2001

From : The Deputy Secretary to the Govt.of West Bengal.

To : District Panehayat and Rural Development Officer,
North 24-Parganas Zilla Parishad, Barasat.

Dated Calcutta, the.....02-04-2001.

Sub : Clarification on eligibility of Extra Departrnental
Mail carrier to contest Panchayat Election,

Sir,

I am directed to refer to your letter no. 123/Panch. XIX (E)/16/38 dated 16-03-2001 on the above subject and to state that on consideration of terms and conditions of appointment/engagement in Extra Departmental Sub-post Office as in force in 1998, the State Election Commission, West Bengal as also this Sespartment held that such employees were eligible under the West Bengal Panchayat Act and Election Rules thereunder, for contesting in any election to a Panchayat seat. This Department is not aware whether the terms and conditions of service of such employees, have in the meantime been changed.

In any case, although under the Panchayat Act and relevant Rules, such a person is eligible for Panchayat elections, the Administrative Department of these employees are at liberty to decide whether they will allow their employees to contest in the election or later if elected, to function as member/functionary, This Deptt. has no comment to offer about such decision of the administrative Department.

Yours faithfully,

Sd/-

Dy. Secy. to the Govt. of W. Bengal.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Panchayat Bhawan
11A, K. S. Roy Road, Kolkata-1

D. O. No. 4260 / PN / O / I/ 1E-50 / 87 CALCUTTA, THE 22-8-1992

Sir,

I refer to your D.O.No. 2654-F.S.of 17th ultimo about eligibility of the Modified Rationing dealer or distributor in contesting elections to a panchayat body.

An M. R. dealer or distributor do not have any contractual relationship with the panchayat bodies. A tenure supervisory role of the panchayat bodies over the local MR dealers/distributors, exercised generally through the officials of the Food and Supplies Department does not amount to a contractual relation. There is, therefore, no legal bar for an M.R. dealer or distributor to be eligible for contesting elections to any panchayat body.

M.R.dealers/distributors are sometimes appointed simultaneously as Gratuitious Relief dealer/distributor when they enter into a contract with the Panchayat Samiti. In such event, the dealer/distributor is not eligible to contest election to any tier of Panchayat.

Yours faithfully,
Sd/-
(P. Ray)

Shri Dipak Rudra IAS,
Commissioner of Food &
Principal Secretary, to the
Govt. of West Bengal,
Food & Supplies Deptt.,
11A, Ghalib Street,
Calcutta - 700 087.

No. 1311-PM/O/III/2A-17/94 Dated 16.4.98

From : Shri D. Chakraborty
Dy. Secy. to the Govt. of West Bengal,

To : The District Magistrate & District Panchayat
Election Officer, Midnapur.

Ref : Eligibility for constesting in Panchayat General
Election, 1998.

Sir,

I am directed to refer to No. 382/PRD dt. 15.4.98 and to state in clarification as follows :-

(a) Panchayat Tax Collectors : They are not elegible to contest in any election to a Panchayat as they are in contractual obligation with the Gram Panchayat as envisaged in clause (c) of section 8 of the West Bengal Panchayat Act;

(b) Instructor of Child Education Centre : They are eligible to contest as they are neither employees of the State Government nor of the Panchayat but work on a part time basis on an agreement with a local Organising Committee;

(c) Community Health Guide : It is understood that they are not regular employees under State Government nor under rule-making authority of the State Government and work with a fixed monthly remuneration of Rs, 100/- or so ; on this consideration, they are eligible to contest

(d) Anganwadi Worker and Helper ; On the grounds as stated in para (c) above, they are eligible to contest

(e) Instructor of Child Labour School ; On the grounds as stated in para (c) above, they are eligible to contest

(f) Primary School Teachers & High School Teachers : They are eligible to contest ; it is not understood why doubt has been raised in respect of these persons as they were contesting such elections on previous occasions also ;

(ga) Contractor working of Z.P./P.S./G.P. : They are not eligible in terms of clause (c) of section 8 of the Act as long as the contractor/agreement subsists ;

(gb) Contractor Working P.W.D., etc : They are eligible as there is no bar against persons having contractual obligation with the State Govt. in any Department ;

(h) Ration Dealers : They are eligible provided they are not simultaneously dealer relating to JRY or any other scheme administrated by any Panchayat in which case they are ineligible.

(i) Employees of Electricity Board : They are eligible to contest under the Act (whether there is any restraining order imposed by the Board on their enployees, is a separate Issue)

(j) Job Worker/Supplier receiving nonthly from Panchayat Body In view of the fact that they are under contractual obligation, they are not eligible unless contractual obligation terminates in the meatime;

.... 2

(k) Person Convicted in lower court but appeal is pending They are not eligible under the relevant order of the West Bengal State Election Commission ;

(*l*) Tax defaulter in paying tax either to the Govt./ Panehayat : They are eligible as there is no contravening provision in law they are however liable to the removed under sections 11 (l)(c), 100(1)(c) and 145(1)(c) of the Act.

Yors faithfully,

(D. Chakraborty)
Dy. Secy. to the Govt. of
West Bengal.

No. 1311/1(15)-PN/0/III/2A-17/94 dated 16.4.98.

Copy forwarded for information to the District Magistrate and Distric Panchayat Election Officer _____ District (All except Midnapur & Darjeeling).

(D. Chakraborty)
Dy. Secy. to the Govt. of
West Bengal.

No. 1311/1 PN/0/III/2A-17/94 dated 16.4.98.

Copy forwarded for information to the Dy. Secretary West Bengal State Election Commission.

(D. Chakraborty)
Dy. Secy. to the Govt. of
West Bengal.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development (Panchayat Wing)
Jessop Building (1st Floor), 63, N. S. Road
Kolkata-700 001

No. 3727/I/Panch/1A-15/93

From : D. Chakraborty, Asstt. Secy, to the Govt. of W.B.

To : Shri P.K. Chanda, Programme Officer, & Ex-Officio Assistant Secretary to the Govt. of West Bengal

Dated Calcutta, the.....24th December, 1993

Re : Bengal, implications if any for holding full-time Part-time job by Anganwadi Workers / Helpers.

Sir

I am directed to refer to your letter No. 4262-5W/35-145/93 dated 16.11.93 subject noted above and say that under the provisions of the Panchayat Act, a member is not eligible for an election to the office of the Sabhapati or the Sahakari Sabhapati of a Panchayat Samiti or the Sabhadhipati, Sahakari Sabhadhipati or Karmadhyakaha of a Sthayee Samiti of a Zilla Parishad as the case may be, if he holds any office of profit in such manner that shall or is likely to inerfere with due exercise of his powers, functions & duties in the Panchayat body. No such restraining provision exists in respect of any other office in Panchayat bodies.

When the Anganwadi workers and helpers are engaged in Voluntary services on payment of honoraris and when such engagements are not likely to interfere with their responsibilities in Panchayat bodies, this Department has no objection to such engagements.

Yours faitfully,

(D. Chakraborty)
Special Officer (Law) & Lx-Officio Assistant Secretary to the Govt. of W. Bengal.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Community Development

(Panchayats)

Election, Constitution & Administration

No. 6217/(15)/I/Panch/E-52/83 Dated 17.3.83

From : The Joint Secretary to the Govt. of West Bengal

To : The District Magistrate/Deputy Commissioner,.....

Sub : **Eligibility of certain categories of person to become members of Panchayat bodies**

This undersigned is directed to say that Sections 8,97 and 142 of the West Bengal Panchayat Act, 1973, lay down disqualifications of members of Gram Panchayat, Panchayat Samiti and Zilla Parishad respectively. Questions have arisen as to whether certain categories of persons are eligible to become members of the 3-tier Panchayat bodies in view of the provisions contained in the sections referred to above.

2. The undersigned is directed to clarify that the following categories of persons, among others, are not eligible to become members of any tier of the Panchayat bodies:-

(i) Primary School teachers who are Govt. employees but are on deputation to district school board/ teachers of special cadre and Govt. Sponsored Primary Schools, who are appointed by D.I. of Schools and remunerated from Govt. through him;

(ii) Chowkidars, Dafadars and Panchayat Tax Collectors;

(iii) Extra departmental post Masters/Peons under extra Departmental Post Masters;

(iv) Tahasildars/Tahasil Peons;

(v) Members of W.B.N.V.F./Home Guards while they are on active duty

(vi) Organiser and Cook-cum-helper under M.N.P, S.N.P, etc;

(vii) Pay masters/Muharrirs under N.R.E.P schemes so long as the work subsists;

(viii) Contractors under P.R. bodies; (ix) Lessees/pound keepers under Panchayats.

(ix) Lessees / pond keepers under Panchayats.

3. The undersigned is further to clarify that the following categories of persons, however, are not in eligible to become members of the 3-tier Panchayat bodies:-

(i) Govt. pension holders;

(ii) Political pensioners or old age pensioners;

(iii) Primary School teachers appointed by the District school board/teachers of Special cadre primary school, who were initially appointed by D.I. of schools but subsequently absorbed by District school Board;

(iv) Teachers and non-teaching staff of aided junior high and secondary schools, appointed by the respective managing committees;

(v) Teachers and non-teaching staff of Govt. Sponsored Colleges or private colleges under pay packets scheme;

(vi) Employees of a University;

(vii) Employees of Govt. aided institutions including Madrassas;

(viii) Employees of a municipality or a corporation;

(ix) Employees of Co-operative Societies;

(x) Employees of Nationalised Banks;

(xi) Employees of Central Govt. undertakings or State Government undertakings like West Bengal State Electricity Board, West Bengal comprehensive area Development Corporation, West Bengal Forest Development Corporation etc.;

(xii) Librarians of Rural Libraries;

(xiii) Casual workers under N.R.E.P schemes without right of continuity;

(xiv) M.R./G.R. dealers;

(xv) Contractors under Govt., Semi Government, and local bodies other than Panchayats.

In this connection it may be noted that while there may not be any bar to the employees of a municipal body, a Co-operative Society, a nationalised Bank, a Govt. underktaking, a private organisation etc. becoming members of any tier of the Panchayat bodies so far as the Panchayat Act is concerned, it will be the duty and responsibility of such intending candidates to make sure that they are not debarred from contesting this election as per their respective service conditions. Appointing authorities of this type of employees contesting the election are free to take action before, during or after the panchayat election as per the rules of their respective organisations. Returning Officers should clearly make this point known to all the intending candidates accordingly.

4. In this connection the undersigned is to state further that a person who has been convicted of an offence mentioned in clause (h) of Sections 8,97 and 142 shall not be qualified to be a member of a Gram Panchayat a Panchayat Samiti or a Zilla Parishad. A question arises whether a person who has been convicted of such an offence but has prefererd an appeal against such conviction will be eligible to become a member of a Panchayat body. The Government has been legally advised that such a convict will not be eligible to become a member of a Panchayat body unless and until the conviction is set aside in disposal of the appeal.

5. All Returning Officers in his district may be informed accordingly.

N. R. HALDER
Joint Secretary to the Govt. of West Bengal

Chapter - 3

Clarification relating to reservation of seats & offices for conduct of elections and other related issues

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	3190/PN/O/I/1A-4/13	07.08.2013	GP, PS & ZP	Clarification on issues relating to election of Office Bearers
2	1027/PN/O/I/1E-6/12 (Part-1)	12.03.2013	GP	Clarification regarding reservation of the Office Bearers
3	7352/PN/O/I/1E-6/12 (Part-1)	24.12.2012	GP, PS & ZP	Clarification regarding reservation of Office Bearers of GP &PS
4	5841/PN/O/I/1E-6/12 (Part-1)	19.11.2012	GP, PS & ZP	Clarification regarding arrangement of seats for the SCs or STs or BCs in descending order
5	5801/PN/O/I/1E-6/12 (Part-1)	12.11.2012	GP, PS & ZP	Clarification regarding reservation of seats for the SCs / STs
6	5749/PN/O/I/1E-6/12 (Part-1)	08.11.2012	GP, PS & ZP	Clarification reservation of the offices of Chairpersons
7	5549/PN/O/I/1E-6/12 (Part-1)	19.10.2012	GP	Clarification regarding reservation of seats for the SCs & STs upto one-half of the total number of seats in GP
8	5485/PN/O/I/1E-6/12 (Part-1)	16.10.2012	GP, PS & ZP	Clarification regarding delimitation in connection with Panchayat General election, 2013
9	5253/PN/O/I/1E-6/12	08.10.2012	GP, PS & ZP	Clarification regarding certain provisions under the WB Panchayat Elections Rules, 2006
10	7002/PN/O/I/1A-1/06	27.09.2010	GP	Clarification on eligibility of holding dual post by Upa-Pradhan
11	938/PN/O/I/1A-6/05	18.02.2010	GP	Clarification for election of Pradhan in reserved category (Woman - SC)
12	698/PN/O/I/1A-6/05	10.02.2010	GP	Clarification for election of Upa-Pradhan in reserved category (ST)
13	2610/PN/O/I/1E-9/03	24.06.2008		Clarification regarding election of Office Bearers
14	3816/PN/O/I/1A-6/05	27.08.2009	GP	Clarification for election of Pradhan in reserved category (SC)

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Jessop Building (1st Floor), 63, Netaji Subhas Road, Kolkata - 700 001

Memo No. 3190/PN/O/I/1A-4/13 **Date : 07.08.2013**

From : Special Secretary to the
Government of West Bengal

To : The District Magistrate
Dakshin Dinajpur

Sub : Clarification on issues relating to election of office bearers

Sir,

I am directed to refer to your No. 1442/DPRD dated 06.08.2013 on the above subject and to furnish the point-wise clarifications as follows -

1. The arranging of surnames in the ballot papers to be used in the elections to the post of Pradhan/Upa-Pradhan/Sabhapati/Sahakari Sabhapati/Sabhadhipati/ Sahakari Sabhadhipati in terms of rules 3, 4 & 5 of the West Bengal Panchayat (Constitution) Rules, 1975 will be done in the same manner as is followed at the time of preparing the list of contesting candidates before the Panchayat election.

2. Under clause(b) of sub-rule (7) of rule 3 of the West Bengal Panchayat(Constitution) Rules, 1975, the members will record the vote by placing the mark 'X' in the place provided in the ballot paper opposite to the name of the candidate for whom he intends to vote. There is no scope for putting any other mark for the purpose. For putting the mark, a writing pen will be used by the members.

3. Drawing a corollary to the amended provisions *of Explanation II* appended to clause(d) of sub-section(3) of section 32A of the West Bengal Panchayat Act,1973, it is clarified that if two or more recognized political parties have equal number of members elected to the Gram Panchayat or a Panchayat Samiti, the leader of the recognized political party placed higher in sequential arrangement in the relevant notification issued by the Election Commission of India shall be chosen to be the leader of the opposition provided such leader did not cast his vote in favour of the winning candidate or has abstained from voting in the election of Pradhan or Sabhapati.

4. In terms of the provisions of the existing Rules, there is no provision for a member of a Panchayat body to propose her/himself as a candidate for election to the office of Pradhan/Upa-Pradhan/Sabhapati/ Sahakari Sabhapati / Sabhadhipati / Sahakari Sabhadhipati.

Thanking you

Yours faithfully
Sd/-
Special Secretary to the
Government of West Bengal

Memo No. 3190/1(17)/PN/O/I/lA-4/13 **Date : 07.08.2013**

Copy forwarded for information & necessary action to the District Panchayat & Rural Development Officer .....Howrah.....

Yours faithfully

(D.K.Pal)
Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road
Kolkata - 700 001

No. 1027/PN/O/1/1E-6/12 (Part-1) Dated: 12.03.2013

From : D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Secretary
West Bengal State Election Commission

Sub : Clarification in the matter of reservation of office bearer sought by DPRDO, Hooghly

Sir,

I am directed to enclose a communication received from DPRDO, Hooghly seeking clarification in the matter of reservation of office bearer in connection with forthcoming Panchayat General Elections vide his No.500/P & RD dated 06.03.2013 and further directed by order of the Governor to clarify the issue raised in the above referred letter as under:

Issue raised	Clarification
1. Where, in a Gram Panchayat only one seat has been reserved for BC category and that for BC (W), whether the office of the Pradhan for that Gram Panchayat can be reserved for BC category?	1. Since both men and women belonging to the Backward Classes are eligible to contest for the seat/ office reserved for the Backward Classes, the office of the Pradhan of the Gram Panchayat can be reserved for the Backward Classes if any seat in that Gram Panchayat is reserved either for Backward Classes or Backward Classes (W).
2. If the answer is affirmative, then whether the person elected from that very seat reserved for BC(W) is to be elected Pradhan irrespective of her party affiliation and or belonging to majority or minority group of elected candidates, if no other BC candidate is elected in that Gram Panchayat?	2. This Department will consider to clarify this issue at the appropriate time.

Yours faithfully,

Sd/- (D.K.Pal)

Memo No. 1027/1(1)/ PN/O/1/1E-6/12 (Part-1) Dated: 12.03.2013

Copy forwarded for kind information to the DPRDO, Hooghly.

Sd/- (D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats& Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road, Kolkata - 700 001

No. 7352/PN/O/1/1E-6/12 (Part-1) Dated: 24.12.2012

From : D.K.Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary
West Bengal State Election Commission
18, Sarojini Naidu Sarani, Kolkata-700017

Sub: Clarification regarding reservation of office Bearers of GP & PS

Ref: No. 1847-SEC/1D-123/2011 dated 05.12.2012

Sir

With reference to the above, I am directed by order of the Governor to clarify the issues raised in your letter as under:

Issue raised	Clarification
1. Clarification is sought for as to how reservation of such specified category (STW & BCW) of person can be carried over to the next such Gram where the said office is not required to be reserved for any category of person(where only the seats reserved for ST/SC/BC are considered for such reservation? **[Ref: Memo No. 1411/P & RD dated 06.11.2012 of the Additional District Magistrate (P & RD) South 24 Parganas]**	1. In this regard, attention is drawn to the provisions stated under sub-rule (4) of rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975. In terms of the said provisions, the following procedure will be followed in the matter of carrying over the reservation of any specified category of persons under the situation in question. i) Such reservation of the office of the Pradhan for STW or BCW, as the case may be, in that Gram where no seat or constituency of member is reserved for such specified category of persons will be deemed to be inoperative. This means that Gram will not be reserved either for ST or STW or BC or BCW as the case may be in the light of explanation made there in the said sub-rule that the expression specified category of persons also means and includes Scheduled Tribes (Women) and the Backward Classes (Women).

	ii) Accordingly reservation for such specified category of persons i.e., STW or BCW, as the case may be, will be carried over to the next Gram occurring the list of Gram arranged in ascending order of the serial number assigned to each of them. For the purpose of identifying an appropriate Gram for carrying over the reservation, the list arranged in ascending order of the serial number assigned to the Grams within the district will be taken up in consecutive order and on reaching the last number available, identification may again be taken up, if necessary, from the first serial number in the list. iii) Here only one thing will be kept in mind that in such Gram where such reservation is carried over, one or more seats or constituencies for members are reserved for that specified category of persons for which the office of the Pradhan is required to be reserved. It does not matter whether such Gram occurs or not in the roster for reservation for that term. iv) It also does not matter whether the office of the Pradhan in such Gram is not required to be reserved in accordance with rules for any category of persons on account of its not having more than five per cent population of the Scheduled Tribes or the Backward Classes, as the case may be, in respect of the total population in that Gram in terms of clause **(a) (ii) of sub-rule (2) of Rule 2A, in which case permission of the Commission must be obtained in terms of clause (vii) of the said sub-rule.** v) The Gram from where such reservation has been carried over will remain eligible in this term of election for reservation, in accordance with rules, for any other category of persons. vi) The calculation or exercise done at the earlier stage of reservation will remain unchanged and only a note in this regard for application of the provisions stated under sub-rule 4 will be kept on record.

2. Clarification is sought for as to how the reservation of offices of Upa-Pradhan will be done since only 77 offices are available for reservation of offices of Upa-Pradhan though a total of 233 no. of offices are required to be reserved for Upa-Pradhan out of offices of 310? [Ref: Memo No. 1411/P & RD dated 06.11.2012 of the Additional District Magistrate (P & RD) South 24 Parganas)	2. The number of offices of Upa-Pradhan as are available will be reserved in terms of sub-rule(5) of rule 2A of the West Bengal Panchayat(Constitution) Rules,1975, as amended and the number of offices determined under clause(a) or clause(b), as the case may be, of sub rule(l) will be deemed to be re-determined accordingly. No separate calculation needs to be done in this regard and only a note regarding a no. of offices available for reservation in terms of sub-rule (5) may be kept on record;
3. Clarification is sought for "if after reserving one-half of the offices from SC, ST and BC for women, the required no. of offices are not available in the roster specified for the first term of election for reserving the remaining number of offices i.e. to match one-half of the total offices for women, then what procedure will be followed? [Ref: Memo No. 1411/P & RD dated 06.11.2012 of the Additional District Magistrate (P & RD) South 24 Parganas]	3. i) This is not stated whether this clarification is sought for in respect of making reservation to the offices of Pradhan & Sabhapati or Upa-Pradhan & Sahakari Sabhapati. ii) If it is related to reservation of offices of Upa-Pradhan & Sahakari Sabhapati, then the procedure stated in third proviso of sub-rule (2)(b) of rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975 as amended will be followed keeping in mind the provisions stated under sub-rule(3), (4) and (5), wherever applicable. iii) If after reserving one-half of the offices of the Pradhan or the Sabhapati, as the case may be, from SC, ST and BC for women, the required no. of offices are not available in the roster specified for the first term of election for reserving the remaining number of offices for women i.e. to match the one-half of the total offices reserved for women, then the remaining number of offices will be reserved for women from the offices available in the list selecting every third office in each occasion in terms of foot note of Schedule A of the West Bengal Panchayat;(Constitution) Rules, 1975 as amended. If this exercise does not solve the problem, then the District authority may be requested to submit the calculation sheet in this regard for further consideration of this department.

4. Whether the word "such specified category of persons" be applied only in respect of the word 'women" or the entire specific category like "Scheduled Tribes women". For example, if the Chairperson is initially selected to be reserved for "Scheduled Tribes women", and later on, it is found that no Constituency in the said GP/PS is reserved for "Scheduled Tribes women", although there are seats reserved for "Scheduled Tribes" persons, then whether the office of the Chairperson shall remain reserved for "Scheduled Tribes" or not i.e. whether only the "women" part remain inoperative, keeping intact the words "Scheduled Tribes" or whether the inoperative part be applied to "Scheduled Tribes" too? [Ref: Memo No. 29/P/PGE'13 dated 22.11.2012 of the District Panchayat & Rural Development Officer, Malda]	4. Clarification given at para 1 above will also be followed in this regard. i) However, in this regard, it is again reiterated that the word 'such specified category of persons' will be applied in respect of the 'Scheduled Tribes Women'. ii) If the Chairperson is initially selected to be reserved for "Scheduled Tribes women", and later on, it is found that no Constituency in the said GP/PS is reserved for "Scheduled Tribes women", although there are seats reserved for "Scheduled Tribes" persons, then such office of the Chairperson will also not remain reserved for "Scheduled Tribes" and the reservation of such specified category i.e. STW will be carried forward to the next Gram in the manner stated under Para 1 above.

Yours faithfully,

Sd/-

(D.K.Pal)

Memo No.7352/l(2)/PN/O/l/lE-6/12 (Part-1) Dated: 24.12.2012

Copy forwarded for kind information to :

1. The Additional District Magistrate (P & RD), South 24 Parganas.
2. The District Panchayat & Rural Development Officer, Malda

Sd/-

(D.K.Pal)

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Jessop Building (1st Floor), 63, N.S. Road, Kolkata-700 001

Memo No. 5841/ PN/O/1/1E-6/12 (Part-1) Dated : 19.11.2012

From : D.K. Pal
Special Secretary to the
Government of West Bengal

To : The District Panchayat & Rural Development Officer
Purba Medinipur

Sub : Clarification regarding arrangement of seats for the Scheduled Castes or Scheduled Tribes or Backward Classes in descending order having same Per centage of population

Ref : No.1620/PRD/XXIII-11/2012 dated 15.11.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised in your above referred letter as under :

Issue raised	Clarification
1. If more than one constituency of a Gram Panchayat or a Panchayat Samiti has 100 per cent of SC or ST or BC population per centage, what procedure will be adopted for arranging such constituencies in descending order in the lists to be prepared under rule 22 (2) (a) or 24 (2) (a) of the West Bengal Panchayat Elections Rules, 2006 as amended ?	1. In such cases, all the seats or the constituencies in question will be arranged in the same order in which the consecutive serial number to all such seats or the constituencies has been given following the provisions laid down under Rule 22 (1) (b) and Rule 24 (1) (c) for Gram Panchayat and Panchayat Samiti respectively.

Yours faithfully,

Sd/- (D.K.Pal)

Memo No. 5841/l(19)/PN/O/l/lE-6/12 (Part-1) Dated : 19.11.2012

Copy forwarded for kind information to :

1. The Secretary, West Bengal State Election Commission.
2. The District Magistrate ..... (All)

Sd/- (D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road, Kolkata - 700 001

Memo No. 5801/ PN/O/1/1E-6/12 (Part-1) Dated : 12.11.2012

From : D.K. Pal
Joint Secretary to the
Government of West Bengal

To : The District Magistrate, Cooch Behar

Sub : Clarification regarding reservation of seats for SC/ST etc.

Ref : No.797/IV-01 dated 08.11.2012 and No. 799/IV-1 dated 09.11.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised in your above referred letter as under :

1. Attention is drawn to the second proviso of sub-rule (1) of rule 22 of the West Bengal Panchayat (Elections) Rules 2006 as amended in this regard, a model calculation was circulated vide this department's Memo No. 5549/PN/O/1/1E-6/12 (part-1) dated 19.10.2012 and based on the same the procedure adopted in first calculation shown in respect of Kuchibari GP under Mekhliganj Block and Petla GP under Dinhata-1 Block is found correct.

2. Further, attention is drawn to the fourth proviso of clause (e) of sub-rule (1) of rule 22 of the aforesaid Rules. According to it, when the total number of reserved seats for the SC and ST persons, taken together, exceeds fifty per cent of the total number of seats, the number of seats for each category shall be reduced in the proportion of the population of the SC and ST to the total population in that Gram in order to match the figure of one-half of the total number of seats in that Gram Panchayat. Thus, in the light of the above provision —

   (a) in case of Kuchibari GP, the total number of seats is 17 and total number of seats to be reserved for SC/ST is 8. Now figure arrived at to reserve the seat for ST category is 0.99 which will ultimately lead to reservation of only one seat in favour of ST category. Since there is no scope to further reduce from this single seat, straightforward one seat will be reserved for ST category. Further, since the figure arrived at to reserve the seat for SC category is 12.44; the rest (8-1=7) number of seats will be reserved for SC category in order to match one-half of the total number of seats to be reserved for this Gram Panchayat.

   (b) In case of Pelta GP under Dinhata Block, the total number of seats is 21. and total number of seats to be reserved for SC/ST is 10. Now figures arrived at to reserve the seat for ST category

is 0.60 which will ultimately lead to reservation of only one seat in favour of ST category. Since there is no scope to further reduce from this single seat, straightforward one seat will be reserved for ST category. Further, since the figure arrived at to reserve the seat for SC category is 11.44; the rest (10-1=9) number of seats will be reserved for SC category in order to match one-half of the total number of seats to be reserved for this Gram Panchayat.

(3) If any office of Pradhan/Sabhapati or Upa-Pradhan/Sahakari Sabhapati is selected for reservation for both ST and SC or BC, then the procedure as stated under clause (vi) of sub-rule 2 of Rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975 as amended will be followed. If any difficulty arises in application of the said provisions, then the same may be sorted out in the manner elaborated in this department's earlier Memo No.5253/PN/O/l/lE-6/12 dated 08.10.2012 in respect of reservation of seats.

(4) Regarding the issue raised in your communication **No. 799/IV-l dated 09.11.2012,** it is stated that 32 offices in the district which have not been reserved for the Pradhan under any category will be considered for reservation for Upa-Pradhan under different category in the prescribed manner. In this regard, the clarification issued by this department vides No.5749/PN/O/1/1E-6/12 (Part-1) dated 08.11.2012 may be referred to in case of any confusion.

Yours faithfully,

Sd/-

(D.K.Pal)

Memo No. 5801/1(1) PN/O/1/1E-6/12 (Part-1) Dated : 12.11.2012

Copy forwarded for kind information to the Secretary, West Bengal State Election Commission.

Sd/-

(D.K.Pal)

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Jessop Building (1st Floor), 63, N.S. Road, Kolkata - 700 001

Memo No. 5749/ PN/O/1/1E-6/12 (Part-1) Dated: 08.11.2012

From : D.K.Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary,
West Bengal State Election Commission
18, Sarojini Naidu Sarani, KoIkata-700017

Sub : Clarification on certain points relating to reservation of the offices of Chairpersons

Ref : No.1743-SEC/1D-123/2011 dated 31.10.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised by the District Panchayat Election Officer and District Magistrate, Jalpaiguri vide his No. 1307/P&RD dated 30.10.2012 as under:

Issue raised	Clarification
1. If in any Gram Panchayat or Block, the office of the Pradhan or Sabhapati has reserved for General Women, then will the offices of Upa-Pradhan or Sahakari Sabhapati of that Gram Panchayat or Block be considered for reservation of ST/SC/BC category? Similarly, if in any Gram Panchayat or Block, the office of the Pradhan or Sabhapati has reserved for ST/ SC/BC including SCW/STW/BCW, then will the offices of Upa-Pradhan or Sahakari Sabhapati of that GP or Block be considered for reservation for General Women?	1. Attention is drawn to the provisions laid down under sub-rule (3) of rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975, as amended. It is stated therein that for the purpose of reservation under clause (a) and clause (b) of sub-rule (1), preference shall be given to reservation of the offices of the Pradhan or the Sabhapati, as the case may be, and after such reservation, offices of the Upa-Pradhan or the Sahakari Sabhapati shall not be reserved in the same Gram or the same Block, as the case may be. The said clause (a) contains the provisions for reservation of offices for SC, ST and BC persons and the said clause (b) contains the provisions for reservation of offices for women including SCW, STW and BCW. Therefore, the above provisions clearly establish that in both the cases, the offices of the Upa-Pradhan or the Sahakari Sabhapati of that GP or Block will not be considered for reservation in respect of any category.

2. During reservation of offices of the Upa-Pradhan or the Sahakari Sabhapati, as the case may be, for any category, Whether groups will be framed with all the Gram Panchayats, or Blocks coming into zone of consideration for that particular category or Groups will be formed after keeping aside those Gram Panchayats where offices of Pradhan or Sabhapati have already been reserved for any category of persons?	2. Attention is drawn to the first proviso of sub-rule (3) of rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975, as amended. It is stated therein that, if in a Gram or Block, for any term of election, an office of Upa-Pradhan or Sahakari Sabhapati, as the case may be, to be reserved in accordance with the roster applicable where office of the Pradhan or the Sabhapati has already been reserved for the same term, such reservation of the office of the Upa-Pradhan or the Sahakari Sabhapati shall be deemed to have no effect and such reservation for that term of election shall be carried forward to the next Gram or Block in the same roster or, if no Gram or Block is available, in the same roster, in the Gram or Block occurring in sequential order in the roster valid for the next term of election. Therefore, this provision clearly establishes the fact that the groups will be formed with all the Gram Panchayats or Blocks coming into the zone of consideration for any particular category irrespective of the fact that any particular office has already been reserved for Pradhan or Sabhapati, as the case may be.
3.If groups are formed with all the Gram Panchayats or Block coming into zone of consideration for any particular category and if in any group there are Gram Panchayats or Blocks available (not reserved for any category either for offices of Pradhan/Sabhapati or Upa-Pradhan/Sahakari Sabhapati) after reserving the required number of offices of Upa-Pradhan or Sahakari Sabhapati, as the case may be, for any particular category to be reserved from that group and in another group the number of Gram Panchayats or Blocks are less than the number of offices of Upa-Pradhan or Sahakari Sabhapati to be reserved for that category from that group, then whether will the number of offices of Upa-Pradhan or Sahakari Sabhapati to be reserved for that category be re-determined as per sub-rule (5) of rule 2A or any other process to be followed or whether the number of offices of Upa-Pradhan to be reserved for ST or SC will be redetermined as per sub-rule (5) of rule 2A, while there are Gram Panchayats which have not been reserved for any category are available in other groups?	3. At first, the process for reservation in respect of offices of the Pradhan or the Sabhapati, as the case may be, will be completed. Thereafter, the process for reservation in respect of offices of the Upa-Pradhan or the Sahakari Sabhapati will be started. If at the end of the process, it appears that the required number of offices as determined for reservation in respect of the Upa-Pradhan or the Sahakari Sabhapati for any category is not available, then the process will stop there and it will not be reversed to start from initial stage. The available offices for reservation in respect of Upa-Pradhan or Sahakari Sabhapati following the prescribed procedure will only be reserved and the said number will deem to be redetermined accordingly in terms of sub-rule (5) of rule 2A.

4.Once the number of offices to be reserved are apportioned finally to each group of fifty with part group, if any, after notionally apportioned to each group of ten as mentioned in clause (iv) (b) of sub-rule 2 of rule 2A, in which group shall the roster be applied.? In the group of fifty or ten? Or once the number of offices to be reserved are finally apportioned to each group of fifty or part group, is there any scope to apply the roster for group of ten as mentioned in clause (v) (a) of sub-rule 2 of rule 2A?	4. In the case in question, the roster shall be applied separately for every group of fifty Grams or Blocks, as the case may be, or for part group having less than fifty Grams or Blocks.

Yours faithfully,

Sd/-

(D.K.Pal)

Memo No. 5749/1(18)/PN/O/1/1E-6/12 (Part-1) Dated: 08.11.2012

Copy forwarded for kind information to the District Magistrate .....(All.

Sd/-

(D.K.Pal)

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Jessop Building (1st Floor), 63, N.S. Road, Kolkata - 700 001

Memo No. 5549/ PN/O/1/1E-6/12 (Part-1) Dated: 19.10.2012

From : D.K.Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary,
West Bengal State Election Commission
18, Sarojini Naidu Sarani, KoIkata-700017

Sub : Clarification regarding reservation of seats for the Scheduled Castes and the Scheduled Tribes up to one-half of the total no. of seats in any Gram Panchayat

Ref : NO.1690-SEC/1D-123/2011 dated 16.10.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised in your letter as under:

Issue raised	Clarification
1. What are the norms to be followed to reduce the proportion for reservation of seats for the Scheduled Castes and the Scheduled Tribes if figures following the principle of proportionate reservation for reserving the seats for the Scheduled Castes and the Scheduled Tribes exceed one-half of the total number of seats in any Gram Panchayat?	1. Kind attention is drawn to 4th proviso to clause (e) of sub-rule (1) of rule 22 of the West Bengal Panchayat Elections Rules, 2006 as amended read with 4th proviso of sub-section (2) of section 4 of the West Bengal Panchayat Act, 1973 and the second proviso to section 2B of the West Bengal Panchayat Elections Act, 2003 as amended up to date. Therefore, this department is of the view that the norms to be followed in this regard will be best understood only by the following illustrations. **Illustration -1: Suppose in a Gram Panchayat, a) no. of members determined is 20 b) SC population is 30% c) ST population is 40%** **A. Now the first step** of calculation is to arrive at the figure which may be used for reserving the seats for the SC and ST following the principle of proportionate reservation, i) Figure for reserving the seats for SC will be (30/100)×20=6

ii) Figure for reserving the seats for ST will be (40/100)×20=8

B. Second step

i) No. of seats to be reserved for SC and ST,taken together, cannot exceed 10 in this case i.e., one-half of the total number of seats.

ii) Figure for reserving the seats for SC and ST arrives at (6+8)=14.

iii) Thus the figure to be reduced to match the seats to be reserved for the SC and ST is (14–10)=4

C. Third step

i) Percentage of SC is 30%.

ii) Percentage of ST is 40%

iii) Proportion of SC : ST is 30:40 i.e., 3:4

D. Fourth step

i) Thus, the figure to be reduced in respect of SC is (3/7)×4=1.71

ii) The figure to be reduced in respect of ST is (4/7)×4=2.28

(Here attention is drawn to explanation 1 of sub-rule (1) of rule 22. According to it, all figures for calculation shall be taken up to the second place of decimal ignoring any digit after the second place of decimal altogether and this will be followed up to this stage.)

E. Fifth step

Now, the total no. of seats to be reserved

i) For SC : (6–1.71)=4.29 i.e., 4

ii) For ST : (8–2.28)=5.72 i.e., 6

(Here the attention is drawn to explanation II of sub-rule (1) of rule 22. According to it, for the final stage of calculation for arriving at the number of seats to be reserved, the digit in the second place of decimal, if any, shall be totally ignored, and the whole number in figure obtained shall be raised by one if the digit at the first place of decimal is not less than five while ignoring any digit below five at the first place of decimal)

F. **Thus the total no. of seats to be reserved** for the SC and the ST taken together arrives at 10 which is one-half of the total number of seats of the Gram Panchayat.

Illustration -II: Suppose in a Gram Panchayat, a) no. of members determined is 12. b) SC population is 43.2% c) ST population is 32.1%

A. Now the first step of calculation is to arrive at the figure which may be used for reserving the seats for the SC and ST following the principle of proportionate reservation.

iii) Figure for reserving the seats for SC will be (43.2/100)×12=5.18

iv) Figure for reserving the seats for ST will be (32.1/100)×12=3.85

B. Second step

iv) No. of seats to be reserved for SC and ST, taken together, cannot exceed 6 in this case i.e., one-half of the total number of seats,

v) Figure for reserving the seats for SC and ST arrives at(5.18+3.85)=9.03

vi) Thus the figure to be reduced to match the seats to be reserved for the SC and ST is (9.03-6)=3.03

C. Third step

iv) Percentage of SC is 43.2%.

v) Percentage of ST is 32.1%

vi) Proportion of SC : ST is 43.2 : 32.1

D. Fourth step

iii) Thus, the figure to be reduced in respect of SC is (43.2/75.3)×3.03=1.73

iv) The figure to be reduced in respect of ST is (32.1/75.3)×3.03=1.29

(Here attention is drawn to explanation 1 of sub-rule (1) of rule 22. According to it, all figures for calculation shall be taken up to the second place of decimal ignoring any digit after the second place of decimal altogether and this will be followed up to this stage.)

	E. Fifth step **Now, the total no. of seats to be reserved** iii) For SC: (5.18-1.73)=3.4 i.e., 3 iv) For ST: (3.85-1.29)=2.5 i.e., 3 (Here the attention is drawn to explanation II of sub-rule (1) of rule 22.) F. **Thus the total no. of seats to be reserved** for the SC and the ST taken together arrives at 6 which is one-half of the total number of seats of the Gram Panchayat.

Yours faithfully,

Sd/-

(D.K.Pal)

Memo No. 5549/1(18)/PN/O/1/1E-6/12 (Part-1) Dated: 19.10.2012

Copy forwarded for kind information to the District Magistrate .....(All.

Sd/-

(D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N.S. Road, Kolkata - 700 001

Memo No. 5485/ PN/O/1/1E-6/12 (Part-1) Dated: 16.10.2012

From : D.K.Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary,
West Bengal State Election Commission
18, Sarojini Naidu Sarani, KoIkata-700017

Sub : Clarification sought by the District Magistrate, Burdwan regarding delimitation Work in connection with next Panchayat General Elections, 2013.

Ref : No.2359/Pan dated 24.09.2012 of District Magistrate, Burdwan

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised by the District Magistrate, Burdwan in his above referred letter as under:

Issue raised	Clarification
1. Whether the areas under Balko & Bengal Paper Mill were ever notified by the P & RD Department and whether the Polling Station No. 238 & 239 under Jemari Gram Panchayat and No. 260 & 261 under Ballavpur Gram Panchayat of Raniganj Block would be excluded for delimitation and reservation purpose?	1. On the issue raised, a copy of the Notification No. 3841/1/Panch. Dated 25th February 1983 is hereby enclosed which will help in determining the areas falling within the jurisdiction of Jemari and Ballavpur Gram Panchayats under Raniganj Block. If any further clarification is required on this issue, then the further communication may be made by the district citing the name of mouzas. It may kindly be noted that all the previous notifications in connection with determination of area of Gram Panchayats have been issued with reference to the mouzas. Therefore, mouza reference to the polling station will facilitate this department to verify its previous notification, if required, any.

2. What will be course of action, if while determining the number of seats in a Gram Panchayat during delimitation, the resultant number stands either below 5 or above 30 which is contrary to the clause 4(2) if the WBPA, 1973?	2. In terms of section 4(2) of the West Bengal Panchayat Act, 1973, the total number of members of any Gram Panchayat cannot be 'less than five' or 'more than thirty'. While determining the total number of members of any Gram Panchayat under section 12 of the West Bengal Panchayat Elections Act, 2003, the prescribed authority is required to have the above provision of the Act into consideration. If dividing the total voters of any Gram Panchayat by 900, the resultant number comes to 'less than five' or 'more than thirty', then in such case, the total number of the Gram Panchayat has to be fixed either at five or thirty, as the case may be. Further, based on the number of members of such Gram Panchayat so determined, the prescribed authority will divide the area of that Gram Panchayat into constituencies.

I am further directed to state that the District Magistrate, Burdwan may be guided accordingly and clarification made under para 2 above may be brought to the notice of all the concerned District Magistrates.

[A copy of the letter received from D.M. Burdwan is enclosed for ready reference.]

Yours faithfully,

Sd/-

(D.K.Pal)

Memo No. 5485(18)/PN/O/l/lE-6/12(Part-l) Dated: 16.10.2012

Copy forwarded for kind information to the District Magistrate .....(All.

Sd/-

(D.K.Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N.S. Road, Kolkata - 700 001

Memo No. 5253/ PN/O/1/1E-6/12 (Part-1) Dated : 08.10.2012

From : D.K.Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary,
West Bengal State Election Commission
18, Sarojini Naidu Sarani, KoIkata-700017

Sub : Clarification relating to certain provisions of the West Bengal Panchayat Elections Rules, 2006

Ref : NO.1651-SEC/1D-123/2011 dated 24.09.2012 & NO.1672-SEC/1D-123/2011 dated 08.10.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised in your letter as under:

Issue raised	Clarification
1. If any seat is already reserved for ST, and if that very seat also becomes eligible for reservation for SC or BC, as the case may be, and if there is sufficient number of seats in the zone of consideration for SC or BC, then how will the required number of seats for SC or BC be reserved?	1. Attention is drawn to the rule 2 (d) of rule 22, 24 and 26 of the said Rules. It is stated therein that in such a situation, reservation for the left out SC or BC seats or both, as the case may be, shall be made out of the seats coming next in order. It means that to reserve the required number of seats for SC or BC, all the seats coming into the zone of consideration shall be taken into account. If, barring the seat(s) already reserved for ST, the required number of seats cannot be reserved for SC or BC as the case may be, in accordance with the roster for the first term of election, then the remaining number of seats shall be reserved from the left out seats following the sequential order in which roster for any term of election is made. In case the required number of seats is not available in the zone of consideration following the sequential order, then the remaining number of seats shall be reserved from the roster specified for the second term of election.

	Illustration: For determination of SC seats in a particular GP, if there are 9 seats or constituencies in the zone of consideration and they are arranged in descending order following sub-rule 2 (a) of rule 22 and 4 seats are to be reserved amongst them for SC. i) Sl. no. of seats as arranged in descending order coming into the zone of consideration are 1,2,3,4,5,6,7,8,9 ii) Sl. no. of seats to be reserved as per roster for first term are 1,3,5,7 iii) But if seat having sl. no.3 is already reserved for ST, then seat no.3 shall not be reserved for SC and the fourth seat shall be reserved from amongst the next seats coming in the next sequential order in the roster as follows: 1,5,7,9
2. If after reserving one-half of the seats from SC, ST, and BC for women, the required number of seats are not available in the roster specified for the first term of election for reserving the remaining number of seats i.e., to match one-half of the total seats for women, then what procedure will be followed?	2. This issue has been very clearly explained under rule 3 (d) of rule 22, 24 and 26. Accordingly, in case the number of seats required to be reserved for women from amongst the seats not reserved under sub-section (1), (2) and (2A) of section 17 to match the one-half of the total number of seats, are not attained in accordance with the roster for the first term of election, then the required number of seats shall be reserved from the roster specified for the second term of election. **Illustration:** i) Say, in a Gram Panchayat, the no. of members to be elected is 18. ii) Say seats are to be reserved for SC/ST/BC is 9. iii) Not exceeding one-half of the total members are to be reserved for women including that of SC, ST and BC. Thus, total no. of seats to be reserved for women is 09. iv) No. of seats to be reserved for women from amongst SC, ST, and BC in accordance with roster following the explanation as laid down in clause (f) of sub-rule (1) of rule 22 is 04

	v) No. of seats to be reserved for women from amongst the seats not reserved for SC,ST and BC following the provisions laid down under rule 3 (b) of rule 22 is 9-4=5 vi) As only 4 out of 5 no. of seats to be reserved for women are available for reservation in accordance with the roster under the said situation, the 5th seat shall be reserved from the roster specified for the second term in terms of provisions laid down under rule 3(d) of rule 22.

Yours faithfully,

Sd/-

(D.K.Pal)

Memo No. 5253/(18)PN/O/1/1E-6/12 (Part-1) Dated: 08.10.2012

Copy forwarded for kind information to the District Magistrate .....(All)

Sd/-

(D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-1.

No. 7002/PN/O/I/1A-1/06 Dated: 27.09.10.

From : Joint Secy, to the Govt. of West Bengal.

To : The District Panchayat & Rural Development Officer, Jaipaiguri.

Sub : Clarification to the eligibility for holding dual post by the Upa-Pradhan of Banchu Kumari Gram Panchayat within Alipurduar-I Block.

Ref : His no.864/P & RD dated 13.08.10.

The undersigned is directed to address him on the above mentioned subject and state that the post of the Upa-Pradhan of a Gram Panchayat has not yet been declared as the wholetime functionary.

So there is no bar for a Upa-Pradhan to hold the post of Asha Karmee/ Anganwadi Karmee.

However remuneration can be taken from one of the assignments.

Joint Secretary
to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-1.

No. 938/PN/O/I/1A-6/05 **Dated: 18.02.2010**

From : Smt. Madhumita Ray
Joint Secretary to the
Government of West Bengal

To : The District Panchayat & Rural Development Officer,
Birbhum

Sub :- Election of Pradhan in Daspalsa Gram Panchayat under Mayureswar-II Block in the district of Birbhum.

The undersigned is directed to send herewith a copy of letter of some members of Daspalsa Gram Panchayat which will speak for itself and to say that in the said Gram Panchayat the majority party do not have Woman (SC) member and the party in opposition has only one Woman (SC) member. The post of Pradhan is reserved for Woman (SC) and dereservation of office of Pradhan cannot be done under the existing provisions of the Constitution of India and the West Bengal Panchayat Act, 1973 as well as the West Bengal Panchayat Elections Act, 2003. So, the lone member of that Gram Panchayat belonging to Woman (SC) will be elected as Pradhan in that Gram Panchayat.

Madhumita Ray
Joint Secretary
to the Govt. of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, জেশপ্ বিল্ডিং
কলকাতা - ৭০০ ০০১

নং : ৬৯৮/পি.এন/ও/এক/১এ-৬/০৫ **তারিখ : ১০. ০২. ২০১০.**

প্রেরক : মধুমিতা রায়
যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রতি : সভাপতি,
কাটোয়া - ১ নং পঞ্চায়েত সমিতি,
জেলা - বর্ধমান।

বিষয় : গ্রাম পঞ্চায়েত উপপ্রধান পদে নির্বাচন।

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনার প্রেরিত গত ২৩।১১।০৯ তারিখের পি.এন/কে-১/৭৯৪ নং পত্রের প্রাপ্তি স্বীকার করে অপনাকে জানাই যে যেহেতু উপপ্রধানের পদটি তপশিলী উপজাতিভুক্ত প্রার্থীর জন্য সংরক্ষিত সেজন্য ঐ একমাত্র তপশিলী উপজাতিভুক্ত প্রার্থীই বিনা প্রতিদ্বন্দিতায় ঐ উপপ্রধান পদে নির্বাচিত হবেন।

এই প্রসঙ্গে এই বিভাগের গত ০৬.০১.২০১০ তারিখের ৮৮/পি.এন/ও/এক/১এ-৬/৯ নং পত্র বাতিল করা হ'ল।

আপনার বিশ্বস্ত,

যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

নং : ৬৯৮/১(২)/পি.এন/ও/এক/১এ-৬/০৫ **তারিখ : ১০. ০২. ২০১০.**

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হ'ল।

১। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, বর্ধমান।
২। ব্লক উন্নয়ন আধিকারিক, কাটোয়া - ১নং।

মধুমিতা রায়
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, এন. এস. রোড
কলকাতা - ৭০০ ০০১

স্মারক সংখ্য : ২৬১০/পিএন/ও/এক/১ই-৯/০৩ **তারিখ ২৪। ০৬। ২০০৮**

প্রেরক : ডাঃ মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

প্রতি : জেলা শাসক
..... জেলা (সকল)

মহাশয়,

বিভিন্ন জেলা থেকে পদাধিকারী নির্বাচন প্রসঙ্গে সহ-যোজন নিয়ে আরও ব্যাখ্যা চাওয়া হয়েছে। ঐগুলি নীচে ব্যাখ্যা করা হ'ল :-

(১) জেলা পঞ্চায়েত আধিকারিক, বীরভূমের স্মারক সংখ্যা-১৪৩৪২/পি তাং ২০.০৬.২০০৮। সমষ্টি উন্নয়ন আধিকারিক পঞ্চায়েত নির্বাচনের জন্য সংরক্ষিত পদে মনোনীত প্রার্থীদের তপ: জাতি / উপজাতির শংসাপত্র প্রদান করেছিলেন। একজন মহিলা তপ: জাতি শংসাপত্র পেয়ে মনোনয়ন পত্র দাখিল করেও পরে তা প্রত্যাহার করেছেন। বি.ডি.ও-র দেওয়া তপ: জাতির শংসাপত্রের ভিত্তিতে ঐ মহিলাকে উপপ্রধান পদে সহযোজিত করা যাবে কি ?

উঃ- যে ব্যক্তিকে সহযোজিত করার প্রস্তাব করা হচ্ছে তিনি যদি নির্বাচনে প্রার্থী হওয়ার জন্য মনোনয়ন পত্র পেশ করে থাকেন - পরে ঐ মনোনয়ন পত্র তিনি প্রত্যাহার করে নিতে পারেন অথবা নির্বাচনে প্রতিদ্বন্দিতা করতে পারেন - এবং মনোনয়ন পত্র পেশ করার জন্য বি. ডি. ও-র কাছ থেকে তপ: জাতি / উপজাতির শংসাপত্র লাভ করে থাকেন তাহলে প্রধান বা উপপ্রধান পদে নির্বাচনের সময় ঐ শংসাপত্র গ্রহণযোগ্য বলে বিবেচিত হবে। কিন্তু ঐ ব্যক্তি যদি নির্বাচনে প্রার্থী হওয়ার জন্য পূর্বে মনোনয়ন পত্র পেশ না করে থাকেন, তাহলে মহকুমা শাসকের কাছ থেকে পাওয়া তপ: জাতি / উপজাতির শংসাপত্র পেশ করতে হবে।

(২) জেলা শাসক, বর্ধমানের স্মারক সংখ্যা-৫৪৩/পঞ্চায়েত তাং ১৯.০৬.২০০৮।

(ক) স্মারক সংখ্যা-২৪৫৬/পিএন/ও/১ তাং ১০.০৬.২০০৮-এর ৫নং অনুচ্ছেদ উল্লেখ করা হয়েছে যে কর্মকর্তা পদপ্রার্থীরা প্রতীক সহ নির্বাচনে প্রতিদ্বন্দিতা করবেন। কিন্তু পঃ বঃ পঞ্চায়েত (গঠন) নিয়মাবলী, ১৯৭৫ অনুযায়ী কর্মকর্তা নির্বাচনের প্রতীক সহ প্রতিদ্বন্দিতার বিষয়ে কিছু বলা নেই।

উঃ- গ্রাম পঞ্চায়েত / পঞ্চায়েত সমিতি / জেলা পরিষদে পদাধিকারী নির্বাচনে ব্যালট পেপারে কোন প্রতীক চিহ্ন থাকবে না [পশ্চিমবঙ্গ পঞ্চায়েত (গঠন) নিয়মাবলী, ১৯৭৫-এর ফর্ম ৫ দ্রষ্টব্য]

(খ) উক্ত স্মারকের ১ নং অনুচ্ছেদে উল্লেখ আছে যে সহযোজিত সদস্য ছয় মাসের মধ্যে যদি নির্বাচিত না হন তাহলে তার সদস্যপদ বাতিল হবে। এই অবস্থায় কর্মকর্তা পদের জন্য নির্বাচন আবার অনুষ্ঠিত করতে হবে। এই নির্বাচনেও কি সহযোজনের বিষয় সম্পর্কিত ধারাটি কার্যকর হবে ? পূর্বে সহযোজিত সদস্যরা আবার কি সহযোজিত হতে পারবেন ?

উঃ- সদস্য সহযোজনের ব্যবস্থা শুধুমাত্র নির্বাচনের পর প্রথম সভায় পদাধিকারী নির্বাচনের জন্য করা যাবে। ছয় মাসের মধ্যে যদি আকস্মিক শূন্য আসন থেকে সহযোজিত সদস্যকে নির্বাচিত করে আনা না যায় তাহলে ঐ সহযোজিত সদস্য স্বতঃসিদ্ধভাবে অবসারিত হয়েছেন বলে ধরে নিতে হবে। এরপর তাকে বা অন্য কোন ব্যক্তিকে পুনরায় সহযোজনের কোন সুযোগ নেই।

(গ) উপসমিতি অথবা স্থায়ী সমিতির সদস্যসংখ্যা নির্বাচনের সময় সহযোজিত সদস্যদেরও সংখ্যা বিবেচনা করতে হবে কিনা ?

উঃ- গ্রাম পঞ্চায়েত / পঞ্চায়েত সমিতি / জেলা পরিষদে যত জন সদস্য সরাসরি নির্বাচিত হয়ে এসেছেন ঐ সদস্য সংখ্যার ভিত্তিতে উপসমিতি / স্থায়ী সমিতি গঠন করতে হবে। যেহেতু সহযোজিত সদস্যকে অন্তর্ভূক্ত করার বিষয়টি একটি সাময়িক ব্যবস্থা এবং ছয় মাসের মধ্যে অতিরিক্ত সদস্যপদটি থাকছে না, এই উপসমিতি / স্থায়ী সমিতি গঠনের সময় সহযোজিত সদস্যকে মোট সদস্য সংখ্যার জন্য বিবেচনা করা হবে না।

(৩) কৃষ্ণনগর - ২ নং ব্লকের বি.ডি.ও টেলিফোনে ব্যাখ্যা চেয়েছেন।

প্রঃ- প্রথম সভা থেকে কতদিনের মধ্যে একটি আসনের শূণ্যতা তৈরী করতে হবে সহযোজিত সদস্যের ঐ আসনে নির্বাচনের জন্য ?

উঃ- প্রথম সভার পর ছয় মাসের মধ্যে সহযোজিত সদস্যকে কোন শূন্য আসন থেকে

নির্বাচিত করে আনার সম্পূর্ণ দায়িত্ব সংশ্লিষ্ট রাজনৈতিক দল এবং ঐ ব্যক্তির। সহযোজনের পর যত তাড়াতাড়ি সম্ভব সর্বাধিক তিনমাসের মধ্যে জেলা স্তর থেকে ঐ শূণ্য আসনের প্রতিবেদন রাজ্য নির্বাচন কমিশন এবং রাজ্য সরকারের কাছে না পৌঁছলে ছয় মাসের মধ্যে ঐ নির্বাচন অনুষ্ঠিত করা সম্ভব না হতে পারে। তাই প্রথম সভা থেকে দুই মাসের মধ্যে সংশ্লিষ্ট রাজনৈতিক দলকে একটি আসন শূণ্য করা উচিত হবে। প্রথম সভা থেকে তিন মাসের মধ্যে ঐ শূণ্য আসনের প্রতিবেদন সংশ্লিষ্ট জেলা নির্বাচন আধিকারিক এবং জেলা শাসক মারফৎ রাজ্য নির্বাচন কমিশন এবং রাজ্য সরকারের কাছে অবশ্যই পাঠাতে হবে।

(৪) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, বাঁকুড়া স্মারক সংখ্যা-৯৩১/পি.আর.ডি তাং ২৩.০৬.২০০৮।

(ক) স্মারক সংখ্যা-২৪৫৬/পিএন/ও/১ তাং ১০.০৬.২০০৮-এর অনুচ্ছেদ-১(গ) অনুযায়ী সহযোজিত সদস্যকে অন্যান্য নির্বাচিত সদস্যের সঙ্গে সদস্য হওয়ার যোগ্যতা অর্জনের জন্য শপথ নিতে হবে। কিন্তু ভারতীয় সংবিধানে এই ধরনের ব্যবস্থায় যখন প্রধানমন্ত্রী রূপে কাউকে সহযোজিত করা হয়, তখন তিনি মন্ত্রী হওয়ার জন্য সংবিধানের অনুচ্ছেদ ৭৫(৪) অনুযায়ী রাষ্ট্রপতির কাছে শপথ নেন। পরে নির্বাচিত হলে অনুচ্ছেদ ৯৯ অনুযায়ী রাষ্ট্রপতি বা তাঁর কোন প্রতিনিধির কাছে শপথ নেন। পরে নির্বাচিত হলে অনুচ্ছেদ ৯৯ অনুযায়ী রাষ্ট্রপতি বা তাঁর কোন প্রতিনিধির (স্পীকার বা উপ-রাষ্ট্রপতি) কাছে সংসদের সদস্য হওয়ার জন্য শপথ গ্রহণ করেন। যেহেতু পঞ্চায়েত আইনে পদাধিকারীর, পদাধিকারী হওয়ার জন্য শপথ নেওয়ার কোন অবকাশ নেই, তাই নির্বাচিত হওয়ার পর সদস্য হওয়ার জন্য শপথ নেওয়া ও সদস্যের যোগ্যতা অর্জন করা ভারতীয় সংবিধানের পরিপন্থী হতে পারে।

উঃ- লোকসভায় সহযোজিত করার যে ব্যবস্থা সংবিধানে আছে তা পঞ্চায়েতের ক্ষেত্রে প্রযোজ্য নয়। পঞ্চায়েতের পদাধিকারী মনোনীত হন না, তিনি ঐ পঞ্চায়েতের সদস্যদের দ্বারা নির্বাচিত হন। সহযোজিত সদস্য হিসাবে দায়িত্ব পালন করার জন্য তার শপথ নেওয়া প্রয়োজন - এই রীতি অসাংবিধানিক নয়। ছয় মাসের মধ্যে নির্বাচিত হওয়ার পর তাকে নির্বাচিত সদস্য হিসেবে পুনরায় শপথ নিতে হবে।

(খ) অনুচ্ছেদ- ১(ঘ) অনুযায়ী সহযোজিত সদস্য সাধারণ সদস্যের ন্যায় সকল দায়িত্ব পালন ও ক্ষমতা প্রয়োগ করবেন।

উঃ- পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইন, ২০০৩-এর ২০ নং ধারার বিধান খুব স্পষ্ট। সহযোজিত সদস্য সাধারণ সদস্যের ন্যায় সকল দায়িত্ব পালন ও ক্ষমতা প্রয়োগ করতে পারবে।

(গ) অনুচ্ছে- ১(ঘ) অনুযায়ী সহযোজিত সদস্যকে ছয় মাসের মধ্যে নির্বাচিত হতে হবে। নির্বাচিত হতে হলে, কোন একজন সদস্যকে পদত্যাগ করতে হবে। পদত্যাগ করার পর সংশ্লিষ্ট সমষ্টি উন্নয়ন আধিকারিক -

জেলা শাসক - পঞ্চায়েত ও গ্রামোন্নয় দপ্তর মারফৎ, রাজ্য নির্বাচন কমিশনকে নির্বাচনের ব্যবস্থা করতে হবে। সমগ্র প্রক্রিয়াটি ৬ মাসের মধ্যে শেষ করতে হবে। এমতাবস্থায় কৃত্রিম শূণ্যস্থান সৃষ্টি করার জন্য, পদত্যাগের একটি নির্দিষ্ট সময়সীমা, সংশ্লিষ্ট রাজনৈতিক দলের প্রতি না থাকলে, সমগ্র প্রক্রিয়াটি ৬ মাসের মধ্যে শেষ করা নাও সম্ভব হতে পারে।

উঃ- ৩ নং প্রশ্নের উত্তরটি দেখতে হবে।

(ঘ) সহযোজিত সদস্য শপথ নিলে এবং সাধারণ সদস্যের ক্ষমতা অর্জন করলে ঐ গ্রাম পঞ্চায়েতে ১ জন সদস্য আপাতত বেড়ে যাবে, যা নির্বচন ক্ষেত্রের চেয়ে বেশী। অর্থাৎ পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৫-এর ধারা-৪ ও পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইন, ২০০৩-এর ধারা ১২-এর পরিপন্থী। গ্রাম পঞ্চায়েতে উপসমিতি গঠনের সময় সহযোজিত সদস্যসংখ্যা কি যুক্ত করা হবে ?

উঃ- ২(গ) নং প্রশ্নের উত্তরটি দেখতে হবে।

জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, বাঁকুড়া স্মারক সংখ্যা-৯৩১/পি.আর.ডি তাং ২৩.০৬.২০০৮।

প্রঃ- স্মারক সংখ্যা- ২৪৫৬/পিএন/ও/১ তাং ১০.০৬.২০০৮-এর অনুচ্ছেদ-১(খ) অনুযায়ী সংখ্যাগরিষ্ঠ রাজনৈতিক দলকে নির্দিষ্ট কর্তৃপক্ষের কাছে দরখাস্ত করতে হবে। কিন্তু দরখাস্ত গ্রহণ হল কিনা ঐ সদস্য কি ভাবে জানবেন ? নির্দিষ্ট কর্তৃপক্ষ কি কোন চিঠি দিয়ে ঐ সদস্যকে সভায় আসার জন্য বলবেন ? বললে কি ভাবে বলবেন ?

উঃ- যে রাজনৈতিক দল সহযোজনের প্রস্তাব দিয়েছে, সেই দলের দায়িত্ব হলো প্রস্তাবিত ব্যক্তিকে প্রথম সভার জন্য গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি বা জেলা পরিষদে উপস্থিত করা। প্রিসাইডিং অফিসার, বি.ডি.ও বা মহকুমা শাসক বা জেলা শাসকের কাছে জমা দেওয়া স্মারক পত্রটি যার উপর ঐ কর্তৃপক্ষ সম্মতি জানিয়েছেন তার প্রতিলিপি প্রস্তাবিত ব্যক্তির হাতে দেবেন। ঐ প্রতিলিপির ভিত্তিতে প্রস্তাবিত ব্যক্তি প্রথম সভায় অংশ গ্রহণ করবেন।

আপনার বিশ্বস্ত,

মানবেন্দ্রনাথ রায়

প্রধান সচিব

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ (পঞ্চায়েত শাখা)
জেশপ বিল্ডিং, ৬৩, নেতাজী সুভাষ রোড,
কলকাতা - ৭০০ ০০১

নং : ৩৮১৬/পিএন/ও/এক/১এ-৬/০৫ **তারিখ : ২৭/৮/০৯**

প্রেরক : মধুমিতা রায়
যুগ্ম সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : সভাপতি,
জলঙ্গী পঞ্চায়েত সমিতি,
জেলা - মুর্শিদাবাদ।

বিষয় : মুর্শিদাবাদ জেলার জলঙ্গী ব্লকের অন্তর্গত চোয়াপাড়া গ্রাম পঞ্চায়েতে প্রধান নির্বাচন।

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনার প্রেরিত গত ১৯/০৮/০৯ তারিখে ১০৭ নং পত্রের প্রাপ্তি স্বীকার করে আপনাকে জানাই যে যেহেতু সংখ্যাগরিষ্ঠ দলে কোন তপশিলী জাতি প্রার্থী নেই, তাই অন্য কোন দলের তপশিলী জাতি সদস্য প্রধান হতে পারবেন। যদি প্রধান নির্বাচনে কোন প্রার্থীর নাম প্রস্তাবিত না হয় তাহলে নির্বাচন স্থগিত থাকবে। সেক্ষেত্রে উপপ্রধান, উপপ্রধান-ইন-চার্জ হিসাবে প্রধানের দায়িত্ব পালন করবেন।

আপনার বিশ্বস্ত,
মধুমিতা রায়
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

Chapter - 4

Clarification relating to constitution of Gram Panchayats

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	4864/PN/O/I/1A-6/05	03.12.2014	GP	Clarification regarding meeting on no-confidence against Pradhan
2	183/PN/O/I/1A-5/2009	13.01.2014	GP	Clarification regarding leader of opposition
3	2278/PN/O/I/1A-6/05	29.04.2010	GP	Clarification for election of Pradhan in casual vacancy
4	501/PN/O/I/1E-4/03	01.02.2010	GP	Disqualification of members under Section 8 (c) of the WB Panchayat Act, 1973
5	3577/PN/O/I/1A-1/06	12.08.2009	GP	Non-subscribing oath or affirmation by the elected members after the Panchayat General Election, 2008
6	3575/PN/O/I/1A-1/06	12.08.2009	GP	Non-compliance of provisions of section 197 of the WB Panchayat Act, 1973 (not taking an oath or affirmation before the competent authority)
7	2065/PN/O/I/1A-6/05	08.05.2009	GP	Clarification regarding joining of Pradhan of GP in his service while on leave from his service
8	1327/PN/O/I/1A-6/05	19.03.2009	GP	Clarification regarding leader in opposition
9	04/PN/O/I/1A-1/04 (Part-2)	01.01.2009	GP	Clarification regarding formation of Gram Unnayan Samiti and election of Secretary to the GUS
10	3157/PN/O/I/1E-9/2003 (Part-1)	01.08.2008	GP	Clarification regarding election of Sanchalaks of Upa-Samitis
11	3154/PN/O/I/1E-9/03 (Part-1)	01.08.2008	GP	Clarification regarding election of Sanchalaks of Upa-Samitis
12	2995/PN/O/I/1A-1/03 (Part-3)	22.07.2008	GP	Clarification regarding election of Sanchalaks of Upa-Samitis
13	2994/PN/O/I/1A-1/03 (Part-3)	22.07.2008	GP	Clarification regarding eligibility of ex-officio member for the election of Sanchalaks of Upa-Samitis
14	4901/PN/O/I/1A-1/06	13.11.2007	GP	Clarification regarding disqualification of Gram Panchayat Member

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
15	3678/PN/O/I/1A-1/04 (Part-1)	16.08.2007	GP	Formation of Functional Committee of GUS on Public Health
16	2485/PN/O/I/l A-1/2006	12.06.2007	GP	Clarification on whether a member of a GP can continue as a member after being appointed Homeopathy Doctor
17	2208/PN/O/I/1A-1/06	18.05.2007	GP	Clarification for filling of the casual vacancy of Pradhan -and disqualification of member under Section 213 A of the WB Panchayat Act, 1973
18	236/PN/O/I/1A-1/2003 (Part-3)	17.01.2007	GP	Clarification on removal of a member of Upa-samiti
19	428/PN/O/I/1A-1/05 (Part-2)	02.02.2006	GP	Clarification regarding Gram Unnayan Samiti
20	2715(18)/PN/O/I/lA-l/03 (Part-3)	13.08.2004	GP	Clarification regarding Upa-Samiti
21	4711(17)/PN/O/I/lA-l/2003(Part-3)	23.12.2003	GP	Clarification regarding Upa-Samiti
22	894/PN/O/Cell-I/lA-4/2001	21.02.2001	GP	Clarification regarding election of Pradhan & Upa-Pradhan in vacant post
23	5386/PN/O/I/1A-10/88 (Part-3)	17.11.2000	GP	Role of Prescribed Authority under section 213 A of the Panchayat act
24	1865/I/Panch/lA-13/94	01.08.1994	GP	Clarification regarding oath of elected members of Gram panchayats

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,

Bidhannagar, Kolkata - 700106

No.4864 /PN/O/I/1A-6/05 **Date: 03.12.2014**

From: D. K. Pal
OSD & Ex-officio Special Secretary
to the Government of West Bengal

To : The District Panchayats & Rural Development Officer,
Jalpaiguri

Sir,

I am directed to refer to your letter No. 1736/P & RD dated 28.11.2014 and the letter No. 2900/XI dated 26.11.2014 of the Block Development Officer, Sadar Development Block, Jalpaiguri and to state that this is not clear from both the letters whether the meeting which was held on 26.11.2014 at Paharpur Gram Panchayat for discussion on No-confidence against the Pradhan of Paharpur Gram Panchayat was adjourned by the BDO, Sadar Block, Jalpaiguri & prescribed authority in terms of sub-section (4) of section 12 of the West Bengal Panchayat Act, 1973 citing the reason beyond his control or the same was cancelled by the presiding officer in terms of sub-rule (4) of rule 5B of the West Bengal Panchayat (Constitution) Rules, 1975 on the ground that the quorum could not be formed even after waiting for one extended hour from the hour appointed for the meeting.

Therefore, I am further directed to state that if the meeting in question was adjourned by the prescribed authority in terms of sub-section (4) of section 12 of the Act, the another meeting will be convened by the prescribed authority afresh immediately after being satisfied that the reason, for which the earlier meeting was adjourned, has become under control. If the earlier meeting was cancelled by the presiding officer in terms of sub-rule (4) of rule 5B of the West Bengal Panchayat (Constitution) Rules, 1975, the provisions stated under sub-section (11) of section 12 of the Act will be applicable.

I am also directed to request you to ascertain the actual position in the light of the provisions stated above and to take an appropriate step accordingly.

Yours faithfully,

(D.K.Pal)

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,

Bidhannagar, Kolkata - 700106

Memo No. 183/PN/O/1/1A-5/2009 **Dated : 13.01.2014**

From: D.K.Pal
Special Secretary to the
Government of West Bengal

To : The District Panchayat & Rural Development Officer
Purulia

Sub : Clarification regarding leader of opposition at Gourangdih Gram Panchayat under Kashipur Development Block

Ref : Memo NO.1156/GP dated 25.11.2013

Sir,

I am directed to refer to your above-mentioned letter No. and to state that since a member belonging to CPI, on being proposed by a member belonging to CPI (M), was elected to the office of the Pradhan, both the said parties cannot be considered as recognized political parties in opposition in the Gaurangdih Gram Panchayat in the light of the 'Explanation 1' given under sub-section (3) of section 32 A of the West Bengal Panchayat Act, 1973. In the analogy of the same explanation, the AITC and BJP can be treated as recognized political parties in opposition in the said Gram Panchayat and the leader of the AITC having largest number of members in the Gram Panchayat can be selected for the purpose of clause (d) of sub-section (3) of section 32 A of the West Bengal Panchayat Act, 1973.

Yours faithfully,

(D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No. 2278/PN/O/I/1A-6/05 **Date: 29.04.2010**

From: Smt. Madhumita Ray,
Joint Sectary
to the Government of West Bengal

To : The District Panchayat &
Rural Development Officer, Purulia

Sub : - Clarification for election of Pradhan in casual vacancy of Mukundopur Gram Panchayat in the district of Purulia.

Ref : - 200 / G.P dt. 12.02.2010.

The undersigned is directed to address him on the above mentioned subject and to state that section 9 (4) of the Panchayat Act, 1973 lays down that when (a) an office of the Pradhan falls vacant by reason of death, resignation, removal or otherwise or (b) the Pradhan is, by reason or leave, illness or other cause, temporarily unable to act, the Upa-Pradhan shall exercise the powers, perform the functions and discharge the duties of the Pradhan until a new Pradhan is elected and assumes office or until the Pradhan resumes his duties, as the case may be, whereas under section 13 of the Act ibid it is also laid down that in the event of removal of a Pradhan or an Upa-Pradhan under section 12 or when a vacancy occurs in the office of a Pradhan by resignation, death or otherwise, the Gram Panchayat shall elect another Pradhan or Upa-Pradhan in the Prescribed manner.

Under the solemn order dt.08.02.2010, of the Hon'ble High Court, there is no bar regarding election of a new Pradhan in the Mukundapur Gram Panchayat in the district of Purulia as per the existing law.

Under the circumstances, the under signed is further directed to state that there is no bar to hold the election of a new Pradhan for filling up of casual vacancy of Pradhan, Mukundopur Gram Panchayat within Joypur Block.

Madhumita Ray
Joint Sectary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing), Jessop Building,
63, N.S. Road, Kolkata - 700 001

No. 501 /PN/O/I/IE-4/03 **Dated: 01.02.2010**

From: The Joint Secretary to the
Government of West Bengal

To : The District Panchayat and Rural Development Officer.
North 24 Parganas.

Sub : Disqualification of a member U/S 8(c) of the West Bengal Panchayat Act, 1973.

Ref :- His no. 77/DPO/XIX(D)/l2/2009 (Pt. III) dt. 14.01.2010.

The undersigned is directed to address him on the above mentioned subject and state that since the son ol Upa-Pradhan is a supplier of materials under NREGS and other purposes, he (son of Upa-Pradhan) has entered into a contract with that Gram Panchayat.

In terms of clause © of section 8 of the West Bengal Panchayat Act, 1973, a member of a Gram Panchayat shall be disqualified to be a member if he has directly or indirectly by himself or by his partner of employer of an employee, any share or interest in any contract with, by or on behalf of the Gram Panchayat.

Under the circumstances, the undersigned is further directed to clarify that since the son of the Upa-Pradhan enters into contract with Gram Panchayat for supply of materials, the Upa-Pradhan who is a member of Arthe O Parikalpana Upa-Samiti as well as a member of tender committee has indirectly share or interest in contract with Gram Panchayat. The argument of the Upa-Pradhan that his son is living separately from him and doing his business at his own will not give immunity to Upa-Pradhan, since the word 'indirectly' has a wide ramification.

Madhumita Ray
Joint Sectary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No. 3577/PN/O/I/1A-1/06 **Date: 12.08.09**

From: M. Ray,
The Joint Secretary to the
Government of West Bengal.

To : The District Panchayat and
Rural Development Officer,
Cooch Behar.

Sub: - Non-subscribing oath or affirmation by the elected members after the Panchayat General Election, 2008.

Ref: - His no.399/III-6 dated 27.5.09.

The undersigned is directed to refer to the above mentioned subject and state that it has come to the notice to this Deptt. that 2(two) members of Kurshamari Gram Panchayat within Mathabhanga-I Block did not take oath within 6(six) months from the date of General Election to Panehayats in 2098 as per section 197 of the West Bengal Panchayat Act, .1973.

Under clause (f) of sub-section(I) of section 11 of the Wist Bengal Panchayat Act, 1973 the prescribed Authority after giving an opportunity to a member of a Gram Panchayat to show cause against the action proposed to be taken against him may, by order, remove such members from office.

Under the circumstances, the Sub-divisional Officer, being the Prescribed Authority vide notification no. 1827-PN dt : 7.2.1974 of the Panchayat Act; 1973 may issue show cause notice to the aforesaid members, hear them and if he does not find sufficient reason for such action (not taking an oath or affirmation before the competent authority in the Block Development Officer or any other officer authorized by him) remove them from office.

Madhumita Ray
Joint Sectary to the
Government of West Bengal

No. 3577/1(2)/PN/O/I/1A-1/06 **Date: 12.08.09**

Copy forwarded for information and necessary action to the :

1. Sub-divisional Officer, Mathabhanga.
2. Block Development Officer, MathaBhanga-I

Madhumita Ray
Joint Sectary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Jessop Building (1st Floor), 63, Netaji Subhas Road, Kolkata - 700 001

No.3575/PN/O/I/1A-1/06 **Date : 12.08.09**

From: M. Ray,
The Joint Secretary to the
Government of West Bengal.

To : The District Magistrate
Purba Medinipur

Sub : - Non-compliance of provision of section 197 of the West Bengal Panchayat Act, 1973 by the members of Gram Panchayat.

Sir,

I am directed to refer to your letter no. l05l/PRD/XXIII-15/09 dt. 19.6.09 on the above mentioned subject and state that under, clause (f) of sub-section (1) of section 11 of the Act ibid, the Prescribed Authority after giving an opportunity to a member of a Gram Panchayat to show cause against the action proposed to be taken against him may, by order, remove such members from office.

So, the Sub-divisional Officer, being the Prescribed Authority under notification no. l827-Panch dt.7.2.1974 of the Panchayat Act, 1973 may issue show cause notice to them, hear them and if he does not find sufficient reason for such action (not taking an oath of affirmation before the competent authority i.e. Block Development Officer of any other officer authorized by him) remove them the members in question from office.

Yours faithfully,
Madhumita Ray
Joint Sectary to the
Government of West Bengal

No. 3575/1(3)/PN/O/I/1A-1/06 **Date : 12.08.09**

Copy forwarded for information and necessary to the:-

1) District Panchayat & Rural Development Officer, Purba Medinipur.

2) Subdivisiohal Officer, Haldia.

3) Block Development Officer, Nandigram-I.

Madhumita Ray
Joint Sectary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

No. 2065/PN/O/I/1A-6/05 **Date : 08.05.2009**

From : The Joint Secretary
to the Govt. of West Bengal

To : The Disrict Panchayat and Rural Development Officer,
Murshidabad

Sub : Clarification regarding joining of Pradhan of Gram Panchayat in his service while on leave from his service

Ref : His no.473/En/Pan dated 16.03.2009

The undersigned is directed to address him on the above mentioned subject and to state that the office of Pradhan has been made whole time functionary since 2008. Shri Naba Kumar Sarkar, Pradhan of Choapara Gram Panchayat of Jalangi Block furnished a written declaration in Form (3A) as prescribed in rule 4(6) of the West Bengal Panchayat(Constitution) Rules, 1975. Now, it has been learnt from the Block Development Officer Jalangi that he has obtained leave from the Gram Panchayat for the period from 03.02.2009 to 03.05.2009 and joined in the post of Clerk of Choapara Durlaverpara Vidyaniketan.

Under the circumstances, prior to initiating action against the Prodhan under section 9(10) of the West Bengal Panchayat Act, 1973, he is requested to furnish a copy of letter no.l77/Gen dated 20.02.2009 of the Upa-Pradhan, Choapara Gram Panchayat as referred to by the Block Development Officer, Jalangi and official confirmation from the Headmaster or the Secretary of Choapara Durlaverpara Vidyaniketan relating to joining of Shri N.K. Sarkar in the post of Clerk of that School and period of working in the post.

Sd/-M. Ray
Joint Secretary to the
Government of West Bengal

No. 2065/1(1)/PN/O/I/1A-6/05 **Date : 08.05.2009**

Copy forwarded for information and necessary action to the:

1. Block Development Officer, Jalangi, Murshidabad.
P.o. Sahibrampure
Dist. Murshidabad

Madhumita Ray
Joint Sectary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 1327/PN/O/I/1A-6/05 **Date : 19.03.2009**

From: Smt. M. Ray
Joint Secretary to the
Govt. of West Bengal

To: The District Panchayat and Rural Development Officer,
Murshidabad

Sub : Clarification regarding Leader in Opposition.

The undersigned is directed to address him on the above-mentioned subject and to state that since the member of RSP has supported the candidature of INC member for the office of Pradhan, he cannot be a Leader-in-Opposition. Four (4) Independent members were absent in the meeting for election of Pradhan. So, those (4 Nos.) Independent members did not support the candidature of INC member for the office of Pradhan. Out of 4 Independent members, the senior most member in age will be the Leader-in-Opposition in Jasohari Anukha-II Gram Panchayat within Kandi Block.

Sd/-M. Ray
Joint Secretary to the
Government of West Bengal

Memo No. 1327/1(1)/PN/O/I/1A-6/05 **Date : 19.03.2009**

Copy forwarded for information and necessary action to :

The Block Development Officer, Kandi, Murshidabad, with reference to his Memo No. 138 dated 05.01.2009.

Madhumita Ray
Joint Sectary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 04/PN/O/I/1A-1/04(Pt.-II) **Date : 01.01.2009**

From: Smt. M. Ray
Joint Secretary to the
Govt. of West Bengal

To: The District Panchayat and Rural Development Officer,
Purba Medinipur, Tamluk

Sub : Clarification regarding formation of Gram Unnayan Samiti and election of Secretary to the Gram Unnayan Samiti.

Sir,

I am directed to refer to your No. 2322/PRD/XXII-l1/08 dated 21.11.2008 on the above mentioned subject and to state that -

(1) for holding the meeting of Gram Unnayan Samiti priority will be given to the respective polling station of concerned Gram Sansad as venue of the meeting. If the polling station is not suitable, other public place(s) may be considered as venue. In this connection, this Department Order No. 6823/PN/O/I dated 23.12.2005 may be referred to.

(2) In terms of section 73(2) of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, a member amongst the members of Gram Unnayan Samiti shall be the Secretary of the Gram Unnayan Samiti in the first meeting of the Gram Unnayan Samiti.

(3) It was also laid down in order No. 3751/PN/O/l dated 07. 07. 2006 issued by this Department that if it appears that the first meeting of the Gram Unnayan Samiti is not held within 30 (thirty) days from the constitution of the Samiti, the Pradhan of the concerned Gram Panchayat after giving a notice of 7(seven) days shall convene the first meeting of the Gram Unnayan Samiti and take appropriate steps for election of the Secretary of the Gram Unnayan Samiti.

Yours faithfully,

Sd/-M. Ray
Joint Secretary to the
Government of West Bengal

MemoNo. 04/1(17)PN/O/I/1A-1/04(Pt.-II) **Date: 01.01.2009**

Copy forwarded for information and necessary action to :

The District Panchayat and Rural Development Officer.....(All)

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, এন. এস. রোড,
কলকাতা - ৭০০ ০০১

নং : ৩১৫৭/পিএন/ও/এক/১ই-৯/২০০৩ (অংশ-১) **তারিখ : ০১.০৮.২০০৮**

প্রেরক : শ্রীমতি মধুমিতা রায়
যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রতি : জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,
জলপাইগুড়ি

বিষয় : সঞ্চালক নির্বাচন সংক্রান্ত স্পষ্টিকরণ।

প্রসঙ্গ : তাঁর পত্র নং ৩২২০/পিএন/আর.ডি তাং ১৭/০৭/২০০৮

উপরোক্ত বিষয়ে তাঁকে এই মর্মে অবগত করা হচ্ছে যে যদি দুজনের নাম সঞ্চালক হিসাবে প্রস্তাবিত হয় এবং ঐ প্রস্তাবের ক্ষেত্রে কোন সমর্থক না পাওয়া যায় তবে ঐ ক্ষেত্রে সমর্থক না পেলেও চলবে। এক্ষেত্রে দুজন প্রার্থীর মধ্য থেকে টস করে সঞ্চালক নির্বাচন করা যাবে।

স্বাঃ- মধুমিতা রায়
যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

নং : ৩১৫৭/১(১)/পিএন/ওএক/১ই-৯/২০০৩ (অংশ-১) **তারিখ : ০১.০৮.২০০৮**

অবগত ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হ'ল :-

জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক
দক্ষিণ ২৪-পরগণা

যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 3154/PN/O/I/IE-9/03(Pt.-I) **Date : 01.08.2008**

From : M. Ray
Joint Secretary to the
Govt. of West Bengal

To : The District Panchayat and Rural Development Officer,
Purulia

Sub : Clarification regarding Election of Sanchalok of an Upa Samiti of Gram Panchayat

Ref : His no. 663/GP dated 17.07.2008

The undersigned is directed to address him on the above-mentioned subject and to clarify the points seriatim.

1. If no member of an Upa-Samiti is available for seconding the name of a Sanchalok proposed, the requirement of seconding the proposal shall be dispensed with and the member proposed shall be declared elected as Sanchalok.

2. When no name was proposed in Election of Sanchalok, another meeting shall be convened for the aforesaid purpose.

M. Ray
Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 2995/PN/O/I/1A-1/03(Pt-III) **Date: 22.07.2008**

From: The Special Secretary to the
Govt. of West Bengal

To: The District Panehayat & Rural Development Officer,
Birbhum

Sub : Clarification regarding election of Sanchalak of the Upa-Samiti

Ref : His no. 15283/P dated 17.07.2008

The undersigned is directed to address him as the above mentioned subject and state that if the members of a Upa-Samiti are divided in two equal groups and both groups wish to contest for the election of Sanchalak, there may be a problem to propose or to second the name of the candidate(s). In that case, the matter should, initially be settled by consultation amongst the members of the Upa-Samiti concerned. If it is not solved through discussion, the Sanchalok of an Upa-samiti may be selected by lot in such manner as the Presiding Officer may deem fit.

Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 2994/PN/O/I/1A-1/03(Pt-III) **Date: 22.07.2008**

From: D. Ghosh
Special Secretary to the
Govt. of West Bengal

To : The District Magistrate, Hooghly

Sub : Clarification regarding eligibility of Ex-officio Members to be elected as 'Sanchalok' of Upa-Samiti of Gram Panchayats

Sir,

I am directed to refer to your letter no. 1292/PAR . D dated 09.07.2008 on the above mentioned subject and to inform you that in terms of section 32A of the West Bengal Panchayat Act. 1973, the ex-officio members of the Gram Panchayat on being elected as a member of a Upa Samiti is also eligible for election as Sanchalak of that Upa-Samiti.

Yours faithfully,
D. Ghosh
Special Secretary to the
Government of West Bengal

Memo No. 2994/1(2)/PN/O/I/1A-1/03(Pt-III) **Date: 22.07.2008**

Copy forwarded for information and necessary action to the

1. Sub-divisional Officer (all) in the district of Hooghly
2. Block Development Officer. Polba-Dadpur / Chanditala - II Block

D. Ghosh
Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 490/PN/O/I/IA-1/06 **Date: 13.11.2007**

From : Shri D. Ghosh
Joint Secretary to the
Govt. of West Bengal

To : The District Panchayat & Rural Development Officer,
Murshidabad

Sub : **Clarification regarding disqualification of Gram Panchayat Member**

Sir,

I am directed to refer to your letter no. 1291/Pan dated 25.09.2007 on the above mentioned subject and to clarify that a Gram Panchayat Member, if she/he is otherwise eligible under the guidelines of IAY to get such assistance and if her/his name is identified and recorded in the meeting of Gram Sansad can get such financial assistance. This is not a contract and it does not clash with clause (C) of section 8 of the Panchayat Act.

Yours faithfully,

D. Ghosh

Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 3678/PN/O/I/1A-1/04(Pt-I) **Date: 16.08.2007**

ORDER

Whereas it has been provided under clause (C) of sub-section (6) of section 16A of the West Bengal Panchayat Act, 1973 (West Bengal Act, XLI 1973) (hereinafter referred to as the said Act) that a Gram Unnayan Samiti shall be constituted in each Gram Sansad with such number of functional committees as may be required, in such manner as may be prescribed, having jurisdiction over the area of the Gram Sansad for ensuring active participation of the people in implementation, maintenance and equitable distribution of benefits with respect to such subjects as prescribed ;

And whereas a Functional Committee on Public Health is required to be constituted in each Gram Unnayan Samiti to look after the public health matters;

Now, therefore, after careful consideration of the matter, the Governor, in exercise of the power conferred by section 212 of the said Act is pleased to direct that a Functional Committee on Public Health shall be constituted in each Gram Unnayan Samiti with the following members:

1. Elected Representative from the Gram Sansad (who is the ex-officio Chairman of the Gram Unnayan Samiti) - Chairman of the Functional Committee,
2. The person securing the second highest vote in the last election to the Gram Panchayat from the Gram Sansad area concerned (being the ex-officio member of the Gram Unnayan Samiti),
3. Secretary of the Gram Unnayan Samiti,
4. At least three women members to be selected by the Gram Unnayan Samiti from among its members,
5. Three members to be selected from among the Secretaries and Treasurers of the Women Self Help Groups from that Gram Sansad area,
6. Auxiliary Nurse-cum-Midwife and Anganwary Workers working in the Gram Sansad area concerned,
7. ASHA or link volunteer, if any, functioning in the Gram Sansad area.

The Governor has also been pleased to direct that the aforesaid functional committee so formed shall be in line with the guidelines of National Rural Health Mission, which stipulates at least 50% representation of women in the village Health and Sanitation Committee.

By order of the Governor

Sd/- M.N. Roy

Principal Secretary to the
Govt. of West Bengal

Memo No. 3678/1(7)/PN/O/I/1A-1/04(Pt-I) **Date: 16.08.2007**

Copy forwarded for information and necessary action to the

1. Shri Chandan Sinha, Spl. Secretary,Health & Family Welfare Department, Government of West Bengal Sasthya Bhavan, Salt Lake

2. Shri Asim Das, Family Welfare Commissioner, Govt of West Bengal, Sasthya Bhavan, Salt Lake, Kolkata

3. Commissioner, Panchayat & Rural Development Deptt, Panchayat Bhavan Kolkata-1

4. Additional Executive Officer of_____Zilla Parishad

5. District Panchayat & Rural Development officer of_____District

6. Block Development Officer & Executive Officer of_____ Panchayat Samiti

   He is requested to send a copy of this order to all Gram Panchayats within his jurisdiction.

7. Public Health Cell/ SRD Cell/ Budget Cell/SHG Cell of this Department

Joint Secretary
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 2485 - PN/O/I/1A-1/2006 **Date: 12.06.2007**

From: Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To: The Addl. District Magistrate (Dev.)
Purba Medinipur

Sub : Seeking clarification on whether a member of a Gram Panchayat can continue as a member after being appointed Homeopathy Doctor.

Sir.

I am directed to refer to your letter No. 592 / P & RD / XXIII -15/07 dated 04. 05. 2007, addressed to the Principal Secretary of this Department on the above noted subject and to state that as Shri Pranatosh Mahapatra, a member of Jerthan Gram Panchayat of Egra-I Block in the district of Purba Medinipur has been appointed Homeopathy doctor in the Charitable Dispensary of the said Gram Panchayat, he will be disqualified to be a member of the said Gram Panchayat under clause (b) of section 7 of the West Bengal Panchayat Elections Act, 2003.

In the circumstances, I am directed to request you to advise Sri Mahapatra to resign from membership of the said Gram Panchayat, otherwise his contractual service as Homeopathy doctor should be terminated by the Gram Panchayat.

Yours faithfully,

Sd/- M. Ray

OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 2208 - PN/O/I/1A-1/06 **Date: 18.05.2007**

From: Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To: The District Magistrate
Birbhum

Sub : Clarification for filling up of the Casual Vacancy of Pradhan, Labpur-II Gram Panchayat and disqualification of member u/s 213A of the West Bengal Panchayat Act, 1973.

Sir,

I am directed to refer to your letter No. 03762 / I / P dated 16. 03. 2007 on the above mentioned subject wherein you sought the clarification as to which action should be taken first - disqualification of member under section 213A or filling up of vacancy in the office of the Pradhan or Upa-Pradhan under section 13 of the West Bengal Panchayat Act, 1973.

Though there is no specific instruction in the Act in this matter, natural justice implies that proceedings under section 213 A shall start first and should be completed as early as possible. If the statutory period of 30 (thirty) days expire for the election of Pradhan / Upa-Pradhan, further extension of time may be allowed by the District Panchayat Election Officer under sub-rule (1) of rule 6 of the West Bengal Panchayat (Constitution) Rules, 1975.

Yours faithfully,

Sd/- M. Ray

OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 236 - PN/O/I/1A-1/2003 (Pt. III) **Date: 17.01.2007**

From: Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To: The Additional District Magistrate
Purba Medinipur
Tamluk

Sub : Clarification on removal of a member of Upa-Samiti.

Sir,

I am directed to refer to your letter No. 777 / P&RD / XXIII -15/06 dated 17. 11. 2006 on the above-mentioned subject and to clarify the points therein seriatim.

1. 'Existing members' mean members in terms of sub-section (2A) of section 4 of the West Bengal Panchayat Act, 1973.

2. For removal of a member of Upa-Samiti, meeting will be convened under subsection (1) of section 16 of the Act. Procedure has been laid down in rule 5 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004.

3. For removal of a member or Sanchalak of an Upa-Samiti on the grounds other than those as mentioned in sub-rule (1) of rule 22 of the West Bengal Panchayat (Constitution) Rules, 1975 as amended upto June, 2004, the existing members of Gram Panchayat shall take a resolution for removal, carried by the majority of the existing members, at a meeting specially convened for the purpose. The Block Development Officer shall take action on the basis of resolution in terms of sub-rule (4) of rule 22 of the aforesaid rules.

Yours faithfully,

Sd/- M. Ray

OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেশপ্ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং ঃ ৪২৮/পি এন/ও/এক/১ এ -১/০৫ (অংশ-২) তাং : ২.০২.২০০৬

স্মারকলিপি

বিষয় ঃ গ্রাম সংসদ স্তরে গ্রাম উন্নয়ন সমিতি গঠনের ক্ষেত্রে উত্থাপিত বিভিন্ন জিজ্ঞাস্যের স্পষ্টিকরন।

উপর্যুক্ত বিষয়ে ইতিমধ্যে প্রচারিত বিগত ২৭.০৫.২০০৫ তারিখের ২০৭৩/পি এন/ও/এক নং ও তৎপরবর্তী গত ২৪.১০.২০০৫ তারিখের ৫৯৫৮/পি এন/ও/এক নং এবং গত ১৬.১২.২০০৫ তারিখের ৬৭০৪/পি এন/ও/এক নং স্মারকলিপিত্রয়ের সাথে ধারাবাহিকতা বজায় রেখে সংশ্লিষ্ট বিষয়ে উত্থাপিত আরো কিছু জিজ্ঞাস্যের স্পষ্টিকরণ প্রশ্নোত্তর আকারে নিম্নে প্রদত্ত হল।

প্রশ্ন	উত্তর
(ক) গ্রাম উন্নয়ন সমিতির নির্বাচনের প্রার্থীরা সমান সংখ্যক ভোট পেলে জয়ী প্রার্থী হিসাবে কাকে ঠিক করা হবে এবং ফলাফল কিভাবে ঘোষণা করা হবে ?	(ক) একাধিক প্রার্থী সমান সংখ্যক ভোট পেলে অর্থাৎ সমান সংখ্যক সদস্যের সমর্থন পেলে লটারীর মাধমে বিজয়ী প্রার্থী ঠিক করে ঘোষণা করতে হবে। ঐ নির্বাচনের প্রিসাইজিং অফিস সিদ্ধান্ত গ্রহণ করবেন কিভাবে লটারী করবেন। লটারীতে যিনি জিতবেন তিনিই বিজয়ী প্রার্থীরূপে ঘোষিত হবেন।
(খ) গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি থেকে কোন প্রকল্প রূপায়ণের জন্য আর্থিক অনুদান প্রদত্ত হলে তার সমন্বয় নথিপত্র, যেমন - মাস্টার রোল, গ্রামোন্নয়ন সমিতিই রাখবেন এবং সদ্ব্যবহার শংসাপত্র দাখিল করবেন, নাকি সম্পূর্ণ নথিপত্র গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতিতে দাখিল করতে হবে।	(খ) গ্রাম উন্নয়ন সমিতি যে সংস্থা থেকে অর্থ পাবে প্রকল্প রূপায়ণের জন্য, কাজ শেষ হলে ঐ সংস্থাকে সমস্ত নথিপত্র যেমন মাস্টার রোল, ভাউচার ইত্যাদি দাখিল করবে এবং ঐ সংস্থাই সদ্ব্যবহার শংসাপত্র দাখিল করবেন।
(গ) বেনিফিসিয়ারী কমিটি এবং পে-মাস্টার মূলক যে ব্যবস্থা চালু ছিল, তা গ্রামোন্নয়ন সমিতি দ্বারা প্রতিস্থাপিত হবে কি না ?	(গ) বেনিফিসিয়ারী কমিটি এবং পে-মাস্টার মূলক ব্যবস্থা গ্রামোন্নয়ন সমিতি দ্বারা প্রতিস্থাপিত হবে। তবে জাতীয় গ্রামীণ কর্ম সংস্থান গ্যারান্টি প্রকল্পে কোন পে-মাস্টার রাখা যাবে না। সরকারী বা পঞ্চায়েত কর্মীরাই কাজের পরিমান নির্ধারণ করার পর সরাসরি টাকা বন্টন করবেন।

মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing), Jessop Building,
63, N.S. Road, Kolkata - 700 001

No. 2715(18)/PN/O/I/1A-1/03(Pt-3) **Date: 13.08.2004**

From: OSD and Ex-officio Dy. Secy. to the Govt. of West Bengal

To: The District Panehayat & Rural Development Officer,
Howrah, Po & Dist.-Howrah

Sub : Replies to the various queries raised in connection with constitution of Upa-Samitis at the Gram Panchayat 1evel.

In continuation of this Department order No. 3595/PN/O/I dated 8th October, 2003 and subsequent memo No. 4711(17)/PN/O/I dated 23.12.03 issued as clarification to the various queries raised in connection with Constitution of Upa-Samitis at Gram Panchayat level in terms of section 4 of the West Bengal Panchayat (Amendment) Act, 2003 (Section 32A of the Principal Act), the undersigned is directed to clarify a number of further queries as received frcm different districts as follow.

Queries	Clarification
1. If the name of the leader of the opposition policital party is not available within the specified time-limit, the selection of the Leader of opposition could be held beyond the specified time limit.	Following the proviso to section 213(3) of the W.B. Panchayat Act, 1973, the prescribed Authority (Block Development Officer) shall not refuse to accept or to rely on the documents furnished by the Leader merely on the ground that the resolution selecting the leader was not adopted within one month frcm the date of first meeting of Gram Panchayat.
2. Whether the political party having the largest no. of members in the opposition will get the status of opposition party if the Prodhan and the Upa-Prodhan were elected unanimously.	Unanimous election means that opposition members did not propose any candidate from their side and since there was no other candidate no election took place. That will not alter or affect the status of the opposition party in Gram Panchayat.
3. In a Gram Panchay at there are three political parties in the opposition viz I.N.C., B.J.P., T.M.C., having equal no. of members. In this case I.N.C. and B.J.P are National Parties. So, from which party the 1eader of the opposition	According to the sequential order provided by the Election Commission of India in its notification No. 56/2003/J. S. III dated 22nd January, 2003 Bharatiya Janata Party will get preference over Indian National Congress and All India Trinamool Congress.

Queries	Clarification
4. Whether it will be acceptable if two political parties unitedly nominate the opposition Leader.	No, it will not be acceptable
5. In an Upa-Samiti of a certain Gram Panchayat out of 4(four) members 2(two) members are of the same party and 2(two) belong to the opposition party. If one member of a political party proposes the name of another member of the same Party for the election of Sanchalok, there remains no possibility of seconding the name from the same party. In such a case, how will the be elected if it is not even seconded by any member belonging to the opposition Party.	Initially, the matter should be settled by consultation amongst the members of the Upa-Samiti concerned, If not solved tlrough discussion, the Sanchalok of an Upa-Samity may be selected by not in su manner as the Presiding Officer may deem fit/Rule 65(4) of th West Bengal Panchayat (Election Rules, 1974.
6. The actual number of seats in a certain Gram Panchayat is 18 (eighteen) and Ex-Officio members from Panchayat Samitis 3(three). If 2(two)members could not take oath due to unavoidable circumstanc es which number is to be taken into account as the actual number of members of that Gram Panchayat 2l(twenty-one) or 19 (nineteen) in conneetion with Constitution of Upa-Samiti.	Number of members in an Upa-Samiti will depend upon the number of seats in a Gram Panchayat and not upon the existing members in a Gram Panchayat. In the particullar case, since number of seats of that Gram Panchayat is 21 (twenty ene) including ex-off: members, number of members in each Upa-Samiti will be 3 (three) excluding Prcdhan and Upa-Prodhan.
7. In a certain Gram Panchayat both A (Prodhan) and B (Upa-Prodhan) belong to the same party. But C (elected member) and D (elected member) belong to the another political party. New in case of election of Sanchalok, if the name of B is proposed by A but not seconded by C or D and in case of the name of C is proposed by D but not seconded by A or B, it is not possible to elect the Sanchalok. as the case may be how will the Sanchalok be elected ?	Selection of Sanchalok may be made by lot as suggested at SI. No. 5.

Yours faithfully,

Sd/- M. Ray

OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং ৪৭১১/(১৭) পি এন/ও/এক/১এ-১/২০০৩ (অংশ - ৩) তাং : ২৩.১২.২০০৩

প্রেরক :- বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে উপসচিব, পশ্চিমবঙ্গ সরকার।

প্রতি :- জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা (দার্জিলিং ব্যতীত)।

বিষয় :- গ্রাম পঞ্চায়েত স্তরে উপসমিতি গঠনের বিষয়ে উত্থাপিত বিভিন্ন জিজ্ঞাস্যের উত্তর।

পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইন, ২০০৩ বিধিবদ্ধ হওয়ার পর ঐ (সংশোধনী) আইনের ৪ নং ধারা (মূল আইনের ৩২ক ধারা) অনুযায়ী গ্রাম পঞ্চায়েত স্তরে উপসমিতি গঠন করা বাধ্যতামূলক। এ বিষয়ে ইতিমধ্যেই একটি পরিপত্র নং ৩৫৯৫/পি এন/ও/এক তাং ৮.১০.২০০৩ প্রচার করা হয়েছে। ঐ আদেশের সাথে ধারাবাহিকতা বজায় রেখে উত্থাপিত কিছু জিজ্ঞাস্যের উত্তর প্রশ্নোত্তর আকারে নিম্নে প্রদত্ত হল।

প্রশ্ন	উত্তর
১। কোন একটি উপসমিতিতে ৪ জন সদস্যের মধ্যে ২ জন পদাধিকারী সদস্য এবং অন্য ২ জন নির্বাচিত সদস্য এবং তারা ২ জন করে ২ টি রাজনৈতিক দলে বিভক্ত। সেক্ষেত্রে উসমিতির সঞ্চালক পদে নির্বাচিত হওয়ার জন্য বিশেষ অবস্থার পরিপ্রেক্ষিতে কোন প্রার্থী নিজেই তাঁর নাম প্রস্তাব বা সমর্থন করতে পারেন কিনা ?	প্রার্থী কর্তৃক নিজের নাম, প্রস্তাব বা সমর্থন করা বিধিসম্মত নয়। উপসমিতির সদস্যগণকে নিজেদের মধ্যে আলাপ-আলাচনা না করে প্রশ্নে উল্লিখিত সমস্যাটি স্থানীয়ভাবে সমাধান করতে হবে।
২। (ক) গ্রাম পঞ্চায়েতের উপসমিতিতে সদস্য নির্বাচনের ক্ষেত্রে ঐ গ্রাম পঞ্চায়েতের অন্তর্গত নির্বাচন ক্ষেত্র থেকে নির্বাচিত পঞ্চায়েত সমিতির সদস্যদের ভোটাধিকার আছে কিনা ?	২। (ক) হ্যাঁ।
খ) তাঁরা উপসমিতির সঞ্চালক হতে পারবেন কিন ?	(খ) হ্যাঁ
গ) পঞ্চায়েত সমিতির বিভিন্ন স্থায়ী সমিতির কর্মাধ্যক্ষগণ উপসমিতির সদস্য বা সঞ্চালক হতে পারবেন কিনা ?	(গ) পঞ্চায়েত সমিতির স্থায়ী সমিতির কর্মাধ্যক্ষগণ উপসমিতির সদস্য হতে পারবেন। তবে উপসমিতির সঞ্চালক হওয়া বাঞ্ছনীয় নয়।
৩। নিম্নলিখিত সদস্য বা পদাধিকারী কয়টি উপসমিতির সঞ্চালক নির্বাচিত হতে পারেন। প্রধান - উপপ্রধান -	৩। অর্থ ও পরিকল্পনা উপসমিতি ছাড়া সবগুলি উপসমিতির সঞ্চালক নির্বাচিত হতে আইনতঃ বাধা নাই। মহিলা না হলে অর্থ উপসমিতি এবং নারী শিশু উন্নয়ন ও সমাজকল্যাণ উপসমিতি ব্যতীত অন্য উপসমিতিগুলির সঞ্চালক নির্বাচিত হতে আইনতঃ কোন বাধা নেই তবে দুটির বেশী উপসমিতির সঞ্চালক হওয়া বাঞ্ছনীয় নয়।

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প্রশ্ন	উত্তর
উপসমিতির সাধারণ সদস্য।	প্রধান ও উপপ্রধান ব্যতীত গ্রাম পঞ্চায়েতের অন্য কোন সদস্য অর্থ ও পরিকল্পনা উপসমিতি ছাড়া সর্বোচ্চ দুইটি উপসমিতির সদস্য বা সঞ্চালক নির্বাচিত হতে পারবেন।
৪। নারী উন্নয়ন ও সমাজকল্যাণ উপসমিতিতে মোট সদস্যের অর্ধেক সদস্য মহিলা হবেন। যদি ঐ সমিতিতে অর্ধেক সদস্য না হন তবে কি ব্যবস্থা গৃহীত হবে ?	৪। পশ্চিমবঙ্গ পঞ্চায়েত আইনের ৩২ ক ধারার (৩) উপধারার (খ) অনুচ্ছেদ অনুযায়ী নারী, শিশু উন্নয়ন ও সমাজ কল্যাণ, উপসমিতিতে নির্বাচিত সদস্যদের মধ্যে কমপক্ষে অর্ধেক সদস্য অবশ্যই মহিলা হবেন। প্রধান এবং উপপ্রধান পূর্বোক্ত উপধারার (ক) অনুচ্ছেদ অনুসারে পদাধিকারবলে সদস্য। তাই প্রধান এবং উপপ্রধান মহিলা না হলেও উপরোক্ত উপসমিতিতে (ক) অনুচ্ছেদ অনুসারে পদাধিকার বলে সদস্য হতে অসুবিধা নেই।
৫। পাঁচিটি উপসমিতি ব্যতীত অন্য কোন উপসমিতি গঠন করা যাবে কিনা ?	৫। সংশোধনী আইনের, ২০০৩ ৪(২)(৬) ধারা অনুযায়ী সরকারের অনুমোদন সাপেক্ষে প্রয়োজনে পাঁচটির বেশী উপসমিতি গঠন করা যাবে।
৬। কোন গ্রাম পঞ্চায়েত যদি দুটি রাজনৈতিক দলের সদস্য সংখ্যা সমান সমান হয় ও যদি কোন একটি দল থেকে প্রধান ও অপর দল থেকে উপপ্রধান লটারীর মাধ্যমে নির্বাচিত হন তবে কোন দলটি বিরোধী রাজনৈতিক দল বলে গণ্য হবে ?	৬। এক্ষেত্রে যে রাজনৈতিক দল থেকে প্রধান নির্বাচিত হয়েছেন সে দলটিকে শাসক দলরূপে গণ্য হবে এবং অন্য রাজনৈতিক দলটি বিরোধী দলের মর্যাদা পাবে।
৭। গ্রাম পঞ্চায়েত কর্মচারী ব্যতীত অন্য কোন বিভাগীয় সরকারী কর্মচারীকে কোন উপসমিতির সচিব হিসাবে নিযুক্ত করা হলে তিনি উক্ত দায়িত্ব পালন করতে বাধ্য কিনা ? এবং এজন্য সংশ্লিষ্ট বিভাগকে পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের পক্ষ থেকে যোগাযোগ করা হয়েছে কিনা ?	৭। মুখ্য সচিব, পশ্চিমবঙ্গ সরকার রাজ্যসরকারের সমস্ত বিভাগগুলিকে (নং ১৪১৫/পি/২এম-৬/৯৯ তাং ২৪ শে মে, ১৯৯৯) নির্দেশ দিয়েছেন যাতে সংশ্লিষ্ট বিভাগগুলি তাঁদের দপ্তরে আধিকারিক। কর্মী যাঁরা ত্রিস্তর পঞ্চায়েতের কোন স্তরে কাজ করছেন তাঁরা জনস্বার্থে পঞ্চায়েত কর্তৃক ন্যস্ত দায়িত্ব পালনে বাধ্য থাকবেন। পরবর্তীকালে অত্র বিভাগ থেকে অন্যান্য বিভাগগুলির সঙ্গে যোগাযোগ করা হয়েছে।

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে
উপসচিব, পশ্চিমবঙ্গ সরকার।

নং ৪৭১১/১ (২) পি এন/ও/এক/১এ-১/২০০৩ (অংশ - ৩)

তাং ২৩.১২.০৩

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হল।
সমষ্টি উন্নয়ন আধিকারিক .....নানুর/এগরা - ১ নং (সকল)

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে
উপসচিব, পশ্চিমবঙ্গ সরকার।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ শংকর রায় রোড, কলকাতা-১০

নং ৮৯৪/পি এন/ও/সেল-১/১এ-৪/২০০১ তারিখ : ২১.২.২০০১

প্রেরক :- উপ-সচিব, পশ্চিমবঙ্গ সরকার।

প্রতি :- জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, দক্ষিণ দিনাজপুর,
বালুরঘাট।

বিষয় :- প্রধান বা উপপ্রধানের আকস্মিক শূন্য পদে নির্বাচন।

প্রসঙ্গ :- আপনার স্মারক নং ৮১/ডিপিআরডি তাং ১৯.২.২০০১

মহাশয়,

আদেশানুসারে আপনার উল্লিখিত পত্রের মারফৎ পাঠানো ব্লক উন্নয়ন আধিকারিক বালুরঘাট এর স্মারক নং ৪১০ তাং ১৯.২.২০০১ এর সংযোজনীতে যে প্রশ্নগুলি উত্থাপন করা হয়েছে, সেই সম্বন্ধে ব্যাখ্যা নীচে লিপিবদ্ধ করা হল।

১) প্রধানের আকস্মিক শূন্য পদ পূরণের জন্য বিধিসম্মত নির্বাচন সভা আহূত হলে যদি উপ-প্রধান পদে আসীন সদস্যের নাম নিয়ম অনুযায়ী প্রস্তাবিত ও সমর্থিত হয় এবং প্রস্তাবিত সদস্যের তাতে আপত্তি না থাকে, তাহলে তাকে উক্ত নির্বাচনে প্রার্থী হিসাবে গণ্য করতে আইনত কোন বাধা নেই।

অনুরূপভাবে, উপপ্রধানের আকস্মিক শূন্য পদে নির্বাচনের জন্য আহূত সভায় যদি প্রধান পদে আসীন সদস্যের নাম নিয়ম অনুযায়ী প্রস্তাবিত ও সমর্থিত হয় এবং প্রস্তাবিত সদস্যের প্রস্তাবে কোন আপত্তি না থাকে, তাহলে তাকে উক্ত নির্বাচনে প্রার্থী হিসাবে গণ্য করতে আইনত কোন বাধা নেই।

উল্লিখিত দুটি ক্ষেত্রেই স্মরণ রাখতে হবে যে নির্বাচিত হলে উক্ত সদস্য ও পদাধিকারী প্রথমে তার বর্তমান পদের জন্য পদত্যাগ পত্র দাখিল করে তারপর নতুন পদের দায়িত্বভার গ্রহণ করতে পারবেন।

২) কোন একটি শূন্য পদ (প্রধান বা উপ-প্রধান) পূরণের জন্য নির্বাচন সভা আহ্বান করে নোটিশ দেওয়ার পর যদি অপর একটি পদ কোন কারণে শূন হয়, —

ক) তাহলে আহুত সভায় পরবর্তী শূন্য পদ পূরণ করা যাবে না, তার জন্য নোটিশ দিয়ে আলাদা সভা আহ্বান করতে হবে,

খ) এই অবস্থায় পঞ্চায়েতের ৯ ধারার (৬) উপধারা অনুযায়ী প্রধান বা উপ-প্রধান নিযুক্তি করার কোন আবশ্যিকতা নেই। যিনি পরবর্তীকালে পদত্যাগ করছেন তার কাছ থেকে নবনির্বাচিত পদাধিকারী দায়িত্বভার বুঝে নেওয়ার সুযোগ না থাকলে, তিনি নিজেই দায়িত্বভার গ্রহণ করে নেবেন। শেষোক্ত ক্ষেত্রে অবশ্য ব্লক উন্নয়ন আধিকারিক দ্বারা নির্দিষ্ট একজন আধিকারিক (এবং সম্ভবপর হলে কিছু গ্রাম পঞ্চায়েত সদস্য) এর উপস্থিতিতে করাই বাঞ্ছনীয়। অবশ্য যদি নিয়ন্ত্রণবিহীন কোন কারণে নির্দিষ্ট নির্বাচন ব্যাহত হয় তাহলে আইনের ৯(৬) ধারা অনুযায়ী সদস্যদের মধ্য থেকে প্রধান এবং /অথবা উপপ্রধান নিয়োগ করতে আইনত কোন বাধা নেই।

গ) উক্ত অবস্থায় পূর্বনির্দিষ্ট নির্বাচনসভা স্থগিত রাখার কোন আইনসম্মত কারণ নেই। বস্তুত, উক্ত কারণে নির্বাচন স্থগিত রাখা আইনবিরুদ্ধ কাজ হবে।

৩) যদিও পশ্চিমবঙ্গ পঞ্চায়েত আইন বা পশ্চিমবঙ্গ পঞ্চায়েত (গঠন) নিয়মাবলীর কোথাও প্রার্থীর সম্মতি জানানোর প্রয়োজনের কথা বলা হয়নি, কোন বিশেষ পদ গ্রহণ করার সিদ্ধান্ত যে কোন নাগরিকের মৌলিক অধিকার। তাই খোলাখুলিভাবে সম্মতি জানানোর কোন প্রয়োজন না থাকলেও কোন সদস্য অনিচ্ছা প্রকাশ করলে তার প্রার্থী পদ বিবেচিত হবে না। প্রসঙ্গক্রমে, কোন অনুপস্থিত সদস্যকেও নির্বাচিত করা যাবে না।

সংশ্লিষ্ট ব্লক উন্নয় আধিকারিকসহ সকলকে জানিয়ে দেওয়ার জন্য অনুরোধ জানানো হল।

আপনার বিশ্বস্ত,
দিলীপ চক্রবর্তী
উপ-সচিব।

নং : ৮৯৪/১(১৮)/পিএন/ও/সেল-১/১এ-৪/২০০১ তারিখ : ২১.২.২০০১

অনুলিপি জ্ঞাতার্থে ও সকলের অবগতি ও প্রচারের জন্য পাঠানো হল :-

১. জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা
(দক্ষিণ দিনাজপুর ব্যতীত)

২. অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

৩. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী।

দিলীপ চক্রবর্তী
উপ-সচিব।

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta-700 001.

No. 5386/PN/O/I/1A-10/88(pt.III). **Dated : 17.11.2000.**

From : Sri D. Chakraborty
Dy. Secretary to the Govt. of West Bengal

To : The District Panchayat & Rural Development Officer, Malda, P.O. & Dist. Malda.

Sub : Role of prescribed authority u/s 213A of the Panchayat Act.

Sir,

I am directed to refer to your No. 1614/5 dated 31.10.2000 on the above matter and to explain the position in the following paragraph.

In terms of sub-section (3) of section 213A of the Act, every Leader selected as such by the members belonging to a recognised political part in a given Panchayat or any independent member shall furnish to the prescribed authority a list of members and certain other documents. In terms of rule 4 of the West Bengal Panchayat (Members' Disqualification) Rules, 1994 (copy enclosed for ready reference), the prescribed authority shall maintain a register for this purpose. Again, under sub-section (3) of section 213A ibid, and change at any time with respect to the information earlier given, shall be intimated by the Leaders or independent mebers to the prescribed authority. It is therefore clear that if the information are given in time and the records are maintained on this basis, there should be no problem on this matter.

It is further clarified that it is neither necessary to verify the signatures nor cause any enquiry as a matter of course about a communication claiming change of affiliation to a recognised political party when such intimation is received by the BDO as prescribed authority. However when the BDO has cause for any reasonable doubt about the signature or about the statement made, he may ascertain the veracity through an enquiry.

Although there is no specific provision in law, when the prescribed authority is satisfied about the communication, is advisable that the Gram Panchayat is informed by him about the change(s) taking place.

Yours faithfully,

D. Chakraborty

Dy. Secy. to the Govt. of
West Bengal.

No. 5386/1(1)/PN/O/I/1A-10/88(Pt.III). Dated : 17.11.2000.

Copy forwarded for information and necessary action to the Director of Panchayats & Rural Development, West Bengal.

D. Chakraborty

Dy. Secy. to the Govt. of
West Bengal.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Panchayat Bhawan
11A, K. S. Roy Road, Kolkata-1

No. 1865/I/Panch/1A-13/94. Dated : 01.08.94

From : The OSD & Ex-Officio Dy. Secy. to the Govt. of W. Bengal.

To : The Secretary, Howrah Zilla Parishad.

Sub : Oath of elected members of Gram Panchayats – Clarification regarding.

Ref : His letter No. 344 dated 16.6.94

The undersigned is directed to refer to his letter under reference and to say that an elected member of any Gram Panchayat / Panchayat Samiti / Zilla Parishad cannot participate or take his seat in the Gram Panchayat / Panchayat Somiti / Zilla Parishad meeting as the case may be, before taking his Oath u/s 197 of Act. His non-participation in a meeting on the above ground, may however be treated as absence from the meeting within the concept of sections 11, 100 & 145 of the Act as may be applicable provided he is given notice in each case. Consequently, if he remains absent in three consecutive meetings of the said Gram Panchayat / Panchayat Samiti / Zilla Parishad, as the case may be, his membership may be terminated by the prescribed authority in terms of the relevant provision of law.

Sd/-

OSD & Ex-Officio Dy. Secy. to the
Govt. of W. Bengal.

No. 1865/1(35)/I/Panch/1A-13/94 Dated : 01.08.94

Copy forwarded for information to the :-

1) Director of Panchayats, W. Bengal.
2) Secretary, _____ Zilla Parishad (all except Howrah)
3) District Panchayat Officer _____ (all)
4) Guard file of Call-I

Sd/-

OSD & Ex-Officio Dy. Secy. to the
Govt. of W. Bengal.

Chapter - 5

Clarification relating to constitution of Panchayat Samiti

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	506/PN/O/I/1E-4/13	06.02.2014	PS	Clarification regarding leader of opposition
2	3993/PN/O/I/1E-4/13	21.11.2013	PS	Clarification on opposition party
3	3651/PN/O/I/1E-4/13	25.10.2013	PS	Clarification regarding selection of leader in opposition
4	3539/PN/O/I/1E-4/13	07.10.2013	PS	Clarification regarding selection of members from recognised political parties in opposition in Sthayee Samitis
5	1409/PN/O/I/l A-1/2006	11.03.2010	PS	Clarification regarding leader of opposition
6	4234/PN/O/I/l A-1/2006	24.09.2009	PS	Clarification regarding removal of Sabhapati
7	3023/PN/O/I/1A-6/05	06.07.2009	PS	Clarification on the membership after deletion of names from the electoral roll
8	3279/PN/O/I/1A-2/06 (Part-1)	27.07.2007	PS	Clarification on selection of Karmadhyaksha of Matsya O Prani Sampad Bikash Sthayee Samiti of PS
9	3034/PN/O/I/1A-1/2003 (Part-4)	03.09.2004	PS	Clarification regarding selection of members in opposition in Sthayee Samitis
10	2816/PN/O/I/1A-1/2003	04.08.2003	PS	Clarification regarding formation of Sthayee Samitis of Panchayat Samitis
11	2132/PN/O/I/1E-9/2003	18.06.2003	PS	Empowering BDOs to convene first meeting of Panchayat Samitis for selection of Sabhapati & Sahakari Sabhapati, formation of Sthayee Samitis, election of Karmadhyakshas, taking of oath or affirmation where SDOs are not in a position for this purpose.
12	923/PN/O/I/3C-11/98	22.02.2001	PS	BDO and Jt. BDO shall attend the meetings of Panchayat Samitti
13	4796/PN/O/I/1A-10/88 (Part-2)	28.09.2000	PS	Clarification regarding contractual relationship with Zilla Parishad by a member of Panchayat Samiti

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Joint Administrative Building, HC-07, Sector III
Bidhan Nagar, Kolkata - 700 106

Memo No. 506/PN/O/1/1E-4/13 **Date: 06.02.2014**

From: D. K. Pal
Special Secretary to the
Government of West Bengal

To : The District Panchayats & Rural Development Officer,
Cooch Behar

Sub : Clarification regarding leader of opposition in Dinhata-1 Panchayat Samiti

Ref : Memo No. PRD/38 dated 15.01.14

Sir,

I am directed to refer to your above-mentioned letter No. and to state the following facts for facilitating you to arrive at a decision in the matter of issues raised in your said letter.

1. In terms of clause (bb) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973, leader of the recognized political party in opposition having largest number of members in the Panchayat Samiti in comparison with other recognized political parties in opposition shall be a member of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti. Panchayat Samiti means a Panchayat Samiti constituted under section 94 and it consists of both directly elected members as well as ex-officio members. Therefore, the leader of the recognized political party in opposition having largest number of members to be determined based on both directly elected members and ex-officio members will be the member of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti. Since only the party-wise number of directly elected members has been mentioned in your above-referred letter, it is not possible to come to the conclusion in this regard at the moment. At the same time, it is also to be noted that only directly elected members will elect their leader from amongst themselves in terms of sub-section (3) of section 213 A of the West Bengal Panchayat Act, 1973. As such, the recognized political party in opposition having the largest number of members will be determined in terms of the provision stated above.

2. If the matter related to selection of leader of such recognized political party in the Panchayat Samiti is intimated to the prescribed authority and if the same is not in conformity with the provisions stated under clause (i), (ii) and (iii) of sub-section (3) of section 213 A of the Act, the matter related to representation of such leader of the recognized political party in the Artha, Sanstha, Unnayan O Parikalplana Sthayee Samiti will be kept pending.

3. Regarding representation of members in different Sthayee Samitis from the recognized political party in opposition, attention is drawn to the fifth proviso to clause (be) of subsection (2) of section 124 of the West Bengal Panchayat Act, 1973 which has made it mandatory that the members of the recognized political party shall jointly decide and intimate the Executive Officer of the Panchayat Samiti by a letter under signature of all such members, the name of the member or members, as the case may be, who shall represent the party as member or members of the Sthayee Samiti. The Executive Officer has to satisfy himself about the fulfillment of the above provisions before finalising such inclusion of members in any Sthayee Samiti.

Yours faithfully,

Sd/-

(D.K.Pal)

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Joint Administrative Building, HC-7, Sector-Ill
Bidhan Nagar, Kolkata - 700 106

Memo No. 3993/PN/O/1/1E-4/13 **Dated: 21.11.2013**

From: D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Additional District Magistrate (Panchayat)
Howrah

Sub : Clarification on opposition party of Bally-Jagacha Panchayat Samiti

Ref : 961/PRD dated 08.01.2013

Sir,

With reference to the above, I am directed to clarify the issue raised in your above referred letter as under :

Issues raised	Clarification
1. Whether the 10 members of AITC shall be considered as opposition members of the Panchayat Samiti under the concept of explanation under section 124 (2) of the West Bengal Panchayat Act, 1973 or they may be considered as ruling party members as the candidate of AITC have won the contest and also no action was taken against those 10 members in terms of section 213 A ibid?	1. The spirit of the explanation cited suggests that since the Sabhapati belongs to AITC party, AITC cannot be considered as recognized political party in opposition irrespective of the fact that its 10 members did not cast their votes in his favour. This is true that in the analogy of the same explanation, those 10 members belonging to AITC, who did not cast their votes in favour of the winning candidate, who also belongs to AITC itself, fall apparently within the category of the opposition members. But the said ten members will not get the status of being the members of recognized political party in opposition for the purpose of consideration under clause (bb) and (bc) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973 in the light of fifth proviso to clause (bc) of the said section which has made it mandatory that the members of the recognized political party shall jointly decide and intimate the Executive Officer of the Panchayat Samiti by a letter under signature of all such members, the name of the member or members, as the case may be, who shall represent the party as member or members of the Sthayee Samiti. Since the Sabhapati also belongs to AITC itself and since based on it, AITC cannot be considered a recognized political party in opposition, the said 10 members of AITC cannot fulfill the mandatory requirement of above-mentioned provision.

2. Whether those 2 members belonging to the CPI (M) who cast their votes in favour of the winning candidate who is an AITC candidate, shall be considered as ruling party member under the concept of the above explanation? If so the concerned Panchayat Samiti will have no member in opposition.	2. In the light of explanation referred to above, those two members of CPI (M) who have cast their vote in favour of the winning candidate do not fall within the category of members in opposition. This fact suggests that, as of now, there is no member in opposition within the concept and meaning of the provisions cited above and this scenario will obviously not violate any provision of the Act. The Bally-Jagacha Panchayat Samiti will maintain status quo as stated above. The matter may be referred to this Department if any issue arises under the provisions of section 213A of the Act in due course and the intervention of this Department is required.

Yours faithfully,

Sd/-

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Memo No. 3993/1(17)/PN/O/1/1E-4/13 Dated: 21.11.2013

Copy forwarded for kind information to:

1. The District Panchayats & Rural Development Officer .....
   (All except Darjeeling District)

Sd/-

(D.K.Pal)
Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,

Bidhannagar, Kolkata - 700106

Memo No. 3651/PN/O/1/1E-4/13 **Dated: 25.10.2013**

From: D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Additional District Magistrate (ZP)
Nadia

Sub : Clarification regarding selection of leader in opposition in Ranaghat-Il Panchayat Samiti under Nadia district

Ref : No.2266/P & RD dated 21.10.2013

Sir,

I am directed to refer to your above-mentioned letter and to state that in terms of clause (bb) of sub-section (2) of section 224 of the West Bengal Panchayat Act. 1973, leader of the recognized political party in opposition having largest number of members in the ***Panchayat Samiti*** in comparison with other recognized political parties in opposition shall be a member of the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti*. ***Panchayat Samiti*** means a ***Panchayat Samiti*** constituted under section 94 and it consists of both directly elected members as well as ex-officio members. Therefore, the leader of the recognized political party in opposition having largest number of members to be determined based on both directly elected members and ex-officio members will be the member of the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti*. At the same time, it may also be noted that only directed elected members will elect their leader from amongst themselves in terms of sub-section (3) of section 213 A of the West Bengal Panchayat Act, 1973.

Yours faithfully,

Sd/- (D.K.Pal)
Special Secretary to the
Government of West Bengal

Memo No. 3651/I(18)/PN/O/1/1E-4/13 Dated: 25.10.2013

Copy forwarded for kind information to:

1. The District Panchayats & Rural Development Officer.

.....District. (All except Darjeeling)

Sd/ (D.K.Pal)
Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors), HC-07, Sector-III,
Bidhannagar, Kolkata - 700106

Memo No. 3539/PN/O/1/1E-4/13 **Dated: 7.10.2013**

From: D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Additional District Magistrate (Panchayat)
Paschim Medinipur

Sub : Clarification regarding selection of members from recognized political parties in opposition in Sthayee Samitis

Ref : Your No. 1477/PRD dated 30.09.2013

Sir,

With reference to the above, I am directed to clarify the issue raised in your above referred letter as under :

Issue raised	Clarification
1. Whether any independent candidate may be selected as the opposition member of Artha, Sanstha, Unnayan O Parikalpalana Sthayee Samiti, if the member of any recognized political party in opposition is not available?	1. In terms of the provision stated under clause (bb) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973, leader of the recognized political party in opposition having largest number of members in the Panchayat Samiti in comparison with other recognized political parties in opposition shall be a member of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti. In case no member of any recognized political party in opposition is available, there is no such provision to select any independent member in the said Sthayee Samiti.
2. At the time of selection of member in other Sthayee Samitis, whether the independent member would be selected after exhausting the members of recognized political parties?	2. No. The procedure and sequence of selection of members from the recognized political parties and independent members in opposition has been illustrated under Para 8 of guidelines issued by this Department vide No, 2685/l(17)/ PN/O/lA-l/2003 dated 25.07.2003 (copy enclosed) which must be followed strictly in this regard.

3. In which case, whether second proviso of clause (be) of sub-section (2) of section 124 of West Bengal Panchayat Act, 1973 i.e., "Provided further that if the number of recognized political parties in opposition is less than the number of Sthayee Samtis, the independent candidates in opposition in Panchayat Samiti shall be members of the Sthayee Samitis for which no member of the recognized political parties are available and the member senior in age shall be placed as member in the Sthayee Samiti placed higher in the order of sub-section (1) would be followed?	3. This provision of the Act has already been explained in the Para quoted above.

The copies of the guidelines issued earlier vide No. 2719/l(17)-PN/O/l/lA-l/2003 dated 30.07.2003 and 2816-PN/O/1/1A-1/2003 dated 04.08.2003 clarifying the issues related to selection of members from recognized political parties in opposition are enclosed for ready reference.

Thanking you.

Yours faithfully,

Sd/-

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Memo No. 3539/I(17)/PN/O/1/1E-4/13 Dated: 7.10.2013

Copy forwarded for kind information to:

1. The District Panchayats & Rural Development Officer,

..... (All except Darjeeling District)

Sd/-

(D.K.Pal)
Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 1409/PN/O/I/1A-1/2006 **Date: 11.03.2010**

From: Smt. Madhumita Ray
Joint Secretary to the
Government of West Bengal.

To : The District Panchayat and
Rural Development Officer,
Birbhum, Suri

Sub: - Clarification regarding Leader of Opposition

Ref: - His No. 2073/P dated 03.12.2009.

The undersigned is directed to address him on the above-mentioned subject and state that the definition of member-in-opposition has been explained in the explanation under the sixth proviso of sub-section(2) of section 124 of the West Bengal Panchayat Act. The members who did not cast vote or have abstained themselves from casting vote in favour of Sabhapati of the Panchayat Samiti shall be member-in-Opposition and their 'Leader' shall be a member of Artha Sanstha O Parikalpana Sthayee Samiti of Panchayat Samiti.

Madhumita Ray

Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 4234/PN/O/I/1A-1/2006 **Date: 24.09.2009**

From: Smt. M. Ray,
Joint Secretary to the
Govt. of West Bengal.

To : SDO, Basirhat
North 24 Parganas

Sub : Clarification regarding removal of Sabhapati of Hasnabad Panchayat Samiti and complaint of defection under section 213A of the West Bengal Pancliayat Act 1973.

Sir,

I am directed to refer to your memo no. 226/Con dated 22.09.2009 and to give clarification to the queries as requested in your memo under reference.

(1) It is advised to settle the defection issue prior to holding the election of new Sabhapati.

(2) Out of 16 members of the Panchayai Samiti, 8 members have voted for the motion and rest 8 members have voted against the motion; so the majority pattern of voting cannot be ascertained in the instant case. The present situation in Hasnabad Panchayat Samiti attracts the provision of clause (b) of second proviso to sub section (I) of section 213A.

(3) The application of the "Leader" of AITC of Hasnabad Panchayat Samiti does not satisfy the requirement of sub-section (3). But the second proviso to that sub section envisages that "the prescribed authority shall not refuse to accept or rely on the documents furnished by the Leader merely on the ground that the resolution selecting, the Leader was not adopted within one month from the date of first meeting of Panchayat or that the documents were furnished to him within 15 days from the date of such selection". So the prescribed authority will entertain the application of the "Leader" and pass order as he deems fit under sub-section (II) of section 213A. even if the '"Leader" sends the document at a later date.

I am further directed to say that the times as mentioned under sub section (9) and subsection (II) are the maximum time limit for enquiry as well as for passing the order. So the enquiry in respect of the complaint of the "Leader" and passing suitable order in respect of the petition may be completed before the date of election, which is scheduled to be held on 06.10.2009. If it is not possible under any circumstances to hold the election within 30 days from the date of casual vacancy, the District Panchayat Election Officer may by order allow further time under sub-rule (I) of rule (6) of the West Bengal Panchayat (Constitution) Rules. 1975 recording the reasons for such extension of time.

Yours faithfully,
Sd/-
Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 3023/PN/O/I/1A-6/05 **Date: 06.07.2009**

From: Dr. M. N. Roy, IAS
Principal Secretary to the
Government of West Bengal.

To : The District Magistrate
Murshidabad

Sub : **Clarification of the membership and portfolio of Shri Partha Pratim Sarkar from Kandi Panchayat Samiti**

Sir,

I am to refer to the letter of some Uttam Chakraborty dated 15.06.2009 on the above mentioned subject and state that Shri Partha Pratim Sarkar was a voter of part no.86 of 68 Kandi A.C. in 2008 (voter list published on 31.07.2008). His name was deleted from the Electoral Roll published on 20.01.2009. Under section 5 of the West Bengal Elections Act, 2003 read with sub-rule (2) of rule 30 of the West Bengal Panchayat Elections Rules, 2006, the candidate's name should be included in the Electoral Roll pertaining to the area of the Panchayat Samiti and in force on such date as the State Election Commissioner may declare for the purpose of an election and such person is an elector in relation to that Panchayat Samiti.

After deletion of his name from the concerned part of Electoral Roll, the person concerned no longer remains an elector in relation to the Panchayat Samiti and loses qualification in terms of clause (e) of section 5 of the West Bengal Panchayat Elections Act, 2003. So, the District Magistrate being the Prescribed Authority may take action for removing him after giving him an opportunity to show cause against the action proposed to be taken against him.

Under the circumstances, 1 am to request you kindly to submit a report on the action taken against Shri Partha Pratim Sarkar as stated above.

Yours faithfully,

M. N. Roy
Principal Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 3279-PN/O/1/1A-2/06 (PT-1) **Date: 27.07.2007**

From: Dr. M. N. Roy, IAS
Principal Secretary to the
Government of West Bengal.

To : The District Magistrate, Birbhum
District - Birbhum

Sub : **Clarification on selection of the Karmadhyaksha, Matsy-O-Prani Sampad Bikash Sthayee Samiti of Murarai-II Panchayat Samiti in the district of Birbhum for training in A.N.M Course.**

Sir

In reference to the Memo No. 10850 dt 27.06.07 on the subject, as above, I am to say that incumbent selected for the post of 2nd ANM will have to undergo residential training for 18 months. A member of a Panchayat Samiti including Karmadhyaksha of a Sthayee Samiti may get leave for 3 months in a calendar year.

As a special case, Panchayat Samiti may sanction additional leave of a member for 365 days during her tenure, and member concerned will not get any honorarium/allowance during this period. Exceeding the period as above, Panchayat Samiti will not sanction any leave to its any member and if any member is found absent exceeding the period of leave, legal actions may be taken against such member.

Hence it is clarified that if any member including Karmadhyaksha of a Panchayat Samiti being selected for 2nd ANM proceeds to join the training course, she will have to resign from membership prior to joining the training course.

This clarification will be applicable for member of a Gram Panchayat as well as Zilla Parishad.

Yours faithfully,

(M. N. Roy)
Principal Secretary to the
Government of West Bengal

Memo No. 3279/I(54)-PN/O/1/1A-2/06 (PT-1) Date: 27.07.2007
Copy forwarded for information to :-
1) The Commissioner, P & RD, Panchayat Bhavan, Kolkata - 700 001
2) Savadhipati _____(all)
3) District Magistrate _____(all)
4) DPRDO _____(all)

(M. N. Roy)
Principal Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road,
Kolkata - 700 001

Memo No. 3034-PN/O/I/1A-1/2003 (Part-IV) **Date: 03.09.2004**

From: Dr. M. N. Roy
Secretary to the
Govt. of West Bengal.

To : The District Magistrate
Birbhum

Sub : Clarification regarding selection of member in opposition in a Sthayee Samiti under section 124(2)(bc) of the West Bengal Panchayat Act, 1973.

Sir,

The West Bengal Panchayat (Amendment) Act, 2003 inserted clause (bc) in section 124(2) of the West Bengal Panchayat Act, 1973 and it laid down that "one member from each recognized political party in opposition shall be selected to be a member of each of the Sthayee Samitis other than the *Artha Sanstha Urmayan O Parikalpana Sthayee Samiti:*"

Thereafter the West Bengal Panchayat (Amendment) Ordinance, 2003 was promulgated on November 6, 2003 which amended the clause (bc) in the following manner–
"One member from each recognized political party in opposition shall be selected to be a member of each of the Sthayee Samitis other than the *Artha Sanstha Unnayan O Parikalpana Sthayee Samiti*, if no member in opposition is elected in a *Sthayee Samiti* referred to in clause (b):"

So in a Panchayat Samiti where members from recognized political parties in opposition have been elected under clause (b) of section 124(2) in each of the Sthayee Samitis other than the *Artha Sanstha Unnayan O Parikalpana Sthayee Samiti*, further selection of member from recognized political party in opposition shall not be required.

Where member was already selected under clause (bc) after the West Bengal Panchayat (Amendment) Act, 2003 came into force; membership of that member stands terminated with effect from the date of promulgation of the West Bengal Panchayat (Amendment) Ordinance, 2003 i.e. 6th November, 2003.

The clarification may be communicated to all concerned.

Yours faithfully,

(M. N. Roy)
Secretary to the Govt. of W.B.

Copy forwarded for information to the District Magistrate _____
He is requested to communicate the clarification to all concerned.

(M. N. Roy)
Secretary to the Govt. of W.B.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং ঃ ২৮১৬-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ৪ঠা আগষ্ট, ২০০৩

প্রেরক ঃ যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রাপক ঃ অতিরিক্ত জেলা শাসক (উন্নয়ন), মুর্শিদাবাদ
মুর্শিদাবাদ

জেলার ১লা আগষ্ট, ২০০৩ তারিখের ১১৪০/পঞ্চায়েত নং পত্রের উত্তরে পঞ্চায়েত সমিতির স্থায়ী সমিতি গঠনের জন্য পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইন, ২০০৩ অনুসারে প্রেরিত বিষয়গুলি সম্বন্ধে প্রয়োজনীয় ব্যাখ্যা দেওয়া হল।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

নং ঃ ২৮১৬/১(৫০০)-পি.এন./ও/১/১এ-১/২০০৩ তারিখ ঃ ৪ঠা আগষ্ট, ২০০৩

১) ব্যক্তিগত সচিব, ..., মন্ত্রী, ... বিভাগ
২) রাজ্য নির্বাচন কমিশন, পশ্চিমবঙ্গ
৩) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ
৪) জেলা-শাসক ..... (মুর্শিদাবাদ এবং দার্জিলিং জেলা ব্যতীত)
৫) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষণ সংস্থা, কল্যাণী, নদীয়া
৬) জেলা পঞ্চায়েত ও গ্রামোন্নয় আধিকারিক, ... (দার্জিলিং জেলা ব্যতীত)
৭) মহকুমা শাসক, ... (দার্জিলিং জেলা ব্যতীত)
৮) সমষ্টি উন্নয়ন আধিকারিক, ... (দার্জিলিং জেলা ব্যতীত)

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

<u>প্রশ্ন</u>

১) পঞ্চায়েত সমিতিতে বিরোধী-দলের মোট সদস্য-সংখ্যা (পদাধিকারবলে সদস্য নিয়ে) ১৪ জন। প্রত্যেক বিরোধী-সদস্য তিনটি করে স্থায়ী সমিতির সদস্য নির্বাচিত হয়েছেন। শুধু বিধানসভার ও লোকসভার সদস্য কোন স্থায়ী সমিতিতে নির্বাচিত হননি। ২০০৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইনের ৮(২) ধারার (খগ) অনুচ্ছেদ অনুসারে তাঁরা স্থায়ী সমিতির সদস্য হতে পারবেন কি?

<u>উত্তর</u>

১) বিধানসভার ও লোকসভার সদস্যগণও ১৯৭৩ সালের মূল পঞ্চায়েত আইনের ৯৪(২) ধারা অনুসারে পঞ্চায়েত সমিতির পদাধিকারবলে সদস্য (যদি তাঁরা মন্ত্রী না হয়ে থাকেন)। ঐ আইনের ১২৪(২) ধারা অনুসারে পদাধিকারবলে সদস্যগণ ও স্থায়ী সমিতির সদস্য হিসাবে নির্বাচিত হতে পারবেন কিন্তু কর্মাধ্যক্ষ পদে নির্বাচিত হতে পারবেন না।

২০০৩ সালের সংশোধনী আইনের ৮(২) ধারার (খগ) অনুচ্ছেদ অনুসারে স্বীকৃত বিরোধী-দলের একজন সদস্য স্থায়ী সমিতির সদস্য হবেন। পদাধিকারবলে সদস্য এই ধারা অনুসারে অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতি ব্যতীত অন্যান্য স্থায়ী সমিতির সদস্য হতে পারবেন। পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১৩-এ(৩) ধারায় উল্লেখিত নীতি অনুসারে বৃহত্তম বিরোধী-দলের (সরাসরি নির্বাচিত সদস্য-সংখ্যার ভিত্তিতে নির্ণীত) সরাসরি নির্বাচিত সদস্যরা তাঁদের নিজেদের মধ্য থেকে ঐ দলের নেতা নির্ধরণ করবেন। পঞ্চায়েত (সংশোধনী) আইনের ৮(২)(বিবি) ধারা অনুযায়ী বৃহত্তম বিরোধী দলের নেতা অর্থ স্থায়ী সমিতির অবশ্যই সদস্য হবেন। তবে ঐ ব্যক্তি যদি ইতিমধ্যে অন্য কোন স্থায়ী সমিতির কর্মাধ্যক্ষ হিসাবে অর্থ স্থায়ী সমিতির সদস্য হয়ে গিয়ে থাকেন তাহলে তাঁর পুনরায় অর্থ স্থায়ী সমিতির সদস্য হওয়ার প্রশ্ন ওঠে না।

২) অর্থ স্থায়ী সমিতি ব্যতীত অন্য নয়টি স্থায়ী সমিতিতে বিধানসভা এবং লোকসভার দুইজন সদস্য কিভাবে অন্তর্ভূক্ত হবেন ?

২) মূল পঞ্চায়েত আইনের ১২৪(৩) ধারা অনুসারে একজন সদস্য (সভাপতি ও সহকারী সভাপতি বাদে) তিনটির বেশি স্থায়ী সমিতির সদস্য হতে পারবেন না। পঞ্চায়েত (সংশোধনী) আইনের ৮(২) ধারার (খগ) অনুচ্ছেদের চতুর্থ অনুবিধি অনুযায়ী ছাড় এইক্ষেত্রে প্রযোজ্য হবে না যেহেতু পঞ্চায়েত সমিতিতে নির্বাচিত সদস্য-সংখ্যা তিন-এর বেশি। তাই ঐ দুইজন সদস্য ক্রমানুযায়ী মোট ছয়টি স্থায়ী সমিতির সদস্য হতে পারবেন।

৩) ১নং অনুচ্ছেদে উল্লেখিত পরিস্থিতিতে যদি বিরোধী-দল বিধানসভা বা লোকসভার সদস্যসহ পদাধিকারবলে সদস্যগণকে স্থায়ী সমিতিতে সদস্য হিসাবে মনোনীত করতে না চান তাহলে কি ২০০৩ সালের পঞ্চায়েত সংশোধন আইনের ৮(২)(বিসি) ধারা বলে উল্লেখিত স্থায়ী সমিতিতে বিরোধী দলের সদস্যপদ শূন্য থাকবে ?

৩) বিরোধী-দল এই ধরণের সিদ্ধান্ত গ্রহণ করলে প্রশাসনের তরফে কোন আপত্তি নেই।

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing), Jessop Building,
63, N.S. Road, Kolkata - 700 001

No. 2132-PN/O/I/1E-9/2003 **Date: 18.06.2003**

From: S.S.Maity, Joint Secy. to the Govt. of West Bengal.

To : The District Magistrate, _____ (All)
(Except Darjeeling)

Sub : **Empowering the Block Development Officers in the respective Subdivisions to convene the first meetings for elections of Sabhapati and Sahakari Sabhapati, meetings of Sthayee Samitis, election of Karmadhyakshas and taking of oath or affirmation of the newly-elected members of Panchayat Samitis.**

Sir,

I am directed to state that it has been reported to this Department that some of the Sub-divisional Officers will not be in a position to manage to convene the first meetings of the Panchayat Samiti for elections of Sabhapati and Sahakari Sabhapati, meetings of Sthayee Samitis, election of Karmadhyakshas and to take oath or affirmation of the newly elected members of Panchayat Samitis on the ground that the number of prescribed officers at Sub-Divisional Level for convening the aforesaid meetings are not sufficient.

Considering the hardship to be faced by the Sub-Divisional Officers and the importance of the matter, it has been decided by the Government in this Department in continuation of this Deptt. no.l950/PN/O/l dated 9.6.03 the prescribed authority may authorise the Block Development Officers posted within the respective Sub-Division to convene the first meetings for elections of Sabhapati and Sahakari Sabhapati, meetings of Sthayee Samitis, election of Karmadhyakshas and to take oath of newly-elected members of the Panchayat Samitis in terms of Sub-rule (2) of rule 4 of the West Bengal Panchayat (Constitution) Rules, 1975.

Yours faithfully,

(S.S.Maity)
Joint Secy. to the Govt.
of West Bengal

Contd.....

No. 2132/1(405)/PN/O/I/1E-9/2003 Date: 18.06.2003

Copy forwarded for information and necessary action to the :–

1. Sub-Divisional Officer, _____
All (Except Darjeeling)

2. Block Development Officer, _____
All (Except Darjeeling)

(S.S.Maity)
Joint Secy. to the Govt.
of West Bengal

No. 2132/2(23)/PN/O/I/1E-9/2003 Date: 18.06.2003

Copy forwarded for information and necessary action to the :–

1. Director of Panchayats and Rural Development, West Bengal.
2. Director, SIPRD, Kalyani.
3 District Panchayat & Rural Development Officer,

_____
All (Except Darjeeling)

4. Rural Development Wing of this Department.
5. Private Secretary to the Minister-in-Charge, Deptt. of Panchayats & R.D.
6. Private Secretary to the-Minister-of-State, Panchayats & R .D.

(S.S.Maity)
Joint Secy. to the Govt.
of West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development
Panchayat Bhawan
11A, K. S. Roy Road, Kolkata-1

No. 923-PN/O/I/3C-11/98 **Date: 22.2.2001**

ORDER

Whereas in terms of section 108 of the West Bengal Panchayat Act,1973 (West Bengal Act XLI of 1973) as subsequently amended, the Block Development Officer who is also ex-officio Executive Officer of the Panchayat Samiti, is required to attend meetings of the Panchayat Samiti and participate in the deliberations thereof ;

And whereas Joint Block Development Officer has since been declared to act as Joint Executive Officer, Ex-Officio of the Panchayat Samiti with the objective of having closer association of such officer with the functional mechanism of the Panchayat Samiti ;

Now, therefore, in exercise of the power conferred by section-212 of the said Act, the Governor is pleased hereby to direct that the Joint Block Development Officer and Ex-Officio Joint Executive Officer of the Panchayat Samiti, shall also, attend meetings of the Panchayat Samiti and shall participate in the deliberations thereof.

This order takes immediate effect.

By order of the Governor,
Sd/- P. Ray
Principal Secretary to the Govt. of
West Bengal.

No. 923/1(1150)/PN/O/I/3C-11/98 Date: 22.2.2001

Copy forwarded for information to the :

1. Rural Development Wing of this Department.
2. Commissioner _____ Division.
3. District Magistrate, _____ District.
4. Addl. Executive Officer, _____ Zilla/Mahakuma Parishad
5. District Panchayat & Rural Development Officer, _____ District.
6. Sub-Divisional Officer, _____ Sub-Division.
7. Block Development Officer, _____ Block.
8. Joint Block Development Officer, _____ Block.
9. Executive Officer, _____ Panchayat Samiti.
10. Director, Panchayat & Rural Development, West Bengal.
11. State Institute of Panchayats & Rural Development, Kalyani.

sb-23.2.2001 Dy. Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing), Jessop Building,
63, N.S. Road, Kolkata - 700 001

No. 4796/PN/O/I/1A-10/88(Pt.II) Dated : 28th September, 2000

From : The Deputy Secretary to the Govt. of West Bengal.

To : The District Magistrate,
South 24- Parganas
&
Executive Officer,
South 24 Parganas Zilla Parishad
Alipore

The undersigned is directed to refer to his No. 87/(Con)/ZP/2000 dated 26-9-2000 and to state as follows :

In terms of clause (c) of section 97 of the West Bengal Panchayat Act, 1973 as subsequently amended, a person shall not be qualified to be a member of a Panchayat Samiti if he has directly or indirectly, any share or interest in any contract with inter alia the Zilla Parishad of the district concerned. Again, in terms of section 100(1)(c) *ibid*, the prescribed authority – in this case, the District Magistrate – may, after giving him an oppoutunity of being heard, remove him from office if he incurs disqualification, under, inter alia, clause (c) of section 97 ibid.

Within the framework of the aforesaid provisions, a member of the Panchayat Samiti as long as his membership continues, should not enter into any contractual relationship (a lease agreement is a contractor) with the Zilla Parishad. If such a situation arises, the member should first tender his reisgnation from the membership and then execute the agreement. If he already enters into such an agreement, he may be removed from the office of the member unless he himself resigns from the office in the meantime. In consideration of all aspects of the matter, if a member of a Panchayat Samiti enters into a contractual relationship with the Zilla Parishad, the contract is not vitiated but his membership is liable to be terminated

D. Chakraborty

Deputy Secretary to the
Govt. of West Bengal

Chapter - 6

Clarification relating to constitution of Zilla Parishad

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	182/PN/O/I/1A-6/05	13.01.2014	ZP	Clarification on disqualification of membership, members of Artho-Sthayee Samiti & issues relating to the Adhyaksha of the District Council
2	5019/PN/O/I/1E-4/13	03.12.2013	ZP	Clarification on the leader of the recognised political party in opposition
3	4304/PN/O/I/2A-1/04	23.10.2008	ZP	Secretary of ZP as member of Artho Sanstha Unnayan O Parikalpana Sthayee Samiti of ZP

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building, HC-7, Sector-III
Bidhan Nagar, Kolkata - 700 106

Memo No. 182/PN/O/1/1A-6/05 **Dated: 13.01.2014**

From : D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Additional Executive Officer &
Additional District Magistrate, Jalpaiguri Zilla Parishad

Sub : **Clarification on the issues raised by Shri Mohon Sharma, member of Jalpaiguri Zilla Parishad**

Ref : **NO.1717/G dated 13.12.2013**

Sir,

With reference to the above, I am directed to clarify the issue raised in your above referred letter as under :

Issues raised	Clarification
1. Under which circumstances a member, elected from a recognized political party, will be discontinued or disqualified from his membership?	1. Under the circumstances stated under sections 145,197B, 213,213A and 213B of the West Bengal Panchayat Act, 1973, a member of Zilla Parishad will be discontinued or disqualified from his membership.
2. Whether any ex-officio member is eligible to be a member of Artha-Sthayee Samiti?	2. Regarding membership of the Artha Sanstha Unnayan 0 Parikalplana Sthayee Samiti of the Zilla Parishad, provisions are already stated under clauses (ba) and (bb) of sub-section (2) of section 171 of the West Bengal Panchayat Act, 1973.
3. Whether the leader of opposition party included in the Artha-Sthayee Samiti will automatically chair the post of Adhyaksha, District Council by virtue of post of opposition leader? Or who will be the Adhyaksha when two parties are having the equal number of directly elected members in the Zilla Parishad?	3. No. In terms of clause (i) of sub-section (1) of section 214A of the West Bengal Panchayat Act, 1973, the leader of the recognized political party in opposition having largest number of members directly elected with the reserved symbols of such recognized political party in the Zilla Parishad shall be Adhyaksha of the District Council. In case of two recognized political parties in opposition having equal number of directly elected members in the Zilla Parishad, the leader of the recognized political party placed higher in the sequential arrangement in the relevant notification issued by the Election Commission of India will be selected as Adhyaksha of the District Council.

Yours faithfully,

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building, HC-7, Sector-Ill
Bidhan Nagar, Kolkata - 700 106

Memo No. 5019/PN/O/1/1E-4/13 **Dated: 03.12.2013**

From : D.K.Pal
Special Secretary to the
Government of West Bengal

To : The Additional District Magistrate & Additional Executive Officer,
Malda Zilla Parishad

Sub : **Clarification on leader of the recognized political party in opposition in Malda Zilla Parishad**

Ref : **No. 1025/P/R-Con'13 dated 11/11/2013**

Sir,

I am directed to refer to your above-mentioned letter and to state that in terms of clause (bb) of sub-section (2) of section 171 of the West Bengal Panchayat Act, 1973, leader of the recognized political party in opposition having largest number of members in the Zilla Parishad in comparison with other recognized political parties in opposition, shall be a member of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti, This has been further explained in the same section that for the purpose of this clause, a member of the Zilla Parishad shall be considered a member in opposition if in the election of the Sabhadhipati, he did not cast his vote in favour of the winning candidate or has abstained himself from casting his vote in the said election.

In the above context, status of recognized political parties in opposition may be verified by the district authority.

Yours faithfully,

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N.S. Road
Kolkata - 700 001

No. 4304/PN/O/I/2A-1/04 **23.10.2008**

O R D E R

In continuation of this Department order No. 3340/PN/O/I/2A-1/04 dated 18.08.2008 issued in terms of clause (c) of subjection (2) of section 171 of the West Bengal Panchayat Act. 1973 (West Bengal Act XLI of 1973), the Governor is further pleased to appoint in terms of the aforesaid provision, the Secretary, Zilla Parishad as a member of the Artha Sanstha Unnayan O Parikalpana Sthayee Samiti of the Zilla Parishad concerned.

By order of the Governor.

Sd/-
M.N. Roy
Principal Secretary to the
Government of West Bengal

No. 4304/1 (6)/PN/O/I/2A-l/04 Date: 23.10.2008

Copy forwarded for information and necessary action to the :

1. Divisional Commissioner, Presidency/ Burdwan/ Jalpaiguri
2. Sabhadhipati.....Zilla Parishad (All)
3. District Magistrate.....District (All)
4. Executive Officer.....Zilla Parishad
5. Additional Executive Officer.....Zilla Parishad
6. Private Secretary to Minister-In-Charge/ Minister of State, Panchayat & Rural Development Department Government of West Bengal

Joint Secretary to the
Government of West Bengal

Chapter - 7

Clarification relating to constitution of Panchayats applicable to all tiers

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	05/PN/O/I/1E-4/13	02.01.2014	GP, PS & ZP	Clarification regarding status of elected members set up by a recognised political party but defecting to another political party after election
2	3445/PN/O/I/1E-4/13	25.09.2013	GP, PS & ZP	Matter related to constitution of newly elected Panchayats
3	3162(17)/PN/O/I/lE-4/13(Part-l)	06.08.2013	GP, PS & ZP	Dates for constitution of three tier Panchayat Bodies following the 8th Panchayat General election, 2013
4	3055(17)/PN/O/I/lE-4/13(Part-l)	31.07.2013	GP, PS & ZP	Constitution of three tier Panchayat Bodies following the 8th Panchayat General election, 2013
5	1642/PN/O/I/1E-6/12 (Part-1)	24.04.2013	GP, PS & ZP	Clarification regarding disqualification for membership U/S 7 of the WB Panchayat Election Act, 2003
6	5842/PN/O/I/1E-6/12 (Part-1)	19.11.2012	GP, PS & ZP	Clarification on deposits by the persons belonging to Backward Clases for nomination
7	5253/PN/O/I/1E-6/12	08.10.2012	GP, PS & ZP	Clarification relating to certain provisions of the WB Panchayat Election Rules, 2006
8	4986/PN/O/I/4P-1/03	24.11.2009	GP, PS & ZP	Clarification regarding honorarium for the Sahayikas of SSK&MSK
9	3576/PN/O/I/1A-1/06	12.08.2009	PS & ZP	Circular regarding General Body meeting when the Parliament or Legislative Assembly is on session
10	3356/PN/O/I/1E-3/04 (Part-3)	27.07.2009	GP, PS & ZP	Oath taking by the members of Panchayati raj Bodies in the bye-elections
11	3029/PN/O/I/1E-13/03	06.07.2009	GP, PS & SMP	Constitution of Panchayats within the area of Siliguri Sub-Division
12	5058/PN/O/I/1E-9/03	18.12.2008	GP & PS	Order clarifying the Section 20 of the WB Panchayat
13	2978/PN/O/I/2A-2/98 (Part-6)	21.07.2008	PS & ZP	Formation of Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti at PS & ZP levels

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
14	2638/PN/O/I/1E-9/03	26.06.2008	GP	Clarification regarding holding of the office of profit
15	2456/PN/O/I/1E-9/2003	10.06.2008	GP, PS & ZP	Clarification on the Section 20 of the WB Panchayat Election Act, 2003
16	2238/PN/O/I/1E-9/2003	27.05.2008	GP, PS & ZP	Reconstitution of Panchayat Bodies
17	2960/PN/O/I/1A-1/2006	04.07.2007	GP, PS & ZP	Clarification in respect of 213B(2)(b) of the WB Panchayat Act, 1973
18	477/PN/O/I/2A-2/98 (Part-2)	29.01.2007	GP, PS & ZP	Circular on coordination between Sthayee Samitis of PS & ZPandUpa-Samiti of GP
19	3171/PN/O/I/3R-3/2004	22.01.2007	GP, PS & ZP	Corrigendum regarding Notification No. 5597, dated 01.12.2006
20	4670/PN/O/I/l A-1/2006	15.09.2006	GP & PS	Notification in respect of delegation of power to the Commissioner of Panchayats & Rural Development under section 206 of the WB Panchayat Act, 1973
21	2816/PN/O/I/1A-1/2003	04.08.2003	PS	Eelection of members from opposition parties for the Sthayee Samitis
22	2771/l(17)/PN/O/I/lA-l/2003	01.08.2003	ZP	Clarification regarding membership in Sthayee Samiti
23	2719/l(17)/PN/O/I/lA-l/2003	30.07.2003	PS & ZP	Clarification regarding membership in Sthayee Samiti
24	2685/l(17)/PN/O/I/lA-l/2003	25.07.2003	PS & ZP	Clarification on WB Panchayat (Ammendments), 2003
25	629/PN/O/III/2E-51/95 (Part-1)	26.02.1997	PS	Integration of functions of the Health & Family Welfare Department with that of Panchayats

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building, HC-07, Sector III
Bidhan Nagar, Kolkata - 700 106

Memo No. 05/PN/O/I/1E-4/13 **Dated : 02.01.2014**

From : D. K. Pal
Special Secretary to the
Government of West Bengal

To : The Secretary
West Bengal State Election Commission

Sub : **Clarification regarding status of elected members set up by a recognized political party but defecting to another Political Party after election**

Sir,

I am directed to refer to the letter No.4263-SEC/3E-29/2013 dated 29.11.2013 and No.4328-SEC/3E-29/2013 dated 13.12.2013 of the WBSEC and to state that the matter relating to the status of elected members set up by a recognized political party but defecting to another political party after election has been dealt with under section 213A of the West Bengal Panchayat Act, 1973 as amended vide the West Bengal Panchayat (Amendment) Act, 2010. The said provisions of the principal Act and the Amendment Act are enclosed for ready reference.

Yours faithfully,

(D.K.Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building, HC-7, Sector-Ill
Bidhan Nagar, Kolkata - 700 106

Memo No. 3445/PN/O/I/1E-4/13 **Dated: 25.09.2013**

From : D.K.Pal
Special Secretary to the
Government of West Bengal

To : The District Magistrate &
District Panchayat Election Officer, Malda

Sub : Matter related to constitution of newly elected Panchayats

Sir,

I am directed to refer to the letter no. 1001/P/PGE'13 dated 12.09.2013 of the Additional District Magistrate(G), Malda and no. 1003/P/PGE'13 dated 17.09.2013 &1004/P/R-Con'13 dated 18.09.13 of the District Panchayats & Rural Development Officer, Malda and to state the following -

1. If the office of the Pradhan or Upa-Pradhan, Sabhapati or Sahakari-Sabhapati and Sabhadhipati or Sahakari-Sabhadhipati could not be filled up in the first meeting convened for the purpose for any reason whatsoever, and if the Prescribed Authority concerned is of the opinion that there is possibility to elect a member to the said office, he may convene another meeting of the said GP or PS or ZP, as the case may be in the prescribed manner and the member is to be elected to the said office also in the prescribed manner.

2. Regarding the query as to whether proposing of a candidate is necessary in case there is only one candidate belonging to a reserved category for which an office of Chairman or Vice-Chairman is reserved, attention is drawn to the provision stated in sub-rule 7(a)(i) & (ii) of rule 3 of the West Bengal Panchayat(Constitution) Rules, 1975. It is apparent from the said, provision that proposing the name of any candidate for election to the office of Pradhan or Upa-Pradhan is mandatory. Only in cases where the concerned office is reserved for any particular category and there is only one seat or constituency reserved for that category and only one candidate elected from that reserved seat is proposed as candidate for election to the said office, it will not be necessary to second the candidature of that person and on being proposed, she/he shall be declared duly elected. Therefore, there is no scope to declare any member as the Pradhan or Upa-Pradhan of a GP without her/his name being proposed by any other member. His attention is also drawn to clause (i) of para 3(j) of the communication issued by this.Department vide no. 3055(17)/PN/O/I/lE-4/13(Pt.-I) dated 31.07.13 read with thirteenth proviso to sub-section (1) of section 9 of the West Bengal Panchayat Act, 1973 as amended vide the West Bengal Panchayat(Amendment) Act, 2012. Accordingly, when an office is reserved for a specified category of members, it is not necessary that the members elected from a seat reserved for the same category shall only be eligible for such election. Any member elected from an unreserved seat or from a seat reserved for another category shall be eligible for such election provided she/he has the necessary caste/tribe/class/gender qualification.

3. Regarding the query as to how the leader of the opposition of the Malatipur GP will be determined where the total no. of directly elected members are 20[INC-11, CPI (M)-7, AITC-2] and the member belonging to INC was elected uncontested to the office of the Pradhan of the said GP, it is stated that the leader of the opposition will be determined strictly in the light of the provisions of clause (d) of subsection (3) of section 32A of the West Bengal Panchayat Act, 1973. It is not clear from the communication received from the district whether the Pradhan was elected unanimously or the members belonging to the CPI(M) and AITC were absent in the meeting. If all the members belonging to CPI (M) and AITC were absent in the meeting, they will be considered as the opposition members in the said GP. Since the Pradhan was elected uncontested, it is apparent that the opposition members did not propose any other candidate for election to the office of Pradhan. If the members belonging to the CPI(M) and AITC did not show explicit support in favour of the candidate who was elected as Pradhan, this will also not alter or affect the status of the opposition party in the said Gram Panchayat. This Department had earlier issued clarification of similar nature vide no. 2715(18)/ PN/O/I/l A-1/03(Pt.-III) dated 13,08,2004 & no. 1327/PN/O/I/1A-6/05 dated 19.03 2009 copies of which are enclosed for ready reference.

   Lastly, for general guidance of all the district authorities, it is informed that in the event of a section of the members being, absent in the first meeting, the concerned Prescribed Authority may chalk out a programme for subscribing oath or affirmation by such absentee members in terms of section 197 of the West Bengal Panchayat Act, 1973 before the Prescribed Authority specified by tne State Government vide no. 2050/I/ Panch./lE-40/93 dated 09.06.93 & 2241/I/Panch./1E-40/93 dated 02.07.93 as Otherwise they will not be able to function as the member of the respective Panchayat body. The place of oath taking will be fixed at the respective office of the Gram Panchayat, PanchayatSamiti or the ZillaParishad as the case may be.

Yours faithfully,

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Memo No. 3445/l(17)/PN/O/I/lE-4/13 Date: 25.09.2013

Copy forwarded for information & taking necessary action to -

1. The District Panchayat& Rural Development Officer _____
   (All excepting Darjeeling District)

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N.S. Road
Kolkata - 700 001

No. 3162(17)/PN/O/I/lE-4/13(Part-l) **Dated: 06.08.2013**

From : The Special Secretary to the
Government of West Bengal

To : The District Magistrate and District Panchayat Election Officer
_____ (all except Darjeeling)

Sub : **Change of dates for constitution of 3-tier Panchayat bodies following the 8th Panchayat General Elections, 2013 in 17 districts of West Bengal**

Ref : **No. 3055(17)/PN/O/I/lE-4/13 (Part-1) dated 31.07.2013 and No.3059(17)/ PN/O/I/1E-4/13 (Part-1) dated 02.08.2013 of this Department**

Madam /Sir,

In partial modification of the guidelines sent to you vide this Department's Memo. Numbers cited above, 1 am directed to state that dates for the first meetings of the 3-tier Panchayat bodies, subject to minor modifications to suit the local needs, may be fixed as per the revised time schedule as stated below:

Gram Panchayats **..... From 14.08.2013 to 19.08.2013**
Panchayat Samitis **..... From 30.08.2013 to 03.09.2013**
Zilla Parishads **..... From 07.09.2013 to 14.09.2013**

This is for your kind information and necessary action.

Yours faithfully,

(D.K.Pal)
Special Secretary to the
Government of West Bengal

No. 3162(17)/l(19)/PN/O/I/lE-4/13 (Part-1) **Dated: 06.08.2013**

Copy forwarded for information and taking necessary action to :

1. The Commissioner of Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11A, K.S. Roy Road, Kolkata-700 001
2. The Private Secretary to the Minister-in-Charge, Panchayats & Rural Development Department, Government of West Bengal
3. The District Panchayats & Rural Development Officer, _____ (all except Darjeeling)

(D.K.Pal)
Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N.S. Road
Kolkata - 700 001

No. 3055(17) /PN/O/I/1E-4/13 (Part-1) **Dated: 31.07.2013**

From : The Principal Secretary to the
Government of West Bengal

To : The District Magistrate and District Panchayat Election Officer
_____ (all except Darjeeling)

Subject : Constitution of 3-tier Panchayat bodies following the 8th Panchayat General Elections, 2013 in 17 districts of West Bengal

Madam / Sir,

I am to state that following the 8th Panchayat General Elections to different Panchayat bodies on 11.07.2013, 15.07.2013, 19.07.2013, 22.07.2013 and 25.07.2013, steps have been initiated for constitution of the elected bodies of these Panchayats on holding the first meeting of each constituted body. The Commissioner of Panchayats and Rural Development, West Bengal has since been empowered by the State Government vide this Department's Notification No.2301/PN/O/I/IE-4/13(Pt-1) dated 13.06.2013 to publish Notifications in the Official Gazette showing names of the newly elected members as well as description of the ex-officio members. The Commissioner of Panchayats and Rural Development, West Bengal has been further requested vide this Department's No.2837/PN/O/I/IE-4/13(Pt-I) dated 12.07.2013 to publish such Notification with respect to Gram Panchayats on 08.08.2013 and Notification with respect to Panchayat Samitis and Zilla Parishads on 10.08.2013. In view of urgency, you may arrange to collect copies of the Notifications by deputing an authorized representative to the Commissioner of Panchayats and Rural Development, West Bengal.

2. Under the provisions of the West Bengal Panchayat (Constitution) Rules, 1975 as amended, the first meeting of each of the Gram Panchayats/Panchayat Samitis/Zilla Parishads with newly elected members should be called within 21 days from the date of publication of the Notification unless further time is allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf. Now, it has been decided by the State Government that dates for the first meetings of all the 3-tier Panchayat bodies, subject to minor modifications to suit the local needs, may be fixed as per the following time schedule :

Gram Panchayats ..... From 16.08.2013 to 20.08.2013

Panchayat Samitis ..... From 22.08.2013 to 23.08. 2013

Zilla Parishads ..... From 22.08.2013 to 25.08.2013

3. In this connection, the following points may be taken into consideration while conducting the first meeting of each of the Panchayat bodies ;

(a) The Notice in Form 1 should be served upon each member of the Panchayat body concerned at least 7 (seven) days before the date fixed for the meeting by sending it by registered post with acknowledgement due as well as by special messenger. Convening of meeting will however not be vitiated in any way if any member or members receive the notice less than 7 days before the date of meeting. The prescribed authority concerned should remain prepared to issue the notices in such manner so that the meeting can be convened within the range of dates mentioned before and notices be served to all the concerned members smoothly.

(b) The members should be requested to bring with them the certificate of election for production before the Presiding Officer to facilitate identification of the members. If a member proposes to contest an office reserved for the Scheduled Castes, Scheduled Tribes or Backward Classes, she or he should bring such certificate issued in her/his favour unless she or he has already contested from a seat reserved for that specified category of Scheduled Castes or Scheduled Tribes or Backward Classes. In the latter case, her/his SC/ST/BC certificate should not be insisted upon as she or he had already produced such certificate before the Returning Officer at the time of scrutiny.

(c) Under the existing law, only the directly elected members of a Panchayat body (i.e. excepting the ex-officio members) shall be invited to attend the first meeting of that body and shall participate in the first meeting. Notices of such first meeting shall therefore be issued to the directly elected members only.

(d) No directly elected member (irrespective of whether she or he was an elected member in earlier body) shall participate in the meeting before she or he has made and subscribed an oath or affirmation according to the form set out in the Third Schedule of the Panchayat Act, administered by an authority as specified in the rules or an order issued in this behalf. Since, only the directly elected members shall participate in the first meeting and since the Presiding Officers appointed for a first meeting are authorized to administer such an oath before the first meeting commences, it is not necessary to organize a separate meeting for the purpose of taking of oath only. Thus the Presiding Officer will conduct the meeting in a Gram Panchayat or Panchayat Samiti or Zilla Parishad for taking of oath or affirmation by the directly elected members and for election of Pradhan/Upa-Pradhan, Sabhapati/ Sahakari Sabhapati, Sabhadhipati/Sahakari Sabhadhipati as the case may be.

(e) In a first meeting, the Presiding Officer shall first take up election to the office of the Pradhan or Sabhapati or Sabhadhipati which will be followed by election of the office of the Upa-Pradhan or Sahakari Sabhapati or Sahakari Sabhadhipati. If however, for some reason, e.g. non-availability of eligible candidate, it is not possible to hold election of the chairperson, the Presiding Officer shall proceed to hold election of the vice-chairperson. Election of vice-chairperson shall not be postponed or deferred merely on the ground that election of chairperson has been postponed or deferred.

(f) A member should not repeat not be elected as chairperson or vice-chairperson in her or his absence in the meeting. However, specific consent of the member, whose name has been proposed, is not necessary. Her/his presence in the meeting and not opposing the proposal will indicate her/his consent. Again, a member who clearly expresses her/his unwillingness to contest for an office of chairperson or vice-chairperson shall not be considered as a candidate by the Presiding Officer.

(g) In case of a Gram Panchayat, after the names for election to the office of Pradhan are proposed and seconded, the Presiding Officer shall call upon the intending candidates to furnish a declaration in Form 3A of the West Bengal Panchayat (Constitution) Rules, 1975, to the effect that on being elected she or he shall not hold any office of profit or carry on any business, profession or calling that may interfere with due discharge of her/his responsibilities. If the Presiding Officer does not get this declaration from any candidate, her/his candidature shall be rejected by the Presiding Officer. This procedure is not applicable to the election of the Upa- Pradhan.

(h) For Panchayat Saniiti and Zilla Parishad, the Presiding Officer shall call upon intending candidates for the offices of Sabhapati/Sahakari-Sabhapati and Sabhadhipati/ Sahakari Sabhadhipati to furnish similar declaration in Form 3A of the West Bengal Panchayat (Constitution) Rules, 1975. If any candidate declines to sign the declaration, her/his candidature shall be rejected by the Presiding Officer. The same procedure shall be applicable on a later occasion for the elections of the Karmadhyakshas of the Zilla Parishad (not Panchayat Samiti).

(i) Normally, a meeting including the first meeting should be held and business of the meeting taken up as soon as quorum is obtained. However, the Presiding Officer may wait for the quorum for one hour from the hour appointed for the meeting in the notice. If a member reaches after the business of the meeting has started, she or he should be allowed by the Presiding Officer to participate in the meeting from the stage she or he arrived. No business already completed can be opened to accommodate a member arriving late. If a member arrives after the list of candidates is finalized, the list cannot be challenged or sought to be altered by her/him. If a member arrives after all the ballot papers have been received back from the members by the Presiding officer, no ballot paper shall be issued to the member arriving late. If, however, a member arrives after the oath-taking process is over, the Presiding Officer may, without disrupting the normal course of business, administer oath to her/him. She or he may also be issued a ballot paper when the Presiding Officer has issued ballot papers to other members but has not received back these ballot papers from the members. It may be noted here that according to the procedure laid down in the West Bengal Panchayat (Constitution) Rule, 1975, as amended, all votes shall be cast in open manner, so that all other members may know in whose favour any of the votes has been cast.

(j) On the eve of the 8th Panchayat General Elections, you have already declared certain offices of the Pradhan, Upa-Pradhan, Sabhapati, Sahakati Sabhapati, Sabhadhiptai or Sahakari Sabhadhipati for being reserved for the Scheduled Castes, Scheduled Caste women, Scheduled Tribes, Scheduled Tribe women, Backward Classes, Backward Class women or women as the case may be. For elections to those offices such reservations shall be taken into consideration and there shall be no violation of reservation category in any manner. In this connection the following guidelines shall have to be followed:

(i) When an office is reserved for a specified category of members it is not necessary that the members elected from a seat reserved for the same category shall only be eligible for such election. Any member elected from an unreserved seat or from a seat reserved for another category shall be eligible for such election provided she has the necessary caste/tribe/class/ gender/ qualification.

(ii) Normally, a proposal shall not be entertained by the Presiding Officer, unless it is seconded by another member. But, when an office is reserved for a specified category and only one member has been elected from a seat reserved for that specified category and also no other member elected from any other category or an unreserved category is proposed for election of such office, it will not be necessary for the proposal in respect of the member elected for the seat reserved for the specified category, to be seconded by another member and on being proposed, she or he may be declared elected uncontested by the Presiding Officer

4. Following the first meeting of the Panchayat bodies further actions, required to be taken under the law, are as follow:

(a) In a Gram Panchayat, the first meeting of the members of the Gram Panchayat shall be convened by the Block Development Officer for election of members of Upa-Samiti other than Artha O Parikalpana Upa-Samiti as provided in rule 20 of the West Bengal Panchayat (Constitution) Rules, 1975. Although the law provides that such meetings should be held within three months following the first meeting, it is desirable to hold such a meeting as early as possible and preferably within three weeks after the first meeting. It may be noted that for this meeting, the directly elected members as well as ex-officio members shall be invited to participate. All of them may exercise voting right and all are eligible to be elected as members of an Upa-Samiti.

(b) In a Panchayat Samiti or in a Zilla Parishad, meeting of the members of the Panchayat Samiti or the Zilla Parishad shall be convened by the Sub-divisional Officer or the District Magistrate as the case may be for election of members of the Sthayee Samitis other than Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti as provided in rule 8 or rule 11 of the West Bengal Panchayat (Constitution) Rules, 1975. The law provides that notices for such meetings shall be issued within one week following the first meeting. It is desirable to hold such meetings within three weeks from the date of the first meeting in case of both Panchayat Samitis and Zilla Parishads. It may be noted that for this meeting, the directly elected members as well as ex-officio members shall be invited to participate. All of them may exercise voting right and all are eligible to be elected as members of a Sthayee Samiti. If required, meetings of these Sthayee Samitis should be staggered as far as practicable in such a manner so that the MLAs and MPs may be able to attend the meetings.

(c) In a Gram Panchayat, within one week from the date of completion of elections of all the members of an Upa-Samiti, the Block Development Officer shall issue notice for such a meeting of each of the four (4) Upa-Samitis for election of a Sanchalak. It is advisable that election of Sanchalaks of Upa Samitis may be completed as soon as possible and preferably within two weeks from the dates of meetings for election of the members of Upa-Samitis. It may be noted that all members of an Upa-Samiti (directly elected as well as ex-officio) shall be served notice to attend the meeting for election of a Sanchalak.

(d) In a Panchayat Samiti or Zilla Parishad, within one week from the date of completion of elections of all members of a Sthayee Samiti, the Sub-divisional Officer or the District Magistrate as the case may be shall issue notice for a meeting of each of the nine (9) Sthayee Samitis for election of a Karmadhyaksha in terms of rule 9 and 12 of the West Bengal Panchayat (Constitution) Rules, 1975 respectively. It is advisable that election of Karmadhyakshas of Sthayee Samitis of Panchayat Samitis and Zilla Parishads may be completed as soon as possible and preferably within two weeks from the

dates of meetings for election of the members of Sthayee Samitis. It may be noted that all members of a Sthayee Samiti (directly elected as well as ex-officio) shall be served notice to attend the meeting for election of a Karmadhyaksha. It may be noted that under the provisions of rules, such meeting for election of Karmadhyakshas shall not be convened until all members required to be elected in the Sthayee Samiti have been elected. In case all members of the Sthayee Samiti have not been elected in one meeting convened for the purpose under rule 8 or rule 11, repeated meeting/meetings as may be necessary, should be convened to complete the election of required number of members before election of Karmadhyakshas is taken up. It may also be noted.that all members of a Sthayee Samiti irrespective of whether she or he is a directly elected or ex-officio member of the body concerned shall be served notice to attend the meeting for election of a Karmadhyaksha and they may exercise voting right if necessary but an ex-officio member is not himself/herself eligible to be elected as Karmadhyaksha.

5. The Presiding Officer should be provided with the following materials for conducting the meeting-

(a) A receptacle for holding the ballot papers; a ballot box will serve the purpose but it need not have any sealing arrangement.

(b) Form 3 : Form of oath/affirmation

(c) Form 4 : Form of declaration of result when the election is uncontested

(d) Form 5 : Form of ballot papers

(e) Form 6 : Form for recording the number of valid votes

(f) Form 7 : Form for declaration of results when election is contested

(g) A Minute Book

(h) Service return of all the notices issued

(i) Copy of the relevant portion of the notification showing names of the elected members of the Gram Panchayat.

(j) Reservation status of offices of Pradhan/Upa-Pradhan etc. along with the reservation status of all the seats/constituencies concerned.

(k) Relevant portion of rules relating to the conduct of the meeting.

The Forms referred to above are those appended to the WB Panchayat (Constitution) Rules, 1975. They may be printed, typed, photocopied as may be convenient. Bengali rendering of the Third Schedule of the Act as available in the Act in Bengali may be used for the purpose of Form 3 along with the English version.

6. The Presiding Officer shall record the proceedings of the meeting stage by stage in the Minute Book to be kept for the purpose and sign the same. He will record the following positively in the minute book-

(a) Total number of members of the Gram Panchayat/Panchayat Samiti/Zilla Parishad

(b) Number of members present in the meeting

(c) Number of members who have made and subscribed the oath or affirmation

(d) Names of members present with their signature/thumb impression

(e) Reservation status of the office for which election is conducted

(f) Names of candidates proposed for election together with the names of proposers and seconders

(g) Name of the Pradhan/Upa-Pradhan/Sabhapati/Sahakari Sabhapati/ Sabhadhipati/Sahakari Sabhadhipati/ members of Sthayee Samitis or Upa-Samiti/Karmadhyaksha/Sanchalak elected as the case may be (and the number of votes secured by her or him/them in case the election is contested)

(h) Any other matter which the Presiding Officer thinks it necessary to be recorded in the Minute Book.

It may be noted in this regard that the Presiding Officer will note in the Minute Book in respect of the first meeting and all the subsequent meetings stage by stage in the same manner as noted above.

7. All the elections to the Panchayats including elections to office-bearers are contested following party lines. In view of the amendment made under sub-clause (ii) of clause (a) of sub-section (1) of section 213A of the West Bengal Panchayat Act 1973 and the explanation inserted therein in the year 2010 vide the West Bengal Panchayat (Amendment) Act, 2010, it is therefore advisable that a clear picture about political composition of a Panchayat body should be clearly established right from the beginning for information of all concerned. Under sub-section (3) of section 213A of the Act, members of the recognized political parties are required to select one among themselves as leader who will furnish information about himself and other members of his party to the prescribed authority along with the documents noted therein, in the manner laid down in the West Bengal Panchayat (Members' Disqualification) Rules, 1994. The independent members shall furnish such information separately for themselves. Although the statute provides that such selection should be made within three months from the date of the first meeting, there is no objection under the law, and in fact it is desirable, especially in the light of the amendment noted above, that such selection of leader followed by intimation by the leader to the prescribed authority should be made much earlier even before the first meeting. Since apart from giving a clear idea about the political composition of a Panchayat body, such action by the members of the political parties is likely to safeguard diverse interest of the political parties and their members, you may request district units of the political parties as well as the Sub-divisional .Officers and Block Development Officers to take suitable steps so that the members may take appropriate action under Section 213A of the Act immediately.

For detailed procedure regarding the first meetings of Gram Panchayats/Panchayat Samitis/Zilla Parishads for election of Pradhan, Upa-Pradhan, Sabhapati, Sahakari Sabhapati, Sabhadhipati and Sahakari Sabhadhipati and all the subsequent meetings for election of members of Sthayee Samitis of Panchayat Samiti and Zilla Parishad and members of Upa-Samitis of Gram Panchayat as well as election of Karmadhayakshas and Sanchalaks thereof, provisions stated under different rules starting from rule 3 to rule 21 of the West Bengal Panchayat (Constitution) Rules, 1975 and relevant provisions of the Act may be consulted.

Yours faithfully,

Principal Secretary to the
Government of West Bengal

No. 3055(17)/l(19)/PN/O/I/lE-4/13 (Part-1) **Dated : 31.07.2013**

Copy forwarded for information and taking necessary action to :

1. The Commissioner of Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11A, K.S. Roy Road, Kolkata-700 001

2. The Private Secretary to the Minister-in-Charge, Panchayats & Rural Development Department, Government of West Bengal

3. The District Panchayats & Rural Development Officer, ...
(all except Darjeeling)

(D.K.Pal)

Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road,
Kolkata - 700 001

No. 2092/PN/O/lE-6/12 Part-I) Dated : 27.05.2013

From : D.K. Pal
Special Secretary to the
Government of West Bengal

To : The Secretary
West Bengal State Election Commission
18 Sarjoni Naidu Sarani, Kolkata-17

Sub : Eligibility for contesting the 8th Panchayat General Elections, 2013

Sir,

I am directed to refer to the letter No.696-SEC/6D-9/2010 dated 08.05.2013 of the Commission and to draw your kind attention to the following facts in respect of eligibility of persons, who are engaged in some specific posts/certain specific works, to contest in the Panchayat General Elections, 2013 as has been raised by district authorities of Uttar Dinajpur & Burdwan :

1. The provisions related to disqualification for contesting Panchayat General Elections are laid down under sections 8, 97 and 142 of the West Bengal Panchayat Act, 1973 as well as under section 7 of the West Bengal Panchayat Elections Act, 2003.

2. According to clause (b) of the said sections, a person shall not be qualified to be a member of GP, PS and ZP, as the case may be, if she is in the service of the Central or a State Government or a Gram Panchayat or a Panchayat Samiti or a Zilla Parishad or the Mahakuma Parishad.

3. Clause (c) of the afore-mentioned sections of the Act states that a person shall also not be qualified to be a member of a Gram Panchayat, Panchayat Samiti and Zilla Parishad, as the case may be, if he has directly or indirectly by himself or by his partner or employer or an employee, any share or interest in any contract with, by or on behalf of, the Gram Panchayat or the Panchayat Samiti of the Block comprising the Gram concerned or the Zilla Parishad of the district, or the Mahakuma Parishad.

4. This Department had issued clarification vide No.l213(17)/PN/O/I/lE-4/2003 dated 02.04.2003 that the persons not working under State or Central Government or Panchayat bodies as a regular or part time employee on payment of fixed salary/remuneration are eligible to contest Panchayat Elections.

5. In the light of the above, I am further directed to clarify the issues relating to eligibility of the following categories of persons as mentioned in the letters of the District Panchayat Election Officer and District Magistrate, Uttar Dinajpur and Additional District Magistrate (Panchyat), Burdwan for contesting Panchayat General Elections 2013 as stated below:

   i. A VLE (Village Level Entrepreneur) engaged under MGNREGS at Gram Panchayat level is neither a regular nor a part time employee of any Gram Panchayat and as such she/he does not receive any fixed salary or remuneration from the Gram Panchayat. Actually, she/he works as an entrepreneur on the principle of no work no remuneration. Besides, since there is also no contract of any nature between any Gram Panchayat and a VLE, the VLEs are eligible to contest Panchayat Elections.

   ii. A GRS (Gram Rozgar Sevak) engaged at GP level is a contractual employee of GP and she/he gets fixed remuneration from the Gram Panchayat and as such, she/he is not eligible to contest Panchayat Elections.

   iii. An STP (Skilled Technical Person) engaged under MGNREGS at GP level is eligible to contest Panchayat Elections in the same analogy cited under SI. No.(i) above.

   iv. Supervisors engaged under MGNREGS at GP level is eligible to contest Panchayat Elections in the same analogy cited under SI. No.(i) above.

   v. Regarding Para Legal Volunteers posted at Gram Panchayat level on contractual basis by any District Judge's Court, this is not clear as to between which parties the contract has been made. This is also not clear whether there is any contract between Para Legal Volunteer and the Gram Panchayat. However, the issue may be resolved in the light of the provisions and explanations given in this letter.

   vi. Regarding eligibility of ASHA (Accredited Social Health Activists), the matter was referred to the National Rural Health Mission under the Health & Family Welfare Department, Government of West Bengal vide No.2071/ PN/O/I/IE-6/2012 dated 24.5.2013. The State Mission Director, NR. HM has only communicated vide her letter No. HFW/NRHM/20/06/1822 dated 27.05.2013

27.05.2013 (also referring to the letter No. HFW/NRHM/20/06/871 dated 28.10.2010) that *"nopeoples' representative will be eligible to be engaged as ASHA"*.

vii. Members of labour cooperative societies enlisted with Zilla Parishads and Panchayat Samitis are not eligible to contest the elections in terms of the provisions of clause(c) of the sections of the Act mentioned before.

It is also clarified that from the date of filing nomination for Panchayat Elections in any tier, no person will be able to continue as VLE, STP or Supervisor under MGNREGS in the same Gram Panchayat or Panchayat Samiti or Zilla Parishad, as the case may be. If they are not elected in the said election, there would be no bar to their being engaged as VLE, STP or Supervisor.

Copies of the following letters issued earlier by this Department to clarify similar issues relating to eligibility for contesting Panchayat Elections are also enclosed for ready reference.

a) No. 1213/(17)/PN/O/1/1E-4/2003 dated 2.4.2003

b) No. 1311-PN/O/III/2A-17/94 dated 15.4.98

c) 2367 PN/O/1/O-1/2003 dated 14.7.2004

Yours faithfully,

(D. K. Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 N. S.Road, Kolkata - 700 001

NO.1642/PN/O/I/1E-6/12 (Part-I) Dated : 24.04.2013

From : D. K. Pal
Special Secretary to the
Government of West Bengal

To : The Additional District Magistrate (Panchayat)
Burdwan

Sub : Clarification regarding disqualification for membership under Section 7 of the West Bengal Panchayat Election Act, 2003

Ref : Your No.918/Pan dated 08.04.2013

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issue raised in your letter as under :

Issued raised	Clarificaiton
1. Whether a person shall be qualified to contest the election to the office of the member of a Gram Panchayat, Panchayat Samiti & Zilla Parishad if he has been removed under Section 213A of the West Bengal Panchayat Act, 1973 within last five (5) years?	**1.** The grounds under which a person can be disqualified to be a member of Gram Panchayat, Panchayat Samiti & Zilla Parishad are stated under Section 8, 97 and 142 of the West Bengal Panchayat Act, 1973 respectively as well as under Section 7 of the West Bengal Panchayat Election Act, 2003. The provisions stated therein reveal that the removal of any member under Section 213 A of the West Bengal Panchayat Act, 1973 cannot be the ground to disqualify him from contesting election to the office of the Gram Panchayat, Panchayat Samiti & Zilla Parishad.

Yours faithfully,

(D. K. Pal)

Memo No. 1642/1(1)/ PN/O/1/1E-6/12 (Part-1) Dated : 24.04.2013

Copy forwarded for information & necessary action to the Secretary, West Bengal State Election Commission.

(D. K. Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 N. S.Road, Kolkata - 700 001

Memo No. 5842/PN/O/1/1E-6/12 (Part-1) Dated : 19.11.2012

From : D. K. Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary,
West Bengal State Election Commission
18, Sarojini Naidu Sarani, Kolkata-700017

Sub : Clarification on deposits by the persons belonging to Backward Classes for nomination

Ref : NO.1759-SEC/1E-70/2012 dated 10.11.2012

Sir,

With reference to the above, I am directed to state that the necessary provision has already been inserted in section 47 (a) (b) and (c) of the West Bengal Panchayat Elections Act, 2003 vide section 6 of the West Bengal Panchayat Elections (Amendment) Act, 2012. The copy of the said Amendment Act is enclosed herewith for your ready reference. In other words, the said provision reveals that similar benefit as is available for the candidates belonging to the members of the Scheduled Castes, Scheduled Tribes and women will be extended to the candidates belonging to the members of the Backward Classes with regard to deposit of nomination fee.

Yours faithfully,

(D. K. Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road, Kolkata - 700 001

Memo No. 5253/ PN/O/1/1E-6/12 Dated : 08.10.2012

From : D. K. Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary,
West Bengal State Election Commission
18, Sarojini Naidu Sarani, Kolkata-700017

Sub : Clarification relating to certain provisions of the West Bengal Panchayat Elections Rules, 2006

Ref : NO.1651-SEC/1D-123/2011 dated 24.09.2012 & NO.1672-SEC/1D-123/2011 dated 08.10.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised in your letter as under :

Issued raised	Clarificaiton
1. If any seat is already reserved for ST, and if that very seat also becomes eligible for reservation for SC or BC, as the case may be, and if there is sufficient number of seats in the zone of consideration for SC or BC, then how will the required number of seats for SC or BC be reserved ?	**1.** Attention is drawn to the rule 2 (d) of rule 22, 24 and 26 of the said Rules. It is stated therein that in such a situation, reservation for the left out SC or BC seats or both, as the case may be, shall be made out of the seats coming next in order. It means that to reserve the required number of seats for SC or BC, all the seats coming into the zone of consideration shall be taken into account. If, barring the seat(s) already reserved for ST, the required number of seats cannot be reserved for SC or BC as the case may be, in accordance with the roster for the first term of election, then the remaining number of seats shall be reserved from the left out seats following the sequential order in which roster for any term of election is made. In case the required number of

1. If any seat is already reserved for ST, and if that very seat also becomes eligible for reservation for SC or BC, as the case may be, and if there is sufficient number of seats in the zone of consideration for SC or BC, then how will the required number of seats for SC or BC be reserved ?	seats is not available in the zone of consideration following the sequential order, then the remaining number of seats shall be reserved from the roster specified for the second term of election. **Illustration:** For determination of SC seats in a particular GP, if there are 9 seats or constituencies in the zone of consideration and they are arranged in descending order following sub-rule 2 (a) of rule 22 and 4 seats are to be reserved amongst them for SC. i) SI. no. of seats as arranged in descending order coming into the zone of consideration are 1,2,3,4,5,6,7,8,9 ii) SI. no. of seats to be reserved as per roster for first term are 1,3,5,7 iii) But if seat having si. no.3 is already reserved for ST, then seat no.3 shall not be reserved for SC and the fourth seat shall be reserved from amongst the next seats coming in the next sequential order in the roster as follows: 1,5,7,9
2. If after reserving one-half of the seats from SC, ST, and BC for women, the required number of seats are not available in the roster specified for the first term of election for reserving the remaining number of seats i.e., to match one-half of the total seats for women, then what procedure will be followed ?	2. This issue has been very clearly explained under rule 3 (d) of rule 22, 24 and 26. Accordingly, in case the number of seats required to be reserved for women from amongst the seats not reserved under sub-section (1), (2) and (2A) of section 17 to match the one-half of the total number of seats, are not attained in accordance with the roster for the first term of election, then the required number of seats shall be reserved from the roster specified for the second term of election. **Illustration :** i) Say, in a Gram Panchayat, the no. of members to be elected is 18. ii) Say seats are to be reserved for SC/ST/BC is 9. iii) Not exceeding one-half of the total members are to be reserved for women including that of SC, ST and BC. Thus, total no. of seats to be reserved for women is 09. iv) No. of seats to be reserved for women from

	amongst SC, ST, and BC in accordance with roster following the explanation as laid down in clause (f) of sub-rule (1) of rule 22 is 04 v) No. of seats to be reserved for women from amongst the seats not reserved for SC,ST and BC following the provisions laid down under rule 3 (b) of rule 22 is 9-4=5 vi) As only 4 out of 5 no. of seats to be reserved for women are available for reservation in accordance with the roster under the said situation, the 5th seat shall be reserved from the roster specified for the second term in terms of provisions laid down under rule 3(d) of rule 22.

Yours faithfully,

(D. K. Pal)

Memo No. 5253/(18)/ PN/O/1/1E-6/12 (Part-1) Dated : 08.10.2012

Copy forwarded for kind information to the District Magistrate.....(All)

(D. K. Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road, Kolkata - 700 001

Memo No.5749/PN/O/I/1E-6/12 (Part-I) Dated : 08.11.2012

From : D. K. Pal
Joint Secretary to the
Government of West Bengal

To : The Secretary
West Bengal State Election Commission
18 Sarjoni Naidu Sarani, Kolkata-700017

Sub : Clarification on certain points relating to reservation of the offices of Chairpersons

Ref : No. 1743-SEC/1D-123/2011 dated 31.10.2012

Sir,

With reference to the above, I am directed by order of the Governor to clarify the issues raised by the District Panchayat Election Officer and District Magistrate, Jalpaiguri vide his No. 1307/P&RD dated 30.10.2012 as under :

Issued raised	Clarificaiton
1. If in any Gram Panchayat or Block, the office of the Pradhan or Sabhapati has reserved for General Women, then will the offices of Upa-Pradhan or Sahakari Sabhapati of that Gram Panchayat or Block be considered for reservation of ST/SC/BC category? Similarly, if in any Gram Panchayat or Block, the office of the Pradhan or Sabhapati has reserved for ST/SC/BC including SCW/STW/BCW, then will the offices of Upa-Pradhan or Sahakari Sabhapati of that GP or Block be considered for reservation for General Women?	**1.** Attention is drawn to the provisions laid down under sub-rule (3) of rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975, as amended. It is stated therein that for the purpose of reservation under clause (a) and clause (b) of sub-rule (1), preference shall be given to reservation of the offices of the Pradhan or the Sabhapati, as the case may be, and after such reservation, offices of the Upa-Pradhan or the Sahakari Sabhapati shall not be reserved in the same Gram or the same Block, as the case may be. The said clause (a) contains the provisions for reservation of offices for SC, ST and BC persons and the said clause (b) contains the provisions for reservation of offices for women including SCW, STW and BCW. Therefore, the above provisions clearly establish that in both the cases, the offices of the Upa-Pradhan or the Sahakari Sabhapati of that GP or Block will not be considered for reservation in respect of any category.

2. During reservation of offices of the Upa-Pradhan or the Sahakari Sabhapati, as the case may be, for any category, Whether groups will be framed with all the Gram Panchayats, or Blocks coming into zone of consideration for that particular category or Groups will be formed after keeping aside those Gram Panchayats where offices of Pradhan or Sabhapati have already been reserved for any category of persons?	2. Attention is drawn to the first proviso of sub-rule (3) of rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975, as amended. It is stated therein that, if in a Gram or Block, for any term of election, an office of Upa-Pradhan or Sahakari Sabhapati, as the case may be, to be reserved in accordance with the roster applicable where office of the Pradhan or the Sabhapati has already been reserved for the same term, such reservation of the office of the Upa-Pradhan or the Sahakari Sabhapati shall be deemed to have no effect and such reservation for that term of election shall be carried forward to the next Gram or Block in the same roster or, if no Gram or Block is available, in the same roster,in the Gram or Block occurring in sequential order in the roster valid for the next term of election. Therefore, this provision clearly establishes the fact that the groups will be formed with all the Gram Panchayats or Blocks coming into the zone of consideration for any particular category irrespective of the fact that any particular office has already been reserved for Pradhan or Sabhapati, as the case may be.
3. If groups are formed with all the Gram Panchayats or Block coming into zone of consideration for any particular category and if in any group there are Gram Panchayats or Blocks available (not reserved for any category either for offices of Pradhan/Sabhapati or Upa-Pradhan/ Sahakari Sabhapati) after reserving the required number of offices of Upa-Pradhan or Sahakari Sabhapati, as the case may be, for any particular category to be reserved from that group and in another group the number of Gram Panchayats or Blocks are less than the number of offices of Upa-Pradhan or Sahakari Sabhapati to be reserved for that category from that group, then whether will the number of offices of Upa-Pradhan or Sahakari Sabhapati	3. At first, the process for reservation in respect of offices of the Pradhan or the Sabhapati, as the case may be, will be completed. Thereafter, the process for reservation in respect of offices of the Upa-Pradhan or the Sahakari Sabhapati will be started. If at the end of the process, it appears that the required number of offices as determined for reservation in respect of the Upa-Pradhan or the Sahakari Sabhapati for any category is not available, then the process will stop there and it will not be reversed to start from initial stage. The available offices for reservation in respect of Upa-Pradhan or Sahakari Sabhapati following the prescribed procedure will only be reserved and the said number will deem to be redetermined accordingly in terms of sub-rule (5) of rule 2A.

to be reserved for that category be re-determined as per sub-rule (5) of rule 2A or any other process to be followed or whether the number of offices of Upa-Pradhan to be reserved for ST or SC will be redetermined as per sub-rule (5) of rule 2A, while there are Gram Panchayats which have not been reserved for any category are available in other groups ?	
4. Once the number of offices to be reserved are apportioned finally to each group of fifty with part group, if any, after notionally apportioned to each group of ten as mentioned in clause (iv) (b) of sub-rule 2 of rule 2A, in which group shall the roster be applied? In the group of fifty or ten? Or once the number of offices to be reserved are finally apportioned to each group of fifty or part group, is there any scope- to apply the roster for group of ten as mentioned in clause (v) (a) of sub-rule 2 of rule 2A ?	4. In the case in question, the roster shall be applied separately for every group of fifty Grams or Blocks, as the case may be, or for part group having less than fifty Grams or Blocks.

Yours faithfully,

(D. K. Pal)

Memo No. 5749/1(18)/ PN/O/1/1E-6/12 (Part-1) Dated : 08.11.2012

Copy forwarded for kind information to the District Magistrate.....(All)

(D. K. Pal)

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, জেশপ্ বিল্ডিং,
কলকাতা-৭০০০১০

নং : ৪৯৮৬/পি এন/ও এক/৪পি-১/০৩ তারিখ : ২৪.১১.২০০৯

প্রেরক :- মধুমিতা রায়
যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রতি :- জেলা নোডাল আধিকারিক
শিশুশিক্ষা কেন্দ্র এবং মাধ্যমিক শিক্ষা কেন্দ্র
এবং
সচিব
উত্তর দিনাজপুর জেলা পরিষদ

বিষয় :- শিশুশিক্ষা কেন্দ্র এবং মাধ্যমিক শিক্ষা কেন্দ্রের সহায়িকা সাম্মানিক ভাতা প্রাপ্তি সম্পর্কে প্রশ্ন

মহাশয়,

আদেশানুসারে আপনার উপরোক্ত বিষয়ে আপনার প্রেরিত গত ২৯.১০.২০০৯ তারিখের ২৫৩৫/শি.শি.কে./উ.দি/জে.প. উল্লেখ করে আপনাকে জানাই যে কোনো শিশুশিক্ষা বা মাধ্যমিক শিক্ষা কেন্দ্রের সহায়িকা, পঞ্চায়েত সমিতির কর্মাধ্যক্ষ নির্বাচিত হলে তিনি যে কোন একটি উৎস থেকে সাম্মানিক ভাতা পাবেন। তিনি কোন উৎস থেকে সাম্মানিক ভাতা গ্রহণ করবেন তা তিনি নিজে ঠিক করবেন। এই মর্মে ইতিপূর্বে এই বিভাগ থেকে ৩১.০৮.২০০৯ তারিখে ৩৮৫০/পি.এন/ও/এক/২এ-২/৯৮ (অংশ-৫) স্মারক সংখ্যা দ্বারা বিভাগীয় মতামত ব্যাখ্যা করা হয়েছে। ঐ স্মারক সংখ্যার একটি অনুলিপি এই পত্রের সাথে সংযোজিত করা হল।

এই প্রসঙ্গে আপনাকে পুনরায় অবগত করা হচ্ছে যে, শিশুশিক্ষা কেন্দ্র এবং মাধ্যমিক শিক্ষা কেন্দ্রের সহায়িকা কখনই পঞ্চায়েতে পূর্ণ সময়ের পদাধিকারী হতে পারবেন না। বর্তমানে জেলা পরিষদের সভাধিপতি, সহ-সভাধিপতি এবং কর্মাধ্যক্ষর পদগুলি পূর্ণ সময়ের; পঞ্চায়েত সমিতির সভাপতি ও সহ-সভাপতির পদগুলি এবং গ্রাম পঞ্চায়েত প্রধানের পদটি পূর্ণ সময়ের পদাধিকারী বলে বিজ্ঞপ্তি জারি করা আছে। তাই সহায়িকা পদে কর্মরত অবস্থায় তিনি কখনই উপরোক্ত পদগুলির যে কোন একটি পদের অধিকারী হতে পারবেন না।

আপনার বিশ্বস্ত
স্বা-মধুমিতা রায়
যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

সংলগ্নী : নং ৩৮৫০/পি.এন/ও/এক/২এ-২/৯৮(অংশ-৫), তারিখ : ৩১.০৮.২০০৯

নং : ৪৯৮৬/১(৪০)/পি.এন./ও/এক/৪পি-১/০৩ তারিখ : ২৪.১১.২০০৯

জ্ঞাতার্থে পত্রের অনুলিপি প্রেরণ করা হল :-

১) কমিশনার পঞ্চায়েত ও গ্রামোন্নয়ন, ১১এ কিরণ শংকর রায় রোড, পঞ্চায়েত ভবন, কলাকাতা-৭০০০০১।

২) মিশন অধিকর্তা, পশ্চিমবঙ্গ রাজ্য শিশুশিক্ষা মিশন, সিধু কানহু ভবন, কে.বি.-১৮, সেক্টর- ৩, সল্টলেক, কলকাতা-৭০০০৯৮

৩) শ্রী সুমিত হালদার, বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে উপসচিব, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ, জেশপ্ বিল্ডিং, কলকাতা-৭০০০০১

৪) জেলা নোডাল আধিকারিক, শিশুশিক্ষা কেন্দ্র ও মাধ্যমিক শিক্ষা কেন্দ্র ..... (সকল)

৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... (সকল)

মধুমিতা রায়
যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 Netaji Subhas Road,
Kolkata - 700 001

No. 3576/PN/O/I/1A-1/06 **Date. 12.08.2009**

C I R C U L A R

It has since come to the notice of this Department that the meetings of the General body and the Sthayee Samitis of the Panchayat Samiti and the Zilla Parishad are often held when the Assembly session is going on.

Under Section 94 & Section 140 of the West Bengal Panchayat Act, 1973, the members of the Parliament and the State Legislative Assembly, not being (Ministers, are the members of the General body of the Panchayat Samiti and the Zilla Parishad and they may be elected as members of Sthayee Samitis of those Panchayati Raj bodies. The Members of the Parliament and the Legislative Assembly may face difficulties to attend the meetings of the General body as well as the Sthayee Samitis of the Panchayat Samiti and Zilla Parishad when the session of the Parliament or Legislative Assembly is on.

Considering the situation as explained above it is hereby ordered that the Panchayat Samitis and the Zilla Parishads shall not generally convene meetings of the General Body or the Sthayee Samitis (if any Member of the Parliament or the Legislative Assembly is a member of the body) when the Parliament or Legislative Assembly is on session. If for any unavoidable circumstances or due to emergent situation a meeting is required to be convened during that period, the concerned Panchayati Raj body may do so in consultation with the concerned members of the Parliament or Legislative Assembly.

By order

(M.N. Ray)
Principal Secretary to the
Government of West Bengal

No. 3576/1(6)/ PN/O/I/1A-1/06 **Date : 12.08.2009**

Copy forwarded for information and necessary action to the :

1. Sabhadhipati.....Zilla Parishad
2. Commissioner, Panchayat & Rural Development, West Bengal
3. District Magistrate and Executive Officer.....Zilla Parishad
4. Additional Executive Officer.....Zilla Parishad
5. District Panchayat & Rural development Officer.....District
6. Block Development Officer & Executive Oflicer.....Panchayat Samiti

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Panchayats & Rural Development Department
Jessop Building (1st Floor),
63 N.S. Road, Kolkata - 700 001

No. 3356/PN/O/I/1E-3/04 (Pt-III) **Date : 27.07.09**

From : Smt. Madhumita Roy
: Joint Secretary to the Government of West Bengal

To : The Commissioner
Panchayat & Rural Development,
11 A, Kiran Sankar Roy Road.
Panchayat Bhawan,
Kolkata-700 001.

Sub :- Oath taking by the members subsequently elected to the Panchayati Raj bodies in the bye-elections.

Sir,

I am directed to state that the bye-elections to the Gram Panchayat, Panchayat Samiti and Zilla Parishad seats were held on 28.06.09 to fill up the seats due to casual vacancies and the members elected from the Gram Panchayat, Panchayat Samiti or Zilla Parishad constituencies shall, before taking their seats make and subscribe an oath or affirmation before the appropriate authority under section 197 of the West Bengal Panchayat Act, 1973 within 6 (six) months from the date of the elections.

I am, therefore, further directed to send you a copy of each of the letter no. 10967 (15)/Panch/1P-27/79 dt.20.06.79 and no.1533/PN/O/IE-47/93 pt-VIII dt.22.06.95 which will explain the matter of oath taking and to request you to send instruction to all concerned District Panchayat Election Officers and the District Magistrates to make necessary arrangement for oath or affirmation of the elected members as early as possible. The name of such members will be published in the official Gazette as early as possible.

Yours faithfully,

Madhumita Roy
Joint Secretary to the
Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2009/SAR-245**

The Kolkata Gazette

सत्यमेव जयते

Extraordinary
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ASADHA 15] MONDAY, JULY 6, 2009 [SAKA 1931

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Panchayats and Rural Development Department
Jessop Building (1st Floor),
63, Netaji Subhas Road, Kolkata - 700 001

No. 3029-PN/O/I/1E-13/03 Kolkata, the 6th July, 2009.

NOTIFICATION

In exercise of the power conferred by section 206 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor is pleased hereby to delegate the power under sub-section (4) of section 185B of the said Act to the Commissioner, Panchayats and Rural Development, West Bengal, for constituting the Gram Panchayats, Panchayat Samitis and the Siliguri Mahakuma Parishad within the area of Siliguri sub-division by notifying in the official Gazette, along with the descriptions relating to the Ex-officio members elected to the body in pursuance of section 77 of the West Bengal Panchayat Elections Act, 2003 (West Bengal Act XXI of 2003).

By order of the Governor,

M. N. ROY,
Principal Secretary,
to the Govt. of West Bengal.

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(Government of West Bengal Enterprise), Kolkata 700 056

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63 N. S. ROAD
KOLKATA - 700 001

No. 5058/PN/O/I/1E-9/03 **Dated: 18.12.2008**

O R D E R

Whereas in terms of section 20 of the West Bengal Panchayat Elections Act. 2003 (West Bengal Act XXI of 2003); a person of the reserved category may be co-opted for filling up the office of Pradhan or Upa Pradhan, Sabhapati or Sahakari Sabhapati and Sabhadhipati or Sahakari Sabhadhipati so reserved, in case of non-availability of persons of reserved category for that office ;

And whereas it is also laid down in the first proviso to section 20 of the aforesaid Act that such person so co-opted shall have to be elected within six months from the date of his co-option in regard to that office against a suitable casual vacancy in the membership of that body ;

And whereas the period of six months from the date of co-option in such cases will be completed on and from 24th December. 2008 onwards as may be appropriate in each case ;

Now. therefore, in pursuance of the provisions of section 20 of the West Bengal Panchayat Elections Act. 2003 (West Bengal Act XXI of 2003). the Governor has been pleased to direct that the membership of persons so co-opted to fill up the office of Pradhan or Upa Pradhan. Sabhapati or Sahakari Sabhapati and Sabhadhipati or Sahakari Sabhadhipati shall stand terminated on completion of six months from the date of co-option in the event of their failure to get elected within 6 months' period in the respective Panchayat bodies.

By order of the Governor,

(M. N. Roy)
Principal Secretary to the
Government of West Bengal

No. 5058/1(10)/PN/O/ I/1E-9/03 **Date : 18. 12. 2008**

Copy forwarded for information and necessary action to :

1. The Commissioner, West Bengal, Panchayat & Rural Development.
2. Director, SIPRD, Kalyani, Nadia.
3. Sahhadhipati.....Zilla Parishad (All)
4. District Magistrate.....(All)
5. District Panchayat & Rural Development Officer.....District (All)
6. Sub-Divisional Officer.....Sub-Division (All)
7. Block Development Officer.....Block (All)

   He is requested to distribute copies of the order to all Gram Panchayals with his jurisdiction.
8. Sabhapati, ...Panchayat Samili (All)
9. Law Officer of this Department.
10. PS to Hon'ble MIC / MOS of this Department.

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, এন. এস. রোড
কলকাতা-৭০০০০১

নং : ২৯৭৮/পি এন/ও/এক/২এ-২/৯৮ (অংশ-৬) তারিখ : ২১.৭.২০০৮

স্মারকপত্র

বিষয় ঃ রাজ্যের পঞ্চায়েত সমিতি ও জেলা পরিষদ স্তরে শিশু ও নারী উন্নয়ন, জনকল্যাণ ও ত্রাণ স্থায়ী সমিতি গঠন।

উল্লিখিত বিষয়ের প্রতি দৃষ্টি আকর্ষণ করে সংশ্লিষ্ট সকলকে এই মর্মে অবহিত করা হচ্ছে যে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ১২৪ ধারা এবং ১৭১ ধারা বলে এই রাজ্যের পঞ্চায়েত সমিতি ও জেলা পরিষদ স্তরে একটি করে শিশু ও নারী উন্নয়ন, জনকল্যাণ ও ত্রাণ স্থায়ী সমিতি গঠন করা একান্ত আবশ্যক। এই স্থায়ী সমিতিতে শিশু ও নারী কল্যাণ ও সেই সঙ্গে তপশিলী জাতি ও আদিবাসী কল্যাণ বিষয়ক উন্নয়ন প্রকল্পগুলির রচনা, রূপায়ণ ও মূল্যায়ন করা হয়। এছাড়াও এই স্থায়ী সমিতি অন্যান্য স্থায়ী সমিতির রূপায়িত প্রকল্পগুলিরও মূল্যায়ন করে বিভিন্ন দুর্বলতর শ্রেণীর উপকারার্থে প্রকল্পের দিক নির্দেশ করে। বিগত ২৩/১১/৯৪ তারিখের ২৭৫৭(১৭)/সেল-১/পঞ্চ/০-৬/৯৪ নং বিভাগীয় পত্রে উল্লেখ করা হয়েছে যে ঐ স্থায়ী সমিতিতে মহিলা সদস্য যতদূর সম্ভব বেশী হওয়া বাঞ্ছনীয় ও ঐ স্থায়ী সমিতির কর্মাধ্যক্ষ পদেও একজন মহিলা ধাকা বাঞ্ছনীয়। পূর্বোক্ত ব্যবস্থা এখনও বলবৎ ও কার্যকর আছে।

অতএব, পূর্বোক্ত বিষয়ে পুনরাবৃত্তি করা যায় যে পূর্বোক্ত আইনের ১২৪ ও ১৭১ ধারা বলে যথাক্রমে পঞ্চায়েত সমিতি ও জেলা পরিষদ স্তরে গঠিত শিশু ও নারী উন্নয়ন, জনকল্যাণ ও ত্রাণ স্থায়ী সমিতিতে মহিলা সদস্য যতদূর সম্ভব মোট আসনের ৫০ শতাংশ আসনে নির্বাচিত হবেন এবং ঐ স্থায়ী সমিতির কর্মাধ্যক্ষ পদে একজন মহিলা নির্বাচিত হবেন।

স্বাঃ-
মানবেন্দ্র নাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

নং : ২৯৭৮/১(৬)/পি.এন./ও/এক/২এ-২/৯৮ (অংশ-৬) তারিখ : ২১.৭.২০০৮

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠনো হল :-

১) সভাধিপতি, ... জেলা পরিষদ (সকল)।

২) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন, কলকাতা।

৩) জেলাশাসক ও নির্বাহী আধিকারিক, ... (সকল)।

৪) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)।

৫) ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি (সকল)।

৬) সভাপতি ..... পঞ্চায়েত সমিতি (সকল)।

বিশেষ সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building ; 63, N. S. Road
Kolkata - 700 001

Memo No. 2638/PN/O/I/1E-9/03 **Dated: 26.06.2008**

From : M.N.Roy
Principal Sectary
to the Government of West Bengal

To : The District Magistrate
Malda

Subject : Clarification regarding holding of the office of the profit

Sir,

I refer to Memo No. 701/P (Elec) dated 25.06.2008 of District Panchayats & Rural Development Officer, Malda seeking clarification about the meaning of office of the profit as mentioned in the second proviso to sub-section (1) of section 9 of the West Bengal Panchayat Act, 1973 and state that any remunerative post or job may come within the purview of office of profit. Even any office having no remuneration but some perks and privileges may come within its ambit.

Yours faithfully,

M.N.Roy
Principal Secretary
to the Government of West Bengal

No.-2638/1 (18)/PN/O/I/lE-9/03 **Date-26.06.2008**

Copy forwarded for information to :-

1) District Magistrate.....(All)

2) District Panchayats and Rural Development Officer .....(All)

Sd/-

Joint Secretary
to the Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ্ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড,
কলকাতা-৭০০০০১

স্মারক সংখ্যা : ২৪৫৬/পিএন/ও/এক/১ই-৯/২০০৩ **তাং : ১০.০৬.২০০৮**

প্রেরক :- ডাঃ মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

প্রতি :- জেলা পঞ্চায়েত নির্বাচন আধিকারিক ও
জেলা শাসক .....

বিষয় :- ২০০৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইনের ২০ নং ধারার ব্যাখ্যা ও প্রয়োগ পদ্ধতি।

মহাশয়,

এই রাজ্যের ১৭টি জেলায় সাধারণ পঞ্চায়েত নির্বাচনের পর প্রথম সভা পরিচালনা এবং পদাধিকারী নির্বাচন নিয়ে ২৭.০৫.২০০৮ তারিখের ২২৩৮/পি.এন/ও/এক/এক.ই-৯/২০০৩ স্মারক সংখ্যায় বিশদভাবে বলা হয়েছে। এরপর বিভিন্ন জেলা থেকে পদাধিকারী নির্বাচন প্রসঙ্গে বেশ কিছু সমস্যা তুলে ধরা হয়েছে। ঐগুলি মুলতঃ পদের সংরক্ষণ এবং বিশেষ শ্রেণীভুক্ত সংরক্ষিত পদের জন্য যোগ্য ব্যক্তির অপ্রতুলতা সম্পর্কীয়। ঐ সমস্যাগুলির সুরাহা করার জন্য ২০০৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইনের ২০নং ধারার ব্যাখ্যা করে তার প্রয়োগ পদ্ধতি সম্পর্কে সুস্পষ্ট নির্দেশ নিচে দেওয়া হলো।

১. সম্প্রতি অনুষ্ঠিত নির্বাচনে যদি কোন রাজনৈতিক দল কোন গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি বা জেলা পরিষদে পূর্ণ সংখ্যাগরিষ্ঠতা (মোট সদস্যের অর্ধেকের বেশী) পেয়ে থাকে অথচ যে বিশেষ শ্রেণীর জন্য সেই গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি বা জেলা পরিষদে যথাক্রমে প্রধান / সভাপতি / সভাধিপতির পদ সংরক্ষিত করা হয়েছে সেই শ্রেণীর কোন সদস্য ঐ রাজনৈতিক দলের হয়ে নির্বাচিত হননি, সেইক্ষেত্রে ঐ রাজনৈতিক দল ঐ বিশেষ শ্রেণীভুক্ত কোন একজন ব্যক্তিকে ২০০৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইনের ২০ নং ধারা অনুসারে সহযোজিত (কো-অপ্ট) করতে পারবে।

যদি ঐ পঞ্চায়েতে এক বা একাধিক সদস্য নির্বাচিত হয়েছেন এমন কোন রাজনৈতিক দল থেকে কোন নির্বাচিত সদস্য অথবা কোন নির্বাচিত নির্দল সদস্য ঐ সংরক্ষিত পদের জন্য যোগ্য শ্রেণীভুক্ত হন, সেক্ষেত্রেও পূর্ণ সংখ্যাগরিষ্ঠতাপ্রাপ্ত রাজনৈতিক দলটি বিশেষ শ্রেণীর নিমিত্ত সংরক্ষিত পদের নির্বাচনের জন্য যোগ্য ব্যক্তির সহযোজন (কো-অপশন) করতে পারবেন। সহযোজনের প্রয়োগ পদ্ধতি ব্যাখ্যা করা হলো।

(ক) পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইনের ৪, ৫ এবং ৬ নং ধারা অনুসারে ঐ ব্যক্তির প্রার্থী হবার যোগ্যতা থাকতে হবে এবং ঐ আইনের ৭ নং ধারা অনুসারে ঐ ব্যক্তির কোন অযোগ্যতা থাকবে না;

(খ) যে রাজনৈতিক দল পূর্ণ সংখ্যাগরিষ্ঠতা পেয়েছেন (মোট সদস্য সংখ্যার অর্ধেকের বেশী), সেই রাজনৈতিক দলের প্রতীক চিহ্ন নিয়ে নির্বাচিত মোট সদস্যের দুই-তৃতীয়াংশ সদস্যের স্বাক্ষরে প্রস্তাবিত ব্যক্তির নাম, তাঁর পিতা / মাতা / স্বামীর নাম ও ঠিকানা এবং ঐ ব্যক্তির নাম গ্রাম পঞ্চায়েতের যে ভোটার তালিকায় আছে তার অংশ বা পার্ট নম্বর এবং ক্রমিক সংখ্যা সহ গ্রাম পঞ্চায়েতের ক্ষেত্রে সমষ্টি উন্নয়ন আধিকারিকের কাছে, পঞ্চায়েত সমিতির ক্ষেত্রে মহকুমা শাসকের কাছে এবং জেলা পরিষদের ক্ষেত্রে জেলা শাসকের কাছে ঐ পঞ্চায়েতের প্রথম সভা হবার অন্ততঃ তিনদিন আগে স্মারক পত্র করে জমা দিতে হবে;

(গ) সমষ্টি উন্নয়ন আধিকারিক বা মহকুমা শাসক বা জেলা শাসক (যেখানে যেমন প্রযোজ্য হবে) ঐ প্রস্তাবিত ব্যক্তির যোগ্যতা বিবেচনা পূর্বক সম্মতি জানিয়ে মনোনীত প্রিসাইডিং অফিসারের মাধ্যমে প্রথম সভার দিন সংশ্লিষ্ট পঞ্চায়েতে পাঠিয়ে দেবেন। প্রিসাইডিং অফিসার গৃহীত প্রস্তাবটি প্রথম সভার দিন সকল সদস্যের গোচরে আনবেন এবং অন্য সদস্যদের সাথে সহযোজিত (কো-অপ্টেড) সদস্যের শপথের ব্যবস্থা করবেন;

(ঘ) ঐ সহযোজিত (কো-অপ্টেড) সদস্যের সদস্যপদ পূর্বোক্ত আইনের ২০ নং ধারা অনুযায়ী নিয়ন্ত্রিত হবে। তিনি একজন সাধারণ সদস্যের মতো ক্ষমতা ভোগ করবেন এবং দায়িত্ব পালন করবেন। তবে প্রথম সভার দিন থেকে ছয় মাসের মধ্যে সংশ্লিষ্ট গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি বা জেলা পরিষদের কোন শূন্য পদে তাঁকে অবশ্যই নির্বাচিত হতে হবে, অন্যথায় তাঁর সদস্যপদ বাতিল হয়ে যাবে।

২. যদি কোন পঞ্চায়েতে কোন রাজনৈতিক দলই পূর্ণ সংখ্যাগরিষ্ঠতা অর্জন না করে থাকেন, সেইক্ষেত্রে প্রধান বা সভাপতি বা সভাধিপতির পদটি যে বিশেষ শ্রেণীর জন্য সংরক্ষিত, ঐ বিশেষ শ্রেণীভুক্ত সদস্য যিনি সংরক্ষিত বা অসংরক্ষিত যে কোন আসন থেকে নির্বাচিত হয়ে এসেছেন (তিনি কোন রাজনৈতিক দলভুক্ত বা নির্দল হতে পারেন) তিনি পশ্চিমবঙ্গ পঞ্চায়েত গঠন নিয়মাবলী অনুসারে ঐ সংশ্লিষ্ট পদে নির্বাচিত হতে পারেন। এইক্ষেত্রে সহযোজনের (কো-অপশনের) কোন সুযোগ নেই।

৩. যদি কোন পঞ্চায়েতে কোন রাজনৈতিক দলই পূর্ণ সংখ্যাগরিষ্ঠতা অর্জন না করে থাকেন এবং প্রধান বা সভাপতি বা সভাধিপতির জন্য নির্দিষ্ট সংরক্ষিত পদে নির্বাচিত হওয়ার মতো কোন সদস্য সংরক্ষিত বা অসংরক্ষিত কোন আসন থেকে নির্বাচিত না হয়ে থাকেন, সেইক্ষেত্রে প্রধান বা সভাপতি বা সভাধিপতির পদে নির্বাচন আপাততঃ স্থগিত থাকবে। প্রথম সভায় উপ-প্রধান বা সহকারী সভাপতি বা সহকারী সভাধিপতি পদে (যেখানে যেমন প্রযোজ্য হবে) নির্বাচন হবে এবং তিনি সাময়িক ভাবে প্রধান বা সভাপতি বা সভাধিপতির ক্ষমতা প্রয়োগ এবং দায়িত্ব পালন করবেন। তবে কোন আকস্মিক শূন্য পদে ঐ বিশেষ শ্রেণীভুক্ত সদস্য নির্বাচিত হয়ে এলে তিনি প্রধান বা সভাপতি বা সভাধিপতির পদে নির্বাচিত হতে পারেন।

৪. গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি বা জেলা পরিষদের উপ-প্রধান / সহকারী সভাপতি / সহকারী সভাধিপতির পদটি যদি কোন বিশেষ শ্রেণীর জন্য সংরক্ষিত থাকে, তাহলে পূর্বোক্ত পরিস্থিতি অনুসারে একইভাবে প্রক্রিয়াটি সম্পন্ন করতে হবে।

৫. কোন গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি বা জেলা পরিষদে পদাধিকারী নির্বাচনে যদি একাধিক প্রার্থী সমান সংখ্যক ভোট পান, তাহলে প্রিসাইডিং অফিসার লটারীর মাধ্যমে নির্বাচন প্রক্রিয়া সম্পন্ন করবেন। লটারী কি পদ্ধতিতে হবে সেটি প্রিসাইডিং অফিসার সিদ্ধান্ত নিয়ে স্থির করবেন। এখানে উল্লেখ করা প্রয়োজন যে পদাধিকারী নির্বাচনের সময় একাধিক দল জোট গঠন করলেও পশ্চিমবঙ্গ পঞ্চায়েত নির্বাচন আইনের ২০ নং ধারা অনুসারে দলীয় জোটকে একক দল হিসাবে গণ্য করা হবে না। প্রার্থীরা স্ব স্ব নির্বাচনী প্রতীক নিয়ে পদাধিকারী নির্বাচনে অংশ গ্রহণ করবেন। যে প্রার্থী সর্বোচ্চ ভোট পাবেন তিনিই বিজয়ী হবেন। বিজয়ী প্রার্থীর বিপক্ষে যে সদস্যরা (নির্দল সদস্য সহ) ভোট দেবেন অথবা যেসব সদস্য ভোট দিতে বিরত থাকবেন তাঁরা বিরোধী সদস্য হিসাবে পরিগণিত হবেন, এবং তাঁরা যে এক বা একাধিক রাজনৈতিক দলের সদস্য হবেন সেই রাজনৈতিক দল বা দলগুলি বিরোধী দল বলে অভিহিত হবে।

উপরোক্ত ব্যাখ্যা ও প্রয়োগ পদ্ধতি আপনার জেলার রাজনৈতিক দলগুলিকে (জাতীয় দল এবং রাজ্য দল) অতি সত্বর জানাবেন।

আপনার বিশ্বস্ত,

স্বা:- মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

নং : ২৪৫৬/১(৮)/পি.এন./ও/এক/১ই-৯/২০০৩ **তারিখ : ১০.০৬.২০০৮**

প্রতিলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হল :-

১. কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পঞ্চায়েত ভবন। কলকাতা-৭০০ ০০১।
২. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।
৩. অতিরিক্ত জেলা শাসক ..... জেলা।
৪. মহকুমা শাসক ..... জেলা।
৫. জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা।
৬. ব্লক উন্নয়ন আধিকারিক ..... ব্লক।
৭. ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব।
৮. রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব।

মধুমিতা রায়
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63 N. S. ROAD
KOLKATA - 700 001

Memo No. 2238/PN/O/I/IE-9/2003 **Dated: 27.05.2008**

From : Dr. M.N. Roy, IAS

Principal Secretary to the

Government of West Bengal

To : The District Magistrate and District Panchayat Election Officer

----------(all except Darjeeling)

Subject : Reconstitution of Panchayat bodies

Sir,

I am to state that following the Seventh Panchayat General Elections to different Panchayat bodies on 11.5.2008, 14.5.2008 and 18.5.2008, steps have been initiated for reconstitution of the elected bodies of these Panchayats on holding first meeting of each reconstituted body. You are aware that the Commissioner of Panchayats and Rural Development, West Bengal, has since been empowered under this Department's Notification No.1975-PN/O/I/IE-9/2003 dated 07.05.2008 to publish Notifications in the Official Gazette showing the names of newly elected members as well as description of the ex-officio members. It has further been notified under this Department's Notification No.2032/PN/O/l/IE-9/2003 dated 13th May, 2008 that such Notifications with respect to Gram Panchayats, Panchayat Samitis and Zilla Parishads will be published on 16th June, 2008, 24th June, 2008 and 28th June, 2008 respectively. In view of urgency, you are requested to please collect copies of the Notification by deputing authorized representative to the Commissioner of Panchayats and Rural Development, West Bengal.

2. Under the provisions of the West Bengal Panchayat (Constitution) Rules, 1975 as amended to date, first meeting of the Gram Panchayat / Panchayat Samiti / Zilla Parishad should be convened within 21 days from the date of publication unless further time is allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf. Now, it is advisable to convene this meeting within the statutory time-frame of 21 days unless insurmountable difficulties crop up. Considering the dates of publication as stated in preceding paragraph and considering the dates of first meeting held in 2003, time schedule of the meetings, subject to minor modifications to suit the local needs, will be followed as detailed below:

Gram Panchayat	.....	From 26th June, 2008 to 2nd July,2008
Panchayat Samiti	.....	From 1st July, 2008 to 4th July, 2008
Zilla Parishad	.....	From 7th July, 2008 to 8th July, 2008

3. In this connection, the following points may be kept into consideration while conducting first meeting.

(a) Term of office of the present elected body shall expire and cannot continue any longer on completion of five years from the date of first meeting of the body following the Sixth Panchayat General Elections in 2003. It is therefore necessary to hold the first meeting of the newly formed Panchayats before the expiry of the corresponding terms of office. There is however nothing unlawful to hold such meeting a little earlier than the date of expiry in order to maintain uniformity of constitution on these bodies.

(b) Under the existing law, only the directly elected members of a Panchayat body (in exclusion of all categories of ex-officio members) shall participate and shall be invited to attend the first meeting of that body. Notices of such first meeting shall therefore be issued to the directly-elected members only.

(c) No directly elected member (irrespective of whether he was an elected member in earlier body) shall participate in the meeting before he has made and subscribed an oath or affirmation according to the form set out in the Third Schedule of the Panchayat Act, administered by an authority as specified in the rules or an order issued in this behalf. Since only the directly-elected members shall participate in the first meeting and since the Presiding Officers appointed for a meeting is authorized to administer such an oath before the first meeting commences, it is not necessary to organize a separate meeting for the purpose of taking of oath only.

4. Following the first meeting of the Panchayat bodies further actions, required to be taken under the law, are as follow:-

(i) In a Gfam Panchayat, meeting of its members of Gram Panchayat shall be convened by the Block Development Officer for election of members of Upa-Samiti other than Artha 0 Parikalpana Upa-Samiti as provided in rule 20A of the West Bengal Panchayat (Constitution)Rules, 1975. Although the law provides that such a meeting should be held within three months following the first meeting, it is desirable to hold such a meeting as early as possible and preferably by 15.7.2008. For this purpose, it is advisable to issue notices for such meeting immediately after the 1st meeting is held. It may be noted that for this meeting, the directly elected members as well as ex-officio members shall be invited to participate. All of them may exercise voting right and may be elected as member of an Upa-Samiti.

(ii) In a Panchayat Samiti or in a Zilla Parishad meeting of the members of the Panchayat Samiti or the Zilla Parishad shall be convened by the SDO or the District Magistrate as the case may be for election of members of the Sthayee Samitis other than Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti as provided in rule 8 or rule 11 of the West Bengal Panchayat (Constitution)Rules, 1975. The law provides that such a meeting should be convened within one week following the first meeting and it is desirable to hold such a meeting by 17th July in case of Panchayat Samitis and for Zilla Parishads by 21st July, 2008. It may be noted that for this meeting, the directly elected members as well as ex-officio members shall be invited to participate. All of them may exercise voting right and may be elected as member of a Sthayee Samiti.

(iii) In a Gram Panchayat within one week from the date of completion of elections of all the members of an Upa-Samiti, the Block Development Officer shall call a meeting of each of the four (4) Upa-Samitis for election of a Sanchalak. It is advised that election of Sanchalaks of Upa-Samitis may be completed as soon as possible and preferably by 31st July, 2008. It may be noted that all members of an Upa-Samiti - directly elected and ex-officio members of the body - shall be served notice to attend the meeting for election of a Sanchalak.

(iv) In a Panchayat Samiti or Zilla Parishad after the completion of elections of all members of a Sthayee Samiti, the Sub-divisional Officer or the District Magistrate as the case may be shall call a meeting of each of the nine (9) Sthayee Samitis for election of a Karmadhyaksha. It is advised that election of Karmadhyakshas of Sthayee Samitis of Panchayat Samitis and Zilla Parishads may be completed as soon as possible and preferably by 31st July and 3rd August, 2008. It.may be noted that all members of a Sthayee Samiti - directly elected and ex-officio members of the body - shall be served notice to attend the meeting for election of a Karmadhyaksha.

5. On the eve of Seventh Panchayat General Elections, you have already declared certain offices of the Pradhan, Upa-Pradhan, Sabhapati, Sahakari Sabhapati, Sabhadhipati or Sahakari Sabhadhipati reserved for the Scheduled Castes, Women Scheduled Castes, Scheduled Tribes, Women Scheduled Tribes or Women as the case may be. For elections to these offices such reservations shall be kept into consideration and there shall be no violation of reservation category in any manner. In this connection following guidelines shall be operational:

(a) When an office is reserved for a specified category of members it is not necessary that the members ejected from a seat reserved for the same category shall only be eligible for such election. Any member elected from an unreserved seat or from a seat reserved for another category shall be eligible for such election provided he/she has the necessary caste/tribe/gender/qualification.

(b) Normally, a proposal shall not be entertained by the Presiding Officer unless it is seconded by another member. But when an office is reserved for a specified category and only one member has been elected from a seat reserved for that specified category and also no other member elected from any other category or an unreserved category is proposed for election of such office, it will not be necessary for the proposal in respect of the member elected for the seat reserved for the specified category, to be seconded by another member and on being proposed, he or she may be declared elected uncontested by the Presiding Officer.

6. (i) The Presiding Officer will conduct the meeting in a Gram Panchayat / Panchayat Samiti / Zilla Parishad for taking of oath or affirmation by the directly elected members and for the election of Pradhan / Upa-Pradhan, Sabhapati / Sahakari Sabhapati or Sabhadhipati / Sahakari-Sabhadhipati as the case may be.

(ii) In case of a Gram Panchayat, after the names for election to the office of Pradhan are proposed and seconded, the Presiding Officer shall call upon the intending candidates to furnish a declaration in Form 3A of the West Bengal Panchayat (Constitution) Rules,1975, to the effect that on being elected he shall not hold any office of profit or carry on any business, profession or calling that may interfere with due discharge of his responsibilities. If he does not get this declaration from any one, his candidature shall be rejected by the Presiding Officer. This procedure is not applicable for election of the Upa-Pradhan.

(iii) For Panchayat Samiti and Zilla Parishad, the Presiding Officer shall call upon intending candidates for the offices of Sabhapati / Sahakari-Sabhapati and Sabhadhipati / Sahakari-Sabhadhipati to furnish similar declaration in Form 3A of the West Bengal Panchayat (Constitution) Rules, 1975. If any candidate declines to sign the declaration, his candidature shall be rejected by the Presiding Officer. The same procedure shall be applicable on a later occasion for the elections of the Karmadhyakshas of the Zilla Parishad (not Panchayat Samiti).

(iv) It may be noted that according to procedure laid down in the West Bengal Panchayat (constitution) Rules, 1975 as amended to date, all votes shall be cast in open manner so that all other members may know in whose favour any of the votes has been cast. Another point is that no member can be proposed or elected to any office in absentia ; he must remain present in the said meeting.

For details procedure regarding first meeting of Gram Panchayat / Panchayat Samiti / Zilla Parishad and election of Pradhan, Upa-Pradhan, Sabhapati, Sahakari Sabhapati, Sabhadhipati and Sahakari Sabhadhipati as well as Karmadhyakshas of Sthayee Samitis, Panchayat Elections Manual, 2008 (page 230 - 241) may be consulted.

Yours faithfully,

M.N. Roy
Principal Secretary to the
Government of West Bengal

Memo.No. 2238/1(4)/PN/O/I/IE-9/2003 **Date: 27.05.2008**

Copy forwarded for information and taking necessary action to the :

1) Commissioner, Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11A, K. S. Roy Road, Kolkata- 700 001.

2) Director, State Institute of Panchayats and Rural Development, Kalyani, Nadia.

3) Private Secretary to the Minister-in-Charge, Panchayat and Rural Development Department, Govt. of West Bengal.

4) Private Secretary to the Minister of State, Panchayat and Rural Development Department, Govt. of West Bengal.

M.N. Roy
Principal Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63 N. S. ROAD
KOLKATA - 700 001

Memo No. 2960 - PN/O/I/1A-1/2006 **Dated: 04.07.2007**

From : Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To : The District Panchayat and Rural Development Officer
Malda

Sub : Clarification in respect of 213B(2)(b) of the West Bengal Panchayat Act, 1973.

Ref : His No. 1051 / P dated 08. 06. 2007.

The undersigned is directed to refer to the above-mentioned subject and to clarify the points raised by him.

Clause (b) of sub-section (2) of section 213B of the West Bengal Panchayat Act, 1973 envisages that "majority of the existing members directly elected to the Panchayat body, in a meeting specially convened for the purpose, select a person from among them not being an office bearer to act temporarily in place of the office bearer under suspension."

If there is no majority in support of any candidate, no person shall be selected to act temporarily as office bearer. So, the question of selection by lot or by casting or by casting or second vote by Presiding member does not arise.

In that case under clause (a) of sub-section (2) of section 213 B of the Panchayat Act, the other office bearer shall exercise the powers and duties of the office bearer under suspension.

M. Ray

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, এন. এস. রোড
কলকাতা-৭০০০০১

নং : ৪৭৭/পিএন/ও/১/২এ-২/৯৮ (অংশ-২) তারিখ : ২৯.০১.২০০৭

পরিপত্র

যেহেতু জেলা পরিষদ ও পঞ্চায়েত সমিতি স্তরের জনসংখ্যা ও পরিবেশ স্থায়ী সমিতি এবং শিশু ও নারী উন্নয়ন, জন কল্যাণ ও ত্রাণ স্থায়ী সমিতির কর্মাধ্যক্ষদের এবং গ্রাম পঞ্চায়েত স্তরে শিক্ষা ও জনস্বাস্থ্য উপসমিতি এবং নারী শিশু উন্নয়ন ও সমাজ কল্যাণ উপসমিতির সঞ্চালকদের সাযুজ্য ও সহযোগিতার একাধিক ক্ষেত্র দেখা যাচ্ছে;

এবং যেহেতু ঐ দুই স্থায়ী সমিতির কর্মাধ্যক্ষগণ এবং উপসমিতির সঞ্চালকগণ একে অপরের সহমত ও পারস্পরিক বোঝাপড়ার মাধ্যমে কর্ম সম্পাদন করলে ঐ দুই স্থায়ী সমিতির ও উপসমিতির কাজ-কর্ম সার্বিক উন্নয়নের প্রয়োজনে উন্নততর ও আরও ফলপ্রসু হবে;

এবং যেহেতু ঐ দুই স্থায়ী সমিতির কর্মাধ্যক্ষদের এবং উপসমিতির সঞ্চালকদের একে অপরের স্থায়ী সমিতির / উপসমিতির সভায় আমন্ত্রিত সদস্য হিসাবে যোগদান করার প্রয়োজনীয়তার গুরুত্ব জানিয়ে প্রস্তাব করা হয়েছে।

এবং যেহেতু ঐ প্রকার নিযুক্তি ঐ দুই স্থায়ী সমিতির ও উপসমিতির পক্ষে যুক্তিযুক্ত ও সন্তোষজনক হবে বলে এই বিভাগ কর্তৃক বিবেচিত হয়েছে;

অতএব, সকল বিষয় যত্নসহকারে বিবেচনা করে এই বিভাগ এইরূপ নির্দেশ প্রদান করছে যে জিলা পরিষদ ও পঞ্চায়েত সমিতি স্তরের জনস্বাস্থ্য ও পরিবেশ স্থায়ী সমিতি এবং শিশু ও নারী উন্নয়ন, জন কল্যাণ ও ত্রান স্থায়ী সমিতির কর্মাধ্যক্ষগণ এবং গ্রাম পঞ্চায়েত স্তরে শিক্ষা ও জনস্বাস্থ্য উপসমিতি এবং নারী শিশু উন্নয়ন ও সমাজ কল্যাণ উপসমিতির সঞ্চালকগণ সভায় একে অপরের আমন্ত্রিত সদস্যরূপে ঐ দুই স্থায়ী সমিতির ও উপসমিতির সভায় যোগদান করবেন ও আলোচনায় অংশ নেবেন তথা পারস্পরিক মত বিনিময় করে সহমত ও পারস্পরিক বোঝাপড়ার ভিত্তিতে বিভিন্ন ক্ষেত্রে মিলিত কর্মপন্থা কি করবেন ও কার্যাবলী পরিচালনা করবেন।

আদেশানুসারে,

স্বাঃ- মানবেন্দ্র নাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং : ৪৭৭/১(৯)-পি.এন./ও/১/২এ-২/৯৮ (অংশ-২) **তারিখ : ২৯.০১.২০০৭**

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠনো হল :-

১. কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ পঞ্চায়েত ভবন, কলকাতা।

২. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৩. সভাধিপতি, ... জেলা পরিষদ (সকল)

৪. জেলাশাসক, ... জেলা (সকল)

৫. জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা। (সকল)

৬. ব্লক উন্নয়ন আধিকারিক ..... ব্লক (সকল)

৭. সভাপতি, ... পঞ্চায়েত সমিতি (সকল)

৮। প্রধান, ... গ্রাম / পঞ্চায়েত (সকল)

৯. এই বিভাগের সকল উপশাখা।

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও
পদাধিকারবলে উপ-সচিব

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63 N. S. Road
Kolkata - 700 001

NO. 3171 - PN/O/I/3R-3/2004 **Dated : 22.01.2007**

CORRIGENDUM

This Department Notification No. 5597/PN/O/I/3R-3/2004 dated 1st Decmember, 2006, which was issued in terms of sub-section (1) read with sub-section (2) section 135 of the West Bengal Panchayat Elections Act, 2003 (West Bengal Act XXI 2003) framing the West Bengal Panchayat Flection Rules, 2006 and published in an extra ordinary issue of the Kolkata Gazette containing pages 1 to 80 includes 33 Forms and 8 Forms are found to bear the following typographical mistakes :-

1. In the second line of Form A at page 53, the words 'rules 24 and 25' be read as 'rules 22 and 23'.
2. In the fifth line of Form A at page 53, the words 'rules 24 and 25' be read as 'rules 22 and 23'.
3. In the second line of Form Al at page 54, the words 'rules 24 and 25' be read as 'rules 22 and 23'.
4. In the fifth line of Form Al at page 54, the words 'rules 24 and 25' be read as 'rules 22 and 23'.
5. In the second line of Form B at page 55, the words 'rules 26 and 27' be read as 'rules 24 and 25'.
6. In the fifth line of Form B at page 55, the words 'rules 26 and 27' be read as 'rules 24 and 25',
7. In the second line of Form Bl at page 56, the words 'rules 26 and 27' be read as 'rules 24 and 25'.
8. In the fifth line of Form Bl at page 56, the words 'rules 26 and 27' be read as 'rules 24 and 25'.
9. In form 14 at page 70, the words 'rule 54 (1)' within bracket under the heading "Application for casting vote by person on election duty" be read as "rule 52 (1)'.
10. In Form 18 at page 73, the words 'rules 65 (1) and 65 (3)' within bracket under the heading "Ballot paper account" be read as "rule 64".
11. In Form 19 at page 75, the words 'rules 86 (3) and 93 (2)' within bracket under the heading "counting sheet for election duty votes'" be read as rules 86 (3) and 93 (l)(a)'.
12. In Form 24 at page 80, the words 'rules 92(5) and 107(4)' within bracket under the heading "certificate of election" be read as "rules 92(5) and 107 (5)'.

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 3171(58)-PN/O/1/3R-3/2004 **Date: 22.01.2007**

Copy forwarded for information and taking necessary action to the:

1. Secretary, West Bengal State Election Commission, 18, Sarojini Naidu Sarani Kolkata-700 017
2. Commissioner, Panchayats & Rural Development, West Bengal, Panchayat Bhavan.
3. Director, SIPRD, Gandhi Bhavan, Kalyani, Dist. Nadia.
4. District Magistrate, _____ District (All)
5. Sub-Divisional Officer, _____ (All)
6. Dist. Panchayat & Rural Development Officer, _____ (All)
7. Block Development Officer, _____ (All)
8. Sri/Smt. _____

_____

Sd/-

Principal Secretary to the
Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2006/SAR-220**

The Kolkata Gazette

सत्यमेव जयते

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

Jessop Building (1st Floor), 63, N. S. Road, Kolkata-700 001

No. 4670/PN/O/I/IA-1/2006 Kolkata, the 15th September, 2006.

NOTIFICATION

WHEREAS reports are received by the State Government in the Panchayats and Rural Development Department from time to time with regard to wilful omission or refusal on the part of a Pradhan or Upa-Pradhan of a Gram Panchayat or a Sabhapati or Sahakari Sabhapati of a Panchayat Samiti to carry out the provisions of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act) or of any rules or orders made thereunder or abuse of powers vested on a Pradhan or Upa-Pradhan, a Sabhapati or Sahakari Sabhapati under the aforesaid Act or rules thereunder;

AND WHEREAS reports are also received in the Department from time to time with ragard to incompetence of a Gram Panchayat or a Pranchayat Samiti to perform or persistently making default in the performance of the duties imposed on a Gram Panchayat or a Panchayat Samiti under this Act or any other law, or with regard to exceeding or abusing its powers;

AND WHEREAS such actions on the part of a Pradhan or Upa-Pradhan of a Gram Panchayat or a Sabhapati or Sahakari Sabhapati of a Panchayat Samiti attract the provisions of section 213 of the said Act;

AND WHEREAS such actions on the part of a Gram Panchayat or Panchayat Samiti attract the provisions of section 214 of the said Act;

AND WHEREAS on careful consideration, the State Government in the Panchayats and Rural Development Department is satisfied that powers vested in the State Government under section 213 of the said Act in so far as they relate to the Pradhan, Upa-Pradhan, Sabhapati and Sahakari Sabhapati and under section 214 of the said Act in so far as they relate to the Gram Panchayat and Panchayat Samiti shall be appropriately exercised by the Commissioner of Panchayats and Rural Development and ex-officio Special Secretary to the Government of West Bengal, Panchayat and Rural Development Department if such powers are delegated to him in terms of section 206 of the said Act.

NOW, THEREFORE, the Governor is pleased hereby to delegate, under section 206 of the said Act, to the Commissioner of Panchayats and Rural Development and ex-officio Special Secretary to the Government of West Bengal, Department of Panchayats and Rural Development the powers and authority of the State Government under sections 213 and of the said Act with respect to a Pradhan or a Upa-Pradhan of a Gram Panchayat, a Sabhapati or a Sahakari Sabhapati of a Panchayat Samiti and any Gram Panchayat or Panchayat Samiti within the State and to take appropriate actions in terms of the aforesaid sections of the said Act.

By order of the Governor,

M. N. ROY,
Principal Secy, to the Govt. of West Bengal.

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পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং : ২৮১৬-পি. এন./ও/১/১ এ -১/২০০৩ তারিখ : ৪ঠা আগষ্ট, ২০০৩

প্রেরক :- যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

প্রতি :- অতিরিক্ত জেলা শাসক (উন্নয়ন), মুর্শিদাবাদ
মুর্শিদাবাদ।

জেলার ১ লা আগষ্ট, ২০০৩ তারিখের ১১৪০/পঞ্চায়েত নং পত্রের উত্তরে পঞ্চায়েত সমিতির স্থায়ী সমিতি গঠনের জন্য পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইন, ২০০৩ অনুসারে প্রেরিত বিষয়গুলি সম্বন্ধে প্রয়োজনীয় ব্যাখ্যা দেওয়া হল।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

প্রশ্ন	উত্তর
(১) পঞ্চায়েত সমিতিতে বিরোধী-দলের মোট সদস্য-সংখ্যা (পদাধিকারবলে সদস্য নিয়ে) ১৪ জন। প্রত্যেক বিরোধী-সদস্য তিনটি করে স্থায়ী সমিতির সদস্য নির্বাচিত হয়েছেন। শুধু বিধানসভার ও লোকসভার সদস্য কোন স্থায়ী সমিতিতে নির্বাচিত হননি। ২০০৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইনের ৮(২) ধারার (খগ) অনুচ্ছেদ অনুসারে তাঁরা স্থায়ী সমিতির সদস্য হতে পারবেন কি ?	১) বিধানসভার ও লোকসভার সদস্যগণও ১৯৭৩ সালের মূল পঞ্চায়েত আইনের ৯৪(২) ধারা অনুসারে পঞ্চায়েত সমিতির পদাধিকারবলে সদস্য (যদি তাঁরা মন্ত্রী না হয়ে থাকেন)। ঐ আইনের ১২৪(২) ধারা অনুসারে পদাধিকারবলে সদস্যগণও স্থায়ী সমিতির সদস্য হিসাবে নির্বাচিত হতে পারবেন কিন্তু কর্মাধ্যক্ষপদে নির্বাচিত হতে পারবেন না। ২০০৩ সালের সংশোধনী আইনের ৮(২) ধারার (খগ) অনুচ্ছেদ অনুসারে স্বীকৃত বিরোধী-দলের একজন সদস্য স্থায়ী সমিতির সদস্য হবেন। পদাধিকারবলে সদস্য এই ধারা অনুসারে অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতি ব্যতীত অন্যান্য স্থায়ী সমিতির সদস্য হতে পারবেন। পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১৩-এ (৩) ধারায় উল্লেখিত নীতি অনুসারে বৃহত্তম বিরোধী-দলের (সরাসরি নির্বাচিত সদস্য-সংখ্যার ভিত্তিতে নির্ণীত) সরাসরি নির্বাচিত সদস্যরা তাঁদের নিজেদর মধ্যে থেকে ঐ দলের নেতা নির্ধারণ করবেন। পঞ্চায়েত (সংশোধনী) আইনের ৮ (২) (বিধি) ধারা অনুযায়ী বৃহত্তম বিরোধী দলের নেতা অর্থ স্থায়ী সমিতির অবশ্যই সদস্য হবেন। তবে ঐ ব্যক্তি যদি ইতিমধ্যে অন্যকোনো স্থায়ী সমিতির কর্মাধ্যক্ষ হিসাবে অর্থ স্থায়ী সমিতির সদস্য হয়ে গিয়ে থাকেন তাহলে তাঁর পুনরায় অর্থ স্থায়ী সমিতির সদস্য হওয়ার প্রশ্ন ওঠে না।

প্রশ্ন	উত্তর
(২) অর্থ স্থায়ী সমিতি ব্যতীত অন্য নয়টি স্থায়ী সমিতিতে বিধানসভা এবং লোকসভার দুইজন সদস্য কিভাবে অন্তভুক্ত হবেন ?	২) মূল পঞ্চায়েত আইনের ১২৪ (৩) ধারা অনুসারে একজন সদস্য (সভাপতি ও সহকারী সভাপতি বাদে) তিনটির বেশি স্থায়ী সমিতির সদস্য হতে পারবেন না। পঞ্চায়েত (সংশোধনী) আইনের ৮(২) ধারার (খগ) অনুচ্ছেদের চতুর্থ অনুবিধি অনুযায়ী ছাড় এইক্ষেত্রে প্রযোজ্য হবে না যেহেতু পঞ্চায়েত সমিতিতে নির্বাচিত সদস্য-সংখ্যা তিন -এর বেশি। তাই ঐ দুইজন সদস্য ক্রমানুযায়ী মোট ছয়টি স্থায়ী সমিতির সদস্য হতে পারবেন।
(৩) ১নং অনুচ্ছেদে উল্লেখিত পরিস্থিতিতে যদি বিরোধী-দল বিধানসভা বা লোকসভার সদস্যসহ পদাধিকারবলে সদস্যগণকে স্থায়ী সমিতিতে সদস্য হিসাবে মনোনীত করতে না চান তাহলে কি ২০০৩ সালের পঞ্চায়েত সংশোধন আইনের ৮ (২) (বিসি) ধারা বলে উল্লেখিত স্থায়ী সমিতিতে বিরোধী-দলের সদস্যপদ শূন্য থাকবে ?	(৩) বিরোধী-দল এই ধরণের সিদ্ধান্ত গ্রহণ করলে প্রশাসনের তরফে কোন আপত্তি নেই।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং ঃ ২৭৭১/১(১৭)-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ১লা আগষ্ট, ২০০৩

প্রেরক ঃ যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রাপক ঃ জেলা শাসক, মালদা
মালদা

জেলা-শাসক কার্যালয় থেকে পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩ সম্পর্কিত বিষয়ে ৩১শে জুলাই, ২০০৩ তারিখে প্রাপ্ত স্মারকলিপির পরিপ্রেক্ষিতে ও এই বিভাগ থেকে প্রেরিত গত ২৫-০৭-০৩ তারিখের ২৬৮৫/পি.এন./ও/১/১এ-১/২০০৩ -নং পত্রের এবং গত ৩০-০৭-০৩ তারিখের ২৭১৯/পি.এন./ও/১/১এ-১/২০০৩ -নং পত্রের অনুবর্তীক্রমে সাযুজ্য বজায় রেখে আরও কয়েকটি বিষয় সরলীকরণ করার উদ্দেশ্যে নিম্নলিখিত ব্যাখ্যা প্রেরিত হল।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

নং ঃ ২৭৭১/২(৫০০)-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ১লা আগষ্ট, ২০০৩

অবগতি ও প্রয়োজনীয় ব্যবস্থাগ্রহণের জন্য প্রতিলিপি প্রেরণ করা হল :-

১) ব্যক্তিগত সচিব, ..., মন্ত্রী, ... বিভাগ
২) রাজ্য নির্বাচন কমিশন, পশ্চিমবঙ্গ
৩) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ
৪) জেলা-শাসক ,..... (মালদা এবং দার্জিলিং জেলা ব্যতীত)
৫) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষণ সংস্থা, কল্যাণী, নদীয়া
৬) জেলা পঞ্চায়েত ও গ্রামোন্নয় আধিকারিক, ... (দার্জিলিং জেলা ব্যতীত)
৭) মহকুমা শাসক, ... (দার্জিলিং জেলা ব্যতীত)
৮) সমষ্টি উন্নয়ন আধিকারিক, ... (দার্জিলিং জেলা ব্যতীত)

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

প্রশ্ন	উত্তর
১) কোন জেলা-পরিষদ সদস্য (সভাধিপতি বা সহকারী-সভাধিপতি নন) প্রথমে ক এবং খ দুটি স্থায়ী সমিতির সদস্য নির্বাচিত হয়েছেন, পরে ক-স্থায়ী সমিতিতে কর্মাধ্যক্ষ নির্বাচিত হওয়ার পরেও খ-স্থায়ী সমিতির সদস্য-পদ থেকে পদত্যাগ করে যদি কোন পদত্যাগ-পত্র পেশ না করেন তাঁকে সেই খ-স্থায়ী সমিতির সভায় যোগদান করা থেকে বিরত করা হবে কিনা।	১) যেহেতু উক্ত অবস্থায় তাঁর দুই-এর অতিরিক্ত স্থায়ী সমিতিতে সদস্য থাকা আইনবহির্ভূত হবে, অতএব তিনি পদত্যাগ-পত্র পেশ না করলেও তাঁকে অতিরিক্ত স্থায়ী সমিতির সভায় অংশগ্রহণে বিরত করাই আইনসম্মত হবে।
২) সংশ্লিষ্ট সদস্য ক এবং খ দুটি স্থায়ী সমিতিরই সদস্যপদ বজায় রেখে ক-স্থায়ী সমিতির কর্মাধ্যক্ষ-পদ থেকে পদত্যাগ করতে চান তাহলে ঐ পদত্যাগপত্র গৃহীত হওয়ার সাপেক্ষে খ-স্থায়ী সমিতির সভায় যোগদান করে কর্মাধ্যক্ষ নির্বাচনে অংশগ্রহণ করতে পারবেন কিনা?	২) তিনি যদি কর্মাধ্যক্ষ-পদ থেকে পদত্যাগ-পত্র লিখিতভাবে দাখিল করেন তাহলে সে পদত্যাগপত্র আনুষ্ঠানিকভাবে গৃহীত না হলেও তিনি অন্য স্থায়ী সমিতিতে সদস্য হিসাবে নির্বাচনে বা অন্য কোন সভায় অংশগ্রহণ করতে পারেন। তবে এই অবস্থায় তাঁর দাখিল করা পদত্যাগপত্র কোন অবস্থায় প্রত্যাহার করা যাবে না।
৩) ঐ পদত্যাগের ফলে ক-স্থায়ী সমিতির কর্মাধ্যক্ষর শূন্যপদে পরবর্তীক্ষেত্রে যে নির্বাচন হবে সেই নির্বাচন প্রক্রিয়ায় ঐ সদস্য কর্মাধ্যক্ষ-পদে পুনরায় প্রতিদ্বন্দ্বিতা করতে পারবেন কিনা।	৩) উল্লেখিত পরিস্থিতিতে উক্ত সদস্যের কর্মাধ্যক্ষ-পদে পুনরায় প্রতিদ্বন্দ্বিতা করার আইনত কোন বাধা নেই। তবে তিনি প্রতিদ্বন্দ্বিতায় জয়ী হলে তৎক্ষনাৎ অন্য স্থায়ী সমিতির পদে তাঁকে ইস্তফা দিতে হবে।
৪) উল্লেখিত সদস্য ক-স্থায়ী সমিতিতে কর্মাধ্যক্ষ-পদে নির্বাচিত হওয়ার পর ঐ পদ থেকে পদত্যাগ-পত্র পেশ করলেন এবং ঐ পদত্যগ-পত্র গ্রহণ সাপেক্ষে খ-স্থায়ী সমিতির নির্বাচন-পর্বে অংশগ্রহণ করলেন এবং ক-স্থায়ী সমিতির কর্মাধ্যক্ষ-পদ থেকে পদত্যাগ-পত্র গৃহীত হওয়ার আগেই ঐ পদত্যাগপত্র প্রত্যাহার করে নিয়ে খ-স্থায়ী সমিতির সদস্য-পদ থেকে পদত্যাগ করেন, তাহলে তিনি পুনরায় ক-স্থায়ী সমিতির কর্মাধ্যক্ষ হিসাবে বিবেচিত হবেন কিনা।	৪) এক্ষেত্রে পদত্যাগ-পত্র প্রত্যাহার করার কোন সুযোগ নেই। কর্মাধ্যক্ষ-পদের জন্য নতুন করে নির্বাচন করতে হবে।
৫) সংশ্লিষ্ট সদস্য ক-স্থায়ী সমিতির কর্মাধ্যক্ষ নির্বাচিত হওয়ার পরেও খ-স্থায়ী সমিতির সদস্য-পদ থেকে যদি পদত্যাগ-পত্র পেশ না করেন তাহলে কখন এবং কি প্রক্রিয়ায় খ-স্থায়ী সমিতির ঐ সদস্য-পদ শূন্য ধরে নিয়ে ঐ পদে পুনরায় নির্বাচনের ব্যবস্থা করতে হবে।	৫) পশ্চিমবঙ্গ পঞ্চায়েত (গঠন) নিয়মাবলী, ১৯৭৫-এর সংশোধনের মাধ্যমে এই সম্বন্ধে প্রয়োজনীয় নিয়ম প্রণয়ন করা হচ্ছে।
৬) সংশ্লিষ্ট সদস্য ক-স্থায়ী সমিতিতে কর্মাধ্যক্ষ-পদে প্রতিদ্বন্দিতা করে যদি নির্বাচিত না হন তাহলে তিনি খ-স্থায়ী সমিতিতে কর্মাধ্যক্ষ-পদে পুনরায় প্রতিদ্বন্দ্বিতা করতে পারবেন কিনা।	৬) কোন সদস্য ক-স্থায়ী সমিতির কর্মাধ্যক্ষ-পদে প্রতিদ্বন্দ্বিতা করে যদি নির্বাচিত না হন তাহলে খ-স্থায়ী সমিতিতে কর্মাধ্যক্ষ-পদে শূন্যতা সৃষ্টি হলে তাঁর ঐ পদে প্রতিদ্বন্দ্বিতা করার আইনত কোন বাধা নেই।
৭) যদি ঐ সদস্য ক-স্থায়ী সমিতির সভার কর্মাধ্যক্ষ নির্বাচনে ভোট দিয়ে থকেন এবং পরবর্তী পর্যায়ে খ-স্থায়ী সমিতির কর্মাধ্যক্ষ নির্বাচিত হন তাহলে ক-স্থায়ী সমিতিতে প্রদত্ত তাঁর ভোটটি কি বাতিল হয়ে যাবে ?	৭) যদি তিনি পরবর্তীকালে খ-স্থায়ী সমিতিতে কর্মাধ্যক্ষ নির্বাচিত হন তবে তৎক্ষনাৎ তাঁকে ক-স্থায়ী সমিতি থেকে সদস্য হিসাবে পদত্যাগ করতে হবে কিন্তু তাঁর পূর্বের দেওয়া ভোট বাতিল বলে গণ্য হবে না।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং ঃ ২৭১৯-/১(১৭)-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ৩০শে জুলাই, ২০০৩

প্রেরক ঃ যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রাপক ঃ জেলা শাসক, ... (দার্জিলিঙ ব্যতীত)

পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩ বিধিবদ্ধ হওয়ার পর এই বিভাগ থেকে প্রেরিত গত ২৫-০৭-০৩ তারিখের ২৬৮৫/পি.এন./ও/১ও-১য়২০০৩-নং পত্রের অনুবর্তীক্রমে সাযুজ্য বজায় রেখে আরও কয়েকটি বিষয় সরলীকরণ করার উদ্দেশ্যে নিম্নলিখিত ব্যাখ্যা প্রেরিত হল।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

নং ঃ ২৭১৯/২(৪৫৪)-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ৩০শে জুলাই, ২০০৩

অবগতি ও প্রয়োজনীয় ব্যবস্থাগ্রহণের জন্য প্রতিলিপি প্রেরণ করা হল :-

১) ব্যক্তিগত সচিব, ..., মন্ত্রী, ... বিভাগ
২) রাজ্য নির্বাচন কমিশন, পশ্চিমবঙ্গ
৩) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ
৪) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষণ সংস্থা, কল্যাণী, নদীয়া
৫) মহকুমা শাসক, ... (দার্জিলিং জেলা ব্যতীত)
৮) সমষ্টি উন্নয়ন আধিকারিক, ... (দার্জিলিং জেলা ব্যতীত)

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

প্রশ্ন	উত্তর
১) সমস্ত বিরোধী দল মিলিতভাবে স্থায়ী সমিতিতে প্রতিনিধিত্ব করার সিদ্ধান্ত নিলে তা গৃহীত হবে কিনা।	১) না।
২) অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতি ছাড়াও কোন স্থায়ী সমিতিতে বিরোধী-দল থেকে কোন সদস্য স্থায়ী সমিতিতে নির্বাচিত হওয়ার পরে পঞ্চায়েত (সংশোধন) আইন, ২০০৩-এর ৮(২)(বিসি) এবং ১৩(২)(বিসি) ধারা অনুসারে আরও একজন বিরোধী সদস্যকে সেই স্থায়ী সমিতিতে অন্তর্ভুক্ত করা হবে কিনা।	২) হ্যাঁ, উক্ত সংশোধিত বিধান অনুযায়ী কোন বিরোধী দল / সদস্যকে স্থায়ী সমিতিতে নেওয়ার বিষয়টি সেই স্থায়ী সমিতিতে বিরোধী সদস্য নির্বাচিত হয়ে আসার সঙ্গে সম্পর্কহীন।
৩) ২০০৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধিত) আইনের ৮ নং এবং ১৩ নং ধরা অনুসারে পঞ্চায়েত সমিতি এবং জেলা-পরিষদের স্থায়ী সমিতিতে সদস্য করার জন্য কারা ভোট দিতে এবং সদস্য হতে পারবেন।	৩) মূল পঞ্চায়েত আইনের ৯৪(২) এবং ১৪০(২) ধারায় উল্লেখিত সব সদস্য সংশ্লিষ্ট স্থায়ী সমিতির সদস্য নির্বাচনে ভোট দিতে পারবেন এবং সদস্য হতে পারবেন।

প্রশ্ন	উত্তর
৪) কোন একটি পঞ্চায়েত সমিতিতে বিরোধী-দলের সদস্য-সংখ্যা তিন-এর বেশি এবং বিরোধী-দলের প্রত্যেক সদস্য (পদাধিকারবলে সদস্যসহ) তিনটি করে স্থায়ী সমিতির সদস্য হয়েছেন। পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩-এর ৮(২)(বিবি) এবং ৮(২)(বিসি) ধারা অনুসারে অর্থ-সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতিসহ প্রত্যেকটি স্থায়ী সমিতিতে একজন করে বিরেধী সদস্য অন্তর্ভূক্ত করতে হলে একজন সদস্যকে তিনটির বেশি স্থায়ী সমিতির সদস্য করতে হয় - যা পঞ্চায়েত আইনের ১২৪(৩) ধারার পরিপন্থী। এক্ষেত্রে কী করণীয়।	৪) (ক) উক্ত অবস্থায় পঞ্চায়েত (সংশোধনী) আইনের ৮(২)(বিবি) ধারা অনুযায়ী বৃহত্তম বিরোধী দলের নেতা অর্থ স্থায়ী সমিতির অবশ্যই সদস্য হবেন। তবে সেই ব্যক্তি যদি ইতিমধ্যে কোন স্থায়ী সমিতির কর্মাধ্যক্ষ হিসাবে অর্থ-সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতির সদস্য হয়ে গিয়ে থাকেন, তাহলে আর একবার ঐ স্থায়ী সমিতির সদস্য করার প্রশ্ন ওঠে না। (খ) উক্ত অবস্থায় ৮(২)(বিসি) ধারা অনুযায়ী কোন বিরোধী সদস্যের কোন স্থায়ী সমিতির সদস্য হওয়ার সুযোগ নেই। জেলা-পরিষদ-এর ক্ষেত্রেও সর্বশেষ পঞ্চায়েত (সংশোধন) আইনের ১৩(২)(বিসি) ধারার ৪র্থ অনুবিধি এবং মূল আইনের ১৭১(৩) ধারা সাপেক্ষে উপযুক্ত নীতি প্রযোজ্য।
৫) পশ্চিমবঙ্গ পঞ্চায়েত (গঠন), ১৯৭৫-এর ৭নং নিয়ম অনুযায়ী স্থায়ী সমিতির নির্ধারিত সদস্য-সংখ্যা পূরণ করা বাধ্যতামূলক কিনা।	৫) হ্যাঁ, বাধ্যতামূলক। পশ্চিমবঙ্গ পঞ্চায়েত (গঠন) নিয়মাবলী, ১৯৭৫-এর ৭নং নিয়ম অনুযায়ী স্থায়ী সমিতির নির্ধারিত সদস্য-সংখ্যা নির্ধারণ করে প্রতিদ্বন্দী সদস্যদের মধ্য থেকে দলনির্বিশেষে যে নির্ধারিত সংখ্যক সদস্য ক্রমানুসারে অধিকতর ভোট পাবেন তারাই নির্বাচিত বলে ঘোষিত হবেন।
৬) পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩-এর ৮(২) বা ১৩(২) ধারার (বিসি) অনুচ্ছেদের ৪র্থ অনুবিধি অনুযায়ী যে সর্বোচ্চ সদস্যসংখ্যা (পঞ্চায়েত সমিতির জন্য - তিন, জেলা-পরিষদের জন্য - চার) উল্লেখ করা আছে, সেই সংখ্যা দ্বারা কি সরাসরি নির্বাচিত সদস্য বোঝাচ্ছে, নাকি পদাধিকারী সদস্যসহ বোঝাচ্ছে।	৬) এই অনুবিধিতে যে সদস্য-সংখ্যা উল্লেখ করা আছে, তা শুধু সরাসরি নির্বাচিত সদস্যদেরই বোঝাচ্ছে।
৭) পঞ্চায়েত (সংশোধিত) আইনের ৮(২)(বিবি) ও ১৩(২)(বিবি) ধারায় উল্লেখিত পঞ্চায়েত সমিতি ও জেলা-পরিষদে প্রধান বিরোধী-দলের নেতা কিভাবে নির্ধারিত হবেন ?	৭) পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১৩-এ(৩) ধারায় নীতি অনুসারে বৃহত্তম বিরোধী দল (সরাসরি নির্বাচিত সদস্য-সংখ্যার ভিত্তিতে নির্ণীত)-এর সরাসরি নির্বাচিত সদস্যরা তাঁদের নিজেদের মধ্য থেকে ঐ দলের নেতা নির্ধারণ করবেন।
৮) সর্বশেষ পঞ্চায়েত সংশোধিত আইনের ৮(২)(বিসি) ও ১৩(২)(বিসি) ধারা অনুযায়ী বিভিন্ন স্থায়ী সমিতিতে বিরোধী সদস্য গ্রহণ করার জন্য সরাসরি নির্বাচিত সদস্য ছাড়াও পদাধিকারবলে সদস্যগণও কি বিবেচিত হবেন ?	৮) হ্যাঁ। তবে পদাধিকারবলে সদস্যগণ কর্মাধ্যক্ষ নির্বাচনে ভোটাধিকার প্রয়োগ করতে পারবেন, কিন্তু তাঁরা কর্মাধ্যক্ষ পদে নির্বাচিত হতে পারবেন না।
৯) জেলা-পরিষদের একজন সদস্য (যিনি সভাধপতি বা সহকারী সভাধিপতি নন) প্রথমে ক এবং খ দুটি স্থায়ী সমিতির সদস্য নির্বাচিত হয়েছেন, পরে ক-স্থায়ী সমিতির কর্মাধ্যক্ষ নির্বাচিত হওয়ার ফলে তিনি পঞ্চায়েত (সংশোধন) আইন, ২০০৩-এর ১৩(২)(বিএ) ধারা অনুসারে পদাধিকারবলে অর্থ-সংস্থা-উন্নয়ন-ও-পরিকল্পনা স্থায়ী সমিতির সদস্য-পদ লাভা করেছেন। যেহেতু মূল আইনের ১৭১(৩) ধারা অনুযায়ী সভাধিপতি এবং সহকারী সভাধিপতি ছাড়া অন্য কোন সদস্য জেলা-পরিষদে দুটির বেশি স্থায়ী সমিতির সদস্য হতে পারেন না-, এক্ষেত্রে খ-স্থায়ী সমিতিতে তাঁর সদস্য-পদ কি সরাসরি বাতিল বলে গণ্য হবে ?	৯) মূল পঞ্চায়েত আইনের ১৭১(৩) ধারা অনুযায়ী ঐ সদস্য খ-স্থায়ী সমিতির সদস্য-পদ অধিকার করে থাকতে পারে না। তবে যেহেতু তিনি ইতিপূর্বেই ঐ পদে নির্বাচিত হয়ে গেছেন তাঁকে ঐ স্থায়ী সমিতির সদস্য-পদ থেকে পদত্যাগ করতে হবে। তৎক্ষণাৎ উল্লিখিত পদত্যাগপত্র গৃহীত না হলেও তিনি সেই খ-স্থায়ী সমিতির সভায় যোগদান করবেন না। তবে তিনি যদি কোন কারণে দুটি স্থায়ী সমিতির সদস্য-পদ রেখে কর্মাধ্যক্ষ পদথেকে পদত্যাগ করতে চান তাতে আইনত কোন বাধা নেই। উপযুক্ত নীতি পঞ্চায়েত সমিতির ক্ষেত্রে মূল আইনের ১২৪(৩) ধারা সাপেক্ষে প্রযোজ্য।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং ঃ ২৬৮৫ /১(১৭)-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ২৫শে জুলাই, ২০০৩

প্রেরক ঃ যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রাপক ঃ জেলা শাসক, ... (দার্জিলিং ব্যতীত)

পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩ বিধিবদ্ধ হওয়ার পর কয়েকটি বিষয়ে স্পষ্টীকরণের উদ্দেশ্যে নিম্নলিখিত ব্যাখ্যা প্রদত্ত হল।

স্বা:
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

নং ঃ ২৬৮৫/২(৪৫৪)-পি.এন./ও/১/১ এ -১/২০০৩ তারিখ ঃ ২৫শে জুলাই, ২০০৩

অবগতি ও প্রয়োজনীয় ব্যবস্থাগ্রহণের জন্য প্রতিলিপি প্রেরণ করা হল :-

১) ব্যক্তিগত সচিব, ..., মন্ত্রী, ... বিভাগ
২) রাজ্য নির্বাচন কমিশন, পশ্চিমবঙ্গ
৩) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ
৪) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষণ সংস্থা, কল্যাণী, নদীয়া
৫) মহকুমা শাসক, ... (দার্জিলিং জেলা ব্যতীত)
৬) সমষ্টি উন্নয়ন আধিকারিক, ... (দার্জিলিং জেলা ব্যতীত)

স্বা:
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

প্রশ্ন	উত্তর
১) পঞ্চায়েত সমিতি বা জেলা পরিষদে স্থায়ী সমিতিতে প্রতিনিধিত্ব করার উদ্দেশ্যে কাদের বিরোধী দলীয় বা নির্দল বিরোধী সদস্য হিসাবে গণ্য করা হবে।	১) যে এক বা একাধিক স্বীকৃত রাজনৈতিক দলের সদস্য এবং নির্দল সদস্যের সমর্থনে সভাধিপতি বা সভাপতি নির্বাচিত হয়েছেন তাঁরা ছাড়া বাকী সকল দলীয় বা নির্দল সদস্য বিরোধী দলীয় বা নির্দল হিসাবে গণ্য হবেন। যে সব দলীয় বা নির্দল সদস্য পূর্বোক্ত নির্বাচনে ভোটদানে বিরত থাকবেন তারা অন্য মর্মে লিখিত পত্রের মাধ্যমে না জানালে বিরোধী সদস্য হিসাবেই গণ্য হবেন।

প্রশ্ন	উত্তর
২) স্থায়ী সমিতির কর্মাধ্যক্ষ নির্বাচনে সভাধিপতি / সহকারী সভাধিপতি বা সভাপতি / সহকারী সভাপতি প্রার্থী হতে পারবেন কিনা।	২) যদিও প্রচলিত পঞ্চায়েত আইন অনুযায়ী উক্ত পদাধিকারী এবং অন্য কোন সদস্যের একাধিক স্থায়ী সমিতির কর্মাধ্যক্ষ হওয়ায় কোন বাধা নেই গৃহীত বিকেন্দ্রীকরণনীতি ও স্বচ্ছ প্রশাসন ব্যবস্থার প্রয়োজনে একই ব্যক্তির একাধিক স্থায়ী সমিতির কর্মাধ্যক্ষ হওয়া বাঞ্ছনীয় নয়।
৩) সর্বশেষ সংশোধিত পঞ্চায়েত আইনের ১২৪(২)(খগ) এবং ১৭১(২)(খগ) ধারায় উল্লেখিত সদস্য বলতে কাদের বোঝাবে।	৩) পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩ অনুসারে ১৯৭৩ সালের মূল আইনের ১২৪(২) এবং ১৭১(২) অনুযায়ী যথাক্রমে পঞ্চায়েত সমিতি ও জেলা পরিষদের পদাধিকার বলে সদস্যগণও স্থায়ী সমিতির সদস্য হিসাবে গণ্য হবেন।
৪) পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধন) আইন, ২০০৩ অনুসারে ১৯৭৩ সালের মূল আইনের ১২৪(২) এবং ১৭১(২) ধারায় উল্লেখিত কনজিকিউটিভ অর্ডার বা ক্রমান্বয় জনস্বাস্থ্য ও পরিবেশ স্থায়ী সমিতি থেকে শুরু হবে কিনা।	৪) উক্ত উপধারাগুলির (খক) অনুচ্ছেদ অনুযায়ী বৃহত্তম বিরোধী দলের নেতা অর্থ-সংস্থা-উন্নয়ন-ও-পরিকল্পনা স্থায়ী সমিতির সদস্য হিসাবে ইতোমধ্যে গৃহীত হয়েছেন। পরবর্তী পর্যায়ে (খগ) অনুচ্ছেদের বিধান অনুযায়ী জনস্বাস্থ্য-ও-পরিবেশ স্থায়ী সমিতি থেকে ক্রম অনুযায়ী সদস্য হিসাবে গ্রহণ করা শুরু হবে।
৫) যদি এক বা একাধিক স্বীকৃত রাজনৈতিক দলের সদস্য-সংখ্যা সমান হয় তবে কোন দল স্থায়ী সমিতিতে ক্রম তালিকা অনুযায়ী প্রতিনিধিত্ব করার ক্ষেত্রে অগ্রাধিকার পাবেন।	৫) স্বীকৃত বিরোধী রাজনৈতিক দলগুলির সদস্য-সংখ্যা সমান হলে নিম্নোক্ত পদ্ধতি অবলম্বন করে কোন বিরোধী দল স্থায়ী সমিতিতে প্রতিনিধিত্ব করবেন তা ঠিক করতে হবে। ক) স্বীকৃত জাতীয় দল, স্বীকৃত রাজনৈতিক দল এবং ঘোষিত স্থানীয় দল যথা (১) এগরা মহকুমার জন্য ডেমোক্রেটিক সোসালিষ্ট পার্টি (২) কাঁথি মহকুমার জন্য ওয়েষ্ট বেঙ্গল সোসালিস্ট পার্টি ও (৩) বারুইপুর মহকুমার জন্য সোসালিস্ট ইউনিট সেন্টার - উল্লেখিত এই ক্রম অনুযায়ী অগ্রাধিকার দিতে হবে। (খ)যদি কোন পঞ্চায়েতে দুই বা ততোধিক জাতীয় দল বা রাজ্যদলের নির্বাচিত সদস্য-সংখ্যা সমান হয় সেক্ষেত্রে ভারতের নির্বাচন কমিশনের ২২-০১-২০০৩ তারিখের প্রজ্ঞাপন নং-৫৬/২০০৩/জে.ইউ.ডি.-৩-এ জাতীয় ও রাজ্যদলের যে ক্রমবিন্যাস দেওয়া আছে তাকে অনুসরণ করে অগ্রাধিকার দিতে হবে।
৬-ক) বিরোধী দল মনোনীত সদস্য যিনি পঞ্চায়েত সমিতি বা জেলা-পরিষদের স্থায়ী সমিতির সদস্য হয়েছেন তিনি কর্মাধ্যক্ষ নির্বাচনে ভোটাধিকার প্রয়োগ করতে পারবেন কিনা।	৬-ক) উল্লেখিত সদস্যগণ কর্মাধ্যক্ষ নির্বাচনে ভোটাধিকার প্রয়োগ করতে পারবেন।
খ) উক্ত সদস্য কর্মাধ্যক্ষ পদে নির্বাচিত হতে পারবেন কিনা।	খ) যদি উক্ত সদস্য পঞ্চায়েত সমিতি বা জেলা পরিষদে সরাসরি নির্বাচিত হন তাহলে কর্মাধ্যক্ষ পদে নির্বাচিত হতে পারবেন কিন্তু পঞ্চায়েত সমিতি / জেলা-পরিষদের পদাধিকার বলে সদস্যগণের স্থায়ী সমিতির সদস্য হতে পূর্বতন বা সংশোধিত আইনের বিধানে কোন বাধা না থাকলেও তারা কর্মাধ্যক্ষ পদে নির্বাচিত হতে পারবেন না।
৭) বিরোধী দলের সদস্য স্থায়ী সমিতিতে প্রতিনিধিত্ব করার জন্য বিরোধী দলের সমস্ত সদস্যের স্বাক্ষর সম্বলিত চিঠি নির্বাহী আধিকারিক কর্তৃক পাওয়া প্রয়োজন কিনা।	৭) ২০০৩ সালের সংশোধিত আইনের ৮(২)(খগ) ও ১৩(২)(খগ) ধারার পঞ্চম অনুবিধি অনুযায়ী বিরোধী দলের সমস্ত সদস্যের স্বাক্ষর সম্বলিত চিঠি নির্বাহী আধিকারিকের পাওয়া প্রয়োজন। ঐ চিঠিতে কোন একজন সদস্যের স্বাক্ষর না থাকলে তা গ্রহণযোগ্য হবে না।

প্রশ্ন	উত্তর
৮) বিভিন্ন বিরোধী দল বা নির্দল সদস্য থেকে জেলা পরিষদ ও পঞ্চায়েত সমিতির স্থায়ী সমিতিতে সংশোধিত আইন অনুযায়ী সদস্য পদের বিন্যাস কেমন হবে।	৮) এই সংক্রান্ত প্রাসঙ্গিক নীতি হল যে প্রত্যেক বিরোধী দল থেকে একজন করে সদস্যকে এক একটি স্থায়ী সমিতির সদস্য করা হবে। যদি বিরোধী দলের সংখ্যা স্থায়ী সমিতির সংখ্যা থেকে কম হয় এবং বিরোধী নির্দল সদস্য থাকেন সেই নির্দল সদস্যগণ ক্রমান্বয়ে অবশিষ্ট স্থায়ী সমিতির এক একটিতে সদস্য হবেন। তারপরেও যদি সংশোধিত আইন অনুযায়ী কোন স্থায়ী সমিতিতে প্রাথমিকভাবে সদস্যপদ বিরোধীদের দ্বারা পূরণ না হয়ে থাকে তাহলে বৃহত্তম বিরোধী দল থেকে শুরু করে পর পর একজন করে সদস্যকে নেওয়া হবে। যদি কোথাও বিরোধী সদস্যের সংখ্যা কম থাকে তাহলে একই ক্রম অনুসারে কোন বিরোধী সদস্যকে আর একটি স্থায়ী সমিতির সদস্য করা হবে। স্থায়ী সমিতিতে বিরোধী দলের প্রতিনিধিত্বমূলক কয়েকটি উদাহরণ দেওয়া হল। (উদাহরণ পরের পৃষ্ঠায়)
৯) যদি কোন বিরোধী রাজনৈতিক দলের সদস্য পঞ্চায়েত সমিতি বা জেলা-পরিষদে না থাকেন সে ক্ষেত্রে পদাধিকারবলে সদস্যকে বিরোধী দলের সদস্য হিসাবে স্থায়ী সমিতিতে মনেনীত করা যাবে কিনা।	৯) হ্যাঁ
১০) যদি কোন বিরোধী রাজনৈতিক দলের একজনমাত্র সদস্য থাকে তাহলে তিনি কি সমস্ত স্থায়ী সমিতিতে পদাধিকারবলে মনোনীত হতে পারবেন।	১০) হ্যাঁ। তবে পঞ্চায়েত সমিতি ও জেলা-পরিষদে পদাধিকারবলে বিরোধী দলের কোন সদস্য থাকলে তিনিও ঐ দলের মনোনীত সদস্য হিসাবে পূর্বে উল্লেখিত পর্যায়ক্রমে স্থায়ী সমিতির সদস্য হওয়ার যোগ্য।

জেলাপরিষদ / পঞ্চায়েত সমিতিতে দলভিত্তিক সদস্যসংখ্যা (পদাধিকার বলে সদস্যসহ)		স্থায়ী সমিতির নাম	দলভিত্তিক প্রতিনিধিত্ব
দল-ক — ১৮		১) অর্থ	খ (১)
দল-খ — ৬	বিরোধী দল	২) জনস্বাস্থ্য	গ (১)
দল-গ — ২		৩) পূর্ত	নির্দল (১)
নির্দল - ১		৪) কৃষি	খ (২)
মোট - ২৭		৫) শিল্প	গ (২)
		৬) শিশু	খ (৩)
		৭) বন	খ (৪)
		৮) মৎস্য	খ (৫)
		৯) খাদ্য	খ (৬)
		১০) ক্ষুদ্র শিল্প	খ (১)

জেলাপরিষদ / পঞ্চায়েত সমিতিতে দলভিত্তিক সদস্যসংখ্যা (পদাধিকার বলে সদস্যসহ)		স্থায়ী সমিতির নাম	দলভিত্তিক প্রতিনিধিত্ব
দল-ক — ১৩		১) অর্থ	খ (১)
দল-খ — ১২	বিরোধী দল	২) জনস্বাস্থ্য	ঘ (১)
দল-গ — ১ (রাজ্যদল)	বিরোধী দল	৩) পূর্ত	গ (১)
দল-ঘ — ১ (জাতীয় দল)	বিরোধী দল	৪) কৃষি	নিঃ (২)
দল - ঙ-১		৫) শিল্প	নিঃ (২)
নির্দল — ২	বিরোধী দল	৬) শিশু	খ (২)
নির্দল — ১		৭) বন	খ (৩)
মোট — ৩১		৮) মৎস্য	খ (৪)
		৯) খাদ্য	খ (৫)
		১০) ক্ষুদ্র শিল্প	খ (৬)

জেলাপরিষদ / পঞ্চায়েত সমিতিতে দলভিত্তিক সদস্যসংখ্যা (পদাধিকার বলে সদস্যসহ)		স্থায়ী সমিতির নাম	দলভিত্তিক প্রতিনিধিত্ব
দল-ক — ১৪		১) অর্থ	খ (১)
দল-খ — ৮	বিরোধী দল	২) জনস্বাস্থ্য	গ (১)
দল-গ — ২ (জাতীয় দল)	বিরোধী দল	৩) পূর্ত	ঙ (১)*
দল-ঘ — ২ (রাজ্য দল)	বিরোধী দল	৪) কৃষি	ঘ (১)
দল - ঙ-২ (রাজ্য দল)	বিরোধী দল	৫) শিল্প	নিঃ (১)
নির্দল — ২	বিরোধী দল	৬) শিশু	নিঃ (২)
মোট — ৩০		৭) বন	খ (২)
		৮) মৎস্য	গ (২)
		৯) খাদ্য	ঙ (২)
		১০) ক্ষুদ্র শিল্প	ঘ (২)

*ভারতের নির্বাচন কমিশনের প্রজ্ঞাপন অনুযায়ী এই দলের নাম উপরে আছে।

N. 629/PNO/III/2E-51/95 (Pt. 1) *Dated : (Calcutta) 26.2.1997*

From : S. N. Ghosh

Principal Secretary to the Govt. of West Bengal.

To : The Commissioner of Family Welfare and ex-officio Special Secretary to the Govt. of West Bengal.

Sub : Integration of functions of the Health & Family Welfare Department with that of Panchayats.

Ref : Your No. H/FW/1174/4C-2/94 KW dated 14.11.96

Sir,

I am directed to refer to your above memo and state that under the existing situation, Janasasthya O Paribesh Sthayee Samitis of the Zilla Parishad and the Panchayat Samiti are lawfully at liberty to select the Chief Medical Officer of Health and the Block Medical Officer of Health respectively to act as Secretary of the Sthayee Samiti concerned. It is, therefore, not necessary to issue any notification for this purpose.

Under the existing statutory framework, however, the members of a Sthayee Samiti may select anyone of the Govt. appointed members (including the CMOH or the BMOH for the Janasasthya O Paribesh Sthayee Samiti at the District or at the Block level) to act as a Secretary of the concerned Sthayee Samiti.

In view of that, this Department is taking up the issues with the Zilla Parishads pointing out the advisability of selecting the CMOH/BMOH as the Secretary of the Sthayee Samiti concerned for better implementation of various health related programmes.

At the same time, it is also necessary that on being selected, the CMOH or the BMOH as the case may be, adopt the responsibility without any precondition and performs the duties involved without any reservation. It is, therefore, requested that the H & F W Department may also kindly consider issue of an appropriate direction to the CMOH and BMOH to that effect.

Yours faithfully,

Sd/-
Pr. Secy, to the Govt. of West Bengal.

Chapter - 8

Clarification & orders relating to the functioning of Gram Panchayats

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	1153/PN/O/I/2M-4/03 (Pt-1)	27.03.2015	GP	Issue of Provisional certificate of registration for running trade, whole saller retail
2	5176/PN/O/I/2M-2S/14	29.12.2014	GP	Powers, functions & duties of Upa- Pradhan while holding the charge of Pradhan
3	2823(17)/PN/O/I/lE-6/2012(Part-l)	11.07.2012	GP	Issuance of Birth & Death Certificate in absence of the Pradhans of the Gram Panchayats
4	7107/PN/O/I/3R-7/2004	04.10.2010	GP	Construction of boundary wall
5	1804/PN/O/I/3R-5/04	01.04.2010	GP	Order regarding the serial number to be printed on carbon receipt book
6	1284/PN/O/I/1A-1/04 (Part-2)	08.03.2010	GP	Constitution & functions of GUS
7	1283/PN/O/I/1A-1/04 (Part-1)	08.03.2010	GP	Order regarding GUS members & conveners
8	917/PN/O/I/1A-1/06	17.02.2010	GP	Direction to a Pradhan to make a representation under Sub-Section 2 of Section 213 of the WB Panchayat Act, 1973
9	702/PN/O/I/1T-1/09	10.02.2010	GP	Allowance of the Tax Collectors
10	599/PN/O/I/1A-1/06	04.02.2010	GP	Clarification regarding provisions under Section 213A
11	210/PN/O/I/1A-1/06	12.01.2010	GP	Clarification regarding reinstatement to the post of Pradhan
12	11/PN/O/I/1T-1/09	04.01.2010	GP	Allowance of the Tax Collectors
13	4766/PN/O/I/1A-6/05	10.11.2009	GP	Concept of seven clear days notice
14	4206/PN/O/I/1A-6/05	22.09.2009	GP, PS & ZP	Clarification on Section 213A of the WB Panchayat Act, 1973
15	3155/PN/O/I/4P-5/03 (Part-1)	14.07.2009	GP	Maintaining serial number in Birth & Death Certificates issued by Gram Panchayats
16	1662/PN/O/I/1A-1/2006	09.04.2009	GP	Application under Right to Information Act, 2005

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
17	775/PN/O/I/1A-6/05	24.02.2009	GP	Clarification on distribution of attested copies of resolution to the members in opposition
18	1421/PN/O/V/3S-2/04	26.03.2009	GP	Books of Accounts of Gram panchayats
19	27/PN/O/I/3R-7/04	02.01.2009	GP	Construction of boundary wall
20	5104/PN/O/I/2M-3/04	23.12.2008	GP	Issuance of dated receipt for application under NREGS or other schemes
21	4956/PN/O/I/3R-5/04 (Part-4)	11.12.2008	GP	Printing of Registers, Cash Books and other Forms including Form 4 & Form 5
22	4945/PN/O/I/3R-5/04 (Part-3)	10.12.2008	GP	Formation of Gram Unnayan Samiti
23	3748/PN/O/I/1A-2/07	08.09.2008	GP	Inclusion of the BDO as a special invitee in the Forest Rights Committee at the Gram Sansad level
24	3649/PN/O/I/1A-7/01	03.09.2008	GP	Circular in connection with acquisition of land at Rajarhat New Town area
25	4053/PN/O/I/2A-1 /03 (Part-1)	24.09.2008	GP	Membership of the representatives of Sangha / Cluster in Upa-Samitis
26	3475/PN/O/I/le-9/03 (Part-1)	27.08.2008	GP	Clarification on the delegation of functions of Gram Panchayat to Pradhan
27	2755/PN/O/I/1A-1/2006	04.07.2008	GP	Clarification on participation of Upa-Pradhan as an ex-officio member of Panchayat Samiti
28	2688/PN/O/I/4P-2/04	30.06.2008	GP	Construction of flood shelter
29	2414/PN/O/I/1A-6/05	09.06.2008	GP	Clarification regarding sale & purchase of land in Panchayat area.
30	1220/PN/O/I/1A-2/07	17.03.2008	GP	Forest Rights Committee as functional committee of Gram Unnayan Samiti
31	700/PN/O/I/3R-5/04	14.02.2008	GP	Printing of Registers, Cash Books and other Forms and maintaing seriel number
32	175/PN/O/I/1A-6/05	09.01.2008	GP	Clarification regarding inspection of Gram Panchayat
33	5571/PN/O/I/1A-1/04	20.12.2007	GP	Clarification regarding the status of Gram Unnayan Samitis & participation of Government employees as member of Gram Unnayan Samiti
34	5500/PN/O/III/2E-50/05	13.12.2007	GP	Job distribution between Nirman Sahayak & Job Assistant of Gram Panchayats

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
35	5399/PN/O/I/1A-6/05	06.12.2007	GP	Clarification of Section 213 A of the Panchayat Act
36	5372/PN/O/I/4F-3/07	05.12.2007	GP	Maintenance of a register of missing children and sharing such information with any investigating agency / police
37	5336/PN/O/I/O-1/98 (Part-1)	03.12.2007	GP	Travelling expenditure for the members of Gram Panchayats
38	490/PN/O/I/1A-1/06	13.11.2007	GP	Clarification regarding disqualification of Gram Panchayat Member
39	4434/PN/O/I/1A-6/05	01.10.2007	GP	Clarification regarding disqualification of Gram Panchayat Member
40	3947/PN/O/I/1A-6/05	28.08.2007	GP	Clarification regarding authority of Gram Panchayat / Pradhan in settling property related issues among the share holder of a joint family
41	3933/PN/O/I/1A-1/04 (Part-2)	28.08.2007	GP	Clarification regarding selection of the Secretary of Gram Unnayan Samiti
42	3175/PN/O/I/1A-6/2005	20.07.2007	GP	Clarification regarding participation in tender process of the son / relative of an employee of Gram Panchayat
43	2008/PN/O/I/2B-1/04 (Part-1)	07.05.2007	GP	Unauthorized plying of Van-Rikshaw fitted with Diesel Engine
44	1792/PN/O/I/2B-1/04 (Part-1)	24.04.2007	GP	Registration of battery operated vehicles by local bodies
45	1775/PN/O/III/2E-30/07	20.04.2007	GP	Increasing number of working days in Gram Panchayats
46	1512/PN/O/I/1A-1/07	02.04.2007		Guidelines relating to construction of hotels in coastal region of West Bengal
47	99/PN/O/I/1T-3/05	09.01.2007	GP	Clarification on resource mobilization
48	62/PN/O/I/1T-3/05	04.01.2007	GP	Timeline for preparation of demand list
49	5915/PN/O/I/1A-1/2006	28.12.2006	GP	Release of Gram Panchayat employees by Pradhan as and when they are transferred
50	5035/PN/O/I/4F-2/06	20.10.2006	GP	Payment of old age pensions to the NOAPS beneficiaries
51	5035/PN/O/I/4F-2/06	20.10.2006	GP	Payment of old age pensions to the NOAPS beneficiaries

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
52	5033/PN/O/I/1T-3/05	20.10.2006	GP	Enhancement of OSR through collection of Tax and Nontax by Gram Panchayats
53	4976/PN/O/I/3R-7/2004	17.10.2006	GP	Corrigendum regarding Notification No. 4163, dated 09.08.2006
54	4671/PN/O/I/4P-2/06	14.09.2006	GP	Secretary or Sahayak as the operator of GPMS and Executive Assistant as Verifier
55	203/PN/O/I/1A-2/2001	17.01.2006	GP	Clarification on Power / Function of Upa-Pradhan
56	6823/PN/O/I/3C-4/96 (Part-3)	23.12.2005	GP	Venue of the Gram sansad meetings
57	5121/PN/O/I 0-4/04 (Part-1)	19.08.2005	GP	Clarification regarding engagement of Tax Collector
58	4583/PN/O/I/1A-5/01	13.07.2005		Permission for taking public donation
59	2070/PN/O/III/2A-78/04	27.05.2005	GP	Engagement of Tax Collector
60	1780/PN/O/I/3C-4/96 (Part-1)	04.05.2005	GP	Identification and approval of beneficiary list in Gram Sansad meetings
61	1664/PN/O/I/3R-3/2003	26.04.2005	GP	Corrigendum regarding order No. 3644, dated 14.10.2003
62	309/PN/O/I/O-1/04	20.01.2005	GP	Process of settlement of clarifications on different issues
63	2865/PN/O/I/3R-2/04	24.08.2004	GP	Issuance of Residential Certificates by the Gram Panchayats in the Tea Garden areas
64	2445/PN/O/I/1A-3/01	22.07.2004	GP	Clarification regarding disqualification of Gram Panchayat Member
65	1290/PN/O/I/3R-2/2001	07.04.2004	GP	Operational jurisdiction of the Panchayats in Tea Garden areas & Forest villages
66	4701/PN/O/I/3C-4/96 (Part-3)	22.12.2003	GP	Clarification regarding change of planned & approved activities by a newly constituted Gram Panchayats
67	4387/PN/O/I/3C-4/96 (Part-1)	24.11.2003	GP	Quorum and adjournment of meetings of Gram Sansad
68	3680/PN/O/I/1A-5/2001	16.10.2003	GP	Legal action against Pradhan, Upa-Pradhan & Gram Panchayat Members holding office in the earlier term

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
69	3121/PN/O/I/1A-10/95	01.08.2001	GP	Suspension of Pradhan
70	1643(17)/PN/O/Cell - I/1A-2/2001	11.04.2001	GP	Tree plantation by Gram Panchayats
71	5605/PN/O/III/1D-4/97 (Part-3)	13.12.2000	GP	Enhancement of Allowance for the Tax Collectors
72	4601/PN/O/I/1A-10/88 (Part-3)	14.09.2000	GP	Clarification on Section 12 & 16(1) of the WB Panchayat Act (Para-4 & 5)
73	4354/PN/O/I/1M-1/97	29.08.2000	GP	Functioning of Gram Panchayats in Tea Garden areas & Forest Villages
74	4150/PN/O/I/1A-1/99	14.08.2000		Clarification relating to the Section 213A of the WB Panchayat Act, 1973
75	1640/PN/O/Cell-I/lA-10/88(Part-2)	17.04.2000	GP	Clarification on functioning of Gram Panchayat
76	207/PN/O/I/1M-1/97	21.01.1999	GP	Functioning of Gram Panchayats in Tea Garden areas & Forest Villages
77	HF/O/F W/4C-2/94(1)/174-P	19.05.1997	GP	Pradhans as Sub-Registrar for Birth & Death registration
78	1865/I/Panch/lA-13/94	01.08.1994	GP	Clarification regarding oath of elected members of Gram Panchayats
79	2826(6)/I/Panch/0-8/93	01.09.1993	GP	Determination of allocation of the properties, funds, and liabilities of areas under decleared intention to be
80	2329(16)/I/Panch/1T-1/90	11.11.1991	GP	Discontinuance of collection of tax U/s 46(1) (b) of the WB Panchayat Act, 1973
81	3611/m/Panch/l 0-1/86	06.03.1987	GP	Remuneration of Tax Colectors of Gram Panchayats
82	2812(15)/I/Panch/18-48/83	11.11.1991	GP	Running of administrative functions by Gram Panchayats from places other than their respective office buildings
83	436/SS/PN/(M/3R-5/03(Pt.-II)	11.06.2015	GP	Permission for construction of building under ease of doing business initiative
84	437/SS/PN/O/I/3R-5/03(Pt.-II)	11.06.2015	GP	Inssuance of certificate for registration of trade etc. under ease of doing business initiative
85	405(4)/ISGP/23C-1/(CB)/5	03.04.2013	GP	Revised internal audit format for GP

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

Memo No. 1153/PN/O/I/2M-4/03 (Pt-1) **Dated : 27.03.2015**

ORDER

Whereas, in terms of the provision of sub-rule (2) of rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 read with section 47 of the West Bengal Panchayat Act, 1973, a Gram Panchayat may issue provisional certificate of registration for running trade, wholesale or retail within its jurisdiction in Form 11 appended to the aforesaid Rules, unless such registration is prohibited under any law for the time being in force;

And whereas, the State Government in its 'ease of doing business initiatives' is contemplating to simplify the procedures in issuing/granting of various certificates/ licenses by different Government Departments/ local authorities;

And whereas, at present there is no specified format for application for seeking, provisional certificate of registration for running trade, wholesale or retail in the aforesaid rules or any executive order issued by the Panchayats & Rural Development Department in this regard;

And whereas, it is under the active consideration of this Department to 'devise a common application form as well as to make necessary modification of Form 11 for the purpose of ease of business in the rural areas;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration, is hereby pleased to order that henceforth, persons seeking a provisional certificate of registration for running trade, wholesale or retail, unless such registration is prohibited under any law for the time being in force within the jurisdiction of a Gram Panchayat, shall apply before the Pradhan of the Gram Panchayat concerned in a specified application format appended to this order and the Gram Panchayat concerned shall issue provisional certificate in modified Form 11 appended to this order within the stipulated time period i.e. within 30(thirty) days from the date of receipt of the application as mentioned in this Department's Notification No.4080/PN/O/4P-3/2013 dated 29/11/2013.

By order of the Governor,

Sd/-

Principal Secretary to the
Government of West Bengal

No.1153/l(59)/PN/O/I/2M-4/03(Pt.-I) Dated: 27/03/2015

Copy along with enclosures and also with a copy of this Department's Notification No. 4080/PN/O/4P-3/2013 dated 29/11/2013 forwarded for information and necessary action to:

1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building,63 N.S Road, Kolkata-700001

2) The Director, State Institute of Panchayats & Rural Dervelopment, Kalyani, Nadia

3) The District Magistrate & Executive Officer, _____ Zilla Parishad(All)

4) The Additional Executive Officer, _____ Zilla Parishad (All)/ Mahakuma Parishad

5) The District Panchayats & Rural Development Officer, _____ District (All)

He is requested to communicate the copy of this order to all Block/Panchayat Samitis and Gram Panchayats within the district.

(D.K.Pal)

OSD & EO Special Secretary
to the Government of West Bengal

APLICATION FOR PROVISIONAL CERTIFICATE OF REGISTRATION FOR RUNNING TRADE, WHOLE SALE OR RETAIL

To

The Pradhan,

_____ Gram Panchayat

District _____

Madam/Sir,

I hereby apply for provisional certificate of registration for trade/business as mentioned below in the place covered by plot/plots no(s) _____ of mouza _____, JL No. _____ under Police Station _____ in the district of _____ boundaries of which are given below for carrying on trade or business which is not prohibited under any law for the time being in force. If it is decided by the authority to issue a provisional certificate for the current year,I shall be bound to deposit the prescribed registration fees and strictly observe the conditions mentioned in the provisional certificate. I shall also be bound to obtain all other statutory clearances required for running the above trade before actual commencement of the trade. For any deviation/default and on violation of the conditions mentioned in the certificate, the provisional certificate shall be liable to be cancelled forthwith and I shall be bound to close down the said trade or business with immediate effect. I shall also be bound to apply for renewal of such provisional certificate for the next financial year for carrying out the same trade or business on the terms and conditions as may be prescribed by the authority at the time of renewal of such certificate.

Brief description of trade or business:

Boundaries

East -

West -

North -

South -

Signature with date _____

Name in Bock letters _____

Address _____

Date _____

FORM 11

[see rule 58(2)]

.....***Gram Panchayat***

Name of Panchayat Samiti :

Name of District:

Trade Registration No. : Date :

Trade Registration Certificate Issue No.: Date :

Trade Registration Certificate issued for the period of .....

to.....

(Name of Proprietor/partner/Director)

Gram Sansad/Part No. :

Full Address Description of Trade :

The Gram Panchayat acknowledges a sum of Rs.....

(in words.....) only from

M/s.....

vide Receipt No.....dated.....

This certificate is purely provisional in nature. Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

....

Executive Assistant/Secretary Pradhan

N.B. :- *Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time.*

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

Memo No. 5176/PN/O/I/2M-2S/14 **Date : 29.12.2014**
05.01.2015

From : D. K. Pal
OSD & Ex-officio Special Secretary
to the Government of West Bengal

To : The District Panchayats & Rural Development Officer, Uttar Dinajpur

Sir,

I am directed to refer to your letter No. 856/Panch/VIII/l(17) dated 20.10.2014 and to state that when the office of the Pradhan falls vacant by reason of death, resignation, removal or otherwise or the Pradhan is, by reason of leave, illness or other cause, temporarily unable to act, the Upa-Pradhan shall exercise the powers, perform the functions and discharge the duties of the Pradhan until a new Pradhan is elected and assumes office or until the Pradhan resumes his duties, as the case may be, in terms of sub-section (4) of Section 9 of the West Bengal Panchayat Act, 1973. Therefore, it implies that the Upa-Pradhan, while holding the charge of the Pradhan, can also exercise financial powers of the Pradhan.

1 am further directed to request you to take necessary action in this regard.

Yours faithfully,

(D.K.Pal)

29/12/2014

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road, Kolkata - 700 001

No. 2823/PN/O/I/lE-6/2012(Part-l) **Date : 11.07.2012**

From : D. K. Pal
Special Secretary to the
Government of West Bengal

To : The Principal Secretary
Health & Family Welfare Department

Sub : **Issuance of Birth and Death Certificates in absence of the Pradhans of the Gram Panchayats**

Sir,

I am directed to inform you that the terms all the Gram Panchayats constituted following the 7th Panchayat General Elections held in the year 2008 have already expired and it is anticipated that the new bodies of the Gram Panchayats following the 8th Panchayat General Elections which have already been notified to be held in the month of July 2013, will be constituted by the third week of August 2013.

Now, the district authorities have raised the issue as to how birth and death certificates will be issued to the rural people in absence of Pradhans of Gram Panchayats who function as Sub-Registrar for the purpose.

Therefore, I am further directed to request you to issue an order making an interim arrangement for issuing birth and death certificates by any other authority as deemed fit by you in the interim period as mentioned above.

Yours faithfully,

(D.K.Pal)

11/07/2013

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেশপ্ বিল্ডিং
৬৩ নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং : ৭১০৭/পি.এন./ও/এক/৩ আর-৭/২০০৪ তারিখ : ০৪/১০/১০

প্রেরক : যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রাপক : জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,
হুগলী।

বিষয় : বসতবাটির সীমানা প্রাচীর দেওয়ার সময় ছাড় দেওয়া প্রসঙ্গে।

উপযুক্ত বিষয়ে শ্রীমতী মাধবীলতা ঘোষ, স্বামী শ্রী সত্যসুন্দর ঘোষ, ৯৫/জে-২২/ক্যানাল সাউথ রোড, চিংড়িঘাটা, কলকাতা-১০৫ - কর্তৃক প্রেরিত গত ৩১/০৩/২০১২ তারিখের পত্রে অনুলিপি তাঁর কাছে পাঠিয়ে তাঁকে জানানো হচ্ছে যে বসতবাটির সীমানা প্রাচীর দিতে হলে বসতবাটির মালিক বা দখলদারকে ওই বসতবাটির চারদিকে অন্তত ৯০ সেমি (তিন ফুট) জায়গা ছাড়তে হবে। তার সঙ্গে জমির সীমানা ঠিক রাখার জন্য সীমানা বরাবর নীচু পিলার কয়েকটি করে নিতে পারবেন। অবশ্য সীমানা বরাবর কাঁটাতারের বেড়া দিতে অসুবিধা নেই।

বাড়ি তৈরি করার সময় ইটের দেওয়াল থেকে আর একবার ৯০ সেমি (তিন ফুট) জায়গা ছাড়ার প্রয়োজন নেই। তখন জমির সীমানা থেকে চারদিকে অন্তত ৯০ সেমি (তিন ফুট) এবং মোট জমির অন্তত ১/৩ অংশ মোট ছাড় দিয়ে বাড়ি করতে পারেন। তখন আগের দেওয়াল ভেঙে দেওয়ার প্রয়োজন হবে।

স্বাঃ-
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

নং : ৭১০৭/১(২)/পি.এন./ও/এক/৩ আর-৭/২০০৪ তারিখ : ০৪.১০.১০

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য প্রতিলিপি প্রেরিত হ'ল।

১) ব্লক উন্নয়ন আধিকারিক, গোঘাট-২ নং।
২) মাধবীলতা ঘোষ, প্রযত্নে - শ্রী সত্যসুন্দর ঘোষ, ৯৫/জে-২২/ক্যানাল সাউথ রোড, চিংড়িঘাটা, কলিকাতা-১০৫।

স্বাঃ-
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building, 63, N. S. Road
Kolkata - 700 001

No. 1804/PN/O/I/3R-5/04 **Date : 01.04.2010**

ORDER

Whereas sub rule (5) of Rule 8 of the West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules, 2007, provides that "serial number to be printed on each carbon receipt book shall be prefixed with a predetermined eight digit number as may be allotted by the State Government for each Gram Panchayat observing such coding pattern as may be decided, by order, by the State Government and that allotment of such predetermined number shall be changed as frequently as may be deemed appropriate not later than once in every two consecutive years";

And whereas in pursuance of the above provision, a coding pattern for receipt books and receipts was prescribed in this Department order no.700/PN/O/I/13R-5/04 dated 14.02.2008 as per section 212 of the West Bengal Panchayat Act. 1973 read with Circular number 4956/PN/O/I/3R-5/04 (Pt-IV) dated 11.12.2008;

And whereas after the March 31st, 2010, i.e. after the expiry of two consecutive years, a new set of numbers is required to be introduced;

Now, therefore, in consideration of the above circumstances and in exercise of the power conferred under Section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) read with rule 815 of the aforesaid Rules, the Governor is hereby pleased to allot the fresh set of predetermined eight digit number to be used as a prefix to serial numbers of carbon receipt books as per the enclosed list.

The Governor is pleased further to direct, that the said set of numbers shall be valid from the April 1st, 2010 to March 31st, 2012 and the procedure for suffixing the predetermined eight digit identification number with alphabets(s), as prescribed in this Department Order No. 700/PN/O/I/13R-5/04 dt.14.2.08 and Circular No. 4956/PN/O/I/13R-5/04 (Pt. iv) dt. 11.12.08 shall remain unaltered until further order in this respect.

By order of the Governor,

Principal Secretary
to the Government of West Bengal

No. 1804/1(400)/PN/O/I/3R-5/04 **Date: 01.04.2010**

Copy forwarded for kind information and necessary action to:

1) The Commissioner, Panchayats & Rural Development, West Bengal, Panchayat Bhavan, 11 A, Kiran Shankar Roy Road, Kolkata-700001.

2) The District Magistrate, _____ (All)

3) The District Panchayat & Rural Development Officer,

   _____ (All)

4) The Block Development Officer, _____ (All). He is requested to circulate a copy of this order among the Gram Panchayats within his jurisdiction.

5) Shri/Smt. _____, Panchayats & Rural Development Department.

Joint Secretary
to the Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ্ বিল্ডিং (দ্বি-তল), ৬৩ নেতাজী সুভাষ রোড,
কলকাতা- ৭০০০০১

নং : ১২৮৪/পিএন/ও/১/১এ-১/০৪ (অংশ-২) তারিখ : ০৮.০৩.২০১০

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ১৬ক ধারার (৬) উপধারার (গ) উপচ্ছেদ অনুযায়ী প্রতিটি গ্রামসংসদ এলাকার মানুষের বিশেষত গরিব ও পিছিয়ে পড়া মানুষের সার্বিক উন্নয়নের জন্য তৈরি হবে গ্রাম উন্নয়ন সমিতি। এই সমিতি সবাইকে সঙ্গে নিয়ে গ্রামসংসদ এলাকায় উন্নয়ন প্রকল্প বা পরিকল্প রূপায়ণে গ্রাম পঞ্চায়েতকে সহায়তা করবে এবং কাজের তদারকি করবে। পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি, ২০০৪-এর ৭০ নিয়মের (৪) উপনিয়ম অনুসারে গ্রামসংসদ-এর বিশেষ অধিবেশনে উপস্থিত সদস্যরা হাত তুলে বা ভোটাভুটি করে গ্রাম উন্নয়ন সমিতির সদস্য নির্বাচন করবে। কিন্তু এই প্রকাশ্য নির্বাচনে গ্রামসংসদ-এর সদস্যদের মধ্যে একতার পরিবর্তে হিংসা ও বিভেদ বাড়ছে এবং পঞ্চায়েতের উন্নয়ন প্রকল্প বা পরিকল্প রূপায়ণে বাধার সৃষ্টি করছে। তাই এমত পরিস্থিতিতে গ্রাম উন্নয়ন সমিতি গঠনের জন্য রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ কর্তৃক প্রচারিত পূর্বতন আদেশগুলি [ক্রমিক সংখ্যা ১১০-পিএন/ও/১/১এ-১/২০০৪ তাং- ০৭/০১/২০০৫ এবং ৪৯৪৫-পিএন/ও/১/১এ-১/২০০৪ (অংশ-৩) তাং- ১০/১২/২০০৮] বাতিল করে নূতনভাবে নির্দেশ জারির প্রয়োজন দেখা দিয়েছে। পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি, ২০০৪-এর ৭০, ৭১, ৭২, ৭৩ (২) এবং ৭৪ নিয়মগুলি আপাতত স্থগিত থাকবে এবং ওই নিয়মগুলি শীঘ্রই সংশোধন করা হবে।

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২০১২ ধারা বলে রাজ্যপাল পরিবর্তিত পদ্ধতিতে গ্রাম উন্নয়ন সমিতি গঠনের নির্দেশ জারি করছেন এবং পৃথক আদেশ বলে বিশেষভাবে চিহ্নিত গ্রাম পঞ্চায়েতগুলি ব্যতীত এই রাজ্যের সকল গ্রাম পঞ্চায়েতগুলিতে এই আদেশ বলবৎ হবে। মোট ১২ থেকে ১৫ জন সদস্য বা সদস্যা নিয়ে প্রতিটি গ্রামসংসদে গ্রাম উন্নয়ন সমিতি গঠন করা হবে যাঁরা অবশ্যই সংশ্লিষ্ট গ্রামসংসদের সদস্য বা ভোটার হবেন। গ্রাম উন্নয়ন সমিতিতে কারা সদস্য বা সদস্যা হবেন, এই সদস্যরা কীভাবে মনোনীত হবেন, ও তাদের দায়িত্ব কী হবে তা নিম্নলিখিত অনুচ্ছেদেগুলিতে নির্দিষ্ট করা হয়েছে।

(ক) গ্রাম উন্নয়ন সমিতি গঠন - সাধারণ নির্বাচন বা উপনির্বাচনের মাধ্যমে সংশ্লিষ্ট গ্রামসংসদ থেকে গ্রাম পঞ্চায়েতে সদস্য নির্বাচনের এবং তার শপথ গ্রহণের তিনমাসের মধ্যে অথবা এই আদেশ জারির তিনমাসের মধ্যে গ্রাম উন্নয়ন সমিতি নিম্নলিখিত সদস্যদের নিয়ে গঠন করতে হবে, -

(১) সংশ্লিষ্ট গ্রামসংসদ থেকে নির্বাচিত গ্রাম পঞ্চায়েতের সদস্য / সদস্যা অথবা সদস্যবৃন্দ / সদস্যাবৃন্দ;

(২) ওই নির্বাচন ক্ষেত্র থেকে নিকটতম পরাজিত প্রতিদ্বন্দ্বী প্রার্থী বা প্রার্থীবৃন্দ;

(৩) ওই গ্রামসংসদে যদি স্ব-নির্ভর দলের উপসংঘ থাকে তাহলে উপসংঘের দলনেত্রী বা সম্পাদিকা যিনি গ্রাম সংসদেরও সদস্য;

(৪) ক) সংশ্লিষ্ট গ্রামসংসদ থেকে নির্বাচিত গ্রাম পঞ্চায়েতের সদস্য / সদস্যা অথবা সদস্যবৃন্দ / সদস্যাবৃন্দ মোট ছয়জন ব্যক্তিকে গ্রাম উন্নয়ন সমিতিতে মনোনীত করবেন, যাঁরা ওই গ্রাম সংসদেরও সদস্য বা সদস্যা। সদস্য বৃন্দ /

সদস্যাবৃন্দ দুটি ভিন্ন রাজনৈতিক দলের বা মতের হলে প্রত্যেকে তিনজন করে ব্যক্তিকে মনোনয়ন করবেন এবং ওই ব্যক্তিরা ৫ (ক) নং ক্রমিকে উল্লিখিত শ্রেণীর মধ্য থেকে মনোনীত হবেন।

(৪) খ) ওই নির্বাচন ক্ষেত্র থেকে নিকটতম পরাজিত প্রতিদ্বন্দ্বী প্রাথী বা প্রার্থীবৃন্দ মোট চারজন ব্যক্তিকে গ্রাম উন্নয়ন সমিতিতে মনোনীত করবেন, যাঁরা ওই গ্রাম সংসদেরও সদস্য বা সদস্যা। সদস্য / সদস্যাবৃন্দ দুটি ভিন্ন রাজনৈতিক দলের বা মতের হলে প্রত্যেকে দুইজন করে ব্যক্তিকে মনোনয়ন করবেন ওই ব্যক্তিরা ৫(ক) নং ক্রমিকে উল্লিখিত শ্রেণীগুলির মধ্যে থেকে মনোনীত হবেন। পরাজিত প্রতিদ্বন্দ্বী প্রার্থী বা প্রার্থীবৃন্দ মনোনীত ব্যক্তিদের নামের তালিকা স্বাক্ষর করে প্রধানের নিকট জমা দেবেন।

(৫) ক) কর্মরত বা অবসরপ্রাপ্ত প্রাথমিক, উচ্চপ্রাথমিক, মাধ্যমিক, উচ্চমাধ্যমিক বিদ্যালয়ের শিক্ষক বা শিক্ষিকা;

- শিশুশিক্ষা কেন্দ্রের সহায়ক / সহায়িকা, মাধ্যমিক শিক্ষা কেন্দ্রের সম্প্রসারক / সম্প্রসারিকা;
- প্রশিক্ষণ প্রাপ্ত এবং কর্মরত এন আর ই জি এ-র সুপারভাইজার;
- কর্মরত বা অবসরপ্রাপ্ত সরকারী কর্মচারি, পঞ্চায়েতের কর্মচারি;
- এ এন এম;
- আশা কর্মী;
- অঙ্গনওয়াড়ি কর্মী;
- স্ব-নির্ভর দলের সদস্যা;
- কৃষক সংগঠনের সদস্য / সদস্যা;
- মহিলা সংগঠনের সদস্যা;
- যুব সংগঠনের সদস্য / সদস্যা এবং
- স্বেচ্ছাসেবী সংগঠনের সদস্য / সদস্যা

৫ (খ) ৫(ক) ক্রমিকে উল্লিখিত শ্রেণীগুলি থেকে মোট দশজন (৬+৪) সদস্য / সদস্যা মনোনীত হবেন। তপঃজাতি, তপঃউপজাতি, সংখ্যালঘু সম্প্রদায়ভুক্ত মানুষদের মনোনয়নের ব্যাপারে বিশেষ গুরুত্ব দিতে হবে। গ্রাম পঞ্চায়েতের নির্বাচিত সদস্য/ সদস্যা অথবা সদস্যবৃন্দ / সদস্যাবৃন্দ এবং নিকটতম পরাজিত প্রতিদ্বন্দ্বী প্রার্থী / প্রার্থীবৃন্দ মনোনীত ব্যক্তিদের নামের তালিকা স্বাক্ষর করে প্রধানের নিকট জমা দেবেন।

৬(ক) ওই প্রকার নামের তালিকা নির্বাচনের এক মাসের মধ্যে গ্রাম পঞ্চায়েত অফিসে জমা না দিলে প্রধান তাঁদের চিঠি লিখে ওই প্রকার নামের তালিকা পরবর্তী এক মাসের মধ্যে জমা দিতে বলবেন। নির্দিষ্ট সময় অর্থাৎ তিন মাস পূর্ণ হবার সাত দিন আগে যদি সব শ্রেণীর নাম গ্রাম পঞ্চায়েত অফিসে জমা না পড়ে, তাহলে যে যে শ্রেণীভুক্ত ব্যক্তিদের নাম জমা পড়েছে তাদের নিয়েই গ্রাম উন্নয়ন সমিতি গঠিত হলো এই মর্মে নির্দেশ জারি করবে গ্রাম পঞ্চায়েত। যদি নামের তালিকা নির্দিষ্ট সময়ের মধ্যে জমা দেওয়া সত্ত্বেও কোন কারণে গ্রাম পঞ্চায়েত গ্রাম উন্নয়ন সমিতি গঠনের নির্দেশ জারি না করে, সেইক্ষেত্রে সংশ্লিষ্ট গ্রামসংসদ থেকে নির্বাচিত গ্রাম পঞ্চায়েতের সদস্য / সদস্যা বা বিরোধী নেতা / নেত্রী সমষ্টি উন্নয়ন আধিকারিককে ওই মর্মে অভিযোগ জানাতে পারেন। অভিযোগ পাবার ১০ দিনের মধ্যে সমষ্টি উন্নয়ন আধিকারিক তদন্ত সাপেক্ষে গ্রাম উন্নয়ন সমিতি গঠনের নির্দেশ জারি করবেন এবং ওই নির্দেশের অনুলিপি গ্রাম পঞ্চায়েতকে দেবেন। যদি সমষ্টি উন্নয়ন আধিকারিকের তদন্তে প্রমাণিত হয় যে বিভিন্ন শ্রেণীর অধীনে চিহ্নিত ব্যক্তিদের তালিকায়

কোন তথ্যগত ভুল (ইচ্ছাকৃত বা অনিচ্ছাকৃত) রয়েছে এবং সেই কারণে গ্রাম পঞ্চায়েত নির্দেশ জারি করেনি, ওই ক্ষেত্রে সমষ্টি উন্নয়ন আধিকারিক লিখিতভাবে অভিযোগকারীকে সঠিক তথ্য যত শীঘ্র সম্ভব তার অফিসে জমা দিতে নির্দেশ দেবেন এবং সঠিক তথ্য পাবার পর গ্রাম উন্নয়ন সমিতি গঠনের নির্দেশ জারি করবেন।

(খ) গ্রাম উন্নয়ন সমিতির দায়িত্ব - সংশ্লিষ্ট গ্রামসংসদ থেকে নির্বাচিত গ্রাম পঞ্চায়েতের সদস্য / সদস্যা গ্রাম উন্নয়ন সমিতির সভাপতি ও আহ্বায়ক হবেন। এক বা একাধিক সদস্য থাকলে বয়োজ্যেষ্ঠ সদস্য সভাপতি হবেন এবং অপর সদস্য আহ্বায়ক হবেন। গ্রাম উন্নয়ন সমিতির সভাপতি অন্য সদস্যদের মধ্য থেকে একজনকে মিটিঙের সিদ্ধান্তগুলি (রেজলিউশন) লেখার, রেজলিউশন রেজিস্টার এবং অন্যান্য প্রয়োজনীয় কাগজপত্রগুলি রাখার জন্য দায়িত্ব দেবেন। গ্রাম পঞ্চায়েত গ্রাম উন্নয়ন সমিতিকে সরকার নির্ধারিত উন্নয়ন প্রকল্প রূপায়ণের উদ্দেশ্য ব্যতীত অন্য কোনও নিঃশর্ত অর্থ বরাদ্দ করবে না। গ্রাম উন্নয়ন সমিতির দায়িত্ব হবে —

- গ্রাম সংসদের প্রয়োজন অনুসারে এবং অগ্রাধিকার ভিত্তিতে উন্নয়ন পরিকল্পনা তৈরি করা এবং এন আর জি এ-র লেবার বাজেট তৈরি করা;
- গ্রাম পঞ্চায়েতকে উন্নয়ন প্রকল্প বা পরিকল্প রূপায়ণে সহায়তা করা;
- সংসদ সভাগুলির আয়োজনে গ্রাম পঞ্চায়েতকে সহায়তা করা এবং সংসদের সভায় মানুষের সক্রিয় অংশগ্রহণ সুনিশ্চিত করা;
- গ্রাম পঞ্চায়েত সংসদ এলাকার মধ্যে যে গুরুত্বপূর্ণ কর্মসূচি নিয়েছে সেই সংক্রান্ত তথ্য নাগরিকদের জানানো;
- খেলাপী কর ও অ-কর দাতাদের নামের তালিকা সংসদ এলাকায় প্রকাশ্য স্থানে টাঙানো এবং কর আদায়ে গ্রাম পঞ্চায়েতকে সহায়তা করা;
- গ্রাম উন্নয়ন সমিতির কাজের জন্য গ্রাম সংসদের কাছে দায়বদ্ধ থাকা।

(গ) গ্রাম উন্নয়ন সমিতির সভা — গ্রাম উন্নয়ন সমিতি প্রতি মাসে সংসদ এলাকার মধ্যে প্রকাশ্য স্থানে একটি বা একাধিক সভা করবে। গ্রাম উন্নয়ন সমিতির সভাপতি ওই সভা ডাকবেন সাতদিনের নোটিশ দিয়ে এবং জরুরি প্রয়োজনে তিনদিনের নোটিশ দিয়ে সভা আহ্বান করা যাবে। সভায় কমপক্ষে এক-তৃতীয়াংশ সদস্য উপস্থিত থাকলে কোরাম হবে। সভাপতি একাদিক্রমে তিনমাস সভা না ডাকলে গ্রাম উন্নয়ন সমিতির মোট সদস্যর এক-তৃতীয়াংশ কমপক্ষে তিনদিনের নোটিশ দিয়ে সভা আহ্বান করতে পারবেন আলোচনার জন্য। কোরামের অভাবে সভা মুলতুবি হবে এবং প্রথম সভার পর সপ্তম দিনে ওই মুলতুবি সভা বসবে এবং নির্দিষ্ট কোরাম লাগবে, সভাপতি সভা পরিচালনা করবেন। সভাপতির অনুপস্থিতিতে উপস্থিত সদস্যরা গ্রাম উন্নয়ন সমিতির কোন সদস্যকে সভাপতি নির্বাচিত করে সভা করবেন। সভার কার্যবিবরণী (খ) অনুচ্ছেদে দায়িত্বপ্রাপ্ত সদস্য লিপিবদ্ধ করবেন, সভায় উপস্থিত সকল সদস্যকে পাঠ করে শোনাবেন এবং আর কোনও সদস্যর কোন আপত্তি বা অভিযোগ না থাকলে সভাপতি ওই রেজলিউশন খাতায় স্বাক্ষর করবেন। সদস্যরা সহমতের ভিত্তিতে সিদ্ধান্ত নেবেন, কিন্তু সব সদস্যরা একমত না হলে সংখ্যাগরিষ্ঠতার ভিত্তিতে সিদ্ধান্ত নেবেন।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1283/PN/O/I/1A-1/04 (Part-1) **08.03.2010**

ORDER

Whereas clause (c) of sub section (6) of section 16A of the West Bengal Panchayat Act, 1973 has established the fact that the goal of formation of Gram Unnayan Samiti is to ensure active participation of the people in implementation, maintenance and equitable distribution of benefit with respect to the subjects as has already been highlighted in the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 under Rule 74 ;

And whereas under sub rule (2a) of rule 74 of the West Bengal Panchayat (Gram Panchayat Administration) Rules 2004, the Gram Unnayan Samiti shall assist the Gram Panchayat in such manner as may be decided by the Gram Panchayat in identification of suitable works to provide wage based employment to those living within the area, who are in need of employment and also provide assistance in execution of schemes taken up by the Gram Panchayat or other agencies for employment generation ;

And whereas a question has been raised by different Panchayat Samitis and Gram Panchayat whether Secretary or other members of Gram Unnayan Samitis may be selected as Supervisor under NREGS and whether they may be allowed to participate in the tender process initiated by the Gram Panchayat; And whereas a policy decision is urgently required in this respect;

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration, is hereby pleased to direct that no member of a Gram Unnayan Samiti including its Convener shall act as Supervisor under NREGS or participate in any tender process initiated by the Gram Panchayat as long as he remains a member of the Gram Unnayan Samiti for the sake of transparency and accountability in its functioning.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary
to the Government of West Bengal

No. 1283/1(7)/PN/O/I/ IA-1/04(Pt-1) **Date: 08. 03. 2010**

Copy forwarded for information and necessary action to:-

1. The Commissioner, Panchayat & Rural Development, West Bengal, Panchayat Bhavan, 11 A, Kiron Shankar Roy Road, Kolkata - 700 001.
2. The Director, State Institute of Panchayats & Rural Development, Kalyani, Nadia
3. The Director, Mass Education Extension Directorate, Bikash Bhavan, Salt Lake City, Kolkata - 700 091.
4. The District Magistrate and Executive Officer, ... Zilla Parishad (All)
5. The Additional Executive Officer, ... Zilla Parishad (All)
6. The District Panchayat and Rural Development Officer, ... District.(All)

   He is requested to communicate the copy of the order to all Blocks/Panchayat Samitis and Gram Panchayats.
7. PS to MIS/MOS of this Department.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Kolkata - 700 001

No. 917/PN/O/I/1A-1/06 **17.02.2010**

Whereas it has been reported that the prolonged absence of the Pradhan of Dadpur Gram Panchayat under Barasat-11 Development Block in the district of North 24-parganas in his office;

And whereas the resolution of the General Body meeting dated 02.03.09 of the said Gram Panchayat and the resolution dated 28.02.09, 16.04.09 &30.05.09 was not signed by the concerned Pradhan;

And whereas no annual gram sansad meeting was convened for the year 2008-2009;

And whereas it is felt by the Department that the above mentioned points are of serious nature;

Now, therefore, in exercise of the power conferred by sub-section (2) of section 213 of the West Bengal Panchayat Act. 1973 (West Ben. Act XLI of 1973), the Governor, after careful consideration of the aspects involved herein, is pleased hereby to direct to the Pradhan of Dadpur Gram Panchayat to make a representation why he shall not be removed from his office for serious failure in discharging his statutory and obligatory duties as per relevant provisions of the said Act.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary
to the Government of West Bengal

No. 917/1(4)/PN/O/I/1A-1/06 **Date: 17.02.2010**

Copy forwarded for information and necessary action to the:-

1. Commissioner, Panchayat and R.D. West Bengal.
2. District Magistrate, North 24-parganas.
3. Sub-Divisional Officer, Barasat, North 24-parganas.
4. Block Development Officer, Barasat-II Block, North 24-parganas.

M. Ray

Joint Secretary
to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, জেশপ বিল্ডিং (দ্বি-তল)
কলকাতা- ৭০০০০১

নং : ৭০২/পি.এন/ও/এক/১টি- ১/০৯ তারিখ : ১০.০২.২০১০

আদেশনামা

যেহেতু পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২১২ ধারা অনুযায়ী গত ০৪.০১.২০১০ তারিখে প্রকাশিত এই বিভাগের ১১/পি.এন/ও/১/১টি-১/০৯ নং আদেশনামা দ্বারা রাজ্যের গ্রাম পঞ্চায়েত কর্তৃক নিয়োজিত কর-আদায়কারীদের ভাতা গত ১লা এপ্রিল, ২০০৯ তারিখ থেকে বৃদ্ধি করা হয়েছে;

এবং যেহেতু ওই ভাতা প্রদান করার ক্ষেত্রে ব্যয়ের ৮০ শতাংশ রাজ্য সরকারের কোষাগার থেকে বহন করা হবে এবং অবশিষ্ট ২০ শতাংশ গ্রাম পঞ্চায়েতের নিজস্ব তহবিল থেকে বহন করা হবে;

এবং যেহেতু ওই ভাতা গ্রহণের অধিকারী হওয়ার জন্য কর আদায়কারীকে কমপক্ষে মাসিক ১০০০.০০ টাকা বা ত্রৈ-মাসিক ৩০০০.০০ টাকা বা বার্ষিক ১২,০০০.০০ টাকা কর আদায় করতে হবে।

অতএব, ওই পূর্ববর্তী আদেশনামার সঙ্গে সাযুজ্য বজায় রেখে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২১২ ধারা কর্তৃক প্রদত্ত ক্ষমতা বলে রাজ্যপাল আরও আদেশ প্রদান করছেন যে সকল কর আদায়কারীদেরই সরকারি অংশের ৬০০.০০ টাকা (ছয়শত টাকা) ১লা এপ্রিল, ২০০৯ তরিখ থেকে দেওয়া হবে। গ্রাম পঞ্চায়েতের দেয় অংশ অর্থাৎ ১৫০.০০ টা: (একশত পঞ্চাশ টাকা) পূর্ববর্তী বৎসরের আদায় অনুযায়ী দেওয়ার ব্যবস্থা করা হবে এই শর্তে সে যদি কোনও কারণে আদায় বার্ষিক ১২০০০.০০ (বারো হাজার) টাকার কম হয় তবে পরবর্তী প্রাপ্য টাকা থেকে ওই অংশ কেটে নেওয়া হবে। যে সকল গ্রাম পঞ্চায়েতে পূর্ববর্তী বৎসরের আয় বার্ষিক ১২০০০.০০ (বারো হাজার) টাকার কম ছিল তাদের চলতি বছরের আদায় যদি ওই মাত্রা স্পর্শ করে তবেই বাড়তি অর্থ দেওয়া হবে।

রাজ্যপালের আদেশানুসারে,
স্বা:- মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

নং : ৭০২/১(৫০০)-পি.এন./ও/১/১টি-১/০৯ **তারিখ : ১০.০২.২০১০**

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠনো হল :-

১) প্রধান অ্যাকাউন্টেন্ট জেনারেল, (প্রশাসন এবং সংস্থা), পশ্চিমবঙ্গ।

২) অ্যাকাউন্টেন্ট জেনারেল, (নিরীক্ষা- ১), পশ্চিমবঙ্গ।

৩) অ্যাকাউন্টেন্ট জেনারেল, (নিরীক্ষা- ২), পশ্চিমবঙ্গ।

৪) অর্থ (বাজেট) বিভাগ।

৫) অধিকর্তা, হিসাব ও কোষাগার।

৬) স্থানীয় হিসাব পরীক্ষক, সি জি ও কমপ্লেক্স, এম এস ও বিল্ডিং, ষষ্ঠ তল, ডি.এফ - ব্লক, সেক্টর- ১, সল্ট লেক, কোলকাতা-৭০০০৯১।

৭) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন, কলকাতা।

৮) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৯) জেলা শাসক, ... (সকল)।

১০) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)।

১১) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা (সকল)।

১২) মহকুমা শাসক, ... (সকল)।

১৩) ব্লক উন্নয়ন আধিকারিক, ... পঞ্চায়েত সমিতি (সকল)।

১৪) ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব / রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ।

১৫) এই বিভাগের সকল শাখা।

মধুমিতা রায়
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63, N. S. ROAD
KOLKATA - 700 001

Memo No. 599/PN/O/I/1A-1/06 **Date : 04.02.2010**

From : Smt. Madhumita Ray
Joint Secretary to the
Govt. of West Bengal

To : The District Magistrate
Birbhum

Sub : **Clarification regarding provision under section 213A of the West Bengal Panchayat Act, 1973**

Sir,

I am directed to refer to your letter no.2027/1 (2)/P dated 30.11.2009 on the above mentioned subject and state that the elected member of the Gram Panchayat set up by a recognized political party has voluntarily given up his membership of such recognized Political Party and joined another political party. Under sub-clause (i) of clause (a) of sub section (I) of section 213 A of the West Bengal Panchayat Act 1973, such member is liable to be disqualified for being a member of the Gram Panchayat. Such member shall not get relief under clause (b) of the second proviso to sub-section (1) of section 213A of the West Bengal Panchayat Act, 1973.

Yours faithfully,

M. Ray

Joint Secretary to the
Government of West Bengal

Memo No. 599/l(2)PN/O/I/lA-l/06 **Date: 04.02.2010**

Copy forwarded for information and necessary action to the :-

1. District Panchayat and Rural Development Officer, Birbhum

2. Block Development Officer, Md. Bazar Development Block, District Birbhum

M. Ray

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building, 63, N. S. Road
Kolkata - 700 001

Memo No. 210/PN/O/I/1A-1/06 **Date : 12.01.2010**

From : Smt. M. Ray
Joint Secretary
to the Government of West Bengal

To : The District Panchayat & Rural Development Officer,
Murshidabad

Sub : - **Clarification regarding reinstatement to the Post of Pradhan of Hariharpara Gram Panchayat.**

Ref : - His no.2032/En/Pan dt. 10.11.2009

The undersigned is directed to address him on the above mentioned subject and clarify the points as under.

1) When the disqualified Pradhan of Hariharpara Gram Panchayat has filed appeal to the District Panchayat & Rural Development Officer (the Prescribed Authority), the election of new Pradhan could have been delayed till the issue of the order of the Appellate Authority. Election of the new Pradhan has been done in haste.

2) When another person has been elected as Pradhan, reinstatement of old Pradhan will create legal complication.

M. Ray

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং, (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা- ৭০০০০১

নং : ১১/পি.এন/ও/১/১টি- ১/০৯ তারিখ : ০৪.০১.২০১০

আদেশনামা

যেহেতু পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ৩৫ক ধারার (১) উপধারা ও পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত হিসাব রক্ষণ, নিরীক্ষা ও বাজেট) নিয়মাবলি, ২০০৭-এর ৩১ নিয়মের (১) উপ-নিয়ম অনুযায়ী রাজ্যের গ্রাম পঞ্চায়েত কর্তৃক নির্ধারিত কর, অভিকর ও ফি আদায় করার জন্য সংশ্লিষ্ট গ্রাম পঞ্চায়েত এলাকার মধ্যে বসবাসকারী কর আদায়কারী নিয়োজিত আছেন;

এবং যেহেতু ইতিপূর্বে এই বিভাগের বিগত ১৩/১২/২০০০ তারিখের ৫৬০৫/পি.এন./ও/তিন/১ডি-৪/৯৭ (অংশ-৩) নং স্মারক অনুযায়ী প্রত্যেক কর আদায়কারী বিগত ১লা অক্টোবর, ২০০০ তারিখ থেকে প্রতি মাসে ২০০.০০ টাকা হারে ভাতা গ্রহণ করছিলেন;

এবং যেহেতু ঐ ভাতা বৃদ্ধি করার বিষয়টি বেশ কিছুদিন যাবৎ রাজ্য সরকারের সক্রিয় বিবেচনাধীন ছিল;

এবং যেহেতু বর্তমান আর্থ-সামাজিক পরিস্থিতির নিরিখে পূর্ববর্ণিত ভাতা বৃদ্ধি করার প্রয়োজনীয়তা আছে বলে রাজ্য সরকারের এই বিভাগ মনে করেন;

অতএব, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২১২ ধারা কর্তৃক প্রদত্ত ক্ষমতা প্রয়োগ করে রাজ্যপাল ওই ভাতা বৃদ্ধি করতে সম্মত হয়েছেন এবং সন্তোষ সহকারে নির্দেশ জারি করছেন যে ১লা এপ্রিল, ২০০৯ তারিখ থেকে মাসিক ৭৫০.০০ টাকা হারে একজন কর আদায়কারীকে ভাতা প্রদান করা হবে এবং ওই ভাতা নিম্নলিখিত শর্তাধীনে বণ্টন ও প্রদান করা হবে। শর্তগুলি হল —

১) ওই ভাতা প্রদান করার জন্য ব্যয়ের ৮০ শতাংশ রাজ্য সরকারের কোষাগার থেকে বহন করা হবে এবং অবশিষ্ট ২০ শতাংশ গ্রাম পঞ্চায়েতের নিজস্ব তহবিল থেকে বহন করতে হবে;

২) ওই ভাতা গ্রহণের অধিকারী হবার জন্য কর আদায়কারীকে কম পক্ষে মাসিক ১০০০.০০ টাকা বা ত্রৈ-মাসিক ৩০০০.০০ টাকা বা বার্ষিক ১২,০০০.০০ টাকা কর আদায় করতে হবে।

মাসিক ভাতা ব্যতীত কর আদায়কারী বর্তমানে যে হারে কর এবং অ-কর আদায়ের জন্য কমিশন গ্রহণ করছেন, ওই সম হারে কমিশন গ্রহণ করবেন এবং কমিশন প্রদানের নিমিত্ত ব্যয় গ্রাম পঞ্চায়েতের নিজস্ব তহবিল থেকে বহন করতে হবে।

রাজ্য সরকারের অর্থ বিভাগের গ্রুপ আর-এর বেসরকারি নং ১৭৬ তাং ২২/১২/০৯-এর সম্মতি সাপেক্ষে এই আদেশনামা রাজ্যপালের আদেশানুসারে প্রচারিত হল।

রাজ্যপালের আদেশানুসারে,

(মানবেন্দ্রনাথ রায়)
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4766/PN/O/I/1A-6/05 **Date : 10.11.2009**

From : Smt. M. Ray
Joint Secretary
to the Government of West Bengal

To : The District Panchayat & Rural Development Officer,
Dakshin Dinajpur.

Sub: - **Concept of seven clear days' notice under the second proviso to section 16(1) of the West Bengal Panchayat Act, 1973.**

Ref: - His no. 1395/DPRD dated 04.11.2009.

The undersigned is directed to address him on the above-mentioned subject and to inform him that seven clear days' notice as provided in the second proviso to sub-section (1) of section 16 of the West Bengal Panchayat Act, 1973, means that a period of 7 days' time between the date of serving notice of the meeting and the date of meeting (excluding both days). In this case the required time limit for seven clear days had not been maintained. The notice should have been sent on or before 08.10.09.

M. Ray

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Kolkata - 700 001

No. 4206/PN/O/I/1A-6/05 **Date : 22.09.2009**

From : Smt. M. Ray
Joint Secretary to the Government of West Bengal

To : The District Panchayat &
Rural Development Officer,
Birbhum

Sub: - **Clarification on section 213 A of the West Bengal Panchayat Act, 1973.**

Ref: - His no. 1180/P dt.30.07.09.

The undersigned is directed to address him on the above-mentioned subject and to state the following for his information and necessary action:

(i) Disqualification of member may be taken first. Time given in the Panchayat Act i.e. 6 (six) weeks and 8 (eight) weeks are maximum time and Prescribed Authority will take an effort to complete enquiry and take action as early as possible within the maximum time. If the entire process under section 213 A is not completed within 30 (thirty) days, Upa-Pradhan will remain in charge and District Magistrate & District Panchayat Election Officer, Birbhum will extend the time for election of Pradhan by an order under sub-rule (I) of rule 6 of the West Bengal Panchayat (Constitution) Rules, 1975.

(ii) Under the Second proviso to the sub-rule (3) of Rule 213 A, the Prescribed Authority shall not refuse to rely on the documents furnished by the Leader merely on the ground that the resolution selecting the Leader was not adopted within one month from the date of first meeting of the Gram Panchayat or the documents were not furnished to him within 15 (fifteen) days from the date of such selection. So, the reply is in the positive.

(iii) Whip or instruction should be in writing in any form i.e. resolution, letter, notice, instruction etc. A verbal whip or instruction can not be verified by the Prescribed Authority.

M. Ray

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3155/PN/O/I/4P-5/03(Pt-1) **Date : 14.07.2009**

ORDER

Whereas the Pradhans of the Gram Panchayats have been declared as Sub-Registrars of births and deaths in the Panchayat areas in terms of Section 7(5) of Registration of Births and deaths Act, 1969 under notification no. HF/O/ FW/4C-2/94(D)/ 174-P dated 19/5/97 issued by the Health and Family Welfare Department ;

And whereas the Pradhans have been continuing to issue such certificates being empowered to do so by virtue of the aforesaid notification ;

And whereas it has since come to the notice of the Government in this Department that the Pradhans of some Gram Panchayats have been issuing birth and death certificates without any serial number on those certificates ;

And whereas this Department considers that such certificates should carry serial numbers for their authenticity ;

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat, 1973 (West Bengal Act XLI of 1973), the Governor has been pleased to direct that each Birth and Death Certificate issued by the Pradhan in terms of section 7(5) of the Registration of Births and Deaths Act, 1969 shall carry serial number on the top of such certificate to prove its authenticity.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

No. 3155/1(4)/PN/O/I/4P-5/03(Pt-1) **Date: 14.07.2009**

Copy forwarded for information and necessary action to the

1. Commissioner, Panchayat & Rural Development West Bengal
2. District Magistrate.....District
3. District Panchayat and Rural Development Officer.....District
4. Block Development Officer.....Block

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1406/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Murarai Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Murarai Rural Piped Water Supply Scheme** with reference to the said **Murarai Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Murarai Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1406/W-49/08/I(9) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Birbhum Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Birbhum.
6. S.D.O.....Dist.....
7. Sabhapati, Murarai-1 Panchayat Samity;
8. Block Development Officer. Murarai-1 Block;
9. Pradhan, Murarai Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1405/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Billwagram Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Bethuadahari Rural Piped Water Supply Scheme** with reference to the said **Billwagram Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Billwagram Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1405/W-49/08/I(9) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Nadia Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; 63 N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Nadia.
6. S.D.O.....Dist.....
7. Sabhapati, Nakasipara Panchayat Samity;
8. Block Development Officer. Nakasipara Block;
9. Pradhan, Billwagram Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1404/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Hozzbibidanga Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Panchgram Rural Piped Water Supply Scheme** with reference to the said **Hozzbibidanga Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Hozzbibidanga Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1404/W-49/08/I(9) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Murshidabad Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; 63 N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Murshidabad.
6. S.D.O.....Dist.....
7. Sabhapati, Nabagram Panchayat Samity;
8. Block Development Officer. Nabagram Block;
9. Pradhan, Hozzbibidanga Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1403/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Panchgram Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Panchgram Rural Piped Water Supply Scheme** with reference to the said **Panchgram Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Panchgram Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1403/W-49/08/I(9) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Murshidabad Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; 63 N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Murshidabad.
6. S.D.O.....Dist.....
7. Sabhapati, Nabagram Panchayat Samity;
8. Block Development Officer. Nabagram Block;
9. Pradhan, Panchgram Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1402/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Satali Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Hansimara Rural Piped Water Supply Scheme** with reference to the said **Satali Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Satali Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1402/W-49/08/I(9) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Jalpaiguri Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; 63 N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Jalpaiguri.
6. S.D.O.....Dist.....
7. Sabhapati, Kalchini Panchayat Samity;
8. Block Development Officer. Kalchini Block;
9. Pradhan, Satali Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1401/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Malangi Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Hansimara Rural Piped Water Supply Scheme** with reference to the said **Malangi Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Malangi Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1401/W-49/08/I(9) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Jalpaiguri Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; 63 N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Jalpaiguri.
6. S.D.O.....Dist.....
7. Sabhapati, Kalchini Panchayat Samity;
8. Block Development Officer. Kalchini Block;
9. Pradhan, Malangi Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K.S. Roy Road, Kolkata-700001

No. PHE/IV/1400/W-49/08 **dated, Kolkata the 1st June, 2009**

ORDER

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India ;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Nakkatigachh Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(1) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Tufanganj Rural Piped Water Supply Scheme** with reference to the said **Nakkatigachh Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Nakkatigachh Gram Panchayat**.

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/ PN/O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. :- PHE/IV/1400/W-49/08/I(8) dated, Kolkata the 1st June, 2009

Copy forwarded for imformation and necessary action to the :-

1. Private Secretary to the MIC, Public Health Engineering Department.
2. Sabhadhipati, Coochbehar Zilla ;
3. Principal Secretary/Secretary to the Government of West Bengal; Panchayat and Rural Development Department, Jessop Building; 63 N. S. Road, Kol-1
4. Chief Engineer,..... PHE Directorate;
5. District Magistrate, Coochbehar.
6. Sabhapati, Tufanganj-I Panchayat Samity;
7. Block Development Officer. Tufanganj-I Block;
8. Pradhan, Nakkatigachh Gram Panchayat.

Dated, Kolkata
the 1st June, 2009.

Sd/-
Joint Secretary

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

No. 1421/PN/O/V/3S-2/04 **Dated: 26.03.09**

MEMORANDUM

The West Bengal Panchayat (Gram Panchayat Accounts, Audit & Budget) Rules, 2007 (hereinafter referred to as the said Rules) has been introduced with effect from 1st April, 2008. These rules replace the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts & Audit) Rules, 1990. In order to support the GP officials in maintaining the books of accounts and registers on the basis of the provisions contained in the New Accounts Rules, several training programmes have been organized both from the Department as well as by the District authorities.

Taking into consideration, the feedback received from different trainers and GP Officials and through the monitoring visit of different Gram Panchayats, frequent requests have been received for issuance of clear-cut guidelines on various issues in respect to the aforesaid new rules.

After careful consideration of different aspects of issues raised and to effect smooth adoption of the said Rules, the Government has decided to follow the procedures as outlined below as guidance for all concerned for effective implementation of the new accounts rules including the adoption of Double Entry System as prescribed in the aforesaid new rules.

1. The GP will maintain Subsidiary Cash Book for which there is a separate bank account. However, Bank account can only be opened for particular fund for which there is a specific instruction given either in the allotment letter or guideline issued for that specific fund sanctioning authority (Central or State Govt.). It may be noted that no Subsidiary Cash Book is required for bank account of the General Fund of the Gram Panchayat.

2. In respect of maintenance of Subsidiary Cash Book, no separate serial number of vouchers shall be given in the relevant column of the Subsidiary Cash Book. There should be only one running serial number both for General Cash Book and Subsidiary Cash Book.

3. Gram Panchayat may purchase different books of accounts, forms etc. excepting Form No. 4 and Form No. 5 from the open market provided these are in the same format as have been (prescribed in the rules and written permission have been) obtained from the concerned BDOs, who will positively arrange for printing of Form No.4 and Form No. 5 for each Gram Panchayat (GP) and Form No.33 for each Gram Unnayan Samiti (GUS) even when it has not been immediately possible to supply other books of accounts.

4. Form No. 19 will be issued against adjustment furnished subject to a maximum of advance actually taken. However when the adjustment furnished is in excess of the advance amount and cannot be separated for the adjustment of actual advance, a claim for the excess amount shall be enclosed with the papers furnished. Form No. 19 will be issued for the adjustment of actual amount of advance with a note stating the total amount involved in the document furnished. After processing, if the total adjustment is approved, the actual amount of advance shall be booked as expenditure through Ledger Transfer and the balance amount of claim shall be booked as expenditure to be paid through Cash Book. The payment entry of the additional claim shall bear a separate payment voucher number. The additional claim request letter shall be treated as the Payment Voucher.

5. Under Manual system, if cash is received & deposited into bank on the same day the amount will be written in the bank column of the cash book directly and corresponding entry using the word 'Bank' shall be written in the credit side of the relevant account of the ledger book. On the other hand if Cheque is received but kept in the custody

of the GP for deposit into the bank on the next working day or even later, then it will be written in the cash column of the cash book and corresponding entry shall be written in the debit side of the relevant ledger account using the word 'Cash' under particulars column (2).

6. Regarding utilization of Own Fund (Own Source of Revenue), it has been already stated in the said Rules that 20% of the Own Fund is to be provided to the Gram Unnayan Samitis for the purchase of stationery subject to the maximum limit of Rs. 1,500/- in a year. It is now also clarified that where there is no backward village under a Gram Panchayat, the Gram Panchayat shall merge 20% of the Own Fund earmarked for backward villages with the balance 30% of the Own Fund meant for the Gram Panchayats for implementation of the schemes through its own machinery in terms of the third proviso to sub rule (5) of rule 4. It is further clarified that distribution of Own Fund will be made after deducting the Tax Collector's Commission.

7. It has been stated in sub rule (5) of rule 4 that fund raised in a year through mobilization of its Own Fund (Own Source of Revenue) shall be spent by the GP by the following year. It does not mean that GP will hold current year's collection entirely for the next year. However, the GP can utilize its proportionate entitlements within the current financial year. On the basis of collection of Own Fund for the first six months in the current financial year, the GP can give proportionate entitlements to the Gram Unnayan Samiti as advance in the month of October for implementation of their planned activities in the current financial year. The remaining part of Own Fund accumulated till the end of the year can be given to the Gram Unnayan Samiti according to their entitlement in the month of April of the next financial year for implementation of their planned activities.

If there is any spill over of fund from preceding year's Own Fund that shall be carried forward and added to the Own Fund of the following year. Honorarium of Homeo & Ayurvedic Doctors of GPs or 1GNOAPS fund to the persons entitled may be disbursed temporarily from Own Fund of Gram Panchayat. On receipt of Grant-in aid from State Govt. recoupment to own fund may be made by Gram Panchayat.

8. Under sub-rule(l) of rule 31, GP may engage one additional Tax Collector when the total amount of tax assessed for the year is rupees one lakh or more and the collection of tax during the previous year exceeded rupees one lakh. It is not compulsory to engage one additional Tax Collector under such circumstances. It shall be preferable for a Gram Panchayat to engage additional Tax Collector only when its collection of tax in the preceding year was not less than rupees two lakh.

9. It is also clarified that the balance of amount withdrawn for unforeseen expenses, if any, has to be deposited at the bank within three days from the date of withdrawal as has been envisaged in the rule. In this context it is also clarified that Honorarium and TA of elected members of GP, Salary of G.P. Employees and Allowances of Tax Collectors as received by the Gram Panchayats from the Block Development officer in cash are not required to be deposited into bank.

10. There is no provision in the rules to give preference to Co-operative societies and SHGs at the time of selecting suppliers and contractors. But if the rates and quality offered by them are similar or 'At Par' to those offered by other agencies, then such Cooperative Societies and SHGs will get preference at the time of selection.

11. The GPs can show the cash and bank amount separately in the cash book if so desired for Opening Balance, Total Receipts, Total Payments and Closing Balance.

12. It should be mentioned that for preparation of Bank Reconciliation Statement, Balance as per cash book will mean for Bank balance as per cash book, and will not include total closing balance position of that particular day.

Sd/-

Principal Secretary to the
Govt. of West Bengal

No: 1421(12)/PN/O/V/3S-2/04 **Dated: 26.03.09**

Copy forwarded for information and necessary action to:

1. Commissioner. Panchayats & Rural Development, West Bengal.
2. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
3. Director, State Institute of Panchayat & Rural Development, Kalyani.
4. Shri D.K.Pal, State Programme Coordinator, SRD & Ex-officio Joint Secretary, Deptt. of P&RD.
5. District Magistrate.....District (All)
6. Executive Officer/Addl. Executive Officer ...Zilla Parishad (All).
7. District Panchayat & Rural Development Officer.....(All).

   He is requested to circulate copy of this order to the S.D.Os., B.D.Os. , E.Os. of Panchayat Samitis and Pradhan of the Gram Panchayats within the district.
8. Shri S. Chatterjee, Senior Accounts Officer & Ex-officio Deputy Secretary. Deptt. of P&RD
9. Shri N.Sarkar. Financial Controller, WBSRDA.
10. Shri S.Chakraborty. Programme Officer, IT, P&RD Department.
11. Dr. S.K.Basu, Consultant, Deptt. of P&RD.
12. Guard file.

(M.Roy)

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

Memo No. 27/ PN/O/1/3R-7/04 **Date: 02.01.2009**

From : M. Ray,
The Joint Secretary to the
Government of West Bengal

To : Shri L. Haokip
Under Secretary to the Government of India
Government of India
Ministry of Panchayati Raj
Sardar Patel Bhawan, New Delhi

Sub : Letter from M/s Lakshmi Narayan Rayon Processing Industries of Hooghly, West Bengal about construction of boundary wall Act.

Sir,

I am directed to refer to your letter No. N-l 1013/9/2007- P & C dated 06.11.2008 on the subject mentioned above and state that rule 31 in chapter IV (Control of Building Operation) of the West Bengal Panchayat (Gram Panchayat Administration)Rules, 2004 clearly stipulates that a building for commercial purposes shall have a front set back of not less than 1.20 metre (a little more than four feet) and shall have a maximum building coverage of three-fifth of total plot area. It is presumed that the construction under consideration has been made following those provisions.

Construction of boundary wall with brick and morter is considered part of the construction work and should be erected allowing a set-back of 90 cm (3 feet approx) on all sides from the boundary line of the plot. The plot-owner is, however, at liberty to construct brick-cement pillars in the corners and middle points on boundary lines on all sides. He may also make fencing like erection of iron posts and barbed wires along the boundary line.

There is as yet no provision in the extant rules as to the height of the boundary wall. Such provision is under consideration and shall be inserted in the rules in due course. Meanwhile such boundary wall may be constructed at a height not exceeding 1.50 metre (5 feet approx).

Yours faithfully,
Sd/- M Ray
Joint Secretary to the
Government of West Bengal

Memo No. 27/1/PN/O/1/3R-7/04 **Date: 02.01.2009**

Copy forwarded for information to Shri Asoke Kumar Dey, Prop. Laxmi Narayan Rayon Processing Industries, Vill + P.O. Dhaniakhali, District-Hooghly, Pin-712302

M. Ray
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

No. 3748/PN/O/I/1A-2/07 **Date : 08.09.2008**

ORDER

Whereas the Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act. 2006 has already been enacted and the Rules, 2007 under the aforesaid Act have already been framed:

And whereas a committee, named, Forest Rights Committee has already been formed at the level of Gram Sansad vide this Department Order No. 1220/PN/O/I/l A-2/07 dated 17.03.2008 with necessary instructions therein;

And whereas a decision, inter alia, has been taken in the meeting held on the 3rd July, 2008 towards inclusion of the Block Developmental Officer in the Sub-Divisional Committee (herein after referred to as the said committee) as a special invitee;

And whereas the State Government in this Department considers necessary to include the Block Developmental Officer in the said committee as a special invitee;

Now. in continuation of this Department Order No. 1220/PN/O/I/l A-2/07 dated 17, 03. 2008 and in exercise of the power conferred by section 212 of the West Bengal Panchayat Act. 1973 (West Ben Act XLI of 1973) the Governor has been pleased to direct that the Block Developmental Officer of the Block shall be included as a special invitee in the said Committee.

This order shall come into force at once.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the Government
of West Bengal

No. 3748/1 (10)/PN/O/I/1A-2/07 **Date : 08.09. 2008**

Copy forwarded for information and taking necessary action to the:-

1. Principal Secretary to the Govt. of West Bengal. BCW Department/ Forest Department.
2. Commissioner, Panchayat and Rural Development. West Bengal.
3. Director, SIPRD, Kalyani.
4. Sabhadhipati.....Zilla Parishad (All).
5. District Magistrate.....(All),
6. Addl. District Magistrate, ...District (All).
7. District Panchayat & Rural Dev. Officer.....District (All).
8. Sub-Divisional Officer.....(All).
9. Block Developmental Officer.....{All).

   He is requested to circulate the copies of the order to all Gram Panchayats and Panchayat Samitis within his jurisdiction.

10. PA to MIC / MOS, BCW Deptt./ Forest Deptt./ Panch. & Rural Dev. Deptt., Govt. of West Bengal.

(Madhumita Ray)

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

Memo No. 3649/PN/O/I/1A-7/01 **Date : 03.09.2008**

From : Dr. M. N. Roy, IAS
Principal Secretary to the
Government of West Bengal.

To : Shri Jyoti Priya Mallick
Member of Legislative Assembly,
BC-245, Sector-I, Ground Floor, Salt Lake City, Kolkata-700 064

Sub : **Notification / Circular in connection with acquisition of land at Rajarhat New Town area.**

Sir,

Reference to your letter No. JP/GS/ML/88/08/2008 dated 25.08.2008 on the above mentioned subject, I am to inform that this Department has nothing to do with acquisition of land at Rajarhat New Town area. The Housing Department of this Government under section 9 of the West Bengal Town and Country (Planning & Development) Act, 1979 by the Notification No. 877-HI/3C-2/2005 dated 4th October; 2005 declared 15 (fifteen) Mouzas under Rajarhat Panchayat Samiti of the district of North 24-Parganas and 8 (eight) Mouzas under Bishnupur-II Panchayat Samiti of the district of South 24-Parganas to be a planning area under the aforesaid Act to check sporadic unplanned growth and to ensure planned development. Subsequently, Bhangar-Rajarhat Area Development Authority (BRADA) was constituted vide Notification No. 1081-H2/3C-2/2005 dated 13th December, 2005 of the Housing Department.

After declaration of the planning area and constitution of the Development Authority, the Housing Department proposed to this Department for according permission to BRADA for construction of building on the lands which fall within 15 (fifteen) Mouzas of 4 (four) Gram Panchayats namely, Rajarhat-Bishnupur-I, Rajarhat-Bishnupur-II, Patharghata and Chandpur under Rajarhat Panchayat Samiti. This Department was further informed by the Housing Department that Land Use Development and Control Plan in the Rajarhat Part was in the final stage of preparation and the BRADA had got the capacity to take up responsibility. Since the area falls under the Panchayat and the work of BRADA may clash with the work of Panchayat, the Housing Department proposed to give effect to section 114A of the West Bengal Panchayat Act, 1973 in the BRADA area i.e. preparation of development plan in respect of BRADA area and to cease the operation of section 23 (control of building operations), Section 24 (improvement of sanitation) and section 25 (power over public streets and waterways) of the aforesaid Act in respect of the same area.

On receipt of the proposal from the Housing Department, the Executive Officer of Rajarhat Panchayat Samiti was requested by this Department to send the agreeability of the Panchayat Samiti to confer the power under section 114A of the West Bengal Panchayat Act, 1973 to BRADA in respect of the area falling within the planning area. The Rajarhat Panchayat Samiti took a resolution on 22.03.2007 in its general body meeting in favour of conferring the power under section 114A of the West Bengal Panchayat Act, 1973 to BRADA.

The resolution of the Rajarhat Panchayat Samiti was forwarded to this Department vide No. 325 dated 28.03.2007 and thereafter, an order No. 1437/PN/O/I/1A-7/01 dated 31.03.2008 was issued by this Department applying section 114A in that area and according permission to the BRADA for construction of house / structure in that area on the condition that 20% of money collected by BRADA, from that area will be credited to Rajarhat Samiti fund when the said Panchayat Samiti shall contribute 80% of such proceeds to the concerned, four Gram Panchayats, and balance fund will be retained by them. BRADA was also authorized under the said Act to render advice, technical or otherwise to the Rajarhat Panchayat Samiti on the performance of its function and duties to the respective area covered by the development plan. A Copy of the said order is enclosed for your ready reference.

Yours faithfully,

M. N. Roy

Principal Secretary to the Government
of West Bengal

Enclo : As stated above.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, জেসপ বিল্ডিং
কলকাতা- ৭০০০০১

নং : ১৬৬২/পি.এন/ও/এক/১এ-১/২০০৬ তারিখ : ০৯.০৪.২০০৯

প্রেরক : মধুমিতা রায়
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

প্রাপক : পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক
মুর্শিদাবাদ

বিষয় : তথ্য অধিকার আইন, ২০০৫ অনুযায়ী তথ্য জানার জন্য আবেদন পত্র।

আদেশানুসারে উপরিউক্ত গত ২৪.০৩.০৯ তারিখের ৫৪৩/ইএন/প্যান নং স্মারকের উল্লেখপূর্ব তাঁকে নিম্নলিখিত তথ্যগুলি জানানো হচ্ছে।

ক) এই বিষয়ে আইনে নির্দিষ্টভাবে কিছু বলা নেই। তবে সংরক্ষিত প্রধান পদে নির্বাচনের জন্য সংশ্লিষ্ট শ্রেণীর ব্যক্তি ওই গ্রাম পঞ্চায়েতে সদস্য/সদস্যা নির্বাচিত না হলে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ২০০৩-এর ২০ নং ধারা অনুযায়ী ওই শ্রেণীভুক্ত ব্যক্তিকে কিছু শর্তসাপেক্ষে সহযোজিত (কো-অপ্ট) করা যায় এবং তারপর প্রধান পদে নির্বাচন করা যায়। কিন্তু মহামান্য উচ্চ আদালত (কলকাতা)-এর নির্দেশ অনুযায়ী সহযোজন প্রক্রিয়াটি স্থগিত আছে।

খ) উপ-প্রধান প্রধানের দায়িত্বে থাকলে ''উপপ্রধান ইন্‌চার্জ'' হিসেবে কাজ করবেন এবং 'উপপ্রধান ইনচার্জ' সিল ব্যবহার করবেন

গ) অমর্যাদা হওয়া উচিত নয়।

ঘ) প্রধান পদে নির্বাচনের পরিকল্পনা সম্পর্কে সংশ্লিষ্ট জেলার পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক এবং সমষ্টি উন্নয়ন আধিকারিক জানাতে পারবেন। তবে বর্তমানে নির্বাচন বিধি চালু থাকতে নির্বাচন করা যাবে না। ওই বিধি তুলে নেবার পর দ্রুত নির্বাচন করা উচিত হবে।

ঙ) গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি এবং জিলা পরিষদে সদস্য সহ-যোজন করা যাবে না যতক্ষণ অবধি কলকাতা উচ্চ ন্যায়ালয় চূড়ান্ত আদেশ দিয়ে মামলার নিষ্পত্তি না করছেন।

মধুমিতা রায়
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building, 63, N. S. Road
Kolkata - 700 001

No. 775/PN/O/I/1A-6/05 **Date : 24.02.2009**

From : M. Ray
Joint Secretary
to the Government of West Bengal

To : The District Panchayat & Rural Development Officer,
Bankura.

Subject : **Clarification on distribution of attested copies of resolution by the Pradhan, to the members in opposition.**

The undersigned is directed to refer to his Memo. no. 1672/P&RD dated 30. 12. 2008 on the above noted subject and to state that the Pradhan is under obligation to supply the copy of the resolution. There is no mandatory provision to attest the copy. It is, however, necessary to show that the copy supplied is an authentic copy. From that angle, the Pradhan may attest the copy or may make a statement under his signature & seal that it is a true copy. He may alternatively allows an opportunity to the member concerned to compare the copy with the original copy of the resolution to find for himself that the copy supplied is genuine. Attestation seems to be the easiest mode.

M. Ray
Joint Secretary to the
Government of West Bengal

No. 775/1 (l)/PN/O/I/IA-6/05 **Date: 24.02.09**

Copy forwarded for information to :

The District Panchayat & Rural Development Officer _____ (All except Bankura)

M. Ray
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5104/PN/O/I/2M-3/04 **Dale: 23.12.2008**

ORDER

Whereas it has since been felt that for the purpose of registration of job cards or for works under National Rural Employment Guarantee Scheme a dated receipt is required to be issued ;

And whereas it has since been considered to entrust the employees of the Gram Panehayats wilh the responsibility to issue a dated receipt for the aforesaid purpose.

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act. 1973 (West Bengal Act. XLI of 1973), the Governor has been pleased to direct that each Gram Panchayat all over the State shall make arrangement to issue dated receipt for applications for National Rural Employment Guarantee Schemes and other schemes submitted to the Gram Panehayats and the modus operandi shall be left to the discretion of the Gram Panchayat.

The Governor is further pleased to direct that each Gram Panchayat in the meeting of Artha O Parikalpana Upa Samiti shall authorize one of its employees lo receive all applications for NREGS and other schemes and to issue dated receipts for such applications.

By order of the Governor.

Sd/-

(M. N. Roy)

Principal Secretary to the Government
of West Bengal

No. 5104/1(6) /PN/O/I/2M-3/04 **Date: 23.12.2008**

Copy forwarded for information and necessary action to the

1. Commissioner, Panchayat & Rural Development. Government of West Bengal
2. District Magistrate,.....District
3. District Panchayat & Rural Development Officer.....District
4. Block Development Officer.....District
   He is requested to forward copy of this order to all Gram Panehayats within his jurisdiction for compliance.
5. Sri S. Sengupta. Joint Secretary of this Department.
6. ..... Cell of this Department.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4956/PN/O/I/ 3R-5/04(Pt-IV) **Date : 11.12. 2008**

C I R C U L A R

With the enforcement of the West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules, 2007 on and from 1st April, 2008, each Gram Panchayat is required to maintain its accounts in the prescribed Forms. Every Gram Panchayat shall prepare Form 26 and Form 27 on monthly and half-yearly basis respectively. The District Magistrate shall monitor preparation of Form 26 and Form 27 by Gram Panchayats at the district level monitoring meeting. The Panchayat Accounts and Audit Officer posted at the Block shall examine all such reports (Form 26 and Form 27) of the Gram Panchayats within its jurisdiction.

2. Printing of Registers, Cash Books and other Forms including Form 4 and Form 5 for Gram Panchayats shall be further decentralized and such responsibility shall be entrusted with the Block Development Officers. Block Development Officer of each Block shall arrange for printing as per requirement of Gram Panchayats within its jurisdiction. Code No. for Form 4 and Form 5 shall be provided by the Block Development Officer as per direction of this Department's Order No.700/PN/O/I/3R-5/04 dated 14.02.2008.

3. In those districts where printing of Registers, Forms for Gram Panchayats for the current financial year is complete, the responsibility towards printing will be devolved on the Block Development Officers from next financial year.

4. In Form 4 and Form 5 the alphabet suffixing to the ID number of Gram Panchayats shall be any one from A to Z selected at random. After utilization of the aforesaid Forms with single alphabet from A to Z, double alphabet shall be suffixed in the following manner.

(1) AA,AB,AC,AD,.....,.....AZ

(2) BA,BB,BC, BD,.....BZ

(3) CA, CB,CC,CD,.....CZ

(4) DA, DB, DC, DD,.....DZ

This process will continue till ZZ. Thereafter three alphabets shall be suffixed to the ID number following the same process to the Printing Press.

5. The District Magistrate shall also monitor at the District Level Monitoring Meeting preparation of Form 27 by Panchayat Samitis under the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts & Financial Rules, 2003. The Samiti Accounts & Audit Officer posted at the Sub division shall examine all such reports of Panchayat Samitis. The Monitoring report relating to Form 27 of Gram Panchayats and Panchayat Samitis shall be sent to the Commissioner, Panchayat & Rural Development each month for discussion in the monthly conference of District Panchayat and Rural Development Officers.

Sd/-M. N. Roy

Principal Secretary to the Government
of West Bengal

No. 4956/1 (5)/PN/O/I/ 3R-5/04(Pt-IV) **Date : 11.12.2008**

Copy forwarded for information and necessary action to the

1. Commissioner, Panchayat & Rural Development, West Bengal
2. District Magistrate ..... District (All)
3. District Panchayat & Rural Development Officer ..... District (All)
4. Samiti Accounts & Audit Officer ..... Panchayat Samiti (All)
5. Block Development Officer ..... Block (All)

Sd/-
Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেসপ বিল্ডিং, (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা- ৭০০০০১

নং : ৪৯৪৫/পি.এন/ও/১/১এ-১/০৪ (অংশ-৩) তারিখ : ১০.১২.২০০৮

আদেশনামা

যেহেতু পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (প.ব আইন ১৯৭৩-এর ৪১)-এর ১৬ক ধারার (৬) উপধারার (গ) দফা অনুযায়ী গ্রাম সংসদগুলিকে সাধারণ মানুষের সক্রিয় অংশ গ্রহণের বিষয়টি সুনিশ্চিত করণের মাধ্যমে রূপায়ণ, রক্ষণাবেক্ষণ এবং সমান বণ্টন সমেত নিজেদের উন্নয়নের লক্ষ্যে উন্নয়নের কাজ করার জন্য গ্রাম উন্নয়ন সমিতি গঠন করার দায়িত্ব অর্পণ করা হয়েছে;

এবং যেহেতু পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি, ২০০৪-এর ৭০ নিয়মের (৪) উপনিয়মে গ্রাম উন্নয়ন সমিতি গঠন করার নিয়ম-পদ্ধতি উল্লেখ করা হয়েছে যেখানে এই মর্মে বিধান হয়েছে যে সভায় উপস্থিত গ্রাম সংসদের সংখাগরিষ্ঠ সদস্যগণের দ্বারা উন্নয়ন সমিতির সদস্যগণ নির্বাচিত হবেন;

এবং যেহেতু পূর্বোক্ত নির্বাচন পদ্ধতির উদ্দেশ্য হল যে গ্রামবাসীদের মধ্য থেকে একটি গোষ্ঠীকে শনাক্ত করা, যার দ্বারা গ্রাম পঞ্চায়েতের সম্পূর্ণ নির্দেশ ও তত্ত্বাবধানের মাধ্যমে গ্রামের উন্নয়ন ত্বরান্বিত হবে এবং কোনও রাজনৈতিক মতাদর্শ বিশ্বাস ব্যতীত স্বাধীন ভাবে এক সঙ্গে কর্ম সম্পাদিত হবে;

এবং যেহেতু এই ইচ্ছা পোষণ করা হয়েছে যে গ্রাম উন্নয়ন সমিতি উন্নয়নের স্বার্থে জনসাধারণকে একত্রিত করানোর কাজে ব্রতী হবে, বিনা ব্যয় বা খুব স্বল্প ব্যয়ে কাজ গ্রহণ করবে এবং স্থানীয়ভাবে জনসাধারণকে একত্রিত করে তহবিলের একটি অংশ এরূপ কাজ কর্মে প্রদত্ত হবে ;

এবং যেহেতু এটি পরিলক্ষিত হচ্ছে যে গ্রাম উন্নয়ন সমিতি গঠনকালে গ্রাম উন্নয়ন সমিতি গঠনের উদ্দেশ্য, ক্রিয়া এবং লক্ষ্যের ভুল ধারণার বশবর্তী হয়ে বেশ কিছু স্থানে আইন-শৃঙ্খলা বজায় রাখতে সমস্যা সৃষ্টি হয়েছে;

এবং যেহেতু ইতিমধ্যে এরূপ তথ্য পাওয়া গেছে যে নাগরিকদের রাজনৈতিক পছন্দ প্রকাশ করে অন্য রাজনৈতিক আদর্শে মুক্তভাবে গ্রাম সংসদ সদস্যদের ভোট দিতে বাধ্য করা হচ্ছে যেটি একান্তভাবে কাম্য নয় এবং ওই পদ্ধতির এরূপ প্রারম্ভিক স্তরে সূক্ষ্ম বিভেদ সৃষ্টি গ্রাম উন্নয়ন সমিতি গঠনের উদ্দেশ্যকে ব্যর্থ করবে;

এবং যেহেতু গ্রাম উন্নয়ন সমিতি গঠনকালে যে কোনও অপ্রীতিকর অবস্থা এড়ানোর ক্ষেত্রে ওই সমিতি গঠনের পদ্ধতি ও ধারণা অবলম্বন করার ক্ষেত্রে ভুল বোঝাবুঝি সৃষ্টি হ'লে তা দূর করার জন্য গ্রাম সংসদের মধ্যে ঐক্যমত্য সৃষ্টি হ'লে তবেই গ্রাম উন্নয়ন সমিতি গঠন করা বাঞ্ছনীয়;

এবং যেহেতু একই সময়ে একই মুক্ত মঞ্চে কয়েকশত মানুষের মধ্যে ঐক্যমত্য সৃষ্টি হওয়া প্রকৃতই অসুবিধাজনক সেহেতু ওই এলাকায় একসঙ্গে বিদ্যমান প্রধান রাজনৈতিক দলগুলির ঐক্যমত্যের ভিত্তিতে প্রস্তুত ব্যক্তিদের তালিকা তৈরি করা আবশ্যিক;

অতএব, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (প. ব. আইন ১৯৭৩-এর ৪১)-এর ২১২ ধারায় প্রাপ্ত ক্ষমতা বলে রাজ্যপাল সানন্দে এই মর্মে নির্দেশ দান করছেন যে গ্রাম উন্নয়ন সমিতি গঠনের দৃষ্টিভঙ্গী, উদ্দেশ্য, ক্ষমতা ও কার্যাবলী সম্বন্ধে একটি স্বচ্ছ ধারণা সকলকে জ্ঞাত করতে ও ঐক্যমত্যের ভিত্তিতে গ্রাম উন্নয়ন সমিতি গঠনে জোর দেওয়ার জন্য ব্লক, মহকুমা ও জেলা স্তরে একটি সর্বদলীয় সভা অনুষ্ঠিত হবে এবং ওই উদ্দেশ্যে গ্রাম সংসদ থেকে নির্বাচিত সদস্যগণ ও বিরোধী পক্ষের সদস্যগণ যাঁরা গত পঞ্চায়েত নির্বাচনে দ্বিতীয় সর্বাধিক ভোট পেয়েছেন তাঁরা নিজেদের মধ্য থেকে আলোচনা, তাঁদের নির্বাচন ক্ষেত্রের মধ্যে এমন ব্যক্তিবর্গের তালিকা প্রস্তুত করবেন যাঁরা তাঁদের নিজেদের স্বার্থে ও অন্য কোন পৃথক কর্মসূচি ব্যতিরেকে তাঁদের গ্রামের উন্নয়নের জন্য কাজ করতে পারেন। নির্বাচিত সদস্য ও বিরোধী সদস্যগণ যুগ্মভাবে গ্রাম পঞ্চায়েত প্রধানকে লিখিতভাবে জানাবেন যে তাঁরা পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি, ২০০৪-এর ৭২ নিয়ম অনুযায়ী গ্রাম উন্নয়ন সমিতিতে অন্তর্ভুক্তির জন্য ব্যক্তিবর্গের তালিকা শনাক্ত করবেন।

রাজ্যপাল আরও একবার সন্তুষ্ট হয়ে নির্দেশ দিচ্ছেন যে সাধারণভাবে প্রধান ওই তালিকা গ্রহণ করবেন অথবা যদি এই বিষয়ে কোনও আপত্তি ওঠে তবে তিনি বিষয়টি নিয়ে নির্বাচিত ও বিরোধী সদস্যদের সঙ্গে ঐক্যমত্যের লক্ষ্যে আলোচনা করবেন।

রাজ্যপাল সন্তুষ্ট হয়ে আরও নির্দেশ দিচ্ছেন যে ওই তালিকার প্রতিলিপি গ্রাম পঞ্চায়েত কার্যালয়ের নোটিশ বোর্ড ও সংশ্লিষ্ট গ্রাম সংসদ এলাকার মধ্যে অন্য দুটি সুবিধাজনক স্থানে প্রকাশিত হবে এবং তালিকাভুক্ত ব্যক্তিদের বিস্তারিত বিবরণ প্রচারের উদ্দেশ্যে গ্রাম পঞ্চায়েত কর্তৃক একটি সার্বজনীন ঘোষণা গ্রাম সংসদ এলাকার মধ্যে করা হবে; যদি কোন কারণে এরূপ ঐক্যমত্য না হয়, তবে পরবর্তী আদেশ না দেওয়া পর্যন্ত গ্রাম উন্নয়ন সমিতি গঠন স্থগিত থাকবে। এটি পুনর্বার উল্লেখ করা হচ্ছে যে পূর্ববর্ণিত ঐক্যমত্যের ভিত্তিতে গ্রাম উন্নয়ন সমিতি গঠন করার জন্য সংশ্লিষ্ট সকলে আন্তরিক প্রচেষ্টা চালাবে এবং স্ব-উন্নয়নের লক্ষ্যে জনসাধারণের সক্রিয় অংশগ্রহণের জন্য গ্রাম উন্নয়ন সমিতি প্রকৃত কার্যাবলীর উৎসাহ দেবেন।

রাজ্যপাল সন্তুষ্ট হয়ে আরও একবার নির্দেশ দিচ্ছেন যে এই নির্দেশনামা অনুসরণ করে সংশ্লিষ্ট সকলে অবিলম্বে কাজ করবেন এবং যে সকল গ্রাম উন্নয়ন সমিতি ইতিমধ্যে গঠিত হয়েছে তা কর্ম সম্পাদনে ব্রতী থাকবে এবং এই আদেশ দ্বারা তার কোনও ছেদ ঘটবে না।

গ্রাম উন্নয়ন সমিতি গঠন সম্পর্কে পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি, ২০০৪-এ একটি সংশোধনীর প্রস্তাব রাখা হচ্ছে এবং ওই সংশোধনী কার্যকর না হওয়া পর্যন্ত এই আদেশ বলবৎ থাকবে।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং : ৪৯৪৫/১(৭৮০)/পি.এন./ও/১/১এ-১/০৪ (অংশ-৩) **তারিখ : ১০.১২.২০০৮**

অদেশনামার প্রতিলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হল :-

১. কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন, কলকাতা-৭০০ ০০১।

২. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৩. সভাধিপতি ..... জেলা পরিষদ (সকল)।

৪. জেলা শাসক ..... জেলা (সকল)।

৫. বিভাগীয় কমিশনার ..... (সকল)।

৬. মহকুমা শাসক ..... মহকুমা (সকল)।

৭. জেলা পঞ্চায়ত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা (সকল)।

৮. ব্লক উন্নয়ন আধিকারিক ..... ব্লক (সকল)।
আদেশনামার অনুলিপি তাঁর অধিকারের মধ্যে সকল গ্রাম পঞ্চায়েতের প্রধানদের বণ্টনের জন্য অনুরোধ করা হচ্ছে।

৯. সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।

১০. ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব / রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব, পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর।

(মধুমিতা রায়)
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No : 3475/PN/O/I/IE-9/03(Pt-I) **Date : 27.08.2008**

From : M. Ray
Joint Secretary to the
Govt. of West Bengal

To : The Additional District Magistrate,
Murshidabad

Sub : Clarification on the delegation of functions of Gram Panchayat to Pradhan

Ref : His no. 1794/Pan dated 07.08.2008

The undersigned is directed, to address him on the above-mentioned subject and to state that the financial power of Pradhan under clauses (a), (b) and (c) of sub-section (1) of section 34 and under sub-section (5) of section 45 of the West Bengal Panchayat Act, 1973 is inherent power and does not require delegation by Gram Panchayat. The clarification has been given in rule 43 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004. If the Pradhan is physically prevented from taking over charge by the members, F.I.R. may be lodged against the members involved.

Sd/-
Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63, N. S. ROAD
KOLKATA - 700 001

Memo No : 2755/PN/O/I/1A-1/2006 **Date : 04.07.2008**

From : Dr. M. N. Roy, IAS
Principal Secretary to the
Govt. of West Bengal

To : The District Magistrate Murshidabad

Sub : **Seeking clarification on participation of Upa-Pradhan as on ex-officio member of Panchayat Samiti.**

Sir,

I am to refer to your letter no. 1506/PAN dated 04/07/2008 on the above mentioned subject and to state that "Prodhan" means a Prodhan of a Gram Panchayat elected under section 9 of the West Bengal Panchayat Act, 1973. Moreover, Pradhan of a Gram Panchayat has since been declared a whole time functionary of his office and for this he shall not hold any office of profit. So, the Upa-Pradhan in-charge of Pradhan Hazbibidanga Gram Panchayat within Nabagram Block is not a Prodhan of that Gram Panchayat in the meaning and concept of section 9 of the Act and in this analogy, the aforesaid Upa-Prodhan will not be allowed to take part/participate as an Ex-officio member of Nabagram Panchayat Samiti and exercise his voting right.

Yours faithfully,

M. N. Roy

Principal Secretary to the Government
of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেসপ বিল্ডিং, (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা- ৭০০০০১

নং : ২৪১৪/পি.এন/ও/এক/১এ-৬/০৫ তারিখ : ০৯.০৬.২০০৮

প্রেরক : মধুমিতা রায়
যুগ্ম সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : শ্রী সীতাপতি ভট্টাচার্য,
৭৩, মসজিদ তলা লেন,
ঘোষবাগান, বর্ধমান

বিষয় : পঞ্চায়েত এলাকায় সম্পত্তি ক্রয়-বিক্রয় সম্পর্কে ব্যাখ্যা।

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনার গত ১০।০৩।০৮ তারিখের পত্রের প্রাপ্তি স্বীকার করে আপনাকে জানাই যে পঞ্চায়েত এলাকায় স্থাবর সম্পত্তি বা উত্তরাধিকার সূত্রে প্রাপ্ত বাস্তু সম্পত্তির উপর পঞ্চায়েত কর আরোপ করে। বাড়ির মালিক বা দখলদারের কাছ থেকে এই গৃহভূমি কর আদায় করা হয়। কিন্তু ক্রয় বা বিক্রয়ের পূর্বে অনুমতি নেওয়ার কোনও বিধান পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-তে এখনও পর্যন্ত নেই।

আপনার বিশ্বস্ত,
মধুমিতা রায়
যুগ্ম সচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1220/PN/O/I/1A-2/07 **Date: 17.03.2008**

O R D E R

Whereas the Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights)Act, 2006 has already been enacted and the Rules, 2007 under the aforesaid Act have already been framed ;

And whereas a meeting for implementation of the aforesaid Act and Rules was held on 28th February, 2008 ;

And whereas the State Government in this Department considers that a committee named "Forest Rights Committee" should be formed at the level of Gram Sansad ;

Therefore, after careful consideration of the matter and in pursuance of the decisions taken in the meeting dated 28.02.2008 on the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) has been pleased hereby to direct the following:-

(a) A committee named Forest Rights Committee shall be formed at the level of Gram Sansad in the meeting to be held before 31st March, 2008 so that the Committee may start its function w.e.f. 1st April, 2008 all over the state.

For the above purpose the Gram Sansads shall be convened by the Gram Panchayat having forest area within its jurisdiction and in its meeting, it shall elect from amongst its members a committee of not less than ten but not exceeding fifteen persons as member of the Forest Rights Committee. At least one-third members shall be Scheduled Tribes and not less than one-third of such members shall be women. Where there are no Scheduled Tribes, at least one-third of such members shall be women.

(b) The quorum for constitution of Forest Rights Committee shall be not less than two-third of all members of Gram Sansads and the quorum of the aforesaid committee shall be same as that of the Gram Unnayan Samiti i.e. at least one-third of members of the Forest Rights Committee.

(c) Since Gram Unnayan Samiti has been constituted at the level of Gram Sansad, Forest Rights Committee shall act as a functional committee under Gram Unnayan Samiti comprising ten to fifteen members of Gram Unnayan Samiti subject to the compliance of condition regarding Scheduled Tribes and Women members. If number of Scheduled Tribe and Women members fall short of minimum requirement, members/voters of Gram Sansad not included in Gram Unnayan Samiti may be co-opted.

(d) The Chairperson and the Secretary of Gram Unnayan Samiti shall act as the Chairperson and the Secretary of the Forest Rights Committee.

(e) The District Panchayats and Rural Development Officer of the district shall be included as a permanent invitee in the District Level Committee.

(f) Three elected members of the concerned Panchayat Samiti nominated by the Sabhadhipati of the concerned

Zilla Parishad shall be the members of the Sub-divisional Committee. At least two of three such nominated members of the aforesaid committee shall belong to the Scheduled Tribe community preferably those who are forest dwelling or who belong to the primitive tribal groups. Where there are no Scheduled Tribe members, two members who are preferably other traditional forest dwellers and one of them being a Woman member shall be nominated.

(g) Three elected members of the concerned Zilla Parishad belonging to the same category as explained in para (f) above being nominated by the Sabhadhipati shall be included in the District Committee.

This order shall come into force at once.

By order of the Governor.

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

No. 1220/l(10)/PN/O/I/lA-2/07 **Date: 17.03.2008**

Copy forwarded for information and necessary action to the

1. Principal Secretary to the Govt. of West Bengal, BCW Deptt./Forest Deptt.
2. Sabhadhipati ..... Zilla Parishad (All)
3. Commissioner, Panchayats and Rural Development, West Bengal.
4. Director, SIPRD, Kalyani.
5. District Magistrate ..... District (All)
6. Addl. District Magistrate ..... (All)
7. Dist. Panchayat & Rural Dev. Officer ..... (All)
8. Sub-Divisional Officer ..... (All)
9. Block Development Officer ..... (All)

   He is requested to distribute the copy of the order to all Gram Panchayats and Panchayat Samitis within his jurisdiction.

10. PA to MIC/MOS, BCW Deptt./Forest Deptt./Panch. & Rural Dev. Deptt., Govt. of West Bengal.

M. Ray

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 700/PN/O/1/3R-5/04 **Date: 14.02.2008**

ORDER

The West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules. 2007 (hereinafter referred to as the said rules) shall come into effect from 1st April, 2008. The Gram Panchayats shall require the Forms as prescribed by the said rules by 31st March 2008. Date-wise recording of all entries for the financial year 2007-08 are also required to be completed by Gram Panchayats by 31st March, 2008.

After careful consideration of all aspects of the matter, the Governor, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act. 1973 (West Ben. Act. XLI of 1973) is pleased hereby to direct that the registers, ledgers, receipt books and various other Forms which will be used by Gram Panchayats and Gram Unnayan Samitis from 1st April. 2008 shall be printed from Govt. Press, Zilla Parishad Press or local Press, so selected through tender process, by 15th March. 2008. Thereafter, those Forms shall be despatched to all Gram Panchayats including Gram Unnayan Samitis. where fund has been placed at their disposal and Savings Bank accounts have been opened, by 28th March for their use from 1st April, 2008. The closing balance of 31st March shall be checked by Panchayat Audit and Accounts Officer (PAAO) of respective Blocks so that no wrong or incorrect entry is recorded in new registers or ledgers as opening balance. Where the post of PAAO falls vacant, the PAAO-in-Charge or Panchayat Development Officer of the concerned Block shall do so.

The Governor is further pleased to direct that in terms of sub-rule (5) of rule 8 of the said rules, each receipt book in Form 4 and Form 5 shall bear a predetermined eight-digit number for each Gram Panchayat allotted by the State Government in the Panchayat and Rural Development Department. Each receipt book shall bear the predetermined number suffixed by an alphabet to distinguish each book, and such number shall remain valid for the next two years. Each page and its duplicate copy of each book shall contain such predetermined eight-digit number suffixed by the alphabetic number of the book and by using an oblique mark another set of continuous serial numbers on the pages and their duplicate copies for each book shall also be printed. The Printing Press from where such books shall be printed shall be intimated the serial numbers at the last hour and the person so authorized in this behalf to attend the Printing Press shall ensure before his departure from the Press that the printing blocks have been destroyed. The printing cost of all Forms shall be borne from the 'Panchayat Incentive Fund', as received from the Ministry of Panchayati Raj. Govt. of India.

The Governor is also pleased to direct that the G.P. ID number assigned to each Gram Panchayat by the State Government (list containing such numbers is enclosed) shall be used as predetermined eight-digit number on the receipt books in Form 4 and Form 5 and the alphabet suffixing to the ID number shall be any one from A to Z selected at random. The concerned District Panchayats and Rural Development Officer of each district shall coordinate the entire matter and ensure that the time schedule is strictly maintained. He shall send status report regarding supply of required Registers, Forms etc., proper closing of the existing Cash Book on 31st March and opening of new Cash Book in terms of sub-rule (1) of rule 6 of the said rules to the Commissioner, Panchayats and Rural Development, through the District Magistrate.

By order of the Governor.

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

No. 700/1(5) /PN/O/1/3R-5/04 **Date: 14. 02.2008**

Copy forwarded for information and necessary action to the :

1. Commissioner, Panchayats & Rural Development Department, West Bengal
   Panchayat Bhavan, 11A, K.S. Roy Road, Kolkata-700 001
2. District Magistrate, ... (All)
3. District Panchayats & Rural Development Officer, ... (All)
4. Block Development Officer, ...(All)

   He is requested to distribute the copy of the order to all Gram Panchayats within his jurisdiction.
5. Sri .....

   Panchayat & Rural Development Department.

M. Ray

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেসপ্ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০ ০০১

নং : ৪০৫৩/পি.এন/ও/এক/২এ- ১/০৩ (অংশ- ১) **তাং : ২৪.০৯.০৮**

আদেশনামা

যেহেতু পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ পঞ্চায়েত আইন ৪১)-এর ৩২ক (২) ধারা অনুযায়ী গ্রাম পঞ্চায়েত স্তরে ইতিমধ্যে উপসমিতি গঠিত হয়েছে ;

এবং যেহেতু ইতিমধ্যে সারা রাজ্যের বিভিন্ন জেলায় ৭৭ (সাতাত্তর)-টি গ্রাম পঞ্চায়েত স্ব-নির্ভর দলগুলিকে জোটবদ্ধ করে বিশেষ কর্মসূচির মাধ্যমে ১৩৭ (একশত সাঁইত্রিশ) টি সংঘ বা ক্লাস্টার গঠিত হয়েছে ;

এবং যেহেতু সরকার সিদ্ধান্ত গ্রহণ করেছেন যে, গ্রাম পঞ্চায়েত স্তরে স্ব-নির্ভর দলগুলির ক্রিয়াকলাপ বিস্তৃত করার উদ্দেশ্যে তৃণমূল স্তরে দরিদ্র ও গ্রামীন মহিলাদের ক্ষমতায়ন ও ওই সংক্রান্ত তথ্যাবলির প্রচার করা হবে ;

এবং যেহেতু সঠিক লক্ষ্যে উপনীত হওয়ার জন্য গ্রাম পঞ্চায়েত স্তরে বিভিন্ন উপসমিতিতে স্ব-নির্ভর দলগুলির দ্বারা গঠিত সংঘ বা ক্লাস্টার থেকে এক বা দুইজন প্রতিনিধি আমন্ত্রিত সদস্যরূপে মনোনীত হওয়া আবশ্যক।

অতএব, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২১২ ধারা এবং ৩২ক ধারার (৩) উপধারার গ (ii) দফা বলে রাজ্যপাল সন্তোষ সহকারে পূর্ববর্তী আদেশনামা নং ৫২২৩/পি.এন/ও/এক/১এ-১/০৩ (অংশ-৩) তাং ২৫/০৮/০৫ বাতিল করে এই মর্মে নিম্নলিখিত নির্দেশাবলি প্রদান করছেন যে -

১) ইতিমধ্যে যে সকল গ্রাম পঞ্চায়েত স্ব-নির্ভর দলগুলিকে একত্রিত করে যে সংঘ গঠিত হয়েছে সেই সকল গ্রাম পঞ্চায়েতের সকল উপসমিতির বৈঠকে ওই পূর্বোক্ত সংঘের প্রতিনিধি সংখ্যা এক হবে এবং সকল উপসমিতিতে স্বনির্ভর দল সংঘের একজন প্রতিনিধি থাকবেন।

২) প্রত্যেকটি উপসমিতিতে সংঘের পক্ষ থেকে পৃথক প্রতিনিধি থাকবেন।

৩) সংঘের কোনও প্রতিনিধি দুইটি উপসমিতির সদস্য হতে পারবেন না।

৪) কোর কমিটির সদস্যগণ সিদ্ধান্ত নেবেন কে কোন উপসমিতিতে প্রতিনিধিত্ব করবেন। পৃথক কোনও যোগ্যতামান থাকবে না।

৫) সংঘের প্রতিনিধি নির্বাচনের ক্ষেত্রে গ্রাম পঞ্চায়েত কোনও পরামর্শ দিতে পারবে না।

৬) ত্রিস্তর পঞ্চায়েতের কোন স্তরের কোন সদস্য বা পদাধিকারী গ্রাম পঞ্চায়েতের কোন উপসমিতিতে সংঘের প্রতিনিধি হতে পারবেন না। কেবলমাত্র সংঘের কোর কমিটির সদস্যরাই প্রতিনিধিত্ব করতে পারবেন।

৭) সংঘ তার প্রতিনিধি পরিবর্তন করতে পারবে। এক্ষেত্রে কোনও সময় নির্দিষ্ট করার প্রয়োজন নেই। গ্রাম পঞ্চায়েত বা সংশ্লিষ্ট উপসমিতির কোনও অনুমতি গ্রহণ করার প্রয়োজন নেই।

উক্ত ধারা বলে রাজ্যপাল সন্তোষ সহকারে আরও নির্দেশ প্রদান করছেন যে, উপরোক্ত ৭৭ (সাতাত্তর)টি গ্রাম পঞ্চায়েত ব্যতীত অন্যান্য গ্রাম পঞ্চায়েত একই উদ্দেশ্যে স্ব-নির্ভর দলগুলিকে জোটবদ্ধ করে ওইরূপ সংঘ বা ক্লাস্টার গঠিত হলে ওই গ্রাম পঞ্চায়েতগুলির ক্ষেত্রেও এই আদেশনামা অনুরূপভাবে প্রযোজ্য হবে।

এই আদেশনামা অবিলম্বে কার্যকর হবে ও পুনরায় আদেশ না দেওয়া পর্যন্ত অনুরূপভাবে বলবৎ থাকবে।

রাজ্যপালের আদেশানুসারে,

স্বাঃ- মানবেন্দ্র নাথ রায়
প্রধান সচিব, পশ্চিমঙ্গ সরকার

নং : ৪০৫৩/১(৫০০)/পি.এন/ও/এক/১এ- ১/০৩ (অংশ-১) তাং : ২৪.০৯.০৮

অনুলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হল।

১) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

২) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৩) সভাধিপতি, ... জেলা পরিষদ।

৪) জেলাশাসক, ... জেলা।

৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ।

৬) প্রকল্প আধিকারিক, ডি.আর.ডি.সি. (সকল)।

৭) মহকুমা শাসক, ... মহকুমা।

৮) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।

৯) ব্লক উন্নয়ন আধিকারিক, ... ব্লক।

বিষয়টি গ্রাম পঞ্চায়েত প্রধানদের অবিলম্বে জানানোর জন্য অনুরোধ করা হল।

১০) এই বিভাগের সকল শাখা।

মধুমিতা রায়
যুগ্ম সচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 175/PN/O/1/1A-6/05 **Date: 9.01.2008**

From : Smt. M. Ray
Deputy Secretary to the
Govt. of West Bengal

To : The Sub-Divisional Officer
(Sadar) Malda
P.O. English Bazar, Dist. Malda

Sub : **Clarification.**

Reference to his Memo No. 1420 / SC dated 23.11.2007, the undersigned is directed to say that the Block Development Officer may inspect a Gram Panchayat having jurisdiction under section 205 of the West Bengal Panchayat Act, 1973. During inspection the Block Development Officer may, for the purpose of inspection, require a Gram Panchayat to -

(i) produce any book, record, correspondence, plan or other documents, or

(ii) furnish any return, plan, estimate, statement, accounts or statistics, or

(iii) furnish or obtain any report or information.

If it is detected during inspection that the Gram Panchayat has committed a serious nature of offence with grave implications and the records are likely to be tampered with a view to deleting the evidence, the Inspecting Officer, i.e. the Block Development Officer may seize such documents after preparing a seizure list which will specify the numbers and names of documents so seized. One copy of such seizure list shall be handed over to the Gram Panchayat concerned.

Sd/- M. Ray

Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5571 - PN/O/IA-1/04 **Date: 20.12.2007**

ORDER

WHEREAS it has been felt necessary for the Government in this Department to clarify the queries raised frequently as to whether Gram Unnayan Samitis are non-political organizations or not and if participation of a Government employee as voter of the area in the Gram Unnayan Samiti would anyhow violate the provision of the West Bengal Services (Duties, Rights and obligations of the Government Employees) Rules, 1980.

NOW THEREFORE, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) the Governor is pleased hereby to direct that as per provision of section 16A of the West Bengal Panchayat Act, 1973 and this Department order no. 110/PN/O/I/1A-1/04 Dt.7.1.2005(copy enclosed) the members of Gram Unnayan Samitis would be elected from different fields of activities irrespective of their political identity and in view of the such fact, the Gram Unnayan Samitis are non-political organizations.

The Governor is pleased to direct further that as the Gram Unnayan Samitis are non-political organizations as stated above, participation of government employees as members in the Gram Unnayan Samitis would not anyhow violate the provision of the West Bengal Services (Duties, Rights and Obligations of the Government Employees) Rules, 1980, if their work as members of Gram Unnayan Samitis is honorary one.

This order is issued after taking into consideration the opinion of the Ld Legal Remembrancer, West Bengal.

By order of the Governor.

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

No. 5571/1(400)/PN/O/IA-1/04 **Date: 20.12.2007**

Copy forwarded for information and taking necessary action to:

1) The Sabhadhipati, ... Zilla Parishad/Mahakuma Parishad (All)
2) The Commissioner, Panchayat & Rural Development, West Bengal
3) The Director, State Institute of Panchayat & Rural Development, Kalyani, Nadia
4) The District Magistrate & Executive Officer, ...Zilla Parishad/Mahakuma Parishad (All)
5) The District Panchayat & Rural Development Officer, ...District

He is requested to distribute the copy of the order among the officials as well as the Panchayat functionaries of both Panchayat Samiti and Gram Panchayat.

Sd/-
Deputy Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, জেসপ বিল্ডিং
কলকাতা-৭০০০০১

পত্রাংক : ৫৫০০/পি.এন/ও/৩/২ই-৫০/০৫ তারিখ : ১৩.১২.২০০৭

প্রেরক : যুগ্ম-সচিব,
পশ্চিমবঙ্গ সরকার

প্রতি : নির্বাহী আধিকারিক, ...
জেলা পরিষদ

বিষয় : গ্রাম পঞ্চায়েতগুলিতে নির্বাহী সহায়ক ও কর্ম-সহায়কদের মধ্যে কাজের বণ্টন।

মহাশয়,

আদেশানুসারে অবহিত করা হচ্ছে যে, বর্তমানে কোনও কোনও গ্রাম পঞ্চায়েতগুলিতে একই সঙ্গে কর্ম-সহায়ক এবং নির্মাণ সহায়ক নিযুক্ত আছেন। কিছু কিছু ক্ষেত্রে তাদের মধ্যে এন.আর.ই.জি.পি. (জাতীয় গ্রামীণ কর্মসংস্থান সুনিশ্চিত করণ প্রকল্প) সংক্রান্ত কাজের কারিগরী দায়িত্ব বণ্টনের বিষয়ে গ্রাম পঞ্চায়েতগুলি খুবই অসুবিধার সম্মুখীন হচ্ছে, এই অসুবিধা দূর করার জন্য জানানো হচ্ছে যে গ্রাম পঞ্চায়েতগুলিতে এন.আর.ই.জি.পি. সংক্রান্ত কাজগুলির মাপজোক, কারিগরী তদারকি ইত্যাদি কাজে কর্ম-সহায়ক এবং নির্মাণ সহায়ক উভয়ের দ্বারাই সম্পন্ন করা যাবে। যে সমস্ত কাজগুলি রূপায়ণের ক্ষেত্রে অপেক্ষাকৃত অধিক কারিগরী দক্ষতার প্রয়োজন অথবা যেসব কাজে আর্থিক বরাদ্দ অপেক্ষাকৃত অধিক, সেই সমস্ত কাজের দায়িত্বে থাকবে নির্মাণ সহায়ক এবং যে সমস্ত কাজে আর্থিক বরাদ্দ কম এবং রূপায়ণের জন্য অপেক্ষাকৃত কম কারিগরী দক্ষতার প্রয়োজন সেগুলির মাপজোক ইত্যাদির দায়িত্বে থাকবে কর্ম-সহায়ক। গ্রাম পঞ্চায়েত প্রধান এই নীতি অনুসারে কোন কাজ কার তত্ত্বাবধানে রূপায়িত হবে তা নির্দিষ্ট করে দেবেন। নির্মাণ সহায়ক এবং কর্ম-সহায়করা সেই নির্দেশ অনুসারে তাদের দায়িত্ব পালন করবেন।

ভবদীয়,

স্বাঃ-

যুগ্মসচিব

পত্রাংক : ৫৫০০/১(৪০০)/পি.এন/ও/৩/২ই-৫০/০৫ তারিখ : ১৩.১২.২০০৭

অবগতি ও ব্যবস্থা গ্রহণের জন্য প্রতিলিপি প্রেরণ করা হল :-

১) কমিশনার পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।
২) জেলা শাসক, ... (সমস্ত জেলা)।
৩) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সমস্ত জেলা)।
৪) সমষ্টি উন্নয়ন আধিকারিক ও পদাধিকার বলে নির্বাহী আধিকারিক,
..... পঞ্চায়েত সমিতি (সমস্ত জেলা)।

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 5399/PN/O/I/IA-6/05 **Date: 06.12.2007**

From : Smt. M. Ray,
Deputy Secretary to the
Government of West Bengal

To : The Additional District Magistrate (Development)
Purba Medinipur

Sub : **Clarification of section 213A of the Panchayat Act**

Sir,

I am directed to refer to your no.1708/PRD/XXIII-15/07 dated 20.11.2007 on the above mentioned subject and to state that the lone member of a political party has exercised voting right against his party's whip. Since it is more than one-third it will not attract disqualification under section 213A of the West Bengal Panchayat Act, 1973.

Yours faithfully,

M. Ray
Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5372/PN/O/I/4F-3/07 **Date: 05.12.2007**

ORDER

Whereas the National Human Rights Commission Committee has compiled a set of recommendations / guidelines (hereinafter referred to as the said recommendations) to be followed, inter alia, by the Panchayati Raj Institutions to deal with the prevailing problems missing children as noted hereunder:

(i) Prompt reporting of missing children;

(ii) Prompt dissemination of intelligence, if any, to the law enforcement agencies;

(iii) Rendering assistance to law enforcement agencies for tracing children;

(iv) Providing timely feed-back to the law enforcement agencies about the return of the child.

And whereas the State Government in this Department has carefully considered the said recommendations involving the Panchayati Raj Institutions;

Now, therefore, in exercise of the power conferred by the provision of section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to assign the following activities to the Gram Panchayats :

(i) Maintenance of a Register of missing children which comes to the notice of the Gram Panchayat;

(ii) Sharing of such information with any investigating agency / police.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5336/PN/O/I/O-l/98(Pt-I) **Date:03.12.2007**

ORDER

In exercise of the power conferred by section 212 of the West Bengal Panchayat Act,1973 (West Bengal Act XLI of 1973), the Governor is pleased hereby to direct that a member of a Gram Panchayat shall be entitled to Traveling expenditure from own fund of Gram Panchayat for which the Gram Panchayat should resolve appropriately if they are required to go out of the Gram Panchayat on some official work. If the visit is related to implementation of any scheme, the expenditure to that effect shall be met out of allowed contingency for that scheme.

This order will take immediate effect.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

No. 5336/1 (5)PN/O/I/O-l/98(Pt-I) **Date: 03.12.2007**

Copy forwarded for information and necessary action to the

1. Commissioner, Panchayat & Rural Development Department
2. District Magistrate, ...
3. Additional Executive Officer, ... Zilla Parishad
4. District Panchayat & Rural Development Officer, ... District
5. Block Development Officer, ... Block

He is requested to send copy of this order to each of the Pradhans within his jurisdiction for compliance.

Sd/-
Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1775/PN/O/III/2E-30/07 **Dated: 20.04.07**

O R D E R

Sub : Increasing the number of working days in Gram Panchayat Offices.

In view of growing importance of the Gram Panchayat Offices, the proposal for increasing the number of working days in such Offices, reducing proportionately the working hours per day, was under active consideration of the Department.

Now after due consideration, the Governor has been pleased to order that the Gram Panchayat Offices shall remain open along with other working days of the month on the 2nd Saturday and 4th Saturday in a month.

However, these Offices will remain closed, as usual, on the other Saturdays of a month. The working hours in such Offices shall be from 10-30 A.M. to 5-30 P.M. with a recess from 2 P.M. to 2-30 P.M.

This order issues in cancellation of this Department's previous order no.l649/PN/O/III/2E-30/07 dated 12.04.07.

Sd/- M. N. Roy
Principal Secretary to the Government
of West Bengal

No. 1775/1(500)/PN/O/III/2E-30/07 **Dated: 20.04.07**

Copy forwarded to:-

1) Commissioner of Panchayats & Rural Development, West Bengal.

2) Executive Officer of Zilla Parishad & District Magistrate, _____ (all)

3) Executive Officer of Panchayat Samiti & Block Development Officer,
_____ (all)

4) Pradhan, _____ Gram Panchayat (all)

5) District Panchayats & Rural Development Officer,
_____ (all)

Sd/-
Joint Secretary to the
Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 490/PN/O/I/IA-1/06 **Dated: 13.11.2007**

From : Shri D. Ghosh
Joint Secretary to the Government of West Bengal

To : The District Panchayat and Rural
Development Officer, Murshidabad

Sub : Clarification regarding disqualification of Gram Panchayat Member

Sir,

I am directed to refer to your No.l291/Pan dated 25.9.2007 on the above mentioned subject and to clarify that a Gram Panchayat member, if she/he is otherwise eligible under the guidelines of IAY to get such assistance and if her/his name is identified and recorded in the meeting of Gram Sansad can get such financial assistance. This is not a contract and it does not clash with clause (C) of section 8 of the Panchayat Act.

Yours faithfully,

D. Ghosh
Joint Secretary to the
Government bf West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 4434/PN/O/I/IA-6/05 **Date : 01.10.07**

From : Smt. M. Ray
Deputy Secretary to the Govt. of West Bengal

To : The Additional District Magistrate & Additional Executive Officer,
Nadia Zilla Parishad, Krishnagar

Sub : **Disqualification of Member of Dogachhi Gram Panchayat within Krishnagar-I Block on the ground of deletion of his name from the Electoral Roll**

Sir,

I am directed to refer to your letter no.1692/P & RD dated 3.9.2007 on the above mentioned subject and to state that section 11 of the West Bengal Panchayat Act, 1973 has been amended by section 6 of the West Bengal Panchayat (Third Amendment) Act, 2006. The amended section 11 provides that —

"11 (1) The prescribed authority may, after giving an opportunity to a member of a Gram Panchayat to show cause against the action proposed to be taken against him, by order remove him from office.

.....

.....

(g) if at the time of his election he was not a citizen of India and his name has since been deleted on that ground from the electoral roll in force pertaining to the area comprised in that Gram Panchayat, by the Electoral Registration Officer; or"

In the instant case, name of Shri Ananta Biswas S/o Lakshan Chandra Biswas, member of Dogachhi Gram Panchayat was deleted from Electoral Roll on the ground that he had come from Bangladesh only 13(thirteen) years ago. So, in accordance with rules and orders, Shri A. Biswas was not a citizen of India at the time of his election and his name was deleted from the concerned part of Electoral Roll pertaining to the Gram Panchayat.

So, the Sub-divisional Officer, being the prescribed authority under section 11(1) may hear Sri Ananta Biswas and issue order as he deems suitable.

Yours faithfully,

M. Ray
Deputy Secretary to the
Government bf West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, জেসপ বিল্ডিং
কলকাতা- ৭০০০০১

নং : ৩৯৪৭/পি.এন/ও/এক/১এ-৬/০৫ তারিখ : ২৮.০৮.২০০৭

প্রেরক : মধুমিতা রায়
উপসচিব,
পশ্চিমবঙ্গ সরকার

প্রাপক : অতিরিক্ত জেলা শাসক (উন্নয়ন)
পূর্ব মেদিনীপুর, তমলুক

বিষয় : জমিজমা সংক্রান্ত বিষয়ে গ্রাম পঞ্চায়েত প্রধানের অধিকার সম্পর্কে ব্যাখ্যা।

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনার প্রেরিত গত ২/৮/০৭ তরিখের ১১১১/পি.এন্ড.আর.ডি/এক্স-ডি-১৫-১৮/০৭ নং পত্র উল্লেখ করে ও শ্রী গোপীনাথ দাসের আবেদন পত্রের পরিপ্রেক্ষিতে আপনাকে জানাই যে কোনও স্থাবর সম্পত্তি বা উত্তরাধিকার সূত্রে প্রাপ্ত কোন যৌথ পরিবারের বাস্তু সম্পত্তির ভাগ বাটোয়ারা বা বিলিবণ্টন করার কোনও অধিকার পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর কোনও বিধান দ্বারা গ্রাম পঞ্চায়েতকে / প্রধান মহাশয়কে প্রদান করা হয়নি। তাই দ্বিতীয় ক্ষমতাটিও দেওয়া হয়নি; তবে আপোশে মীমাংসা করার উদ্যোগ প্রায়শ গ্রাম পঞ্চায়েতে নেওয়া হয়ে থাকে।

আপনার বিশ্বস্ত,
মধুমিতা রায়
উপসচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3933/PN/O/I/IA-l/04(Pt-II) **Date : 28.08.2007**

C I R C U L A R

A question has arisen whether a near relative of the Chairperson of the Gram Unnayan Samiti can be the Secretary of the same Gram Unnayan Samiti and operate the Savings Bank Account of such Gram Unnayan Samiti jointly.

Since the Chairperson and Secretary of a Gram Unnayan Samiti jointly operate Savings Bank Account of it, it is clarified that it shall not be desirable to select a near relative of Chairperson of a Gram Unnayan Samiti as Secretary of the said Gram Unnayan Samiti.

Sd/-
M. N. Roy
Principal Secretary to the Government
of West Bengal

No: 3933/l(3)PN/O/I/IA-l/04(Pt-II) **Date : 28.08.2007**

Copy forwarded for information and necessary action to the

1. Commissioner, Panchayat & Rural Development Deptt. Govt. of West Bengal
2. District Magistrate, ... (all)
3. District Panchayat & Rural Development Officer, ... District(all)

He is requested to send copy of Circular to all Block Development Officers and all Gram Panchayats within the district.

Sd/-
Deputy Secretary to the
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63, N. S. ROAD
KOLKATA - 700 001

No. 3175 /PN/O/I/IA-6/2005 **Date: 20.07.2007**
26.07.2007

CIRCULAR

A question has since been raised whether the son / relative of a Gram Panchayat employee may participate in the tender process as a Contractor of the same Gram Panchayat.

Under sub-rule (1) of rule 56 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, it has been provided that "in the discharge of his official duties if any employee of a Gram Panchayat is called upon to deal with or decide a matter in which he or a relation of him is financially interested, he shall, at the earliest possible opportunity bring the facts to the notice of the Pradhan or Upa-Pradhan and also the Executive Officer of the Panchayat Samiti."

Sub-rule 4 of the aforesaid rule envisages that "an employee is prohibited from having any pecuniary transaction with any supplier or any other person in any way connected with any transaction of the Gram Panchayat or any other Gram Panchayat within a Block."

Therefore, in pursuance of the aforesaid provisions of the West Bengal Panchayat (Gram Panchayat Administration)Rules, 2004, it is hereby directed that when a son or any other relation of an employee of a Gram Panchayat, participates in any tender process or is likely to enter into any contract or agreement with the Gram Panchayat or any other Gram Panchayat within the same Block, the employee concerned shall in no way deal with the matter or associate himself with the decision making process relating to the said tender, contract or agreement and shall not in any way take any step to influence the decision in this respect.

It will be desirable for the Gram Panchayat to send a proposal to the Executive Officer of the concerned Zilla Parishad through the Panchayat Samiti for transferring the concerned Gram Panchayat employee to any other Gram Panchayat outside the Block jurisdiction.

Sd/- M. N. Roy

Principal Secretary to the Government
of West Bengal

No: 3175 /1(6) PN/O/I/1A-6/2005 **Date: 20.07.2007**
26.07.2007

Copy forwarded for information and taking necessary action to the:

1. Commissioner, Panchayats & Rural Development, West Bengal, Panchayat Bhavan.
2. Director, SIPRD, Gandhi Bhavan, Kalyani, Nadia District.
3. Sabhadhipati, _____ (All)
4. District Magistrate, _____ (All)
5. District Panchayat & Rural Development Officer, _____ (All)

   He is requested to send copies of this circular to all Panchayat Samitis and Gram Panchayats within the district for compliance.
6. State Coordinator of SRD Cell / WBREGS Cell / Accounts Cell of this Deptt.

M. Ray
Deputy Secretary to the
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
JESSOP BUILDING (1ST FLOOR), 63, N. S. ROAD
KOLKATA - 700 001

Memo No. 2008 - PN/O/I/2B-1/04 (Pt-1) **Date: 07.05.2007**

From : Smt. M. Ray
OSD and Ex-Officio Deputy Secretary to the
Govt. of West Bengal

To : The District Magistrate
..... District (All)

Sub : Unauthorized plying of Van-Rickshaw fitted with Diesel Engine.

Sir/Madam,

I am directed to inform you that by an order dated 23.04.2007 in W.P. No. 18204 (W) of 2006 the Hon'ble Mr. Justice Dipankar Datta of the Hon'ble High Court at Calcutta has been pleased to direct the concerned authorities **not to allow any Van-rickshaw fitted with diesel engine** which is not permissible under the law anywhere in the State of Bengal.

I am, therefore, directed to request you kindly to issue necessary direction to all Gram Panchayats within the district to comply with the order of the Hon'ble High Court, Calcutta, so that the Van-rickshaws fitted with diesel engine are not registered by the Gram Panchayats and allowed to ply in the Gram Panchayats areas.

Yours faithfully,

Sd/- M. Ray

OSD and Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 2008/1(3) -PN/O/I/2B-1/04 (Pt-I) **Date: 07.05.2007**

Copy forwarded for information and necessary action to the:

1. Principal Secretary to the Govt. of West Bengal, Transport Department.

2. Commissioner, Panchayat & Rural Development, West Bengal.

3. Dist. Panchayat & Rural Development Officer

OSD and Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1792 - PN/O/I/2B-1/04 (Pt-I) **Date: 24.04.2007**

O R D E R

Whereas the Gram Panchayats in this State have been empowered to make registration of vehicles, which are not registered under Motor Vehicles Act, 1988 (59 of 1988), and the Gram Panchayats are registering such vehicles under clause (i) of subsection (1) of section 47 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) [hereinafter referred to as the said Act] read with sub-rule (3) of rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 [hereinafter referred to as the said Rules] as amended from time to time;

And whereas the Transport Department of this Govt. has since proposed vide U.O. No. 446 / MTS / 2007 dated 09. 03. 2007 that battery operated 2 / 3 wheelers having less than 250 watt capacity and van rickshaws fitted with motors of capacity below 25 cubic centimeter may be registered by local bodies and modalities of registering such vehicles have since been considered;

Now, therefore, the Governor in exercise of the power conferred by section 212 of the said Act, is pleased hereby to empower the Gram Panchayats to register battery operated bicycles or two wheelers (less than 250 watt capacity) and van rickshaw fitted with motors of capacity below 25 cubic centimeter. Capacity of such motors, driven by fuel or battery power, shall be determined by Automotive Research Association of India (ARAI), Pune or such other recognized Central Government Institutes as recognized by the Motor Vehicles Act, 1988.

The Governor is further pleased to direct that the Gram Panchayat shall register such vehicles in Form 7 under sub-rule (3) of rule 58 of the said Rules and the maximum registration fee for battery operated two wheelers and motor fitted van rickshaws shall be Rs. 24/- (Rupees twenty four) only. The Gram Panchayat shall record such registration in Form 8 of the said Rules.

By Order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Govt. of West Bengal

No. 1792/1(450) - PN/O/I/2B-1/04 (Pt-I) **Date: 24.04.2007**

Copy forwarded for information and necessary action to the:

1. Principal Secretary to the Govt. of West Bengal, Transport Department, Writers' Buildings, Kolkata - 700 001.
2. Commissioner, Panchayats and Rural Development, 11 A, K.S.Roy Road, Panchayat Bhavan, Kolkata - 700001.
3. Director, State Institute of Panchayats and Rural Development, Kalyani, Nadia.
4. District Magistrate, ...District (all)
5. District Panchayats and Rural Development Officer, ...(all)
6. Block Development Officer, ...Block (all)

He is requested to distribute copies of the above order to all Gram Panchayats within his jurisdiction.

OSD and Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat, Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 1775/PN/O/III/2E-30/07 **Dated : 20.04.07**

O R D E R

Sub : Increasing the number of working days in Gram Panchayat Officers.

In view of growing importance of the Gram Panchayat Offices, the proposal for increasing the number of working days in such Offices, reducing proportionately the working hours per day, was under active consideration of the Department.

Now after due consideration, the Governor has been pleased to order that the Gram Panchayat Offices shall remain open along with other working days of the moth on the 2nd Saturday and 4th Saturday in a month.

However, these Offices will remain closed, as usual, on the other Saturdays of a month. The working hours in such Offices shall be from 10-30 A.M. to 5-30 P.M. with a recess from 2 P.M. to 2-30 P.M.

This order issues in cancellation of this Department's previous order no. 1649/PN/O/III/2E-30/07 dated 12.04.07.

Sd/- M. N. Roy
Principal Secretary
to the Government of West Bengal

No. 1775/1(500)/PN/O/III/2E-30/07 **Dated : 20.04.07**

Copy forwarded to :-

1) Commissioner of Panchayat & Rural Development, West Bengal.

2) Executive Officer of Zilla Parishad & District Magistrate, _____

(all)

3) Executive Officer of Panchayat Samiti & Block Development Officer,

_____ (all)

4) Pradhan, _____ Gram Panchayat (all)

5) District Panchayats & Rural Development Officer,

_____ (all)

Joint Secretary to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
পঞ্চায়েত শাখা
জেসপ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং : ১৫১২/পি.এন/ও/এক/এ-১/০৭ তারিখ : ০২.০৪.২০০৭

প্রেরক : শ্রী দিলীপ ঘোষ
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

প্রতি : কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন,
পশ্চিমবঙ্গ

বিষয় : পশ্চিমবঙ্গের উপকূল অঞ্চলে হোটেল নির্মাণ সম্পর্কে নির্দেশিকা।

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনাকে জানাই যে রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ ইতিমধ্যে এই মর্মে অবগত হয়েছে যে রাজ্যের উপকূল অঞ্চলে অনেক গ্রাম পঞ্চায়েতের প্রধান ওই অঞ্চলে হোটেল নির্মাণের অনুমতি প্রদান করছেন। এমতাবস্থায়, ভারত সরকারের বন ও পরিবেশ মন্ত্রক কর্তৃক প্রকাশিত বিগত ১৯শে ফেব্রুয়ারি, ১৯৯১ তারিখের এস.ও.১১৪(ই) নং প্রজ্ঞাপনের পরিপ্রেক্ষিতে উপকূল অঞ্চলে হোটেল নির্মাণ প্রসঙ্গে জ্ঞাতব্য নিম্নলিখিত কিছু নির্দেশিকা প্রদান করছি।

১) উপকূল অঞ্চলে উন্নয়ন প্রক্রিয়া চালানোর জন্য এ অঞ্চলের উচ্চস্রোত রেখার ৫০০ মিটারের ভূমিরূপকে চারটি পর্যায়ে বিভক্ত করা হয়েছে; যথা —

পর্যায়-১ : যে সকল অঞ্চল বসবাসের ক্ষেত্রে সংবেদনশীল এবং গুরুত্বপূর্ণ যেমন, জাতীয় উদ্যান, নৌ উদ্যান, অভয়ারণ্য, সংরক্ষিত অরণ্য, বন্যপ্রাণীর বাসস্থান, ম্যানগ্রোভ। প্রবাল দ্বীপ ও যে অঞ্চলটি ঐতিহাসিক, ঐতিহ্যপূর্ণ বা প্রাকৃতিক সৌন্দর্যে ভরপুর। যে অঞ্চল নিম্নস্রোত রেখা বা উচ্চস্রোত রেখার মধ্যবর্তী।

পর্যায়-২ : যে অঞ্চলটিকে নিম্নস্রোত রেখা পর্যন্ত বা তার সন্নিকট পর্যন্ত উন্নীত করা হয়েছে।

পর্যায়-৩ : যে অঞ্চলগুলিকে মুক্ত রাখা হয়েছে এবং যেগুলি পর্যায়-১ পর্যায়-২ এর অন্তর্ভুক্ত নয়। সেইসব অঞ্চলগুলি গ্রামাঞ্চলের উপকূল অঞ্চলের অন্তর্ভুক্ত ও পৌর অঞ্চলের মধ্যেও সীমাবদ্ধ।

পর্যায়-৪ : পর্যায়-১, পর্যায়-২ এবং পর্যায়-৩-এর অন্তর্ভুক্ত অঞ্চল ব্যতীত উপকূল অঞ্চলে বিস্তৃত অঞ্চল যা আন্দামান এবং নিকোবর লাক্ষাদ্বীপ এবং ক্ষুদ্র দ্বীপ অঞ্চলে বিস্তৃত।

পশ্চিমবঙ্গের পূর্ব মেদিনীপুর জেলার ১৬টি ব্লক, উত্তর ২৪-পরগনা জেলার ৬টি ব্লক ও দক্ষিণ ২৪-পরগনা জেলার ১৩টি ব্লকের অন্তর্ভুক্ত গ্রাম পঞ্চায়েতগুলি উপকূল প্রনিয়ম অঞ্চলের মধ্যে ইতিমধ্যে অন্তর্ভুক্ত হয়েছে। ওই প্রনিয়ম অঞ্চলের অন্তর্ভুক্ত গ্রাম পঞ্চায়েতগুলির একটি তালিকা সংযোজিত হল।

উপকূল প্রনিয়ম অঞ্চলের মধ্যে নিম্নলিখিত কার্যকলাপ নিষিদ্ধ বলে ঘোষিত হয়েছে।

১. প্রত্যক্ষভাবে জল ও সমুদ্রতীরবর্তী সুবিধা সম্পন্ন নূতন শিল্প, পারমাণবিক শক্তি দপ্তরের প্রকল্প ও দূষণ কারক নয় এমন শিল্প এবং বিশেষ অর্থনৈতিক অঞ্চলের উপকূল প্রনিয়ম অঞ্চলের শিল্প ব্যতীত অন্য সকল নূতন শিল্প স্থাপন ও প্রচলিত শিল্পের সম্প্রসারণ।

যদিও অপ্রচলিত শক্তি উৎস ও লবণাক্ত পদার্থ সম্বন্ধীয় শিল্প স্থাপনের অনুমতি পাওয়া যেতে পারে।

২. বিপদসঙ্কুল বা ঝুঁকিপূর্ণ পদার্থের প্রস্তুতকরণ, গুদামজাতকরণ ও বিক্রয়।

৩. গুদামজাতকরণ সহ মৎস্য প্রক্রিয়াকরণ কেন্দ্রের সম্প্রসারণ ও স্থাপন (অনুমতি প্রাপ্ত অঞ্চলে মৎস্য পালন ও প্রাকৃতিক মৎস্য শুষ্ককরণ ব্যতীত)।

৪. বর্জ্য পদার্থের নিষ্পত্তি করার জন্য কেন্দ্র প্রযুক্তি স্থাপন বা সম্প্রসারণ (জলস্তরে বিশুদ্ধ বর্জ্য পদার্থ নিক্ষিপ্ত করা ব্যতীত)।

৫. কোনও নগর, শহর শিল্প বা মনুষ্য জনপদ থেকে প্রাপ্ত অশুদ্ধ বর্জ্য পদার্থের নিক্ষিপ্তকরণ। সংশ্লিষ্ট কর্তৃপক্ষ কর্তৃক অনধিক তিন বছরের সম্ভাব্য সময়ের মধ্যে প্রচলিত অভ্যাস বর্জন করতে হবে।

৬. ভূমি ভরাট করার জন্য নগর বা শহরের বর্জ্য পদার্থ আঁস্তাকুড়জাতকরণ। যদি কিছু থাকে, প্রজ্ঞাপনের অনধিক তিন বছরের সম্ভাব্য সময়ের মধ্যে নিঃশেষ করতে হবে।

৭. তাপবিদ্যুৎ শক্তি উৎপাদন কেন্দ্র থেকে প্রাপ্ত ছাই ও অন্যান্য বর্জ্য আঁস্তাকুড়জাতকরণ।

৮. বন্দর, পোতাশ্রয়, জেটি, ব্রীজ, জাহাজপথ, সমুদ্র-সংযোজক বা অন্যান্য সুবিধা ব্যতীত ভূমি সংস্কার, সমুদ্র জলকে বিপন্ন বা কুলষিত করা।

৯. তৈল ও প্রাকৃতিক গ্যাস অভিযান ও আহরণ ও যে খনিজ পদার্থগুলি উপকূল প্রনিয়ম অঞ্চল ব্যতীত পাওয়া যায় না সেগুলি ছাড়া বালি পাথর অন্যান্য উপাদান খনন করা।

১০. উপকূল অঞ্চলের ২০০ থেকে ৫০০ মিটারের মধ্যে পানীয় জল, উদ্যান পরিচর্যা, ও কৃষিকার্য ও মৎস্যচাষ ব্যতীত মাটির নীচের জল, আহরণ করা বা কৌশল প্রয়োগ করা।

১১. উপকূল প্রনিয়ম অঞ্চলের মধ্যে যে কোনও নির্মাণকার্য।

১২. নিম্নস্রোত অঞ্চল ও উচ্চস্রোত অঞ্চলের যে কোনও নির্মাণকার্য।

১৩. সৌন্দর্যায়ন, আমোদ-প্রমোদ ও অন্যান্য উদ্দেশ্যের জন ভূ-দৃশ্যের দায়িত্ব সমেত বালুকাভূমির ব্যবহার ও পরিবর্তন ও পার্বত্যভূমির প্রাকৃতিক বিষয়।

উপরে বর্ণিত কার্যকলাপ ব্যতীত অন্য সকল কার্যাবলী নিয়ন্ত্রিত হবে নিম্নোক্ত উপায়ে।

১. যদি কোনও কার্যকলাপের সঙ্গে সমুদ্রতীরে ও জলস্তরে সংযোগ থাকে তবে ওই কার্যকলাপের পক্ষে ভারত সরকারের পরিবেশ ও বন মন্ত্রকের কাছ থেকে সবুজ সংকেত গ্রহণ করতে হবে।

২. প্রত্নতাত্ত্বিক, ঐতিহাসিক, ঐতিহ্যপূর্ণ ও সরকারি উদ্দেশ্যে ব্যবহৃত ভবন ভেঙে ফেলা যেতে পারে ও পুনঃনির্মাণ করা যেতে পারে।

সকল ক্ষেত্রেই রাজ্য সরকারের পরিবেশ বিভাগের অন্তর্ভুক্ত পশ্চিমবঙ্গ রাজ্য উপকূল অঞ্চল ও পরিচালন কর্তৃপক্ষের অনুমতি গ্রহণ করতে হবে।

আপনার বিশ্বস্ত,
দিলীপ ঘোষ
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

নং : ১৫১২/১(৪৫০০)/পি.এন./ও/১/ও-১/০৭ **তারিখ : ০২.০৪.২০০৭**

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হল :-

১) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা।

২) বিভাগীয় কমিশনার, ... বিভাগ।

৩) সভাধিপতি, ... জেলা।

৪) জেলাশাসক, ... জেলা।

৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা।

৬) মহকুমা শাসক, ... জেলা।

৭) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিককে তাঁর জেলায় ৯, ১০, ১১ নং ক্রমিক সংখ্যায় বর্ণিত আধিকারিক। পদাধিকারীদের মধ্যে প্রতিলিপি বিতরণের জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হ'ল।

৮) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।

৯) সমষ্টি উন্নয়ন আধিকারিক ..... ব্লক (সকল)।

১০) প্রধান, ... গ্রাম পঞ্চায়েত (সকল)।

১১) একান্ত সচিব, ভারপ্রাপ্ত মন্ত্রী। রাষ্ট্র মন্ত্রী।

১২) বিভাগীয় শাখা সকল।

১৩) রাজ্য গ্রামীণ বিকেন্দ্রীকরণ কর্মসূচি (এস. আর. ডি) শাখা।

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক
ও পদাধিকার বলে উপসচিব

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেসপ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা- ৭০০০০১

নং : ৯৯-পি.এন/ও/এক/১টি-৩/০৫ তারিখ : ০৯.০১.২০০৭

প্রেরক : ড. মানবেন্দ্র নাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : জেলা শাসক
————————জেলা

বিষয় : গ্রাম পঞ্চায়েতের সম্পদ সংগ্রহের বিষয়ে কতগুলি প্রশ্নের উত্তর।

মহাশয়,

গত ১১/১২/২০০৬, ১৮/১২/২০০৬ ও ১৯/১২/২০০৬ তারিখে লোক শিক্ষা সঞ্চারে সম্পদ সংগ্রহ ও তার ব্যবহার বিষয়ের ওপরে আলোচনা করা হয়। এই আলোচনার শেষ পর্যায়ে বিভিন্ন জেলা থেকে ফোন নেওয়া হয়। জেলাগুলি থেকে যে ফোনগুলি আসে, তাতে কিছু প্রশ্ন উঠে আসে। তার কয়েকটির উত্তর নীচে দেওয়া হল।

ক্রমিক	প্রসঙ্গ	উত্তর
১	যেহেতু দার্জিলিং-এ মহকুমা পষিদ এলাকার বাইরের পঞ্চায়েত নির্বাচন হয়নি - এখানে করের নির্ধার তালিকা অনুমোদন করবে কে ?	এখানে করের নির্ধার তালিকা অনুমোদন করবেন ব্লকের পঞ্চায়েত উন্নয়ন আধিকারিক।
২	অনেক জেলার বেশ কিছু গ্রাম পঞ্চায়েতে সম্পত্তির স্ব-ঘোষণা ফর্ম পৌঁছানোর আগেই করের নির্ধার তালিকা তৈরির কাজ শুরু হয়ে গিয়েছিল। অনেক ক্ষেত্রে নির্ধার তালিকা গ্রাম সংসদ সভাতে পেশ করা হয়ে গিয়েছিল। সে ক্ষেত্রে এই সব গ্রাম পঞ্চায়েতগুলিকে কি আবার নুতন করে বাড়ি বাড়ি ফর্ম পাঠাতে হবে ? সে ক্ষেত্রে এই ফর্মের তথ্যগুলি থেকে কোন আর্থিক বর্ষের নির্ধার তালিকা তৈরি হবে?	যেহেতু স্ব-ঘোষণা ফর্ম ছাড়াই ২০০৭-০৮ সালের করের নির্ধার তালিকা তৈরির কাজ অনেকটা এগিয়ে গেছে এবং বিষয়টি গ্রাম সংসদে আলোচনা হয়ে গেছে, এখন এটি পরিবর্তন করতে গেলে আবার তার জন্য বিশেষ গ্রাম সংসদ সভা ডাকতে হবে বা একটি বিশৃঙ্খলার সম্ভাবনা থেকে যাবে। ২০০৭-০৮ এর নির্ধার তালিকা যেমন হচ্ছে তেমনই চলবে, কিন্তু বাড়ি বাড়ি স্ব-ঘোষণা ফর্ম পাঠিয়ে তথ্য সংগ্রহের কাজটি এবছর করে রাখা যেতে পারে। এই তথ্য দিয়ে ২০০৮-০৯ সালের নির্ধার তালিকা তৈরি হবে।

		কিন্তু, সংশ্লিষ্ট গ্রাম পঞ্চায়েতকেও এটি মনে করিয়ে দেওয়া দরকার, যে প্রশাসনিক নিয়মাবলি সংশোধন হয়ে প্রকাশিত হয়েছে গত ৯ই আগস্ট, ২০০৬। সুতরাং করের নির্ধার তালিকা তৈরির কাজটি স্ব-ঘোষণা ফর্মের মাধ্যমে করাটা বাঞ্ছনীয় ছিল।
৩	গ্রাম পঞ্চায়েত এলাকায় বিভিন্ন মানুষ বা প্রতিষ্ঠান অনুমতি ছাড়াই বাড়ি তৈরি করে ফেলছে। বা বাড়ি তৈরির নিয়ম কানুন মানছে না। গ্রাম পঞ্চায়েতের লোকবল যেহেতু খুব অল্প তাই গ্রাম পঞ্চায়েত সার্টিফিকেট কেস করা বা অন্য প্রয়োজনীয় ব্যবস্থা নিতে পারে না। এর থেকে বেরোনোর উপায় কী ?	এক্ষেত্রে গ্রাম পঞ্চায়েতকে আইনের সংশ্লিষ্ট ধারাগুলি প্রয়োগ করার ব্যাপারে কঠোর হতে হবে। যে ব্যক্তি বা প্রতিষ্ঠান বেআইনি নির্মাণ কার্য করছেন তাঁকে আইনের সংশ্লিষ্ট ধারাগুলি উল্লেখ করে নোটিশ দিতে হবে। এই নোটিশ দেওয়ার সঙ্গে সঙ্গে বিডিও সাহেব, ওসি এবং বি এল এল আর ও সাহেবকে ঘটনাটি সম্বন্ধে অবহিত করে রাখতে হবে। যদি ব্যাপারটি নিয়ন্ত্রণের বাইরে চলে যায় তাহলে আইনানুগ ব্যবস্থা নিতে হবে। পঞ্চায়েত আইনে ও রুলে এই ব্যাপারে সমষ্টি উন্নয়ন আধিকারিকের ভূমিকাটি স্পষ্ট করে বলা না থাকলেও তাঁদেরকে বিষয়গুলির নিষ্পত্তির জন্য বিশেষ উদ্যোগ নিতে হবে।
৪	অনেক জায়গায় বড় বড় কল কারখানা গ্রাম পঞ্চায়েতকে কোনও কর দিচ্ছে না। কোথাও কোথাও তারা গ্রাম পঞ্চায়েতকে মামলায় জড়িয়ে দিয়ে অনেকদিন পর টাকা দিচ্ছে বা গ্রাম পঞ্চায়েতকে হয়রান করার জন্য উচ্চ আদালতে আপিল করছে। গ্রাম পঞ্চায়েত হয়রান হচ্ছে এবং সম্পদ সংগ্রহ করার উৎসাহ হারিয়ে ফেলছে। এর থেকে বেরনোর উপায় কী?	বিভিন্ন জায়গায় এই ঘটনাটি ঘটছে। ঘটনাটি অত্যন্ত উদ্বেগজনক। গ্রাম পঞ্চায়েতকে এই ভাবে সবাই উপেক্ষা করতে শুরু করলে তার ফল হবে মারাত্মক। তাই এর বিরুদ্ধে কঠোর ব্যবস্থা নেওয়া দরকার। প্রশাসনিক নিয়মাবলির রুল 62(4) এ বলা হয়েছে, গ্রাম পঞ্চায়েত পাব্লিক ডিমান্ড রিকভারি এ্যাক্টের মাধ্যমে জেলার সার্টিফিকেট অফিসারের কাছে আবেদন করতে পারবেন। কিন্তু প্রায়শই এই আবেদনগুলির পরিণতি পেতে অনেক দেরি করায় এর পরিণতি অগ্রাধিকারের ভিত্তিতে হওয়া দরকার, জেলা সম্পদ সংগ্রহ সেল এটি তদারকি করবেন এবং সুনিশ্চিত করতে হবে যে যাতে একটি গ্রাম পঞ্চায়েত আবেদন করার তিন মাসের মধ্যেই এর ফলাফল পাওয়া যায়।
৫	গ্রাম পঞ্চায়েত এলাকার মধ্যে পি ডব্লিউ ডি'র জায়গাতে অনেকেই বাড়ি ঘর করছেন বা ঘর তৈরি করে ব্যবসা বাণিজ্য করছেন। এদের কি ভূমি ও গৃহ কর বা ব্যাবসা বাণিজ্যের নিবন্ধীকরণ ফি বা নবীকরণ ফি নেওয়া যাবে ?	আইনে বলা হয়েছে, গ্রাম পঞ্চায়েত এলাকার মালিক বা দখলিকারের সম্পত্তির ওপর গৃহ ও ভূমি কর নির্ধারণ করবে গ্রাম পঞ্চায়েত। সুতরাং জায়গা যারই হোক, দখলিকারের সম্পত্তির ওপর গ্রাম পঞ্চায়েত কর বা ব্যবসা বাণিজ্যের নিবন্ধীকরণ বা নবীকরণ ফি নির্ধারণ করতে পারবে।
৬	পশ্চিমবঙ্গের বিভিন্ন গ্রাম পঞ্চায়েত এলাকাতে বিভিন্ন কেন্দ্রীয় সরকার, রাজ্য সরকার, সেনাবাহিনী, সরকারি আয়ত্তের সংস্থার যেমন রেল, বিদ্যুৎ পর্ষদ, টেলিফোন	যেহেতু গ্রাম পঞ্চায়েত একটি স্বশাসনের সংস্থা, তার সাংবিধানিক স্বীকৃতি আছে, সেজন্য গ্রাম পঞ্চায়েত কোনওরকম পরিষেবা প্রদান করলে কর আদায় করার ক্ষমতাও তাদের দেওয়া

	ইত্যাদি বিভাগের আবাসন রয়েছে। গ্রাম পঞ্চায়েত কি এই ধরনের গৃহের ওপর কর আরোপ করতে পারবে?	উচিত। কেউ প্রশ্ন করতে পারে, এই আবাসনগুলিতে গ্রাম পঞ্চায়েত কী পরিষেবা প্রদান করে? এই আবাসনগুলির যে রাস্তাঘাট আছে, যে বাজার ঘাট আছে, বাজারএলাকায় যে পানীয় জলের ব্যবস্থা আছে, গ্রাম পঞ্চায়েত যে নিকাশি ব্যবস্থা করে তা সবই ওই আবাসনের জনগণ ভোগ করেন। তাহলে এটির ক্ষেত্রে কর নির্ধার বা আদায় করার বাধা কোথায়? তবে এগুলি যেহেতু এই সরকারি বা আধা-সরকারি আবাসন, কোনও আলাদা মলিক নেই, তাই গ্রাম পঞ্চায়েতগুলিকেও আলাদাভাবে সব আবাসনের আবাসিকদের সঙ্গে কথা না বলে আবাসনগুলির কর্তৃপক্ষের সঙ্গে কথা বলা বাঞ্ছনীয়।
৭	বিদেশ থেকে আগত কোনও ব্যক্তি যদি বেআইনিভাবে কোনও গ্রাম পঞ্চায়েত এলাকায় কোনও গৃহ নির্মাণ করে বসবাস করে এবং গ্রাম পঞ্চায়েতকে গৃহ ও ভূমি কর দিতে চায়, গ্রাম পঞ্চায়েত কি তা গ্রহণ করবে ?	এক্ষেত্রে আইনি জটিলতার মধ্যে গ্রাম পঞ্চায়েতের না যাওয়াই ভাল। এই সব মানুষেরা কর দিতে চান একটি আইনি স্বীকৃতি পাবার জন্যই। সেক্ষেত্রে ভোটার লিস্টে কোনও পরিবারের কারও নাম না উঠলে কর নির্ধারণ না করাই ভাল। এক্ষেত্রে, ভোটার লিস্টের কথা বলা হল একারণেই, ভোটার লিস্টে কারও নাম তোলানোর জন্য এই ধরনের পরিবারের সদস্যদের অনেক নথি পেশ করতে হয়। সেই নথি দেখে এ.ই.আর.ও নাম তোলেন। এই ক্ষেত্রে তাঁর স্বীকৃতিদানের ক্ষমতাকে স্বীকার করে নেওয়াই ভাল।

আপনার বিশ্বস্ত,
স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং : ৯৯/১(৩) - পিএন/ও/এক/১টি-৩/০৫ **তারিখ : ০৯.০১.২০০৭**

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠানো হল :-

১) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, ১১এ, কিরণ শংকর রায় রোড, পঞ্চায়েত ভবন, কলিকাতা-১

২) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)।

৩) ব্লক উন্নয়ন আধিকারিক, ... (সকল)।
তাঁর অধীনে সকল গ্রাম পঞ্চায়েতে এই প্রতিলিপি বণ্টনের জন্য অনুরোধ করা হচ্ছে।

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে উপসচিব
পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং : ৬২-পি.এন./ও/এক/১টি-৩/০৫ তারিখ : ৪ঠা জানুয়ারি, ২০০৭

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ৪৬ ধারায় প্রদত্ত ক্ষমতা বলে গ্রাম পঞ্চায়েত প্রতিটি বাড়ি বা ভূমি বা একই সঙ্গে বাড়ি ও ভূমির উপর গৃহ ও ভূমি কর ধার্য করবে। ইতিমধ্যে সংশোধিত পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি, ২০০৪-এর নিয়ম অনুসারে অর্থ ও পরিকল্পনা উপসমিতি কর এবং অ-করের নির্ধার তালিকা তৈরি করে ৭ই সেপ্টেম্বরের মধ্যে গ্রাম পঞ্চায়েতে পেশ করবে। উপরোক্ত নিয়মাবলির ৬০ নিয়মের (১) উপনিয়ম অনুসারে গ্রাম পঞ্চায়েত ৩০শে সেপ্টেম্বরের মধ্যে উক্ত নির্ধার তালিকা অনুমোদন করবে। কিন্তু সংশোধিত ৫৭ নিয়ম অনুযায়ী ৫-ক ফর্মে (স্ব-ঘোষণা পত্রে) গৃহের মালিক বা দখলীদারের পূরণ করা তথ্য সংগ্রহ করে নির্ধার তালিকা তৈরির জন্য রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর থেকে সম্প্রতি যে নির্দেশ দেওয়া হয়েছে (নং ৫০৩৩/পি.এন./ও/এক/১টি-৩/০৫ তারিখ ২০-১০-০৬ সেই কাজ এই রাজ্যের) সমস্ত জেলাতে অদ্যাবধি চলছে এবং সম্পূর্ণ হতে আরও সময় লাগবে।

সামগ্রিক বিষয় বিবেচনা করে ও নির্ধার তালিকা তৈরির কাজ ত্বরান্বিত করার লক্ষ্যে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২১২ ধারায় প্রদত্ত ক্ষমতা বলে রাজ্যপাল এই বিষয়ে একটি পরিবর্তিত সময়সূচি স্থির করার জন্য প্রত্যেক গ্রাম পঞ্চায়েতকে প্রয়োজনীয় নির্দেশ প্রদান করছেন।

নির্ধার তালিকা তৈরির সময়সূচি

১। গ্রাম পঞ্চায়েতের অর্থ ও পরিকল্পনা উপসমিতি ১৫ই জানুয়ারি তারিখের মধ্যে কর এবং অ-করের নির্ধার তালিকা তৈরি করবে ৯নং ফর্মে। এই কর এবং অ-কর পরবর্তী আর্থিক বছরের পয়লা এপ্রিলে দেয় হবে।

২। অর্থ পরিকল্পনা উপসমিতি, কর ও অ-কর আদায়ের নির্ধার তালিকাগুলি ১৯শে জানুয়ারির মধ্যে গ্রাম পঞ্চায়েতের নিকট পেশ করবে।

৩। গ্রাম পঞ্চায়েত ২৫শে জানুয়ারির মধ্যে সাধারণ সভা আহ্বান করে ওই নির্ধার তালিকা অনুমোদন করবে।

৪। নির্ধার তালিকার প্রতিলিপি সংশ্লিষ্ট ব্লকের পঞ্চায়েত উন্নয়ন আধিকারিকের নিকট ৩১শে জানুয়ারির মধ্যে পাঠাতে হবে।

৫। পঞ্চায়েত উন্নয়ন আধিকারিকের মতে যদি কর নির্ধারণ সঠিক না হয় তবে তিনি ৬ই ফেব্রুয়ারির মধ্যে সংশ্লিষ্ট গ্রাম পঞ্চায়েতকে ওই তালিকা সংশোধনের জন্য নির্দেশ দেবেন।

৬। গ্রাম পঞ্চায়েত সংশোধিত নির্ধার তালিকা এবং সময়মতো কর দেননি এমন ব্যক্তিদের নামের তালিকা গ্রাম পঞ্চায়েত এলাকার কমপক্ষে দুটি প্রকাশ্য স্থানে প্রকাশ করবে এবং গ্রাম সংসদ বৈঠকে আলোচনার জন্য পেশ করবে। কর আরোপণ সম্বন্ধে কোনও ব্যক্তির আপত্তি থাকলে ১০ (দশ) দিনের মধ্যে গ্রাম পঞ্চায়েত অফিসে জানাতে হবে। গ্রাম পঞ্চায়েত আপত্তির শুনানি করবে। ওই তালিকা সংশোধন হওয়ার পর গ্রাম সভার বৈঠকে আলোচনার জন্য পেশ করতে হবে।

৭। শুনানির পর পুনরায় ওই তালিকা ২৫শে ফেব্রুয়ারির মধ্যে সংশ্লিষ্ট গ্রাম পঞ্চায়েত এলাকায় কমপক্ষে দুটি প্রকাশ্য স্থানে প্রকাশিত করবে।

৮। এর পরেও কর সম্বন্ধে কোনও ব্যক্তির কোনও আপত্তি থাকলে জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের কার্যালয়ে ১০ই মার্চের মধ্যে আবেদন করতে পারবেন।

৯। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ১৫ই মার্চের মধ্যে শুনানি করবেন।

১০। সংশ্লিষ্ট মাসের ২০ তারিখের মধ্যে ওই আধিকারিক শুনানির মতামতসহ নির্ধার তালিকা গ্রাম পঞ্চায়েতে ফেরত পাঠাবেন।

১১। ২১শে মার্চ থেকে ৩১শে মার্চের মধ্যে সংশ্লিষ্ট গ্রাম পঞ্চায়েত চুড়ান্ত নির্ধার তালিকা প্রকাশ্য স্থানে প্রকাশ করবে।

ওই একই ধারা বলে রাজ্যপাল আরও নির্দেশ প্রদান করছেন যে গ্রাম পঞ্চায়েত ব্যাপকভাব প্রচার চালিয়ে সকলকে অবহিত করবে। অন্যথায় বিশেষ গ্রাম সংসদ সভা আহ্বান করে নির্ধার তালিকা পেশ করে সকলকে জানাবে।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্র নাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

নং : ৬২/১(৪৫০)-পি.এন./ও/এক/১টি-৩/০৫ **তারিখ : ৪ঠা জানুয়ারি, ২০০৭**

জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য প্রতিলিপি প্রদত্ত হল।

১। কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

২। অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, পশ্চিমবঙ্গ।

৩। জেলা শাসক, ... জেলা।

৪। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।

৫। ব্লক উন্নয়ন আধিকারিক, ... ব্লক। ব্লকের মধ্যে সকল গ্রাম পঞ্চায়েতকে আদেশনামার অনুলিপি বণ্টন করার জন্য অনুরোধ করা হচ্ছে।

(মধুমিতা রায়)
বিশেষ ভারপ্রাপ্ত আধিকারিক ও
পদাধিকার বলে উপসচিব
পশ্চিমবঙ্গ সরকার।

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5915/PN/O/II/1A-1/2006 **Date: 28.12.2006**

CIRCULAR

A question has since been raised as to who is the competent authority to issue the release order of the Secretary and other employees of the Gram Panchayat as and when they are transferred.

In terms of clause © of sub-rule (1) of rule 44 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 (as amended upto August, 2006) "the Pradhan shall exercise general control over all employees of Gram Panchayat". So, being the controlling authority of the Gram Panchayat employees, Pradhan will release the Secretary and other employees of the Gram Panchayat as and when they are transferred.

By Order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Govt. of West Bengal

No. 5915/l(7)/PN/O/II/1A-1/2006 **Date: 28.12.2006**

Copy forwarded for information and taking necessary action, to the:

1. Commissioner, Panchayats & Rural Development, West Bengal, Panchayat Bhavan.
2. Director, SIPRD, Kaiyani.
3. District Magistrate, _____ (All)
4 District Panchayat & Rural Development Officer _____ (All)
   He-is requested to send copies of this circular to Sl. No. 5 & 6 within the district.
5. Block Dev. Officer & Executive Officer, _____ Panchayat Samiti (All)
6. Pradhan, _____ Gram Panchayat (All).
7. General Secretary, West Bengal Panchayat Employees' Association.

M. Ray

OSD and Ex-Officio Deputy Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেসপ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-১

নং : ৫০৩৫/পি.এন./ও/এক/৪এফ-২/০৬ তারিখ : ২০.১০.০৬

আদেশনামা

যেহেতু ভারত সরকারের গ্রামোন্নয়ন মন্ত্রক ইতিমধ্যে জাতীয় বয়স্ক ভাতা প্রকল্প প্রবর্তন করেছেন সেইসব নিঃস্ব ব্যক্তিদের জন্য যাঁদের বয়স ন্যূনতম ৬৫ বছর এবং যাঁদের আয়ের অন্য কোনও উৎস নেই।

এবং যেহেতু পশ্চিমবঙ্গ সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ কর্তৃক রাজ্যস্থিত গ্রাম পঞ্চায়েতের সাহায্যে প্রকল্পটি রূপায়িত হচ্ছে;

এবং যেহেতু এটা পরিলক্ষিত হয়েছে যে সংশ্লিষ্ট গ্রাম পঞ্চায়েত কর্তৃক ইতিমধ্যে নির্বাচিত উপভোক্তাগণ তাঁদের প্রতিদিনের জীবিকা নির্বাহের জন্য যথাসময়ে প্রাপ্য মাসিক ভাতা না পাওয়ায় তাঁরা অসুবিধায় পড়ছেন;

অতএব, উপরোক্ত দিকগুলি বিবেচনা করে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩(১৯৭৩ এর পশ্চিমবঙ্গ আইন ৪১) এর ২০১২ ধারা বলে রাজ্যপাল সন্তোষ সহকারে আদেশ জারি করছেন যে যদি কোনও গ্রাম পঞ্চায়েতের জাতীয় বয়স্কভাতা প্রকল্প তহবিলে নির্দিষ্ট সময়ে প্রয়োজনীয় অর্থ না থাকে তাহলে সেই সকল নিঃস্ব ব্যক্তিদের দুঃখ দুর্দশা মোচন করার জন্য অস্থায়ী ব্যবস্থা হিসাবে ওই গ্রাম পঞ্চায়েত তার নিজস্ব তহবিল থেকে প্রয়োজনীয় অর্থ জাতীয় বয়স্ক ভাতা প্রকল্পের জন্য নির্বাচিত পেনশনভোগীদের প্রদান করতে পারবে। শর্ত থাকে যে, ওই গ্রাম পঞ্চায়েতে জাতীয় বয়স্ক প্রকল্প তহবিলে অর্থ জমা হলে তৎক্ষণাৎ ওই গ্রাম পঞ্চায়েতের নিজস্ব তহবিলে তা স্থানান্তরিত করতে হবে।

রাজ্যপালের আদেশানুসারে,

স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

No. 5035 /PN/O/I/4F-2/06 **Date: 20.10.06**

ORDER

WHEREAS the Rural Development Ministry of the Govt. of India have already introduced the National Old Age Pension Scheme for the destitute persons who have attained the minimum age of 65 (sixty five) years and have no other source of income for their living;

AND WHEREAS the scheme is being implemented by the State in the Department of Panchayats and Rural Development with the help of the Gram Panchayats within the State;

AND WHEREAS it has since been observed that the pensioners already selected by the Gram Panchayats are not getting their monthly pension in due time causing much hardship and resentment among the people in maintaining their day-to-day livelihood;

NOW, THEREFORE, considering the above aspects in view, the Governor, in exercise of the powers conferred under section 212 of the West Bengal Panchayat Act, 1973.(West Ben. Act XLI of 1973), is pleased hereby to direct that when the required fund on NOAPS Account is not made available to a Gram Panchayat within the appropriate time, such Gram Panchayat, in order to redress the hardship of these destitute persons, shall be at liberty to apply, as a temporary arrangement, its own fund for the purpose of disbursing pension to the beneficiaries of NOAPS, subject to the condition that on receipt and credit of fund to the NOAPS Account admissible to the Gram Panchayat, the own fund of Gram Panchayat shall be recouped in full without any loss of time.

By Order of the Governor,

Sd/-

M. N. Roy
Principal Secretary to the
Govt. of West Bengal

No. 5035/1(13) /PN/O/I/4F-2/06 **Date: 20.10.06**

Copy forwarded for information and necessary action to: -

1. The Accountant General (Local Bodies Audit) West Bengal, CGO Complex, MOS Buildings, DF-Block, Sector -1, Salt Lake, Kolkata - 700064.
2. The Commissioner of Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11 A, K.S.Roy Road, Kolkata - 700001.
3. The Director, State Institute of Panchayats and Rural Development, Gandhi Bhavan, Kalyani, Nadia.
4. The Sabhadhipati, ... Zilla / Mahakuma Parishad (All)
5. The District Magistrate, ... (All)
6. The Additional Executive Officer, ... Zilla Parishad (All)
7. The Sub-divisional Officer, ... (All)
8. The District Panchayat & Rural Development Officer, ... (All)
9. The Block development Officer, ... (All)
10. ThePradhan, ... Gram Panchayat (All)
11. The Project Director, SRD Cell, Department of Panchayats and Rural Development,
12. The Budget Cell, Department of Panchayats and Rural Development,
13. The Accounts Cell, Department of Panchayats and Rural Development.

D. Ghosh

Joint Secretary to the
Government bf West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড,
কলকাতা-৭০০ ০০১

নং : ৫০৩৩/পি.এন./ও/এক/১টি-৩/০৫ তারিখ : ২০.১০.০৬

আদেশনামা

রাজ্য সরকার গ্রাম পঞ্চায়েতের নিজস্ব আয় বৃদ্ধির ওপর বিশেষ গুরুত্ব আরোপ করেছেন এবং নিজস্ব আয় বৃদ্ধির উদ্যোগ ত্বরান্বিত ও সুচারুভাবে সম্পন্ন করার জন্য পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি ২০০৪-এর একটি সংশোধনী বিগত ৯ই আগস্ট ২০০৪ তারিখে রাজ্য সরকার প্রকাশ করেছেন। গ্রাম পঞ্চায়েতের কর এবং অ-কর আদায়ের ক্ষেত্রে কেবলমাত্র প্রয়োগগত বা ব্যবহারিক কিছু পরিবর্তন এই সংশোধনীতে সংযোজিত হয়েছে।

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ৪৬ ও ৪৭ ধারা মতে বর্তমানে গ্রাম পঞ্চায়েত কর ও অ-কর আদায় করে- করের মধ্যে পড়ে ভূমি ও গৃহ কর এবং অ-করের মধ্যে পড়ে বিভিন্ন ধরনের ফি, রেট, টোল, বা অন্যান্য সম্পদ-উদ্ভূত আয় ইত্যাদি।

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১২ ধারা বলে এবং পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলি ২০০৪-এর নিয়ম ৬১(৩) অনুসারে গ্রাম পঞ্চায়েত কর এবং অ-কর সংগ্রহ করার জন্য রাজ্যপাল সন্তোষ সহকারে নিম্নলিখিত নির্দেশাবলি প্রদান করছেন।

১. যে সকল অ-কর বাড়ি বাড়ি ঘুরে অথবা অন্যান্য স্থানে গিয়ে আদায় করতে হয় - যেমন, জল বা আলো অভিকর, মেলা বা তীর্থস্থানে স্বাস্থ্যবিধান সম্পর্কীয় ফি, ব্যবসা - বাণিজ্য নিবন্ধীকরণ ও নবীকরণ ফি, গ্রামীণ বাজারে বিক্রীত পণ্যের উপর ফি, নিকাশি ফি এবং নলকূপ নিবন্ধীকরণ ও নবীকরণ ফি, - ইত্যাদি কর আদায়কারীর মাধ্যমে আদায় করা যাবে; তবে অ-কর আদায় করে তৎক্ষণাৎ রসিদ দিতে হবে। ব্যবসা বাণিজ্য নিবন্ধীকরণ ফি আদায় করে সংশ্লিষ্ট শংসাপত্র বা সার্টিফিকেট (১১ নং ফর্মে) দুই দিনের মধ্যে নির্দিষ্ট ব্যক্তির নিকট পৌঁছে দিতে হবে।

২. যে সকল অকর এককালীন গ্রাম পঞ্চায়েত কার্যালয়ে জমা দিতে হয়, - যেমন পুস্করিনী, বাগান লীজের অর্থ, সড়ক বা ফেরিঘাটের টোল ইত্যাদি - গ্রাম পঞ্চায়েত সরাসরি আদায় করবে।

৩. বিজ্ঞাপন প্রদর্শনের ফি আদায়ের জন্য দুই প্রকার পদ্ধতি অবলম্বন করতে হবে। হাট বা বাজারে যে ছোট ছোট বিজ্ঞাপনগুলি দেওয়া হয় সেগুলি চিহ্নিত করে আদায়কারী ফি আদায় করবেন; আবার বড় বড় হোর্ডিংগুলির ক্ষেত্রে প্রদেয় ফি প্রদর্শনকারী সরাসরি গ্রাম পঞ্চায়েতে আগাম জমা দেবেন।

৪. অ-কর আদায়ের ক্ষেত্রে গ্রাম পঞ্চায়েত আদায়কারীকে গৃহ ও ভূমি কর আদায়ের একই হারে কমিশন প্রদান করবে। তবে অ-কর আদায়ের কমিশন পৃথকভাবে প্রদান করতে হবে; কর আদায়ের সঙ্গে অ-কর আদায়ের পরিমাণ যোগ করে কমিশন হিসাব করা যাবে না।

৫. গ্রাম পঞ্চায়েত ভূমি ও গৃহ কর আদায়ের জন্য স্ব-ঘোষণা পত্র (নিদের্শ ৫-ক, পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলির সংশোধনীর ৫৭(২) নিয়ম দ্রষ্টব্য) প্রত্যেক বাড়ির মালিক বা দখলিদারের নিকট পূরণ করার জন্য পাঠাবে। পূরণ করা নিদর্শ আবার যথা সময়ে সংগ্রহ করবে। উক্ত কাজ গ্রাম পঞ্চায়েত কর আদায়কারী অথবা গ্রাম উন্নয়ন সমিতির মারফত করাতে পারে। যদি কোনও বাড়ির মালিক বা দখলিদার নিদর্শটি পূরণ করতে বা ওই সংক্রান্ত কোনও তথ্য প্রদান বা সই বা টিপসই প্রদান করতে অস্বীকৃত হন তাহলে কর-আদায়কারী বা গ্রাম পঞ্চায়েতের সংশ্লিষ্ট সদস্যের মন্তব্যের ভিত্তিতে গ্রাম পঞ্চায়েত সংশ্লিষ্ট ব্যক্তির গৃহ ও ভূমির বাজার মূল্য ঠিক করে কর নির্ধারণ করবে। গ্রাম পঞ্চায়েত ওই এলাকায় অবস্থিত প্রতিটি বসতবাটি, দোকানঘর, ব্যবসাকেন্দ্র বা অন্যান্য গৃহ চিহ্নিত করে একটি করে হোল্ডিং নং প্রদান করবে। ওই নম্বরটি ধারাবাহিক হবে।

৬. ৫-ক নিদর্শটির ভিত্তিতে উক্ত নিয়মাবলির ৬নং (৫৭(২) নিয়ম দ্রষ্টব্য) ও ৯ নং (৫৯ নিয়ম দ্রষ্টব্য) নিদর্শগুলি পূরণ করতে হবে। উক্ত কার্যের জন্য বাড়ি পিছু বা হোল্ডিং পিছু ৫০ পয়সা হিসাবে পারিশ্রমিক প্রদান করা যেতে পারে। এই অর্থ এই বছর কেন্দ্রীয় সরকারের কাছ থেকে প্রাপ্ত পুরস্কার অর্থ থেকে প্রদান করা যেতে পারে। পুরস্কার অর্থ পরে না পাওয়া গেলে এই বাবদ প্রাপ্ত আয় থেকে পারিশ্রমিক মেটাতে হবে।

৭. অ-করের ক্ষেত্রে ৯ নং নিদর্শ (বিভাগ-২ থেকে বিভাগ-৯) কর আদায়কারী বা গ্রাম উন্নয়ন সমিতির মারফত পূরণ করা যাবে। এই নিদর্শগুলি পুরণের জন্য পারিশ্রমিকের পরিমাণ কী হবে তা গ্রাম পঞ্চায়েতই স্থির করবে। তবে এই পারিশ্রমিকের পরিমাণ কখনোই ভূমি ও গৃহ করের নির্ধারের ক্ষেত্রে যে পারিশ্রমিক দেওয়া হবে তার বেশি হবে না। অ-কর ক্ষেত্রের নির্ধারের পারিশ্রমিক গ্রাম পঞ্চায়েত দ্বাদশ অর্থ কমিশনের উৎসাহ ব্যঞ্জক অনুদানের তহবিল থেকে ব্যয় করবে। যে সকল গ্রাম পঞ্চায়েতে কর আদায়কারী নেই সেই ক্ষেত্রে গ্রাম পঞ্চায়েত সমান পারিশ্রমিকের ভিত্তিতে স্থানীয় লোকের সাহায্য গ্রহণ করতে পারবে। উক্ত কাজগুলি নিয়মিত তদারকির জন্য গ্রাম পঞ্চায়েত তার একজন কর্মচারীকে দায়িত্ব প্রদান করবে। সংশ্লিষ্ট ব্লকের পঞ্চায়েত উন্নয়ন আধিকারিক বা পঞ্চায়েত হিসাব ও নিরীক্ষা আধিকারিক বা উপসচিব প্রতিমাসে একবার গ্রাম পঞ্চায়েত কার্যালয়ে উপস্থিত হয়ে ওই কাজের অগ্রগতি তদারকি করবেন এবং ব্লক উন্নয়ন আধিকারিকের নিকট নির্দিষ্ট নিদর্শে প্রতিবেদন দাখিল করবেন।

৮. ব্লক উন্নয়ন আধিকারিক ওই প্রতিবেদন যথাসময়ে জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের নিকট পাঠাবেন। ওই প্রতিবেদনটি জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের কাছ থেকে পঞ্চায়েত ও গ্রামোন্নয়ন কমিশনারের কাছে পৌঁছাতে হবে। সম্পূর্ণ বিষয়টি কমিশনার তদারকি করবেন এবং প্রধান সচিবকে অবহিত রাখবেন।

রাজ্যপালের আদেশানুসারে,

স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং ৫০০৩/১ (৪০০০)/পি.এন/ও/এক/১টি-৩/০৫ তারিখ : ২০.১০.০৬

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হল :-

১) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন, কলকাতা।

২) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৩) সভাধিপতি, ... জেলাপরিষদ (সকল)

৪) জেলা শাসক, ... জেলা (সকল)

৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)

৬) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা (সকল)

৭) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)

৮) ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি (সকল)

৯) গ্রাম পঞ্চায়েত প্রধান, ... গ্রাম পঞ্চায়েত (সকল)

১০) একান্ত সচিব, ভারপ্রাপ্ত মন্ত্রী, পঞ্চায়েত ও গ্রামোন্নয়ন

১১) একান্ত সচিব, রাষ্ট্রমন্ত্রী, পঞ্চায়েত ও গ্রামোন্নয়ন

১২) এই বিভাগের সকল শাখা

দিলীপ ঘোষ
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

No. 4976/PN/O/I/3R-7/2004 **Date: 17.10.2006**

CORRIGENDUM

This Department Notification No. 4163/PN/O/I/3R-7/04 dated 9th August, 2006 which was issued in terms of sub-section (1) of section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) amending the West Bengal Panchayat (Gram Panchayat Administration) Rules. 2004 and published in an extraordinary issue of the Kolkata Gazette at pages 1 to 31 bears typographical mistake.

In column 8 of Form 6 at page 20, the figures within bracket be read as (Col. 5 + Col. 7) for (Col. 4 + Col. 6).

Again in column 3 of form 9 (Part – I) at page 21, the figures within bracket be read as (Col. 8 or 9 of Form 6) for (Col. 7 or 8 of Form 6).

Sd/- M. N. Roy
Principal Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

No. 4671/PN/O/I/4P-2/06 **Date: 14.09.2006**

ORDER

The Government in the Panchayats and Rural Development Department for some time past is considering the imperative need for introducing computerized accounting and fund monitoring system and also for computerization of other functional process in the Gram Panchayats of this State. A software package named Gram Panchayat Management System (GPMS) has been developed for that purpose. The software package has been installed on pilot basis at as many as 188 different Gram Panchayats. It has been observed that the use of the software has proved to be effective in terms of reduction of time in maintenance of accounts as well as ensuring accuracy. But these Gram Panchayats are also maintaining the books of accounts manually, as the present West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990 has no provision to permit keeping the system generated books of accounts. So it is considered necessary and expedient to make necessary orders so as to eliminate duplication of works of maintenance of accounts both through computer as well as manually. On careful consideration of the matter, the Governor, in exercise of power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), is pleased hereby to issue the following instructions for the guidance of all the Gram Panchayats for the purpose of maintaining computerized accounting and fund monitoring system.

1. The concerned Panchayat Development Officer or Panchayat Accounts and Audit Accounts Officer as may be authorized, by an office order, by the concerned Block Development Officer, for this purpose shall maintain a Register as mentioned in paragraph 10 of this order for recording the names of different users, their designations and roles in (i) data entry, (ii) verification of entries, (iii) supervision of data entry constituting maintenance of the whole system of accounting. The role of a user shall be any one of the two categories, which are classified as Operator and Verifier. The Panchayat Development Officer or Panchayat Accounts and Audit Officer as the case may be shall assign a user ID and an initial password to each of the users and record it in the register which shall be kept in his personal custody confidentially and the user ID and password shall not be disclosed to any other person excepting the concerned user. The concerned user shall immediately upon receipt of the password, log into the system and shall change his/her password.

2. The Secretary or Sahayak as may be decided by the Pradhan will be assigned with the role of Operator. They will be able to add, query data in the voucher entry form.

3. Executive Assistant of the Gram Panchayat shall be assigned the role of Verifier. In case, the post of Executive Assistant is vacant, the Sahayak shall be assigned the role of operator and the Secretary may perform the role of verifier. The Verifier shall check each and every entry and verify the vouchers by use of verification mode in the voucher entry interface (for both receipts and payments). Thereafter, there shall not be any scope of deletion or addition of any voucher.

4. As soon as a fund is received or an expenditure is incurred necessitating entry in the books of accounts, the Operator shall enter it in the system using the voucher entry form and get a print out of the system generated receipts and payment vouchers, as the case may be. In case of receipt of money from outsiders, Miscellaneous Receipt in

Form No 5 of the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990 shall be generated by the system on the pre printed stationery.

5. The Operator in charge of recording receipt of money shall print money receipts on preprinted paper containing the name or logo of the Gram Panchayat, printed in watermark. The receipts shall be printed in duplicate containing a duplicate carbon, which should have ink on both the sides. Each such receipt and its duplicate shall bear a machine printed serial number suffixed by a code, which may distinguish a Gram Panchayat from other Gram Panchayats within the district. Each Gram Panchayat should have a unique code called LSG code and a list of LSG code has been given in Annexure-I of this order. As long as the pre-printed papers for printing money receipts are not available, the existing procedure of issuing money receipt in form 5 shall be followed.

6. After issue of receipt to the payee in Form No 5 of the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990, the duplicate receipts shall be preserved in bounded volume containing 100 receipts serially. A certificate of number of pages in the bounded volume showing first serial to last serial number of receipts, mentioning the missing serials and serial numbers of spoilt receipts shall be recorded on the front page of such bounded volume of duplicate receipts.

7. At the end of each day of transaction when recording of all the transactions have been completed, the **Verifier** shall log in to the system and verify all receipts and payments. After verification of all transactions occurring on the day, the verified Cash Book in Form 1 of the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990 shall be printed. The Pradhan shall then proceed to authenticate the Cash Book by putting his signature on the printout of the Cash Book after being satisfied that the balance shown in the Cash Book is correct and the printouts shall be preserved serially for consecutive days in a File. At the end of each month printouts for the whole month shall be bounded in volume and a continuous serial number shall be inserted manually on each page of the Cash Book on the top right hand corner and a page certificate for the whole month shall be given on the top page of the bounded volume in the following manner:

"Certified that the Cash Book for the month of _____ contains _____ number of pages from _____ to _____."

8. Similarly at the end of each month, the subsidiary Cash Book(s), Ledgers and compiled collection and expenditure report shall be printed, verified and maintained in bounded volumes. Continuous page number shall be inserted manually on each page of the subsidiary Cash Book and General Ledger on the top right hand corner and a page certificate shall be given on the top page of the bounded volume in the same manner as prescribed in Para 7.

9. After each day's work, the operator shall take a back-up of the work using the back-up module within utility. Copy of the back-up (mbd file) should be taken in a CD on every week as a safeguard against any data loss due to sudden break down of the system or any other disaster.

10. The User ID and password allotted to each Operator and verifier shall be maintained by the Panchayat Development Officer or Panchayat Accounts and Audit Officer in a Register in the form as stated below : -

Register for User ID and Password

_____ Gram Panchayat

Sl. No.	Name of employee	Designation	User ID allotted	Password allotted	Role	Date of allotment	Signature of PDO / PAAO
1	2	3	4	5	6	7	8

11. The Gram Panchayat shall convene a meeting of Artho O Parikalpana Upa Samiti for taking a resolution prior to switching over to computerized accounting procedure from manual system. The Gram Panchayat should, however continue to use the computerized accounting system as also the system of manual maintenance of accounts simultaneously for at least 3 months until its performance is felt to be satisfactory by the GP, as well as by the internal auditor, i.e., concerned Panchayat Accounts and Audit Officer. After ascertaining the performance of the computerized system, manual system shall be discontinued.

12. Prior to switching over from manual to computerized accounts in Gram Panchayat the following objective indicators shall be examined for ascertaining the performance of the concerned Gram Panchayat.

(i) The employees of Gram Panchayat have themselves used the system for three months ;

(ii) they have used their own password and user ID for entering transaction to the system ;

(iii) the balances of all the Books of Accounts generated through the soft ware has exhibited the true picture of financial affairs and the outputs are at least as satisfactory as those given by the manual system, i.e., the system generated outputs are in conformity with manual outputs;

(iv) back-ups are taken regularly, i.e. once in every week;

(v) the print outs of documents are preserved in bounded volumes as stated in the draft order and are authenticated by authorized persons.

This order takes immediate effect.

By Order of the Governor,

M. N. Roy
Principal Secretary to the
Govt. of West Bengal

No. 4671/1(16) PN/O/I/4P-2/06 **Dated: 14.09.06**

Copy forwarded for information and necessary action to: -

1. The Principal Secretary, Finance Department, Government of West Bengal, Writers' Buildings, Kolkata - 700001
2. The Commissioner and ex-officio Secretary (Internal Audit), Finance Department, Government of West Bengal, Writers' Buildings, Kolkata - 700001
3. The Accountant General (Local Bodies Audit) West Bengal, CGO Complex, MOS Buildings, DF-Block, Sector -1, Salt Lake, Kolkata - 700064
4. The Commissioner of Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11 A, K.S.Roy Road, Kolkata - 700001
5. The Director, State Institute of Panchayats and Rural Development, Gandhi Bhavan, Kalyani, Nadia
6. The Sabhadhipati, ...Zilla / Mahakuma Parishad (All)
7. The District Magistrate, ...(All)
8. The Additional Executive Officer, ...Zilla Parishad (All)
9. The Sub-divisional Officer, ...(All)
10. The District Panchayat & Rural Development Officer, ...(All)
11. The Block development Officer, ...(All)
12. The Pradhan, ...Gram Panchayat (All)
13. The Project Director, SRD Cell, Department of Panchayats and Rural Development,
14. The Joint Secretary, MIS Cell, Department of Panchayats and Rural Development,
15. The Budget Cell, Department of Panchayats and Rural Development,
16. The Accounts Cell, Department of Panchayats and Rural Development.

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
(পঞ্চায়েত শাখা)
৬৩, নেতাজী সুভাষ রোড, কলকাতা- ৭০০০০১

নং : ২০৩/পি.এন.ও/এক/১এ-২/২০০১ তাং - ১৭.০১.০৬

প্রেরক : বিশেষ ভারপ্রাপ্ত আধিকারিক ও
পদাধিকার বলে উপসচিব,
পশ্চিমবঙ্গ সরকার

প্রতি : জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,
উত্তর চব্বিশ পরগনা
বারাসাত, উত্তর চব্বিশ পরগনা।

বিষয় : উত্তর চব্বিশ পরগনা জেলার বাগদা ব্লকের হেলেঞ্চা গ্রাম পঞ্চায়েতের উপ-প্রধান কর্তৃক জিজ্ঞাসিত কয়েকটি প্রশ্নে উত্তর।

আদেশানুসারে উপযুক্ত বিষয়ে উত্তর চব্বিশ পরগনা জেলার বাগদা ব্লকের হেলেঞ্চা গ্রাম পঞ্চায়েতের উপ-প্রধান কর্তৃক জিজ্ঞাসিত কয়েকটি প্রশ্নের উত্তর প্রশ্নোত্তর আকারে নিম্নে প্রদত্ত হ'ল।

প্রশ্ন	**উত্তর**
১. পঞ্চায়েত আইনের ৩৪(২)-এর (ক), (খ) ও (গ) প্রকরণে প্রদত্ত বিধান অনুযায়ী গ্রাম পঞ্চায়েত সর্বসম্মত সিদ্ধান্ত দ্বারা গ্রাম পঞ্চায়েতের কোন বিষয় (যেমন রেশন কার্ড সংক্রান্ত) উপ-প্রধানকে দায়িত্ব প্রদান করলে উক্ত বিষয়ের কাগজপত্রে উপ-প্রধান স্বাক্ষর করে পাঠাতে পারবেন কি না ?	যদি কোনও বিষয় নিষ্পত্তি করার জন্য সর্বসম্মত সিদ্ধান্ত মারফত কোন উপ-প্রধানকে দায়িত্ব অর্পণ করা হয় তবে ওই উপ-প্রধান ওই বিষয় সংক্রান্ত সকল নথিপত্রে স্বাক্ষর করার অধিকারী হবেন।
২. যদি ক্ষমতা অর্পণ সর্বসম্মত সিদ্ধান্ত মারফত হয়, তবে কি সর্বসম্মত সিদ্ধান্ত দ্বারাই ওই ক্ষমতা অর্পণ রদ করতে হবে ?	হ্যাঁ।
৩. কার্যালয়ের ক্যাশবই, রেজুলেশন বই, প্রকল্প বা সরকারি চিঠিপত্র সংক্রান্ত সকল কাগজপত্র উপ-প্রধান দেখতে পারবেন কি না ? অথবা দেখতে চাইলে প্রধান দেখাতে বাধ্য কি না ?	ইতিমধ্যে প্রকাশিত, তথ্য জানার অধিকার আইন, ২০০৫ অনুযায়ী যে কোনও গ্রাম পঞ্চায়েতের সকল নথিপত্র উপপ্রধানের সঙ্গে সকল সদস্যের দেখার ও সকল তথ্য জানার অধিকার আছে।

স্বাঃ-
বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে
উপ-সচিব, পশ্চিমবঙ্গ সরকার

নং : ২০৩/১(১৯)/পি.এন./ও/এক/১এ-২/০১ **তারিখ : ১৭.০১.০৬**

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য প্রতিলিপি প্রদত্ত হল :-

১) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,

.....
সকল (উত্তর চব্বিশ পরগনা ব্যতীত)

২) ব্লক উন্নয়ন আধিকারিক, বাগদা ব্লক,
উত্তর চব্বিশ পরগনা জেলা।
বিষয়টি তাঁর ব্লকের হেলেঞ্চা গ্রাম পঞ্চায়েতের উপ-প্রধানকে অবহিত করা যেতে পারে।

৩) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে
উপ-সচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing :: Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 5121/PN/O/111/10-4/04 (Pt. I) **Dated : 19.08.2005**

From : D. Bandyopadhyay, Deputy Secy, to the Government of West Bengal.

To : The Commissioner of Panchayats & R.D, West Bengal

Sub : Clarification regarding engagement of Collecting Sarkar (Tax Collector)

The undersigned is directed to clarify the following points in connection with engagement of Collection Sarkar (Tax Collector) in the Gram Panchayats in terms of this Deptt's Memo No. 2070/PN/O/III/2A-78/04 dated 27.05.2005.

Points	Clarification
1. Whether conditions mentioned in this Deptt's Memo No. 2070/PN dated 27.5.05 will be applicable to all those Collecting Sarkars who have been working so long in the Gram Panchayats.	1. The answer is in the negative
2. Whether the aforesaid order will be applicable only when a new Collcting Sarkar is engaged by a Gram Panchayat against any declared vacancy.	2. The answer is in the affirmative
3. Whether all the existing Collecting Sarkars will be subjected to new conditions of minimum age and educational qualification as laid down in the Memo No.2070/PN dt. 27.05.2005.	3. The conditions of minimum age and educational qualification as laid down in the Memo No. 2070/PN dt. 27.05.05 will not be applicable in respect of all the existing Collecting Sarkars engaged earlier before issue of this Deptt's Memo No. 2070/PN dt. 27.05.05

(D.Bandyopadhyay)

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing
Jessop Building
63, N. S. Road, Kolkata - 1

No. 2865/PN/O/I/3R-2/04 **Dated : 24.08.04**

From : M. Roy, O.S.D. & Ex-Officio Dy. Secy.
to the Government of West Bengal.

To : The Assistant Secretary to the Govt. of West Bengal, Labour Department,
Emp. Cell, Writers' Buildings, Kolkata–700 001.

Sub : Issuance of Residential Certificates by the Gram Panchayat Prodhans to the persons residing in the Tea Garden areas of North Bengal.

Ref : No. 80-Emp/Emp/1M-9/2004 dated 24.05.04.

The undersigned is directed to address him on the above-mentioned subject and to state that the Tea-Garden areas of North Bengal have been brought within the jurisdiction of Gram Panchayats in 1998-99. So, Prodhan of a Gram Panchayat may issue 'Residential Certificate' in favour of the residents of a Tea-Garden failing within the local jurisdiction of the same Gram Panchayat if the Prodhan is satisfied about the residential status either from personal knowledge or from local enquiry or on the basis of the documents submitted by the residents in support of their residential status.

The undersigned is further directed to add that in regard to the point of possessing Ration Cards or no Ration Cards, it may be mentioned that the Ration Card is not the only document but one of the documents of residential status. The Election Commission of India has listed documents which can be accepted by the Presiding Officer of a Polling Station as a proof of residential status of a voter. The Prodhan of a Gram Panchayat may follow the same guidelines.

M. Roy

O.S.D. & Ex-Officio Dy. Secy.
to the Government of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেসপ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-১

নং : ৬৮২৩/পি.এন./ও/এক/৩সি-৪/৯৬. (অংশ-৩) তারিখ : ২৩.১২.০৫

আদেশনামা

যেহেতু সংশোধনোত্তর পশ্চিমবঙ্গ পঞ্চায়েত আইনি, (১৯৭৩ এর পশ্চিমবঙ্গ ৪১ আইন) এর ১৬ ক ধারার (২) উপধারা বলে গ্রাম সংসদের সকল সভা প্রত্যেক গ্রাম পঞ্চায়েতের মধ্যে সংশ্লিষ্ট গ্রামের স্থানীয় সীমার মধ্যে ঐ গ্রাম পঞ্চায়েত কর্তৃক যেরূপ স্থিরীকৃত হবে সেই তারিখে ও সময়ে অনুষ্ঠিত হওয়া উচিত;

এবং যেহেতু বিগত ৩১.১০.১৯৯৫ তারিখের এই বিভাগ কর্তৃক প্রচারিত ২৫০৮/পি এন/ও/কে/১এ-১২/১৯৯৫ নং আদেশনামা দ্বারা পূর্বেই সংশ্লিষ্ট সকলকে জানানো হয়েছিল যে গ্রাম সংসদ সভায় স্থান ও সময় স্থানীয়ভাবে নির্ধারিত হবে;

এবং যেহেতু সম্প্রতি এই দপ্তরের নজরে এসেছে যে সংশ্লিষ্ট গ্রাম সংসদের মধ্যে গ্রামসংসদের সভানুষ্ঠান করার জন্য উপযুক্ত স্থান বিদ্যমান থাকলেও, বেশ কিছু গ্রাম পঞ্চায়েত গ্রাম সংসদ এলাকার বাইরে কোনও স্থানে ঐ সভানুষ্ঠানের জন্য নির্ধারণ করেছেন;

এবং যেহেতু, ঐ রূপ সিদ্ধান্ত গ্রাম সংসদ সভায় স্থানীয় মানুষদের অংশগ্রহণে বিঘ্ন ঘটাবে;

এবং যেহেতু, বর্তমানে সংশ্লিষ্ট সকলের কাছে সরকারের ইচ্ছা ও উদ্দেশ্য জানানোর জন্য একটি সরকারী আদেশনামা প্রচার করা সঙ্গত ও প্রয়োজনীয় বলে মনে হয়েছে;

অতএব সংশোধনোত্তর পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩ এর পশ্চিমবঙ্গ ৪১, আইন) এর ২০১২ ধারা বলে রাজ্যপাল সন্তোষসহকারে এই মর্মে আদেশ প্রদান করেছেন যে গ্রাম সংসদের সকল সভা সংশ্লিষ্ট গ্রাম পঞ্চায়েত কর্তৃক ঐ গ্রাম সংসদ এলাকার মধ্যে যে কোন সুবিধাজনক স্থানে অনুষ্ঠিত হবে।

এই আদেশ অবিলম্বে কার্য্যকরী হবে।

রাজ্যপালের আদেশানুসারে,
মানবেন্দ্রনাথ রায়
সচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

No. 4583/PN/O/I/1A-5/01 **Date: 13.07.2005**

From : Smt. M. Ray
O.S.D. & Ex-Officio Deputy Secretary to the
Govt. of West Bengal.

To : Addl. Executive Officer
Burdwan Zilla Parishad

Sub : **Permission for taking public donation for improvement of a village road under Bandul - I Gram Panchayat of Burdwan - I Panchayat Samiti.**

Sir,

Reference to your Memo No. BZP/DE/753 dated 06. 07. 2005 addressed to Sri D. Ghosh, IAS, Joint Secretary to the Govt. of West Bengal, Panchayats and Rural Development Department, I am directed to inform you that any gift or contribution from any individual, severally or jointly, shall not be received by a Zilla Parishad for crediting to its fund, save and except, in pursuance of a resolution adopted in a meeting of Zilla Parishad accepting such gift or contribution and stating the purpose for which such gift or contribution is offered and accepted.

I am, therefore, directed to request you to pass a resolution in Artha Sanstha Unnayan O Parikalpana Sthayee Samiti of Zilla Parishad accepting such contribution and stating the purpose for which such contribution is offered and accepted as laid down in Explanation (b) under section 179 of the West Bengal Panchayat Act, 1973.

Yours faithfully,

M. Ray
OSD and Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 2070/PN/O/III/2A-78/04 **Dated : 27.05.2005**

From : Deputy Secretary to the Govt. of West Bengal.

To : The Commissioner of Panchayats & R.D., West Bengal.

Sub : Engagement of Collecting Sarkar (Tax Collector).

The undersigned is directed to say that in terms of rule 33 of the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990, if considered necessary and expedient, Gram Panchayats may, as its meeting resolve to engage for a specified period, not exceeding two years at a time on commission basis, Collecting Sarkar (Tax Collector) for collection of rates, taxes and fees assessed by the Gram Panchayat. The strength of Collecting Sarkar in a Gram Panchayat shall be determined by the State Government or may be specified from time to time by the State Government.

In terms of rule 63 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, a Collecting Sarkar shall be entitled to get a fix monthly remuneration as may be decided by the State Government from time to time. The Prodhan or Upa Prodhan, or any other member of a Gram Panchayat, Executive Assistant of Gram Panchayat shall be responsible for supervising and monitoring of Collection of taxes, rates and fees, but they shall not collect any taxes, rates or fees personally.

No unauthorized person shall be allowed on commission basis to collect tax, rates and fees on Form No. 4 which is authenticated for collection of tax, rates and fees by authorized Collecting Sarkar only in terms of Chapter IV Para 9(2) of the W.B.(Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990.

General criteria for engagement of a Collecting Sarkar :-

1. Minimum Age : 25 years on date of engagement.

2. Educational Qualification :

   Passed Madhyamik or equivalent from any recognized Board, Council or University.

3. Residence : Local (within the Gram Panchayat).

4. Maximum/Upper age limit for engagement :

The Gram Panchayat should be satisfied with the mental and physical fitness of the Collecting Sarkar for engagement/renewal of contract.

5. Declaration of vacancy and filling up of the post :

A notice inviting application from eligible persons for engagement of Collecting Sarkar shall be published by the concerned Gram Panchayat. Last date of submission of application is 15(fifteen) days from the date of publication of notice.

6. Method of Selection : On the basis of merit and work experience.

7. Agreement : A standardized contract form of agreement is furnished for execution at the time of engagement.

A Gram Panchayat may take disciplinary action against a Collecting Sarkar by earlier termination as per provision laid down in terms of rule 33(3) of The West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990 read with this Department's Memo No. 28148(15)Panch/IT-16/78 dated 21.12.78.

Sd/-
Deputy Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

নং : ১৭৮০-পি.এন/ও/এক/৩-সি—৪/৯৬ (অংশ-১) তারিখ : ৪ঠা মে, ২০০৫

আদেশনামা

যেহেতু সংশোধন উত্তর পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ আইন নং-৪১)-এর ১৬-ক ধারার (৬) উপধারার (খ) প্রকরণ অনুযায়ী কোন গ্রাম সংসদ গ্রাম পঞ্চায়েতকে দারিদ্র দূরীকরণের লক্ষ্যে নানা প্রকার গ্রামোন্নয়ন কর্মসূচীতে উপকৃতদের (বেনিফিসিয়ারীদের) চিহ্নিতকরণের জন্য অথবা ঐ নীতিসমূহ নিরুপন করার জন্য পরামর্শ দান করতে বাধ্য থাকবেন,

এবং যেহেতু ইতোমধ্যে সরকারের নজরে এসেছে যে বিভিন্ন কার্যক্রম ও প্রকল্পের সহায়তার জন্য উপকৃতদের (বেনিফিসিয়ারীদের) নানা যথাযথভাবে গ্রাম সংসদ কর্তৃক অনুমোদিত হচ্ছে না,

এবং যেহেতু বিভিন্ন কার্যক্রম ও প্রকল্পের উপকৃতদের (বেনিফিসিয়ারীদের) চিহ্নিতকরণের জন্য গ্রাম সংসদের অনুমোদন একান্ত জরুরী,

অতএব, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ পঞ্চায়েত আইন নং-৪১)-এর ১৬-ক (৬) (খ) ধারা ও উক্ত আইনের ২১২ ধারা বলে রাজ্যপাল নির্দেশ দিচ্ছেন যে, সমাজের দারিদ্রসীমার নীচে বসবাসকারী মানুষদের ব্যক্তিগত বা পারিবারিক সহায়তার জন্য যে সকল প্রকল্প চালু আছে যেমন জাতীয় বার্ধক্যভাতা প্রকল্প, অন্ত্যদয় অন্ন যোজনা, অন্নপূর্ণা যোজনা, ইন্দিরা আবাস যোজনা এবং অনুরূপ প্রকল্প বা কর্মসূচীতে উপকৃত ব্যক্তিদের (বেনিফিসিয়ারীদের) নাম গ্রাম সংসদ সভায় অবশ্যই চিহ্নিত ও অনুমোদিত হবে। কোন কারণে গ্রাম সংসদের বার্ষিক ও ষাণ্মাসিক সভায় উপকৃত ব্যক্তিদের (বেনিফিসিয়ারীদের) নাম চিহ্নিতকরণ ও অনুমোদন করা সম্ভব না হলে বিশেষ গ্রামসংসদ সভা আহ্বান করে তা অনুমোদন করতে হবে। গ্রাম সংসদের সভায় উপকৃতদের (বেনিফিসিয়ারীদের) নাম অনুমোদিত না হয়ে থাকলে কোন ক্ষেত্রেই তা গ্রাহ্য করা যাবে না। যদি অনিবার্য কারণবশতঃ কোনভাবেই গ্রাম সংসদের সভায় ঐ প্রকার অনুমোদন না করা যায় তবে যথাযথ কারণ দর্শিয়ে পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরকে জানাতে হবে এবং ঐ দপ্তর আইন অনুযায়ী ঐ বিষয়ে যথাবিহিত ব্যবস্থা গ্রহণ করতে নির্দেশ দেবে।

রাজ্যপালের আদেশানুসারে,
মানবেন্দ্রনাথ রায়
সচিব, পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

নং : ১৬৬৪-পি.এন/ও/এক/৩ আর-৩/২০০৩ তারিখ : ২৬.০৪.২০০৫

সংশোধনী

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ এর ৪৭ ধারা বলে রাজ্যের গ্রাম পঞ্চায়েত এলাকায় কর/অভিকর মাশুল, উপশুল্ক এবং বিভিন্ন প্রকার ফি গ্রহণ করার উপবিধি প্রণয়ন করার লক্ষ্যে এই বিভাগ কর্তৃক প্রচারিত গত ১৪ই অক্টোবর ২০০৩ তারিখের ৩৬৪৪/পি এন/ও/এক নং স্মারকপত্রে নিম্নলিখিত সংশোধন করা হল।

উপরেবর্ণিত স্মারকপত্রের ৭(সাত) নং অনুচ্ছেদের অব্যবহিত পরে বিশেষ দ্রষ্টব্য যা উল্লেখ করা হয়েছে তার পরিবর্তে নিম্নলিখিত বাক্যদুটি পড়তে হবে।

''উপরে উল্লিখিত ছোট কারখানাগুলির মধ্যে সিনেমাহল বা করাতকল ইত্যাদির ক্ষেত্রে সংশ্লিষ্ট উপযুক্ত কর্তৃপক্ষ (কমপিটেন্ট অথরিটি) কর্তৃক প্রদত্ত বৈধ অনুমতিপত্র (লাইসেন্স) থাকলে, তবেই ঐ বার্ষিক নিবন্ধীকরণ ফি গ্রহণ করা যাবে। কিন্তু গ্রামাঞ্চলে চালু ভিডিও হলের ক্ষেত্রে সংশ্লিষ্ট উপযুক্ত কর্তৃপক্ষ (কমপিটেন্ট অথরিটি) কর্তৃক প্রদত্ত বৈধ অনুমতিপত্র (লাইসেন্স) না থাকলেও ঐ বার্ষিক নিবন্ধীকরণ ফি গ্রহণ করা যেতে পারে।''

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
সচিব, পশ্চিমবঙ্গ সরকার

নং : ১৬৬৪/১(৮৫০)/পি.এন./ও/এক/৩ আর-৩/০৩ তারিখ : ২৬.০৪.০৫

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য প্রতিলিপি প্রদত্ত হল :-

১। কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ সরকার।
২। অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, প্রশিক্ষণ সংস্থা, কল্যাণী, নদীয়া।
৩। সভাধিপতি, ... জেলা। মহকুমা পরিষদ।
৪। সভাপতি, ... পঞ্চায়েত সমিতি।
৫। জেলাশাসক, ... জেলা।
৬। মহকুমাশাসক, ... মহকুমা।
৭। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।
৮। সমষ্টি উন্নয়ন আধিকারিক, ... ব্লক।

দিলীপ ঘোষ
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
63, Netaji Subhas Road, Kolkata - 700 001

No. 309-PN/O/I/O-1/04 **Dated : 20th January,2005**

MEMORANDUM

It has come to the notice of the Department that clarifications on different issues are sought by the District and Block level officers directly from this Department, without exploring if those could be settled at district level or by the Commissioner of Panchayats and Rural Development. This unnecessarily increases the workload of the Department on one hand and delays the disposal of many issues on the other. It has also been noticed that often such references are made without explaining the perspective and the issues related to the problems for which the clarifications are required. It is considered necessary to streamline the procedure of making reference to the Department in the interest of expeditious and efficient disposal of such issues.

Therefore, after careful consideration of all the aspects in the matter, the Governor is pleased to order that the following measures shall be adopted henceforth in this respect:

(i) As and when clarification on any issue will be required, the Block Development Officer / Executive Officer, Panchayat Samiti will make a brief resume of the case and refer the matter to the District Panchayats and Rural Development Officer for clarification or guidance.

(ii) On receipt of any reference the District Panchayat and Rural Development Officers shall examine and issue clarification, with the approval of the District Magistrate if necessary, with reference to Acts, rules and existings orders issued by the Government from time to time.

(iii) If they consider it necessary, they shall refer the matter to the Cmmissioner of Panchayats and Rural Development, West Bengal, subject to the approval of the District Magistrate concerned and with a detailed note on the issues involved in it and views of the district in the matter.

(iv) The Commissioner of Panchayats and Rural Development, West Bengal may communicate directly to the District Authorities his opinion on the issues on which clarifications are sought for. If he considers it necessary to obtain the views of the Department, relating to any policy or interpretation of the Acts and Rules, he may refer the matter to the Department with his specific views

(v) All references to the Department shall be routed through the Commissioner of Panchayats and Rural Development West Bengal only.

This order takes immediate effect.

Sd/- M. N. Roy
Secretary to the
Government of West Bengal

No. 309/1(377)-PN/O/I/O-1/04 **Dated: 20th January,2005**

Copy forwarded for information and necessary action to :

1. Commissioner, Panchayats and Rural Development, West Bengal, 11 A, Kiran Sankar Roy Road, Kolkata-700 001;

2. District Magistrate, _____ (All);

3. District Panchayat and rural Development Officer, _____ (All)

4. Block Development Officer, _____ Block,

   District _____ (All)

S. S. Maity

Joint Secretary
to the Government of West Bengal.

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 2445/PN/O/I/1A-3/01 **Dated : 22.07.2004**

From : The O.S.D. & Ex-officio Dy. Secretary
to the Government of West Bengal.

To : The District Panchayats & Rural Development Officer,
North 24 Parganas, Barasat.

Sub : Seeking Clarification regarding disqualification
of member of Chandipur G.P. under Baduria Block.

The undersigned is directed to refer to his letter no. 582/ DPO XIX(6) 31-1 dt. 16.07.04 on the above mentioned subject and to state that since Abdul Khalil, an elected member of Chandipur Gram Panchayat within Baduria Block, did not furnish a declaration to the prescribed authority that he has joined a recognised political party as referred to in sub-section (1) of section 213A of the West Bengal Act, 1973 as subsequently amednded before the expiry of six months from the date of election, his status of being independent candidate remains unaltered and he cannot be considered as a member of a recognised political party.

Hence the question of his disqualification from the membership of Chandipur Gram Panchayat under Section 213A ibid does not arise. Being a member of a Gram Panchayat he may cast his vote in the meeting and that may be counted as valid.

M. Ray

O.S.D. & Ex-officio Dy. Secretary to
the Government of West Bengal

No. 2445/1(1)/PNO/1/1A-3/2001 **Dated : 22.07.2004**

Copy forwarded for information and necessary action to :-

The Block Development Officer,
Baduria, North 24-Parganas.

M. Ray

FAX

O.S.D. & Ex-officio Dy. Secretary to
the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor),
63, N. S. Road, Kolkata - 700 001

No. 2688-PN/O/I/4P-2/04 **Dated: 30.06.2008**

ORDER

Whereas the National Disaster Management Authority has prepared a Flood Management guideline;

And whereas the aforesaid Authority has recommended some action plans which are required to be taken to fight against flood events in this State;

And whereas the Government in the Department of Disaster Management has communicated the action plans to this Department for taking suitable steps;

And whereas the Government in this Department considers that the actions are required to be taken ;

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor is pleased hereby to direct that -

(i) to fight against flood events in flood prone districts, buildings/structure obstructing existing natural drainage lines shall be removed and unplanned growth resulting in increasing of flood hazards shall be restricted by concerned Gram Panchayat;

(ii) construction of new building in the flood prone areas, shall be preferably double and multiple storied and in case of single storied buildings, a stairway shall be provided to the roof so that temporary shelter can be taken there at the time of flood. While approving building plan. Gram Panchayat should try to promote the same to the extent possible.

By order of the Governor,

Sd/- M.N.Roy
Principal Secretary to the
Government of West Bengal

No. 2688/l(5)PN/O/I/4P-2/04 **Dated: 30.06.2008**

Copy forwarded for information and necessary action to the :-

1. Commissioner, P&RD, West Bengal.
2. District Magistrate,.....(all)
3. District Panchayats and Rural Development Officer, ...(all)
4. Sub Divisional Officer,.....(all)
5. Block Development Officer,.....(all)
   Concerned Gram Panchayats may be intimated from his end.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road
Kolkata - 700 001

No. 1290/PN/O/I/3R-2/2001 **Date : 07.04.2004**

ORDER

Whereas the Tea gardens and Forest villages were brought within the operational jurisdiction of the Panchayats in 1998 vide the order Nos. 207/PN/0/I dated 21st January, 1999 and 1572/PN/0/1 dated 18th April, 2000 issued by this Department;

And whereas the Tea Industry in the State is passing through a critical phase due to various reasons having an adverse impact on the economy of tea growing areas and the work force related thereto;

And whereas a committee had been constituted under the Chairmanship of the Principal Secretary, Commerce and Industries Department vide that Department's order No. 127-CI/0/T Ind/002/02T (pt.) dated 26th August, 2003 to consider the issues involved and recommend specific measures for taking remedial actions on the part of the State Government and other agencies involved in the trade;

And whereas a report of the said committee on the Tea Industry in West Bengal has been submitted to the State Government on 15.01.04;

And whereas the committee interalia has suggested some measures to be taken by the Panchayat bodies to tide over the crisis;

Now, therefore, the Governor has been pleased, in relaxation to the conditions imposed earlier vide this Department's orders, as aforesaid, for utilizing employment generation programme fund in the Tea gardens and Forest villages to direct that certain schemes viz. construction and maintenance of roads and drainage under Sampoorna Gramin Rozgar Yojana, construction and renovation of low cost housing under Indira Awas Yojana and Pradhan Mantri Gramin Yojana (Gramin Awas), water supply schemes, initiating livelihood activities for non-workers living in the gardens under Swarna Jayanti Gramin Swarojgar Yojana and facilitating primary education through Sishu Siksha Karmusuchi shall be implemented in the Tea gardens and Forest villages by the Panchayat bodies.

Implementation of these schemes by the Panchayats should be regarded as augmentation of the steps taken by the management of Tea gardens and Forest villages and not as replacement of such steps. The Panchayat bodies should focus on those schemes which add to community assets and which provide employment to the non-garden employees residing in the Tea gardens.

By order of the Governor

Sd/-M. N.Roy
Secretary to the Government of
West Bengal

No. 1290/ PN/O/I/3R-2/2001 **Date : 07.04.04**

Copy forwarded for information and necessary action to the:-

1. Principal Secretary to the Government of West Bengal, Commerce and Industries Department. Writers' Buildings. Kolkata - 700001.
2. Director of Panchayats and Rural Development, West Bengal, 11 A, Kiran Shankar Roy Road, Kolkata - 700001.
3. District Magistrate of Darjeeling / Jalpaiguri / Coochbehar / Uttar Dinajpur
4. District Panchayat and Rural Development Officer of Darjeeling / Jalpaiguri / Coochbehar / Uttar Dinajpur
5. Sub-divisional officer of Darjeeling / Kurseong / Kalimpong / Siliguri / Jalpaiguri/ Alipurduars / Coochbehar / Mathabhanga / Mekhliganj / Tufanganj / Dinhata / Raiganj / Islampur.
6. Private Secretary to the Minister-in-charge, Panchayats and Rural Development Department.
7. Private Secretary to the Minister-of-State, Panchayats and Rural Development-Department.
8. Sri T.K. Majumdar, Joint Secretary. Panchayats and Rural Development Department.
9. Sri S.R. Chakrabarty, Joint Secretary. Panchayats and Rural Development Department.
10. Sri P.N. Bose, Joint Secretary, Panchayats and Rural Development Department.

Joint Secretary to the Government
of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

নং ঃ ৪৭০১-পি.এন/ও/১/৩ সি-৪/৯৬ (অংশ-৩) তারিখ ঃ ২২শে ডিসেম্বর, ২০০৩

প্রেরক : যুগ্ম-সচিব,
পশ্চিমবঙ্গ সরকার

প্রতি : জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,
বর্ধমান

বিষয় : গ্রাম-সংসদের বিশেষ সভা আহ্বান করে পঞ্চায়েতের সাধারণ নির্বাচন পরবর্তী নবগঠিত গ্রাম-পঞ্চায়েত কর্তৃক পূর্ববর্তী গ্রাম-পঞ্চায়েতের পরিকল্পনা বা সিদ্ধান্ত বদল।

প্রসঙ্গ ঃ তাঁর স্মারক সংখ্যা ২৫৭৭ / প্যান, তারিখ - ৩১.১০.২০০৩।

আদেশনুসারে উপর্যুক্ত বিষয়ে তাঁর জিজ্ঞাস্যের স্পষ্টিকরণ করার লক্ষ্যে নিম্নলিখিত উত্তরগুলি পর্যায়ক্রমে প্রদত্ত হল।

১) ''প্রয়োজনে'' কথাটির মাধ্যমে বিশেষ পরিস্থিতি বোঝানো হয়েছে। গ্রাম-সংসদের ষান্মাসিক ও বাৎসরিক সভার অন্তর্বর্তীকালীন সময়ে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ১৬ক(৬) উপধারায় উল্লেখিত বিষয়গুলিতে গ্রাম-সংসদের পরামর্শ ও নির্দেশ গ্রহণের জরুরী প্রয়োজন অনুভূত হলে অথবা রাজ্য সরকার যদি আদেশবলে কোন বিশেষ প্রয়োজনে গ্রাম-সংসদের বিশেষ সভা আহ্বান করার নির্দেশ দেন তবে গ্রাম-সংসদের বিশেষ সভা আহ্বান করা যেতে পারে।

২) পূর্ববর্তী গ্রাম-পঞ্চায়েতের বিধিসম্মতভাবে গৃহীত প্রকল্প এবং উপভোক্তার অগ্রাধিকার সংক্রান্ত যে সমস্ত সিদ্ধান্ত পূর্ববর্তী গ্রাম-সংসদের সুপারিশের ভিত্তিতে গ্রাম-পঞ্চায়েত কর্তৃক গৃহীত হয়েছে, গ্রাম-সংসদের কোন বিশেষ সভা আহ্বান করে ঐ সিদ্ধান্তসমূহের রদবদল করা যাবে না। যদি পূর্ববর্তী গ্রাম পঞ্চায়েতের গৃহীত সিদ্ধান্ত অনুযায়ী কোন প্রকল্পের রূপায়ণ শুরু হয়ে গিয়ে থাকে সেক্ষেত্রেও গ্রাম-সংসদের কোন বিশেষ সভা আহ্বান করে ঐ সিদ্ধান্তসমূহের রদবদল করা যাবে না। উপরোক্ত দুটি ক্ষেত্র ছাড়া অন্য কোন বিষয়ে পূর্ববর্তী গ্রাম-পঞ্চায়েতের কোন সিদ্ধান্তের পরিবর্তন নবগঠিত গ্রাম পঞ্চায়েত করতে পারে যদি ঐ পরিবর্তনের উপযুক্ত কারণ থাকে এবং তা যথাযথভাবে নথিভুক্ত করা হয়।

৩) গ্রাম-সভার বিশেষ সভা আহ্বান করার কোন ব্যবস্থা পঞ্চায়েত আইনে নেই।

স্বা/ঃ-
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

নং : ৪৭০১/১(১৭) পি.এন./ও/১/৩ সি - ৪/৯৬ (অংশ-৩) তারিখ : ২২শে ডিসেম্বর, ২০০৩

অবগতি এবং প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রতিলিপি প্রদত্ত হল :-

১-১৭) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,

..... (বর্ধমান ব্যতীত)

স্বা/ঃ-
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

নং ঃ ৪৩৮৭-পি.এন/ও/১/৩ সি-৪/৯৬ (অংশ-১) তারিখ ঃ ২৪শে নভেম্বর, ২০০৩

নির্দেশনামা

সংশোধিত পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩ সালের পশ্চিমবঙ্গ আইন নং ৪১)-এর ২১২ ধারায় প্রাপ্ত ক্ষমতাবলে রাজ্যপাল সন্তোষসহকারে গ্রাম-সংসদ সভায় কোরাম বিষয়ক নিম্নলিখিত নির্দেশ প্রচার করছেন —

পূর্বোক্ত পঞ্চায়েত আইনের ১৬ক ধারার বিধান অনুসরণ করে এবং প্রচলিত আইন বা নিয়মের সংশোধনের পর নতুন পদ্ধতি প্রচলন-সাপেক্ষে প্রত্যেক গ্রামসংসদ সভায় মোট সদস্য-সংখ্যার অন্তত এক দশমাংশ সদস্য উপস্থিত থাকলে কোরাম গঠিত হবে। কোরাম না হলে ঐ সভা মূলতুবী বলে গণ্য করতে হবে। যেদিন ঐ সভা ধার্য হয়েছিল তার পরে সপ্তম দিনে একই স্থানে ও একই সময়ে মূলতুবী সভা অনুষ্ঠিত করতে হবে। মূলতুবী সভার কোরামের জন্য মোট সদস্য-সংখ্যার অন্তত ৫% (পাঁচ শতাংশ) সদস্যের উপস্থিতি আবশ্যিক।

(মানবেন্দ্র নাথ রায়)
সচিব

নং : ৪৩৮৭/১(৬০০)পি.এন./ও/১/৩সি - ৪/৯৬ (অংশ-১) তারিখ : ২৪শে নভেম্বর, ২০০৩

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থাগ্রহণের জন্য পাঠানো হল :-

১) কমিশনার, ... ডিভিশন।
২) সভাধিপতি, ... জেলা পরিষদ।
৩) জেলা শাসক, ...।
৪) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ।
৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ...।
৬) মহকুমা শাসক, ... মহকুমা।
৭) ব্লক উন্নয়ন আধিকারিক, ... ব্লক। গ্রাম পঞ্চায়েত প্রধানদের অবিলম্বে বিষয়টি অবগত করানোর জন্য অনুরোধ জানানো হচ্ছে।
৮) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ।
৯) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া
১০) যুগ্ম-সচিব পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ (গ্রামোন্নয়ন শাখা)

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 3680/PN/O/I/1A-5/2001 **Dated : 16.10.2003**

From : S.S. Maity,
Joint Secretary to the Govt. of West Bengal.

To : The Additional District Magistrate, Jalpaiguri.

Sub : Legal actions against Prodhan, Upa-Prodhan and Gram Panchayat Members holding office in the earlier term.

Ref. : His No. 1573/1/(3)DPJ/P dated 24.7.03

The undersigned is directed to state that since the ex-Prodhan end Upo-Prodhan and the other members holding office for the last term had been acting or purporting to act in .pursuance of the discharge of their duties or in the 'exercise of their powers under the Panchayat Act or under the Rules or bye-laws framed thereunder, they shall be deemed to be public servants within the meaning and concept of section 21 of the Indian Penal Code in terms of section 199 of the West Bengel Panchayat Act. They may be prosecuted in the Court of law for any financial irregularity committed by them. For this purpose show cause notice may be served upon them and if it is found that they are involved in the criminal liability, F.I.R. may be lodged against them under Prevention of Corruption Act, 1988.

S.S. Maity
Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ শংকর রায় রোড, কলকাতা-১

নং : ১৬৪৩(১৭)/পি.এন/ও/সেল-১/১এ-২/২০০১ তারিখ : ১১.০৪.২০০১

প্রেরক : উপ-সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : জেলা শাসক, ... জেলা।

বিষয় : গ্রাম পঞ্চায়েতের নিয়ন্ত্রণভুক্ত রাস্তা ও তার অন্তর্ভূত জমিতে গ্রাম পঞ্চায়েত কর্তৃক বৃক্ষরোপন ও বৃক্ষগুলির মালিকানা।

মহাশয়,

আদেশানুসারে উপরিউল্লিখিত বিষয়ের প্রতি আপনার দৃষ্টি আকর্ষণ করে আপনাকে অবহিত করি যে, পশ্চিমবঙ্গ পঞ্চায়েত আইনের ৪২ নং ধারা অনুসারে যে সব রাস্তা, জলপ্রণালী, স্রোতস্বিনী, পুকুর ইত্যাদি গ্রাম পঞ্চায়েতের উপর ন্যস্ত এবং তাদের নিয়ন্ত্রণ ও রক্ষণাবেক্ষণে আছে, সেইসব রাস্তা, জলপ্রণালী ইত্যাদির পার্শ্বে বা তার অন্তর্ভূক্ত জমিতে যে সব গাছ স্বাভাবিকভাবে উৎপন্ন হবে বা বিভিন্ন উন্নয়নমূলক প্রকল্পের মাধ্যমে গ্রাম পঞ্চায়েত কর্তৃক রোপিত ও বর্ধিত হবে, সেইসব গাছগুলি কোন কারণে ভূপতিত হলে বা সেগুলি কর্তনযোগ্য হলে, তাদের কাটার ও বিক্রয় করার বা এই গাছগুলি থেকে যে কোনভাবে উপস্বত্ব ভোগ করার সম্পূর্ণ অধিকার গ্রাম পঞ্চায়েতের আছে। এই সূত্রে সংগৃহীত অর্থ গ্রাম পঞ্চায়েতের তহবিলে জমা পড়বে ও গ্রাম পঞ্চায়েতের নিজস্ব তহবিল হিসাবে পরিগণিত হবে। ঐ সকল জমিগুলি দীর্ঘমেয়াদী কোন কাজে ব্যবহার করা যাবে না।

উল্লেখ করা যেতে পারে যে যেহেতু এই রাজ্যের সমস্ত জমির মূল মালিকানা রাজ্য সরকারের পক্ষে ভূমি ও ভূমি সংস্কার বিভাগের এবং গ্রাম পঞ্চায়েত উল্লিখিত জমিগুলির নিয়ন্ত্রণ, রক্ষণাবেক্ষণ ও উপস্বত্ব ভোগ করার অধিকার পেয়েছেন, গ্রাম পঞ্চায়েত উক্ত জমিগুলির প্রকৃতি পরিবর্তন করতে পারবে না বা দীর্ঘমেয়াদী কোন কাজে ব্যবহার করতে পারবেন না। অর্থাৎ এই সকল জমি বা রাস্তাগুলির উপর গ্রাম পঞ্চায়েতের ভোগ স্বত্ব থাকবে, কিন্তু চিরকালের জন্য মালিকানা বর্তাবে না।

সংশ্লিষ্ট বিষয়ে ভূমি ও ভূমি সংস্কার দপ্তর কর্তৃক প্রচারিত স্মারক নং ২২১০-/এস/৩৮১/২০০০-/এস তাং ২৯.৩.২০০১ - এর একটি প্রতিলিপি তাৎক্ষণিক সূত্র হিসাবে এই সঙ্গে সংযোজিত হল।

আপনার বিশ্বস্ত
দিলীপ চক্রবর্তী
উপ-সচিব।

নং : ১৬৪৩/১(৪০০)পি.এন./ও/সেল-১/১এ-২/২০০১ তারিখ : ১১.৪.২০০১

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য সংশ্লিষ্ট আদেশনামা সমেত প্রেরিত হল :-

১) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ।
মহকুমা পরিষদ।

Government of West Bengal
Department of Panchayats & Rural Development
11 A, K.S. Ray Road, Kolkata - 700 001

No. 3121/PN/O/I/1A-10/95 **Dated : 01.08.2001**

From : The Joint Secretary to the Government of West Bengal.

To : The District Panchayats & Rural Development Officer, Murshidabad.

Sub : Suspension of Prodhan of Kapasdanga G.P. under Beldanga-I Block.

The undersigned is directed to refer to his memo No. 1273/EN/Pan/11-34/A dated 27-07-2001 on the above subject and to say that since prescribed authority (the S.D.O.) has very clearly, by his order passed on 19-06-2001, put the person concerned under suspension from the office of the Prodhan only (and not from membership), he should be allowed to function as member until unless fro any reason whatsoever, his membership is also out under suspension, on any future occasion. For the present, notice formattings should be served on him and he may attened and take part in the proceedings of the meetings as a member.

2. Incidentally, all funds of the G.P. are withdrawn under joint signature and presumably, the Upa-Pradhan is the joint signatory. His/her role in the matters, many of which are of serious nature, may also be enquired into and appropriate steps may be considered.

D. Chakraborty
Jt. Secy. to the Govt. of W. B.

No. 3121/1(20)/PN/0/I/1A-10/95 Dated : 01-08-2001

Copy forwarded for information to :-

1) The District Panchayat & Rural Development Officer,
..... (all except Murshidabad)

2) The Director of Panchayats & Rural Development, W. Bengal,

3) The Director, SIPRD, Kalyani,

D. Chakraborty
Jt. Secy. to the Govt. of W. B.

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Bhavan, 11 A K S Roy
Calcutta - 700 001

No. 5605/PN/O/III/ 1D-4/97 (Part-III) **Dated : 13.12.00**

From : P Ray
Principal Secretary to the Government of West Bengal

To : The Director of Panchayats & Rural Development West Bengal

Sub - Enhancement of fixed monthly allowance for Collecting Sarkars of Gram Panchayats

Sir,

With reference to this Department No 2163/111/Panch/ ID-1/86 (Part-II) dated 18.08.94, I am directed by the order of the Governor to state that the Governor, after careful consideration, is pleased hereby to enhance the rate of fixed monthly allowance for each of the Collecting Sarkars engaged on commission basis by various Gram Panchayats in this State in terms of rule 33 of the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990 from the existing amount of Rs 80/- (Rupees eighty only) per month to Rs 200/ - (Rupees two hundred only) per month with effect from 1st October, 2000.

2. The aforesaid, allowance shall be paid by the Gram Panchayat concerned out of its fund and an equivalent amount shall be paid to the Gram Panchayat Fund as grant-in-aid out of the State Budget,

3. The Governor is also pleased to direct further that such fixed monthly allowance shall be admissible to a Collecting Sarkar if the total assessment of taxes of the related Gram Panchayat for a given year is Rs 6000/- (Rupees six thousand only) or above and the aforesaid, monthly allowance shall be admissible for more than one Collecting Sarkar, if the total annual assessment of the corresponding Gram Panchayat adequately justifies on various grounds such engagement. In the event of annual assessment exceeding Rs 50000/-(Rupees fifty thousand only), engagement of more than one Collecting Sarkar shall become justified.

4. The expenditure in this respect is debitable to the head of account- "2515-Other Rural Development Programmes (Panchayati Raj)~00-101-Panchayati Raj-NP-Non Plan-V-008-Coniributions towards allowance of Sarkars under Gram Panchayats [PN]-32-Contribution".

5. The fund already allotted from the above head of account may be utilised for meeting the additional demand effective from 01.10.2000. Provision of further fund is being made and allotment will follow in due course.

6. This order issues with the concurrence of the Finance Department vide FA, Panchayat and RD UO No 166 dated 28.11.00.

7. The Principal Accountant General (A&E), West Bengal is being informed.

Yours faithfully

Sd/- P Ray
Principal Secretary to the
Government of West Bengal

No 5605/1(500)/PN/O/III/1D-4/97 (Part-III) **Dated : 13.12.00**

Copy forwarded for information and necessary actions to the

01. Principal Accountant General (A&E), Treasury Buildings, Calcutta-700001;

02. Accountant General (Audit)-I, West Bengal, 4 Maharja Troilokyanath Sarani, Calcutta-700001;

03. Accountant General (Audit)-II, West Bengal, 18, Rabindra Sarani, Calcutta-700001;

04. Finance (Budget) Department of this Government;

05. Financial Adviser, Panchayats & Rural Development, Writers' Buildings, Calcutta-700001;

06. Director of Treasuries & Accounts, Stephen House, BBD Bag, Calcutta-700001;

07. Cell-III/V, Guard File of Cell-II Audit & Verification Cell of this Department;

08. Examiner of Local Accounts, 4, Maharja Troilokyanath Sarani, Calcutta-700001;

09. District Magistrate, (all);

10. Additional Executive Officer, Zilla/Mahukuma Parishad (all);

11. Principal Secretary, Darjeeling Gorkha Hill Council;

12. District Panchayat and Rural Development Officer, (all). He is requested to please arrange to colled sufficient copies of this order for the district and send the same to the addressees at serial numbers 10, 13,14 and 15 of the district:

13. Sub-Divisional Officer, (all);

14. Block Development Officer, (all). He is requested to kindly inform all Pradhans of his Block and also the Panchayat Samiti.

[Imp GOs-00]

OSD & Ex-officio Deputy Secretary to
the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Bhavan, 11 A, K. S. Roy Road
Calcutta - 700 001

No. 4601/PN/O/I/1A-10/88 (Pt-III) **Dated : 14.09.2000**

From : D. Chakraborty
Dy. Secy. to the Government of West Bengal

To : The District Magistrate, Murshidabad, Berhampore.

Sub : Clarification on section 12 & 16(1) of the West Bengal Panchayat Act.

Sir,

I am directed to refer to your no. 3137/Pan/I-7/ dt. 13.9.00 on the above matter and to state in clarification of the points raised as follows :-

1. The statutory period of 15 (fifteen) days or 35 (thirty five) days (in case of holding requisitioned meeting on notice issued by the requisitionist members) shall be counted from the date of receipt of the notice by the Pradhan. The provision is not relaxable even if there is an occasion that any particular Pradhan has tried to evade receipt of the notice. Since, however, receipt by the Pradhan himself also includes receipt by the office of the Pradhan (i.e. G.P. Office), requisitionist members are free to send one copy of the notice to the Pradhan at the address of the Gram Panchayat and another to him by name. Any of the letter served may be treated as valid service. Besides, if the letter is served by registered post and the postal authority returns the letter with this remark 'refused', it will be treated as service on the date when the remark is recorded.

2. The period of 35 days will be counted from the date of service of first notice of the requisitionist members to the Pradhan, for the purpose of actually holding the meeting.

3. If the notice of the requisitionist members – (1) requiring the Pradhan to hold the meeting and (2) convening the meeting to be held within 35 days — is found to be bad in law and hence void, the meeting has been convened unlawfully and so, in legal concept, no meeting has been convened. In such event, the requisitionist members are at liberty to start the process de novo by requiring the Pradhan to hold such meeting. Third proviso of section 12 ibid is not attracted in this situation.

   This situation may be clearly distinguished from the start on when the notice was served lawfully and properly but in response, no member turned up to attend the meeting or there was attendnce falling short of quorum or the meeting did not accept by majority of the existing (as distinguished from attending) member, the proposal of the requisitionist members. In all aforsaid —— 3rd proviso or section 12 ibid will be operative and the embargo for the stipulated period shall apply.

4. Upa-Pradhan in office may contest as candidate for the office of the Pradhan without tendering his resignation from the post of Upa-Pradhan. If elected, he/she will have to relinquish his charge of Upa- Pradhan and then take over as Pradhan.

5. When the Pradhan is removed and the office of the Upa-Pradhan vacant, a member may be appointed as Pradhan under sub-section (6) of section 9 ibid. The removed Pradhan shall mean while hold charge but shall not act as Pradhan.

Yours faithfully,

(D. Chakraborty)
Dy. Secy. to the Govt. of
West Bengal.

No : 4601/(19)/PN/O/I/1A-10/88(III) Dated : 14.09.2000

Copy forwarded for information to the :-

1. District Magistrate, _____ District, (All except Murshidabad).
2. Director of Panchayats & Rural Development, West Bengal.
3. Director, state Institute Panchayats & Rural Development, Kolyani, Nadia.

(D. Chakraborty)
Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
11 A, K. S. Roy Road, Calcutta - 700 001

No. 4354/PN/O/I/1M-1/97 **Dated : 29.8.2000**

MEMORANDUM

This Department memorandum No. 207/PN/O/I dated 21st January, 1999 and No.1572/PN/O/I dated 12th April 2000 are applicable to status and function of the Panchayats in the tea garden areas and forest villages.

Cinchona Plantation areas were also included in the Gram Panchayat at the time of Panchayat elections in the hill areas of the district of Darjeeling on 21st May, 2000.

In view of the aforesaid position, the Governor, in exercise of the power confered by section 212 of the West Bengal Panchayat Act, 1973 as subseauently amended, is pleased hereby to direct that the aforementioned memoranda are made applicable to the Cinchona Plantation areas in the Gram Panchayats concerned in the same manner and extent as they are applicable to the tea garden areas.

By order of the Governor,
Sd/-
(P. Ray)
Principal Secretary to the Govt.
of West Bengal.

No. 4354/1(10)/PN/0/1/1M-1/97 Dated : 29.8.2000

Copy forwarded for information and necessary action to the :-

1. Land and Land Reforms Deptt. of this Govt.
2. Commerce and Industries Department of this Govt.
3. Commissioner, Jalpaiguri.
4. Sabhadhipati, Siliguri Mahakuma Parishad.
5. District Magistrate, Darjeeling.
6. Executive officer, Siliguri Mahakuma Parishad.
7. Director, Cinchona Plantation.
8. District Land & Land Reforms Officer, Darjeeling.
9. D.P.R.D.O, Darjeeling

(D. Chakraborty)
Dy. Secy. to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
11 A, K. S. Roy Road, Calcutta - 700 001

No. 4150/PN/O/I/1A-1/99 **Dated : 14.8.2000**

From : Dy. Secy. to the Govt. of West Bengal.

To : The District Panchayat & R.D. Officer, Darjeeling.

The undersigned is directed to refer to his fax message No. 488/Panch received on 14.8.00 and to clarify the position in the following paragraphs.

1. In terms of sub-section (3) read with sub-section (6) of section 213A of the West Bengal Panchayat Act, 1973 as subsequently amended, the member and the political parties concerned should have informed the prescribed authority (B.D.O) of the position or the change of position from time to time. But if the position or the change of position is established by irrebuttable evidence, the latest position will be acceptable.

2. In the particular case cited, the member elected as independent candidate joined Indian National Congress within 6 months satisfying the requirement of clause(c) of sub-section (7) of section 213A ibid. Therefore, his joining INC is legally valid and he became the member of that party. Thereafter, he has joined the CPI(M) as he informed the officer-in-Charge of the police station. This may be interpreted to mean that he has voluntarily given up his membership of Indian National Congress. In such case, he is liable to be proceeded against in terms of sub-section(1) read with sub-section (7) of section 213A ibid.

3. The prescribed authority may take action only after either the member or the political party informs the prescribed authority of the position at different times in terms of sub-section (4) of section 213A ibid read with the West Bengal Panchayat (Members' Disqualification) Rules, 1994 published under notification No. 1893/ I/Panch/1A-16/93/Pt-IV dated 21.7.1994. Until any order is passed by the prescribed authority under subsection (II) of section 213A ibid, the member is at liberty to participate and cast his vote on any question coming up before the Gram Panchayat in a meeting.

(D. Chakraborty)
Dy. Secy. to the Govt. of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
১১এ, কিরণ শংকর রায় রোড, কলকাতা-১

নং : ১৬৪০/পি.এন/ও/সেল-১/১এ-১০/৮৮ (অংশ-২) তারিখ : ১৭.০৪.২০০০

প্রেরক : উপ-সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : অধিকর্তা
পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ,
পঞ্চায়েত ভবন,
১১এ, কিরণ শংকর রায় রোড, কলিকাতা-৭০০ ০০১।

বিষয় : বিকি হাকোলা গ্রাম পঞ্চায়েতের কর্মসম্পাদন বিষয়ক পরিস্থিতি।

প্রসঙ্গ : আপনার স্মারক নং ৮৬১/৫/ডিপি/৪সি-৪/৯৬, তাং ২৪.৩.২০০০

মহাশয়,

আদেশানুসারে আপনাকে জানাই যে বিকি হাকোলা গ্রাম পঞ্চায়েত কর্তৃক প্রধানকে বিভিন্ন ক্ষমতা ও দায়িত্ব হস্তান্তর করার বিষয়ে যে অচলাবস্থার সৃষ্টি হয়েছে তার থেকে মনে হয় আইনের বিধানগুলি সম্বন্ধে কোন কোন মহলে কিছু ভুল বোঝাবুঝির ঘটনা ঘটছে। সংশ্লিষ্ট বিষয়ে আইনের বিধানগুলি সম্বন্ধে সুস্পষ্ট আলোচনা হওয়া প্রয়োজন আছে মনে করে নীচে এই বিষয়ে আলোচনা করা হল।

১। (ক) গ্রাম পঞ্চায়েতের ক্ষমতা, অধিকার ও কর্তব্য সম্পর্কীয় বিধানগুলি আইনের যে ধারাগুলিতে বিধৃত আছে তা হল ১৬, ১৬ক, ১৬খ, ১৭, ১৭ক, ১৮ থেকে ২১, ২৩ থেকে ২৭, ২৯ থেকে ৩২, ৩২ক, ৩৬, ৩৬ক, ৪১, ৪৫-এর উপধারা (১) থেকে (৪), ৪৬ থেকে ৫০ (৪৭ক সহ) ধারা।

(খ) উল্লিখিত ধারাগুলির মধ্যে কয়েকটির বিষয়ে নিয়মাবলী প্রবর্তিত করা আছে যার মধ্যে গ্রাম পঞ্চায়েত বা প্রধান বা আর কেউ কি করবেন তা বিশেষভাবে বলা আছে। যেমন ১৭ ধারা (সভা সংক্রান্ত), ৪৮ ও ৪৯ ধারা (বাজেট সংক্রান্ত) বা ৫০ ধারা (হিসাব সংরক্ষণ সংক্রান্ত)। এই ধারাগুলি সম্পর্কিত কার্যনির্বাহ করতে মতভেদের তেমন কোন অবকাশ নেই।

(গ) অল্প কয়েকটি ধারার সঙ্গে আর্থিক ক্ষমতার প্রত্যক্ষ যোগাযোগ আছে। যেমন ২৪, ৪৬ বা ৪৮ ধারা। অন্য অনেকগুলি ধারা অগ্রবর্তী উপ-অনুচ্ছেদ (ক)তে উল্লেক করা আছে যেগুলির সঙ্গে আর্থিক ক্ষমতার যোগাযোগ পরোক্ষ অথবা ক্ষীণ।

২। আইনের ৩৪ ধারা এবং ৪৫ ধারার (৫) উপধারায় গ্রাম পঞ্চায়েতের প্রধানকে কয়েকটি ক্ষমতা, তার মধ্যে আর্থিক ক্ষমতাও আছে, দেওয়া আছে। এই ক্ষমতা আইনেই সুস্পষ্টভাবে দেওয়া আছে এবং তা গ্রাম পঞ্চায়েতের সিদ্ধান্ত নির্ভর নয়। আইন অনুযায়ী প্রধানই একমাত্র কোন ব্যয় অনুমোদন করে ভাউচার সই করতে পারেন। তিনি চেকে স্বাক্ষর করে (অবশ্যই যুগ্ম স্বাক্ষর থাকবে) ব্যয়ের জন্য টাকা ভুলতে পারেন। অবশ্য কি ব্যয় হবে যে সিদ্ধান্ত গ্রাম পঞ্চায়েতের।

৩। (ক) গ্রাম পঞ্চায়েতকে যে ক্ষমতাগুলি সংশ্লিষ্ট ধারার বলে দেওয়া আছে, সেগুলি গ্রাম পঞ্চায়েতের প্রধানকে হস্তান্তর করে দেওয়ার আবশ্যিক প্রয়োজন নেই, বাধ্যবাধকতাও নেই। সেগুলি সম্পর্কে গ্রাম পঞ্চায়েত সভায় আলোচনা করে সিদ্ধান্ত নেবেন। তাতে কোন ক্ষতি নেই বরং সেই পদ্ধতিই বাঞ্ছনীয়। যদিও এই ব্যবস্থায় অনেকসময় কাজে কিছু দেরী হতে পারে। আইন প্রণেতারাও মনে হয় সেইরকমই মনে করেছেন, তা নাহলে তাঁরা ক্ষমতাগুলি সরাসরি প্রধানকেই অর্পণ করতেন।

৩। (খ) গ্রাম পঞ্চায়েত সবগুলি বা কোন বিশেষ ক্ষমতা প্রধানকে হস্তান্তর করল না এরকম অবস্থার হলে প্রধানের কাজ করার ক্ষমতা সম্পূর্ণ চলে গেল এরকম ধারণা আইন বা বাস্তব অবস্থা সম্মত নয়। প্রধানের নির্বাচন হয়ে গেলে গ্রাম পঞ্চায়েতের সব ক্ষমতা পরবর্তী সভা করে প্রধানকে হস্তান্তর করে দিতে হবে এই রকম ধারণা বিধিসম্মত নয়। গণতান্ত্রিক পদ্ধতিসম্মতও নয়।

(গ) আইনের যে পরিমন্ডল দেওয়া আছে, তাতে প্রধান এবং গ্রাম পঞ্চায়েত উভয়পক্ষ দায়িত্বশীলতার সঙ্গে কাজ করলে কাজের কোন অসুবিধা হওয়ার কারণ নেই। উদাহরণ দিয়ে বিষয়টি পরিষ্কার করা যেতে পারে। কোন কর্মসূচীর মধ্যে কয়েকটি প্রকল্পের অগ্রাধিকার তালিকা প্রধান গ্রাম পঞ্চায়েতের সভায় উপস্থাপিত করলেন। সভা (১) অগ্রাধিকার তালিকা সেইভাবেই অনুমোদন করতে পারে ও হাতে অর্থ কি আছে তা বিবেচনা করে কোন বা কোন প্রকল্প এখনি শুরু হবে তা বলে দিতে পারে, (২) অগ্রাধিকারের ক্রম পরিবর্তন করে তালিকা অনুমোদন করে কোন প্রকল্পগুলি এখন শুরু হবে তা বলে দিতে পারে অথবা (৩) নতুন কিছু প্রকল্পের উল্লেখ করে সেগুলির প্রাক্কলন, নক্সা ও অন্য কোন তথ্য সহ তার তালিকা আগের তালিকার সাথে পরবর্তী সভায় উপস্থাপিত করতে বলতে পারে। এই সিদ্ধান্ত অনুযায়ী তালিকা উপস্থাপিত হলে সভা পূর্বোক্ত (১) বা (২) অনুযায়ী সিদ্ধান্ত নেবে। যে সিদ্ধান্তই হোক না কোন, প্রধান সেই অনুযায়ী কাজ করতে দায়বদ্ধ। আবার সভা কখনও নঞর্থক সিদ্ধান্ত নিতে পরে না। যেমন তলিকা অনুমোদিত হল না এইটুকু বলা যথেষ্ট নয়, আইন বা পদ্ধতি সম্মতও নয়। তালিকার অগ্রাধিকার ক্রমপরিবর্তন করে হোক বা নতুন প্রকল্পের কথা বলে হোক সভায় যে সিদ্ধান্ত হবে তাতে কাজ করা সম্বন্ধে সুস্পষ্ট দিকনির্দেশ থাকবে, আবার, অন্যদিকে কোন প্রকল্প তার প্রাক্কলন ও নক্সা সহ সভায় অনুমোদিত হলে প্রধান সিদ্ধান্ত অনুযায়ী কাজ করে যাবেন। সেখানে কোন বাধা নেই। প্রধান মহাশয়ের তরফ থেকেও সভায় সিদ্ধান্তের বিপরীত ধর্মী কিছু করা আইনবিরুদ্ধ হবে। আবার, প্রধানের মতের সঙ্গে সম্পূর্ণ মিল না হলে কিছু না করাও আইনবিরুদ্ধ হবে। এই সব বিষয়ে অবশ্য যা কিছু সিদ্ধান্ত হবে তা সেই বছরের বাজেট ও বার্ষিক পরিকল্পনার সাথে পুরোপুরি সাযুজ্য রেখে নিতে হবে।

(ঘ) যে কোন প্রয়োজনে টাকা ব্যাংকের আমানত থেকে তোলার অধিকার যুগ্ম স্বাক্ষরের মাধ্যমে প্রধানের আছে। যেখানে টাকা দেওয়ার পদ্ধতি নিরূপণ হয়ে আছে এবং প্রাপক বা প্রাপকদের তালিকাও অনুমোদিত হয়ে আছে, সেখানে গ্রাম পঞ্চায়েতের অনুমোদনের কোন প্রশ্ন নেই। প্রধান তার নিজের ক্ষমতাবলে প্রয়োজনীয় টাকা তুলবেন (অবশ্যই যুগ্ম স্বাক্ষরে) এবং সেই টাকা নির্দিষ্ট ব্যক্তি ব্যাক্তিদের প্রদান করবেন। যেমন জাতীয় সামাজিক সহায়তা প্রকল্পের অন্তর্গত যে প্রকল্প যথা জাতীয় বার্ধক্য অবসরকালীন ভাতা প্রকল্প, জাতীয় পরিবার সহায়তা প্রকল্প ও জাতীয় মাতৃত্বজনিত সহায়তা প্রকল্প। গ্রাম পঞ্চায়েতের প্রয়োজনে কোন দ্রব্যাদি ক্রয় করার বিষয়েও প্রধানকে আলাদাভাবে ক্ষমতা অর্পণ করার কোন প্রয়োজন নেই। ক্রয় কমিটি বা পারচেজ্ কমিটি এই বিষয়ে সিদ্ধান্ত নেবে অর্থাৎ প্রয়োজনমতো কোটেশন বা টেন্ডার ডাকবে, সেগুলি পর্যালোচনা করে গ্রহণের সিদ্ধান্ত নেবে এবং সরবরাহের আদেশদানে সম্মতি দেবে। তবে, প্রধান সর্বোচ্চ ৫০০ (পাঁচশত) টাকার মধ্যে কত টাকা নগদ হাতে রাখতে পারবেন সে সম্বন্ধে গ্রাম পঞ্চায়েত সিদ্ধান্ত নিতে পারে এবং কি কি কাজের জন্য এই টাকা ব্যয় করবেন তা বলে দিতে পারে। কিছু না বলা থাকলে প্রধান যা আইনসম্মত ও প্রয়োজনীয় মনে করবেন তাই করবেন। এখানে অবশ্যই বাজেটের বিধি-নিষেধও সবাইকে মানতে হবে।

৪। আইনের যে পরিমন্ডল দেওয়া আয়ে তাতে মনে রাখতে হবে যে আইনে গ্রাম পঞ্চায়েত ও প্রধান যাকে যে রকম ক্ষমতা দেওয়া আছে সেই ক্ষমতাই প্রয়োগ করা যায়, বেশী ও কম ক্ষমতা প্রয়োগ করা আইনবিরুদ্ধ হবে। অর্থাৎ ক্ষমতার অপব্যবহার করা যাবে না এবং সেই সঙ্গে ক্ষমতা প্রয়োগ করা থেকে বিরত থাকাও চলবে না। প্রধান কোন প্রস্তাব আইনানুযায়ী গ্রাম পঞ্চায়েতের সভায় উপস্থাপিত করলে গ্রাম পঞ্চায়েতকে এই বিষয়ে সুস্পষ্ট সিদ্ধান্ত নিতে হবে যার থেকে কাজ করার বিষয়ে কোন অগ্রসর হওয়া যায়। নেতিবাচক সিদ্ধান্ত নিয়ে কাজকে আটকে দেওয়া বেআইনী হবে এবং তার জন্য সভা বা সভায় যারা নেতিবাচক সিদ্ধান্ত নিচ্ছেন তারা দায়ী হবেন।

৫। সবদিক পর্যালোচনা করে দেখা যাচ্ছে যে গ্রাম পঞ্চায়েতের তরফ থেকে প্রধানকে গ্রাম পঞ্চায়েতের এক বা একাধিক ক্ষমতা প্রত্যার্পণ করা প্রয়োজনীয় তো নয়ই বাঞ্ছনীয়ও নয়। গ্রাম পঞ্চায়েত তার ক্ষমতা ও দায়িত্ব তার কাছেই রাখুন এবং যখন যে রকম প্রয়োজন ব্যবহার করুন এটাই আইন প্রণেতাও চেয়েছেন। প্রধান মহাশয়ও তার ক্ষমতার পরিসীমার মধ্যেই কাজ পরিচালনা করতে পারেন এবং যখন যে রকম দরকার গ্রাম পঞ্চায়েতের কাছ থেকে অনুমোদন বা সিদ্ধান্তও নিতে পারেন। এইভাবে কাজ পরিচালনা হলে গ্রাম পঞ্চায়েতের কাজ সুষ্ঠুভাবে চলার কোন অসুবিধাই থাকতে পারে না।

বিষয়টি জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, হাওড়ার মাধ্যমে সংশ্লিষ্ট গ্রাম পঞ্চায়েতে এবং অন্য কোন গ্রাম পঞ্চায়েতে এই ধরণের পরিস্থিতির উদ্ভব ঘটলে সেখানে জানাতে অনুরোধ করা হল।

আপনার বিশ্বস্ত,

স্বাঃ-

উপসচিব

নং : ১৬৪০/১(২১)/পি.এন/ও/সেল-১/১এ-১০/৮৮ (অংশ-২) তারিখ : ১৭.৪.২০০০

অনুলিপি জ্ঞাতার্থে পাঠান হল :-

১) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।

২) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৩) এই বিভাগের জহর গ্রাম সমৃদ্ধি যোজনা সেল, রাজভবন।

৪) এই বিভাগের স্বর্ণজয়ন্তী গ্রাম স্বরোজগার যোজনা সেল, রাজভবন।

দিলীপ চক্রবর্তী

উপসচিব

Government of West Bengal
Department of Panchayats & R.D.
11 A, K. S. Roy Road, Calcutta - 700 001

No. 207/PN/O/I/1M-1/97 **Dated : 21.01.1999**

M E M O R A N D U M

At the time of Fifth panchayat General Elections held in 1998, areas under the Tea gardens and Forest Villages within different districts of this State, were brought within the operational jurisdiction of the West Bengal panchayat Act, 1978 as subsequently amended (hereinafter referred to as the Act). Consequently, elections were held from such Tea Garden and Forest Village areas to 3-tier panchayats and at present such areas together with other rayati land areas in most cases, constitute various units of different tiers of panchayat i.e. Gram panchayat, panchayat samiti and zilla parishad.

Various measures for infrestructural development in such areas recently included in the panchayats as also a numebr of welfare measures for the inhabitants of such area are being provieded exclusively by the Lessee of the land and/or Tea Garden Management (hereinafter referred to as the Management) in Tea Garden areas and by the Forest Department of this state and as its behest by the Forest Directorate and/or the West Bengal Forest Development Corporation (hereinafter referred to as the Department in forest villages. In terms of the provisions under plantation Labour Act, 1951 (Act 69 of 1951) and rules thereunder in force the Management is obliged to take appropriate measures in the field of health, sanitation, education and different social welfare measures in the tea garden. The Department on the other hand is maintaining communication facilities and implementing other in frastructural development programmes in the forest village. It is also observed that in such areas, the entire land is leased out to the Management of the tea gardens and is under control of the latter; similarly the entire set of forest lands within which the forest villages located, are under the ownership of the Department. Consequently, within the Tea Gardens and Forest Villages, there is no land available for use of the general public where jurisdiction and authority of the panchayats statutorily extends.

In view of the aforesaid special features obtained in the tea garden and forest village areas, it is considered necessary to clearly define the powers, functions and duties of the panchayats, specially the Gram Panchayats, in relation to the powers, functions and duties of the Management and the Department. After careful consideration, the state Government is of the view that the amendment of the relevant rules and other provisions of law as be necessary, powers, functions and duties of the Panchayats and other units of administration operating in such areas need be defined by an order issued in this behalf.

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 as subsequently amended, the Governor is pleased hereby to issue directions as follows :-

(1) In tea garden areas, the Management concerned shall continue to remain responsible for the facilities and benefits now being provided as also required to be provided in future, to the workers of the tea gardens and the people inhabiting the tea garden area in terms of the provisions under the Plantation Labour Act, 1951 (69 of 1951), any rule made thereunder and any other provision of law for the time being in force. The Gram panchayat or any other panchayat shall not interfere in any manner, by any act of commission or omission, in valid performance of the aforesaid functions of the Management. Without prejudice to the generality of the aforesaid provisions, the facility and benefits at present made available by the Management as enumerated hereunder shall continue uninterupted without any interference from any panchayat body :

(a) Ration facility : The Management is providing ration at subsidesed rate to garden workers and their dependants. The facility shall continue.

(b) Medical facility : The Management provides free medical facility to the workers and their dependants including non-worker adult family-members. Free ambulance service is also provided on occasions. Such facilities shall continue to exist.

(c) The Management provides free house-hold requirements of fuel to the garden workers in commensurate with their working status. The arrangement shall continue.

(d) Under a statutory provision, the Management provides safe drinking water to the workers and their families by sinking deep tube-wells, big bore tube-wells or pucca wells as may be appropriate. Bathing enclosures for woman are also provided by the management. Such facilities will continue in the same manner as nacessary.

(e) The Management provides electricity to the labour quarters. Installation charge, internal wiring and maintenance charges are borne by the Management while the workers pay for consumption at the lower applicable to the rural areas. The Management also provides street lighting in the labour lines and other places at their cost. The Management will continue to extend such facilities.

(f) Under statutory provision, the Management provides housing accommodation in pucca quarters to the workers and their families. The provision shall remain in force.

(g) Roads, streets and other communication links within a garden area, are the responsibilities of the Management for their construction, repair, drainage facility and maintenance. The arrangement will continue to exist.

(h) The Management provides certain recreational facilities such as club room, play ground etc. for use of the employees. The facilities shall be extended in similar manner.

(i) The Management prior to imposition of rural cess, was required to provide education to the children of the workers by setting up a primary school for every 25 children or more. The arrangement now existing shall continue. The Management also provides certain other facilities such as free transport for school-going children, provision of fund for construction of school/college building and for equipments in these institutions. The facilities shall be provided in the same manner.

(j) Additional workers who are usually employed for six to eight months in a year are usually extended the benefits and facilities stated in the foregoing paragraphs. The system at present in vogue, shall continue without any curtailment.

(2) (i) With respect to forest village, the Department shall continue to extend such communication, drainage and other facilities to the inhabitants of the forest villages as are being extended now or as a logical consequence, shall be extended later. The Gram Panchayat or any other Panchayat shall not interfere in any manner, by any act of commission or omission, in valid performance of the aforesaid functions of the Department. Any Panchayat body, an inhabitant of the forest village or any other person shall not make any permanent construction without clearance from the Department or when necessary from the Govt. of India No one shall be allowed to violate any provision of the Forest (Conservation) Act, 1980 (69 of 1980) and National Forest Policy circulated by the Govt. of India.

(ii) In a forest village, the Panchayat may provide permanent infrastructure for the villages only after obtaining written clearence from the local officers of the Forest Department / Directorate.

(iii) The Forest Department/Directorate may identify the persons/ families in a forest village who are willing to be shifted from such forest villages and send the list to the Panchayat Samiti/Gram Panchayat concerned. The Panchayat concerned shall then try to locate suitable resumed land or khas/vested land for shifting of such persons/families and take further action to rehabilitate them.

3. (i) Since entire land holding within the area of a tea garden is under leasehold ot the Management and the entire land in a forest village is under the ownership of the Department, the Gram Panchayat or any other Panchayat concerned shall not normally undertake any land-based scheme within the area of a tea garden or a forest village. If any land-based scheme is considered necessary and expedient, the Panchayat concerned shall forward such proposal to the Management or the Department as the case may be, and obtain prior written concurrence of the Management or the Department before taking up implementation of the scheme. The Management, before communicating its concurrence, shall obtain permission of the District Magistrate concerned for implementation of such land-based schems. If there is, however, any resumad land of a tea garden within the jurisdiction of a Gram Panchayat, Gram Panchayat is at liberty to take up appropriate land-based scheme in the area.

(ii) A Gram Panchayat may sponsor suitable self-emplyment schemes for one or more residents of a tea garden or forest village area taking into consideration income of the person/family concerned in terms of the guidelines applicable for a scheme.

4. There are considerable quantum of resumed land in many tea gardens. The Panchayat Samiti concerned with the assistance of the Gram Panchayat and in consultation with the local offiers of the Land and Land Reforms Department of this Government, shall take measures to resist/remove encroachment on such land, arrange distribution of available land to the deserving families and explore the scope and possibility of making available to the Gram Panchayat a piece of land for construction of adminstrative building (Panchayat Ghar).

5. (i) (a) For the purpose of imposition of tax on land and buildings in tea garden areas by the Gram Panchayat concerned under section 46 of the Act, it is necessary to calculate the annual value of the the basis of market value of the property under considertion. Evidently, valuation of land acuired under lease agreement and construction of buildings made on diverse dates will be a lengthy and cumbersome exercise bringing in its wake some arbitrary considerations and giving rise to controversies and disputes.

(b) On careful consideration of different aspects, it is directed hereby that notwithstanding anything contained in section 46 of the Act, a Gram Panchayat, for the purpose of assessement of annual tax on land and buildings within the area of a tea garden, shall take annual value of the entire property at the uniform rate of Rs.1,500/- (Rupees one thousand and five hundred only) per acre ignoring the valuation of buildings and other installations, if any. On the basis of the annual value of the entire property thus arrived at, annual tax shall be assessed. The point is further clarified in the illustrative examples at annexure- I. It is furlther provided that the total amount assessed on tax on land and buildings shall in no case exceed Rs. 20,000/- (Rupees twenty thousand only) per annum until furlher order in this respect. It is also provided that the Gram Panchayat shall not assess or impose any tax upon any employee of the tha garden or any other inhabitant residing within the area of the tea garden.

(c) In the forest village, the Gram Panchayat concerned snall not assess or impose any tax on any land and on any building of the Department or on any person residing within that area.

(d) In case of any dispure over the quantum of tax assessed, either the Gram Panchayat or the Management may refer the matter to the District Magistrate who shall on giving an oppotunity of hearing to the Gram Panchayat and also to the concerned Management and on perusal of records produced by either party and on causing such enquiry as he may deem necessary, shall take a decision and intimate all concerned.

(ii) It is furlther provided that an appeal preferred by any aggrived party, shall lie with the Commissioner of the Division who may, after giving notice of the appeal to the District Magistrate and giving the appellant as also the other party an opportunity of being heard, modify or confirm the decision of the District Magistrate. The decision of the Commissioner shall be final and binding on either party.

6. A newly constituted Gram Panchayat shall endaver to construct Gram Panchayat Office of its own outside the area of a tea garden or a forest village when the Gram Panchayat comprises area of one or more tea gardens and/or forest villages along with other areas. For this purpose, resum land of a tea garden may also be utilised. In case a Gram Panchayat comprises only the area of one or more tea garden or forest village, the Gram Panchayat may request Management or the Department to allow them to have a suitable office accommodation either free or on a monthly rental basis as a temorary arrangement. Attempt shall be made by the District administration to reconstitute such Gram Panchayats by including certain other areas outside the tea garden or forest so that the office of the Gram Panchayat may be constructed there in future.

By order of the Governor,

Sd/- S. N. GHOSH

Principal Secy. to the Govt. of West Bengal

No. 207(130)/PN/O/I/1M-1/97 **Dated : 21.1.1999**

Copy forwarded for information and necessary action to the :-

1. Land & Land Reforms Department of this Government.
2. Forest Department of this Government.
3. Consultative Committee of Plantation Associations, Royal Exchange, 6, Netaji Subhas Road, Callcutaa-700001.
4. Commissioner, Jalpaiguri Division.
5. Ssbhadhipati, Cooch Behar/Jalpaiguri/Uttar Dinajpur/Zilla Parishad.
6. Executive officer, Cooch Behar/Jalpaiguri/Uttar Dinajpur/Zilla Parishad.
7. District Land and Land Reforms Officer, Cooch Behar/Jalpaiguri/Uttar Dinajpur District.
8. District Panchayats & Rural Development officer, Cooch Behar/Jalpaiguri/Uttar Dinajpur District.
9. Sub-Divisional Officer, _____ Sub-Divn.
   (all of 3 districts)
10. Sabhapati, _____ Panchayat Samiti
    (all of 3 districts)
11. Block Development Officer & Executive Officer, _____ Block.
    (all of 3 districts)

Copies may please be prepared and distributed from his end to the Gram Panchayat within his jurisdiction.

12. Director of Panchayats & Rural Development, West Bengal.
13. Director, S.I.P. & R.D., Kalyani Nadia.

(D. Chakraborty)
Deputy Secretary to the
Govt. of West Bengal.

ANNEXURE-I

1. 'X' Tea Garden is spread over 400 acres of land

It has office building, processing plant with installed machineries, 20 quarters for officers and staff and two lines of labour quarters.

A.	Annual value of the entire tea garden will be calculated at	Rs. 1500/-x400 acres. (@Rs.1500/- per acre of land)	Rs. 600000/-
(i)	Total area of the lessehold land under tea garden will be determined primarily on the basis of the statement of the Management. In case of any dispute records available in the office of the District Magistrate may be consulted by the Gram Panchayat :		
(ii)	For the purpose of calculation, valuation of buildings, machineries etc. shall not be taken into account		
B.	Annual tax on entire property including land and buildings.	@2% of annual value	Rs. 12,000/-

2. 'Y' Tea Garden is spread over 1200 acres of land. It has office building, processing plant with installed machineries, one captive generating set under a shed, 30 quarters for officers and staff and six lines of labour quarters.

A.	Annual value of the entire tea garden will be calculated at	Rs. 1500 x 1200 acres	18,00,000
(i)	Total area of leasehold land under tea garden will be determined primarily on the basis of the statement of the Management. In case of any dispute, records available in the office of the District Magistrate may be consulted by the Gram Panchayat.	(@Rs. 1500/- per acre of land)	
(ii)	For the purpose of calculation, valuation of buildings, machineries etc. shall not be taken into account.		
B.	Annual tax on entire property including land and buildings.	@ 2%	Rs. 36,000/- i. e. 20,000/- (as the ceiling limit is Rs. 20,000/-)

No. HF/O/FWI/4C-2/94(I)/174-P **Dated : 19.5.1997**

NOTIFICATION

The Block Sanitary Inspector or any other person now functioning as Registrar of Births and Deaths for a block is hereby directed to appoint each Pradhan, Gram Panchayat within the block as sub-Registrar in respect of the area within the jurisdiction of the respective Panchayat. All the powers of Registrars as per RBD Act of 1969 may be transferred to each Sub-Registrar in terms of Section 7(5) of RBD Act of 1969. The Block sanitary Inspector as Registrar of Births and Deaths for the Block should supervise and guide the registration activity in the area, ensure timely submission of reprots and returns and make relevant forms available to the Pradhan, Gram Panchayat to enable him to function effectively as Sub-Registrar of Births and Deaths.

This has concurrence of Department of Panchayat & Rural Development.

Sd/-

Director of Health Services, &
Chief Registrar of Births & Deaths,

Government of West Bengal
Department of Panchayats & R.D.
11 A, K. S. Roy Road, Calcutta - 700 001

No. 2329(16)/I/Panch/IT-1/90 **Dated : 11.11.1991**

From : The Secretary, Department of Panchayats.

To : The District Magistrate, _____ (All)

Sub : Discontinuance of collection of tax u/s 46 (1) (b) of the West Bengal Panchayat Act, 1973.

The undersigned is directed to state that a policy decision has been taken by the Government that tax on profassions, trades, callings and employments would be made a single point levy and the existing system of collection such tax by both the Government and the local bodies eg. Gram Panchayats would be discontinued with effect from 1990-91. From that period, such tax would be collected by the Commissioner, Profession Tax, West Bengal only under the West Bengal State tax on Professions, Trades, callings and Employments Act, 1979.

In pursuance of the above policy decision of the Govt. and panding amendmant of the relavant provisions of the W.B. Panchayats Act. 1973, it is hereby directed that no tax under clause (b) of sub-section (i) of Section 46 ibid should be realised by the Gram Panchayats with affect from 1st April, 1990. The annual loss of revanue of the Panchayat bodies on account of implementation of the said Govt. decision would be suitably conpensated by the State Govt. in due course.

It is further stated in clarification that tax assessed for the years 1990-91 and 1991-92 by a Gram Panchayat under the above provision of the Act that have not yet been collected, should not be collected any more. Such tax assessed for the years 1990-91 and 1991-92 since collected, should be refunded to the assesses after amendments of the relevant provisions of the Act are made.

Pending amendment of the relevant Act, a Gram Panchayat, may however issue provisional certificate of enlistment to the applicants for trade licances for running any trade within its jurisdiction on realisation of an application fee not exceeding Rs. 10/- (Rupees ten) only par year as may be determined by the Gram Panchayat.

The Gram Panchayat should not, however, entertain any such application for a trade for which licence has been issued or in under considerations for issue by any other authority including local authority —— law for the time being in force. This is effective from 1st April, 1990 and will be governed by the amended provisions of the Act. which is being taken up shortly.

Gram Panchayats in this district may please be immediately informed of the decision. Any difficulty experienced in implementation of the decision may be referred to this Deptt. for clarification.

Sd/-
Secy. to the Govt. of West Bengal.

No. 2329/1(32)/I/Panch/IT-1/90 **Dated : 11.11.1991**

Copy forwarded for information and necessary action to the :-

1. Executive Officer ---------- Zilla Parishad (All)
2. District Panchayat Officer ---------- (All)

Sd/-
Secy. to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
11 A, K. S. Roy Road, Calcutta - 700 001

No. 1865/I/Panch/lA-13/94 **Dated : 01.08.1994**

From : The OSD & Ex-Officio Dy. Secy. to the Govt. of W. Bengal.

To : The Secretary, Howrah Zilla Parishad.

Sub : Oath of elected members of Gram Panchayats Clerification regarding.

Ref : His letter No. 344 dated 16.6.94.

The undersigned is directed to refer to his letter under reference and to say that an elected member of any Gram Panchayat/Panchayat Samiti/Zilla Parishad cannot Participate or take his seat in the Gram Panchayat/ Panchayat Samiti/Zilla Parishad meeting as the case may be, before taking his Oath u/s 197 of Act. His non-participation in a meeting on the above ground, may however be treated as absence from the meeting within the concept of sections 11, 100 & 145 of the Act as may be applicable provided he is given notice in each case. Consequently, if he remains absent in three consecutive meetings of the said Gram Panchayat/Panchayat Samiti/Zilla Parishad, as the case may be, his membership may be terminated by the prescribed authority in terms of the relevant provision of law.

(D. Chakraborty)

OSD & Ex-Officio Dy. Secy. to the
Govt. of W. Bengal.

No. 1865/1 (35)/I/Panch/ 1A-13/94 **Dated : 01.08.1994**

Copy forwarded for information to the :-

1) Director of Panchayat, W. Bengal.

2) Secretary, _____ Zilla Parishad (all except Howrah)

3) District Panchayat Officer, _____ (all)

4) Guard file of Cell-I.

(D. Chakraborty)

OSD & Ex-Officio Dy. Secy. to the
Govt. of W. Bengal.

No. 2826(6)/I/Panch/0-8/93 **Dated : 1.9.93**

From : The Spl. Officer (Law) & Ex-officio Asstt. Secy.

To : The District Magistrate, North 24-Parganas/South 24-Parganas/ Burdwan/Jalpaiguri/Midnapore/Hooghly.

Sub : Determination of allocation of the properties, funds and liabilities of areas under declared intention to be constituted into urban local body.

The undersigned is directed to refer to this Department No. 2763(6)/I/ Panch/0-8/93 dated 27.8.93 and state that there may be instances where an entire Gram panchayat is covered by a preliminary notification of the Municipal Affairs Deptt. declaring an expressed intention of the Govt. to bring the area under an urban local body.

In such case, provisions laid down in sub-section (1) of section 6 of the West Bengal Panchayat Act, 1973, will be operative and the modus operendi as outlined in sub-para (2) of earlier memo No. 2763 dt. 27.8.93 will be applicable mutatis mutandis.

Sd/- D. Chakraborty

Spl. Officer (Law) & Ex-Officio
Assistant Secretary

No. 50/I/Panch **Dated : 6.1.1994**

ORDER

In exercise of the power conferred under Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to direct that in' order to give effect to the provision under clause (a) of Section 19 ibid, a Gram Panchayat shall, with immediate effect, refuse permission under Section 23 ibid for the erection or the construction of any new structure or new building that provides for dry latrine in whatever term it may be called.

By order of the Governor

Sd/- S. N.Ghosh

Secretary to the Govt.
of West Bengal.

Government of West Bengal
Department of Panchayat & C. D. (Panchayat)
11A, K. S. Roy Road, Panchayat Bhavan
Calcutta-700 001

No. 3611/III/Panch/10-1/86 Dated : 6/3/87

From : The Assistant Secretary to the Govt. of West Bengal

To : The Director of Panchayats, West Bengal.

Sub : Remuneration for Collecting Sarkar for Gram Panchayat

In supersession of para 2(ii) of the Deptt. Order No. 12081/Panch/II-17/79 dt. 27/5/80 read with the notification given in the From No. 1831-III/Panch/17-1/83 dt. 19/2/86 (copies enclose for ready reference) the undersigned is directed to say that with effect from 1/4/1987 the rate of commission payable to a Collecting Sarkar of the Gram Panchayat should be graduated in the following scale :-

Amunt of the Tax Collection	Rate of commission
1. Upto Rs. 6000/- (Rupees six thousand only)	10% of collection
2. Rs. 6001/- to Rs. 8,000/- (Rupees six thousand one to Rupees eight thousand)	10% of Rs. 6,000/- of collection plus 15% of collection that exceed Rs. 6000/-
3. Rs. 8001/- and above	10% of Rs. 6000/- of collection plus 15% of collection that exceeds Rs. 6,000/- but does not exceeds Rs. 8000/- plus 20% of collection that exceeds Rs. 8000/-

This order issues with the concurrence of Finance Department vide F. A. Panchayat and C.D. Department U/O No. 27 Dated 31/2/87.

Sd/-
Assistant Secretary to the
Government of West Bengal

Memo No. 3611/1(400)/III/Panch/10-1/86. Dated : 6/3/87

Upto forwarded for information and necessary action to the

1. Block Development Officer, Chanditala - I.

The Gram Panchayats within the Block may be informed accordingly.

Sd/-
Assistant Secretary

Memo No. 1136(9) Dated : 28/11/24

Copy forwarded to the Pradhan .....
..... Gram Panchayat for information and to follow the guideline.

Block Development Officer,
Chanditala - I

No. 28125(15)/I/Panch/IP-48/83 Dated : 3.11.83

From : The Special Secretary to the Government of West Bengal

To : The District Magistrate/Dy. Commissioner,.....

Sub : **Running of administrative functions by Gram Panchayats from places other than their respective office buildings**

The undersigned is directed to say that it has been brought to the notice of the Government that some Gram Panchayats have been running their administrative functions from premises other than their own office buildings namely Panchayat Ghars constructed with financial assistance from the Government out of the funds allotted by Government either for the specific purpose for construction of Gram Panchayat office building or for implementation of schemes under NREP, Flood damage repair works etc. These panchayat Ghars being conspicuous public places become immediately known to the villagers residing within the jurisdiction of each Gram Panchayat and remain freely accessible to the general public and visiting officials. The said advantages will definitely be restricted if the administrative functions are allowed to be carried on from premises other than the Panchayat Ghars.

In view of the fact stated above, Government desire that wherever the Gram Panchayats have their own office buildings, they should make it a point to locate their offices in those buildings and to carry on all the administrative functions from the said premises.

The Block Development Officers may be instructed to see that the Gram Panchayats follow above instructions. Any default in this respect should be brought to the notice of the Director of Panchayats, West Bengal, by the B.D.Os. through the District Magistrates.

N. R. HALDER

Special Secretary

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 436/SS/PN/(M/3R-5/03(Pt.-II) **Dated : 11.06.2015**

NOTIFICATION

Whereas, in terms of the provision of rules 17 to 38 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006, read with section 23 of the West Bengal Panchayat Act, 1973, a Gram Panchayat shall control building operations within its jurisdiction following the procedure mentioned therein;

And whereas, the State Government in its 'ease of doing business initiatives' had been contemplating to simplify the procedure for granting permission for erection of a new structure or a new building or to make any addition to an existing structure or building within the area of a Gram Panchayat for the purpose of setting up of industry;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration is hereby pleased to issue the following instructions :

(1) In case of erection of a new structure or a new building or to make any addition to an existing structure for the purpose of setting up of an industry other than an industry in any industrial estate or industrial park within a Gram Panchayat area, application in Form-4 in duplicate along with all relevant documents mentioned in rule 17 of the Rules mentioned above shall be submitted in the designated office of Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce & Industries of the State Government. The designated office of the said Departments, after scrutiny to check the completeness of the application, shall forward it to the Gram Panchayat or the Panchayat Samiti or the Zilla Parishad or the Panchayats & Rural Development Department for vetting, depending upon the plinth area and the height as specified in. rule 27 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006. When vetting of the Panchayats & Rural Development Department is necessary, the application shall be forwarded by the designated office of the Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce & Industries to the Panchayats & Rural Development Department through the Zilla Parishad concerned. The Gram Panchayat concerned shall finally accord permission.

(2) If the State Government or an authority or an agency under the State Government intends to set up or has set up an industrial estate or industrial park within the jurisdiction of a Gram Panchayat, application for erection of any structure or building or any addition to the structure or building for setting up an industry within such industrial estate or industrial park shall be submitted directly to the industrial development authority or corporation or other organization as the State Government may by notification specify (e.g. WBIDC, WBSIDC, WBIIDC & WEBEL) giving proper intimation to the Gram Panchayat concerned. The industrial development authority or corporation shall finally accord permission.

(3) Fees for the purpose of erection of a new structure or a new building or to make any addition to an existing structure for industry other than an industry in any industrial estate or industrial park shall

not be deposited along with the application form as mentioned in rule 17 of the of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006. Instead, fees for the purpose shall be deposited at the office of the Gram Panchayat at the time of collection of the approved plan.

(4) If the erection of a new structure or a new building or to make any addition to an existing structure or building is only for setting up of an industry in any industrial estate or industrial park, the required fees shall be deposited to the Gram Panchayat concerned by the applicant after sanction of the plan by the Industrial Development Authority/Corporation/other organization but before collection of the sanctioned plan from the sanctioning authority.

(5) For erection of a new structure or a new building or to make any addition to an existing structure for the purpose of setting up of an industry other than an industry in any industrial estate or industrial park within a Gram Panchayat having plinth area upto 150 sq meter and height upto 6.5 meter, the Gram Panchayat shall accord permission; for plinth area up to 300 sq meter and height up to 6.5 meter, vetting of building plan by the Panchayat Samiti is necessary and; for plinth area more than 300 sq meter and height upto 15 meter vetting of the building plan by the Zilla Parishad is necessary; and for building of height more than 15 meter, vetting of the building plan by the Panchayats& Rural Development Department is necessary. Permission shall ultimately be granted by the Gram Panchayat on the basis of the vetting of the building plan by the authority concerned.

(6) In case of direct permission by Gram Panchayat for construction of building as per plinth area and height, the time limit for according permission will be 15 days from the date of receipt of the application, which must be complete in all respects, at the Gram Panchayat office. When vetting of the building plan by Panchayat Samiti or Zilla Parishad is necessary, the Panchayat Samiti or the Zilla Parishad, as the case may be, shall take all necessary measures for vetting of the plan in such a way that permission can be granted by the Gram Panchayat within 30 (thirty) days from the date of receipt of the application, which must be complete in all respects, at the office of the Panchayat Samiti or the Zilla Parishad. When vetting of the building plan by the Panchayats & Rural Development Department is necessary, it shall take all necessary measures for vetting of the plan in such a way that permission can be granted by the Gram Panchayat within 60 (sixty) days from the date of receipt of the application, which must be complete in all respects, at the office of the Zilla Parishad. If permission is not accorded within such time limit, it shall be presumed that the Gram Panchayat has accorded permission.

(7) In case any application along, with a site map and a construction plan, complete in all respects, is received by a Gram Panchayat for No Objection Certificate (NOC) for construction of a drainage system for clearance of storm water or appropriate sewage prior to commencement of construction activity for the purpose of setting up of an industry, the Gram Panchayat shall provide the NOC within 15 days. If permission is not accorded within such time limit, it shall be presumed that the Gram Panchayat has accorded permission.

By order of the Governor,

(D.K.Pal)

OSD & EO Special Secretary to the
Government of West Bengal

No.436/1(58)/SS/PN/O/I/3R-5/03(Pt.-II) **Dated : 11.06.2015**

Copy forwarded for information and necessary action to:

(1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building, 63 N.S Road, Kolkata-700001

(2) The District Magistrate & Executive Officer.....Zilla Parishad (All)

(3) The Additional Executive Officer,.....Zilla Parishad (All)/Mahakuma Parishad

(4) The District Panchayats & Rural Development Officer,.....(All)

He is requested to communicate the copy of this order to all Panchayat Samitis and Gram Panchayats within the district.

(D.K.Pal)

OSD & EO Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 437/SS/PN/O/I/3R-5/03(Pt.-II) **Dated : 11.06.2015**

NOTIFICATION

Whereas, in terms of the provision of rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006, read with section 47 of the West Bengal Panchayat Act, 1973, a Gram Panchayat shall issue provisional certificate of registration for running trade, wholesale or retail within its jurisdiction;

And whereas, the State Government in its 'ease of doing business initiatives' had been contemplating to simplify the procedures in issuing/granting of various certificates/ licenses by different Government Departments/ local authorities;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration and in supersession of the Order of the Panchayats & Rural Development Department vide its No. 1153/PN/ O/I/2M-4/03(Pt.-I) dated 27/03/2015, is hereby pleased to issue the following instructions :

(1) Any Gram Panchayat shall henceforth issue 'certificate of registration' for running a trade, wholesale or retail, instead of issuing a 'provisional certificate' for the purpose mentioned in rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006.

(2) An application for the purpose shall be submitted to the office of the Gram Panchayat concerned or in the web portal of the Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce and Industries in a newly devised Form 10A as annexed herewith.

(3) Any Gram Panchayat shall issue certificate of registration in the modified Form No.l 1 as annexed herewith.

(4) A certificate of registration may be renewed annually or for three years at a time on realization of annual fees for three years at a time.

(5) Any Gram Panchayat shall issue certificate of registration within 15 (fifteen) days from the date of receipt of the application, which must be complete in all respects.

By order of the Governor,

(D.K.Pal)

OSD & EO Special Secretary to the
Government of West Bengal

No.437/l(58)/SS/PN/O/I/3R-5/03(Pt.-II) **Dated : 11.06.2015**

Copy forwarded for information and necessary action to:

(1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building, 63 N.S Road, Kolkata-700001

(2) The District Magistrate & Executive Officer.....Zilla Parishad (All)

(3) The Additional Executive Officer,.....Zilla Parishad (All)/Mahakuma Parishad

(4) The District Panchayats & Rural Development Officer,.....(All)

He is requested to communicate the copy of this order to all Panchayat Samitis and Gram Panchayats within the district.

(D.K.Pal)

OSD & EO Special Secretary to the
Government of West Bengal

Form 10A

[See Rule 58(2)]

APPLICATION FOR CERTIFICATE OF REGISTRATION FOR RUNNING TRADE, WHOLE SALE OR RETAIL

To

The Pradhan,
_____Gram Panchayat

District _____

Madam/Sir,

I hereby apply for certificate of registration for trade/business as mentioned below in the place covered by plot/plots no(s) _____of mouza _____, JL No._____under Police Station_____in the district of _____ boundaries of which are given below for carrying on trade or business which is not prohibited under any law for the time being in force. If it is decided by the authority to issue a certificate for the current year/for three years together, I shall be bound to deposit the prescribed registration fees and strictly observe the conditions mentioned in the certificate. I shall also be bound to obtain all other statutory clearances required for running the above trade before actual commencement of the trade. For any deviation/default and on violation of the conditions mentioned in the certificate, the certificate shall be liable to be cancelled forthwith and I shall be bound to close down the said trade or business with immediate effect. I shall also be bound to apply for renewal of such certificate for the next financial year or for the next three financial years for carrying out the same trade or business on the terms and conditions as may be prescribed by the authority at the time of renewal of such certificate.

Brief description of trade or business:

Boundaries

East-

West-

North-

South-

Signature with date _____

Name in Block letters _____

Address _____

Date _____

FORM 11

[see rule 58(2)]

.....Gram Panchayat

Name of Panchayat Samiti :

Name of District:

Trade Registration No. : Date :

Trade Registration Certificate Issue No.: Date :

Trade Registration Certificate issued for the period of .....

to .....

(Name of Proprietor/partner/Director)

Gram Sansad/Part No. : Full Address Description of Trade :

The Gram Panchayat acknowledges a sum of Rs.....

(in words.....) only from

M/s.....

vide Receipt No..... dated.....

Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

....

Executive Assistant/Secretary Pradhan

N.B. :- *Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time on valid grounds under intimation to the Block Development Officer concerned"*

Government of West Bengal
Panchayats & Rural Development Department
63, N.S. Road, Jessop Building, Kolkata 700 001

No. 405(4)/ISGPP/23C-l/(CB)/5 **Date : 03.04.2013**

From : Soumya Purkait, WBCS (Exe.)

OSD & Ex-officio Deputy Secretary to the Govt. of West Bengal

Panchayats & Rural Development Department

To : 1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001

2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700001

3) The Accountant General (Local Bodies Audit), West Bengal, CGO Complex. 'C' East Wing, 5th floor, DF Block. Sector-I, Salt Lake, Kolkata-700064

4) The Examiner of Local Accounts, West Bengal, MSO Building. 5th floor, DF, CGO Complex, DF Block, Sector-I, Salt Lake, Kolkata-700064

Sub : Revised internal Audit Reporting (IR) format for Gram Panchayats of the State of West Bengal

Ref : No.74(4)/1SGPP/23C-1/(CB)/S dated 18.01.2013

Sir,

I am directed to say that Uniform Internal Audit Reporting (IR) format for Gram Panchayats developed and issued by the Panchayats & Rural Development, Government of West Bengal [vide order under reference [has been slightly modified based on further inputs. The REVISED Internal Audit Reporting (IR) format is enclosed herewith.

I am now directed by order of the Governor to say that the revised IR format enclosed with this order shall henceforth be considered as the only standard and uniform format mandated by the P&R.D. Department and shall be used by the Panchayats Accounts & Audit Officers (PAAO) for Internal Audit of the Gram Panchayats all over the state. All other contents of the earlier letter vide No. 74(4VISGPP/23C-1/(CBV5 dated 18.01.2013 shall remain unchanged. The previously sent IR format should be ignored.

All concerned arc being informed.

Yours faithfully,

Enclo : as stated

(S. Purkait)

No. 405(4)/1(392)/ISGPP/23C-1/(CB)/5 **Date : 03.04.20I3**

Copy along with a copy of IR format forwarded for information and necessary action to:

1) The Commissioner, Panchayats & Rural Development, 11A K.S. Roy Road, I'anchayat Bhavan, Kolkata-700001. He is requested to kindly issue matching instruction to all district authorities in this regard.

2) The District Magistrate, _____ (All).

3) AEO/The Additional District Magistrate (Panchayats) _____ (All).

4) P.S. to the Hon'ble MIC, Panchayats & Rural Development. West Bengal.

5) The District Panchayats & Rural Development Officer, _____ (All), with the request to forward copy of this order along with Revised IR format io respective SA&AO and ail concerned.

6) The Block Development Officer, _____ (All), with the request to forward copy of this order along with IR format to respective PA&AO.

7) The Computerisation Cell, WBSRDA.

8) P.A. to the Principal Secretary. P&RD Department, Government of West Bengal.

9) The guard file.

(S. Purkait)

..... গ্রাম পঞ্চায়েতের অভ্যন্তরীণ নিরীক্ষা প্রতিবেদন

..... ব্লক, ...মহকুমা ..... জেলা

ত্রৈমাসিক নিরীক্ষা প্রতিবেদন সময়কাল

(প্রথম /দ্বিতীয় /তৃতীয় /চতুর্থ কোয়ার্টার, ... অর্থবর্ষ) ।সংশ্লিষ্ট কোয়ার্টারে টিক দিন।

গ্রাম পঞ্চায়েতের নাম ঃ .... গ্রাম সংসদ সংখ্যা ঃ .....

ঠিকানা ঃ ..... দূরভাষ ঃ .....

প্রধান ঃ ..... (নাম) উপ-প্রধান ঃ ..... (নাম)

নির্বাহী সহায়ক ঃ ..... (নাম) সচিব ঃ ..... (নাম)

নির্মাম সহায়ক ঃ ..... (নাম) সহায়ক (১) ঃ ..... (নাম)

কর্ম-সহায়ক ঃ ..... (নাম) সহায়ক (২) ঃ ..... (নাম)

১.১

গ্রাম পঞ্চায়েতের মোট সদস্য সংখ্যা	পুরুষ	মহিলা	মোট
(ক) সরাসরি নির্বাচিত -			
(খ) পদাধিকার বলে সদস্য-			
সর্বমোট -			

১.২

উপসমিতি	সদস্য/সদস্যা সংখ্যা		সঞ্চালকের নাম	নির্ধারিত সময়ে মিটিং-এর সংখ্যা
	সরাসরি	পদাধিকার বলে		
অর্থ ও পরিকল্পনা				
শিক্ষা ও জনস্বাস্থ্য				
নারী শিশু ও সমাজ কল্যাণ				
কৃষি ও প্রাণী সম্পদ বিকাশ				
শিল্প ও পরিকাঠামো				

১.৩

গ্রাম পঞ্চায়েতের কর্মচারী	পুরুষ	মহিলা	
নির্বাহী সহায়ক			
সচিব			
নির্মাণ সহায়ক			
কর্ম সহায়ক			
(১) সহায়ক			
(২) সহায়ক			
গ্রাম পঞ্চায়েত কর্মী ( ) - জন			
মোট ঃ			

১.৪ গ্রাম পঞ্চায়েত পেপারলেস শ্রেণীভুক্ত ঃ হ্যাঁ / না জি.পি.এম.এস ঃ আছে /নেই

জি.পি.এম.এস এক্সলেন্ট শ্রেণীভুক্ত ঃ হ্যাঁ / না জি.পি.এম.এস এর জন্য পৃথক কম্পিউটার ঃ আছে / নেই

আভ্যন্তরীণ নিরীক্ষকের নাম ঃ .....

নিরীক্ষার শুরুর তারিখ ঃ ..... নিরীক্ষার শেষের তারিখ ঃ .....

সর্বশেষ নিরীক্ষা ঃ ..... (কোয়ার্টার) ..... অর্থবর্ষ সর্বশেষ নিরীক্ষার তারিখ ঃ .....

১.৫ ত্রৈমাসিক আয় ও ব্যয়ের হিসাব নিরীক্ষা

(..... হইতে .....)

তহবিলের শ্রেণীবিভাগ	প্রারম্ভিক তহবিল	বর্তমান ত্রৈমাসিকে প্রাপ্তি	মোট	বর্তমান ত্রৈমাসিকে ব্যয়	অবশিষ্ট টাকা (সমাপন স্থিতি)
রাজ্য/কেন্দ্রীয় সরকার থেকে প্রাপ্ত তহবিল					
১) প্রাতিষ্ঠানিক খরচ বাবদ ব্যয়ের জন্য প্রাপ্ত অনুদান					
ক) কর্মচারীদের বেতন ও ভাতা					
খ) কর্মচারীদের অগ্রিম বাবদ প্রদেয় টাকা ও পরিশোধ					
গ) জি এস এল আই বাবদ আয় ও ব্যয়					
ঘ) আদায়কারী ভাতা					
ঙ) প্রধান ও উপপ্রধানের সাম্মানিক					
চ) সঞ্চালকদের সাম্মানিক					
ছ) কর্মকর্তা ও সদস্যদের স্থির ভ্রমণ ভাতা					
২) রাজ্য সরকারের নিকট থেকে প্রাপ্ত অনুদান					
চ) উৎসাহবর্ধক অনুদান					
ছ) সম্পূরক অনুদান					
জ) অন্যান্য ঃ					
৩) কার্যক্রম রূপায়ণ খাতে ব্যয়ের জন্য প্রাপ্ত অনুদান					
ক) জাতীয় গ্রামীণ কর্মসুনিশ্চিতকরণ প্রকল্প					
খ) বি.আর.জি.এফ					
গ) ইন্দিরা আবাস যোজনা					
ঘ) ইন্দিরা গান্ধী জাতীয় বার্ধক্য ভাতা					
ঙ) ইন্দিরা গান্ধী জাতীয় বিধবা ভাতা					
চ) সহায়					
ছ) এন.আরএইচ.এম.					
জ) সি.এইচ.সিএমআই					
ঝ) অন্যান্য ঃ					
৪) অর্থ কমিশনের সুপারিশ বাবদ অর্থ -					
ক) কেন্দ্রীয় অর্থ কমিশন					
খ) রাজ্য অর্থ কমিশন					

তহবিলের শ্রেণীবিভাগ	প্রারম্ভিক তহবিল	বর্তমান ত্রৈমাসিকে প্রাপ্তি	মোট	বর্তমান ত্রৈমাসিকে ব্যয়	অবশিষ্ট টাকা (সমাপন স্থিতি)
৫) জেলা পরিষদ/পঞ্চায়েত সমিতি/অন্যান্য সংস্থার অনুদান					
ক) সাংসদ স্থানীয় উন্নয়ন তহবিল					
খ) বিধায়ক এলাকা উন্নয়ন কার্যক্রম					
গ) এস.জি.এসওয়াই					
ঘ) নির্মল গ্রাম পুরস্কার					
ঙ) নিবিড় স্বাস্থ্যবিধান কর্মসূচি					
চ) আই.এস.জি.পি কর্মসূচীট					
ছ) ..... উন্নয়ন পর্ষদ					
জ) অন্যান্য (নাম সহ)					
৬) নিজস্ব তহবিল ঃ কর, অভিকর, শুল্ক, ফী বাবদ প্রাপ্ত					
ক) কর-নির্ধার তালিকা অনুযায়ী আয়					
খ) গৃহ অনুমতি ফি বাবদ অভিকর আয়					
গ) বাই ল অনুযায়ী আয়					
ঘ) অবদান বাবদ আয়					
ঙ) অন্যান্য (নাম সহ) আয় / ব্যয়					
চ) আদায়কারীর অতিরিক্ত ভাতা বাবদ ব্যয়					
ছ) নিজস্ব তহবিল থেকে উন্নয়ন খাতে ব্যয়					
জ) নিজস্ব তহবিল থেকে প্রশানিক খাতে ব্যয়					
৭) পঞ্চায়েত সৃষ্ট সম্পত্তি ও অন্যান্য উদ্যোগ থেকে আয়					
ক)					
খ)					
৮) ঋণ বাবদ আয় ও পরিশোধ বাবদ ব্যয়					
৯) কর্মসূচি রূপায়ণ বাবদ বিভিন্ন খাতে জমা ও খরচ					
ক) উৎসমূলে কাটা আয়কর					
খ) উৎসমূলে কাটা বিক্রয়কর					
গ) আগ্রহী জমা					
ঘ) সুরক্ষা জমা					
ঙ) .....সেস /সাবচার্য					
১০) প্রফলাল বাবদ আয় ও ব্যয়					
সর্বমোট ঃ					

১.৬ ব্যাঙ্ক মিলকরণ বিবরণী ও আর্থিক প্রতিবেদনের সাথে সঙ্গতিসাধন

পাশবুক অনুযায়ী স্থিতি	:	
(-) চেক ইস্যু হয়েছে কিন্তু প্রাপক ভাঙ্গাননি	:	
(-) প্রাপ্ত সুদ ক্যাশবুকে প্রতিফলিত হয়নি	:	
মোট	:	
(+)প্রাপ্ত চেক ব্যাঙ্কে জমা পড়েনি / এনক্যাশড হয়নি	:	
(+) ব্যাঙ্ক চার্য ক্যাশবুকে প্রতিফলিত হয়নি	:	
ক্যাশবুক অনুযায়ী ব্যাঙ্কে স্থিতি	:	
(+) হাতে থাকা নগদের পরিমাণ	:	
ক্যাশবুক অনুযায়ী সমাপণ স্থিতি	:	

১.৭ সমাপন স্থিতির পাশবহি অনুযায়ী বিবরণ ও সেভিংস ব্যাঙ্ক সম্পর্কিত তথ্য

ক্রং নং	কর্মসূচি/তহবিলের নাম	ব্যাঙ্কের নাম ও অ্যাকাউন্ট নং	তহবিলের পরিমাণ (টাকা)	সংশ্লিষ্ট কর্মসূচি / তহবিলের অতিরিক্ত অ্যাকাউন্ট নং (যদি থাকে) / নন-অপারেটিভ অ্যাকাউন্ট (যদি থাকে)			অতিরিক্ত অ্যাকাউন্ট রাখার কারণ ও এ-বিষয়ে নিরীক্ষকের মন্তব্য	নন-অপারেটিভ অ্যাকাউন্ট (যদি থাকে) বন্ধ না করার কারণ ও এ-বিষয়ে নিরীক্ষকের মন্তব্য
				ব্যাঙ্কের নাম ও অ্যাকাউন্ট নং	কোন তারিখে খোলা হয়েছে	তহবিলের পরিমাণ (টাকা)		
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সর্বমোট পাশবুক অনুযায়ী স্থিতি								

১.৮ নিজস্ব তহবিলের সদ্ব্যবহার

নিরীক্ষার দিন পর্যন্ত প্রারম্ভিক তহবিল সহ তহবিলের মোট পরিমাণ (টাকা)	প্রশাসনিক খাতে ব্যয়ের পরিমাণ (টাকা)	উন্নয়ন খাতে ব্যয়ের পরিমাণ (টাকা)	উন্নয়ন খাতে ব্যয়ের শতাংশ (টাকা)

১.৯ আর্থিক ব্যবস্থাপনা বিষয়ক প্রয়োজনীয় তথ্যাদি

নিম্নলিখিত রেজিস্টাগুলির বর্তমান অবস্থান	হ্যাঁ/না	বাস্তব অবস্থা (এক বা একাধিক কারন চিহ্নিত করুন)
ক্যাশবহি/সাবসিডিয়ারী ক্যাশবহি/লেজার নিয়মিত লিপিবদ্ধকরণ করা হয়েছে		ক) তিনটি রেজিস্টার নিয়মিত লিপিবদ্ধকরণ হয় খ) ক্যাশবহি / সাব ক্যাশবহি / লেজার লেখা হয় না গ) জিপি.এম.এস.এ এন্টি করার জন্য সব রেজিস্টার একসঙ্গে লিপিবদ্ধকরণ হয়
ক্যাশ বহিতে প্রতি আর্থিক লেনদেনের দিন সচিব নির্বাহী সহায়ক এবং প্রধান তারিখ সহ নির্ধারিত স্থানে স্বাক্ষর করেন		ক) প্রত্যেকে নিয়মিত স্বাক্ষর করেন খ) প্রধান / নির্বাহী সহায়ক / সচিব নিয়মিত স্বাক্ষর করেন না গ) জিপি.এম.এস. থেকে নিয়মিত ক্যাশবহির প্রিন্ট আউট নেওয়া হয় না ঘ) প্রিন্ট আউট থাকলেও প্রধান / নির্বাহী সহায়ক / সচিব নিয়মিত স্বাক্ষর করেন না
প্রতি মাসের শেষে ব্যাঙ্কের সঙ্গে ক্যাশ বহির সঙ্গতিসাধন করা হয়েছে		ক) জিপি.এম.এস. এর মাধ্যমে হিসাব রাখার জন্য নিজে থেকে ব্যাঙ্ক মিলকরণ প্রস্তুত হয় খ) ব্যাঙ্কের পাশ বহি হালনাগাদ না করার জন্য করা যায়নি গ) ক্যাশবইতে হিসাব সঠিক না থাকায় করা যায় নি ঘ) ব্যাঙ্ক স্টেটমেন্টে ভুল থাকায় করা যায় নি ঙ) ক্যাশবই নিয়মিত না লেখার কারণে করা যায় নি
নিয়মিত চেক রেজিস্টার হালনাগাদ করা হয়		ক) জিপি.এম.এস. এর মাধ্যমে হিসাব রাখার জন্য নিজে থেকে চেক রেজিস্টার হালনাগাদ হয খ) চেক প্রাপ্তির রেজিস্টার লেখা হলেও চেক ইস্যু রেজিস্টার লেখা হয় না গ) চেক ইস্যু রেজিস্টার লেখা হলে ও মোংফরাক্কায রেকর্ড থাকে বলে চেক প্রাপ্তির রেজিস্টার লেখা হয় না
মাসিক আয়/ব্যয়ের হিসাব 'ফর্ম ২৬' এ প্রস্তুত করা হয় এবং সংশ্লিষ্ট স্থানে পাঠানো ও অনুমোদিত হয়		ক) ফর্ম-২৬ প্রস্তুত করা হয় নির্ধারিত স্থানে পাঠানো ও অনুমোদিত হয় এবং রিসিভড কপি ফাইলে রাখা হয় খ) ফর্ম-২৬ প্রস্তুত করা হয় গ) ফর্ম-২৬ প্রস্তুত হলে ও সাধারণ সভায় অনুমোদিত হয় না এবং পঞ্চায়েত সমিতি-তে পাঠানো হয় না ঘ) ফর্ম-২৬ প্রস্তুত হয় এবং পঞ্চায়েত সমিতি-তে পাঠানো হয় কিন্তু সাধারণ সভায় অনুমোদিত হয় না ঙ) ফর্ম-২৬ প্রস্তুত করা হয় বলে পঞ্চায়েত সমিতি-তে পাঠানো হয় না
ষান্মাষিক/বার্ষিক আয় ব্যয়ের হিসাব 'ফর্ম ২৭' এ প্রস্তুত করা হয় এবং সংশ্লিষ্ট স্থানে পাঠানো ও অনুমোদিত হয়		ক) ফর্ম-২৭ প্রস্তুত হয় নির্ধারিত স্থানে পাঠানো ও অনুমোদিত হয় এবং রিসিভড কপি ফাইলে রাখা হয় খ) ফর্ম-২৭ প্রস্তুত করা হয় না গ) ফর্ম-২৭ প্রস্তুত হলে ও সাধারণ সভায় অনুমোদিত হয় না এবং পঞ্চায়েত সমিতি-তে পাঠানো হয় না ঘ) ফর্ম-২৭ প্রস্তুত হয় এবং পঞ্চায়েত সমিতি-তে পাঠানো হয় কিন্তু সাধারণ সভায় অনুমোদিত হয় না ঙ) হিসাব সঠিক না থাকার কারণে ফর্ম-২৭ প্রস্তুত করা যায় নি
জিপিএমএস অ্যাকাউন্টস কোড সহ চালু হয়েছে এবং 'এক্সেলেন্ট' অবস্থায় আছে (এক্সলেন্ট ঃ নিরীক্ষার দিন থেকে ১৫ দিন আগে পর্যন্ত এন্ট্রি করা আছে)		ক) যিনি এন্ট্রি করেন তার পদ ঃ খ) যিনি ভাউচার চেক করে এন্ট্রি যাচাই করেন তার পদ ঃ গ) সরকারী কর্মচারীর এন্ট্রি না করার কারণে ঃ
ফর্ম-২৬ পরের মাসের ৭ তারিখের মধ্যে ওয়েবসাইটে আপলোড করা হয়		ক) ইন্টারনেট সংযোগ নেই খ) ইন্টারনেট সংযোগ থালেও সংযোগের মান অত্যন্ত খারাপ গ) আপলোডের জন্য ব্লকে ব্যাক-আপ পাঠানো হয় না ঘ) এন্ট্রি সম্পন্ন হলেও সফটঅয়ারে সমস্যা থাকা আপলোড করা যায় নি
পেশ করা কোন বিলকে যথাযথভাবে ভাইচার করা হয়		ক) বিল যথাযথ ও ন্যায্য এবং ভাউচার প্রস্তুত পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত হিসাবরক্ষণ নিরীক্ষা ও বাজেট) নিয়মাবলী ২০০৭ এর রুল-৯ অনুযায়ী করা হয়েছে খ) প্রকল্প বা পরিকল্পের বিল নির্মাণ সহায়কের অভিমত (নোটশীট) ছাড়াই নির্বাহী সহায়ক যাচাই করেছেন ও জিদার প্রদান করেছেন গ) অন্যান্য বিল বা দাবীপত্রকে ভাউচার প্রস্তুত করা হয়েছে ঘ) নির্ধারিত সীমার বেশি অর্থ প্রদান করা হলেও ভাউচারে রেভিনিউ স্ট্যাম্প লাগানো হযনি এবং প্রাপকের প্রাপ্তিস্বীকার করানো হয়নি ঙ) প্রয়োজনীয় বাজেট বরাদ্দ ও তহবিল ছাড়াই জিমদার বিল প্রদানের অনুমোদন দিয়েছেন চ) কোন সামগ্রী বা স্টেশনারী দ্রব্য কেনার বিলে উল্টোপিঠে সচিব বা নির্মাণ সহায়কের দ্বারা লিখিত স্টক রেজিস্টারের সংশ্লিষ্ট পাতার নম্বরের উল্লেখ নেই ছ) বিলের পরিমাণ ২০০০ টাকার বেশি হলেও নিয়মবিরুদ্ধভাবে অ্যাকাউন্ট পেয়ি চেকের বদলে বিয়ারার চেক/নগদে প্রদান করা হয়েছে জ) ব্যাঙ্ক চার্জকে ভাউচার করা হয়নি

২.০ প্রতি মাসের শেষে নগদ টাকা পরীক্ষা করা হয়েছে কিনা (যদি থাকে)

২.১ নির্ধারিত সময়ে অতিরিক্ত/অব্যয়িত নগদ টাকার খতিয়ান (যদি থাকে):

তারিখ	তহবিল/কর্মসূচি	নগদ টাকার পরিমাণ	কী কারণে তোলা হয়েছে	অব্যয়িত টাকার পরিমাণ	অব্যয়িত টাকা ক্যাশবাকে কত দিন ছিল	ব্যাঙ্কে জমা হবার তারিখ	মন্তব্য

২.২ বিভিন্ন সূত্র থেকে প্রাপ্ত নগদ অর্থ ব্যাঙ্কে জমা না করে সরাসরি ব্যয় হয়েছে (ইহা নিয়ম ৪(১২) বিরুদ্ধ)

অর্থের পরিমাণ	প্রাপ্তির তারিখ	ব্যয়ের বিবরণ	ব্যয়ের পরিমাণ	কারণ

২.৩ অগ্রিমের হিসাব

কাকে দেওয়া হয়েছে	তারিখ	কী বাবদ	অগ্রিম টাকার পরিমাণ	অ্যাডজাস্ট-মেন্টের তারিখ	অ্যাডজাস্টমেন্ট (টাকা)	ফর্ম ১৯ এর নং	অগ্রিমের সমাপন স্থিতি	মন্তব্য
গ্রাম উন্নয়ন সমিতি								ক) অ্যাডজাস্টমেন্ট করা হয়েছে ফর্ম ১৯ দেওয়া হয়েছে প্রয়োজনীয় লেজার অ্যাডজাস্টমেন্ট করা হয়েছে খ) অ্যাডজাস্টমেন্ট পাওয়া যায়নি গ) অ্যাডজাস্টমেন্ট পাওয়া গেলে ও প্রয়োজনীয় রেজিস্টারে হালনাগাদ করা হয়নি ঘ) সংশ্লিষ্ট আর্থিক বছরে অ্যাডজাস্টমেন্ট না পাওয়ায় প্রয়োজনীয় রেজিস্টারে হালনাগাদ করা গেল না
স্ব দল/ অন্যান্য								

২.৪ ভূমিহীন ক্ষেতমজুরদের ভবিষ্যনিধি প্রকল্প (PROFLAL)

কতজন নিবন্ধীভুক্ত হয়েছেন	আলোচ্য সময়ে কতজন উপভোক্তার কাছ থেকে টাকা আদায় হয়েছে			দাবীর নিষ্পত্তি		
	মাসের নাম	উপভোক্তার সংখ্যা	আদায়কৃত অর্থের পরিমাণ	কতগুলি দাবী জমা পড়েছে	কতগুলি দাবী দাখিল করা হয়েছে	কতগুলি দাবীর সাপেক্ষে অর্থপ্রদান করা হয়েছে
	মোট					

২.৫ ভূমিহীন ক্ষেতমজুরদের ভবিষ্যনিধি প্রকল্প (PROFLAL)

ক্রং নং	প্রকল্পের নাম	তহবিলের নাম	এএপি ক্রং নং	প্রকল্পটি অগ্রাধিকার তালিকা অনুযায়ী হয়েছে (হ্যাঁ / না)	অনুমোদিত প্রাককলন অনুযায়ী বরাদ্দ (টাকা)	বরাদ্দ থেকে বেশি / কম / সঙ্গতিপূর্ণ	বেশি বা কম হলে কত বেশি / কম (টাকা)	কোটেশান/ টেন্ডার হয়েছে / হয়নি / প্রযোজ্য নয়	NIQ/ NIT নং	কোটেশান/ টেন্ডার নোটিশ প্রদান থেকে খোলার সময়কাল	কয়টি কোটেশন / টেন্ডার জমা পড়েছে
১											
২											
৩											
৪											
৫											
৬											
৭											
৮											
৯											

২.৬ প্রোগ্রাম রেজিস্টার/স্কীম রেজিস্টার/সম্পদ রেজিস্টার আছে : হ্যাঁ/না থাকলে কত তারিখ পর্যন্ত হালনাগাদ করা আছে :
যদি না থাকে, তাহলে তার কারণ :

ক্রং নং	প্রকল্পের নাম	রেজিস্টারের নাম	কারণ

২.৭ রূপায়িত প্রকল্পগুলির ক্ষেত্রে সংশ্লিষ্ট নথি ও রেজিস্টারগুলির নিরীক্ষাকালীন সময়ে অবস্থান (পঞ্চায়েত হিসাব ও নিরীক্ষা আধিকারিকের বিবেচনাধীন যেকোনও প্রকল্প)

ক্রং নং	প্রকল্পের নাম	তহবিলের নাম	মেজারমেন্ট বুক/ মেজারমেন্ট শিট (আছে/ নেই/ যথাযথভাবে নেই)	প্রকল্প		প্রকল্পটি বার্ষিক পরিকল্পনায় নথিভুক্ত (হ্যাঁ/না)
				শুরুর তারিখ	শেষের তারিখ	
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২						
৩						
৪						
৫						
৬						
৭						
৮						
৯						

২.৮ উপরিউক্ত রূপায়িত প্রকল্পে সরবরাহের ক্ষেত্রে নিরীক্ষাকালীন সময়ে স্টক রেজিস্টারে/ডিউরেবল স্টক রেজিস্টারে নথিবদ্ধ হয়নি

ক)

খ)

গ)

ঘ)

ঙ)

না থাকার কারণ:

২.৯ সংশ্লিষ্ট নথি ও রেজিস্টারগুলির নিরীক্ষাকালীন সময়ে অবস্থান

রেজিস্টার নম্বর	রেজিস্টারের নাম	উল্লিখিত হিসাবের বইগুলি নিয়ম অনুযায়ী রাখা হয়েছে		
		হ্যাঁ	না	সঠিকভাবে নয়
১	ক্যাশ বই			
১ (ক)	উপ-ক্যাশ বই			
২	চেক/ড্রাফট প্রাপ্তির রেজিস্টার			
৩	চেক বই রেজিস্টার			
৬	রসিদ বই-এর মজুতের রেজিস্টার			
৭	বকেয়া এবং চলতি চাহিদা এবং কর সংগ্রহের রেজিস্টার			
৮	টেকসই সামগ্রীর মজুত রেজিস্টার			
৯	লিজ দেওয়া সম্পত্তির রেজিস্টার			
১০	প্রধান/উপপ্রধান/সঞ্চালকদের সাম্মানিক দেওয়ার রেজিস্টার			
১১	কর্মচারীদের বেতন/ভাতা দেওয়ার রেজিস্টার			
১৪	প্রকল্প/পরিকল্পের জন্য অগ্রিম প্রদানের রেজিস্টার			
১৫	উপযোজন রেজিস্টার			
১৬	কার্যক্রম রেজিস্টার			
১৭	পরিকল্প রেজিস্টার			
১৯	সমন্বয়কারী ভাউচারের প্রাপ্তিস্বীকার পত্র			
২০	স্থাবর সম্পত্তির রেজিস্টার			

রেজিস্টার নম্বর	রেজিস্টারের নাম	উল্লিখিত হিসাবের বইগুলি নিয়ম অনুযায়ী রাখা হয়েছে		
২১	সাধারণ খতিয়ান	হ্যাঁ	না	সঠিক ভাবে নয়
২২	চিঠিপত্র প্রাপ্তির রেজিস্টার			
২৩	চিঠিপত্র পাঠানোর রেজিস্টার			
২৪	মজুত ভান্ডারের হিসাব রেজিস্টার			
২৫	লেখসামগ্রী উপকরণের মজুত রেজিস্টার			

৩.০ বিভিন্ন সময়কালে পরিকল্পনা ও বাজেটের অগ্রগতি

অভ্যন্তরীণ নিরীক্ষার সময়কাল								
প্রথম কোয়ার্টার			দ্বিতীয় কোয়ার্টার		তৃতীয় কোয়ার্টার		চতুর্থ কোয়ার্টার	
উপসমিতি ভিত্তিক সমন্বিত গ্রা.প. পরিকল্পনা / কর্মপরিকল্পনার নথি আছে/নেই	পরিকল্পনার নথির সঙ্গে বাজেট সামঞ্জস্যপূর্ণ/ সামঞ্জস্যপূর্ণ/ নয়	প্রাথমিকভাবে বার্ষিক গ্রাম সংসদে আগামী বছরের কর্মপরিকল্পনা আলোচনা হয়েছে	গ্রা.স. তে উঠে আসা কর্মপরিকল্পনা উপসমিতিতে আলোচনা হয়েছে	উপসমিতি ভিত্তিক খসড়া পরিকল্পনা ও ফর্ম ৩৫ প্রস্তুত হয়েছে	উপসমিতি ভিত্তিক সমন্বিত খসড়া পরিকল্পনা/কর্ম পরিকল্পনা রচনা হয়েছে	খসড়া পরিকল্পনা অর্থ-বার্ষিক গ্রাম সংসদে অনুমোদিত হয়েছে	সমন্বিত গ্রা.প. পরিকল্পনা গ্রাম সভায় অনুমোদিত হয়েছে	৩১শে জানুয়ারীর মধ্যে বাজেট বিশেষ সাধারণ সভায় পেশ ও অনুমোদিত হয়েছে

৩.১

গ্রাম সংসদ পরিকল্পনা ভিত্তিক গ্রা. প. পরিকল্পনা ও বাজেট প্রস্তুত হয়েছে ঃ হ্যাঁ (সাধারণ সভার নং ঃ ..... তারিখ ঃ .....) / না

গ্রাম পঞ্চায়েত পরিকল্পনা রচনার সময় পরিবেশগত ও সামাজিক ব্যবস্থাপনা কাঠামো অনুসৃত হয়েছে ঃ

গ্রাম পঞ্চায়েত পরিকল্পনা রূপায়ণের সময় পরিবেশগত ও সামাজিক ব্যবস্থাপনা কাঠামো অনুসৃত হয়েছে ঃ

সংশোধিত/পরিপূরক বাজেট প্রস্তুত হয়েছে / প্রস্তুত করার প্রয়োজন হয়েছে ঃ হ্যাঁ (সাধারণ সভার নং ঃ ..... তারিখ ঃ .....) / না

৩.২

গ্রাম পঞ্চায়েতে অভিযোগ রেজিস্টারে আছে কিনা : হ্যাঁ / না, যদি থাকে, তাহলে এ পর্যন্ত মোট কত অভিযোগ জমা পড়েছে?

তথ্য জানার অধিকার আইন রেজিস্টার ঃ রক্ষিত আছে / নেই কতগুলি আবেদন জমা পড়েছে ঃ

কতগুলি আবেদনের উত্তর যথাযথভাবে দেওয়া হয়েছে ঃ

গ্রাম পঞ্চায়েতের বাই-ল তৈরি হয়েছে : হ্যাঁ / না বাই-ল প্রয়োগ করা হয়েছে : হ্যাঁ / না

শেষ কবে বাই-ল হালনাগাদ করা হয়েছে :

কর নির্ধার তালিকা তৈরি হয়েছে : বর্তমান কোয়ার্টারে - টাকা এই বছরে এ পর্যন্ত মোট - টাকা

কত টাকা অ-কর আদায় হয়েছে : বর্তমান কোয়ার্টারে - টাকা এই বছরে এ পর্যন্ত মোট - টাকা

৩৩ অধিবেশন

গ্রাম পঞ্চায়েতের সভা

ক্রমিক সংখ্যা	অধিবেশন বিবরণ	আহুত সংখ্যা	অনুষ্ঠিত সংখ্যা	সদস্য সংখ্যা	সদস্যদের গড় উপস্থিতি (%)	মুলতুবি সভার সংখ্যা
১।	সাধারণ					
২।	বিশেষ					
৩।	জরুরী					
৪।	তলবী					

গ্রাম সংসদ

গ্রাম সংসদ	গ্রাম সংসদের সংখ্যা	আহুত সভার সংখ্যা	প্রথম আহুত দিনে অনুষ্ঠিত সভার সংখ্যা	গড় উপস্থিতি (%)		মুলতুবী সভার সংখ্যা	আহুত হয়নি এমন সংসদ সভার সংখ্যা	অনুষ্ঠিত না হওয়ার কারণ
				পুরুষ	মহিলা			
বাৎসরিক								
ষান্মাসিক								

গ্রাম সভা

অনুষ্ঠিত হওয়ার তারিখ	পঞ্চায়েতের মোট ভোটার	গ্রাম সভায় উপস্থিত ভোটারের সংখ্যা			শতকরা হার (%)	মুলতুবী হলে মুলতুবী সভার তারিখ	অনুষ্ঠিত না হওয়ার কারণ
		পুরুষ	মহিলা	মোট			

৩.৪ বিগত আভ্যন্তরীণ নিরীক্ষায় যে যে ত্রুটি নিরসনে সুপারিশ/পরামর্শ প্রদান করা হয়েছিল সেগুলি মেনে চলা হয়েছে কিনা ঃ

ক্রং নং	সুপারিশ/পরামর্শ	পদক্ষেপ গৃহীত			না করার কারণ
		হয়েছে		হয়নি	
		সাধারণ সভার নং	তারিখ		

৩.৫ বাহ্যিক (ই.এল.এ) নিরীক্ষায় যে যে ত্রুটি নিরসনে সুপারিশ/পরামর্শ প্রদান করা হয়েছিল সেগুলি মেনে চলা হয়েছে কিনা ঃ

ক্রং নং	সুপারিশ/পরামর্শ	পদক্ষেপ গৃহীত			অডিট প্যারাটির উত্তর		
		হয়েছে		হয়নি	পাঠানো হয়েছে		হয়নি
		সাধারণ সভার নং	তারিখ		মেমো নং	তারিখ	না পাঠাবার কারণ

৩.৫ বাহ্যিক (ই.এল.এ) নিরীক্ষায় যে যে ত্রুটি নিরসনে সুপারিশ/পরামর্শ প্রদান করা হয়েছিল সেগুলি মেনে চলা হয়েছে কিনা ঃ

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১৩)

১৪)

তারিখ ঃ

নিরীক্ষকের স্বাক্ষর ঃ

এই প্রতিবেদনের প্রতিলিপি অবগতি ও প্রয়োজনীয় পদক্ষেপ গ্রহণের জন্য দেওয়া হল :

১) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা পরিষদ

২) মহকুমা শাসক ..... মহকুমা

৩) সমষ্টি উন্নয়ন আধিকারিক, ... ব্লক

৪) প্রধান, ... গ্রাম পঞ্চায়েত

Chapter - 9

Clarifications & Orders relating to functioning of Panchayat Samiti

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	1154/PN/O/I/2M-4/03(Pt-I)	27.03.2015	PS	Granting of license for dengerous & offensive trade
2	1652/PN/O/I/IR-1/2009	26.03.2010	PS	Clarification regarding IAY, NSAP & other similar programmes
3	930/PN/O/I/3C-II/98	18.02.2010	PS	Order regarding Drawing & Disbursing Officer of Panchayat Samiti
4	3850/PN/O/I/2A-2/98 (Part-5)	31.08.2009	PS	Clarification regarding honorarium of the Karmadhyaksha of Panchayat Samiti who is hoding the post of Sahayika in SSK
5	2856/PN/O/I/3C-II/98	26.06.2009	PS	Order regarding Drawing & Disbursing Officer of Panchayat Samiti
6	4303/PN/O/I/2A-1/04	23.10.2008	PS	Amendments of order No. 3340/PN/O/I/ 2A-1/04, dt. 18/08/2008
7	4466/PN/O/I/IA-1/2006	01.10.2007	PS	Clarification regarding utilization of funds under different schemes
8	4357/PN/O/I/3C-11/98	25.09.2007	PS	Clarification regarding signing of cheques by the Jt. Executive Officer of Panchayat Samiti
9	3218/PN/O/I/1P-16/02	25.07.2007	PS	Clarification regarding inspection of Panchayat Samitis
10	1779/PN/O/III/2E-144/06	20.04.2007	PS	Order regarding Council Development Officers in DGHC area
11	232/PN/O/I/4A-3/06	17.01.2007	PS	Purchase of Iron Safe out of Own Fund from the WBSIDC
12	5898/PN/O/I/IA-1/2006	27.12.2006	PS	Clarification for convening General Body Meeting of Panchayat Samiti
13	5157/PN/O/III/2E-167/05	03.11.2006	PS	Order regarding Powers, Functions and Responsibilities of the employees of Panchayat Samitis
14	1272/PN/O/I/1T-1/04	28.03.2005	PS	Notification regarding licence fees inrespect of offensive & dangerous trades
15	4236/PN/O/I/1T-1/04	21.12.2004	PS	Notification regarding trades or business to be considered as offensive & dangerous trades
16	4115/PN/O/I/IA-5/01	13.12.2004	PS	Clarification in the matter of meeting of Panchayat Samiti
17	175/PN/O/I/3C-7/2003	14.01.2004	PS	Clarification regarding Block Sansad

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
18	4668/PN/O/I/3C-7/2003	28.12.2003	PS	Order relating to Block Sansad
19	1423/PN/O/I/3C-5/2002 (Part-1)	21.04.2003	PS	Order relating to powers, functions & duties of Sthayee Samitis
20	5630/PN/O/Cell-I/2A-1/93 (Part-3)	14.12.2000	PS	Order relation to leave for the Office Bearers & Members of Panchayat Samiti
21	5387/PN/O/I/1A-10/88 (Part-3)	21.11.2000	PS	Clarification regarding functioning of Panchayat Samitis
22	4796/PN/O/I/1A-10/88 (Part-2)	28.09.2000	PS	Clarification regarding contractual relationship with Zilla Parishad and membership in Panchayat Samiti
23	43/PN/O/I/1A-10/88 (Part-3)	05.01.2000	PS	Roles & responsibilities of the Sabhapati and Executive Officer of Panchayat Samiti
24	72/PN/O/I/2R-1/98 (Part-1)	07.01.1999	PS	Order relating to issuance of licence for hat or market
25	4743/PN/O/I/1P-20/95	31.12.1998	PS	Clarification regarding the memo No. 871/ PN/O/I/1P-20/95, dt. 14/03/1997
26	3678/PN/O/I/3C-11/98	07.10.1998	PS	Notification on Jt. BDO as Ex-Officio Jt. Executive Officer of Panchayat Samiti
27	871/PN/O/I/1P-20/95	14.03.1997	PS	Clarification regarding nomination from Panchayat Samiti to the Library in Panchayat Samiti area
28	2322/I/Panch/4A-2/81	06.10.1994	PS	Admissibility of TA & DA to the Sabhapati & sahakari Sabhapati of Panchayat Samiti
29	1397/PN/O/I/2A-2/93	15.03.1995	PS	Clarification regarding section 125(4) of the WB Panchayat act, 1973
30	874/I/Panch/0-6/93 (Part-3)	28.03.1994	PS	Order relating to Controlling Officer in respect of remuneration & honorarium
31	477/I/Panch/2A-2/93	09.03.1994	PS	Clarification regarding remuneration of Karmadhyaksha of Panchayat Samiti
32	3258/I/Panch/lA-12/93	18.10.1993	PS	Order relating to Digha Development Authority area
33	3257/I/Panch/lA-12/93	18.10.1993	PS	Order relating to Section 23 & Section 24 at Digha Development Authority area
34	169/(50)-CDP/H/2B-23/79	06.01.1984	PS	Reconstitution of site selection committee
35	438/SS/PN/O/I/3R-6/2004(Pt-II)	11.6.2015	PS	Permission for construction of building in the area under the planning area of Development Authority under ease of doing business initiative
36	439/SS/PN/O/I/3R-5/04(Pt-II)	11.6.2015	PS	Issuance of certificate for trades of special nature.under ease of doing business initiative

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 1154/PN/O/I/2M-4/03(Pt.-I) **Dated: 27/03/2015**

ORDER

Whereas, in terms of the provision of rule 61 of the West Bengal Pancahayat (Panchayat Samiti Administration) Rules, 2008 read with section 116 of the West Bengal Panchayat Act, 1973, Panchayat Samiti may grant license for dangerous and offensive trade within its jurisdiction in Form 6B appended to the aforesaid Rules ;

And whereas, in terms of the provision of sub-rule (1) and (2) of rule 58 of the said Rules,Panchayat Samiti shall not issue any such license in connection with the trades mentioned in the aforesaid sub-rule prior to obtaining statutory clearances from the competent authority;

And whereas, the State Government in its 'ease of doing business initiatives' is contemplating to simplify the procedures in issuing/granting of various certificates/ licenses by different Government Departments/ local authorities;

And whereas, it is under the active consideration of this Department to simplify the procedure for issuance of such license as well as making necessary modification of Form 6B for ease of trade;

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration, is hereby pleased to order that henceforth, Panchayat Samiti shall grant license for carrying out dangerous and offensive trades prescribed by the State Government, in the modified Form 6B appended to this order within the stipulated time period i.e. within 30 days from the date of receipt of the application as mentioned in this Department's Notification No. 4080/PN/O/4P-3/2013 dated 29/ 11/2013, even prior to obtaining the statutory/license/clearances from the respective competent authority. The other formalities to be maintained while issuing the license for carrying out the dangerous and offensive trade as enshrined in rule 57,58,59,60,61,62 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008 shall remain unchanged.

By order of the Governor,

Sd/-

Principal Secretary to the
Government of West Bengal

No.1154/l(59)/PN/O/I/2M-4/03(Pt.-I) Dated: 27/03/2015

Copy along with enclosures and also with a copy of this Department's Notification No. 4080/PN/O/4P-3/2013 dated 29/11/2013 forwarded for information and necessary action to:

1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building,63 N.S Road,Kolkata-700001

2) The Director, State Institute of Panchayats & Rural Dervelopment,Kalyani, Nadia

3) The District Magistrate & Executive Officer, _____ Zilla Parishad (All)

4) The Additional Executive Officer, _____ Zilla Parishad (All)/ Mahakuma Parishad

5) The District Panchayats & Rural Development Officer, _____ District (All)

He is requested to communicate the copy of this order to all Block/Panchayat Samitis within the district.

(D.K.Pal)

OSD & EO Special Secretary
to the Government of West Bengal

FORM 6B

[see rule 61]

Form of license for carrying on offensive or dangerous trade

Name of Panchayat Samiti .....

Name of District .....

License No. ..... (Year) Date .....

License issued to(Name of the Proprietor/Partner/Director) .....

for the period of .....

Address of Licensee .....

Description of trade or business .....

Boundaries of the place of trade or business

East -

West-

North-

South-

Comprising Plot No (s).

Mouza..... J.LNo.....

The terms and conditions printed overleaf are to be strictly observed. Grant of this license does not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later, the license shall be liable to be cancelled and the trade/business closed down with immediate effect.

The Pnachayat Samiti acknowledges a sum of Rs.....(in words.....

.....) only from M/S.....

Vide Receipt No. ..... dated .....

Signature of the Cashier/Accounts Clerk ..... Panchayat Samiti

Date :

Signature of the Executive Officer / Jt. Executive Officer of

.....Panchayat Samiti

Date:

Licence renewed under the same terms and conditions (with change of boundaries as noted above) on receipt of requisite annual rate of fee for the year -

Year

(1)

(2)

(3)

Signature of the Executive Officer / Jt. Executive Officer with date

.....

Conditions of licence for carrying on offensive or dangerous trades-

The licensee shall abide by the following terms and conditions: -

(i) for running of trade relating to or dealing with kerosene, petroleum or naptha or any other inflammable oil or spirit, the provision of the Petroleum Act, 1934 shall strictly be complied with.

(ii) for running of trade connected with the burning or baking of bricks or tiles, the permit referred to in the West Bengal Land & Land Reforms Manual, 1991, shall be obtained.

(iii) the place may inspected at any reasonable hour of any day by the Sabhapati or Sahakari Sabhapati of the Panchayat Samiti, Karmadhyaksha of Janaswastha O Paribesh Sthayee Samiti, Executive Officer of the Pancayat Samiti or any other authorised officer, not below the rank of an Extension Officer;

(iv) manufacturing, processing or any other work carried on under the licence in the specified premises shall be maintained in such a manner so as not to cause any injury, danger, annoyance or offence to the sense of sight, smell or hearing of persons residing in the neighbourhood;

(v) the licence shall relate only to such trade or business as is specified in it;

(vi) the licence shall relate only to such place as is specified in it

(vii) there shall be satisfactory arrangement for drainage of waste water and effluents, disposal of solid wastes and control of gaseous emissions to prevent nuisance in the place and its neighbourhood;

(viii) the licence shall be liable to be cancelled in the event of contravention of any of the condition laid down in clause (i) to (vii) or on any other ground as may be considered important by the Panchayat Samiti on service of prior notice of one clear month when the licensee shall be bound to close down such trade or business with immediate effect;

(ix) the licence is subject to renewal on payment of requisite fee for every financial year and the authority reserves the right of withholding such renewal on such ground or grounds as may be intimated to the licensee.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 1652 /PN/O/I/IR-1/2009 **Date : 26.03.2010**

ORDER

Whereas it has been reported by the district administrations on a number of occasions that Binpur 1 and Binpur II Panchayat Samitis in the district of Paschim Medinipur and Khejuri I and Khejuri II Panchayat Samitis in the district of Purba Medinipur have not been functioning properly in the prescribed manner due to one or more reasons such as absence of members or office bearers, resignation of members or office Bearers, law and order problems, local unrest and disturbance for several months affecting delivery of services to the people as entrusted upon under sub-section(3) of section 114 read with sub-clause(a) of clause (iii) of sub-section (1) of section 109 of the West Bengal Panchayat Act, 1973 [hereinafter referred to as the said Act];

And whereas because of such deteriorated conditions of the institutions of Panchayat Samitis, the people are being deprived of all relevant services resulting in sufferance of the poor people ;

And whereas such situation should not be allowed to continue any longer and immediate measures should be taken for redressal of distress of the people ;

Now, therefore, in exercise of the power conferred by section 212 of the said Act, the Governor has been pleased to direct that entitlement based benefits under Indira Awas Yojana, National Social Assistance Programme or any other similar programme sponsored by the Central or State Government for social development and justice shall be delivered to the deserving people selected under laid down procedure by the respective Executive Officers of Binpur I and Binpur II' Panchayat Samiti in the district of Paschim Medinipur or Executive Officers of Khejuri I and Khejuri II Panchayat Samiti in the district of Purba Medinipur without any reference to the related Sthayee Samitis of the concerned Panchayat Samitis for the time being until the normal situation is restored in those Panchayat Samitis.

The Governor is further pleased to direct that the aforesaid Executive Officers shall place a report on the action taken along with a list of beneficiaries for each programme in the general meetings of the respective Panchayat Samitis for information as soon as such meetings are held.

This order takes immediate effect.

By order of the Governor,
Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

Memo No. 1652/1(6)/PN/O/I/IR-1/2009 **Date : 26.03.2010**

Copy forwarded for information and necessary action to the :

1. Sabhadhipati, Paschim Medinipur/Purba Medinipur Zilla Parishad
2. Commissioner, Panchayat & Rural Development, West Bengal
3. District Magistrate, Paschim Medinipur/ Purba Medinipur
4. District Panchayat & Rural Development Officer, Paschim Medinipur/ Purba Medinipur District.

   He is requested to send copy of the order to the concerned BDOs and Executive Officer of Panchayat Samitis as well as to Gram Panchayats for taking necessary action.
5. Private Secretary to the MIC, Panchayat & Rural Development Deptt.
6. Private Secretary to the MOS, Panchayat & Rural Development Deptt.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 930/PN/O/I/3C-II/98 **Date : 18.02.2010**

ORDER

Whereas under sub-section (1A) of section 119 of the West Bengal Panchayat Act, 1973 (as subsequently amended) (hereinafter referred to as the said Act) there shall be one or more Joint Executive Officers for every Panchayat Samiti and the Joint Block Development Officer or Officers of the Block shall be the ex-officio Joint Executive Officer or officers of the Panchyat Samiti;

And whereas under sub-section (5) of section 132 of the said Act, the Joint Executive Officer has been empowered to sign all orders and cheques for payments from the Panchayat Samiti Fund, if authorized by the Executive Officer, subject to such orders as may be issued by the State Government in this behalf;

And whereas the third proviso read with the fourth proviso to sub-rule (6) of rule 4 of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003 (as subsequently amended) envisage that the Executive Officer of the Panchayat Samiti may authorize the Joint Executive Officer, by order, in terms of sub-section(5) of section 132, to operate the account or accounts of the Panchayat Samiti Fund and such authorization may be partial and governed by such terms and conditions as may be laid down in the said order ;

Now, therefore, the Governor, in exercise of the power conferred by section 212 of the said Act, is pleased to direct hereby that the Executive Officer of Panchayat Samiti in exercise of the power conferred by sub-section(5) of section 132 of the said Act, shall ordinarily authorize one of the Joint Executive Officers where two Officers are posted or the Jt. Executive Officer where one Officer is posted to act as the Drawing and Disbursing Officer in respect of the fund of the Panchayat Samiti under the guidance and supervision of the Executive Officer.

The Governor is further pleased to order that the Joint Executive Officer in discharge of his delegated responsibility shall be, inter alia, responsible for -

(i) Checking of all bills and muster rolls prior to placement before the Executive Officer for according sanction for payment;

(ii) Signing all cheques or demand drafts for drawal of fund and accepting all cheques and demand drafts in favour of the Pnchayat Samiti within the limits of his authorisation ;

(iii) Ensuring regular and timely entries in the Cash Book, Subsidiary Cash Books and Ledger and verification of such entries by the officer authorized in this behalf.

(iv) Preparation of Bank and Treasury reconciliation statement;

(v) Preparation of receipt-payment accounts in Form 27 at the close of every month :

(vi) Maintenance of bank accounts and production of books of accounts and other records before the auditor and other authorities for inspection.

All financial and accounting matters including proposal for payment by the Panchayat Samiti shall be routed to the Executive Officer through the Joint Executive Officer of the Panchayat Samiti.

The order will take immediate effect.

The Governor is also pleased to direct that the earlier order No. 2856/PN/O/I/3C-II/98 dated 26.06.2009 on this issue stands cancelled; but any act of commission or omission taken in pursuance of the said order shall remain or continue to remain valid.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 930/l(10)/PN/O/I/3C-II/98 **Date : 18.02.2010**

Copy forwarded for information and necessary action to the:

1. Commissioner, Panchayat & Rural Development, West Bengal
2. Director, State Institute of Panchayat & Rural Development, Kalyani
3. District Magistrate,.....(All)
4. District Panchayat & Rural Development Officer,.....District(All)
5. Executive Officer,.....Panchayat Samiti (AH)
6. Joint Executive Officer,.....Panchayat Samiti (All)
7. Joint Block Development Officers' Cell of this Department
8. Private Secretary to the MIC, Panchayat & Rural Development Deptt.
9. Private Secretary to the MOS, Panchayat & Rural Development Deptt.
10. Shri.....(P&RD Deptt).

(Madhumita Ray)
Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
পঞ্চায়েত শাখা,
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ৩৮৫০/পি.এন/ও/এক/২এ-২/৯৮ (অংশ-৫) তারিখ ঃ ৩১.০৮.০৯

প্রেরক : মধুমিতা রায়,
যুগ্ম সচিব, পশ্চিমবঙ্গ সরকার।

প্রতি : নির্বাহী আধিকারিক,
রঘুনাথগঞ্জ-১ পঞ্চায়েত সমিতি।

বিষয় : শিশুশিক্ষা কেন্দ্রের সহায়িকা পঞ্চায়েত সমিতির কর্মাধ্যম নির্বাচিত হলে তাঁর সাম্মনিক ভাতা প্রাপ্তি নিয়ে প্রশ্ন।

মহাশয়,

আদেশানুসারে উপর্যুক্ত বিষয়ে আপনার প্রেরিত গত ৩৭০/ পি.এন তাং ৩/১০/০৮ উল্লেখ করে আপনাকে জানাই যে পঞ্চায়েত সমিতির অন্তর্গত স্থায়ী সমিতির কর্মাধ্যক্ষ পদিটি এখনও পর্যন্ত সর্বক্ষনের নয়। তাই ঐ কর্মাধক্ষের পক্ষে অন্য কোন কর্মে নিযুক্ত হওয়াতে আইনতঃ কোন আপত্তি নেই।

এই দপ্তর থেকে প্রচারিত স্মারক সংখ্যা নং ৬৫২-পি এন/ও/এক/৪ পি- ৩/২০০২ তাং ১৫/২/২০০৫ অনুসারে তিনি যে কোন একটি উৎস থেকে সাম্মানিক ভাতা পাবেন। তিনি কোন উৎস থেকে সাম্মানিক ভাতা গ্রহন করবেন তা তিনি নিজে ঠিক করবেন।

সুতরাং, এক্ষেত্রে আপনাকে জানানো হচ্ছে যে, ঐ পঞ্চায়েত সমিতির শিক্ষা সংস্কৃতি তথ্য ও ক্রীড়া স্থায়ী সমিতির কর্মাধ্যক্ষ যে কোন একটি উৎস থেকেই সাম্মানিক ভাতা পাবেন। তবে কোন উৎস থেকে তিনি ঐ ভাতা গ্রহন করবেন সে সম্পর্কে তিনি নিজেই সিদ্ধান্ত নেবেন।

আপনার বিশ্বস্ত,

মধুমিতা রায়

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 2856/PN/O/I/3C-II/98 **Date : 26.06.2009**

ORDER

Whereas under sub-section (1A) of section 119 of the West Bengal Panchayat Act, 1973 (as subsequently amended) (hereinafter referred to as the said Act) there shall be one or more Joint Executive Officers fojr every Panchayat Samiti and the Joint Block Development Officer or Officers of the Block shall be the ex-officio Joint Executive Officer or officers of the Panchyat Samiti ;

And whereas under sub-section (5) of section 132 of the said Act, the Joint Executive Officer has been empowered to sign all orders and cheques for payments from the Panchayat Samiti fund, if authorized by the Executive Officer, subject to such orders as may be issued by the State Government in this behalf;

And whereas the third proviso read with the fourth proviso to sub-rule (6) of rule 4 of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003 (as subsequently amended) envisage that the Executive Officer of the Panchayat Samiti may authorize the Joint Executive Officers of the Panchayat Samiti, by order, in terms of sub-section (5) of section 132, to operate such account or accounts and such authorization may be partial and governed by such terms and conditions as may be laid down in the said order.

Now, therefore, the Governor, in exercise of the power conferred by section 212 of the said Act, is pleased to direct that the Executive Officer of Panchayat Samiti in exercise of the power conferred by sub-section(5) of section 132 of the said Act, shall ordinarily authorize one Joint Executive Officer of Panchayat Samiti to act as the Drawing and Disbursing Officer in respect of the fund of the Panchayat Samiti, who will work under the guidance and supervision of the Executive Officer.

The Governor is further pleased to order that the Joint Executive Officer in discharge of his delegated responsibility shall be responsible for-

(i) Checking of all bills and muster rolls prior to placement before the Executive Officer for according sanction before payment;

(ii) Ensuring regular and timely entries in the Cash Book, Subsidiary Cash Books and Ledger and verification of such entries by the officer authorized in this behalf.

(iii) Preparation of Bank and Treasury reconciliation statement;

(iv) Preparation of receipt-payment accounts in Form 27 at the close of every month :

(v) Maintenance of bank accounts and production of books of accounts and other records before the auditor for inspection.

All financial and accounting matters including proposal for payment by the Panchayat Samiti shall be routed to the Executive Officer through the Joint Executive Officer of the Panchayat Samiti.

This order will take immediate effect.

By order of the Governor,
Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 2856/1(10)PN/O/I/3C-II/98 **Date : 26.06.2009**

Copy forwarded for information and necessary action to the:

1. Commissioner, Panchayat & Rural Development, West Bengal
2. Director, State Institute of Panchayat & Rural Development, Kalyani
3. District Magistrate, ... District (All)
4. District Panchayat & Rural Development Officer, ... District (All)
5. Executive Officer, ... Panchayat Samiti (All)
6. Joint Executive Officer, ... Panchayat Samiti (All)
7. Joint Block Development Officer Cell of this Department
8. Private Secretary to the MIC, Panchayat & Rural Development
9. Private Secretary to the MOS, Panchayat & Rural Development
10. Shri ..... (P & RD Deptt).

M. Ray
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4303/PN/O/I/2A-1/04 **Date : 23.10.2008**

This Department order no.3340/PN/O/I/2A-l/04 dated 18.08.2008 and order no.3341/PN/()/ 1/ 2A-1/04 dated 18.08.2008 issued in terms of clause (C) of sub-section (2) of section 171 and 124 of the West Bengal Panehayat Aet. 1973 (West Bengal XL1 of 1973) is amended as follows :

Amendments

In place of the words, "West Bengal State Electricity Board" occurred at serial no. 3. 4. 5. 6 and 7 of Para J captioned Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti, read, "West Bengal Stale Electricity Distribution Company Limited."

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 4303/1(10)/PN/O/I/2A-1/04 **Date : 23.10.2008**

Copy forwarded for information and necessary action to the :

1. Commissioner, Panchayai & Rural Development West Bengal
2. Commissioner, Presidency/ Burdwan/Jalpaiguri Division
3. Director, State Institute of Panehayat & Rural Development
4. Sabhadhipati, ... Zilla Parishad (All)
5. District Magistrate, ... District All)
6. District Panehayat & Rural Development Officer, ... (All)
7. Sub-Divisional Officer, ... (All)
8. Block Development Officer & Executive Officer, ... (All)
9. Sabhapati, ...Panehayat Samiti (All)
10. Private Secretary to Minister-ln-Charge/ Minister of State. Panchayat & Rural Development Department Government of West Bengal

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, এন. এস. রোড
কলকাতা-৭০০ ০০১

নং ঃ ৪৪৬৬/পি.এন/ও/এক/১এ-১/২০০৬ তারিখ ঃ ০১.১০.২০০৭

প্রেরক : শ্রীমতি মধুমিতা রায়
উপসচিব
পশ্চিমবঙ্গ সরকার।

প্রতি : জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক
বর্ধামান

বিষয় : পঞ্চায়েত সমিতি কর্তৃক গৃহীত সিদ্ধান্ত দ্বারা কোন একটি তহবিলের অর্থ অন্য কোন তহবিলের কোন প্রকল্পে ব্যয় করা সমন্ধে ব্যখ্যা।

প্রসঙ্গ ঃ তাঁর স্মারক সংখ্যা ১১১৬/প্যান তাং ২৩/০৮/২০০৭।

আদেশানুসারে উপরোক্ত বিষয়ে তাঁকে এই মর্মে অবগত করা হচ্ছে যে তাঁর পত্রে কোন তহবিলে কোন প্রকল্পটির কথা বলে হয়েছে তার কোনো উল্লেখ নেই। তবে সাধারণ ভাবে বলা যায় যে কোনো প্রোগ্রাম ফান্ডের অধীনে স্কীম রূপায়নের সময় ঐ অর্থ যথেষ্ট না হ'লে অথবা স্কীমের এস্টিমেট যেটা ধরা হয়েছিল তার থেকে বেশী খরচ হ'লে নিজস্ব তহবিল থেকে বাড়তি অর্থ বরাদ্দ করা যাবে, অন্য কোনো ফান্ড থেকে ঐ বাড়তি খরচ করা যাবে না। প্রোগ্রাম ফান্ডের অর্থ ব্যয় ঐ নির্দেশিকা মেনে করতে হয়। তবে কোনো স্কীম / প্রকল্প দুটি প্রোগ্রাম ফান্ডের অর্থ মিলিয়ে করা হবে এই সিদ্ধান্ত পরিকল্পনা স্তরে গ্রহণ করলে প্রকল্পের প্ল্যান-এস্টিমেট প্রোগ্রাম ফান্ডের নির্দেশিকা মেনে প্রথমেই তৈরী করে রূপায়ণ করা যাবে।

মধুমিতা রায়
উপসচিব
পশ্চিমবঙ্গ সরকার

নং : ৪৪৬৬/১/পি.এন./ও/১এ - ১/২০০৬ তারিখ : ১.১০. ২০০৭

প্রতিলিপি অবগত ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হ'ল ঃ-

নির্বাহী আধিকারিক, ভাতাড় পঞ্চায়েত সমিতি, বর্ধমান।

মধুমিতা রায়
উপসচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 4357/PN/O/I/3C-11/98 **Date : 25.9.2007**

CIRCULAR

A question has since been raised as to whether financial charge of Panchayat Samiti including signing orders and cheques for payment can be delegated to the Joint Executive Officer of the Panchayat Samiti.

On an earlier occasion it was clarified vide this Departments letter no.2865/PN/O/l/3C-11/98 dated 4.8.99 that until and unless the provision under sub-section (5) of section 132 of the West Bengal Panchayat Act 1973, is amended in appropriate manner, the Joint Block Development Officer as Joint Executive Officer of Panchayat Samiti could not be empowered to sign any order or cheque for payment from the Panchayat Samiti fund. The existing provision under sub-section (5) of section 132 of the Act ibid has already been amended by section 11 of the West Bengal Panchayat (Amendment) Act 2003 (West Bengal Act VIII of 2003).

Therefore, it is clarified that as per latest provision of the sub-section (5) of section 132 of the West Bengal Panchayat Act 1973 as amended the Joint Executive Officer of the Panchayat Samiti may sign all orders and cheques for payments from the Panchayat Samiti fund if authorized by the Executive Officer of the Panchayat Samiti to do so. This Department's earlier clarification NO. 2865/PN/O/I/3C-11/98 dated 04.08.1999 stands modified.

By order of the Governor,
Sd/-
M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 4357/1(6)PN/O/I/3C-11/98 **Date : 25.9.2007**

Copy forwarded for information and necessary action:

1. Commissioner, Panchayat & Rural Development Department West Bengal
2. Director, SIPRD, Kalyani
3. District Magistrate,.....(All)
4. District Panchayat & Rural Development Officer, ...(All)
5. Sub-divisional Officer, ...Sub-division
6. Block Development Officer & Executive Officer, ...Panchayat Samiti(All)

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3218-PN/O/I/1P-16/02 **Date : 25.7.2007**

CIRCULAR

In terms of sub-section (1) of section 105 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), every Panchayat Samiti shall hold a meeting in its office at least once in every three months.

It is also laid down in rule 17 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 1984 that every Sthayee Samiti of a Panchayat Samiti shall hold a meeting in the office of the Panchayat Samiti at least once in a month on such date and at such time as may be fixed by the Karmadhyaksha of the respective Sthayee Samiti.

Now a lot of complaints are being received from the Members of Parliament / Members of Legislative Assembly / Ministers of this State Government against Panchayat Samitis for not convening general body meetings of Panchayat Samitis as well as Sthayee Samitis in a regular manner.

In view of above, it is advised to cause cent percent inspection of Panchayat Samitis under section 205 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) by an officer authorized by the State Govt. in this behalf, not below the rank of the Sub-divisional Officer of the concerned Sub-division.

(M. N. Roy)
Principal Secretary to the
Government of West Bengal

No.3218/l(5)-PN/O/I/lP-16/02 **Date : 25.7.2007**

Copy forwarded for information and necessary action to the ------

1. Commissioner, Panchayat & Rural Development, Panchayat Bhavan, Kolkata-1
2. District Magistrate, _____(all)
3. DPRDO, _____(all)
4. Private Secretary to the MIC, of this Department, Writers' Buildings, Kolkata -1.
5. Private Secretary to the MOS, of this Department, Jessop Building, Kolkata-1

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1779 - PN/O/III/2E-144/06 **Date : 20.04.2007**

ORDER

With a view to strengthening the role of the Darjeeling Gorkha Hill Council as implementing agency for execution of various Programmes related to poverty alleviation and rural development under sub-section (2) of section 185A of the West Bengal Panchayat Act, 1973 [West Bengal Act XLI of 1973] as amended read with section 25 of Darjeeling Gorkha Hill Council Act, 1988 [Act XIII of 1988], the State Government has been considering to allow the Darjeeling Gorkha Hill Council to utilize the services of the Block Development Officers and also the services of other officers and staff under the control of the Block Development Officers for the said purpose.

After careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that the Block Development Officers of the respective Blocks within the Darjeeling Gorkha Hill Council areas will be designated as ex-officio Council Development Officers and they, in addition to their normal duties as assigned from time to time by the State Government, will henceforth implement poverty alleviation and rural development Programmes like NREGA, IAY, NSAP in the capacity of ex-officio Council Development Officers under the supervision of the Principal Secretary, Darjeeling Gorkha Hill Council. The Block Development Officers will remain accountable to the Principal Secretary, Darjeeling Gorkha Hill Council for the implementation of such scheme as also for utilisation of the related funds allotted for the said purpose.

The services of the Council Development Officers may also be utilized by the Darjeeling Gorkha Hill Council for utilizing development grants under the awards of the Central and State Finance Commissions received by the Council for the Panchayat Samitis and the Gram Panchayats till the elections to the Panchayat bodies in Hill areas are held.

This is an interim arrangement, which will remain in force till further order.

By order of the Governor,
Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1779/l(5)-PN/O/III/2E-144/06 **Dated : the 20th April, 2007**

Copy forwarded for information to :

1. The Principal Secretary, Hill Affairs Department, Govt. of West Bengal.
2. The Principal Secretary, P & AR Department, Govt. of West Bengal.
3 The Commissioner, Jalpaiguri Division.
4. The Principal Secretary, Darjeeling Gorkha Hill Council.
5. The District Magistrate, Darjeeling.

Principal Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 232 - PN/O/I/4A-3/06 **Date : 17.01.2007**

ORDER

Whereas one post of Cashier - cum - Storekeeper has recently been created in each Panchayat Samiti vide this Department Order No. 5927 / PN / O / III / 2E-61 / 04 dated 20. 10. 2005;

And whereas the existing arrangement of sharing the 'Iron Safe' of the Block Development Officer for keeping the fund of the Panchayat Samiti as well is no longer considered advisable since such funds shall now be handled by two different employees;

And whereas the need for another 'Iron Safe' exclusively for Panchayat Samiti is being felt and conveyed by the Executive Officers of the Panchayat Samitis;

And whereas in response to a proposal in this behalf initiated by this Department, the Finance Department has accorded specific approval in this regard in terms of rule 47B of the W.B.F.R., Vol. -I read with notification No. 10500 - F dated 13. 11. 2004 issued by the Finance Department.

Now, therefore, after careful consideration of the matter, the Governor has been pleased to direct each Panchayat Samiti within the State (except the Panchayat Samitis situated in the hill areas of the district of Darjeeling) to purchase an 'Iron Safe' from the West Bengal Small Industries Development Corporation (WBSIDC) out of own fund or contingent fund available with them in order to cater to the aforesaid need of the Panchayat Samiti.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 232/1(7) - PN/O/I/4A-3/06 **Date : 17.01.2007**

Copy forwarded for information and taking necessary action to the:

1. Commissioner, Panchayats & Rural Development, West Bengal, Panchayat Bhavan.
2. Director, SIPRD, Gandhi Bhavan, Kalyani, Dist. Nadia.
3. District Magistrate, _____ District (All)
4. Additional Executive Officer, _____ Z.P(All)
5. District Panchayat & Rural Development Officer, _____ (All)
6. Block Development Officer & Executive Officer, _____ Panchayat Samiti (All)
7. Sabhapati, _____ Panchayat Samiti (All)

OSD and Ex-Officio Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 5898/PN/O/1/1A-1/2006 **Date : 27.12.2006**

From : Smt. M. Ray
OSD and Ex-Officio Deputy Secretary to the
Govt. of West Bengal

To : The Executive Officer
Midnapore Sadar Panchayat Samiti

Sub : **Clarification for convening General Body meeting of Panchayat Samiti as insisted by the Audit Team.**

Sir,

I am directed to refer to the letter No, 544 dated 21. 09. 2006 on the above noted subject and to state that -

(1) Section 191 (1) of the West Bengal Panchayat Act, 1973 provides that within two months from the receipt of the audit report the Panchayat Samiti shall, at a meeting, remedy any defect or irregularity pointed out in the report and shall also inform the Auditor of the action taken by it. But there is no such provision for convening a meeting during audit.

(2) Clause (i) of sub-section (1) of section 188 of the Act provides that an auditor may require in writing the production before him of any document or supply of any information which he considers to be necessary for the proper conduct of audit.

So, if an Auditor wants photo copies of documents like Measurement Book, Muster Roll, Comparative Statement etc., the Panchayat Samiti may seek written requisition from Auditor to that effect.

Yours faithfully,

(M. Ray)
OSD and Ex-Officio Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

NO. 5157/PN/O/III/2E-167/05 **Date : 03.11.2006**

ORDER

Consequent upon increase of workload in the Panchayat Samiti for implementation of works under various programmes or schemes of this Department as well as those of the Line Departments implemented through the Panchayat Samiti, it has been under active consideration of the State Government in the Panchayat and Rural Development Department to delineate and specify the powers, functions and responsibilities of the Joint Executive Officer, Secretary, Deputy Secretary, Block Informatics Officer, Cashier-cum-Store Keeper, Upper Division Assistant, Accounts Clerk, Data Entry Operator, Clerk-cum-Typist and Peon of the Panchayat Samiti.

After careful consideration of the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLIof 1973), has been pleased to direct that the Executive Officer of the Panchayat Samiti shall delegate powers, functions and responsibilities depending on local situations, to the Joint Executive Officer, Secretary, Deputy Secretary, Block Informatics Officer, Cashier-cum-Store Keeper, Upper Division Assistant, Accounts Clerk, Data Entry Operator, Clerk-cum-Typist and Peon of the Panchayat Samiti in the following manner: -

A. Joint Executive Officer. - (1) The Joint Executive Officer shall work under overall control of the Executive Officer of the Panchayat Samiti and be responsible through him to the Panchayat Samiti for his work. When more than one Joint Executive Officer is posted in a Panchayat Samiti, the responsibilities will be apportioned between them by the Executive Officer of the Panchayat Samiti in accordance with the need of the Panchayat Samiti.

(2) He shall-

(a) exercise the powers, perform the functions and discharge the duties of the Executive Officer when the post of the Executive Officer falls vacant on account of leave, transfer or otherwise;

(b) act, subject to the approval of the Artha Sanstha Unnayan O Parikalpana Sthayee Samiti of the Panchayat Samiti, as Drawing and Disbursing Officer for the fund of the Panchayat Samiti as may be determined by the Executive Officer;

(c) be responsible for (i) checking of all bills and muster rolls prior to placement before the Executive Officer for according approval before payment, (ii) preparation of bank and treasury reconciliation statement, (iii) preparation of receipt-payment accounts at the close of every month, and (iv) maintenance of books of accounts and production of books of accounts and other records before the inspection team for audit of accounts;

(d) look after the administration and maintenance of income generating and other assets of the Panchayat Samiti including realisation of tolls, rates and fees as may be levied by the Panchayat Samiti;

(e) assist the Panchayat Samiti in preparation of its perspective plan and annual plan and collect required information for such purpose;

(f) inspect the institutions or works under the management or control of the Panchayat Samiti and submit report to the Panchayat Samiti through the Executive Officer;

(g) attend the meetings of the Panchayat Samiti, Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti and such other Sthayee Samitis of which he is a member;

(h) attend the meeting of any other Sthayee Samiti, if so invited by the Karmadhyaksha of the concerned Sthayee Samiti;

(i) assist the Executive Officer in discharge of all or any of his functions and duties as may be determined by the Executive Officer and such apportionment of functions shall be co-related with the functions of the Joint Block Development Officer, as may be entrusted upon him by the Block Development Officer;

(j) perform any other function or duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

(3) He may -

(a) cary on routine correspondence of the Panchayat Samiti, as may be entrusted by the Executive Officer;

(b) be delegated responsibility for maintenance of such records of the Panchayat Samiti as may be determined by the Executive Officer subject to the decision of the Artha Sanstha Unnayan O Parikalpana Sthayee Samiti.

B. Secretary. - (1) The Secretary shall work under overall control of the Executive Officer of the Panchayat Samiti and be responsible through him to the Panchayat Samiti for his work.

(2) He shall -

(a) generally issue notices for meetings of the Panchayat Samiti, Artha Sanstha Unnayan O Parikalpana Sthayee Samiti and Block Sansad and the list of business, to be transacted at such meetings, shall be prepared by the Secretary under the guidance of the Executive Officer and the approval of the Sabhapati;

(b) record the proceedings of the aforesaid meetings and forward them to the Executive Officer and the Sabhapati;

(c) keep contact with the Secretaries of other Sthayee Samitis and obtain and forward copies of the proceedings of the meetings of every Sthayee Samiti to the Executive Officer and the Sabhapati;

(d) be responsible for placement of the quarterly review report of every Sthayee Samiti in Form 7 in the next meeting of the Panchayat Samiti;

(e) assist the Executive Officer in preparing the Annual Budget of the Panchayat Samiti on collating and integrating the budget and other information as may be required from other Stahyee Samitis;

(f) assist the Executive Officer and the Joint Executive Officer in preparing replies to the audit queries or observations in respect of the Panchayat Samiti;

(g) maintain service records of employees of Gram Panchayat, if so authorized by the Executive Officer of the Panchayat Samiti in terms of sub-rule (4) of rule 52 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004;

(h) initiate Annual Performance Report of the employees of Gram Panchayat, having jurisdiction, at the end of financial year in terms of sub-rule (12) of rule 56 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004;

(i) attend the meetings of the Panchayat Samiti and Arfha, Sanstha, Unnayan O Parikalpana Sthayee Samiti of the Panchayat Samiti and such other Sthayee Samitis of which he is a member or is acting as the Secretary for the time being;

(j) attend the meeting of any other Sthayee Samiti, if so invited by the Karmadhyaksha of the concerned Sthayee Samiti;

(k) act as Secretary to a Sthayee Samiti pending the selection of Secretary to such Sthayee Samiti or during the casual vacancy in the post of Secretary to such Sthayee Samiti;

(l) assist the Executive Officer in discharge of functions and duties as may be determined by the Executive Officer and such apportionment of functions shall be co-related with the functions of the Panchayat Development Officer, as may be entrusted upon him by the Block Development Officer or assigned to him under the Act or rules framed thereunder;

(m) perform any other function or duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

C. Deputy Secretary. - (1) The Deputy Secretary shall work under overall control of the Executive Officer through the Secretary of the Panchayat Samiti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall assist the Executive Officer -

(a) in discharging the statutory and obligatory responsibilities of the Panchayat Samiti which are not specifically entrusted to any other officer;

(b) in monitoring institutional functioning of the Panchayat Samiti and the Gram Panchayats within its jurisdiction;

(c) assist the Panchayat Samiti in implementation of the West Bengal Rural Employment Guarantee Scheme for which the Panchayat Samiti is the Project Implementing Agency (PIA);

(d) attend meetings of such Sthayee Samitis of which he is a member and attend the meeting of any other Sthayee Samiti, if so invited by the Karmadhyaksha of the concerned Sthayee Samiti;

(e) perform any other function / duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Artha Sanstha Unnayan O Parikalpana Sthayee Samiti of ihs Panchayat Samiti.

D. Block Informatics Officer. - (1) The Block Informatics Officer shall work under overall control of the Executive Officer of the Panchayat Samiti and be responsible through him to the Panchayat Samiti for his work.

(2) He shall be responsible for -

(a) proper use of various application software for improvement of governance of the Panchayat Samiti and the Gram Panchayats within the jurisdiction;

(b) sharing information with the public as per provisions of the Right to Information Act;

(c) doing electronic communication and submitting web-based reports to the higher authorities;

(d) capacity building of IT users at the level of Gram Panchayat and Panchayat Samiti;

(e) maintaining computer-network system of the Panchayat Samiti and the Gram Panchayats within the jurisdiction;

(f) attending meetings of such Sthayee Samitis of which he is a member and attend the meeting of any other Sthayee Samiti, if so invited by the Karmadhyaksha of the concerned Sthayee Samiti;

(g) performing any other function or duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

E. Cashier-cum-Store Keeper. - (1) The Cashier-cum-Store Keeper shall work under overall control of the Executive Officer through the Joint Executive Officer of the Panchayat Samiti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall -

(a) maintain the main Cash Book and subsidiary Cash Books for all schemes;

(b) prepare monthly reconciliation statement and detailed cash balance;

(c) encash cheques, drafts, banker's cheques of the Panchayat Samiti;

(d) receive all kinds of money, cheque, drafts of the Panchayat Samiti and deposit those to the appropriate Savings Account of the Panchayat Samiti;

(e) prepare credit vouchers and debit vouchers and preserve all payment vouchers for audit;

(f) maintain such registers as may be directed by the Executive Officer or the Joint Executive Officer of the Panchayat Samiti in terms of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003;

(g) remain in charge of the store of the Panchayat Samiti, maintain store accounts and be responsible for issue of materials under the order of the Executive Officer or the Joint Executive Officer of the Panchayat Samiti;

(h) perform any other function or duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order,

F. Upper Division Assistant. - (1) The Upper Division Assistant shall work under overall control of the Executive Officer through the Secretary and the Joint Executive Officer of the Panchayat Samiti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall-

(a) maintain records of Panchayat Samiti;

(b) provide general assistance to Karmadhyakshas and other members of the Panchayat Samiti;

(c) write proceedings of the meetings or resolutions taken in the meetings of the Panchayat Samiti and Sthayee Samitis;

(d) keep in his custody resolution books of the meetings of the Panchayat Samiti and Sthayee Samitis;

(e) assist the Secretary of the Panchayat Samiti in discharging the functions and duties as may be determined by the Executive Officer;

(f) perform the duties of Cashier of the Panchayat Samiti, if such fiinction is entrusted to him by the Executive Officer of the Panchayat Samiti when the post of Cashier-cum-Storekeeper lies vacant, subject to the approval of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti of the Panchayat Samiti;

(g) perform such other functions as may be entrusted upon him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

G. Accounts Clerk. - (1) The Accounts Clerk shall work under overall control of the Executive Officer through the Joint Executive Officer of the Panchayat Samiti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall -

(a) prepare the pay bills for the employees of the Panchayat Samiti, remuneration bills for the Sabhapati and the Sahakari Sabhapati of the Panchayat Samiti, honorarium bills for Karmadhyakshas of the Panchayat Samiti and fixed T.A. bills for members of the Panchayat Samiti;

(b) prepare bills relating to Grant-in-aid of Panchayat Samiti and place such bills to the Executive Officer or Joint Executive Officer of the Panchayat Samiti, as the case may be;

(c) maintain such registers as may be directed by the Executive Officer or the Joint Executive Officer of the Panchayat Samiti in terms of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003:

(d) assist the Cashier-cum-storekeeper as and when required;

(e) perform any other function or duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

H. Data Entry Operator. - (1) The Data Entry Operator shall work under overall control of the Executive Officer through the Block Informatics Officer of the Panchayat Saitniti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall -

(a) generate all computerized reports and returns of the Panchayat Samiti;

(b) develop e-database of the Panchayat Samiti;

(c) assist Block Informatics Officer of the Panchayat Samiti in discharging his functions and duties as may be determined by the Executive Officer;

(d) perform any other function or duty as may be assigned to him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

I. Clerk-cum-Typist. - (1) The Clerk-Cum-Typist shall work under overall control of the Executive Officer through the secretary and the Joint Executive Officer of the Panchayat Samiti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall be responsible for -

(a) drafting and typing of letters of the Panchayat Samiti;

(b) receipt, issue and despatch of letters of the Panchayat Samiti;

(c) maintenance of such records of Panchayat Samiti as would be entrusted to him from time to time;

(d) performing such other duties as may be entrusted upon him by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

J. Peon. - The Peon shall work under overall control of the Executive Officer through the Secretary and the Joint Executive Officer of the Panchayat Samiti and be responsible through them to the Panchayat Samiti for his work.

(2) He shall -

(a) discharge the duties pertaining to the functions of Messenger Peon, Office Peon and Helper;

(b) perform such other duties as may be assigned to him from time to time by the Executive Officer or by the Sabhapati through the Executive Officer or by the Panchayat Samiti or by the State Government, by order.

By order of the Governor,

Sd/-

M.N.Roy

Principal Secretary to the Govt. of West Bengal

No. 5157/l(740)/PN/O/III/2E-167/05 **Dated : 03. 11. 2006**

Copy forwarded for information and necessary action to:

1. The Commissioner, Panchayats and Rural Development, 11 A, K.S.Roy Road, Panchayat Bhavan, Kolkata - 700001.
2. The Director, State Institute of Panchayats and Rural Development, Kalyani, Nadia.
3. The Savadhipati, ...Zilla Parishad (all)
4. The District Magistrate, ... (all)
5. The District Panchayats and Rural Development Officer, ...(all)
6. The Sabhapati, ...Panchayat Samiti (all)
7. The Executive Officer, ... Panchayat Samiti (all)
   He is requested to provide copy of the order to all concerned within his jurisdiction.

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1272/PN/O/I/1T-1/04 **Date : 28.03.2005**

NOTIFICATION

Whereas a number of trades and business have already been declared as offensive or dangerous in terms of sub-section (1) of section 116 read with section 212 of the West Bengal Panchayat Act. 1973 (West Bengal Act XLI of 1973) under this Department Notification **No. 4236/PN/O/I/1T-1/04 dated 21.12.2004;**

And whereas a Panchayat Samiti, in terms of section 116(2) of the West Bengal Panchayat Act. 1973. may levy a fee for granting any licence in respect of the offensive and dangerous trades since notified subject to the maximum rate prescribed by the Slate Government;

Now, therefore, the Governor, in terms of sub-section (1) of section 133 of the West Bengal Panchayat Act. 1973 (West Bengal Act XLI of 1973) is pleased to prescribe the **maximum rates** to be charged annually for the offensive and dangerous trades in the Panchayat Samiti areas in this State as declared under this Department Notification **No. 4236/PN/O/I/1T-1/04 dated 21.12.2004.**

i)	Acid lead batteries including lead plate casting	: Rs. 500.00
ii)	Acid slurry (Sulphonation)	: Rs. 500.00
iii)	Basic drug and pharmaceutical	: Rs. 500.00
iv)	Coke making, coal liquification, coal tar distillation processing, fuel gas making, coke briquetting, storing or trading in kerosene, coal etc.	: Rs. 500.00
v)	Distillery including fermentation industry	: Rs. 1000.00
vi)	Pulp and paper	: Rs. 1000.00
vii)	Slaughter houses and meat processing units	: Rs. 500.00
viii)	Storing of hides, fish, horns or skins	: Rs. 500.00
ix)	Boiling or storing offal, blood, bones or rags	: Rs. 500.00
x)	Melting tallow	: Rs. 500.00
xi)	Tanning for the manufacture of leather or leather goods	: Rs. 500.00
xii)	Vegetable oil and edible oil including solvent extracted oil hydrogenated oil	: Rs. 1000.00
xiii)	Jute processing and dyeing	: Rs. 500.00
xiv)	Lime manufacturing	: Rs. 100.00
xv)	Stone crushing	: Rs. 1000.00
xvi)	Synthetic detergent and soap	: Rs. 1000.00
xvii)	Tyres and tubes vulcanization, hot retreading, moulding	: Rs. 500.00
xviii)	Brick field, burning of bricks,	: Rs. 1000.00

xix)	Burning of tiles or pottery	:	Rs. 250.00
xx)	Cashew nut processing	:	Rs. 250.00
xxi)	Cement grinding	:	Rs. 500.00
xxii)	Chilling plant, cold storage, Ice making and Ice-cream making	:	Rs. 1000.00
xxiii)	Dry cell battery	:	Rs. 500.00
xxiv)	Husking mill	:	Rs. 1000.00
xxv)	Rice mill	:	Rs. 1000.00
xxvi)	Sawmill	:	Rs. 1000.00
xxvii)	Storing or trading in Petroleum, Naptha or any other inflammable oil or spirit	:	Rs. 1500.00
xxviii)	Storing or trading in hay, straw, wood, thatching grass, jute or other dangerously inflammable materials (except for one's own domestic use)	:	Rs. 100.00
xxix)	Any manufacturing or processing business from which offensive or unwholesome smell or offensive noise arise	:	Rs. 1000.00

By order of the Governor,

Sd/- M. N. Roy

Secretary to the
Government of West Bengal

No. 1272/l(790)/PN/O/I/lT-l/04 **Date : 28.03.2005**

Copy forwarded for information and necessary action to:

1) The Secretary, West Bengal Pollution Control Board, Paribesh Bhaban, 10A, Block LA, Sector-III, Salt Lake City, Kolkata-700 098.

2) The Commissioner of Panchayat and Rural Development, West Bengal, Kolkata-700001.

3) The Director of S.I.P.R.D., Kalyani, Nadia.

4) The Commissioner,.....Division.

5) The District Magistrate,.....(all).

6) The Dist. Panchayat & Rural Development Officer,.....(all).

7) The Sub-divisional Officer,.....(all).

8) The Sabhapati,.....Panchayat Samiti (all).

9) The Block Development Officer and Executive Officer, ...Panchayat Samiti (all).

Joint Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

No. 4236/PN/O/I/1T-1/04 **Date : 21.12.2004**

NOTIFICATION

In exercise of the power conferred by sub-section (1) of section 116 read with section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) and in supersession of this Department previous Notification No. 2274/Panch/1A-16/64 dated 15th June, 1964 which was issued in terms of sub-section (1) of section 72 of the West Bengal Zilla Parishads Act (West Ben. Act XXXV of 1963), the Governor is pleased hereby to declare the under mentioned trades and business to be offensive or dangerous for the purposes of the said section.

Trades and business above referred to are —

i) Acid lead batteries including lead plate casting;

ii) Acid slurry (Sulphonation);

iii) Basic drug and pharmaceutical;

iv) Coke making, coal liquification, coal tar distillation processing, fuel gas making, coke briquetting;

v) Distillery including fermentation industry;

vi) Pulp and paper;

vii) Slaughter houses and meat processing units;

viii) Storing of hides, fish, horns or skins;

ix) Boiling or storing offal, blood, bones or rags;

x) Melting tallow;

xi) Tanning for the manufacture of leather or leather goods;

xii) Vegetable oils and edible oils including solvent extracted oils, hydrogenated oils;

xiii) Jute processing and dyeing;

xiv) Lime manufacturing;

xv) Stone crushing;

xvi) Synthetic detergent and soap;

xvii) Tyres and tubes vulcanization, hot retreading, moulding;

xviii) Brick field, burning of bricks, tiles or pottery;

xix) Cashew nut processing;

xx) Cement grinding;

xxi) Chilling plant, cold storage, Ice making and Ice-cream making;

xxii) Dry cell battery;

xxiii) Husking mill;

xxiv) Rice mill;

xxv) Saw mill;

xxvi) Storing or trading in Kerosene, Petroleum, Naphtha or any inflammable oil or spirit, coke or coal;

xxvii) Trading in or storing, except for one's own domestic use, hay, straw, wood, thatching grass, jute or other dangerously inflammable materials;

xxviii) Any manufacturing or processing business from which offensive or unwholesome smell or offensive noise arise.

By order of the Governor,

Sd/- M. N. Roy

Secretary to the
Government of West Bengal

No. 4236/PN/O/I/1T-1/04 **Date: 21.12.2004**

Copy forwarded for information and necessary action to :

1) The Secretary, West Bengal Pollution Control Board, Paribesh Bhaban, 10A, Block LA, Sector-Ill, Salt Lake city, Kolkata-700 098.

2) The Director of Panchayats & Rural Development, West Bengal, Kolkata-1

3) The Director of S.I.P.R.D., Kalyani, Nadia.

4) The Commissioner,.....Division.

5) The District Magistrate, ...district (all)

6) The District Panchayat & Rural Development Officer,.....district(all)

7) The Sub-divisional Officer,.....

8) The Sabhapati,.....Panchayat Samiti.

9) The Block Development Officer and Ex-officio Executive Officer,.....Panchayat Samiti.

OSD and Ex-Officio Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor) 63, N. S. Road
Kolkata - 700 001

Memo No. 4115/PN/O/I/1A-5/01 **Date : 13.12.2004**

From : Sri D. Ghosh, IAS
Joint Secretary to the
Govt. of West Bengal

To : The District Magistrate, Purulia Dist, Purulia.

Sub : Clarification in the matter of meeting held on 7.9.2004 of Arsha Panchayat Samiti in the district of Purulia.

Sir,

I am directed to refer to your Memo No. 788/G.P, dated 4.10.2004 on the above noted subject and to clarify the points seriatim as called for therein:

(1) A legally convened meeting having quorum can not be adjourned.

(2) As per provisions of section 105(2) of the West Bengal Panchayat Act, 1973, the meeting is valid.

(3) It is not clear from the available papers whether the Annual Action Plan was approved and the Budget was passed. If the answer is affirmative, the Panchayat Samiti may execute schemes and incur expenditure from the available fund in accordance with the budget provision.

In this connection it may be noted that the G.O. No. 3373-PN/O/I/IM-1/04 dated 30.9.2004 has laid down the ceiling limit of each Sthayee Samiti of Panchayat Samiti for undertaking schemes and incurring expenditure. Beyond that limit the ratification of the Panchayat Samiti in a general body meeting shall be required, but it does not mean that execution of rural development schemes for an indefinite period can be stalled by a resolution in general body. A Panchayat Samiti has inherent power under section 109 ibid to undertake schemes or adopt measures in order to achieve economic development and secure social justice for all within its jurisdiction.

Yours faithfully,

D. Ghosh

Joint Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং : ১৭৫/পি.এন./ও/এক/৩ সি - ৭/২০০৩ তারিখ : ১৪.০১.২০০৪

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩ (পশ্চিমবঙ্গ আইন নং ৪১. ১৯৭৩)-এর ২১২ ধারা বলে ও এই বিভাগ কর্তৃক প্রকাশিত গত ১৮/১২ /২০০৩ তারিখের ৪৬৬৮ -৬৫২-পি এন/ও/৩সি-৭/২০০৩ নং আদেশনামার সাথে অনুবৃত্তিক্রমে রাজ্যপাল সন্তোষ-সহকারে এই নির্দেশ জারী করছেন যে পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধীনী) আইন, ২০০৩- এ অর্ন্তভুক্ত ১১৫ ক ধারা অনুযায়ী অনুষ্ঠিতব্য ব্লক সংসদের ষান্মাসিক ও বাৎসরিক অধিবেশন পঞ্চায়েত সভাপতি ও নির্বাহী আধিকাবিকের পরামর্শ-ক্রমে সংশ্লিষ্ট পঞ্চায়েত সমিতির সচিব আহ্বান করবেন।

রাজ্যপালের আদেশানুসারে
স্বাঃ-
(মানবেন্দ্র নাথ রায়)
সচিব
পশ্চিমবঙ্গ সরকার

নং : ১৭৫/১(৬০০)পি.এন./ও/এক/৩ সি - ৭/২০০৩ তারিখ : ১৪.০১.২০০৪

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠানো হল ঃ-

১) কমিশনার, ... ডিভিশন।

২) সভাধিপতি, ... জেলা পরিষদ।

৩) জেলা শাসক, ... জেলা।

৪) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ।

৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।
মহকুমা শাসক ও ব্লক উন্নয়ন আধিকারিকদের বিতরণের জন্য প্রয়োজনীয় প্রতিলিপি পাঠানো হল।

৬) মহকুমা শাসক, ... মহকুমা।

৭) ব্লক উন্নয়ন আধিকারিক, ... ব্লক।
গ্রাম পঞ্চায়েতের প্রধানদের অবিলম্বে জানানোর জন্য অনুরোধ জানানো হল।

৮) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ।

৯) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

১০) যুগ্ম-সচিব পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ (গ্রামোন্নয়ন শাখা)।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং : ৪৬৬৮/পি.এন./ও/১/এ সি - ৭/২০/০৩ তারিখ : ২৮.১২.২০০৩

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইন, ২০০৩ এর মাধ্যমে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩- এ ১১৫ ক ধারা অন্তর্ভুক্ত হওয়ার ফলে ঐ ধারা অনুযায়ী রাজ্যের প্রতি পঞ্চায়েত সমিতি কর্তৃক সংশ্লিষ্ট এলাকায় একটি ব্লক সংসদ গঠন করতে হবে। ঐ ব্লকের অন্তর্গত সকল গ্রাম পঞ্চায়েত এবং ঐ পঞ্চায়েত সমিতির সকল সদস্য (সরাসরি নির্বাচিত এবং পদাধিকার বলে সদস্য) সংশ্লিষ্ট ব্লক সংসদের সদস্য হবেন।

পূর্বোক্ত পঞ্চায়েত (সংশোধনী) আইন, ২০০৩ এর ১১৫ ক ধারার (২) উপধারা অনুযায়ী প্রতি বৎসরে দুই বার ব্লক সংসদের অধিবেশন- (সাধারণতঃ ডিসেম্বর জানুয়ারী মাসে অর্ধ-বাৎসরিক অধিবেশন ও জুন - জুলাই মাসে বাৎসরিক অধিবেশন) অনুষ্ঠিত করা অবশ্য কর্তব্য।

পূর্বোক্ত (সংশোধনী) আইনের ১১৫ ক ধারার (৩) উপধারা অনুসারে সংশ্লিষ্ট সদস্যের এক-দশমাংশ সংসদ অধিবেশনে উপস্থিত থাকলে কোরাম গঠিত হয়েছে বলে বিবেচিত হবে। কোরাম না হলে ঐ সভা মূলতুবী বলে গণ্য করতে হবে। যেদিন ঐ সভা ধার্য হয়েছিল তারপর সপ্তম দিনে একই স্থানে ও একই সময়ে মুলতুবী সভা অনুষ্ঠিত করতে হবে। মুলতুবী সভার কোরামের জন্য মোট সদস্য সংখ্যার অন্ততঃ ১০ (দশ শতাংশ) সদস্যের উপস্থিতি আবশ্যিক।

পূর্বোক্ত (সংশোধনী) আইনের ১১৫ ক ধারার (৪) উপধারা অনুযায়ী ব্লক সংসদ অধিবেশনে সভাপতিত্ব করবেন সংশ্লিষ্ট পঞ্চায়েত সমিতির সভাপতি স্বয়ং এবং তাঁর অনুপস্থিতিতে ঐ অধিবেশনে সভাপতিত্ব করবেন ঐ পঞ্চায়েত সমিতির সহকারী সভাপতি।

পূর্বোক্ত ধারার (৫) উপধারা অনুযায়ী ব্লক সংসদ সংশ্লিষ্ট পঞ্চায়েত সমিতিকে সকল উন্নয়নমূলক কাজকর্ম, বার্ষিক পরিকল্পনার প্রস্তুতি, বাজেট, উন্নয়নমূলক কার্যক্রম প্রকল্প ও কর্মসূচীর রূপায়ণ, শিক্ষা, সংস্কৃতি, ক্রীড়া, যুব-কল্যাণ, স্বাস্থ্য, কৃষি-সেচ, বন ও ভূমি এবং নারী ও শিশুকল্যাণ সহ আর্থিক উন্নয়নের যাবতীয় কাজকর্ম এবং গৃহীত ও প্রস্তাবিত সকল সামাজিক ন্যায়বিচার সুনিশ্চিতকরণ বিষয়ক সকল নির্দেশ ও পরামর্শ দান করবে এরূপ নির্দেশ ও পরামর্শের জন্য ব্লক সংসদের যে কোন সদস্য অধিবেশনের বিজ্ঞপ্তি প্রাপ্ত হয়ে লিখিত পত্র দ্বারা যে কোন প্রামাণ্য তথ্য যেমন পঞ্চায়েত সমিতির তহবিলের হিসাব সম্বন্ধীয় নিরীক্ষকের শেষ প্রতিবেদনের প্রতিলিপি, বাজেট, বার্ষিক কাজকর্মের পরিকল্পনার প্রতিলিপি সমিতির নির্বাহী আধিকারিকের কাছে চেয়ে পাঠাতে পারেন।

এরূপ পত্র প্রাপ্ত হয়ে নির্বাহী আধিকারিক, সভাপতির সম্মতি গ্রহণ করে, ঐ অধিবেশনে পর্যালোচনার জন্য প্রয়োজনীয় নথিপত্র পেশ করবেন।

ব্লক সংসদের অধিবেশনে যে সকল পর্যালোচনা, সুপারিশ ও নিরীক্ষণ গৃহীত হবে সেগুলি পঞ্চায়েত সমিতির সভায় ব্লক সংসদের অধিবেশনের এক মাসের মধ্যে যথাশীঘ্র সম্ভব বিবেচিত হবে ও পঞ্চায়েত সমিতি কর্তৃক গৃহীত সিদ্ধান্ত ও গৃহীত ব্যবস্থা সম্পর্কীয় প্রতিবেদন পরবর্তী ব্লক সংসদ সভায় পেশ করতে হবে।

এমতাবস্থায়, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩- এর ২১২ ধারায় প্রাপ্ত ক্ষমতাবলে রাজ্যপাল এতদ্বারা এই রাজ্যের ব্লক সংসদগুলির ২০০৩ সালে অনুষ্ঠিতব্য যান্মাসিক সভা অনুষ্ঠানের জন্য নির্দেশ জারী করছেন যে রাজ্যের সকল পঞ্চায়েত সমিতি কর্তৃক অর্ন্তভুক্ত ব্লক সংসদের যান্মিাসিক অধিবেশন আগামী ২২ শে ডিসেম্বর, ২০০৩ থেকে ১৫ ই জানুয়ারী, ২০০৪ সময় সীমার মধ্যে সম্পন্ন করতে হবে।

ব্লক সংসদের যান্মাসিক অধিবেশন সংশ্লিষ্ট পঞ্চায়েত সমিতির অধিকারভুক্ত এলাকার মধ্যে কোন সুবিধাজনক স্থানে অনুষ্ঠিত হবে।

ব্লক সংসদ অধিবেশনের ক্ষেত্রে সংশ্লিষ্ট পঞ্চায়েত সমিতি অধিবেশনের আলোচ্য বিষয়, স্থান, তারিখ ও সময় উল্লেখ করে অধিবেশনের কমপক্ষে ৭(সাতদিন) পূর্বে বিজ্ঞপ্তি প্রকাশ করবে।

পরিশেষে, ঐ অধিবশেনকে সার্থক ও সফল করে তোলার জন্য ব্লকস্তরের সংশ্লিষ্ট পদাধিকারী, আধিকারিক ও কর্মীবৃন্দ প্রামাণ্য নথিপত্র সংগ্রহ করে ঐ অধিবেশনে উপস্থিত থাকবেন।

রাজ্যপালের আদেশানুরে

স্বাঃ- মানবেন্দ্র নাথ রায়
সচিব, পশ্চিমবঙ্গ সরকার।

নং : ৪৬৬৮/১(৬০০)পি.এন./ও/এক/ ৩ সি - ৭/২০০৩ তারিখ : ১৮.১২. ২০০৩

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠানো হল ঃ-

১) কমিশনার, ... ডিভিশন।

২) সভাধিপতি, ... জেলা পরিষদ।

৩) জেলা শাসক, ... জেলা।

৪) অতিরিকত নির্বাহী আধিকারিক, ... জেলা পরিষদ।

৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।
মহকুমা শাসক ও ব্লক উন্নয়ন আধিকারিকদের বিতরণেরজন্য প্রতিলিপি পাঠানো হল।

৬) মহকুমা শাসক, ... মহকুমা।

৭) ব্লক উন্নয়ন আধিকারিক, ... ব্লক।
গ্রাম পঞ্চায়েতের প্রধানদের অবিলম্বে জানানোর জন্য অনুরোধ জানানো হল।

৮) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ।

৯) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

১০) যুগ্ম-সচিব পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ (গ্রামোন্নয়ন শাখা)।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & R.D.
Jessop Building
Panchayat Wing
63, Netaji Subhas Road, Kolkata - 1

No. 1423/PN/O/I/3C-5/2002(Pt-I) **Dated : 21.4.2003**

O R D E R

In exercise of the power conferred by sub-section (6) of section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to direct that the sthayee Samiti of a Panchayat Samiti mentioned in column (1) as shown in the table below shall exercise such powers, perform such functions and discharge such duties as may be prescribed or as may be assigned to it by the Panchayat Samiti relating to the matters as mentioned in column (2) of the said table.

TABLE

Name of the Sthayee Samiti	Matters assigned and prescribed to the Sthayee Samiti mentioned in column (1)
(1)	(2)
A. Ban-O-Bhumi Sanskar	Promoting of Tourism Development
B. Khadya O Sarbaraha	Issues related to Consumer Aifairs

By order of the Governor,
Sd/- (M.N. Roy)
Secy. to the Govt. of West Bengal

No. 1423/1(450) /PN/O/I/3C-5/2002(Pt-I) **Dated : 21.4.2003**

Copy forwarded for information and necessary action to the :

1. Tourism/Consumer Affairs Deptt, of this Govt.
2. Director of Panchayats and R. D., West Bengal.
3. S.I.P.R.D., Kalyani.
4. District Magistrate,_____
5. District Panchayat and R.D. Officer,_____
6. Sub-Divisional Officer,_____
7. Block Development Officer and Exeutive Officer,
   _____ Panchayat Samiti.

Sd/-
Jt. Secy. to the Govt. of West Bengal.

পশ্চিমবঙ্গ সরকার

পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

১১এ, কিরণ শংকর রায় রোড, কলকাতা-৭০০ ০০১

নং ঃ ৫৬৩০/পি.এন/ও/সেল-১/২এ-১/৯৩ (অংশ-৩) তারিখ ঃ ১৪.১২.২০০০

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩ (পশ্চিমবঙ্গ আইন নং ৪১) -এর ৯৮ (৮) ১০০ (১) নং ধারা এবং পশ্চিমবঙ্গ পঞ্চায়েত (পঞ্চায়েত সমিতি প্রশাসন) নিয়মাবলী, ১৯৮৪ -এর ৩৬ (১) নং নিয়মের সঙ্গে সাযুজ্য রেখে সযত্ন বিবেচনার পর মাননীয় রাজ্যপাল উল্লিখিত আইনের ২১২ ধারার ক্ষমতাবলে সন্তোষ সহকারে নিম্নলিখিত আদেশনামাটি প্রকাশ ও প্রচার করছেন।

২। পঞ্চায়েত সমিতি তার সাধারণ সভায় সিদ্ধান্ত নিয়ে কোন পদাধিকারীকে বা সদস্যকে তার লিখিত আবেদনের ভিত্তিতে ও তার অসুবিধা ও প্রয়োজনের কথা চিন্তা করে একাদিক্রমে অথবা বিভিন্ন সময়ে কোন ইংরাজী ক্যালেন্ডার বছরের মধ্যে মোট অনধিক তিন মাস ছুটি (ছুটি শুরু হওয়ার বা শেষ হওয়ার মাসে যদি উক্ত পদাধিকারী বা সদস্য পনের (১৫) দিন বা তার বেশী দিন কাজের দায়িত্বে থাকেন তাহলে সংশ্লিষ্ট মাস উক্ত তিন মাসের মধ্যে গণ্য হবে না আর পনের (১৫) দিনের কম দায়িত্বে থাকলে সংশ্লিষ্ট মাস ছুটির মাস বলে নির্ধারিত হবে) মঞ্জুর করতে পারে। এই মঞ্জুরীকৃত ছুটির সময়ে তিনি পঞ্চায়েত সমিতি থেকে তাঁর প্রাপ্য পারিশ্রমিক বা ভাতা বা অন্যান্য সুযোগ সুবিধা পাওয়ার অধিকারী থাকবেন।

৩। বিশেষ নিয়ম হিসাবে পঞ্চায়েত সমিতি কোন বিশেষ ক্ষেত্রে কোন পদাধিকারী বা সদস্যের তার নিয়ন্ত্রণ বর্হিভুত গুরুত্বপূর্ণ প্রয়োজনের কথা বিবেচনা করে তার আবেদনের ভিত্তিতে তাকে পূর্বের নিয়ম অনুযায়ী মঞ্জুরীকৃত ছুটি ছাড়াও একাধিক্রমে অনধিক ৩৬৫ দিন ছুটি মঞ্জুর করতে পারে। এই ক্ষেত্রে সংশ্লিষ্ট পদাধিকারী বা সদস্য পঞ্চায়েত সমিতির অর্থ ভান্ডার থেকে তার সাধারণভাবে প্রাপ্য কোন পারিশ্রমিক, ভাতা বা অন্য সুযোগ সুবিধার অধিকারী থাকবেন না।

এইরূপ ক্ষেত্রে মঞ্জুরীকৃত সময়সীমার মধ্যে সংশ্লিষ্ট পদাধিকারী বা সদস্যের অনুপস্থিতি বিধিসম্মত বলে গণ্য হবে এবং অনুপস্থিতির কারণে তার বিরুদ্ধে কোন আইনানুগ ব্যবস্থা গ্রহণ করা যাবে না।

৪। পঞ্চায়েত সমিতি উক্ত সময়কালের অতিরিক্ত কোন ছুটি মঞ্জুর করবে না এবং মঞ্জুরীকৃত ছুটির বাইরে কেউ কোন ছুটি উপভোগ করলে বা অনুপস্থিত থাকলে তার বিরুদ্ধে আইনসম্মত ব্যবস্থা গ্রহণ করা যাবে।

৫। পশ্চিমবঙ্গ পঞ্চায়েত (পঞ্চায়েত সমিতি প্রশাসন) নিয়মাবলী, ১৯৮৪ এর মধ্যে এই নির্দেশকে সংশোধনের মাধ্যমে অন্তর্ভুক্ত করার জন্য প্রয়োজনীয় পদক্ষেপ নেওয়া হচ্ছে।

রাজ্যপালের আদেশানুসারে
স্বাক্ষর - প্রসাদরঞ্জন রায়
প্রধান সচিব।

নং : ৫৬৩০/১(৩৮০)পি.এন./ও/সেল-১/২এ-১/৯৩ (অংশ-৩) তারিখ : ১৪.১২, ২০০০

অবগতি ও প্রয়োজনীয় কাজের জন্য প্রেরিত হল ঃ-

১) জেলা শাসক, ...

২) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ...

৩) ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, পঞ্চায়েত সমিতি .....

৪) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ।

উপ-সচিব।

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 5387/PN/0/I/1A-10/88 (Pt-III) Dated : 21/11/2000

From : Shri D. Chakrabarti
Dy. Secy. to the Govt. of West Bengal

To : The District of Panchayat and Rural Development Officer
South 24 Parganas, Alipur, Calcutta-700 027.

Re : Affairs of Kulpi Panchayat Samiti

Sir,

I am directed to refer to memo no. 1512/KLP dated 1.9.2000 of the Executive Officer, Kulpi Panchayat Samiti raising certain issues in the funcioning of the Panchayat Samiti. The issues raised by him are as follows :–

a) The extent of power and authority of the Sabhapati of a Panchayat Samiti in terms of the provisions obtaining in clause(b) of sub-section(1) of section 118 of the West Bengal Panchayat Act laying down that the Sabhapati shall have general responsibility for the financial and executive administration of the Panchayat Samiti;

b) Whether resolutions passed by a Sthayee Samiti of the Panchayat Samiti shall be effective without the concurrence of the Sabhapati;

c) Whether any scheme in pursuance of a resolution adopted by a Sthayee Samiti may be executed by the Executive Officer without concurrence of the Sabhapati;

d) Whether a requisitioned meeting of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti, may be held and the decisions taken may be acted upon without the concurrence of the Sabhapati;

e) Whether for the purpose of execution of a scheme in pursuance of a resolution adopted by a Sthayee Samiti, it is necessary that the proposal should be approved by the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti with the concurrence of the Sabhapati and/or in the general meeting of the Panchayat Samiti;

f) Whether the provision laid down in rule 32(1) (d) of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 1984 stating that every item of cost of expenditure sanctioned by every Sthayee Samiti shall be forwarded to the Artha O Sanstha, (later renamed as Artha, Sanstha, Unnayan O Parikalpana) Sthayee Samiti for information, should be interpretted to mean that all expenditure sanctioned by any Sthayee Samiti shall have to be approved by the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti with the concurrence of the Sabhapati or approved in a general meeting of the Panchayat Samiti again with the concurrence of the Sabhapati;

g) Whether there is any contradiction between the provisions under section 118(1)(b) (powers, functions and duties of the Sabhapati) and section 125(4)(a) (powers, functions and duties of the Karmadhyaksha);

h) In case of a conflict of opinion between the Sabhapati and the Karmadhyaksha whose opinion should prevail.

From the aforesaid issued raised, it is clear that there are confusions in the Panchayat Samiti about certain fundamental issues. Panchayat bodies like any other democratic instiutions are run by collective decisions as distinguished from decisions of an individual office bearer e.g. Sabhapati. Again, following the concept that an office bearer even when he or she is the highest office bearer in the hierarchy, cannot overrule or modify the decision of the body to which he is also a member. It is also necessary to bear in mind that when every office bearer and every forum (e.g. Sthayee Samiti) within an institution is given some specified area of function and authority, it is necessary that every one shall act within its own sphere and does not encroach upon another's. In consideration of these principles, the issues raised are discussed as follows :–

a) The general responsibility for the financial and executive administration of Panchayat Samiti as assigned to the Sabhapati (section 118(1)(b)) means that the Sabhapati has the general responsibility (as distinguished from personal responsibility) to supervice and monitor the functions of the Panchayat Samiti to ensure that the financial and executive administration of the Panchayat Samiti is carried on according to the rules, orders, guidelines and procedures applicable for each case, every person or unit plays and is allowed to play their respective rules, financial properties and administrative norms are maintained in all matters and that all transactions are made and the records are maintained in a clear and transparent manner. The provision does not mean that every decision is required to be ulitmately decided by the Sabhapati himself or that every decision can be implemented, evey scheme can be executed or any expenditure can be incurred only with the concurrance of the Sabhapati even when the Sabhapati is a member of the body that has taken the decision, approved execution of the scheme or has sanctioned the expenditure. Under the aforesaid provisions, the Sabhapati definitely has the right of information, in certain cases, when he/she considers a decision unlawful or prejudicial to the interest of the Panchayat Samiti, may refer back the matter mentioning the issues involved for further consideration of the body concerned. But he/she cannot unilaterally take a contrary view and pass order accordingly.

b) & c) Any resolution passed by a Sthayee Samiti within its competence and its sphere of activities shall be effective and may be implemented without any loss of time. Panchayat Samiti, however, has authority to rescind, obstruct or modify any decision of a Sthayee Samiti on valid grounds when the decision is placed before it. The Sabhapati may, if he/she considers any decision unlawful or prejudicial to the interest of the Panchayat Samiti may temporarily suspend, by order, the operation of the decision and refer it to the Panchayat Samiti in its meeting to be held as early as possible. The decision taken by the Panchayat samiti shall be binding on both the Sabhapati and the Sthayee Samiti. It is however not necessary to obtain concurrence of the Sabhapati in any such matter.

d) The provision for convening a requisition meeting has been made in order to give an opportunity to the general members to discuss a particluar issue when the Sabhapati has not included the matter in the agenda for discussion. In such case, concurrence of the Sabhapati for a requisitioned meeting does not arise at all. While the Sabhapati should attend a requisitoned meeting and respect the decision taken in the requisitioned meeting if lawfully held, his/her absence in the meeting does not vitiate the meeting or implementation of its decision. The concept is also true for any meeing of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti.

e) Since Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti controls the finance on behalf of the Panchayat Samiti, a proposal finalised by a Sthayee Samiti can be implemented after the former Sthayee Samiti gives concurrence to the limit of expenditure proposed unless it resolves beforehand in consideration of budgetary provision, annual action plan and other factors invovled to set up a finanical limit upto which a specified Sthayee Samiti may implement schemes/ programmes and spend fund in pursuance of such programmes within a given period, say, one quarter or half-year. The latter alternative is more suitable and desirable since the arrangement will allow functional manouerability to a Sthayee Samiti. Separate concurrance of the Sabhapati is not required for this purpose.

f) Provision u/r 32/1 of the W.B. Panchayat (P. Samiti Admn.) Rules very clearly lays down that every item of expenditure sanctioned by every Sthayee Samiti shall be forwarded to the Artha Sanstha Sthayee Samiti for information. The expression 'for information' should in no way be interpretted as 'for approval'. Since the said Sthayee Samiti is empowered to monitor and control the expenditure of the Panchayat Samiti, this information is necessary. It is however not necessary to obtain approval of the Artha Sthayee Samiti or the Panchayat Samiti or concurrence of the Sabhapati for each item of expenditure which will be governed by the financial rules, norms and procdure.

g) There is no contradiction between the provisions under section 118(1(b) and section 125(4)(a). While responsibility of the Sabhapati runs over matters relating entire Panchayat Samiti including the Sthayee Samitis, responsibility of a Karmadhyaksha relates to funcitons of the particular Sthayee Samiti. It may be clearly borne in mind that provisions related more to the responsibility than to the authority. If each office bearer appreciates the responsibility of others without interfering into sphere of activities of other authorities unless there is anything unlawful, prejudicial to the interest of the Panchayat Samiti or contrary to the general policies of the Panchayat Samiti, no problem or conflict should arise.

h) In case of a conflict of opinion between the Sabhapati and a Karmadhyaksha, the opinion of the Sabhapati shall have overriding effect. If, however it is a conflict between the opinion of the Sabhapati and that of a Sthayee Samiti, Sabhapati may either refer the matter back to the Sthayee Samiti for reconsideration or to the Panchayat Samiti for a decision in its general meeting.

Yours faithfully,

Sd/- D. Chakraborty

Dy. Secy. to the Govt. of West Bengal

Memo No. 5387/1(4)/PN/O/I/1A-10/88 (Pt-III) Dated : 21.11.2000

Copy forwarded to the :

1. Block Dev. Officer, Kulpi.
2. Sub-Divisional Officer, Diamond Harbour
3. District Magistrate, South 24-Parganas
4. Director of Panchayat & Rural Development, West Bengal

Dy. Secy. to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ শকর রায় রোড, কলকাতা-৭০০ ০০১

নং ঃ ৪৩/পি.এন/ও/এক/১এ-১০/৮৮ (অংশ-৩) তারিখ ঃ ৫ই জানুয়ারী, ২০০০

প্রেরক ঃ উপসচিব, পশ্চিমবঙ্গ সরকার।

প্রতি ঃ জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক,
পুরুলিয়া, জেলা ও পোঃ পুরুলিয়া।

বিষয় ঃ পঞ্চায়েত সভাপতি ও নির্বাহী আধিকারিকের দায়িত্ব ও কর্তব্য ও পারস্পরিক সম্পর্ক।

প্রসঙ্গ ঃ আপনার স্মারক নং ৯৮৩/জিপি তাং ১৭.৮.১৯৯৯.

মহাশয়,

আপনার প্রেরিত নির্বাহী আধিকারিক বলরামপুর পঞ্চায়েত সমিতির স্মারক নং ৬১৩ তাং ১৩.৮.১৯৯৯ এ উত্থাপিত বিষয়গুলি সম্পর্কে এই দপ্তরের বক্তব্য সংশ্লিষ্ট ক্রম অনুযায়ী নীচে জানান হল।

(১) ১৯৯৫ সালে প্রকাশিত 'বিধি নির্দেশিকা' তে অত্যন্ত সংক্ষিপ্তভাবে কিছু কিছু বিষয় বলা হয়েছে। যার ফলে বিষয়গুলিতে অনেক সময়ে ভুল বোঝার অবকাশ রয়ে গেছে। ১৯৯৮ সালে প্রকাশিত বিধি নির্দেশিকা তুলনায় অনেক স্পষ্ট। যাই হোক, যেখানে প্রতিটি খরচের ক্ষেত্রে অনুমোদন প্রয়োজন বলে বলা হয়েছে, সেখানে প্রতিটি খাতের বা প্রতিটি প্রকল্পের কথাই প্রযোজ্য বলে ভাবতে হবে। আলাদাভাবে প্রতিটি ভাউচারের কথা এখানে প্রাসঙ্গিক নয়, যদি কোন প্রকল্পের নকসা ও প্রাককলন অনুমোদিত হয়ে সেই প্রকল্পটি রূপায়িত করা হবে বলে সিদ্ধান্ত হয় তাহলে সেই প্রকল্প সংক্রান্ত প্রতিটি ভাউচার সভাপতি বা আর কারও কাছে উপস্থাপিত করার প্রয়োজন নেই। নির্বাহী আধিকারিক আর্থিক প্রশাসন ও শৃংখলা সংক্রান্ত নীতি ও নিয়ম মেনে প্রকল্প রূপায়ণের কাজ চালিয়ে যাবেন। ক্ষেত্র বিশেষে, অবশ্য সভাপতির অনুমোদন (কর্মাধ্যক্ষের মাধ্যমেও হতে পারে) প্রয়োজন হতে পারে। উদাহরণস্বরূপ সিদ্ধান্ত অনুযায়ী সেই প্রকল্পের জন্য দরপত্র (কোটেশন বা টেন্ডার) নেওয়ার পরে সংশ্লিষ্ট স্থায়ী সমিতিতে (বেশীরভাগ ক্ষেত্রে অর্থ, সংস্থা-স্থায়ী সমিতি) আলোচনা করে চূড়ান্ত সিদ্ধান্ত নিতে হবে। যদি স্থায়ী সমিতির দ্রুত সভা করা সম্ভব না হয় তবে সভাপতি এবং/বা কর্মাধ্যক্ষের অনুমোদন ক্রমে দরপত্র গ্রহণ করে কাজ করার আদেশ দেওয়াই যথাযথ হবে। সাধারণভাবে, কোন বিষয়ে পঞ্চায়েত সমিতি বা স্থায়ী সমিতিতে চূড়ান্ত সিদ্ধান্ত হয়ে গেলে সেই বিষয়ে সভাপতি বা কোন কর্মাধ্যক্ষের আলাদা অনুমোদনের প্রয়োজন নেই। নির্বাহী আধিকারিক তার দায়িত্ব অনুযায়ী যথানিয়মে কাজটি সুসম্পন্ন করবেন। আবার কোন বিষয়ে স্থায়ী সমিতির সুস্পষ্ট সিদ্ধান্ত বা নির্দেশ না থাকলে কর্মাধ্যক্ষ এবং/বা সভাপতির অনুমোদন নিতে হবে। অবশ্য, এইরূপ অনুমোদন সংশ্লিষ্ট স্থায়ী সমিতির চূড়ান্ত অনুমোদন সাপেক্ষে। প্রসঙ্গক্রমে কোন ভাউচার নির্বাহী আধিকারিক ব্যতীত আর কারও প্রদান-আদেশ (পে-অর্ডার) দেওয়ার সুযোগ নেই। কর্মাধ্যক্ষ তার অভিমত বা সভাপতি তার অনুমোদন আলাদাভাবে নথিতে দেবেন।

(২) কর্মাধ্যক্ষ সম্বন্ধেও পূর্বোক্ত নীতি প্রযোজ্য।

(৩) অনুমোদন যদি দরকার হয় তাহলে কর্মাধ্যক্ষের অভিমত ও সভাপতির অভিমত যদি দুরকম হয়, তবে সভাপতির সিদ্ধান্ত অনুযায়ী কাজ করতে হবে। তবে আগেই বলা হয়েছে যে সভাপতির সিদ্ধান্তও স্থায়ী সমিতি এবং/বা পঞ্চায়েত সমিতির অনুমোদন সাপেক্ষে। সেখানে যে যৌথ সিদ্ধান্ত নেওয়া হবে সেই সিদ্ধান্ত যে কোন একক সিদ্ধান্তকে নাকচ করতে পারে।

(৪) আগেই বলা হয়েছে যে পঞ্চায়েত সমিতি বা স্থায়ী সমিতিতে যৌথ সিদ্ধান্ত হয়ে যাবার পর (তা গরিষ্ঠ সংখ্যক সদস্যের সিদ্ধান্তও হতে পারে) সভাপতি বা অন্য কারও অন্যরকম একক সিদ্ধান্ত থাকতে পারে না। একজনের সিদ্ধান্ত কখনই সমষ্টির সিদ্ধান্তকে অতিক্রম করতে পারে না। তবে কখনও সমষ্টির মূল সিদ্ধান্ত অনুযায়ী কাজ করতে গিয়ে সংশ্লিষ্ট কোন ক্ষুদ্রতর স্তরে সিদ্ধান্ত নেওয়ার প্রয়োজন দেখা দিতে পারে। যেমন কোটেশন বা টেন্ডার সম্বন্ধে সিদ্ধান্ত নেওয়া। সেখানে নির্বাহী আধিকারিক হয় অর্থ, সংস্থা অথবা অন্য কোন স্থায়ী সমিতিতে সিদ্ধান্ত নেবেন অথবা তাৎক্ষণিক সিদ্ধান্তের প্রয়োজন হলে সভাপতির কাছে বিষয়টি উপস্থাপিত করবেন। প্রসঙ্গকক্রমে, পঞ্চায়েত সমিতি বা স্থায়ী সমিতির সিদ্ধান্ত নির্বাহী আধিকারিক অবশ্যই কার্যকরী করবেন। যদি আইনগত বা বাস্তব পরিস্থিতিগত কোন কারণে সেই সিদ্ধান্ত কার্যকরী করা সম্ভবপর হচ্ছে না বলে মনে হয়, তাহলে সেই সভাতেই পুনরায় যতশীঘ্র সম্ভব সেই বিষয়টি আর একবার উপস্থাপিত করে সিদ্ধান্ত নেওয়া যেতে পারে। কিন্তু সভার সিদ্ধান্তকে কোন পদাধিকারী বাতিল বা পরিবর্তিত করতে পারেন না। অবশ্য কাজ শুরু করা সময়ে নির্বাহী আধিকারিকের কর্তব্য সভাপতি ও সংশ্লিষ্ট কর্মাধ্যক্ষকে জানিয়ে রাখা। সেটা লিখিতভাবে নোট আকারে বা মৌখিক যে কোনভাবেই করা যেতে পারে।

(৫) নির্বাহী আধিকারিক পঞ্চায়েত সমিতির কাজের জন্য সভাপতির কাছে ও তার মাধ্যমে পঞ্চায়েত সমিতির কাছে দায়বদ্ধ। এই দায়বদ্ধতা কোন আইনের সঙ্গে অসঙ্গতিপূর্ণ নয়। ব্লক উন্নয়ন আধিকারিক হিসাবে তিনি যে সব কাজ করেন তার সঙ্গে এই দায়বদ্ধতার কোন সম্পর্ক নেই। কিন্তু পঞ্চায়েত সমিতির কাজ পরিচালনা করার বিষয়ে তার এই দায়বদ্ধতা অস্বীকার করার প্রশ্ন ওঠে না।

(৬) পঞ্চায়েত সমিতির কাজ পরিচালনা করার প্রয়োজনে সভাপতি গাডী অবশ্য পেতে পারেন (সর্বক্ষণের জন্য বা সব রকমের যাতায়াতের জন্য এই কথাগুলি এখানে অপ্রাসঙ্গিক)। এই বিষয়ে পঞ্চায়েত সমিতি বা তার তরফে অর্থ, সংস্থা স্থায়ী সমিতি সিদ্ধান্ত নেবে। সেইসঙ্গে তারা এই সিদ্ধান্ত নেবে যে কোন তহবিল থেকে খরচ বহন করা হবে। সাধারণভাবে বলা যায যে পঞ্চায়েত উপনির্মিত্ত তহবিল (কন্টিজেনসী ফান্ড) বা অন্য শর্তবিহীন তহবিল থেকে খরচ মেটানো যেতে পারে।

(৭) সরকারী কর্মীদের জন্য নির্দিষ্ট বাসস্থান সভাপতির ব্যবহার করার কোন ব্যবস্থা বা আদেশ জারী করা নেই। তাকে এই রকম কোন বাসস্থান দেওয়া যাবে না।

উল্লিখিত বিষয়গুলি বলরামপুর সহ অন্য পঞ্চায়েত সমিতির সভাপতি ও নির্বাহী আধিকারিকের গোচরে আনার জন্য অনুরোধ জানাই।

আপনার বিশ্বস্ত,

দিলীপ চক্রবর্তী

উপসচিব।

Government of West Bengal
Department of Panchayat & Rural Development
(Panchayat Wing)

No. 4796/PN/O/I/1A-10/88 (Pt. II) **Dated : 28th September, 2000**

From : The Deputy Secretary to the Govt. of West Bengal.

To : The District Magistrate
South 24 Parganas
&
Executive Officer
South 24 Parganas Zilla Parishad
Alipore.

The undersigned is directed to refer to his No. 87/(Con)/Z.P./2000 dated 26-9-2000 and to state as follows :

In terms of clause (c) of section 97 of the West Bengal Panchayat Act, 1973 as subsequently amended, a person shall not be qualified to be a member of a Panchayat Samiti if he has directrly or indirectly, any share or interest in any contract with inter alia, the Zilla Parishad of the district concerned. Again, in terms of section 100(1)(c) ibid, the prscribed authority – in this case, the District Magistrate – may, after giving him an opportunity of being heard, remove him from office if he incurs diqualification, under inter alia, clause (c) of section 97 ibid.

Within the framework of the aforesaid provisions, a member of the Panchayat Samiti as long as his membership continues, should not enter into any contractual relationship (a lease agreement is a contract) with the Zilla Parishad. If such a situation arises, the member should first tender his resignation from the membership and then execute the agreement. If he already enters into such an agreement, he may be removed from the office of the member unless he himself resigns from the office in the meantime. In consideration of all aspects of the matter, if a member of a Panchayat Samiti enters into a contractual relationship with the Zilla Parishad, the contract is not vitiated but his membership is liable to be terminated.

Sd/- D. Chakraborty

Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R. D.,
11-A, K. S. Roy Road, Calcutta-1.

O R D E R

No. 72/PN/O/I/2R-1/98 (Pt-I) Dated : 7th January, 1999

Whereas the State Government is satisfied on the basis of reports that the cattle hats located within 8(eight) Kilometer from Indo-Bengladesh border are giving rise to various illegal and irregular practices detrimental to national interest and also are precipitating law and order problems.

And whereas the State Government is of the opinion that there sould be no cattle hat established withing eight Kilometers from Indo-Bangladesh border;

And whereas in terms of section 117 of the West Bengal Panchayat Act, 1973 (West Ben Act XLI of 1973) as subsequently amended, the Panchayat Samiti having jurisdiction, is empowered to issue licence to the owner or the lessee of a hat or market or an owner or a lessee of land intending to establish a hat or market thereon;

Now, therefore, in exercise of the power conferred by section 212 ibid, the Governor is pleased hereby to direct as follows :–

(a) A Panchayat Samiti shall not henceforth issue licence for establishment of a hat or market on any land situated within 8 (eight) Kilometers from Indo-Bangladesh border

(b) If there is at pesent any hat or market located within 8 (eight) Kilometers from Indo-Bangladesh border for which the Panchayat Samiti concerned has already isued licence, such Panchayat Samiti will –

  (i) explore tangible steps to relocate such hat or market on a land outside the distance of 8 (eight) Kilometers at the time of renewal of the existing licence if not earlier.

  (ii) explore the scope and possibility of prohibiting sale and/or purchase of cattle in any hat or market located within 8 (eight) Kilometers from Indo-Bangladesh border.

By order of the Governor

Sd/- S. N. Ghosh
Principal Secretary to the Govt. of
West Bengal

No. 72/1(200)/PN/O/I/2R-1/98(Pt-I). Dated : 17th January, 1999

Copy forwarded for information and necessary action to the :–

1. Special Secretary to the Govt. of W. Bengal, Home Department.
2. Commissioner, _____ Division (all).
3. District Magistrate, _____ District.

   A list of all existing hats and markets located within 8 (eight) Kilometers from Indo-Bengladesh border indicating such hats/markets where sale/purchase of cattle takes place, may please be furnished at the earliest.
4. Executive Officer, _____ Zilla Parishad.
5. D.P.R.D.O. District, _____ .
6. Sub-Divisional Officer, _____ .
7. B.D.O. and Executive Officer, _____ Block / Panchayat
8. Director of Panchayats and Rural Development, West Bengal.

Dy. Secy. to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার

পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর

১১এ, কিরণ শকর রায় রোড, কলকাতা-৭০০ ০০১

নং ঃ ৪৭৪৩/পি.এন/ও/১/১পি-২০/৯৫ **তারিখ ঃ ৩১.১২.৯৮**

প্রেরক ঃ উপসচিব, পশ্চিমবঙ্গ সরকার।

প্রতি ঃ অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

মহাশয়,

আদেশানুক্রমে এই দপ্তরের পূর্ববর্তী স্মারক নং ৮৭১/পি.এন/ও/১/১পি-২০/৯৫ তাং ঃ ১৪.৩.১৯৯৭ প্রতি আপনার দৃষ্টি আকর্ষণ করছি।

উক্ত স্মারক পত্রের ২য় পৃষ্ঠায় প্রথম অনুচ্ছেদের একটি অংশে বলা আছে যে কোন গ্রন্থাগারে বা বিদ্যালয়ে প্রতিনিধি মনোনয়ন করার ক্ষমতা হয় পঞ্চায়েত সমিতি নিজে প্রয়োগ করবে অথবা সংশ্লিষ্ট স্থায়ী সমিতিকে (এই ক্ষেত্রে শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া সমিতি) অধিকার প্রয়োগ করতে দেবে। এই প্রসঙ্গে উল্লেখ করা প্রয়োজন যে সাধারন ভাবে সংশ্লিষ্ট স্থায়ী সমিতিই সভায় সিদ্ধান্ত নিয়ে এই কাজগুলি সম্পন্ন করেন। স্থায়ী সমিতিগুলি গঠনের উদ্দেশ্যেই তাই এবং নির্দিষ্ট পরিধির মধ্যে কাজ করার ক্ষমতাও স্থায়ী সমিতির আছে। তবে পঞ্চায়েত সমিতি যে কোন দায়িত্ব ও ক্ষমতা সম্বন্ধে সভায় আগাম স্থির করতে পারে যে সেই বিষয়ে সিদ্ধান্ত বা চূড়ান্ত সিদ্ধান্ত পঞ্চায়েত সমিতির সাধারন সভাতেই নেওয়া হবে। অতএব, কোন স্থায়ী সমিতিকে তার কর্মপরিধির মধ্যে কাজ করার জন্য পঞ্চায়েত সমিতির সুনির্দিষ্ট কোন আলোচনা বা সিদ্ধান্তের প্রয়োজন নেই। যদি পঞ্চায়েত সমিতি বিশেষভাবে কোন ক্ষমতা সাধারন সভাই প্রয়োগ করবে এরকম সিদ্ধান্ত না নিয়ে থাকে, তাহলেই বুঝতে হবে যে সংশ্লিষ্ট সমিতিকে সেই ক্ষমতা প্রয়োগ করতে দেওয়া হয়েছে। এবং স্থায়ী সমিতি সেই অনুযায়ী কাজ করে যাবে। সুতরাং গ্রন্থাগার বা বিদ্যালয়ে প্রতিনিধি মনোনয়নের বিষয়ে যদি পঞ্চায়েত সমিতির সাধারন সভার বিপরীত কোন সিদ্ধান্ত না থাকে তাহলে শিক্ষা ইত্যাদি স্থায়ী সমিতিই এই কাজ সম্পন্ন করবে।

সংশ্লিষ্ট সকলকে এই বিষয়ে সম্যক অবহিত করার জন্য আপনাকে অনুরোধ জানাই।

আপনার বিশ্বস্ত,

দিলীপ চক্রবর্তী

উপসচিব,

নং ঃ ৪৭৪৩/১(১৮) পি এন/ও/১/১পি-২০/৯৫ **তারিখ ঃ ৩১.১২.৯৮**

অনুলিপি অবগতি ও যথাবিহিত পদক্ষেপ গ্রহণের জন্য জানান হল ঃ-

(১) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা (সকল জেলা)

(২) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষন সংস্থা, কল্যানী।

দিলীপ চক্রবর্তী

উপসচিব,

Government of West Bengal
Department of Panchayats & R. D.,
11-A, K. S. Roy Road, Calcutta-1.

No. 3678/PN/O/I/3C-11/98 **Dated : 7.10.98**

N O T I F I C A T I O N

The State Government has for sometimes past been finding it necessary and expedient to have a closer association of the Joint Block Development Oficer posted in a Block wth the functional mechanism of the corresponding Panchayat samiti that has been possible till now. It is keenly feelt that such association will ensure more effective utilisation of the orgaanisational structure available at the Block and the Panchayat Samiti and shall also improve the Functional arrangement in the Panchayat Samiti.

The Governor is, therefore, pleased hereby to declare that the Joint Block Development officer posted in a block shall, with immediate effect, to be the Ex-officio Joint Executive Officer in the Panchayat Samiti concerned.

The Governor is also pelased to order that –

a) during the absence of the Executive Officer of the Panchayat Samiti, the Joint Executive Officer shall exercise the powers and perform the functions of the Executive Officer;

b) On other occasions, the Joint Executive Officer shall exercise such powers and perform such functions.

   i) as the Executive Officer may, by order in writing delegate to him, or

   ii) as the Panchayat Samiti may, by general or special resolution, direct;

c) such delegation or direction, as the case may be and as spoken of at (b) above, shall not in any manner prejudice the general control, powers and authority administrative or financial, of the Executive Officer vested under The Act of any rules thereunder.

By order of the Governor,
Sd/-
S. N. Ghosh
Principal Secretary to the Govt. of
West Bengal

No. 3678/1(1000)/PN/O/I/3C-11/98 **Dated : 7.10.98**

1. Rural Development Wing of this Deptt.
2. Commissioner, _____Divisional (All)
3. District Magistrate, _____District (All)
4. Additional Executive Officer, _____ Zilla/Mahakuma Parishad (All)
5. D.P. R.D.O, _____District (All)
6. S.D.O., _____ Sub-Division (All)
7. B.D.O., _____ Block (All)
8. Executive Officer, _____ Panchayat Samiti (All)
9. Director of Panchayat & R.D., West Bengal.
10. Director, SIPRD, Kalyani
11. P.S. to the MIC, P & RD
12. P.S. to the MOS, P & RD
13. Press Copy.

Dy. Secy. to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
১১এ, কে. এস. রায় রোড, কলকাতা- ১

নং ঃ ৮৭১/পি.এন/(ও)/১/১পি-২০/৯৫ তারিখ ঃ ১৪.৩.১৯৯৭

প্রাপক ঃ উপসচিব, পশ্চিমবঙ্গ সরকার।

প্রতি ঃ জেলা পঞ্চায়েত ও গ্রামোন্নয়ন, মেদিনীপুর,
পোঃ ও জেলা - মেদিনীপুর।

মহাশয়,

আদেশানুক্রমে আপনাকে জানাই যে শ্রী প্রীতিরঞ্জন মাইতি, কর্মাধ্যক্ষ, শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া স্থায়ী সমিতি, কাঁথি ১নং পঞ্চায়েত সমিতি তার ২২/৭/৯৬ তারিখের কলকাতা তথ্যকেন্দ্রের অধিকর্তাকে লিখিত একটি পত্রে জানতে চেয়েছেন যে পঞ্চায়েত সমিতির এলাকার মধ্যে কোন গ্রন্থাগার বা বিদ্যালয়ে শিক্ষা বিভাগের নির্দেশ অনুযায়ী পঞ্চায়েত সমিতির মনোনীত ব্যক্তিকে সদস্য হিসাবে পাঠানোর সিদ্ধান্ত সভাপতি এককভাবে নেবেন না শিক্ষা ইত্যাদি স্থায়ী সমিতি নেবে। তিনি আরও জানতে চেয়েছেন যে সভাপতির মনোনয়ন ও স্থায়ী সমিতির মনোনয়ন যদি পরস্পর বিরোধী হয়, তাহলে আইনগত অবস্থা কি হবে। তিনি এই সূত্রে রাজ্য পঞ্চায়েত প্রশিক্ষন সংস্থা কর্তৃক প্রকাশিত শিক্ষা ইত্যাদি সমিতি সংক্রান্ত প্রশিক্ষন গ্রন্থমালা ১১-এর ৮ পাতা ও ১৫ পাতার যথাক্রমে ১৩ ও ১৯ পংক্তিতে যে বক্তব্য রাখা আছে তার প্রতি দৃষ্টি আকর্ষন করেছেন।

এই প্রসঙ্গে বলা প্রয়োজন যে উল্লিখিত বিষয়গুলি পঞ্চায়েত আইনের সঙ্গেঁ সঙ্গেঁ শিক্ষা বিভাগের সংশ্লিষ্ট নিয়মাবলী বা আদেশপত্রের পরিপ্রেক্ষিতে বিচার করা প্রয়োজন।

পশ্চিমবঙ্গ সাধারন গ্রন্থাগার আইন, ১৯৭১ অনুসৃত পাবলিক ম্যানেজমেন্ট নিয়মাবলী, ১৯৮১-এর ৬নং নিয়মের (১) (ক) উপনিয়ম অনুযায়ী পঞ্চায়েত এলাকায় অবস্থিত সাধারন গ্রন্থাগারের কমিটির সদস্য হিসাবে একজন ব্যক্তিকে সংশ্লিষ্ট পঞ্চায়েত সমিতি মনোনীত করতে পারেন।

অন্যপক্ষে, বিদ্যালয় শিক্ষা অধিকর্তার নং ২০৬৬ (২০) জি.এ তাং ২৭.১০.১৯৯৫- এর অনুজ্ঞাপত্রের ৫(এ) (৫) নং অনুচ্ছেদ অনুযায়ী পঞ্চায়েত সমিতি এলাকায় অবস্থিত বিদ্যালয়ের সিলেকসন কমিটিতে পঞ্চায়েত সমিতি কতৃক মনোনীত একজন সদস্য পঞ্চায়েত সমিতির সভাপতির মনোনয়নে নিযুক্ত হবেন। সেইসঙ্গে এও বলা হয়েছে যে পঞ্চায়েত সমিতির মনোনীত সদস্য সংশ্লিষ্ট বিদ্যালয়ের কর্মীদের মধ্য থেকে মনোনীত হবেন না।

প্রথমক্ষেত্রে গ্রন্থাগারের সদস্য পঞ্চায়েত সমিতি কর্তৃক মনোনীত হবেন এটা সুস্পষ্টভাবে বলা আছে। দ্বিতীয় ক্ষেত্রে সুস্পষ্টভাবে না হলেও যে অর্থ সঙ্গতভাবে আরোপ করা স্বাভাবিক তা হল যে পঞ্চায়েত সমিতি সদস্য মনোনয়ন করবে এবং সভাপতি পঞ্চায়েত সমিতি নির্দিষ্ট মনোয়নটি জানিয়ে দেবেন। পরবর্তী বাক্যে আর একবার যে বলা হয়েছে পঞ্চায়েত সমিতির মনোনীত ব্যক্তি বিদ্যালয়ের কর্মীবৃন্দের কেউ হবেন না, তা পূর্বের ধারনাকেই দৃঢ়তর করছে।

তাহলে দুটি ক্ষেত্রেই দেখা যাচ্ছে যে পঞ্চায়েত সমিতিই তার প্রতিনিধি মনোনয়ন করার অধিকারী। পঞ্চায়েত আইনের ১১৮ (১) ধারার (ঘ) ও (ঙ) অনুচ্ছেদ অনুযায়ী পঞ্চায়েত সমিতির কিছু কিছু ক্ষমতা প্রয়োজনে সভাপতি প্রয়োগ করতে পারেন। কিন্তু এই বিশেষ ক্ষেত্রে পঞ্চায়েত সমিতি তার সভায় সিদ্ধান্ত নিয়ে সভাপতিকে ক্ষমতা প্রয়োগ করার অধিকার দিলে তবেই সভাপতি সেই ক্ষমতা প্রয়োগ করতে পারেন। পঞ্চায়েত সমিতির এই ক্ষমতা হয় পঞ্চায়েত সমিতি নিজে প্রয়োগ করবে অথবা সংশ্লিষ্ট স্থায়ী সমিতিকে (এই ক্ষেত্রে শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া স্থায়ী সমিতি) অধিকার প্রয়োগ করতে দেবে। এই অবস্থায়, কোন সভাপতি যদি নিজেই প্রতিনিধি সম্বন্ধ সিদ্ধান্ত নিয়ে থাকেন, তাহলে তিনি পরবর্তী সভায় (পঞ্চায়েত সমিতি অথবা সংশ্লিষ্ট স্থায়ী সমিতি) তার প্রস্তাব উপস্থাপিত করবেন। যদি সভায় অন্য কোন সিদ্ধান্ত হয়, তাহলে পূর্বে মনোনীত সদস্যকে প্রত্যাহার করে পরবর্তীকালে মনোনীত সদস্যের নাম জানিয়ে দিতে হবে। এই বিষয়ে যে নিয়ম ও আদেশ কার্যকরী আছে তার পরিপ্রেক্ষিতে এবং পঞ্চায়েত ক্ষমতার বিকেন্দ্রীকরন স্বচ্ছতা ও দায়বদ্ধতার নীতির উপর ভিত্তি করে যে আবহমন্ডল গড়ে উঠেছে তার অনুসরনে এই বিষয়ে পঞ্চায়েত সমিতি সভাপতির একক সিদ্ধান্ত গ্রহন কখনই যুক্তি-যুক্ত হবে না।

কাঁথি ১নং পঞ্চায়েত সমিতি এবং সেইসঙ্গে অন্যান্য পঞ্চায়েত সমিতিকে এই বিষয়ে সম্যক অবহিত করার জন্য আপনাকে অনুরোধ জানান হল।

আপনার বিশ্বস্ত,
দিলীপ চক্রবর্তী
উপসচিব।

নং : ৮৭১/১ (২০)পি.এন./ও/১ /১পি - ২০/৯৫ তারিখ : ১৪.৩. ১৯৯৭

অনুলিপি অবগতি ও যথাবিহিত পদক্ষেপ গ্রহনের জন্য জানান হল।

১) জেলা পঞ্চায়েত আধিকারিক ..... জেলা
(মেদিনীপুর ব্যতীত সকল জেলা)।

২) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন।

৩) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষন সংস্থা, কল্যানী।

উপসচিব।

No. 2322/I/Panch/4A-2/81 **Date : 6.10.94**

From : The OSD & Ex-Officio Dy. Secy, to the Govt. of West Bengal

To : The District Panchayat Officer, Bankura

Sub : **Admissibility of T. A. & D. A. to the Sabhapati and Sahakari Sabhapati of Panchayat Samiti.**

Ref : His Memo. No. 732/P, dated 23.8.94

The undersigned is directed to refer to the above subject and to say that in view of the fact that as the Sabhapati and Sahakari Sabhapati of Panchayat Samiti have now been declared as whole time functionaries and are entitled to a monthly remuneration, no T. A. & D. A. is admissible to them for attending the meetings of Panchayat Samiti, Sthayee Samitis and other meetings held at the Office of the Panchayat Samiti.

Sd/- D. Chakraborty

OSD & Ex-Officio Dy. Secy, to the
Govt. of West Bengal.

No. 477/I/Panch/2A-2/93 **Date : 9.3.94**

ORDER

In exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to direct that in the event of a member being elected to the office of the Karmadhyaksha in more than one Sthayee Samiti of a Panchayat Samiti, his remuneration as Karmadhyaksha shall be admissible for that Office of the Karmadhyaksha to which he is first elected and officiating and no remuneration shall be admissible for any such office to which he is subsequently elected.

By order of the Governor,

Sd/- S. N. Ghosh
Secretary to the Govt. of West Bengal.

No. 874/I/Panch/0-6/93 (Pt. III) **Date : 28.3.94**

ORDER

In pursuance of this Department Order No. 3368/I/Panch/0-6/93 dated 16.11. 93, the Governor is pleased hereby to declare that while S. D. O. having jurisdiction shall continue to act as Controlling Officer in respect of Sabhapati of a Panchayat Samiti, the Sabhapati shall act as controlling Officer in respect of remuneration or honoraria bills of Sahakari Sabhapati and Karmadhyaksha of a Sthayee Samiti of Panchayat Samiti.

By order of the Governor,

Sd/- S. N. Ghosh
Secretary to the Govt. of West Bengal.

No. 1397/PN/O/I/2A-2/93 **Dated : 15.6.95**

From : Shri S. N. Ghosh
Secy. to the Govt. of West Bengal

To : The Sabhadhipati
Howrah Zilla Parishad

Sub : **Clarification regarding section 125(4) of the West Bengal Panchayat Act, 1973**

Sir,

I am directed to refer to your D. O. No. PAS-38 dt. 26.5.95 addressed to the M. I. C of this Deptt. on the subject mentioned above and to say that under the provision referred to a Karmadhyaksha is not empowered to convene a meeting of the officers and staff of the Panchayat Samiti even if involved in execution of schemes of that Sthayee Samiti.

The Karmadhyaksha may, however when authorised by the Sthayee Samiti (obviously such authorisation can be made in an earlier meeting) require any officer or staff of Panchayat Samiti having functional linkage to attend a meeting of the Sthayee Samiti in terms of Sec. 125(4) (C) of the West Bengal Panchayat Act, 1973.

Yours faithfully,

Sd/- S. N. Ghosh

Secy. to the Govt. of West Bengal

No. 3257/I/Panch/1A-12/93 **Dated, Calcutta, the 18.10.93**

ORDER

Whereas the Development and Planning (T & CP) Department of this Government in its notification No. 4350-T & CP/1C-6/89 dated 28. XI. 1991, declared under sub-section (3) of section 9 of the West Bengal Town and Country (Planning and Development) Act, 1979 (West Ben. Act XIII of 1979), certain areas within the jurisdiction of Padima-I Gram Panchayat, Padima-II Gram Panchayat and Talgachari-II Gram Panchayat under Ramnagar-I Panchayat Samiti as specified in the schedule of the aforesaid notification, as planning Area ;

And whereas under notification No. 857-T&CP/1C-6/87 dated 4.3.1993, Urban Development (T &CP) Department of this Government, constituted Digha Development Authority in respect of the said planning Area ;

And whereas the aforesaid Digha Development Authority in pursuance of the provisions under section 55 read with section 56 of the West Bengal Town and Country (Planning & Development) Act, 1979, has initiated preparation of development plan, land use map and outline development plan and has framed and published guidelines prohibiting, inter alia, any change in the use of land or development of land without obtaining no-objection certificate from the Digha Development Authority ;

And whereas in consequence of the action so far taken by the said Digha Development Authority, provisions under sub-section (1) read with subsection (2) and sub-section (8) of section 114A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) is brought into force ;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to direct that Section 23, section 24 and section 24 ibid shall cease to be in force in the area covered by the notification No. 4350-T & CP/IC-6/89 dated 28.Xl.1991 of the Development & Planning (T & CP) Department of this Govt. from the date of issue of the said notification.

By order of the Governor,

Sd/- S. N. Ghosh
Secretary to the Govt. of West Bengal

No. 3258/I/Panch/lA-12/93 **Dated, Calcutta, the 18.10.93**

ORDER

Whereas under this Department order No. 3257/I/panch dated 18.10.93 the Planning Area under. Digha Development-Authority as specified under notification No. 4350-T & CP/IC-6/89 dated 28.11.1991 of the Development and Planning (T & CP) Department of this Government, comes within the jurisdiction of Ramnagar Panchayat Samiti in terms of Section 114A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973);

And whereas the State Government is of opinion that Ramnagar-I Panchayat Samiti at present does not have adequate machinery to implement the provisions of Section 114A ibid ;

And whereas the Digha Development Authority is provided with adequate machinery to implement the provisions of Section 114A ibid;

And whereas the aforesaid Authority has initiated preparation of development plan, land use map and outline development plan and has framed and published guidelines to be followed, inter alia, in respect of any change in use of land or development of land ;

Now, therefore, in .exercise of the power conferred under Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to direct that the Digha Development Authority constituted under notification No. 857-T & CP/1C-6/87 dated 4.3.1993 of Urban Development (T & CP) Department of this Government, shall exercise the powers, perform the functions and discharge the duties conferred under Section 114A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) on behalf of Ramnagar-I Panchayat Samiti until further direction.

By order of the Governor,

Sd/- S. N. Ghosh
Secretary to the Govt. of West Bengal

SITE SELECTION COMMITTEE FOR BLOCK/PANCHAYAT SAMITI

No. 169(15)-CDP/H/2B-23/79 **Calcutta, the 6th January, 1984**

From : The Deputy Secretary to the Govt. of West Bengal.

To : The District Magistrate/Dy. Commissioner,.....

Sub : **Reconstitution of the Site Selection Committee for Block/ Panchayat Samiti office.**

In supersession of this Deptt. Order No. 6860(15)-CDP/2B-23/79 dated 14.5.79 the Government has decided to reconstitute the existing committee for selection of the site of the Block/Panchayat Samiti offices, where such offices have not yet been constructed, with the following members as indicated below:

(1) Sabhadhipati of the Zilla Parishad . . Chairman of the Committee

(2) District Magistrate/ Deputy Commissioner . . Vice-Chairman

(3) Sub-Divisional Officer . . Member

(4) Principal Agricultural Officer/Dist. Agricultural Officer . . ,,

(5) One Representative from Health Deptt. . . ,,

(6) One Representative from P.W. Deptt. . . ,,

(7) M.L.A. or M.L.A-'s of the Block concerned (not being Minister) . . ,,

(8) Representative of a Minister where the Minister is an M.L.A. of the Block concerned . . ,,

(9) Sabhapati of the Panchayat Samiti concerned . . ,,

(10) Block Development Officer and ex-officio Executive Officer, Panchayat Samiti . . ,, Member-Convenor

II. While selecting the site, the following facts should be taken into consideration :

(1) The area of the land should not be less than 2 acres.

(2) Preference should be given to khas or vested land. In case suitable khas or vested land is not available, proposal for acquisition of land may be mooted as per normal rules even though the land may be formally gifted.

(3) Land so selected must be high and should not involve any extra development cost. The land should be near about/not far from some highway and should be connected by easy communication to District and Sub-divisional headquarters.

(4) Amenities viz. Post Office, Thana, Market, School, Railway Station should be available within reasonable distance.

(5) The site should be located in a central position in the jurisdiction of the Block/Panchayat Samiti with a branch of one of the Nationalised Banks nearby, as far as possible.

III. The Committee will send its recommendation about the site selected along with a Site Plan to the State Govt. i.e. Panchayats & C.D. Deptt.

IV. The State Government will consider the recommendation of the Site Selection Committee and its decision thereon shall be final.

Sd/-

Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 438/SS/PN/O/I/3R-6/2004(Pt.-II) **Dated : 11.06.2015**

NOTIFICATION

Whereas, in terms of the provisions of rules 64 to 83 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008 read with section 114A of the West Bengal Panchayat Act, 1973, a Panchayat Samiti shall control building operations within the jurisdiction of a Development Authority under the area of the Panchayat Samiti following the procedure mentioned therein;

And whereas, the State Government in its 'ease of doing business initiatives' had been contemplating to simplify the procedure for granting permission for erection of new structure or a new building or to make any addition to an existing structure or building within the jurisdiction of a Development Authority under the area of a Panchayat Samiti for the purpose of setting up of industry;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration is hereby pleased to issue the following instructions :

(1) In case of erection of a new structure or a new building or to make any addition to an existing structure for the purpose of setting up of an industry other than an industry in any industrial estate or industrial park within the jurisdiction of a Development Authority under the area of a Panchayat Samiti, application in Form 4A, in triplicate, along with all relevant documents as required in rule 65 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008 shall be submitted in the designated office of the Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce & Industries of the State Government. The designated office of the said Departments, after scrutiny to check the completeness of the said application, shall forward the application to the Panchayat Samiti or the Zilla Parishad concerned or the Panchayats & Rural Development Department for vetting, depending upon the plinth area and the height as specified in the rule 74 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008. When vetting **of** the Panchayats & Rural Development Department is necessary, the application shall be forwarded by the designated office of the Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce & Industries to the Panchayats & Rural Development Department through the Zilla Parishad concerned. The Panchayat Samiti concerned shall finally accord permission.

(2) If the State Government or an authority or an agency under the State Government intends to set up or has set up an industrial estate or industrial park within the jurisdiction of a Development Authority under the area of a Panchayat Samiti, application for erection of any structure or building or any addition to the structure or building for setting up an industry within such industrial estate or

industrial park shall be submitted directly to the industrial development authority or corporation or other organization as the State Government may by notification specify (e.g. WBIDC, WBSIDC, WBIIDC & WEBEL) giving proper intimation to the Panchayat Samiti concerned. The industrial development authority or corporation shall finally accord permission.

(3) Fees for the purpose of erection of a new structure or a new building or to make any addition to an existing structure for industry other than an industry in any industrial estate or industrial park shall not be deposited along with the application form as mentioned in rule 66 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008. Instead, fees for the purpose shall be deposited at the office of the Panchayat Samiti at the time of collection of the approved plan.

(4) If the erection of a new structure or a new building or to make any addition to an existing structure or building is only for setting up of an industry in any industrial estate or industrial park, the required fees shall be deposited to the office of the Panchayat Samiti concerned by the applicant after sanction of the plan by the industrial development authority/corporation/other organization but before collection of the sanctioned plan from the sanctioning authority.

(5) For erection of a new structure or a new building or to make any addition to an existing structure for the purpose of setting up of an industry other than an industry in any industrial estate or industrial park within a Panchayat Samiti having plinth area upto 300 sq meter and height upto 6.5 meter, the Panchayat Samiti concerned shall accord permission; for plinth area more than 300 sq meter and height upto 15 meter, vetting of building plan by the Zilla Parishad is necessary; and for building of height more than 15 meter, vetting of the building plan by the Panchayats & Rural Development Department is necessary. Permission shall ultimately be granted by the Panchayat Samiti on the basis of the vetting of the building plan by the authority concerned.

(6) In case of direct permission by Panchayat Samiti for construction of building as per plinth area and height, the time limit for according permission will be 30 (thirty) days from the date of receipt of the application, which must be complete in all respects, at the office of the Panchayat Samiti. When the vetting of the building plan plan by a Zilla Parishad is necessary, the Zilla Parishad concerned shall take all necessary measures for vetting of the plan in such a way that permission can be granted by the Panchayat Samiti within 30 (thirty) days from the date of receipt of the application, which must be complete in all respects, at the office of the Zilla Parishad. When the

vetting of the building plan by the Panchayats & Rural Development Department is necessary, it shall take all necessary measures for vetting of the plan in such a way that permission can be granted by the Panchayat Samiti within 60 (sixty) days from the date of receipt of the application, which must be complete in all respects, at the office of the Zilla Parishad. If permission is not accorded within such time limit, it shall be presumed that the Panchayat Samiti has accorded permission.

(7) In case any application along with a site map and a construction plan, complete in all respects, is received by a Panchayat Samiti for No Objection Certificate (NOC) for construction of a drainage system for clearance of storm water or appropriate sewage prior to commencement of construction activity for the purpose of setting up of an industry within the jurisdiction of a Development Authority, the Panchayat Samiti shall provide the NOC within 15 days. If permission is not accorded within such time limit, it shall be presumed that the Panchayat Samiti has accorded permission.

By order of the Governor,

Sd/- D. K. Pal

OSD & EO Special Secretary to the
Government of West Bengal

No.438/1(58)/SS/PN/O/I/3R-6/2004(Pt.-II) **Dated : 11.06.2015**

Copy forwarded for information and necessary action to:

(1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building, 63 N.S Road, Kolkata-700001

(2) The District Magistrate & Executive Officer.....Zilla Parishad (All)

(3) The Additional Executive Officer,.....Zilla Parishad (All)/Mahakuma Parishad

(4) The District Panchayats & Rural Development Officer,.....

He is requested to communicate the copy of this order to all Panchayat Samitis and Gram. Panchayats within the district.

Sd/- D. K. Pal

OSD & EO Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 439/SS/PN/O/I/3R-6/2004(Pt.-II) **Dated : 11.06.2015**

NOTIFICATION

Whereas, in terms of the provision of rule 57 to 63 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008, a Panchayat Samiti shall grant license for running a dangerous and offensive trade within its jurisdiction following the procedure mentioned therein;

And whereas, the State Government in its 'ease of doing business initiatives' had been contemplating to simplify the procedures in issuing/granting various certificates/ licenses by different Government Departments/ local authorities;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration and in supersession of the Order No.l 154/PN/O/I/2M-4/ 03(Pt.-I) dated 27/03/2015, is hereby pleased to issue the following instructions :

(1) Henceforth, any 'dangerous and offensive trade' as mentioned in rules 57 to 63 of the West Bengal Pancahayat (Panchayat Samiti Administration) Rules, 2008 shall be called a 'trade of special nature'.

(2) A Panchayat Samiti shall henceforth issue 'certificate of registration' for a 'trade of special nature' instead of'license' for 'dangerous and offensive trade' as mentioned in rules 57 to 63 of the West Bengal Pancahayat (Panchayat Samiti Administration) Rules, 2008.

(3) An application for the purpose shall be submitted to the office of the Panchayat Samiti concerned or through the web portal of the Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce & Industries of the State Government in the modified Form No.6 annexed herewith.

(4) A Panchayat Samiti shall renew the certificate of registration for a trade of special nature as specified by the State Government on the basis of the application submitted by the applicant in modified Form N0.6A and the renewal may be made annually or for three years at a time on realization of the prescribed annual fees for three years at a time.

(5) A Panchayat Samiti shall issue certificate of registration for a trade of special nature in the modified Form N0.6B annexed herewith.

(6) A certificate of registration for a trade of special nature relating to Kerosene, Petroleum, Naptha or any other inflammable oil or spirit and burning or baking of bricks and tiles shall be issued by a Panchayat Samiti if the applicant submits a declaration to the effect that statutory clearances as

required in rule 58 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008, will be obtained by him before commencement of the actual trade and there shall be no need of causing enquiry into the matter by an officer prior to granting any such certificate of registration as required in sub-rule (2) of rule 58 of the said Rules.

(7) A Panchayat Samiti shall issue certificate of registration for a trade of special nature within 15 (fifteen) days from the date of receipt of the application, which must be complete in all respects.

(8) The other formalities to be maintained while issuing the certificate of registration for a trade of special nature as enshrined in rule 57, 58, 59, 60, 61, 62 and 63 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008 shall remain unchanged.

By order of the Governor,

Sd/- D. K. Pal

OSD & EO Special Secretary to the
Government of West Bengal

No. 439/1(58)/SS/PN/O/I/3R-6/2004(Pt.-II) **Dated : 11.06.2015**

Copy forwarded for information and necessary action to:

(1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building, 63 N.S Road, Kolkata-700001

(2) The District Magistrate & Executive Officer.....Zilla Parishad (All)

(3) The Additional Executive Officer,.....Zilla Parishad (All)/Mahakuma Parishad

(4) The District Panchayats & Rural Development Officer,.....(All)

He is requested to communicate the copy of this order to all Panchayat Samitis and Gram Panchayats within the district.

Sd/- D. K. Pal

OSD & EO Special Secretary to the
Government of West Bengal

FORM 6

[see rule 57]

Application for certificate of registration for trade of special nature

To

The Executive Officer

.....Panchayat Samiti

District.....

I hereby apply for licence for use of the place covered by plot / plots no(s)..... of mouza ....., J.L.No. ..... under Police Station..... in the district of .....boundaries of which are given below for carrying on the trade or business of.....which has been declared by the State Government as trade of special nature. If it is decided by the authority to grant for the current year /for the next three years at a time the certificate of registration applied for, I shall be bound to deposit the prescribed fee for such registration and strictly observe the conditions of the certificate of registration, on default of which the certificate of registration shall be liable to be cancelled on prior notice of one clear month when I shall be bound to close down the said trade or business with immediate effect. I shall also be bound to apply for renewal of such certificate of registration for the next financial year/ for next three financial years at a time for carrying out the same trade or business at the same place under the same terms and conditions.

Boundaries :

East -

West -

North -

South -

Signature with date .....

Name in Block letters .....

Address .....

Date .....

FORM 6A

[see rule 61]

Application for renewal of certificate of registration for trade of special nature

To

The Executive Officer

.....Panchayat Samiti

District.....

I hereby apply for renewal of Registration Certificate.....issued on.....(date) in my favour for next financial year/ for next three financial years at a time for carrying on the trade or business of.....at the same place *with change of boundaries as shown below. I also declare hereby that if it is decided to renew the certificate of registration, 1 shall deposit the requisite amount of the fee at the prescribed rate and shall abide by the terms and conditions set forth in the certificate of registration issued earlier.

Boundaries (Need not be filled if there is no change) :

East -

West -

North -

South -

Signature .....

Name in Block letters .....

Address .....

Date .....

---

*Please delete if there is no change.

FORM 6B

[see rule 61]

Form of certificate of registration for trade of special nature

Name of Panchayat Samiti.....

Name of District.....

Registration No.....(Year) Date.....

Certificate of registration issued to (Name of the Proprietor/Partner/Director)

.....

for the period of.....

Address of the applicant.....

Description of trade or business.....

Boundaries of the place of trade or business

East-

West-

North-

South-

Comprising Plot No (s).

Mouza ..... J.LNo. .....

The terms and conditions printed overleaf are to be strictly observed. Grant of this certificate for registration does not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later, the registration shall be liable to be cancelled and the trade/business closed down with immediate effect.

The Panchayat Samiti acknowledges a sum of Rs..... (in words.....

.....) only from M/S.....

Vide Receipt No.....dated.....

Signature of the Cashier/Accounts Clerk.....Panchayat Samiti

Date :

Signature of the Executive Officer / Jt. Executive Officer of.....

Panchayat Samiti

Date :

Certificate of registration renewed under the same terms and conditions (with change of boundaries as noted above) on receipt of requisite annual rate of fee for the year / for three years at a time

Year/Years

(1)

(2)

(3)

Signature of the Executive Officer / Jt. Executive Officer with date

.....

Conditions for registration of trade of special nature -

The applicant shall abide by the following terms and conditions: -

(i) for running of trade relating to or dealing with kerosene, petroleum or naptha or any other inflammable oil or spirit, the provision of the Petroleum Act, 1934 shall strictly be complied with.

(ii) for running of trade connected with the burning or baking of bricks or tiles, the permit referred to in the West Bengal Land & Land Reforms Manual, 1991, shall be obtained.

(iii) the place may be inspected at any reasonable hour of any day by the Sabhapati or Sahakari Sabhapati of the Panchayat Samiti, Karmadhyaksha ofJanaswastha O Paribesh Sthayee Samiti, Executive Officer of the Pancayat Samiti or any other authorised officer, not below the rank of an Extension Officer;

(iv) manufacturing, processing or any other work carried on under the registration in the specified premises shall be maintained in such a manner so as not to cause any injury, danger, annoyance or offence to the sense of sight, smell or hearing of persons residing in the neighbourhood;

(v) the certificate of registration shall relate only to such trade or business as is specified in it;

(vi) the certificate of registration shall relate only to such place as is specified in it

(vii) there shall be satisfactory arrangement for drainage of waste water and effluents, disposal of solid wastes and control of gaseous emissions to prevent nuisance in the place and its neighbourhood;

(viii) the registration shall be liable to be cancelled in the event of contravention of any of the condition laid down in clause (i) to (vii) or on any other ground as may be considered important by the Panchayat Samiti on service of prior notice of one clear month when the applicant shall be bound to close down such trade or business with immediate effect;

(ix) the registration is subject to renewal on payment of requisite fee for every financial year/ three years at a time and the authority reserves the right of withholding such renewal on such ground or grounds as may be intimated to the applicant."

Chapter - 10

Clarifications & Orders relating to functioning of Zilla Parishad

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	41I(20)/PN/O/I/1A-4/2014	03.02.2015	ZP	Benefits/facilities admissible to the Sabhadhipati of ZP and SMP
2	4973/PN/O/I/1A-6/2014	12.12.2014	ZP	Order relating to the purchase of land by the Ziila / Mahakuma Parishads
3	3171-LP/1A-3/2014	25.11.2014	ZP	Purchase policy of land for infrastructure projects
4	3145-LP/lA-03/14	24.11.2014	ZP	
5	2694(18)/PN/O/I/1A-5/2013	23.06.2014	ZP	Guidelines relating to recruitment of OSD to Sabhadhipati of Zilla Parishad / Mahakuma Pamshad
6	245/PN/O/I/1A-5/2013	17.01.2014	ZP	Creation of 18 (eighteen) temporary posts of Officer on Special' Duty (OSD) to provide seretariai support to the Sabhadhipatis of Zilla Parishads/Siliguri Mahakuma Parishad
7	1694/PN/O/I/1A-6/2005	29.03.2010	ZP	Identity Card for Zilla Parishad Members
8	1039(19)/PN/O/lll/2S-05/2010	23.02.2010	ZP	Disciplinary control of employees of Zilla Parishad / Siliguri Mahakuma Parishad
9	3355/PN/O/I/2A-2/98	27.07.2009	ZP	Inclusion of subject matter cf Shishu 0 nari Unnayan in the Khadya Sarabaraha Tran 0 Jana Kalyan Sthayee Samiti
10	3507/PN/O/1/2A-l/93(PT-3)	28.08.2008	ZP	Leave of ZP Members / Officer Bearers
11	4281(17)/PN/O/I/O-2/2008	21.10.08	ZP	Benefits/facilities admissible to the Sabhadhipati of ZP and SMP
12	5602/PN/O/I/IL-24/07	24.12.2007	ZP	Transfer of land to Sunderban Development Board
13	270/PN/N/O/I/2A-1/2005	24.01.2006	ZP	Powers, functions and responsibilities of the AEO, Secretary, Deputy Secretary, Addl. Deputy Secretary, Financial Controller and Chief Accounts Officer of ZP including SMP
14	4583/PN/O/I/1A-5/01	13.07.2005	ZP	Permission for taking public donation for improvement of a village road under Bandul-I Gram Panchayat of Burdwan-I Panchayat Samiti
15	1761/PN/O/III/1R-9/2004	25.05.2004	ZP	Function of the Secretary & Deputy Secretary

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
16	524/PN/O/I/O-17/2003	17.02.2004	ZP	Entitlements of the Confidential Assistant to the Sabhadhipati, ZP
17	98-PN/O/1/3C-7/2003	07.01.2004	ZP	Formation, Power & Function of District Council
18	4054-PN/O/III/2S-19/03	31.10.2003	ZP	Economy memasures regarding use of telephone, vehicle, re-employment, allow-ances, etc.
19	1424/PN/O/I/3C-5/2002(PT-I)	21.04.2003	ZP	Function of Shayee Samitis
20	4023(17)/PN/O/I/O-17/93	26.09.2001	ZP	Benefits/facilities admissible to the Sabhadhipati of ZP and SMP
21	841(17)/PN/O/III/4C-2/99	11.03.1999	ZP	Setting up of Public Grievance and Assis-tance Offices inspection of
22	840(17)/PN/O/III/4C-2/99	11.03.1999	ZP	Setting up of Public Grievance and Assis-tance Offices inspection of
23	3208/PN/O/I/2A-1/85(PT-III)	26.08.1998	ZP	Election to the office of the Karmadhyaksha in Sthayee Samiti
24	1235(17)-PN/N/III/1M-4/98	09.04.1998	ZP	Medical benefits of Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad
25	5512(34)/PN/O/III/2E-44/97	17.12.1997	ZP	Admissibility of Road Rollers for Zilla / Mahakuma Parishad
26	5396(34)/PN/O/III/2E-97/97	10.12.1997	ZP	Fixation of admissible limit of Small Vehicles for Zilla / Mahakuma Parishad
27	4887/PN/O/I/1A-10/88(Pt-I)	10.10.1996	ZP	Ferry (Launch) Service
28	4115/1-AR	08.09.1993	ZP	Status of Sabhadhipati
29	342 AZP	29.01.1979	ZP	Rules on Powers, Functions and Duties of the Executive Officer and the Secretary of the Ziila Parishad

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building, HC-7 Block, Sector III
Salt Lake City, kolkata-700 106

No. 411(20)/PN/O/I/1A-4/2014 **Date: 03.02.2015**

From : D. K. Pal,
OSD & Ex-officio Special Secretary
to the Government of West Bengal

To : The Executive Officer,.....Zilla Parishad
/Siliguri Mahakuma Parishad (All)

Sub : Benefits/facilities admissible to the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad.

Sir,

I am directed by order of the Governor to say that following declaration of the State Government to the effect that the Sabhadhipati of the Zilla Parishad or the Siliguri Mahakuma Parishad shall enjoy the status of a Minister of State in West Bengal, a proposal for allowing some more benefits/facilities to the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad in addition to what has already been provided by this Department vide No. 4281(17)/PN/O/I/O-2/2008 dated 21. 10. 2008 (Copy enclosed) was under active consideration of the State Government for some time past. Now after careful consideration, the Governor, in continuation and in partial modification of the said Memo., is pleased hereby to decide that any Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad is entitled with immediate effect to the Medical facilities in the manner as described in this Department's Memo. No. 1235(17)/PN/N/III/lM-4/98 dated 09. 04. 1998 (Copy enclosed) in respect of Sabhadhipati himself/herself and members of his/her family comprising of parents, spouse and legitimate children (including step children) residing with and wholly dependent upon him or her, and unmarried daughters.

This order issues with the concurrence of the Home Department vide u/o No. 45-Home (con) dated 22. 12.2014.

Enclo. As stated.

Yours faithfully,
Sd/- D. K. Pal
OSD & Ex-officio Special Secretary
to the Government of West Bengal

No. 411/1(88)/PN/O/I/1A-4/2014 **Date: 03. 02. 2015**

Copy forwarded for information and necessary action to the:-

1 Accoutant General, (A & E), West Bengal, Treasury Buildings, Kolkata-1.

2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1

3. Office of the Accountant General (Receipts, Works & Local Bodies Audit), West Bengal, 3rd MSO Building, CGO Complex, 5th floor, DF-Block, Sector-I, Salt Lake, Kolkata-64.

4. Examiner of Local Accounts, West Bengal, CGO Complex, 'C' East Wing (5th floor), Salt Lake, DF Block, Sector-I, Kolkata-64.

5. Finance (Budget) Department of this Government.

6. Commissioner & Ex-officio Special Secretary, Finance Department, Internal Audit Wing, Todi Mansion, 8th floor, P-15, India Exchange Place Extension, Kolkata-73.

7. Financial Advisor, Panchayat & Rural Development Department.

8. Sabhadhipati, _____ Zilla/Mahakuma Parishad.

9. District Magistrate, _____.

10. Additional Executive Officer, _____ Zilla/Mahakuma Parishad
Dist. _____.

11. Commissioner, Panchayat & Rural Development, West Bengal.

12. Director, SIPRD, Kalyani.

13. Director of Treasuries, Stephen House, BBD Bag East, Kolkata-1.

14. Treasury Officer, _____ P. O. _____ Dist. _____.

15. Budget Cell of this Department.

Sd/- D. K. Pal

OSD & Ex-officio Special Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-1

No. 4281(17)/PN/O/I/O-2/2008 **Dated : 21.10.08.**

From : M. N. Roy. IAS,
Principal Secretary to the Govt. of West Bengal

To : The Executive Officer, _____ Zilla Parishad/
Siliguri Mahakuma Parishad.

Sub : **Benefits/facilities admissible to the Sabhadhipati of Zilla Parishad snd Siliguri Mahakuma Parishad.**

Sir,

I am directed by order of the Governor to say that following declaration of the State Government to the effect that the Sabhadhipati of the Zilla Parishad or the Siliguri Mahakuma Parishad shall enjoy the status of a Minister of State in West Bengal, a proposal for allowing some benefit/facilities to the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad has been under active consideration of the State Government for some time past. Now after careful consideration the Governor, in partial modification of this Department Memo No. 1235(17)/PN/N/III/lM-4/98 dated 9.4.1998 and in supersession of all earlier Orders in this regard, is pleased hereby to decide that the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad is entitled with immediate effect to the following benefits/facilities :

(i) Medical facilities in the manner as described in this Department Memo No. 1235(17)/PN dated 9.4.1998 in respect of Sabhadhipati himself/herself and members of his/her family that is dependant spouse and legitimate children (including step- children) residing with and wholly dependent upon, him or her, and unmarried daughters ;

(ii) Travelling Allowance at the rate admissible to the highest Grade of State Government employees alongwith a companion of his/her choice, as admissible to the Minister of State on official tour in terms of the provisions contained in Appendix 17 of the West Bengal Service Rules, Part-II ;

(iii) Reimbursement of the cost of electric charges at his official residence provided by the Zilla Parishad/ Mahakuma Parishad or at his own house or any rental house, where he or she usually resides ;

(iv) Reimbursement of the cost of a double burner Gas Oven at his/her residence together with that of not more than two Gas Cylinders per month as may be used by him/her;

(v) Reimbursement of cost of not more than 8(eight) News Papers, national or local published in the district, per day;

(vi) Reimbursement of the cost of telephone call charges, both local calls and STD calls, for his/her residential telephone

(vii) Two Orderlies from the Group-D employees on usual scale of pay amongst the sanctioned staff strength of the Zilla Parishad and Siliguri Mahakuma Parishad.

2. Expenditure for meeting the cost of benefits/facilities referred to in preceding paragraph 1, may be met out of grant-in-aid placed with the Zilla Parishad out of appropriate budgetary provision of the State Government.

The charge is debitable to the head "2515-other Rural Development Programmes-00-101-Panchayati Raj - NP-Non-Plan-014-Grants-in-aid/Contributions to the Zilla Parisliads for meeting the cost of TA, DA, etc. of their members and remuneration of office bearers and other contingent expenditure (PN) -31-Grants-in-aid. –02-other grants" of this Department Budget. Necessary fund will be provided by re-appropriation or otherwise in due course.

3. This order issues with the concurrence of the Finance Department vide F.A Panchayat & Rural Development Department u/o No. 58 dated 29.3.2001.

4. The cancels this Department previous memo No. 4023/PN/O/I/0-17/93 dated 26.9.01.

Yours faithfully.

Principal Secretary to the
Government of West Bengal

No. 4281/1(79)/PN/O/I/O-2/2008 Dated : 21.10.08

Copy forwarded for information and necessary action to the :-

1. Accountant General, (A & E), West Bengal Treasury Buildings, Kolkata-1.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1.
3. Office of the Accountant General (Receipts, works & Local Bodies Audit), West Bengal, 3rd MSO Building, CGO Complex, 5th floor, DF-Block, Sector-1, Salt Lake, Koltata-64.
4. Examiner of Local Accounts, West Bengal, CGO Complex,'C' East Wing (5th floor), Salt Lake, DF-Block, Sector-I, Kolkata-64.
5. Finance (Budget) Department of this Government.
6. Commissioner & Ex-Officio Spl. Secretary, Finance Department, Internal Audit Wing, Todi Manson, 8th floor, P-15, India Exchange Place, Extension, Kolkata-73.
7. Financial Advisor, Panchayat & Rural Development Department
8. Sabhadhipati, _____ Zilla/Mahakuma Parishad, P.O. _____ Dist. _____.
9. District Magistrate, P.O. _____ Dist. _____.
10. Addl Executive Officer, _____ Zilla/Mahakuma Parishad, P.O. _____
11. Joint Secretary, Deptt of Panchayat & Rural Dev., Kolkata-1.
12. Commissioner of Panchayats & Rural Development, West Bengal.
13. Director, S.I.P.R.D., Kalyani.
14. Director of Treasuries, Stephen House, B.B.D. Bag East, Kolkata-1.
15. Treasury Officer , _____ P.O. _____ Dist. _____.
16. Budget Cell of this Department.
17. Office Copy.

Sd/- D. K. Pal

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 1235 (17)-PN/N/III/1M-4/98 **Dated : 9.4.98**

From : The Dy. Secy. to the Govt. of
West Bengal.

To : The Executive Officer,_____Zilla/Mahakuma

Parishad, P.O._____, Dist._____

Sub : Medical benefits of Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad.

A proposal for allowing facilities of medical attendance to the Sabhadhipatis of Zilla Parishads and Siliguri Mahakuma Parishad has been under active consideration of the Sate Govt. for some time past.

2. Now after careful consideration, the Governor has been pleased to decide that the Sabhadhipati of any Zilla Parishad and Siliguri Mahakuma Parishad, on being admitted for the purpose of medical attendance and treatment in a State hospital, clinic, or institution or when treatment in such State hospital, clinic or institution is not available or when facilities available therein appear inadequate, on being admitted for aforesaid purpose in any other medical institution, shall be entitled to benefits of medical attendans and treatment in respect of him-self only and reimbursemant of the cost actually incurred in the manner as follows :-

(i) medical attendance and treatment in state hospital or other medical institution ;

(ii) medical attendance and treatment by any medical practitioner either at his consulting room or at his residance ;

(iii) Pathological , bacteriological, radiological, biochemical or other methods of examination for the purpose of diagonosis carried out in a private laboretory or clinic ;

(iv) denture, if any ;

(v) spectacles, if any ;

(vi) special nursing, if any ;

(vii) medicines, vaccines sera or other therapeutic substances excluding those supplied free of cost treatment in a State hospital,

(viii) engagement of private attendant (bearer or ayah) in State hospital, if required, by the authorities of the said hospital.

3. All claims for re-imbursement of medical expenses except that relating to the fees paid to the medical practitioners shall be supported by prescriptions and receipts or vouchers or cash memos, as the case may be, showing payments made by the patient.

4. In case of any dispute or any doubt as to the admissiblity of any particular item of expenditure for the purpose of re-imbursement, the issue may be referred to this Department and decision of the Department taken in consultation with the Department of Health and Family Welfare of this Government when necessary, shall be final.

5. This order shall be deemed to take effect from September, 1993 when the present bodies of the Zilla Parishads were reconstituted after last General Elections to the Panchayats ; but claims already settled shall not be brought into consideration afresh.

6. Expenditure in the regard shall be met by the concerned Zilla Parisad or Siliguri Mahakuma Parishad out of its own fund.

S. N. Ghosh,
Principal Secretary to the Govt. of
West Bengal.

No. 1235/1(72)-PN/N/III/1M-4/98 dated : 9.4.98.

Copy forwarded for information and necessary action to the :

1. Principal Accountant General (A & E) West Bengal, Treasury Buldgs.
2. Accountant General (Audit-I) West Bengal, 4, Brabourne Road.
3. Accountant General (Audit-II) West Bengal, Poddar Court,
   18, Rabindra Sarani, Calcutta-1.
4. Sabhadhipati,_____ Zilla/Mahakuma Parishad,
   P.O._____, Dist._____.
5. Director of Panchayats & R.D. West Bengal.
6. District Magistrate, _____, P.O._____ Dist. _____
7. Additional Executive Officer, _____ Zilla/Mahakuma
   Parishad, P.O._____, Dist._____.
8. Treasury Officer, _____ P.O._____ Dist._____

Sd/-
Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 4973/PN/O/I/1A-6/2014 **Dated : 12.12.2014**

ORDER

Whereas in terms of Section 175 of the West Bengal Panchayat Act. 1973, the Zilla/Mahakuma Parishads are empowered to acquire, hold and dispose of immovable property and to enter into contracts with previous approval of the prescribed authority;

And whereas, in terms of Notification issued by this Department vide No. 5316/PN/O/I/1A-3/2010 dated 01.07.2010, the Commissioner, Panchayats & Rural Development, West Bengal is the prescribed authority to accord such approval in case of acquisition or disposable of immovable property by Zilla Parishad when the area of the land does not exceed 2 acres and the State Government is the prescribed authority to accord such approval when the area of the land exceeds 2 acres;

And whereas, the Land & Land Reforms Department, Land Policy Branch has issued a Memorandum vide No. 3145-LP/lA-03/14 dated 24.11.2014 allowing the various departments to go in for direct purchase of land for public purpose mainly involving the early commissioning of infrastructure projects like roads, bridges, food godowns, drinking water, flood protection and other similar projects in rural areas through the concerned Zilla/Mahakuma Parishad by adopting the procedure stated in the said Memorandum;

And whereas, it is stated in the said Memorandum that the Panchayats & Rural Development Department will issue direction upon all the Zilla/Mahakuma Parishads concerned to purchase land for other department(s) under Section 212 of the West Bengal Panchayat Act, 1973;

Therefore, after careful consideration of the entire matter and in exercise of the power conferred under Section 212 of the West Bengal Panchayat Act, 1973, the Governor is hereby pleased to issue direction upon all the Zilla/Mahakuma Parishads concerned to purchase land for any department of the State Government by adopting the procedure and terms and conditions as stated in the aforesaid Memorandum and abiding by the provisions of the West Bengal Panchayat Act, 1973.

By order of the Governor

Principal Secretary to the
Government of West Bengal

No. 4973/l(58)/PN/0/I/lA-6/2014 Dated : 12.12.2014

Copy forwarded for kind information to :

1. The O.S.D. & E.O.A.C.S. & L.R.C. Land and Land Reforms Department, Land Policy Branch, Nabanna (6th Floor).
2. The Sabhdhipati, ...Zilla Parishad (All)/ Siliguri Mahakuma Parishad
3. The Commissioner, Panchayats & Rural Development, West Bengal
4. The Executive Officer, ...Zilla Parishad (All)/ Siliguri Mahakuma Parishad
5. The Additional Executive Officer, ...Zilla Parishad (All) / Siliguri Mahakuma Parishad
6. The District Panchayats & Rural Development Officer, ...District (All)

Sd/- D. K. Pal

OSD & Ex-officio Special Secretary
to the Government of West Bengal

Government of West Bengal
Land and Land Reforms Department
Land Policy Branch
Nabanna (6th Floor)
325, Sarat Chatterjee Road, P.O.-Shibpur, Howrah-711102

No.3171-LP/1A-3/2014 Date : 25/11/2014

From : The O.S.D. & E.O. A.C.S. & L.R.C.

To : The Principal Secretary to the Government of West Bengal

Panchayat & Rural Development Department

Sub : Purchase Policy of land for infrastructure projects.

Sir,

In enclosing the Memorandum No.3145-LP dated 24/11/2014 of this department on the above subject, I am to request you to issue necessary memorandum directing all the Zilla Parishads concerned to purchase land for other Department(s) under section 212 and or any other relevant section of the West Bengal Panchayat Act, 1973.

Yours faithfully,

Enclo: As stated

O.S.D. & E.O. A.C.S. & L.R.C

Government of West Bengal
Land and Land Reforms Department
Land Policy Branch
Nabanna (6th Floor),
325, Sarat Chatterjee Road,
P.S.-Shibpur, Howrah-711 102

MEMORANDUM

No.3145-LP/lA-03/14 Date : 24/11/2014

It has been observed that often important infrastructure projects like food godowns, roads, bridges etc. are not fully commissioned for want of small parcels of land. To ensure the optimal utilisation of public funds and early implementation of such projects, direct land purchase from land owners may become necessary.

2. The state government has considered the immediate need of land for such projects.

3. Now, therefore, the Governor is hereby pleased to allow the various departments to go in for the direct purchase of land for public purpose mainly involving the early commissioning of infrastructure projects like roads, bridges, food godowns, drinking water, flood protection and other similar projects in rural and or urban areas through Zilla Parishad/Municipality/Municipal Corporation/other Govt. bodies and para statals, as the case may be, by adopting the following procedures:

(i) The administrative department(s) will take concurrence of the Standing Committee on Industry, Infrastructure & Employment before going ahead with the purchase of land indicating its tentative location and quantum.

(ii) A 15-day local notice mentioning preference and details of land intended for purchase shall be given in the public offices and local newspaper(s) informing the prospective land owners and requesting them to submit application in plain paper indicating their intention to sell their lands.

(iii) The department concerned will select the appropriate plot(s) of the land to be purchased as per suitability and other considerations from among the applications/offers received on the basis of the notice.

(iv) The relevant administrative department will undertake land searching through the panel advocate(s) at the respective sub-registry office to guard against fraudulent transfer. Besides, the BL & LRO will verify the right and title of the selected lands within 14 days and shall furnish report in the enclosed format to the purchase committee.

(v) Land would be purchased through the Zilla Parishad/Municipality/Municipal Corporation/Parastatal as may be decided by the administrative department(s).

(vi) Funds will be allotted to the Zilla Parishad/Municipality/Municipal Corporation/Parastatal by the administrative department for payment to land owners and payment will be made to their bank accounts. An appropriate administrative cost will be given to Zilla Parishad/Corporation by the administrative department.

(vii) A committee of the following officials will finalise the price of land for the purchasing department :

(a) Nominee of the government - Chairperson

(b) DL & LRO - Member

(c) Special LAO - Member

(d) Two members from the concerned Panchayat Samity to be nominated by the Chairperson - Members

(e) FC & CAO, Zilla Parishad - Member

(f) Representative of administrative department - Member

(g) District Registrar - Member

(h) Secretary Zilla Parishad - Member Secretary

In case of purchase of land for Municipal areas, the Chairman of Municipality will also be a Member of the Committee in place of the members of Panchayat Samities in SI. (d).

(viii) For areas under Municipal Corporations the Purchase Committee will be as follows:

(i) State Government nominee - Chairperson

(ii) Mayor - Member

(iii) Municipal Commissioner/CEO, Corporation - Member

(iv) DL & LRO/ 1st LA Collector - Member

(v) District Registrar - Member

(vi) Special LAO - Member

(vii) Two members from Ward Councillors to be nominated by the Chairperson - Members

(viii) Chief Municipal Auditor, Corporation - Member

(ix) Secretary, Corporation - Member Secretary

(ix) Value of buildings/structures, would be assessed by the Executive Engineer, PWD/Municipal Engineering Directorate/ District Engineer/ Executive Engineer, Zilla Parishad or by such agency as the administrative department may decide.

(x) The base price of the land will be determined taking into account the assessed value of land or set forth value of land whichever is higher. Incentive on the price of land finally determined will be given to the land owner if land registration is done: (a) within 30 days - 50% (b) within 31–60 days - 10%, from the date of publication/communication of land price to the landowners. For this purpose, individual land owner will be informed of the price of land in writing by the Member-Secretary of the Land Purchase Committee, for registration of sale deed.

(xi) After the purchase of land from the land owners, land will be registered in the name of Zilla Parishad/ Municipality/Municipal Corporation/Parastatal. Thereafter, Zilla Parishad/Municipality/ Municipal Corporation/Parastatal, as the case may be, could formally transfer the land in favour of administrative department(s).

(xii) Care would be taken by the Zilla Parishad/ Municipality/Municipal Corporation/Parastatal to ensure that the entire transaction is fair and transparent and it is based on mutual consent. There shall be no element of coercion.

(xiii) Stamp duty shall be exempted for such purchase of land by Zilla Parishad/ Municipality/ Municipal Corporation/ Parastatal and also for subsequent transfer to administrative department(s).

(xiv) The Panchayat and Rural Development Department will issue direction upon all the Zilla Parishads concerned to purchase land for other department(s) u/s. 212 of the West Bengal Panchayat Act; 1973.

(xv) The Municipal Affairs Department will issue direction upon all the Urban Local Bodies to purchase land for other department(s) u/s. 429B of the West Bengal Municipal Act, 1993.

(xvi) In case, the aforesaid Purchase Committee fails to perform its functions within a reasonable time the administrative department would be free to use any Corporation /Parastatal /Authority under its control to purchase the land on the same terms & conditions as prescribed above.

(xvii) This has the concurrence of the Finance Department vide U.O. No. Group T/2014-2015/0784 dated 14/11/2014.

By order of the Governor,

Sd/- A.K. Singh

OSD & EO ACS & LRC

FORMAT

District	Block		
Name of Gram Panchayat	Mouza		Plot No.
Mention the total area of land			
Documents to be examined	Deed	ROR	If ROR is not available, Chain Deed to be examined
Distance from the nearest approach road to the plot of land			
Distance of the source of water from the proposed land (KM/Meter)			
How far is the proposed land from main road (KM/Meter)			
Whether the land gets water logged in the rainy season Yes/No			
Do the land gets flooded during rainy season ? Yes/No			
Mention the type of land according to the slope up land/medium land /low land			
Whether title is clean and land is free from encumbrance			

(Representative of Administrative Department)

(BL & LRO)

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 2694(18)/PN/O/I/1A-5/2013 **Date : 23.06.2014**

From : D. K. Pal
OSD & Ex-officio Special Secretary
to the Government of West Bengal

To : The Executive Officer (All)
.....Zilla Parishad

Sub : **Guidelines relating to recruitment of OSD to Sabhadhipati of Zilla Prishad/Mahakuma Parishad**

Sir,

I am directed to refer to this Department's earlier Order No.245/PN/O/I/1A-5/2013 dated 17.01.2014 regarding creation of 18 (eighteen) temporary posts of Officer on Special Duty to provide secretarial support to the Sabhadhipatis of Zilla Parishads/Siliguri Mahakuma Parishad and to state the following guidelines to be followed in the matter of recruitment to the said post.

1. The recruitment to the post of Officer on Special Duty to the Sabhadhipati will be done through the Zilla Parishad Staff Recruitment Committee as referred to under rule 5 of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997.

2. Notice inviting applications from eligible candidates will be given wide publicity and published in the official website and in newspapers having wider circulation.

3. Eligibility criteria in terms of Order No. 245/PN/O/I/1A-5/2013 dated 17.01.2014 must be mentioned in the notice. Each candidate must also mention in his/her application that no vigilance case is pending against him/her.

4. The duly authenticated document showing the post held before superannuation, date of superannuation and current age must also be attached with the application.

5. The duly authenticated document showing last pay drawn and document showing the current amount of pension must also be attached with the application.

6. The selection will be made through interview. The total marks of interview and the apportionment of marks amongst different members of the Committee will be decided by the Committee.

7. Based on the decision of the Zilla Parishad Staff Recruitment Committee, the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad will send a panel of eligible candidates prepared in order of merit to the State Government in the Department of Panchayats & Rural Development for approval.

8. The tenure of OSD so appointed will remain valid till the age of 65 years or till the completion of term of existing body of the Zilla Parishad/ Siliguri Mahakuma Parishad. whichever is earlier.

Yours faithfully,
(D.K.Pal)

No. 2694(18)/l(36)/PN/O/I/1A-5/20l3 Date : 23.06.2014

Copy forwarded for kind information & necessary action to :

1. The Sabhdhipati.....Zilla Parishad/ Siliguri Mahakuma Parishad

2. The Additional Executive Officer,.....Zilla Parishad/Siliguri Mahakuma Parishad.

(D.K.Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No.245/PN/O/I/1A-5/2013 **Dated : 17.01.2014**

ORDER

Sub : ***Creation of 18 (Eighteen) temporary posts of Officer on Special Duty (OSD) to provide secretarial support to the Sabhadhipatis of Zilla Parishads/Siliguri Mahakuma Parishad***

In West Bengal there are 17 (seventeen) Zilla Parishads for the 17 districts and 1 (one) Siliguri Mahakuma Parishad for the Siliguri Sub-Division (enjoying the status of a full-fledged Zilla Parishad) in Darjeeling district. The Sabhadhipatis of these Zilla Parishads/Siliguri Mahakuma Parishad have been declared to have the status of Minister of State vide No. 4115-AR dated 08.09.1993 of the Home (C&E) Department. In order that the Sabhadhipatis of the Zilla Parishads/Siliguri Mahakuma Parishad can discharge their functions effectively, a proposal for creation of 18 (Eighteen) temporary posts of Officer on Special Duty (OSD) to Sabhadhipati for providing secretarial support to the Sabhadhipatis of the Zilla Parishads/Siliguri Mahakuma Parishad was under active consideration of the state Government for some time past.

After careful consideration of the entire matter, the Governor is pleased in the interest of public service to accord sanction to the creation of 18 (eighteen) temporary posts of Officer on Special Duty to Sabhadhipatis in 17(seventeen) Zilla Parishad and l(one) Siliguri Mahakuma Parishad in the Pay Band 4A with Pay Band scale of Rs 15600-42000 with Grade Pay of Rs 6600/- plus usual allowances with effect from the date of issue of this Order and until further orders. The posts created above shall be filled up on re-employment basis from amongst superannuated W.B.C.S. (Exe.) Officers or superannuated Government Officers in general or persons superannuated from Public Sector Undertakings (Central/State) up to the age of 62 years having no vigilance cases pending against them. The remuneration of the superannuated officers to be engaged in the newly created posts will be fixed in terms of Finance Department's No. 3951-F dated 27.05.09 in terms of which the remuneration will be equivalent to the last pay drawn minus pension.

The Governor has been further pleased to declare that the Executive Officers of the Zilla Parishads/ Siliguri Mahakuma Parishad will act as appointing authority for the said posts subject to the approval of the State Government in the Panchayats & Rural Development Department. The costs involved for these posts will be met from out of Grant-in-aid Budget of the respective Zilla Parishads/Siliguri Mahakuma Parishad w.e.f. the dates of filling up of these posts and until further orders. The Governor is also pleased to order that the Executive Officers of the respective Zilla Parishads/Siliguri Mahakuma Parishad will take necessary steps immediately for filling up of the posts at the earliest.

This order issues in concurrence with the Finance Department under their U.O No. 2505 Gr. P(2) dated 22.10.2013 and with the approval of the Cabinet.

All concerned are being informed.

Sd/-
(S. K. Das)
Principal Secretary to the
Government of West Bengal

No.245/l(99)/PN/O/I/lA-5/2013 Dated :17.01.2014

copy forwarded for information and necessary action to:

1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001
2) The Sabhadhipati, ... Zilla Parishad (all) /Siliguri Mahakuma Parishad
3) The Commissioner of Panchayats & Rural Development, West Bengal
4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2 Phears Lane, Kolkata-700012
5) The Joint Secretary, Panchayats & Rural Development Department (PRI Cell)
6) The District Magistrate & Executive Officer, ... Zilla Parishad (all)/Siliguri Mahakuma Parishad
7) The Additional Executive Officer, ...Zilla Parishad (all) / Siliguri Mahakuma Parishad
8) The Sr. P.A. to Hon'ble MIC, Panchayats & Rural Development Department
9) The Sr. PA to the Chief Secretary to the Government of West Bengal
10) The Sr. P.A. to the Principal Secretary, Panchayats & Rural Development Department
11) The Budget Cell, Panchayats & Rural Development Department
12) The District Panchayats & Rural Development Officer, ...(All)
13) The Treasury Officer, ... (All)
14) The Guard File

Sd/- D. K. Pal

Special Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং, ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০০০১

পত্রাংক ঃ ১৬৯৪/পি.এন/ও/এক/১এ-৬/২০০৫ তারিখ ঃ ২৯.৩.২০১০

প্রেরক : মধুমিতা রায়,
যুগ্ম-সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : সচিব,
হুগলী জেলা পরিষদ,
চুঁচুড়া, হুগলী

বিষয় : জেলা পরিষদ সদস্যদের পরিচয় পত্র প্রদান

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনার প্রেরিত গত ১৮/২/২০১০ তারিখের ৪৪৪/এস্টাব/০১/ জেলা নং পত্রের পরিপ্রেক্ষিতে আপনাকে জানাই যে, সকল স্তরের পঞ্চায়েত সদস্যদের পরিচয় পত্র থাকা বাঞ্ছনীয় বলে এ দপ্তর মনে করে। এক্ষেত্রে জেলা পরিষদের সদস্যদের পরিচয়পত্র প্রদানের জন্য জেলা পরিষদের নির্বাহী আধিকারিক ও পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েত সদস্যদের পরিচয় পত্র প্রদানের জন্য পঞ্চায়েত সমিতির নির্বাহী আধিকারিককে দায়িত্ব প্রদান করা হলো। ঐ আধিকারিকগণ প্রয়োজনে তাঁদের অতিরিক্ত নির্বাহী আধিকারিকগণকে অথবা যুগ্ম নির্বাহী আধিকারিকগণকে ঐ দায়িত্ব অর্পন করতে পারেন।

আপানার বিশ্বস্ত
স্বাঃ
যুগ্মসচিব,
পশ্চিমবঙ্গ সরকার

পত্রাংক : ১৬৯৪/১(৭২)/পি.এন/ও/১এ-৬/০৫ তারিখ : ২৯.০৩.১০

অবগতি ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হলো :-

১) সভাধিপতি, ... জেলা পরিষদ (সকল)

২) নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)

৩) সচিব, ... জেলা পরিষদ (সকল)

৪) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)

তাঁকে অনুরোধ করা হচ্ছে এই পত্রের অনুলিপি জেলার সকল পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতকে প্রেরণ করার জন্য।

মধুমিতা রায়
যুগ্মসচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata - 700001

No. 1039(19)/PN/O/III/2S-05/2010 **Dated : 23.2.2010**

From: Special Secretary to the Govt of West Bengal.

To : The Executive Officer,
_____ Zilla Parishad/Siliguri Mahakuma Parishad. (All)

Sub : **Disciplinary control of employees of Zilla Parishads/Siliguri Mahakuma Parishad.**

Several Zilla Parishads have approached this Department for clarification regarding procedure to be followed for the purpose of initiating or conducting disciplinary proceedings against an employee of the Zilla Parishad in matters and in manners not expressly provided in the W. B. Panchayat Act 1973 or the W.B. Zilla Parishads (Election, Constitution and Administration) Rules, 1964.

The undersigned is now directed to say that for the purpose of drawing and concluding disciplinary proceedings against an employee of the Zilla Parishads/Mahakuma Parishad, in matters and in manners not expressly provided in the aforesaid Rules or the Act, the provisions of the W.B. Services (Classification, Control and Appeal) Rules, 1971 shall be followed mutatis mutandis.

Sd/- D. Ghosh
Special Secretary to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 3355/PN/O/I/2A-2/98 **Date : 27.07.2009**

From : The Joint Secretary to the
Government of West Bengal

To : The Additional District Magistrate (Panchayat Election)

&

Additional Executive Officer, Siliguri Mahakuma Parishad.

Sub : **Inclusion of subject matter of Shishu O Nari Unnayan in the Khadya Sarbaraha Tran O Jana Kalyan Sthayee Samiti.**

Sir,

I am directed to refer to your letter no. 30 (Panchayat Election) XX-I-SMP and state that the subjects or issues of Shishu-O-Nari Unnayan shall be dealt by Khadya Sarbaraha Tran O Jana Kalyan Sthayee Samiti so constituted for Siliguri Mahakuma Parishad Vide this Deptt. Order No. 1637/PN/O/I dated.20.06.1994.

Yours faithfully,

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং, ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০০০১

পত্রাংক ঃ ৩৫০৭/পি.এন/ও/১/২এ-১/৯৩ (অংশ-৩) তারিখ ঃ ২৮.০৮.২০০৮

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (পশ্চিমবঙ্গ আইন নং ১৯৭৩-এর ৪১)-এর ১৪৩ ধারার (৮) উপধারা ও ১৪৫ ধারার (১) উপধারা বলে সযত্ন বিবেচনার পর মাননীয় রাজ্যপাল উল্লিখিত আইনের ২১২ ধারায় প্রদত্ব ক্ষমতাবলে সন্তোষ সহকারে নিম্নলিখিত আদেশনামা প্রকাশ ও প্রচার করছেন।

২। জেলা পরিষদ তার সাধারণ সভায় সিদ্ধান্ত গ্রহণ করে কোন পদাধিকারী বা সদস্যকে তাঁর লিখিত আবেদনের ভিত্তিতে ও তার অসুবিধা ও প্রয়োজনের কথা বিবেচনা করে একাধিক্রমে অথবা বিভিন্ন সময়ে কোন ইংরাজী ক্যালেন্ডার বৎসরের মধ্যে মোট অনধিক তিন মাস ছুটি (ছুটি শুরু হওয়ার বা শেষ হওয়ার মাসে যদি উক্ত পদাধিকারী বা সদস্য ১৫ (পনের) দিন বা তার বেশী দিন কাজের দায়িত্বে থাকেন তাহলে সংশ্লিষ্ট মাস উক্ত তিন মাসের মধ্যে গণ্য হবে না। আর ১৫ (পনের) দিনের কম কাজের দায়িত্বে থাকলে সংশ্লিষ্ট মাস ছুটির মাস বলে নির্ধারিত হবে) মঞ্জুর করতে পারে। এই মঞ্জুরীকৃত ছুটির সময়ে তিনি জেলা পরিষদ থেকে তাঁর প্রাপ্য রেমুনারেশন বা ভাতা বা অন্যান্য সুযোগ সুবিধা পাওয়ার অধিকারী থাকবেন।

৩। বিশেষ নিয়ম অনুযায়ী জেলা পরিষদ কোন বিশেষ ক্ষেত্রে কোন পদাধিকারী বা সদস্যদের নিয়ন্ত্রণ বর্হিভূত গুরুত্বপূর্ণ প্রয়োজনের কথা বিবেচনা করে তাঁর লিখিত আবেদনের ভিত্তিতে তাঁকে পূর্বের নিয়ম অনুযায়ী মঞ্জুরীকৃত ছুটি সমেত অনধিক ৩৬৫ দিন ছুটি মঞ্জুর করতে পারে। এই ক্ষেত্রে সংশ্লিষ্ট পদাধিকারী বা সদস্য জেলা পরিষদের অর্থভান্ডার থেকে তাঁর সাধারণভাবে প্রাপ্য রেমনারেশন, ভাতা বা অন্যান্য সুযোগ সুবিধা পাওয়ার অধিকারী থাকবেন না।

এইরূপ ক্ষেত্রে মঞ্জুরীকৃত সময়সীমার মধ্যে সংশ্লিষ্ট পদাধিকারী বা সদস্যের অনুপস্থিতি বিধিসম্মত বলে গণ্য হবে এবং অনুপস্থিতির কারণে তাঁর বিরুদ্ধে কোন আইনানুগ ব্যবস্থা গ্রহণ করা যাবে না।

৪। জেলা পরিষদ উক্ত সময়কালের আতিরিক্ত কোন ছুটি মঞ্জুর করবে না এবং মঞ্জুরীকৃত ছুটির বাইরে কেউ কোন ছুটি উপভোগ করলে বা অনুপস্থিত থাকলে তাঁর বিরুদ্ধে আইনসম্মত ব্যবস্থা গ্রহণ করতে পারবে।

৫। পশ্চিমবঙ্গ পঞ্চায়েত (জেলা পরিষদ প্রশাসন) নিয়মাবলী, ২০০৮-এর মধ্যে এই নির্দেশ অন্তর্ভুক্ত করার জন্য প্রয়োজনীয় পদক্ষেপ গ্রণ করা হচ্ছে।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

পত্রাংক : ৩৫০৭/১(৬)/পি.এন/ও/১/২এ-১/৯৩ (অংশ-৩) তারিখ : ২৮.০৮.২০০৮

আদেশনামার প্রতিলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হল :-

১. কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পঞ্চায়েত ভবন, কলকাতা - ৭০০ ০০১

২. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা।

৩. জেলা শাসক ও নির্বাহী আধিকারিক, ... জেলা পরিষদ

৪. জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)

৫. ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব।

৬. রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব।

(মধুমিতা রায়)
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

NO. 5602/PN/O/I/IL-24/07 **Date:24.12.2007**

ORDER

In exercise of the power conferred by section 175 of the West Bengal Panchayat Act, 1973(West Bengal Act XLI of 1973), the Governor, on obtaining the views of the South-24 Parganas Zilla Parishad and considering the various aspects involved herein, is pleased hereby to accord approval to the transfer of land belonging to South 24 Parganas Zilla Parishad on lease for a period of 60(sixty) years to Sundarban Development Board for the purpose of construction of a building which shall be utilized for short duration stay of the people coming from the remote areas of the Sundarbans seeking medical treatment, interview and admission in the academic institutions, vocational activities for employment generation, and other services of public utility subject to the condition that the stamp duty etc required for transfer of such land shall be borne by the Sundarban Development Board.

The Governor after taking into consideration the suggestions of the South 24 Parganas Zilla Parishad vide their letter no.2255/ZP/RV-V/48 dated 4.10.07 is further pleased to direct that both the lessor(South 24 Parganas Zilla Parishad) and the lessee (Sundarban Development Board) shall comply the following terms and conditions in respect of the land described below :-

(1) that the lease right of the lessee i.e.the Sundarban Development Board shall be valid from the date of execution of Deed of Conveyance ;

(2) that after completion of the lease period, the lessor shall have an option to renew the lease or to execute fresh lease in accordance with the laws prevalent at that time ;

(3) that the Sundarban Development Board shall not sub-let or sub-lease any part of the land to any organization/Agency ;

(4) that the water body in the land measuring more or less one bigha should be maintained by the Sundarban Development Board ;

(5) that the day to day management and maintenance of the building will be done by the Sundarban Development Board.

The Schedule

Land of South 24 Parganas Zilla Parishad measuring 2.70 acre located at Mouza Madurdaha J.L.No.12, Plot nos.63-64 in Khatian No. 169 of Tiljala Police Station in the district of South 24 Parganas.

By order of the Governor,

Sd/- M.N. Roy
Principal Secretary to the
Government of West Bengal

NO. 5602/1 (7)/PN/O/I/IL-24/07 **Date : 24.12.2007**

Copy forwarded for information and necessary action to the

1. Sabhadhipati, South 24 Parganas Zilla Parishad.
2. Commissioner, Panchayat & Rural Development Department.
3. Executive Officer, South 24 Parganas Zilla Parishad.
4. Member Secretary & Project Director, Sundarban Development Board.
5. P.A. to the MIC, Sundarban Affairs Department.
6. P.A. to the Minister-in-Charge, Panchayat & Rural Development Department.
7. P.A. to the Minister-of-State, Panchayat & Rural Development Department.

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 270/PN/N/O/I/2A-1/2005 **Date : 24.01.2006**

ORDER

Consequent upon increase of work load in Zilia Parishad for implementation of various programmes / schemes of this Department as well as those of the Line Departments implemented through Zilia Parishad, it has been under active consideration of the Sate Government in the Panchayats and Rural Development Department to delineate and specify the powers, functions and responsibilities of the Additional Executive Officer, Secretary, Deputy Secretary, Additional Deputy Secretary and Financial Controller and Chief Accounts Officer of Zilia Parishad including Siliguri Mahakuma Parishad.

After careful consideration of the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), has been pleased to direct that the Executive Officer of the Zilia Parishad including Siliguri Mahakuma Parishad shall delegate powers, functions and responsibilities, depending on the local situation, to the Additional Executive Officer, Secretary, Deputy Secretary, Additional Deputy Secretary and Financial Controller and Chief Accounts Officer of Zilla Parishad including Siliguri Mahakuma Parishad in the following manner: -

(A) Additional Executive Officer; Additional Executive Officer of Zilla Parishad shall -

(1) exercise administrative control and supervision over -

(a) the office of the Zilla Parishad;

(b) the officers and employees borne on the establishment of the Zilla Parishad; and

(c) the officers and employees working in Zilla Parishad or in institutions under the control of Zilla Parishad or engaged in works transferred by the State Government to the Zilla Parishad;

(2) exercise financial control and supervision over the expenditure in Zilla Parishad;

(3) secure co-ordination between the Zilla Parishad, its Sthayee Samitis and Line Departments' officials in all matters relating to the planning and execution of schemes and works approved by the Zilla Parishad or its Sthayee Samitis;

(4) obtain progress reports from officials of Line Department about execution of schemes and works and submitting it to the Zilla Parishad and its Sthayee Samitis with his comments;

(5) obtain monthly and Annual reports of expenditure of Zilla Parishad from the Financial Controller & Chief Accounts Officer as may be necessary for exercising financial supervision and for placing them in the meeting of Artha Sanstha Unnayan O Parikalpana Sthayee Samiti;

(6) implement and monitor schemes and works for social & economic development as well as decisions arrived at in the meetings of the Zilla Parishad and its Sthayee Samitis regarding such schemes and works;

(7) supervise preparation of outline budget and draft annual action plan of Zilla Parishad;

(8) inspect any institution under the management of Zilla Parishad, work, project or scheme undertaken by the Zitla Parishad or its Sthayee Samitis and any work, project or scheme implemented by the Line Department in consultation or co-ordination with the Zilla Parishad and submit report of his inspection to the Zilia Parishad through the Executive Officer of Zilla Parishad;

(9) look after any other work, which may be assigned to by the Executive Officer of Zilla Parishad from time to time.

He shall work under the general supervision of the Executive Officer of the Zilla Parishad and shall submit all files relating to matters of policy decision to the Executive Officer of Zilia Parishad.

(B) Secretary : Secretary of Zilla Parishad shall -

(1) look after all establishment matters including matters related to maintenance of Service Books, leave sanction, Career Advancement benefits, annual increments, promotional benefits, assets statements, Performance Reports and matters related to appointment of employees of Gram Panchayats, Panchayat Samitis within its jurisdiction and that of Zilla Parishad;

(2) deal with matters relating to Artha Sanstha Unnayan O Parikalpana Sthayee Samiti and other Sthayee Samitis, recording of resolutions and taking follow-up actions, other than functions of Drawing and Disbursing Officer;

(3) prepare an outline budget of Zilla Parishad (statutory works of Secretary), Annual Action Plan of Zilla Parishad, Resource Inventory of Zilla Parishad to collect revenue from the existing assets of Zilla Parishad and take steps for maintenance of assets of Zilla Parishad;

(4) look after programmes of social sector, viz. Community Health Care Management Initiative, Sanitation, elementary education, nutrition etc, and prepare report / returns;

(5) look after programmes which are implemented by Line Departments in consultation or co-ordination with Zilla Parishad and prepare report /returns;

(6) perform any other work which may be assigned to by the Executive Officer / Additional Executive Officer of Zilla Parishad from time to time.

He shall submit all files to the Additional Executive Officer of Zilla Parishad.

(C) Deputy Secretary : Deputy Secretary of Zilla Parishad shall -

(1) deal with schemes and works relating to different Rural Development Programmes of the Panchayats and Rural Development Department as well as those of Development & Planning Department which are not implemented through District Rural Development Cell and prepare report / returns for such schemes and works;

(2) deal with schemes and works relating to programmes undertaken by Zslia Parishad from its fund received under Area specific programmes, Rural Water Supply Projects, Untied Fund, Grants from Central Finance Commission, Solid Waste Management and prepare report / returns:

(3) perform any other work which may be assigned to by the Executive Officer / Additional Executive Officer of Zilla Parishad from time to time.

He shall submit all files to the Additional Executive Officer of Zilla Parishad.

(D) Additional Deputy Secretary : Additional Deputy Secretary shall -

(1) assist the Secretary / Deputy Secretary in discharging the duties smoothly;

(2) perform any other work which may be assigned to by the Executive Officer / Additional Executive Officer of Zilla Parishad from time to time.

In those Zilla Parishads where two Additional Deputy Secretaries are posted, one shall assist the Secretary and another shall assist the Deputy Secretary in discharging their duties smoothly.

(E) Financial Controller and Chief Accounts Officer : Financial Controller and Chief Accounts Officer shall exercise such functions and responsibilities as laid down in G,O. No. 854-PN/O/III/2E-101/02 dated 15.03.2004 and No, 5269-PN/O/V/2A-01/05 dated 30.08.2005

He shall submit all files to the Additional Executive Officer of Zilla Parishad.

This order will come into force with immediate effect.

By Order of the Governor.

Sd/-M N. Roy

Secretary to the
Govt. of West Bengal

No. 270/1 (9)/PN/N/O/I/2A-1/2005 **Date : 24.01.2006**

Copy forwarded for information and necessary action to the :

1. Commissioner, Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 1, K. S. Roy Road, Kolkata - 700 001.
2. Director, SIPRD, Kalyani, Nadia.
3. Sabhadhipati,.....Zilla Parishad (all)
4. District Magistrate & Executive Officer,.....Zilla Parishad (all) / Siliguri Mahakuma Parishad.
5. Additional Executive Officer, ...Zilla Parishad (all) / Siliguri Mahakuma Parishad.
6. Secretary,.....Zilla Parishad (all) / Siliguri Mahakuma Parishad.
7. Deputy Secretary,.....Zilla Parishad (all) / Siliguri Mahakuma Parishad.
8. Additional Deputy Secretary,.....Zilla Parishad (all) / Siliguri Mahakuma Parishad.
9. Financial Controller and Chief Accounts Officer, ...Zilla Parishad (all) / Siliguri Mahakuma Parishad.

Joint Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 4583/PN/O/I/IA-5/01 Dated : 13.07.2005

From : Smt. M. Ray
OSD and Ex-Officio Deputy Secretary to the Govt. of West Bengal

To : Addl Executive Officer Burdwan Ziila Parishad

Sub : Permission for taking public donation for improvement of a village road under Bandul - I Gram Panchayat of Burdwan - I Panchayat Samiti.

Sir,

Reference to your Memo No. BZP/DE/753 dated 06. 07. 2005 addressed to Sri D. Ghosh, IAS, Joint Secretary to the Govt. of West Bengal, Panchayats and Rural Development Department, I am directed to inform you that any gift or contribution from any individual, severally or jointly, shall not be received by a Zilla Parishad for crediting to its fund, save and except, in pursuance of a resolution adopted in a meeting of Zilla Parishad accepting such gift or contribution and stating the purpose for which such gift or contribution is offered and accepted.

I am, therefore, directed to request you to pass a resolution in Artha Sanstha Unnayan O Parikalpana Sthayee Samiti of Zilla Parishad accepting such contribution and stating the purpose for which such contribution is offered and accepted as laid down in Explanation (b) under section 179 of the West Bengal Panchayat Act, 1973.

Yours faithfully,

M. Ray

OSD and Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayat & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Calcutta-700 001

No. 1761/PN/O/III/1R-9/2004 **Dated : 25/05/2004**

O R D E R

The post of Deputy Secretary was created in Zilla Parishad to cope with the growing work in the Zilla Parishads and the Mahakuma Parishad, the distribution of work between the Secretary and the Deputy Secretary is being assigned by the Executive officer as per local need. In order to improve implementation of various poverty alleviation programmes like SGRY and IAY etc. as well as to stream-line the work distribution within the Zilla Parishad it has been thought necessary to earmark cartain functions of the Secretary and the Deputy Secretary. It is, therefore, ordered that henceforth the Secretary will assist the Zilla Parishad in implementation and monitoring of all schemes for which funds are placed by different Departments other than the P. & R.D. Department. He will also look after all programmes related to elementary education, public health and sanitation for which fund is released either by Panchayat & Rural Development Department or by any other department. The Deputy Secretary will assist the Zilla Parishad in implementation and monitoring of all schemes like SGRY, IAY, RIDF and all other programmes for which fund is placed by the Panchayat & Rural Development Department to the Zilla Parishads. He will also look after all works related to various grants including the grants from the Finance Commission for which fund is placed by this department. This order will also be applicable for Siliguri Mahakuma Parishad. Both the Secretary and the Deputy Secretary will work under direct supervision of the Additional Executive Officer. There will be no need to submit any file by the Deputy Secretary to the Additional Executive Officer through the Secretary of the Zilla Parishad. However, the Executive Officer will be at liberty to assign additional work to either of them whenever situation so demands.

By Order of the Governor
Sd/- M. N. Roy
Secretary to the Government of West Bengal.

No. 1761/1 (10) /PN/O/III/1R-9/04 **Dated : 25/05/2004**

Copy forwarded for information and necessary action to the :-

1. District Magistrate & Executive Officer, _____ Zilla Parishad.
2. Additional Exectutive Officer, _____Zilla Parishad.
3. Dist. Panchayat and Rural Development Officer, _____
4. Secretary, _____ Zilla Parishad.
5. Deputy Secretary, _____ Zilla Parishad.
6. Addl. Deputy Secretary, _____ Zilla Parishad.
7. Director of Panchayats and Rural Development, West Bengal.
8. State Institute of Panchayats & Rural Development, Kalyani.
9. Joint Secretary (R.D.), Panchayat & R.D. Department.
10. Guard File.

Joint Secretary to the
Government of West Bengal.

Government of West Bengal
Department of Panchayat & Rural Development
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Calcutta-700 001

No. 524/PN/0/I/0-17/2003 **Dated : 17/02/2004**

From : D. Ghosh
Jt. Secy. to the Govt. of West Bengal.

To : The Executive Officer,
Murshidabad Zilla Parishad, Berhampore.

Sub : Entitlements of the Confidential Assistant to the Sabhadhipati, Zilla Parishad.

Sir,

I am directed to refer to the letter dated 18.11.03 of the Confidential Assistant to the Sabhadhipati, Murshidabad Zilla Parishad, addressed to the Secretary of this Department, on the abovementioned subject and to state that the Confidential Assistant to the Sabhadhipati, Zilla Parishad works in limited sphere (i.e. District) and discharge the duties entrusted to him by the Sabhadhipati relating to Zilla Parishad. But the Confidential Assistant to the Minister-In-Charge/Minister-of-State performs multifarious functions relating to the entire State. I am, therefore, directed to inform you that all the entitlements, as allowed to the Confidential Assistants to the Ministers-In-Charge and the Minister-of-State by the Name(C&E) Deptt., cannot be extended to the Confidential Assistant to the Sabhadhipati, Zilla Parishad.

Yours faithfully,

Sd/- D. Ghosh

Jt. Secy.to the Govt. of West Bengal.

No. 524/1(1)/PN/O/I/0-17/2003 **Dated : 17.02.2004**

Copy forwarded for information to:

The C.A. to Sabhadhipati, Murshidabad Zilla Parishad.
This has reference to his letter dated 18.11.03.

Sd/- D. Ghosh

Jt. Secy.to the Govt. of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ৯৮-পি.এন/ও/এক/৩সি-৭/২০০৩ তারিখ ঃ ৭ই জানুয়ারী, ২০০৪

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী আইন), ২০০৩-এর মাধ্যমে পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ১৬৩-ক ধারা অন্তর্ভুক্ত হওয়ার ফলে ঐ ধারা অনুযায়ী রাজ্যের প্রতি জিলা পরিষদ কর্ত্তৃক সংশ্লিষ্ট এলাকায় একটি জিলা-সংসদ গঠন করতে হবে। জেলার অন্তর্গত সকল গ্রাম-পঞ্চায়েতের প্রধান, সকল পঞ্চায়েত সমিতির সভাপতি, সহকারী সভাপতি ও কর্মাধ্যক্ষগণ এবং ঐ জিলা পরিষদের সকল সদস্য (সরাসরি নির্বাচিত এবং পদাধিকারবলে সদস্য) সংশ্লিষ্ট জিলা-সংসদের সদস্য হবেন।

পূর্বোক্ত পঞ্চায়েত (সংশোধনী) আইন, ২০০৩-এর ১৬৩ ক ধারার (২) উপধারা অনুযায়ী প্রতি বৎসরে দুই বার জিলা-সংসদের অধিবেশন (সাধারণতঃ জানুয়ারী-ফেব্রুয়ারী মাসে অর্ধ-বাৎসরিক অধিবেশন ও জুলাই-আগষ্ট মাসে বাৎসরিক অধিবেশন) অনুষ্ঠিত করা অবশ্য কর্তব্য।

পূর্বোক্ত (সংশোধনী) আইনের ১৬৩-ক ধারার (৩) উপধারা অনুসারে সমগ্র সদস্যদের এক-দশমাংশ সংসদ অধিবেশনে উপস্থিত থাকলে কোরাম গঠিত হয়েছে বলে বিবেচিত হবে। কোরাম না হলে ঐ সভা মূলতুবী বলে গণ্য করতে হবে। যেদিন ঐ সভা ধার্য্য হয়েছিল তারপরে সপ্তম দিনে একই স্থানে ও একই সময়ে মূলতুবী সভা অনুষ্ঠিত করতে হবে। মূলতুবী সভার কোরামের জন্য মোট সদস্য সংখ্যার অন্ততঃ ১০% (দশ-শতাংশ) সদস্যের উপস্থিতি আবশ্যিক।

পূর্বোক্ত (সংশোধনী) আইনের ১৬৩-ক ধারার (৪) উপধারা অনুযায়ী জিলা-সংসদ অধিবেশনে সভাপতিত্ব করবেন সংশ্লিষ্ট জিলা পরিষদের সভাধিপতি স্বয়ং এবং তাঁর অনুপস্থিতিতে ঐ অধিবেশনে সভাপতিত্ব করবেন ঐ জিলা পরিষদের সহকারী সভাধিপতি।

পূর্বোক্ত ধারার (৫) উপধারা অনুযায়ী জিলা-সংসদ সংশ্লিষ্ট জিলা পরিষদকে সকল উন্নয়নমূলক কাজকর্ম, বার্ষিক পরিকল্পনার প্রস্তুতি, বাজেট, উন্নয়নমূলক কার্যক্রম, প্রকল্প ও কর্মসূচীর রূপায়ন, শিক্ষা, সংস্কৃতি, ক্রীড়া, যুবকল্যাণ, স্বাস্থ্য, কৃষি-সেচ, বন ও ভূমি এবং নারী ও শিশু কল্যাণ সহ আর্থিক উন্নয়নের যাবতীয় কাজকর্ম এবং গৃহীত ও প্রস্তাবিত সকল সামাজিক ন্যায়বিচার সুনিশ্চিকরণ বিষয়ক সকল নির্দেশ ও পরামর্শ দান করবে। এরূপ নির্দেশ ও পরামর্শের জন্য জিলা-সংসদের যে কোন সদস্য অধিবেশনের বিজ্ঞপ্তি প্রাপ্ত হয়ে লিখিত পত্রদ্বারা যে কোন প্রামাণ্য তথ্য যেমন জিলা পরিষদের তহবিলের হিসাব সম্বন্ধীয় নিরীক্ষকের শেষ প্রতিবেদনের প্রতিলিপি, বাজেট, বার্ষিক কাজকর্মের পরিকল্পনার প্রতিলিপি জিলা পরিষদের নির্বাহী আধিকারিকের কাছে চেয়ে পাঠাতে পারেন।

এরূপ পত্র প্রাপ্ত হয়ে নির্বাহী আধিকারিক, সভাধিপতির সম্মতি গ্রহণ করে, ঐ অধিবেশনে পর্যালোচনার জন্য প্রয়োজনীয় নথিপত্র পেশ করবেন।

জিলা-সংসদের অধিবেশনে যে সকল পর্যালোচনা, সুপারিশ ও নিরীক্ষণ গৃহীত হবে সেগুলি জিলা পরিষদের সভায় জিলা-সংসদের অধিবেশনের এক মাসের মধ্যে যথাশীঘ্র সম্ভব বিবেচিত হবে ও জিলা পরিষদ কর্ত্তৃক গৃহীত সিদ্ধান্ত ও গৃহীত ব্যবস্থা সম্পর্কীয় প্রতিবেদন পরবর্তী জিলা-সংসদ সভায় পেশ করতে হবে।

এমতাবস্থায়, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১২ ধারায় প্রাপ্ত ক্ষমতাবলে রাজ্যপাল এতদ্বারা এই রাজ্যের জিলা-সংসদগুলির ২০০৩ সালে যাণ্মাসিক সভা অনুষ্ঠানের জন্য নির্দেশ জারি করছেন যে রাজ্যের সকল জিলা পরিষদ কর্ত্তৃক অন্তর্ভূক্ত জিলা-সংসদের যান্মাসিক অধিবেশন আগামী ২৭শে জানুয়ারী, ২০০৪ থেকে ১০ই ফেব্রুয়ারী, ২০০৪ সময়সীমার মধ্যে সম্পন্ন করতে হবে।

জিলা-সংসদের যান্মাসিক অধিবেশন সংশ্লিষ্ট জিলা পরিষদের অধিকারভুক্ত এলাকার মধ্যে কোন সুবিধাজনক স্থানে অনুষ্ঠিত হবে।

জিলা-সংসদ অধিবেশনের ক্ষেত্রে সংশ্লিষ্ট জিলা পরিষদ অধিবেশনের আলোচ্য বিষয়, স্থান, তারিখ ও সময় উল্লেখ করে অধিবেশনের কমপক্ষে ৭ (সাত) দিন পূর্বে বিজ্ঞপ্তি প্রকাশ করবেন ও জিলা পরিষদের সভাধিপতি ও নির্বাহী আধিকারিকের পরামর্শ মতো জিলা পরিষদের সচিব ঐ সভা আহ্বান করবেন।

পরিশেষে, ঐ অধিবেশনকে সার্থক ও সফল করে তোলার জন্য জিলা-স্তরে সংশ্লিষ্ট পদাধিকারী, আধিকারিক ও কর্মীবৃন্দ প্রামান্য নথিপত্র সংগ্রহ করে ঐ অধিবেশনে উপস্থিত থাকবেন।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
সচিব, পশ্চিমবঙ্গ সরকার

নং : ৯৮/১/(৯০)-পি.এন/ও/এক/৩সি-৭/২০০৩ **তারিখ : ৭ই জানুয়ারী, ২০০৪**

অনুলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য পাঠানো হল :-

১) কমিশনার, ... বিভাগ.

২) সভাধিপতি, ... জিলা পরিষদ।

৩) জেলা শাসক, ...।

৪) নির্বাহী আধিকারিক, ... জিলা পরিষদ।

৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জিলা পরিষদ।

৬) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।

৭) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ।

৮) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৯) যুগ্মসচিব, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ, গ্রামোন্নয়ন শাখা।

১০) সচিব, ... জিলা পরিষদ।

যুগ্ম-সচিব,
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
63, Netaji Subhas Road, Jessop Building
Kolkata - 700 001

No. 4054-PN/O/III/2S-19/03 Date : 31.10.2003

Memorandum

Whereas the State Government has introduced certain economy measures from time to time in order to economize expenditure from the Government exchequer and cut down all avoidable expenditure;

And whereas the State Government has issued several instructions to be followed by the offices of the State Government as well as the sub-ordinate offices and other bodies/agencies in receipt of the Government assistance i.e. statutory bodies, local self-government institutions, autonomous bodies and corporations/ undertakings owned or substantially controlled by this Goverment;

Now therefore, the Governor is pleased hereby to direct that the following instructions be strictly adhered to by all Panchayat bodies for achieving the desired goal.

1) Telephones :

i) No new connection for telephone, cellular/mobile phone, pagers shall be given.

ii) All direct telephones and STD connections other than those borne in personal accounts not covered by the norms set forth below to be disconnected:

a) Sabhadhipati, Executive Officer, Additional Executive Officer and Secretary of Zilla Parishad shall be entitled to telephone with STD facilities in their respective office chamber. Sabhadhipati, Executive Officer, Additional Executive Officer of Zilla Parishad shall be entitled to telephone with STD facilities at their residence. Those units of the Zilla Parishads who have been separately allowed by the State Government to have telephone with STD facility may continue to have such.

b) Sabhapati and Executive Officer of Panchayat Samiti shall be entitled to telephone with STD facilities in their respective office chamber and also at their residence.

c) Pradhan of Gram Panchayat shall be entitled to telephone (without STD facilities) in office only.

iii) Expenditure on account of telephone should be minimized.

2) Vehicle :

i) No new vehicle shall be purchased or hired without prior approval of the Government in this Department even if the expenditure on this account is met from project account or paid from LOC-LF account.

ii) The existing restrictions on consumption of fuel i.e. 8 litres per day for operational vehicles and 5 litres per day for non-operational vehicles must be rigorously observed.

iii) Vehicle including hired vehicle must not be used by any officer on holidays except in case of emergency with prior written permission of the controlling officer of the respective Panchayat Body.

iv) No car can be hired on daily basis if required for more than 7 days at a stretch. All vehicles now being paid at daily rates will be released and hired at a monthly rate under terms and condition as prescribed by the Transport Department of this Government.

v) Every hired vehicle should have properly maintained and attested log-book.

vi) No hired vehicle should be asked to report for duty before the reasonable time of its actual use and retained for more than reasonable time after the user officer leaves office and or completes his oficial duties.

vii) The scale of admissability for procurement and deployment or small vehicle for Zilla Parishads and also Siliguri Mahakuma Parishad fixed in this Department's .....

3) **Casual engagement/Re-employment :**

Ban on engagement of casual worker shall continue and no re-employment should be allowed on any ground. G.O. No. 3597-PN dated 08-10-2003 may be strictly adhered to.

4) All overtime allowances and tiffin allowances should be minimized.

5) Participation in festivals, fairs, exhibitions should be reduced to a minimum.

6) Except in case of urgent necessity'all meeting on holidays are to be avoided.

7) No refreshment except tea/coffee/biscuits can be served in any meeting. Simple lunch may be served only in meetings when meeting last for more than 6 hours.

8) No purchase of equipments / machines / consumables would be allowed except for their immediate requirement and subject to their installation and use within a reasonable time.

9) No bill for equipments / machines / consumables, except current purchases, would be cleared In the month of March.

10) No foreign trips would be allowed except only in those cases where the entire expenditure is borne by the other agencies. All visits outside the State except meetings called by the Government of India is banned. In all other cases of foreign trip and visit outside the State prior approval of this Department should be obtained.

These instructions will take immediate effect and remain in force until further orders.

Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal

No. 4054(450)/PN/O/lII/2S-19/03 **Date : 31st October, 2003**

Copy forwarded for information and necessary action to the:-

1. Sabhadhipati, _____ Zilla / Mahakuma Parishad. (All)
2. Director of Panchayats & Rural Development, West Bengal
3. Director of SIPRD, Kalyani.
4. Executive Officer, _____ Zilla / Mahakuma Parishad. (All)
5. Additional Executive Officer, _____ Zilla / Mahakuma Parishad. (All)
6. District Panchayat & Rural Development, West Bengal.
7. Sub-divisional Officer, _____ Sub-division. (All)
8. B.D.O. & Executive Officer, _____ Panchayat Samity. (All)

He is requested to make Bengali transliteration of the above memo and communicate the same to all Gram Panchayat Pradhan under his Block for information.

Joint Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayat & R. D.
Jessop Building
Panchayat Wing
63, Netaji Subhas Road, Kolkata - 1

No. 1424/PN/0/I/3C-5/2002 (Pt-I) Dated : 21.4.2003

ORDER

In exercise of the power conferred by sub-section(6) of section 171 of the West Bengal Panchayat Act, 1973 XLI of 1973), the Governnor is pleased hereby to direct that the Sthayee Samiti of a Zilla Parishad mentioned in column (1) as shown in the table below shall exercise such powers, perform such functions and discharge such duties as may be prescribed or as may be assingned to it by the Zilla Parishad relating to the matters as mentioned in column(2) of the said table.

TABLE

Name of the Sthayee Samiti	Matters assigned and prescribed to the Sthayee Samiti mentioned in column (1)
(1)	(2)
A. Ban-O-Bhumi Sanskar	Promoting of Tourism Development
B. Khadya O Sarbaraha	Issues related to Consumer Affairs

By order of the Governor,
Sd/-
(M.N. Roy)
Secy. to the Govt. of West Bengal

No. 1424/1(450) /PN/O/I/3C-5/2002(Pt-I) **Dated : 21.4.2003**

Copy forwarded for information and necessary section to the :

1. Tourism/Consumer Affairs Deptt.
2. Director of Panchayats and Rural Development, West Bengal.
3. S.I.P.R.D., Kalyani.
4. District Magistrate,_____ District.
5. Executive Officer_____ Zilla Parishad.
6. District Panchayat and Rural Development Officer, _____Distict.

Jt. Secy. to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Kolkata- 1

No. 4023(17)/PN/0/I/0-17/93 **Dated : 26/09/01**

From : The Principal Secretary
to the Govt. of West Bengal.

To : The Executive Officer _____ Zilla Parishad/
Siliguri Mahakuma Parishad.

Sub : Benefits/facilities admissible to the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad.

Sir,

I am directed by order of the Governor to say that following declaration of the State Government to the effect that the Sabhadhipati of the Zilla Parishad or the Siliguri Mahakuma Parishad shall enjoy the status of a Minister of State in West Bengal, a proposal for allowing some benefites/fecilities to the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad has been under active consideration of the State Government for some time past. Now after careful consideration the Governor, in partial modification of this Department Memo No. 1235 (17)/PN/N/III/1M-4/98 dated 9.4.1998 and in supersession of all earlier Orders in this regard, is pleased hereby to decide that the Sabhadhipati of Zilla Parishad and Siliguri Mahakuma Parishad is entitled with immediate effect to the following benefits/facilities :

(i) Medical facilities in the manner as described in this Department Memo No. 1235 (17)/PN dated 9.4.1998 in respect of Sabhadhipati himeself and members of his/her family i.e. dependant spouse and legitimate children (including step - children) residing with and wholly dependent upon, him or her, and unmarried daughters ;

(ii) Travelling Allowance at the rate admissible to the highest Grade of State Government employees alongwith a companion of his/her choice, as admissible to the Minister of State on official tour in terms of the provisions contained in Appendix 17 of the West Bengal Service Rules, Part-II ;

(iii) Reimbursement of the cost of electric charges at his official residence provided by the Zilla Parishad/ Mahakuma Parishad or at his own house or any rental house, Where he or she usually resides ;

(iv) Reimbursement of the cost of a double burner Gas Oven at his/her residence together with that of not more than two Gas Cylinders per month as may be used by him/her :

(v) Reimbursement of cost of not more than 8 (eight) News papers, national or local published in the district, per day ;

(vi) Reimbursement of the cost of telephone call charges, both local calls and STD calls, for his/her residential telephone.

2. Expenditure for meeting the cost of benefites/facilities raferred to in preceding Paragraph 1, may be met out of grant-in-aid preced with the Zilla Parishad out of appropriate budgetary provision of the State Government.

The charge is debitable to the head “2515-other Rural Development programes-00-101-Panchayati Raj

- NP - Non-Plan-014-Grants-in-aid/ Contributions to the Zilla Parishads for meeting the cost of TA, DA, etc. of their members and remuneration of office bearer and other contingent expenditure (PN)-31-Grants-in-aid.-02-other grants" of this Deptt.Budget. Necessary fund will be provided by re-appropriation or otherwise in due course.

3. This order issues with the concurience of the Finance Department Vide F.A. Panchayat & Rural Dev. Deptt. U/O No. 58 dated 29.3.2001.

Yours faithfully,

Principal Secretary to the Govt.of
West Bengal

No. 4023(17)/1(79)/PN/0/I/0-17/93 **Dated : 29.09.01**

Copy forwarded for information and necessary action to the :

1. Principal Accountant General (A & E) West Bengal, Treasury Buldgs, Kol-1.
2. Account General (Audit-I) West Bengal, 4, Brabourne Road, Kol-1.
3. Accountant General (Audit-II) West Bengal, 18, Rabindra Sarani, Calcutta-1.
4. Examineer of local accounts, West Bengal, 4, Brabourne Road, Kol-1.
5. Finance (Budget) Department of this Government.
6. Commissioner & Ex-Officio Spl. Secy., Finance Department, Internal Audit Wing, Todi Mansion, 8th Floor, p-15, India Exchance Place Extn., Kolkata-73
7. Financial Advisor, Panchayat & Rural Development Department.
8. Sabhadhipati_____ Zilla/Mahakuma Parishad, P.O._____, Dist._____.
9. District Magistrate _____, P.O._____ Dist. _____
10. Addditional Executive Officer _____Zilla/Mahakuma Parishad, P.O._____, Dist._____.
11. Joint Secy. Department of Panchayat & Rural Development Department, Raj Bhavan, Kol-1
12. Director of Panchayats & R.D. West Bengal.
13. Director, S.I.P.R.D., Kalyani
14. Director of Treasuries, Stephen House, B.B.D Bag East, Kol-1.
15. Treasury Officer, _____P.O._____Dist._____
16. Budget Cell of this Department.
17. Office copy.

Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayat & R. D.
Jessop Building, 63, N.S. Road
Kolkata - 700001.

Memo No. 841 (17)/PN/0/III/4C-2/99 **Dated : 11.3.99**

From : Shri S. N. Ghosh,
Principal Secretary to the Government of West Bengal,
Panchayat & R. D. Department.

To : The District Maginstate,
..... District (all).

Sub : Setting up of Public Grievance and Assistance Offices
inception of.

Sir,

Kindly refer to the memo No. 840 (17)/PN/O/III/4C-2/99 dated 11.3.99 in which the detailed procedure for setting up of a PGAO in the Zilla Parishads have been circulated (copy enclosed). Similar Public Grievance and Assistance office (PGAO) is likely to have been opened at the Block level and the B.D.O. is acting as the Block Grievance and Assistance Officer in terms of the Memo No. 11838(150)-PAR(AR) dated 23.12.1998 of the Chief Secretary (copy enclosed). It is also necessary to set up a similar PGAO for Panchayat Samiti as well.

2. Considering that the functions of the Block and Panchayat Samiti are very much interdependent and intertwined and the machinery available at the disposal of the Block and Panchayat Samiti administration are practically the same - BDO is an Executive officer of the Panchayat Samiti and other officers and staff in Block administration, share the functions and duties pertaining to the Panchayat Samiti - there is no scope to set up an entrirely separate PGAO for Panchayat Samiti. In the circumstences, Block Development Officer shall be the Block and Panchayat Samiti Grievance & Assistance Officer. PGAO shall consist of another officer of the Block set-up and two UD/LD Assistants. All officers & staff will work in the PGAO in addition to their normal duties. The working procedure of the PGAO in a Block/Panchayat Samiti will be the same mutatis mutandis, as detailed in the aforesaid memo applicable to the Zilla parishad.

3. In all important matters relating to the Panchayat Samiti particulerly such matters which involve policy decision or procedural change or which calls for intergration of grievance redressal system with the decision making process, Block and Panchayat Samiti Grievance & Assistance Officer shall place the matter before the Sabhadhipati for arriving at decisions. In case of matters relating exclusively to the Block administration, such matters will be brought to the notice of the S.D.O. concerned for arriving at decisions.

4. The Sub-Divisional Officer concerned shall inspect the Block/Panchayat Samiti level PGAO twice a year during September and March every year, prepare a report on the points as indicated in Annexure C to memo No. 1838 (150) - PAR(AR) dated 23.12.98 and submit it to the District Magistrate. The District Magistrate on receipt of the report, shall take appropriate action as may be considered necessary and expedient by him. In matters that may require attention at the State level, he may refer the issue or issues to the Director of Panchayats & Rural Development, West Bengal.

5 (a) Since the machinery obtained at a Gram Panchayat is not adequate for setting up a PGAO at that level, it is decided to designate the B.D.O., as Grievance and Assistance Officer for all Gram Panchayats within the jurisdiction of the Block.

A seperate PGAO may be set up at the Block level for the purpose with one officer in the Block set up and one or two Assistants as may be considered convenient. Functional modalities and procedural arrangement will be the same as are applicable to the Panchayat Samiti. People may file complaints or suggestions at either Block Office or Gram Panchayat office. All complaints/ suggestions will be received by the Gram Panchayat Secretary on Wednesday every week and in case Wednesday is a holiday, next day. He will immediately acknowledge receipt of the complaints or suggestions. By next Monday, Gram Panchayat Secretary will send all the papers to the BDO with a forwarding list in duplicate. One copy of the list will be receipted and returned to the Gram Panchayat Secretary for record. Adequate publicity may be given in the area for this purpose.

(b) The Sub-Divisional Officer shall inspect the PGAO for the Gram Panchayats at Block level in same manner as laid down in the Proceding paragraph 4. Similar follow-up actions will be taken in this behalf.

6. Steps should be taken to set up the aforesaid PGAO's immediately and they should be fully operational by April 1, '99.

A report confirming setting up PGAO's at different levels may please be sent to this Department as promptly as possible.

Yours faithfully,

Sd/- S. N. Ghosh
Principal Secretary

No. 841(17)/1(440)/PN/O/III/4C-2/99 **Dated : 11.3.99**

Copy forwarded for information and immediate necessary action to the :

1. Sabhadhipati ..... Z. P. (All)
2. Addl. Executive Officer ..... Z. P. (All)
3. Sub-Divisional Officer ..... Sub-Div. (All).
4. Block Development Officer..... Block (All).
5. Director of Panchayats & Rural Development, West Bengal.
6. Director, State Institute of Panchayat & R. D., Kalyani.

Deputy Secretary.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 840(17)/PN/O/lll/4C-2/99 **Date : 11.03.1999**

From : Shri S.N, Ghosh,
Principal Secretary to the Governmnt of West Bengal

To : The Executive Officer,
.....Zilla Parishad (All)

Sub : Setting up of a Public Grievance and Assistance Office - inception of.....

Sir,

I am to inform you that the redressal of public grievances has been ongoing the attention of the government for sometime. Now it has been that all offices .....be the Government of West Bengal as well as the Panchayat bodies shall have a Public Grievances and Assistance Offices (PGAO) headed by one Grievances and Assistance Officer to deal with requests, complaints, petitions and suggestions received from members of the Public with respect to the functions on performance of that office. Detailed guidelines regarding setting up of Public Grievance and Assistance Offices, conduct of enquiries, receipt and acknowledgement of complaints/ petitions, maintenance of Public Grievance Registers and of records of suggestions and action taken on complaints published in the local newspapers may be obtained in Memo No. 1830(15D)-PAR (AR) dated 23.12.1998 of the Chief Secretary, Government of West Bengal (copy enclosed). The guidelines rendered in the aforesaid Memo wiil apply mutates mutendis with respect to the Zilla Parishad and other Panchayat bodies. Salient features in this respect are appended as follows :-

For Zilla Parishads, such Public Grievance and Assistance Office may be set up with the Additional Executive Officer acting as Grievance and Assistance Officer and Director of Grievances. The Deputy Secretary of Zilla Parishad with two LD/UD Assistants will assist the Additional Executive Officer in this regard. None of them shall however, work exclusively for PGAO. They will share the responsibility of PGAO in addition to their normal duties. PGAO will have separate Complaint Box, Suggestion Box and 3 registers (Grievance Register, a separate Register for matters referred to by MLAS, MPS and Shabhadhipatis and a Suggestion Register). An officer of PGAO will open the boxes every working day morning and cause the particulars to be recorded in the respective Registers. Any complaint/ suggestion in e Grievance column or letters to the Editors to the Editor Section of a newspaper, as and when noticed, will also be entered in respective registers. Written acknowledgements, either by hand or by post, may also be come by an Officer of PGAC. For the purpose of enquiry, and other follow-up actions, the procedure as detailed in the guidelines may be follows. The following points are however highlighted:-

1. A Grievance Register shall be maintained to record:

   a. serial number of the complaint/petitions;

   b. the date and time of receiving the complaint/petitions;

c. the full name and address of the complaint/petitioner;

d. the subject of the grievance in brief;

e. the date and time of issue of acknowledgement and its manner(whether handed over or sent under certificate of posting);

f. action taken on the complaint/ petition.

2. A separate register shall be maintained to record matters referred by MLAs, MPs, and Sabhadhipatis of Zilla Parishads.

3. A Suggestions Register shall be maintained in similar form to record innovative and workable suggestions for improving the quality of public service, ensure involvement of employees at all levels and make Zilla Parishad functioning more accessible friendly to the public. The areas in which suggestions are particularly welcome are : bringing about savings in expenditure, reducing time taken in providing servicices by procedural improvements, reduced comuting, less paper work etc.

4. Whenever any letter, petition, complaint, grievance or suggestion is received from any member of the public, this must be acknowledged immediately. This will be facilitated if the PGAO is computerized so that a printed acknowledgement can immediately be handed over to the complainent in person. If a complaint is received by post, a written acknowledgement must be mailed to the complainant keeping a note regarding this in .the Grievance Register. The PGAO shall have pro-printed forms available for this purpose. As a rule, there shall be an inquiry into the petition, complaint grievance by gathering information by the directorate or the district administration concerned even where the complaints are anonymous or pseudonymous, unless they are so vague and general in nature that they cannot be acted upon.

5. The Inquiring Officer shall not be one against whom the complaint itself is directed or against whom the complainant has brought a charge of bias and/or inaction or inordinate delay.

6. Whenever practicable, a final reply, embodying the result of enquiry, shall be sent to the complainant.

7. Where the complaint or allegation is not of serious or complicated nature, or when the complaint or grievance related to work in the very office to which the petition or complaint is addressed, every effort shall be made to send the reply within 2(two) weeks of the date of receipt of the complaint.

8. Whenever a petition or complaint is addressed by a representative body or office, it is desirable that a reply should go to representative body or office within 6(six) weeks

9. The reply given to the complainant/petitioner should consider only the findings of the inquiry and not any reasoned arguments forming the basis of such findings. The reply should be so frame as not to invite a litigation.

9.1 All Zilla Parishads will immediately open such PGAD. It is also stipulated that it should be fully operational by April 7,

9.2. Wednesday every week(at least 10.00 hrs. to 13.00 hrs.)will be meeting less day. Seniormost Officer of the cell will remain in his office to receive and hear public grievances.

9.3. All correspondences from the PGAO will be in pink colour papers. At the initial stage. Whatever paper are available in the office, may be used but pink papers should be procured as soon as possible. Other Stationary items etc. may also be procured immediately following usual procedure out of normal fund.

9.4. All correspondences should be made in the official language, Bengali or Nepali, as the case may be.

9.5. The G. & A.O. and Director of Grievances will bring all important matters particularly where integration of grievance redressal system with the decision making process is called for to the notice of the Executive Officer and the Sabhadhipati for arriving at decisions.

9.6. The Director of Grievances shall also, on the basis of date collected through a management information system set up in the PGAO identify areas of recurring grievances, analyse underlying causes and suggest commissioning appropriate corrections including revise of procedures and policies which emerge as the source of grievances.

9.7. The PGAO in the Zilla Parishad shall be inspected by the Executive Officer of Zilla Parishad twice a year and reports shall be submitted to this Department by end of September and March every year on the points as indicated in Annexure 'C to Memo No. 1638(150)-PAR(AR) dated 23.12.1998.

Yours faithfully,

Principal Secretary to the
Government of West Bengal

Memo No. 840(17)/PN/O/III/4C-2/99 **Date : 11.03.1999**

Copy forwarded for information and necessary action to the :

1. Sabhadhipati.....(All) Zilla Parishad
2. District Magistrate.....(All)
3. Director of Panachayats and Rura Development, West Bengal For information and taking necessary action.

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayat & Rural Development
Panchayat Bhavan
11A, K. S. Roy Road, Calcutta-700 001

No. 3208 /PN/0/I/2A-1/85(Pt.III) **Dated : 26th August, 1998**

From : Shri S. N. Ghosh,
Principal Secretary to the Government of West Bengal.

To : The District Magistrate,
_____ District.

Re : Election to the office of the Karmadhyaksha in Sthayee Samiti.

Sir,

I am directed to state that a question has been raised from different quarters about the number of Sthayee Samitis in which one individual member may be elected to the office of the Karmadhyaksha. While the maximum number of Sthayee Samitis in a Panchayat Samiti or Zilla Parishad in which a person may be elected as member, has been clearly laid down in the Panchayat Act, there is no specific provision about the number of offices of Karmadhyaksha in which one individual member may be elected, even though there is some limitation indirectly imposed by way of restricting the number of Sthayee Samitis where one may be elected as member.

In this connection, the State Government likes to impress upon all concerned that in consideration of the general policy of decentralisation of powers and functions in all the tiers of Panchayats, to an optimum extent, it is advisable that the responsibilities of the office of the Karmadhyaksha of the Sthayee Samitis are shared by the maximum possible number of elected members. The principle is reflected in different orders earlier issued from this Department to the effect that one member, when elected to hold the office of the Karmadhyaksha in more than one Sthayee Samiti, shall be entitled to receive honorarium/remuneration for one Sthayee Samiti only irrespective of the number of the office of Karmadhyaksha that he holds. There orders - one applicable for the Zilla Parishad and other for the Panchayat Samiti - are still in force.

The State Government is of a considered view that one member should not be elected to the office of the Karmadhyaksha in more than two Sthayee Samitis, at most and that too in exceptional cases only. Again, the Sabhadhipati or the Sabhapati who is already the ex-officio Karmadhyaksha of the Artha, Sanstha Sthayee Samiti, may not hold another office of Karmadhyaksha in addition to the offices that he/she would be holding by dint of specific provisions in the Act.

All concerned may please be suitable informed from your end.

Yours faithfully,

Principal Secretary to the Govt. of
West Bengal.

No. 3208/1(750)/PN/O/I/2A-1/85 (Pt. III) **Dated : 26th August, 1998**

Copy forwarded to the :

1. Sabhadhipati, _____ Zilla Parishad.
2. District Panchayat & Rural Development Officer, _____
   _____ Spare copies for distribution among the Sl. Nos. 3, 4 & 5.
3. Sub-Divisional Officer, _____ Sub-Division.
4. Sabhapati, _____ Panchayat Samiti.
5. Block Development Officer, _____ Block.

Sd/- D. Chakraborty
Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

Memo No. 1235(17)/PN/N/III/1M-4/98 **Dated : 9.4.98**

From No. : The Dy. Secy. to the Govt. of
West Bengal.

To : The Executive Officer, _____ Zilla/ Mahakuma Parishad,
P.O. _____, Dist. _____

Sub : Medical benefits of Sabhadhipati of Zilla Parishad
and Siliguri Mahakuma Parishad

Sir,

A proposal for allowing facilities of medical attendance to the Sabhadhipatis of Zilla Parishads and Siliguri Mahakuma Parishad has been under active consideration of the State Govt. for some time Past.

2. Now after careful consideration, the Governor has been pleased to decide that the Sabhadhipati of any Zilla Parishad and Siliguri Mahakuma Parishad, on being admitted for the purpose of medical attendance and treatment in a State hospital, clinic or institution or When treatment in such State hospital, clinic or institution is not available or When facilities available therein appear inadequate, on being admitted for aforesaid purpose in any other medical institution, shall be entitled to benefits of medical attendance and treatment in respect of him-self only and reimbursement of the cost actually incurred in the manner as follows :-

(i) medical attendance and treatment in state hospitals or other medical institution ;

(ii) medical attendance and treatment by any medical practicioner either at his consulting room or at his residance ;

(iii) Pathological , bacteriological, radiological, biochemical or other methods of examination for the purpose of diagonosis carried out in a private laboratory or clinic ;

(iv) denture; if any ;

(v) spectacles, if any ;

(vi) special nursing, if any ;

(vii) medicines, vaccines sera or other therapeutic substances excluding those supplied free of cost for treatment in a State hospital

(viii) engagament of private attendant (bearer or ayah) in State hospital, if required, by the outhorities of the said hospital.

3. All claims for re-imbursment of medical expenses except that relating to the fees paid to the medical practitioners shall be supported by prescriptions and receipts or vouchers or cash memos, as the case may be, showing payments made by the patient.

4. In case of any dispute or any doubt as to the admissibility of any particular item of expenditure for the purpose of re-imbursement, the issue may be referred to this Department and the decision of the Department taken in consultation with the Department of Health and Family Welfare of this Government when necessary, shall be final.

5. This order shall be deemed to take effect from September, 1993 When the present bodies of Zilla Parishads were reconstituted after 1st General Elections to the Panchayats ; but claims already settled shall not be brought into consideration afresh.

6. Expenditure in the regard shall be met by the concerned Zilla Parishad or Siliguri Mahakuma Parishad out of its own fund.

S. N. Ghosh,
Principal Secretary to the Govt. of
West Bengal.

No. 1235/1(72)/PN/N/III/1M-4/98 dated 9.4. 98.

Copy forwarded for information and necessary action to the :-

1. Principal Accountant General (A&E) West Bengal, Treasury Buldgs.
2. Accountant General (Audit-I) West Bengal, 4, Brabourne Road.
3. Accountant General (Audit-II) West Bengal, Poddar Court,
   18, Rabindra Sarani, Calcutta-1.
4. Sabhadhipati _____ Zilla/Mahakuma Parishad,
   P.O. _____, Dist. _____.
5. Director of Panchayats & R.D. West Bengal.
6. District Magistrate _____, P.O._____Dist. _____
7. Additional Executive Officer _____ Zilla/Mahakuma
   Parishad. P.O. _____, Dist. _____
8. Treasury Officer, _____ P.O. _____ Dist. _____

Sd/- D. Chakraborty
Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayat & R. D.

Memo No. 5512 (34)/PN/0/III/2E-44/97 **Dated : 17/12/97.**

From : The Deputy Secretary to the Govt. of
West Bengal.

To : 1) The Executive Officer, _____ Zilla/ Mahakuma Parishad
P.O. _____, Dist. _____

2) The Addl. Executive Officer, _____ Zilla/ Mahakuma Parishad
P.O. _____, Dist. _____

Sub : Admissibility of Road Rollers for Zilla/Mahakuma Parishad.

Sir,

In continuation of this Deptt. Memo No. 988-PN dated 21.3.97, I am directed by order of the Governor to say that Governor has been pleased to sanction Road Rollers for the Zilla Parishad including Siliguri Mahakuma Parishad at the rate of One Road Roller per five groups of Panchayat Samitis or part thereof in each district. The total nunber of Road Rollers admissible for each Zilla Parishad including Siliguri Mahakuma Parishad have been detailed in the statement enolosed.

The Governor has also been pleased to sanction creation of posts of driver for the Road Rollers at the rate of one driver for each Road Roller. The total number of posts of driver of Road Roller has been shown against each Zilla Parishad.

Yours faithfully,

Dy. Secy. to the Govt. of
West Bengal.

No. 5512 (34)/1-PN/0/III/2E-44/97 **Dated 17.12.97**

Copy forwarded to the Joint Secretary, Deptt. of Panchayats & R.D. (R. D. Wing), Raj Bhaban, Calcutta for information and necessary action.

Dy. Secy. to the Govt. of
West Bengal.

Sl. No.	Name of Zilla/Mahakuma Parishads.	Maximum number of Road Rollers admissible (owned and hired)	Creation of Post of Road Roller.
1.	2.	3.	4.
1.	Cooch Behar	3	3
2.	Jalpaiguri	3	3
3.	Siliguri M. P.	1	1
4.	Uttar Dinajpur	2	2
5.	Dakshin Dinajpur	2	2
6.	Malda	3	3
7.	Murshidabad	6	6
8.	Nadia	4	4
9.	North 24-Parganas	5	5
10.	South 24-Parganas	6	6
11.	Howrah	3	3
12.	Hooghly	4	4
13.	Midnapur	11	11
14.	Bankura	5	5
15.	Purulia	4	4
16.	Burdwan	7	7
17.	Birbhum	4	4
	TOTAL :	73	73

Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Panchayat & R. D. Department
11A, K. S. Roy Road, Calcutta-700 001

No. 5396(34)/PN/O/III/2E-97/97 **Date : 10.12.97**

From : Dy. Secy. to the Govt. of West Bengal.

To : 1) The Executive Officer,
_____ Zilla Parishad

2) The Addl. Executive Officer,
_____ Zilla/Mahakuma Parishad

Sub : **Fixation of admissible limit of Small Vehicle for Zilla/Mahakuma Parishad.**

Sir,

I am directed to say that a proposal for fixing a scale of admissibility for procurement and deployment of Small Vehicles for the Zilla Parishad and also Siliguri Mahakuma Parishad either on ownership or by hiring has been under consideration of Govt. for some time past. After careful consideration, it has now been decided that the Zilla Parishad and Siliguri Mahakuma Parishad are hence for empowered to procure, maintain and deploy to the maximum extent of such number of small vehicles (inclusive of departmental Vehicles and hired Vehicles) as are shown against on district in the enclosed statement.

I am further directed to say that it is also decided, that each Zilla Parishad and Siliguri Mahakuma Parishad is authorised to deploy one vehicle for use of the Sabhadhipati, one vehicle for the Addl. Executive Officer of the Zilla/ Mahakuma Parishad, one vehicle for the secretary of the Zilla/Mahakuma Parishad and also for misc office use and one vehicle for each block of ten Panchayat Samitis or any part thereof for field supervision of various wage employment and other rural development programmes implemented by the Zilla/Mahakuma Parishad. It has further been decided that a sum not exceeding Rs. 1,00,000/- (Rupees one lakh) only per annum per vehicle will be made available to the Zilla Parishad and Mahakuma Parishad. The Zilla Parishad/Mahakuma Parishad shall ensure that if the vehicle is a departmental one, the cost of maintenance including repairs and fuel shall not exceed Rs. 1,00,000/- (Rupees one lakh) only per annum while for the hired vehicle the amount shall not exceed the fund allotted to the Zilla/Mahakuma Parishad i.e. Rs. 1,00,000/- (Rupees one lakh) only per annum.

It is not unlikely that a Zilla Parishad or mahakuma Parishad is at present maintaining vehicles presumably on hiring basis bayond the admissible limit as prescribed herewith. In Such case, the body existing terms of contract/ agreement expires. In any case, this Department shall not bear any responsibility relating to such additional vehicle.

The charge involved will be met out of the fund placed at the Zilla/Mahakuma Parishad from time to time towards JRY contingencies.

Yours faithfully,
D. Chakraborty
Dy. Secy. to the
Govt. of West Bengal.

No. 5396(34)/1-PN/O/III/2E-97/97 **Date : 10.12.97**

Copy forwarded to the Jt. Secretary, Deptt. of Panchayats & R.D. (RD Wing), Raj Bhavan, Calcutta for information and necessary action.

Statement showing the maximum number of small vehicles to be retained by Zilla/Mahakuma Parishad.

Sl. No.	Name of Zilla/Mahakuma Parishad	Maximum number of small vehicles admissible (owned and hired)	Total amount available for small vehicles in a year (Rs. 1.00 lakh/per vehicle per year)
1.	2.	3.	4.
1.	Cooch Behar	5	5,00,000
2.	Jalpaiguri	5	5,00,000
3.	Siliguri M. P.	4	4,00,000
4.	Uttar Dinajpur	4	4,00,000
5.	Dakshin Dinajpur	4	4,00,000
6.	Malda	5	5,00,000
7.	Murshidabad	6	6,00,000
8.	Nadia	5	5,00,000
9.	North 24-Parganas	6	6,00,000
10.	South 24-Parganas	6	6,00,000
11.	Howrah	5	5,00,000
12.	Hooghly	5	5,00,000
13.	Midnapur	9	9,00,000
14.	Bankura	6	6,00,000
15.	Purulia	5	5,00,000
16.	Burdwan	7	7,00,000
17.	Birbhum	5	5,00,000
	TOTAL :	92	92,00,000

Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Panchayat & R. D. Department
11A, K. S. Roy Road, Calcutta-700 001

No. 4887/PN/O/I/1A-10/88 (Pt.I)

From : Shri D. Chakraborty,
Deputy Secretary, to the Govt. of West Bengal
To : The Secretary, South 24-Parganas Zilla Parishad.

Dated Calcutta, the 10.10.1996

Sub : **Ferry (Launch) Service.**

Sir,

I am directed to refer to your letter no 794/ZP/96 dated 19.8.96 on the above subject and to state that under Section 155 of the Panchayat Act, the State Govt. may place, inter alia, any ferry vested in the State Govt. situated within a district under the control and management of the Zilla Parishad Subject to certain specified conditions. A number of ferry services have been placed under the Zilla Parishad for this purpose. Again, U/s. 6 of the Bengal Ferries Act, 1885, the State Govt. is empowered to declare a public ferry as such.

If the Zilla Parishad purpose that a new ferry service from Sonakhali to Pakhiralaya Via Gosaba should be opened in public interest, they may request the District Magistrate to move concerned Department of the State Govt. through the Divisional Commissioner for this purpose. The State Government may also place the ferry under the control and management of the Zilla PArishad when the Zilla Parishad may arrange to open the service on entering into a lease agreement with any person, group of persons or an organisation for operation of ferry service on observance of formalities.

Yours faithfully,
(D. Chakraborty)
Deputy Secretary to the
Govt. of West Bengal.

Government of West Bengal
Home Department
Constitution & Elections

No. 4115-AR **Dated : The 8th September, 1993**

MEMORANDUM

It has been decided that the Sabhadhipati of a Zilla Parishad will enjoy the status of a Minister of State in West Bengal.

Chief Secy. to the Govt. of
West Bengal

No. 4115/1-AR **Dated : The 8th September, 1993**

Copy forwarded for information and necessary action to :

1. Shri Surjya Kanta Mishra MIC/~~MOS~~
2. The Speaker, West Bengal Legislative Assembly, Assembly House, Cal.
3. The Leader of the Opposition, West Bengal Legislative Assembly, Assembly House, Calcutta-700 001.
4. The Chief Government Whip, Assembly House, Cal - 1.
5. The Chief Secretary to the Government of West Bengal.
6. The Secretaqry to the Governor of West Bengal, Raj Bhavan, Cal.
7. The Secretary to the Chief Minister, West Bengal.
8. The Secretary, _____ Department.
9. The Secretary, West Bengal Legislative Assembly, Assembly House, Calcutta-700 001.
10. The Home (Political-Protocol) Department.
11. The Under Secretary, Home (Political) Department.
12. The Divisional Commissioner, _____ Division.
13. The Director General of Police, West Bengal.
14. The Commissioner of Police, Calcutta.
15. The District Magistrate, _____
16. The Deputy Inspector General of Police, _____
17. The Superintendent of Police, _____
18. The Sub-divisional Officer, _____

Calcutta,
The 8th September, 1993

Deputy Secratary to the
Govt. of West Bengal

Rules on Powers, Functions and Duties of the Executive Officer and the Secretary of the Zilla Parishad

No. 342 AZP.— 29th January 1979.—In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following rules, namely:

RULES

1. **Short title :** These rules may be called the West Bengal Panchayat (Powers, Functions and Duties of the Executive Officer and the Secretary of the Zilla Parishad) Rules, 1978.

2. **Interpretation :** Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973).

3. **Powers, functions and duties of the Executive Officer of the Zilla Parishad :** (1) The Executive Officer of the Zilla Parishad (hereinafter referred to as the Executive Officer) shall prepare the agenda along with suitable notes on various items for the meetings of the Zilla Parishad.

(2) The Executive Officer shall be responsible for taking necessary action on the decisions arrived at in the meetings of the Zilla Parishad and shall keep the Sabhadhipati posted with the progress of various development activities in the district as also with the problems and difficulties, if any, experienced in the working of the Zilla Parishad from time to time.

(3) All correspondence of the Zilla Parishad shall normally be carried on by the Executive Officer.

(4) The Executive Officer shall—

(a) have the custody of the records of the Zilla Parishad;

(b) exercise administrative control and supervision over the office of the Zilla Parishad the staff borne on the establishment of the Zilla Parishad and the staff working in institutions or engaged in works transferred by the State Government to the Zilla Parishad;

(c) sign the Cash Book daily and examine the Zilla Parishad Pass Book - issued by the Treasury/Bank from time to time;

(d) be responsible —

(i) for the proper maintenance of accounts of the Zilla Parishad

(ii) for securing co-ordination between the Zilla Parishad its Sthayee Samitis and the district level officers in all matters relating to the planning and execution of schemes and works approved by the Zilla Parishad and its Sthayee Samitis,

(iii) for issuing necessary directions to the district level officers for execution of schemes and works according to the order of the Zilla Parishad and its Sthayee Samitis,

(iv) for obtaining progress reports from the district level officers about the execution of such schemes and works and submitting the same to the Zilla Parishad and its Sthayee Samitis with his comments,

(v) for preparing quarterly reports of expenditure of the Zilla Parishad and submitting the same to the Artha-O-Sanstha Sthayee Samiti and

(vi) for implementing decisions arrived at in the meetings of the Zilla Parishad and its Sthayee Samitis.

(5) The Executive Officer shall be responsible to the Zilla Parishad and its Sthayee Samitis through the Sabhadhipati in all matters relating to —

(a) planning and development pertaining to the district,

(b) budget,

(c) contributions and grants made by the Central or the State Government or by any local authority,

(d) loans,

(e) custody of the Zilla Parishad fund in Treasury/Bank,

(f) receipts on accounts of tolls rates and fees levied by the Zilla Parishad and all other sums received by or on behalf of the Zilla Parishad,

(g) progress of expenditure,

(h) creation of posts,

(i) framing of bye-laws; and

(j) imposition of fines and penalties by the Zilla Parishad.

(6) The Executive Officer shall attend all the meetings of the Zilla Parishad. If, for any reason, he cannot attend any meeting, he shall depute the Secretary of the Zilla Parishad to attend it. The Executive Officer shall also attend the meetings of the Sthayee Samitis as far as possible.

(7) The Executive Officer with the previous permission of the Sabhadhipati shall, on request, supply any information or make available for perusal any record to any of its Sthayee Samitis.

(8) It shall be the duty of the Executive Officer for the purpose of the preparation of the budget of the Zilla Parishad to collect, in consultation with the various district level officers and with reference to the State Plan budget pertaining to the district, necessary figures of the probable receipts and expenditure of the Zilla Parishad under various heads. He shall draw up a draft budget in the prescribed, form with explanatory notes and circulate copies thereof to the members of the Artha O Sanstha Sthayee Samiti at least three days in advance of the date of meeting fixed by such Sthayee Samiti for consideration of the draft budget. The draft budget of the Zilla Parishad with the recommendations of the Artha O Sanstha Sthayee Samiti shall then be placed by the Executive Officer before the Zilla Parishad and, on its adoption, shall be submitted to the State Government.

(9) At least two months in advance of the date prescribed for the preparation of the budget of a Panchayat Samiti the Executive Officer shall put up before the Artha O Sanstha Sthayee Samiti of the Zilla Parishad proposals indicating the resources which the Zilla Parishad can make available to each Panchayat Samiti during the budget year. The proposals with the recommendations of the Artha O Sanstha Sthayee Samiti shall then he placed hy the Executive Officer at a meeting of the Zilla Parishad and on the recommendations of

such Sthayee Samiti being accepted by the Zilla Parishad, each Panchayat Samiti shall be informed accordingly to enable it to prepare its budget.

(10) On receipt of the budget from the Panchayat Samiti the Executive Officer shall scrutinise it and place it before the Artha O Sanstha Sthayee Samiti of the Zilla Parishad. The budget with the recommendations of the Artha O Sanstha Sthayee Samiti shall then be placed by the Executive Officer before the Zilla Parishad for its approval.

(11) The Executive Officer shall inspect the institutions under the management of the Zilla Parishad and any work undertaken by the Zillar-Parishad or a Sthayee Samiti thereof. He shall inspect the offices and works of the Panchayat Samitis and the institutions managed by them. The Executive Officer shall submit reports of his inspections to the Sabhadhipati.

4. **Delegation of powers, functions and duties by the Executive Officer :** Notwithstanding anything contained in rule 3, the Executive Officer may, by order in writing, delegate all or any of his powers and functions under sub-rules (1) and (3), clauses (a), (b) and (c), and sub-clauses (i) and (v) of clause (d), of sub-rule (4) and sub-rules (7) and (11), of rule 3 to the Secretary of the Zilla Parishad:

Provided that the Executive Officer may at any time withdraw all or any of such powers and functions delegated to the Secretary.

5. **Powers, functions and duties of the Secretary of the Zilla Parishad :** (1) The Secretary of the Zilla Parishad (hereinafter referred to as the Secretary) shall exercise such of the powers, perform such of the functions and discharge such of the duties of the Executive Officer as may be delegated to him by the Executive Officer under rule 4.

(2) The Secretary shall render all assistance to the Executive Officer in the discharge of his responsibilities. Such assistance may be utilised by the Executive Officer in any matter to the dealt with by him.

By order of the Governor,
Sd/- S. P. MALLIK
Secretary to the Government of West Bengal

Chapter - 11

Clarifications & Orders applicable to functioning of all the tiers

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	106/PN/O/I/2A-4/2014	08.01.2015	ZP	Order relating to the functioning of Siiiguri Mahakuma parishad
2	723/SS/PN/O/I/2A-4/2014	25.07.2014	ZP	Clarification to the Department's Order No. 3067/PN/O/I/2A-4/2014
3	3067/PN/O/I/2A-4/2014	14.07.2014	ZP	Custodians of financial documents for the Panchayat Bodies of Siiiguri Sub-Division
4	2821(17)/PN/O/I/lE-6/12 (Part-1)	11.07.2013	GP, PS & ZP	Clarification regarding the Department's Order No. 2540, dt. 26.06.2013 (Role of Custodians)
5	3349/PN/O/I/4P-2/2012	05.08.2014	GP, PS, ZP	e-Procurement Process in respect of the PMGSY works
6	2429/PN/O/I/2P-2/2014	03.06.2014	GP, PS, ZP	Grant-in-Aid salary bills in COSA compliant for Panchayat employees
7	2428/PN/O/I/2P-2/2014	03.06.2014	GP, PS, ZP	Generation of Salary bills through COSA software
8	6058/PN/O/I/1A-8/2013 (Pt-I)	10.12.2013	GP, PS, ZP	Lien / Leave of Office Bearers
9	3732(18)/PN/O/l/3C-4/06 (Pt-ll)	01.11.2013	GP, PS, ZP	Evaluation of three tier Panchayats in West Bengal for 2013-14 based on performance during the year 2012-13
10	SBHI/4478/M-32/2013/l(60)	12.07.2013	GP	Authorization of BDO as ex-officio Registrar of Birth & Death in the GP after expiration of terms of GP
11	5653-PN/O/I/4P-1/2004 (Pt-lll)	05.11.2012	CADC	Amemendments. in the West Bengal Comprehensive Area Development Rules, 1974
12	6853-RD (JRY)/13E-9/2010	01.10.2012	GP, PS, ZP	Revised vetting Power of Nirman Sahayak, SAE, AE
14	3256(4)(Order)-WBIC/RTI/994/09	09.12.2009	GP	RTI seeking certain information regarding Maheshpur GP
15	3936/PN/O/I/IT-1/07	02.09.2009	GP, PS	Adoption of Computerized Accounting (GPMS) by Gram Panchayats and SARAL-IFMS by Panchayat Samiti
16	3576/PN/O/I/1A-1/06	12.08.2009	ZP, PS	General Body and the Sthayee Samiti Meeting during Assembly session
17	667/FPI&H/25(H)/9/08 (Pt-I)	16.06.2009	ZP, PS	Selection of beneficiaries under the NRHM

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
18	872/PN/O/I/3C-7/03	22.04.2009	GP, PS & ZP	Items (13 items) of disclosure through booklet in Gram Sansad, Block Sansad & Zilla Sansad
19	1406-PN/O/II/2B-5/2005	24.03.2009	GP, PS, ZP	Faster mode of fund flow from the State Government to the DGHC and the PRI through SBI
20	298/PN/O/I/3C-7/03	21.01.2009	GP, PS & ZP	Items (13 items) of disclosure through booklet in Gram Sansad, Block Sansad & Zilla Sansad - Bengali
21	298/PN/O/I/3C-7/03	21.01.2009	GP, PS & ZP	Items (13 items) of disclosure through booklet in Gram Sansad, Block Sansad & Zilla Sansad -English
22	5095/PN/O/I/3C-7/03	22.12.2008	PS & ZP	Clarification regarding Block Sansad & Zilla Sansad
23	4954/PN/O/I/1S-3/2008	11.12.2008	GP, PS, ZP	Correct name of Districts
24	3748/PN/O/I/1A-2/07	08.09.2008	PS	Inclusion of the BDO as a special invitee in the Forest Rights Committee
25	3649/PN/O/1/1A-7/01	03.09.2008	LA	Notification / Circular in connection with acquisition of land at Rajarhat New Town Area
26	3248/PN/O/I/3R-7/04	11.08.2008	GP	Construction of buildings beyond the prescribed height of fifteen (15) meters in Rural areas.
27	1673/PN/O/I/1E-4/08	15.04.2008	GP, PS & ZP	Clarification regarding meetings of Sthayee Samitis & Upa-Samitis during Panchayat General Elections
28	1220/PN/O/I/1A-2/07	17.03.2008	GP, PS, ZP	Formation & Functioning of Forest Rights Committee
29	5294/PN/O/I/2A-2/98 (Part-1)	30.11.2007	GP, PS & ZP	Maintenance of assets through SHGs, Local Non-Government Agencies or the Cooperative Societies
30	3758/PN/O/I/4F-4/07	20.08.2007	GP&PS	Policy for withhelding funds under CFC / SFC for non-discharging statutory duties by Gram Panchayats & Panchayat Samitis
31	3520-PN/O/I/3C-11/98	09.08.2O07	GP, PS	Formats for submitting inspection report of a GP or PS
32	1779-PN/O/III/2E-144/06	20.04.2007	DGHC	allowing DGHC to utilize services of BDO and other officers and staff
33	1654-PN/O/I/1M-1/04	13.04.2007	GP, PS, ZP	Contingent expenditure when works of line departments implemented byZP/PS/GP
34	1512/PN/O/1/O-1/07	02.04.2007	GP, PS, ZP	Gudideline for construction hotels in coastal area
35	1209/PN/A&AC/V/3A-32/98 (Pt-I)	13.03.2007	GP, PS, ZP	Audit/Accounts

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
36	477/PN/O/1/2A-2/98 (Pt-2)	29.01.2007	GP, PS, ZP	Linkage and coordination of Sthayee Samiti & upasamiti at ZP, PS & GP Level
37	5922-PN/N/II/1G-10/2005	28.12.2006	GP, PS, ZP	Scheme for rewarding selected panchayats of all the three tiers
38	4670/PN/O/I/1A-1/2006	15.09.2006	GP, PS	Abuse of Powers vested on Pradhan, Upa-Pradhan, Sabhapati or Sahakari Sabhapati
39	4572/PN/O/I/3S-114/03	07.09.2006	GP, PS, ZP	Regularization of irregular appointments in the GP or PS or ZP
40	3183/PN/O/I/0-1/98	23.05.2006	GP, PS, ZP	TA / DA for the members of PRI bodies
41	6782/PN/O/1/2B-1/2004 (Pt-1)	21.12.2005	GP, PS, ZP	Rates for ferry service
42	6663/PN/O/1/4P-2/05	13.12.2005	GP, PS, ZP	Monitoring of "Jana Kerosene Pariyojna" (Bengali)
43	6663/PN/O/1/4P-2/05	13.12.2005	GP, PS, ZP	Monitoring of "Jana Kerosene Pariyojna" (English)
44	6376/PN/A&AC/V/3A-83/05	25.11.2005	GP, PS, ZP	Responsibilities in connection with production of ducuments for Audit / IRs / Paragraphs
45	4614/PN/O/V/1M-2/02	06.09.2002	GP, PS, ZP	Priority to be given to the State based registered S.S.I Units in the matter or purchases by or for Panchayat bodies or the State
46	6095/PN/O/V/4F-1/05	02.11.2005	GP, PS, ZP	Norms and procedures for placement, allocation and release of fund under Twelfth Finance Commission.
47	5834/PN/O/V/3A-1/2004	07.10.2005	GP, PS, ZP	Violations of norms and procedures in case of financial management
48	5626/PN/A&AC/3A-63/05	21.09.2005	ZP, State	Vetting powers of the Executive Engineer / District Engineer of Department posted at ZP/ MP
49	519/PN/O/I/3B-1/2005	04.02.2005	GP, PS, ZP	Approval of Budget
50	309-PN/O/I/O-1/04	20.01.2005	ZP, PS	Procedures for obtaining clarifications on different issues sought by the District and Block level officers.
51	3373/PN/O/I/1M-1/04	30.09.2004	GP, PS, ZP	Budget & Financial Limit of Sthayee Samitis and Upa-Samitis
52	865-L	21.05.2004	GP, PS, ZP	West Bengal Lokayukta Act, 2003
53	1290/PN/O/1/3R-2/2001	07.04.2004	GP,PS, ZP	Implementation of Govt. Schemes in Tea Garden area by Panchayat Bodies
54	4417-PN/O/1/2B-3/2003	25.11.2003	GP, PS, ZP	Panning & implementation of different schemes.
55	3598/PN/O/I/3S-114/2003	08.10.2003	GP, PS, ZP	Regularization of irregular appointments in the GP or PS or ZP

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
56	3388/PN/O/V/2A-7/2003	17.09.2003	GP, PS, ZP	Procedure for settlement of the outstanding Audit Paras of Examiners of Local Accounts, W.B in GP, PS and ZPs
57	2751-ICA	07.08.2003	GP, PS, ZP	Tax and Fees for Jatra Show
58	5019(19)/PN/O/II/IM-14/2001	04.10.2002	GP, PS, ZP	Eligibility for awarding works and for participation of contractors in tendering for the works executed out of grant-in-aid fund.
59	1900/PN/O/II/N/1M-3/01	30.04.2001	GP, PS, ZP	Construction of residential quarters
60	2871/PN/O/I/3S-341/2001	17.07.2001	GP, PS, ZP	Procedure to deal with the Writ petitions filed in the High Court against the State and others
61	2873/PN/O/I/1A-5/2001	16.07.2001	GP & PS	Clarification relating to the Section 213 A of the WB Panchayat Act, 1973
62	1562(17)/PN/O/II/IVI-14/2001	06.04.2001	GP, PS, ZP	Grant of concesion to the Registered Co-operative Societies formed by unemployed Engineers and Diploma holders in connection with allotment of works under different Engineering Departments of the State Govt. and various other Organizations Controlled by the State Government.
63	1341-F	02.02.2001	GP, PS, ZP	Grant of concesion to the Registered Co-operative Societies formed by unemployed Engineers and Diploma holders in connection with allotment of works under different Engineering Departments of the State Govt. and various other Organizations Controlled by the State Government.
64	2210-IS/381/2000-IS	29.03.2001	GP, PS, ZP	Owner of usufruct of the produce viz. trees, either naturally grown or planted under different social development schemes.
65	561(17)/PN/O/I/2R-I/98 (Pt- 1)	02.02.2001	GP, PS, ZP	Prevention of Cattle smuggling to Bangladesh
66	12/PN/O/Cell-3/O-4/2000	01.012001	GP, PS, ZP	Eficiency and Responsibility of Administration.
67	5386/PN/O/I/1A-10/88 (Pt. III)	17.11.2000	GP, PS, ZP	Role of prescribed authority u/s 213A of the Panchayat Act.
68	4346-PN/O/CELL-1/O-4/93	29.08.2000	GP, PS, ZP	Revised rates of fine for different animals under Cattle Trespass Act
69	3623/PN/O/I1I/2E-28/94	11.07.2000	GP, PS, ZP	Functions of Deputy District Panchayat & Rural Development Officer
70	7486/P&RD(JRY)/13S-16/99	06.03.2000	GP, ZP	Opening of Savings Bank Account by the Gram Panchayats/Zilla Parishads
71	140/13.03.00/99-2000	12.02.2000	GP,ZP	Interest Rates on Deposits

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
72	141/13.03.00/99-2000	12/2/2000	GP,ZP	Interest Rates on Deposits
73	36/PN/O/III/2E-46/99	5/1/2000	ZP, Mahakuma Parishad	Creation of posts of Additional Deputy Secretaries in the Zilla Parishad/Mahakuma Parishad
74	1415/PN/2M-6/99	24/5/1999	GP,PS,ZP	Transfer of subjects under the Eleventh Schedule and Twelfth Schedule of the Constitution Act, 1992 and Constitution Act 1992, to the Local Self-Govt. organs and preperation of District Development Plan and exucution thereof
75	1008/PN/N/III/4A-1/99	18.05.1999	GP&PS	Travelling allowance of the employees of Gram Panchayats & Panchayat Samitis
76	667/PN/O/I/4A-2/81	26.02.1997	GP, PS & ZP	Memorandum relating to official journey by air
77	2412/PN/N/I/3C-5/94(pt.-I)	16/10/1995	ZP	Regarding Adhyaksha of the District Council for Panchayats
78	2260/V/Panch/3A-49/88	18/9/1995	ZP,PS	Order relating to diversion of funds
79	1196(17)/III/Panch/3C-3/88	24/5/1995	GP, PS, ZP	Strengthening and Streamlining of vigilance activities in the PRI Bodies
80	2685(17)/I/Panch/lA-10/88 (pt.-I)	10/11/1994		Clarification relating to sub-section (3) of Section 213 A.
81	2681(357)/I/2?V/Panch/3A-35/85	28/11/1994	ZP, PS	Check-list to be maintained by Zilla Parishads and Panchayat Samitis for meeting audit requirements
82	873/l/Panch/O6/93(pt.-lll)	28/3/1994	ZP	Regarding purpose of drawal of remuneration bills of Karmadhyakhas
83	1034(16)/l/Panch/4A-2/81 (pt.-I)	19/4/1994	ZP	Admissibility of T.A. & D.A. to Karmadhyaksha of the Sthayee Samitis of the Zilla Parishad
84	3438/l/Panch/3R-4/89	19/11/1993	PS, ZP	Regarding payment of honoraria and grant of leave to the Sabhadhipati and Sahakari Sabhadhipati of Zilla Parishad
85	3682/l/Panch/4A-2/81	23/12/1993	GP	payment of T.A. to the Ex-officio members of Gram Panchayat (Panchayat Samiti Member elected from that gram)
86	6230(15)/ll/Panch/O-7/84	31/3/1984	GP, PS, ZP	Keeping of Fund of Panchayat bodies outside the P.L.Accounts
87	11446/lll/Panch/4E-89	29/6/1989	ZP	Preferential treatment to Small Scale Industrial Units of this State in the matter of purchase by all State Govt./Dies/Offices/ Organizations (including private undertakings and Statutary bodies etc.)

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
88	8167-F	27/7/1988	ZP	Preferential treatment to Small Scale Industrial Units of this State in the matter of purchase by all State Govt./Dies/Offices/ Organizations (including private undertakings and Statutary bodies etc.)
89	555/Edn(S)/2L-4/79	18/5/1979	GP, PS, ZP	Grant of Special Leave to the Staff of recognised nongovernment Secondary Institutions for attending meetings of Panchayat Bodies
90	611/ll/Panch	10/1/1984	GP, PS, ZP	Order relating to supervision of fund flow
91	332/EDN/P/10M-7/79	12/3/1979	GP, PS, ZP	Grant of special casual leave to Primary School Teachers on the days they attend meeting of Panchayat Bodies
92	10967(15)/Panch/lP-27/79	20/6/1979	GP, PS, ZP	Assumption of office by the members subsequently elected to Panchayat Bodies

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 106/PN/O/I/2A-4/2014 **Dated : 08.01.2015**

ORDER

Whereas the Panchayat bodies constituted under Siliguri Mahakuma Parishad after the Panchayat General Elections held in the year 2009 had ceased to exist with effect from the date of completion of five years from the date of their first meeting, on different dates in July, 2014;

And whereas, an order was issued by the Department of Panchayats & Rural Development vide No.3067/ PN/O/I/2A-4/2014 dated 14.07.2014 making arrangement of taking in custody all the financial documents including cash book(s), liquid cash if any, cheque books and bank pass books, all important registers including stock registers, assets, seals etc. by the Custodian in all the three tiers;

And whereas, since it was only stated in the aforesaid order that the Custodians in all the three tiers would ensure day-to-day functioning of the respective Panchayat bodies including disbursement of salary, another order was issued by this Department vide No.723/SS/ PN/O/ I/2A-4/2014 dated 25.07.2014 with a direction that the Custodians appointed for all the three tiers of Panchayats would be able to make payment of telephone bill, electricity bill, salary, wages, remuneration of contractual employees and other day to day contingent expenditure essentially required for running the offices of the Gram Panchayat/Panchayat Samiti/ Mahakuma Parishad, as the case may be;

And whereas, the date for next Panchayat General Elections in the area of Siliguri Mahakuma Parishad has not yet been finalized and the arrangement made vide orders referred to above are still continuing;

And whereas, the Executive Officer, Siliguri Mahakuma Parishad & District Magistrate, Darjeeling has sent a letter to this Department vide his No.l854/PE/SMP dated 12.11.2014 stating that during the period of Custodianship, the Panchayat Institutions are receiving allotment of fund for schemes like 3rd SFC grant, 13th CFC grant etc, which are to be utilized and utilization certificates are to be submitted in time;

And whereas, in terms of the Order No.723 dated 25.07.2014, the Custodians are unable to implement the development schemes and as such, directly or indirectly, the citizen centric welfare schemes are being stopped depriving the local beneficiaries of the Siliguri Sub-division;

And whereas, the Executive Officer, Siliguri Mahakuma Parishad & District Magistrate, Darjeeling has proposed to allow the execution of schemes approved in Annual Action Plan citing the fact that an arrangement for execution of schemes under MGNREGA by the Custodians is already in place;

And whereas, since there is no Panchayat body at present and approval of Annual Action Plan or approval of budget of the Panchayat concerned is not possible in terms of the relevant provisions of the law in force;

And whereas, there may be a number of unexecuted schemes which are included in the Annual Action Plan or five-year Development Plan duly approved by the preceding Panchayat body concerned;

Now therefore, after careful consideration of the entire matter and in the interest of welfare of the people residing under the area of Siliguri Mahakuma Parishad, the Governor is pleased to order that the Custodians of

all the three tiers under Siliguri Mahakuma Parishad, after obtaining approval of the District Magistrate, Darjeeling, are allowed to execute the ongoing schemes and to start executing those new schemes which are found in the Annual Action Plan or five-year Development Plan duly approved by the preceding Panchayat body concerned strictly following the respective scheme guidelines if the fund for the said purpose is allotted in favour of Panchayat concerned.

The Governor is also pleased to order that the Custodians will be responsible for ensuring the maintenance and preservation of all the relevant documents for record and audit purpose and shall remain accountable to all concerned for the funds so utilized.

By Order of the Governor

D. K. Pal

OSD & Ex-officio Special Secretary
to the Government of West Bengal

No. 106/l(6)/PN/O/I/2A-4/2014 **Dated : 08.01.2015**

Copy forwarded for information and necessary action to:-

1. The Divisional Commissioner, Jalpaiguri Division.
2. The Commissioner of Panchayats & Rural Development, West Bengal
3. The District Magistrate, Darjeeling & Executive Officer, Siliguri Mahakuma Parishad
4. The Additional Executive Officer, Siliguri Mahakuma Parishad. Copies of this order may be circulated among all concerned in the district.
5. The Sub-Divisional Officer, Siliguri
6. The District Panchayats & Rural Development Officer, Darjeeling

D. K. Pal

OSD & EO Special Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 723/SS/PN/O/I/2A-4/2014 **Dated : 25.07.2014**

From : D. K. Pal
OSD & E.O. Special Secretary
to the Government of West Bengal

To : The District Magistrate, Darjeeling

Sub : Clarification to this Department's order No. 3067/PN/O/I/2A-4/2014 dated 15.07.2014

Sir,

I am directed to refer to this Department's order No. stated above and to clarify the following regarding implementation of the aforesaid order -

1. The Block Development Officer/officer nominated by the Block Development Officer as custodian of all the documents of the Gram Panchayat will be able to receive any kind of fund allotted by any authority in favour of the concerned Gram Panchayat and also tax/non-tax revenue receivable by the Gram Panchayat. The Custodian shall ensure proper deposit of the fund in the bank account of the Gram Panchayat. Similarly the custodian of all the Panchayat Samitis & the Siliguri Mahakuma Parishad will receive and deposit the fund in the bank accounts of the respective Panchayat Bodies.

2. The Custodians appointed for all the three tiers of Panchayats will be able to make payment of telephone bill, electricity bill, salary, wages, remuneration of contractual employees and other day to day contingent expenditure essentially required for running the offices of the Gram Panchayat/Panchayat Samiti/ Mahakuma Parishad, as the case may be.

3. The Custodian of the Gram Panchayats so appointed will be able to make payment orders and sign cheques as co-signatory with Executive Assistant as well as authenticate the cash book of the Gram Panchayat. For every authentication made during this period, the custodian shall use the seal- "Custodian, ---------- Gram Panchayat". Similarly, for Panchayat Samitis & Siliguri Mahakuma Parishad, the seal "Custodian, ---------- Panchayat Samiti / Siliguri Mahakuma Parishad" shall be used.

   The above arrangement shall cease forthwith once the newly elected Panchayat bodies resume office.

Regarding issuing of various non-statutory certificates during the period before the newly elected Gram Panchayats resume their office pursuant to the next Panchayat General Election, the concerned Block Development Officer will issue the required certificates after proper enquiry.

Regarding registration of births & deaths and issuance of certificates thereof, this Department is taking up the matter with the Health & Family Welfare Department for issuing requisite order.

Yours faithfully,

(D. K. Pal)

No.723/l(3)/SS/PN/O/I/2A-4/2014 **Dated : 25.07.2014**

Copy forwarded for information and necessary action to :

1. The Commissioner, P & RD, West Bengal
2. The Additional Executive Officer, Siliguri Mahakuma Parishad
3. The District Panchayats & Rural Development Officer, Darjeeling

(D.K.Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 3067/PN/O/lE-2A-4/2014 **Dated : 14.07.2014**

ORDER

Whereas in terms of sub-section (1) of section 7, 96 and 141 of the West Bengal Panchayat Act, 1973 read with article 243E of the Constitution of India, the members of Gram Panchayats, Panchayat Samitis and Zilla Parishads including Siliguri Mahakuma Parishad shall hold office for a period of five years from the date appointed for its first meeting and no longer;

And whereas the Panchayat bodies constituted under Siliguri Mahakuma Parishad after the Panchayat General Elections held in 2009 will cease to exist with effect from the date of completion of five years from the date of their first meeting on different dates in July 2014;

Now, therefore, the Governor is pleased to order in the public interest to make the following arrangements at the level of each Panchayat body for custody of all the financial documents including cash book(s), liquid cash if any, cheque books and bank pass books, all important registers including stock registers, assets, seals etc. -

(l) For each Gram Panchayat, the Block Development Officer/an officer to be nominated by the BDO shall take custody of the above-mentioned documents, registers etc. All the employees of the Gram Panchayat shall assist the BDO/the officer so nominated to prepare inventory of the above-mentioned documents, registers etc. and for custody of the same at the Gram Panchayat.

(2) For each Panchayat Samiti, the Block Development Officer & Ex-Officio Executive Officer shall remain responsible for custody of the related documents, registers etc. of the Panchayat Samiti concerned.

(3) For Siliguri Mahakuma Parishad, the District Magistrate & Ex-Officio Executive Officer or the Additional Executive Officer of Siliguri Mahakuma Parishad (if so nominated by District Magistrate & Ex-Officio Executive Officer) shall remain responsible for custody of the related documents, registers etc. of Siliguri Mahakuma Parishad.

(4) The officers so authorized under (1), (2) and (3) above shall ensure day-to-day functioning of the respective Panchayat bodies including disbursement of salary.

This is a temporary working arrangement which shall cease automatically once elected Panchayat bodies are constituted.

This order shall take immediate effect, The District Magistrate of the district concerned shall ensure compliance of this order and send action taken report.

By Order of the Governor

D. K. Pal

OSD & Ex-officio Special Secretary
to the Government of West Bengal

No. 3067/l(6)/PN/O/lE-2A-4/2014 Dated : 14.07.2014

Copy forwarded for information and necessary action to -

1. The Divisional Commissioner, Jalpaiguri Division.
2. The Commissioner of Panchayats & Rural Development, West Bengal.
3. The District Magistrate, Darjeeling & Ex-Officio Executive Officer, Siliguri Mahakuma Parishad. Copies of this order may be circulated among all concerned in the district.
4. The Additional Executive Officer, Siliguri Mahakuma Parishad. Copies of this order may be circulated among all concerned in the district.
5. The Sub-DivisionalOfficer, Siliguri.
6. The District Panchayats & Rural Development Officer, Darjeeling.

D. K. Pal

OSD & EO Special Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road, Kolkata - 700 001

No : 2821(17) /PN/O/I/lE-6/12(Pt.-I) **Date : 11.07.13**

From : D. K. Pal
Special Secretary to the
Government of West Bengal

To : The District Magistrate (All except Darjeeling)

Sub : Clarification to this Department's order No. 2540/PN/O/I/1E-6/12 dated 26.06.2013

Sir,

I am directed to refer to this Department's order No. stated above and various queries received from the districts on implementation of the aforesaid order and to state the following-

1. The Block Development Officer/officer nominated by the Block Development Officer as custodian of all the documents of the Gram Panchayat will be able to receive any kind of fund allotted by any authority in favour of the concerned Gram Panchayat and also tax/non-tax revenue receivable by the Gram Panchayat. The Custodian shall ensure proper deposit of the fund in the bank account of the Gram Panchayat. Similarly the custodian of all the Panchayat Samitis & Zilla Parishads will receive and deposit the fund in the bank accounts of the respective Panchayat Bodies.

2. The Custodians appointed for all the three tiers of Panchayats will be able to make payment of telephone bill, electricity bill, salary, wages, remuneration of contractual employees and other day to day contingent expenditure essentially required for running the offices of the Gram Panchayat/Panchayat Samiti/Zilla Parishad, as the case may be.

3. The Custodian of the Gram Panchayats so appointed will be able to make payment orders and sign cheques as co-signatory with Executive Assistant as well as authenticate the cash book of the Gram Panchayat. For every authentication made during this period, the custodian shall use the seal-"Custodian, ---------- Gram Panchayat". Similarly, for Panchayat Samitis & Zilla Parishads, the seal "Custodian, ---------- Panchayat Samiti/ZillaParishad" shall be used.

   The above arrangement shall cease forthwith once the newly elected Panchayat bodies resume office.

Regarding issuing of various non-statutory certificates during the period before the newly elected Gram Panchayats resume their office pursuant to 8th Panchayat General Election, the concerned Block Development Officer will issue the required certificates after proper enquiry.

Regarding registration of births & deaths and issuance of certificate:; thereof, this Department is taking up the matter with the Health & Family Welfare Department for issuing requisite order.

Yours faithfully,

(D.K.Pal)

No : 2821(17)/l(2)/PN/O/I/lE-6/12(Pt.-I) Date : 11.07.13

Copy forwarded for information & taking necessary action to—

1. The Commissioner, P&RD, West Bengal

2. The District Panchayats & Rural Development Officer _____ (All except Darjeeling)

(D.K.Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 3349/PN/O/I/4P-2/2012 **Dated : 05.08.2014**

MEMORANDUM

Whereas, the Panchayats and Rural Development had earlier introduced the e-procurement process in respect of the PMGSY works and also for all procurements above Rs. 5 lakhs in respect of works implemented out of funds managed by the Zilla Parishads (vide no.48I/PN/O/III/2E-05/10 dated 29.01.2010) with a view to ensuring greater transparency;

And whereas, the Finance Department in terms of their notification no. 6932-F(Y) dated 29.08.2013 read with Notification No. 5400-F(Y) dated 25.06.2012 and memorandum No. 1160-F(Y) dt. 28.02.2014 & 1177-F(Y) dt.28.02.2014 made the e-tendering procedure mandatory for all procurements' above Rs.5 lakh for all State Government Departments including their subordinate offices that includes the 3 tier Panchayati Raj Institutions;

Now, therefore, the Governor is pleased to issue the following instruction for introduction of the process of e-tendering in all cases of works/schemes/procurement implemented by the Department and its subordinate offices including the three tier Panchayat Bodies with value over and above Rs.5 lakh-

1. The system of enlistment of contractors under Zilla Parishads, Panchayat Samities and Gram Panchayats is hereby abolished with an immediate effect.

2. All tenders for procurement of and above Rs. 5 Lakh shall be published in the e-tender portal of the State Government namely https://wbtenders.gov.in and also in the website of the Panchayats & Rural Development Department and all works for the said value shall be awarded through open e-tender without any reservation for any particular class.

3. The previously framed Standard Bidding Document (SBD) available at the Zilla Parishad level customized to suit the respective PR bodies is to be used (a copy of the same is attached).

4. The following officials of the Gram Panchayat & Panchayat Samiti tiers may be assigned to perform the precise roles like 1) Creator 2) Bid Publishers 3) Bid Opener & 4) Bid Evaluator etc.

A. GP tier – 1. Executive Assistant
2. Nirman Sahayak
3. Secretary

B. PS tier – 1. Joint BDO & Joint Executive Officer, Panchayat Samiti
2. Concerned SAE
3. Additional SAEs posted in the Block

An official may be assigned role for all the items or one/two/three roles as per decision of the concerned Bodv. For each category there should be at least two officials assigned.

5. The Zilla Parishad concerned will take steps to prepare digital signature in respect of officials above either from NIC (NICCA) or any other authorized private agency approved by the Controller of Certifying Authorities (CCA). [for approved agency list, the portal https://cca.gov.in is to be consulted]

6. There will be a district level Nodal Officer identified lor each tier who would register the DSCs and make the role assignments. The Nodal Officer cannot participate in the tendering activities.

7. Role of the existing tender committee or a body already functional for finaiization of tender (say the Artha, Sanstha, Unnayan O-Parikalpana Sthayee Samiti or Artha 0 Parikalpana Upa Samiti) may continue.

8. All the offices will ensure availability of tender documents free of cost in the departmental website (even for works valued below the base level of e-tender) and also in the e-tender portal namely https://wbtenders.gov.in.

9. In case of e-tendering, EMD/Bid security shall be collected as soft copies for instruments (cheques/ Bank Draft/Bank Guarantee etc). In case of cash deposits, scanned copies of receipts for such deposit should be submitted by the bidders before the tender opening date.

10. The Zilla Parishad concerned will form an **e-tendering Cell** to extend necessary assistance to the Gram Panchayats and Panchayat Samitis within the district. The Cell may arrange training for the officials of Gram Panchayat & Panchayat Samiti level who will be associated with the work of e-tendering.

11. The Engineering Cell and the Computerisation Cell of the Department may jointly organize a training for selected Zilla Parishad officials who may in turn arrange training of officials of sub-district level and also of the prospective Bidders/ agencies who will generally participate in e-lendering process at Gram Panchayat and Panchayat Samiti level, if necessary.

12. The process of e-tendering for all works above Rs. 5 lakh must commence w.e.f. 01.10.2014. The conventional procedure of open tender for works valued below Rs. 5 Lakh shall remain applicable.

13. The provisions enumerated under clause (c) of sub-rule (2) of rule 11, sub-rule (4) and clause (b) of sub-rule (5) of rule 17 of the West Bengal Panchayat (Gram Panchayat Accounts. Audit and Budget) Rules, 2007 and Rule 88. 89. 90 and sub-rule (2), (3) & (4) of Rule 91 of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Finance Rules. 2003 have been kept in abeyance and same along with other follow up provisions, if any. will be amended in due course.

Sd/

Principal Secretary
to the Government of West Bengal

No. 3349/1 (15)/PN/O/I/4P-2/2012 **Dated : 05.08.2014**

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A & E), West Bengal, Treasury Buildings, 2, Government Place (West). Kolkata-700001
2. The Principal Accountant General (Audit) West Bengal, Treasury Buildings. 2. Government Place (West). Kolkata-700001
3. The Sabhadhipati.....Zilla Parishad
4. The Commissioner, Panchayats & Rural Development. West Bengal
5. The Director, State Institute of Panchayats & Rural Development. S1PRD. Kalyani. Nadia
6. The District Magistrate & Executive Officer.....
7. The Administrative Secretary. CADC
8. The Chief Executive Officer. SRLM
9. The Mission Director, PBRSSM
10. Shri/Smt.....Joint Secretary/Deputy Secretary. Panchayats & Rural Development Department
11. The Additional Executive Officer.....Zilla Parishad/Siliguri Mahakuma Parishad
12. Financial Controller, West Bengal State Rural Development Agency
13. Kolkata Pay & Accounts Office-Ill, 1st Floor, IB Market. Sector-Ill, IB Block. Bidhannagar, KoIkata-700106
14. PA to Chief Secretary
15. PA to Principal Secretary, Finance Department. Government of West Beneal

D. K. Pal

OSD & EO Special Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No.2429/PN/O/I/2P-2/2014 **Dated : 03.06.2014**

From : D. K. Pal, OSD & EO
Special Secretary to the
Government of West Bengal

To : The Principal Secretary to the
Government of West Bengal
Finance Department, Nabanna
Howrah-711102

Sub : Grants-in-Aid salary bills in COSA compliant format for Panchayat employees

Sir,

I am directed to refer to the Finance Department's Memorandum no.l 872-F(Y) dated 02.04.2014 on the above subject and to state the following for your kind information:-

1. It is learnt that the COSA software package meant for the Government employees has been suitably modified to cater to the need of the local bodies mentioned under item No. (ii) in page 1 of the above-stated memorandum.

2. It is also learnt that modification of the COSA software to fulfill the requirement of the Gram Panchayat tier is presently being done by the NIC authority.

3. Before such modification as stated above, the Gram Panchayats and Block offices are presently not in a position to prepare and submit COSA generated salary bills for the GP employees.

4. It is learnt that the Treasuries of some districts are insisting on submission of salary bills accompanied by COSA generated statements for the Gram Panchayat employees.

5. Meanwhile, a Memorandum vide No. 2428/PN/O/1/2P-2/2014 dated 03.06.2014 has been issued by this Department in this regard. A copy of the Memorandum is enclosed for ready reference.

Under the circumstances, I am directed to request you to issue necessary instruction to the Treasuries concerned so that the present system of drawing of salary bills may continue till such time the modified version of the COSA software customized to accommodate the requirement of the Gram Panchayat tier is developed and put in place. Meanwhile, this Department has initiated necessary steps so that the new system for the PRI bodies is rolled out within the shortest possible time.

Yours faithfully,

(D.K.Pal)

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 2428/PN/O/I/2P-2/2014 **Dated : 03.06.2014**

MEMORANDUM

Whereas, the Finance Department in terms of their Notification No. 1829-F(Y) dated 01.03.2012 has made preparation and generation of salary bills including those under Grants-in-aid through COSA software mandatory;

And whereas, it has been learnt that the COSA software package meant for the State Government employees has been suitably modified for accommodating the requirement for such preparation and generation of salary bills for the employees of the Zilla Parishad and Panchayat Samitis;

And whereas, it has also been learnt that the modification of the COSA software to fulfill the requirement of the Gram Panchayat tier is presently being done by the NIC authority;

And whereas, the Finance Department, in terms of their Notification No. 1872-F(Y) dated 02.04.2014 had ordered that the Grants-in-aid salary bills generated through the modified COSA software should accompany the L.F/ Deposit Account cheques for monthly salary of the employees of the Local Bodies from April, 2014 onwards;

Now, after careful consideration of all the aspects, the Governor is pleased to order as follows.

1. The Zilla Parishads and the Panchayat Samitis shall prepare and generate salary bills for their employees in the modified version of the COSA software and the same should accompany the LF/ Deposit Account cheques at the time of submission to the treasury with immediate effect.

2. The Computerisation Cell of this Department shall organize training for selected district officials who shall in turn arrange for training in the districts, as may be necessary.

3. The same version of COSA may be used for processing the salary bills of Gram Panchayats till a modified new version is developed by NIC.

Principal Secretary
to the Government of West Bengal

No.2428/l(100)/ PN/O/I/2P-2/2014 Dated : 03.06.2014

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A & E), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata-700001
2. The Principal Accountant General (Audit) West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata-700001
3. The Sabhadhipati.....Zilla Parishad
4. The Directories of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyon's Range(2nd & 3rd)
5. The Commissioner, Panchayats & Rural Development, West Bengal
6. The Director, State Institute of Panchayats & Rural Development, SIPRD, Kalyani, Nadia
7. The District Magistrate & Executive Officer.....In case of any problem that may arise in application of the COSA software for preparation of salary bills for the PRI employees, the Computerisation Cell of this Department (headed by Smt. Nilanjana Dasgupta) may be contacted for guidance and support.
8. Shri/Smt.....Joint Secretary /Deputy Secretary, Panchayats & Rural Development Department
9. The Additional Executive Officer,.....Zilla Parishad/Siliguri Mahakuma Parishad.
10. The District Panchayat & Rural Development Officer,.....
11. The Sr. PS to the Principal Secretary, Finance Department, Government of West Bengal

D. K. Pal

OSD & Ex-officio Special Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 6058/PN/O/I/1A-8/2013 (Pt.-I) **Dated : 10.12.2013**

ORDER

Whereas the offices of Pradhan of Gram Panchayat, Sabhapati & Sahakari Sabhapati of Panchayat Samiti and Sabhadhipati, Sahakari Sabhadhipati & Karmadhyaksha of Zilla Parishad have been declared wholetime functionaries in terms of the provisions of sections 9, 98, 143 and 172 of the West Bengal Panchayat Act, 1973;

And whereas in terms of the provisions of the aforesaid sections, during the period for which they shall hold or are due to hold such offices, they shall not hold such offices unless they have obtained leave of absence from the place of their employment or office of profit;

And whereas after being elected in the offices of full time office bearers, if they continue to hold any office of profit, they are liable to be removed from such offices in the Panchayats concerned in terms of sections 9(10), 98(9), 143(9) & 172(7) of the aforesaid Act;

Now, therefore, after careful consideration of the entire matter, the Governor is pleased to order that all the Departments/ Authorities under which the full time office bearers as mentioned above are employed or are holding offices of profit, shall, on receipt of application for lien/leave of absence from the office-bearers concerned, allow them such lien/leave of absence for their full term in the said offices in the Panchayats with effect from the date of their joining such offices in order that such employment or holding of office of profit may not interfere with due exercise of their powers, performance of their functions or discharge of their duties and that the public interest does not suffer.

By order of the Governor,

(Saurabh Kumar Das)
Principal Secretary to the
Government of West Bengal

No. 6058/l(125)/PN/O/I/lA-8/2013 (Pt.-I) Dated: 10.12.2013

Copy forwarded for information and taking necessary action to-

1. The Additional Chief Secretary/Principal Secretary/ Secretary.....

   .....Department

2. The Sabhadhipati,.....Zilla Parishad

3. The District Magistrate & Executive Officer, ...

4. The Additional Executive officer,.....Zilla Parishad

5. The District Panchayat& Rural Development Officer.....

   S/he is requested to forward copies of this order among the Block Development Officers and the Panchayat Bodies of all the three tiers within the district.

6. The.....

D. K. Pal

Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 3732(18)/PN/O/I/3C-4/06(Pt.-II) **Dated : 01.11.2013**

From : Saurabh Kumar Das
Principal Secretary to the
Government of West Bengal

To : The District Magistrate _____ (All)

Sub : Evaluation of three tier Panchayats in West Bengal for 2013-14 based on performance during the year 2012-13

Madam/Sir,

You are well aware that the Government of West Bengal has been conducting the self evaluation of the three tier PRIs of the State since 2006-07 followed by award of incentives to the best performing Panchayats out of the State Budget. Since 2011-12, the self evaluation exercise has been integrated with the incentivisation of best performing Panchayats component under Panchayat Empowerment and Accountability Incentive Scheme (PEAIS) implemented by the Ministry of Panchayati Raj, Government of India. In both 2011-12 and 2012-13 from this integrated system of evaluation six Gram Panchayats, two Panchayat Samitis and one Zilla Parishad has been granted incentives additionally by MoPR out of PEAIS.

From 2013-14 onwards the PEAIS has been subsumed in the newly launched Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) and the activities taken under PEAIS shall continue substantially in the same form under RGPSA. The State Government has taken a decision to participate in the performance assessment to be conducted under RGPSA from 2013-14 keeping alive its own system of awarding the best performing Panchayats in the districts. Certain changes have also been introduced in the new process by adopting the following measures -

1. The questionnaire used in earlier years has been made simpler.
2. Participation of 100% Panchayats of all the three tiers has to be ensured.
3. Response of PRIs will have to be made more objective and supported by definite source of information.
4. Instead of self-marking, evaluation and marking will be done by higher Administrative Committee.
5. Preparation of a data bank will be prepared following the evaluation.
6. Meaningful hand holding support will be provided to the lagging Panchayat under the existing capacity building programmes.

In order to finalize the questionnaires, marking pattern methodology of evaluation, and formation of evaluation committees in all three levels, a workshop was organized with officials of the Department, the Directorate under this Department, SIPRD and DPRDOs on 28.10.2013. Based on the discussions held in the workshop, the following guideline is issued for conducting the performance assessment in the current year in a time bound manner.

1. The performance evaluation of 100% PRIs of the State for the year 2013-14 shall be conducted on the basis of the performance of the Panchayats in the financial year 2012-13.

2. The samples of final questionnaires for all the three tiers to be used for the purpose of the above evaluation shall be circulated both in hard and soft copies to the district level.

3. The district authorities shall make the requisite copies @3 copies per Panchayat body for each tier and circulate the same among the Panchayats under its jurisdiction within stipulated time.

4. The filled-in questionnaires shall be collected from 100% of the Panchayat Bodies within the stipulated period. If required, specific dates may be fixed for the purpose of such collection.

5. The following Evaluation Committees shall be constituted for the three tiers comprising the following officials-

A. For Gram Panchayat :
1) Block Development Officer- Chairman
2) Joint Block Development Officer
3) Panchayat Development Officer
4) Panchayat Audit & Account Officer
5) 2 Officers nominated by the BDO not below the rank of Extension Officer of the Block

B. For Panchayat Samiti :
1) SDO or Additional SDO- Chairman
2) One Officer of the rank of Deputy Magistrate
3) Samiti Audit & Accounts Officer
4) 2 Officers at the Sub-division level to be nominated by the SDO

C. For Zilla Parishad :
1) Commissioner, P&RD- Chairman
2) One Additional Director, P&RD, WB
3) Sri Debashis Das, Joint Secretary of the P&RD Departmrnt
4) Senior Audit & Accounts Officer and Ex-Officio Joint Secretary of the P&RD Department
5) One Additional Director of SIPRD
6) One Joint Director of the Directorate, P&RD, WB
7) One Joint Director of SIPRD

In the event of non-availability of official for any tier or the post lying vacant, the District Magistrate or the Chairman of the Evaluation Committee, as the case may be, shall nominate requisite number of Officers for inclusion in the Evaluation Committee

6. The PRIs shall only write objective responses in the questionnaire mentioning the source of information/ supporting office documents in favour of such response but shall not put any marks.

7. During evaluation the Evaluation Committee for any tier shall verify the responses made by the PRI and put marks accordingly.

8. The evaluated and marked filled-in questionnaires for GP and PS shall be collected by respective DP&RDO who shall prepare a consolidated list according to the decreasing order of marks obtained by PRIs of a particular tier within the district. Such lists shall be forwarded to State level after due recommendation of the District Magistrate.

9. The filled-in questionnaires of the Zilla Parishad shall directly be received in the office of the Commissioner, P&RD, West Bengal. The Evaluation Committee for the Zilla Parishad shall evaluate the filled-in questionnaires in a similar manner and forward the recommended list in the order of decreasing marks to the State level.

10. The State Panchayat Performance Assessment Committee (SPPAC) constituted at the State level shall consider the lists received from the Districts as well as from the Commissioner, P&RD and recommend State level field verification to selected top ranking Panchayat Bodies according to merit.

11. The State level field verification (SLFV) team constituted by the State Government shall visit such short-listed Panchayats and submit their reports within a fixed period.

12. After receipt of the reports of the SLFV team, the SPPAC shall finally recommend requisite number of Panchayats to the State Government for finally recommending the names of Panchayat Bodies to the Ministry of Panchayati Raj by the State Government.

13. The incentive from the State Government shall be awarded to the selected best performing Panchayats of a Block or District based on the ranked list received from the districts in due course.

14. Since very little time is left to the State Government for sending the recommendation to the Ministry in the current year, the work is to be completed strictly in a bound manner. The time line for the work mentioning different stages is annexed with this letter. If there is delay in receiving the filled-in questionnaire from any Panchayat body beyond the stipulated date, such questionnaire from any Panchayat body may not be considered for evaluation. However, efforts should be made to ensure participation of 100% Panchayats in the process.

15. The State Government shall identify some questions in the questionnaires for all the three tiers as on-watch indicators. The Panchayats lagging on those selected on-watch indicators or showing performance below average shall be subsequently extended with meaningful hand holding support under the Capacity Building component of RGPSA.

16. After the evaluation is completed, the. data in the filled-in questionnaires shall be computerised at the district level through outsourcing. As in previous years, Rs. 50/questionnaire (for GP and PS) shall be released to the districts from the State level on receipt of the soft version of the database and the claim.

The works shall have to be completed in the time bound manner.

Yours faithfully,

Sd/-

(Saurabh Kumar Das)

No. 3732(18)/l(6)/PN/O/I/3C-4/06(Pt.-II) Dated : 01.11.2013

Copy forwarded for information and necessary action to:

1. The Sabhadhipati,.....Zilla Parishad(All)
2. The Commissioner, Panchayat & Rural Development Department, West Bengal.
3. The Director, SIPRD, Kalyani, Nadia.
4. The Additional Executive Officer,.....Zilla Parishad(All)
5. The Dist. Panchayat & Rural Development Officer,.....(All)

   He is requested to circulate the copy of this communication to all concerned at the district level.
6. Shri .....

OSD & EODS to the
Government of West Bengal

ANNEXURE

(Memo No. 3732/PN/O/I/3C-4/06(Pt.-II), dated: 01.11.2013)
Timeline for Panchayat Performance Assessment (2013-14)
[Based on the performance of the Panchayats during the year 2012-13]

1. Circulation of questionnaires to PRIs at District level - by 15/11/2013
2. Receipt of filled in questionnaires from Panchayats to Block (for GP) / Subdivision (for PS) / Commissioner, P&RD (for ZP)- by 30/11/2013
3. Completion of Verification / Evaluation at Block (for GP) / Subdivision (for PS) / Commissioner, P&RD (for ZP)- by 31/12/2013
4. Forwarding of ranked list by districts (for PS & GP) - by 05.01.2014
5. Forwarding of ranked list of ZP by Commissioner, P&RD to the State Government-by 05.01.2014
6. State level field verification between 10.01.2014 and 20.01.2014
7. Recommendation of SPPAC to State Government- by 25.01.2014
8. Sending recommendation by State Government to MOPR - By 31.01.2014

Government of West Bengal
Department of Health & Family Welfare
Directorate of Health Services
Swasthya Bhawan, GN-29, Sector-V
Salt Lake City, Kolkata- 700 091

ORDER

Whereas it is apparent from letter No. 2823/PN/O/I/1E-6/2012 (Pt I) 11/07/2012 of the Panchayats and Rural Development Department that the term of office of the Gram Panchayats constituted after the 7th Panchayat General Elections held in the year 2008 have already expired, and the newly constituted PR Bodies are likely to assume office around the end of August 2013, after observance of the proeedural formalities related to the 8th Panchayat General Elections;

And whereas it is expedient to make an interim arrangement for issuance of Birth and Death Certificates during the intervening period, in the absence of the Gram Panchayat Prodhans who are Ex-Officio Sub Registrars of Births & Death within their respective territorial jurisdiction;

Now therefore, in exercise of the powers conferred under Sub Section (5) of Section 7 of the Registration of Births and Deaths Act, 1969, the Block Development Officers as Ex-Officio Registrars of Births & Deaths are hereby authorized to appoint suitable officers under their control to act as Sub-Registrar of Births & Deaths in the Gram Panchayats entrusted to each for the purpose of issuing Birth & Death Certificates until the newly elected Panchayat Bodies assume office.

(B.R. Satpathy)

Director of Health Services &
Chief Registrar of Births & Deaths
West Bengal

Memo No. SBHI/4478/M-32/2013/ 1(60) Dated : 12 July 2013

Copy forwarded for information and appropriate action to:

1. Commissioner, P&RD, West Bengal
2. Shri Dilip Kumar Pal, Special Secretary, P&RD Department
3. District Magistrate (All)
4. Chief Medical Officer of Health (All)
5. District Panchayat & Rural Development Officer (All)
6. Senior PS to Principal Secretary, H&FW Department

(B.R. Satpathy)

Director of Health Services &
Chief Registrar of Births & Deaths
West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)/2012/SAR-415**

The Kolkata Gazette

सत्यमेव जयते

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & Rural Development

NOTIFICATION

No. 5653-PN/O/I/4P-1/2004 (pt-III) Dated, the 5th November, 2012. — In cancellation of this Department's Notification No. 4421/PN/O/I/4P-1/2004 (Pt.-I) dated 18.10.2011 and in exercise of the power conferred by section 4 and sub-section (1) of section 37 of the West Bengal Comprehensive Area Development Act, 1974 (West Bengal Act XXXIX of 1974), the Governor is pleased hereby to make the following amendments in the West Bengal Comprehensive Area Development Rules, 1974, (hereinafter referred to as the said rules);—

Amendments

In the said rules, —

(1) for rule 3, substitute the following rule :—

"3. Members and their terms of office. (1) The Corporation shall consist of the following members :—

(i)	Hon'ble MIC, Panchayats & Rural Development Department, Government of West Bengal	Chairperson;
(ii)	Additional Chief Secretary, Planning Department	Vice-Chairperson;
(iii)	Principal Secretary/Secretary, Panchayats & Rural Development Department	Member;
(iv)	Secretary, Agriculture Department	Member;
(v)	Secretary, Finance Department or his nominee	Member;
(vi)	Secretary, Fisheries Department	Member;
(vii)	Secretary, Animal Resources Development Department	Member;

(viii)	Joint Secretary of Panchayats & Rural Development Department looking after West Bengal Comprehensive Area Development Corporation matters	Member;
(ix)	Administrative Secretary, West Bengal Comprehensive Area Development Corporation	Member-Secretary;

(2) The term of office of the chairperson, the vice-chairperson and the members shall be five years or till the term of his office or as may be determined by the State Government".

By order of the Governor,

(SAURABH KUMAR DAS)
Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road, Kolkata - 700 001

No. 6853-RD (JRY)/13E-9/2010 **Dated, the 1st October, 2012**

ORDER

In modification of the previous orders regarding technical vetting power of Engineers of the Panchayats & Rural Development Department the undersigned is directed by order of the Governor to say that the Governor has been pleased to revise the technical vetting power of Engineers under this Department to execute rural development schemes as below :

1.(A) For Earth Work

Sl.No.	Post	Revised Vetting Power
1.	Nirman Sahayak	Rs. 3.00 (Rs. Three) lakh
2.	Sub-Assistant Engineer	Rs. 4.50 (Rs. Four point five zero) lakh
3	Assistant Engineer	Rs. 8.00 (Rs. Eight) lakh

1 (B) For Other Public Works

Sl.No.	Post	Revised Vetting Power
1.	Nirman Sahayak	Rs. 1.50 (Rs. One point five zero) lakh
2.	Sub-Assistant Engineer	Rs. 3.50 (Rs. Three point five zero) lakh
3	Assistant Engineer	Rs. 8.00 (Rs. Eight) lakh

1 (C) For Both Earth Work and Other Pnblic Work

Sl.No.	Post	Revised Vetting Power
1.	Executive Engineer	Rs. 45.00 (Rs. Forty five) lakh
2.	Superintending Engineer	Rs. 2 (Rs. Two) Crore

This order issues in pursuance of Finance Department No. 5458-F(Y) dated 27.06.12 and with the concurrence of Finance (Audit) Department vide their U.O. No. 937 Group-T, dated 7.9.12 and also of Group R of that Department vide their U.O. No. 86 dated 11.09.12.

By order of the Governor

Sd/-S. K. Das

Principal Secretary to the Govt. of West Bengal.

No. 6853/l(46)-RD(JRY)/13E-9/2010 **Dated, the 1st October, 2012**

Copy forwarded for information and necessary action to: -

1) The Pr. A.G.(A&E), W.B. Treasury Buildings, 2, Govt. Place (West) Kolkata -1.,

2) The Pr. A.G.(Audit), W.B. Treasury Buildings, 2,Govt Place (West) Kolkata-1.,

3) The A.G.(R.W & L.B.Audit), W.B. C.G.O. Complex 'C East Wing, 5lh floor, Salt Lake, Sector-1, Kolkata -64.,

4) The Director of Treasuries and A/Cs, W.B., The New lndia Assurance Building, 4, Lyons Range, Kolkata -1.,

5) The D.M. _____ .,

6) The Executive Officer, _____ Zilla Parishad.,

7) The Additional Officer, _____Zilla Parishad.,

8) The Additional Executive Officer, Siliguri Mahakuma Parishad.,

9) The Principal Secretary, D.G.H.C,

10) Finance (Audit) Deptt., Writers' Buildings, Kolkata-1.,

11) Audit & A/Cs Cell of this Department.,

12) Vetting Cell of this Department.,

13) MGNREGA Cell of this Department.

Sd/- S. Sengupta.

OSD & EO Joint Secretary
to the Govt. of West Bengal.

No. 6853/2(2)-RD(JRY)/13E-9/2010 **Dated, the 1st October. 2012**

Copy forwarded for information and necessary action to: -

1) The Divisional Commissioner, Jalpaiguri Division, Jalpaiguri.

2) The Superintending Engineer, Jalpaiguri.

OSD & EO Joint Secretary
to the Govt. of West Bengal.

WEST BENGAL INFORMATION COMMISSION
Bhabani Bhaban (2nd Floor), Alipore
Kolkata - 700 027
Telefax (033) 2479-1966.
Website : www.wbic.gov.in
E-mail : scic-wb@nic.in

ORDER

Shri Swapan Kr. Dan submitted one RTI application to the SPIO, P & RD Department on 18.08.2009 seeking certain information regarding Maheshpur Gram Panchayat which should be in the custody of the said Gram Panchayat itself.

The SPIO, P & RD Department took 10 (ten) days to transfer the said application to the Pradhan, Maheshpur Gram Panchayat. The Pradhan wrote back to the said SPIO on 05.10.2009 demanding Rs. 60/- (Rupees sixty) only for furnishing of the required documents.

After going through the process of 1st appeal, Shri Dan has now demanded the information free of cost since, according to him, the stipulated time was over.

The Commission observes that the applicant is well aware of the provisions of the Act to the extent that he is even aware of the specific head of account to which such deposit of fee has to be made. When this is the commendable extent of knowledge of the applicant, he should have also known that information could be had from the Public Authority from the Gram Panchayat itself and not from the SPIO, P & RD Department. By applying to the SPIO, P & RD Department, he has simply delayed the process and also has taxed the time and resources of the Public Authority unnecessarily.

The Pradhan should have got 30 (thirty) days time in demanding the charges for providing information. It is not possible from the examination of documents whether or not the Pradhan exceeded the time limit. If he has actually exceeded the time limit, the question of providing information free of cost would arise. The Pradhan of Maheshpur Gram Panchayat is hereby directed to inform the Commission within 7 (seven) days from the date of receipt of this order the exact date of receipt of the application of Shri Dan through the SPIO, P & RD Department.

It is not necessary on the part of the Pradhan to ask the applicant to deposit the money in the head of account mentioned by the applicant in his appeal application dated 22.10.2009. The Pradhan may very well ask for depositing the money in any mode suitable to the Bodies of Local Self Government in exchange of a proper receipt.

Date : 07.12.2009

Sd/-

Arun Kumar Bhattacharya
State Chief Information Commissiosier, W.B.

No. 3256(4)(Order)-WBIC/RTI/994/09 **Date : 09.12.2009**

Authenticated true copy forwarded to:-

1. Shri Swapan Kr. Dan, C/O. Finance (Audit) Department, Gr. - C, Writers' Buildings, Kolkata 700 001.
2. Dr. M.N. Ray, Principal Secretary & Appellate Authority, Panchayat and Rural Development Department, Jessop Building, 63, N.S. Road, Kolkata - 700 001.
3. Shri Ranjit Kr. Maiti, Special Secretary & SPIO, Panchayat and Rural Development Department, Jessop Building, 63, N.S. Road, Kolkata - 700 001.
4. The Pradhan, Maheshpur Gram Panchayat, P.O. - Pirpur, P.S. - Uluberia, Dist.-Howrah.

Secretary & Acting Registrar
West Bengal Information Commission

Government of West Bengal
Panchayat and Rural Development Department
63, N. S. Road, Jessop Building, Kolkata-700 001

Memo No. 3936/PN/O/I/1T-1/07 Dated : 02/09/2009

From : Dr. M.N. Roy IAS
Principal Secretary to the Government of West Bengal

To : The District Magistrate

..... (All)

Sub : Adoption of Computerized Accounting (GPMS) by Gram Pachayats and SARAL-IFMAS by Panchayat Samiti.

Sir,

Several clarifications have been solicited from this department regarding the procedure for adoption of Computerized Accounting (GPMS) for Gram Panchayats. In this regard I invite your attention to the provisions made in sub-rule 6(a) (b) & (c) of rule 6 of the West Bengal Panchayat (Gram Panchayata Accounts. Audit and Budget) Rules. 2007 read with Memo No. 4671 / PN/O/I/4P-2/06 Dated : 14.09.06, particularly to the last para II of the said letter which reads as follows :

> 11. The Gram Panchayat shall convene a meeting of Artha O Parikalpana Upa-Samiti for taking a resolution prior to switching over to computerized accounting procedure from manual system. The Gram Panchayat should however continue to use the computerized accounting system as also the system of manual maintenance of accounts simultancously for at last 3 months until its performance is felt to be satisfactory by the GP. as well as by the internal auditor, i.e.. concerned Panchayat Accounts and Audit Officer. After ascertaining the satisfactory performance of the computerized system manual system shall be discontinued.

It is learnt that several Gram Panchayats have resolved/ are ready to adopt the Computerized Accounting System who need to be encouraged and guided to switch over from the manual system completly. In such cases it is necessary to get the system audited by the Panchayat Audit and Account Officer and if the post of Panchayat Audit and Accounts Officer is vacant in the said Block, head quarter PAAO or any other PAAO of an adjoining and Block may be entrusted to perform the audit. It may further be stated that in case of necessity, the Block Development Officer may also issue such order for switching from manual system based on reports by Panchayat Development Officer, Joint Block Development Officer or even on the basis of his own satisfaction after reviewing the working of the system and judging the level of confidence by the employees of the Gram Panchayat who are dealing with the same.

It is desirable to conduct such exercise for all the Gram Panchayats which have maintanied accounts using GPMS for a considerable period, and the employees are confident in use of the software and they are using their own password and user ID for entering transaction to the system, the balance of all books of accounts generated through the software exhibit the true picture of financial affairs and backups are taken regularly and authenticated by authorized persons. It may be mentioned that if the Gram Panchayats which have maintained computerized accounts with satisfaction are not enabled to switch over completely from manual system, will lose motivation and the entire effort may result undesirable working atmosphere. I reiterate that while it is necessary to ensure that the computerized system is running satisfactorily and the auto-generated records are found reliable and authentic, it is also of prime importance to encourage the Gram Panchayats to switch over as quickly as possible to the new system which is error-free transparent and labour-saving.

I am also enclosing the list of potential Gram Panchayats which may be taken up for completely switching over from manual system. You are requested to please take necessary initiative in this regard. This list is not exhaustive. Besides, more Gram Panchayats will be eligible for such switch over in course of time who will also require appropriate validation of the process.

Similarly, a number of Panchayat Samitis are successfully running the SARAL-IFMS software for maintaining their accounting. Now it is imperative that the Form 27 for all the Panchayat Samitis should be available in the website of this depeartment for better transparency. It is clarified that the Panchayat Samitis are permitted to upload the Form 27 in the website without waiting for reconciliation with the Treasury Accounts. When inconsistency if any is found on any future date, necessary rectification entry is to be passed on such date when the error is detected. It is also reiterated that Form 27 should be uploaded by the 7th working day of the next month for which the Form 27 is generated provided that Form 27 for the month of March is to be submitted after reconciliation with Treasury.

It is clarified that following the provisions made in CHAPTER-III of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003, as amended vide Notification No. 2799/ PN/O/V/R-I/2002(Pt-III) dated the 9th July, 2008; all the Panchayat Samiti should adopt the computerized accounting system. It is further clarified that all the Panchayat Samitis is required to shift to the computerized accounting system from the financial year 2009-10 compulsorily and audits of the Panchayat Samitis shall be conducted based on the outputs generated from the software, details procedure of which has been described in the said Notification.

Necessary steps as stated above should be taken in pursuance of the aforesaid guidelines.

Yours faithfully,

[M. N. Roy]
Principal Secretary
Govt .of West Bengal

Memo No. 3936/1(10)/PN/O/I/IT-1/07 Dated : 02/09/2009

Copy forwarded for information and necessary action to :

1. Principal Secretary, Finance Department, Government of West Bengal
2. Commissioner and Ex-officio Principal Secretary Finance, Internal Audit Department.
3. Examiner of Local Accounts, West Bengal
4. Commissioner of Panchayats and Rural Development
5. Shri D. Ghosh, IAS, Special Secretary, Government of West Bengal
6. Director, State Institute of Panchayats and Rural Development, Kalyani, Nadia
7. District Panchayats and Rural Development Officer, Dakshin Dinajpur, This Order clarifies his queries as made vide your memo No. 869/DPRD dated, 30.6.2009.
8. District Panchayats and Rural Development Officer, ... (All)
9. SDO, ... (All)
10. Executive Officer, ... (Panchayat Samiti (All)

Yours faithfully,

[M. N. Roy]
Principal Secretary
Govt .of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road, Kolkata - 700 001

No. 3576/ PN/O/1/1A-1/06 **Date : 12.08.2009**

CIRCULAR

It has since come to the notice of this Department that the meetings of the General body and the Sthayee Samitis of the Panchayat Samiti and the Zilla Parishad are often held when the Assembly session is going on.

Under Section 9A & Section 140 of the West Bengal Panchayat Act, 1973, the members of the Parliament and the State Legislative Assembly, not being Ministers,are the members of the General body of the Panchayat Samiti and the Zilla Parishad and they may be elected as members of Sthayee Samitis of those Panchayati Raj bodies. The Members of the Parliament and the Legislative Assembly may face difficulties to attend the meetings of the General body as well as the Sthayee Samitis of the Panchayat Samiti and Zilla Parishad when the session of the Parliament or Legislative Assembly is on.

Considering the situation as explained above it is hereby ordered that the Panchayat Samitis and the Zilla Parishads shall not generally convene meetings of the General Body or the Sthayee Samitis (if any Member of the Parliament or the Legislative Assembly is a member of the body) when the Parliament or Legislative Assembly is on session. If for any unavoidable circumstances or due to emergent situation a meeting is required to be convened during that period, the concerned Panchayati Raj body may do so in consultation with the concerned members of the Parliament or Legislative Assembly.

By order

(M.N. Roy)
Principal Secretary to the
Government of West Bengal

No. 3576/1(6)/ PN/O/I/1A-1/06 **Date : 12.08.2009**

Copy forwarded for information and necessary action to the :

1. Sabhadhipati.....Zilla Parishad
2. Commissioner, Panchayat & Rural Development. West Bengal
3. District Magistrate and Executive Officer.....Zilla Parishad
4. Additional Executive Officer.....Zilla Parishad
5. District Panchayat & Rural development Officer.....District
6. Block Development Officer & Executive Officer.....Panchayat Saniiti

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Food Processing Industries & Horticulture

No. 667/FPI&H/2S(H)/-9/08(Pt-I) Dated : 16th June, 2009

NOTIFICATION

For sometime past, the need to prescribe guidelines for selection of beneficiaries under the National Horticulture Mission (NHM) was being felt by this Department, in the absence of specific guidelines towards beneficiary selection for NHM, districts were facing difficulties in selecting beneficiaries and releasing fund within the desired time limit. As such, large amount of funds remained unspent in districts entailing curtailment from the central share in the subsequent year.

After careful consideration of the whole matter, the Governor is hereby pleased to approve the procedure of selection of beneficiaries as noted below.

1. The Mission Director, State Horticulture Mission, Government of West Bengal, will intimate the AAP outlay to each district as soon as the state AAP is approved by Government of India. This will also include the schemes approved for the districts, the financial outlay for each scheme and the number of beneficiaries involved.

2. The District Mission Committee (DMC) will apportion the AAP targets for Panchayat Samities and intimate the same to the Blocks with intimation to the Mission Director, SHM.

3. District Horticulture Officer (DHO) will requisition funds from SHM as per the schedule of activities under the District Plan and SHM will release the fund to the district.

4. BDO & ex-officio Executive Officer of respective Panchayat Samities will immediately arrange for apportioning the Block targets into target for GPs through the Krishi, Sech O Sambaya Sathayee Samiti of the Panchayat Samiti.

5. He will obtain the names of the selected beneficiaries through the Gram Panchayats and send the same to DMC for information along with requisition of fund. Selection procedure at Gram Panchayat level will be framed by the respective districts as per G.O.s issued by the State Government from time to time under various rural development schemes.

6. DMC after obtaining the list of beneficiaries will recommend release of funds to the concerned Panchayat Samiti.

7. DHO will then arrange to release the funds as recommended by the DMC in favour of the Panchayat Samiti concerned.

8. BDO & E.O. Panchayat Samity wil! in turn release the fund in favour of the beneficiaries concerned, either from PS directly or through GP, as per the decision of DMC, after receiving work done certificate from either any GP staff, or, the Field Consultant (F.C.) engaged under NHM by the Horticulture Directorate for the Block.

9. A subsidiary Cnsh Book for NHM is to be maintained at Panchayat Samity office, FC's service may be utilized by the E.O. Panchayat Samity for maintenance of the subsidiary Cash Book. The F.C. will also play the key role for coordination between the Gram Panchayat and Block office for NHM activities. Similar subsidiary cash book will be maintained at the GP level, if disbursement of funds under NHM takes place through GP.

10. It will be the responsibility of the District Horticulture Officer to collect the Utilization Certificate from the BDO Offices/GP timely and send it to SHM for onward transmission.

11. These provisions will apply to schemes taken up under NHM in urban areas also for which DMC will develop specific guidelines under the overall framework given above

By Order

Sd/-
Joint Secretary to the
Government of West Bengal

No. 667(6I)/FPI&II/2S(H)-9/08 (Pt-I) Dated : 16th June, 2009

Copy forwarded for information and necessary action to the :

1) Principal Secretary P & RD Department, Govt. of WB,

2-4) Divisional Commissioner, _____ Division

5-22) Savadhipati, _____ Zilla Parishad

23-40) District Magistrate, _____ District

41) Director of Horticulture, Government of West Bengal

42-59) District Horticulture Officer _____ District

60) Section Officer of this Department

61) Guard File

Assistant Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০ ০০১

স্মারক নং ঃ ৮৭২/পি.এন/ও/১/৩সি-৭/০৩ তারিখ ঃ ২২.০৪.২০০৯

প্রেরক : ডাঃ মানবেন্দ্র রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

প্রতি : ১) সভাধিপতি, ... জেলা পরিষদ (সকল)
২) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)
৩) প্রধান, ... গ্রাম পঞ্চায়েত (সকল)

বিষয় : ষাণ্মাসিক ও বার্ষিক সংসদ সভায় প্রকাশযোগ্য বিষয় ও তথ্য প্রকাশের পদ্ধতি।

মহাশয় / মহাশয়া,

গত ২১শে জানুয়ারী ২০০৯ তারিখে ২৯৮/পি.এন./ও/১/৩সি-৭/০৩ নং আদেশনামায় গ্রাম সংসদ, ব্লক সংসদ ও জেলা সংসদ-এর ষাণ্মাসিক ও বার্ষিক সভায় ১৩টি (তেরোটি) বিষয় সম্পর্কে পর্যাপ্ত তথ্য পুস্তিকা আকারে প্রকাশ করে সকল সদস্যদের জ্ঞাতার্থে প্রচার করার জন্য নির্দেশ দেওয়া হয়েছে। ঐ ১৩টি বিষয়ের ওপর কোন্ কোন্ তথ্য কিভাবে প্রকাশ করা হবে তার একটি নির্দেশিকা তৈরী করে পালন করার জন্য এই পত্রের সঙ্গে প্রেরণ করা হ'ল। ষাণ্মাসিক সংসদ সভার ক্ষেত্রে ঐ আর্থিক বছরের এপ্রিল থেকে সেপ্টেম্বর মাস পর্যন্ত তথ্যগুলি সংগ্রহ করে পুস্তিকা আকারে প্রকাশ করতে হবে এবং ষাণ্মাসিক সংসদ সভার পূর্বেই সকল সদস্যদের ঐ তথ্যগুলি অবহিত করার জন্য পুস্তিকার প্রচার করতে হবে। উপরন্তু, ঐ পুস্তিকার কমপক্ষে দুইটি কপি সংশ্লিষ্ট গ্রামীণ পাঠাগারে জমা দিতে হবে এবং পাঠাগারে জমা দেবার প্রমাণ নথিতে রাখতে হবে। বার্ষিক সংসদ সভার পূর্বে বিগত আর্থিক বছরের (এপ্রিল থেকে মার্চ পর্যন্ত) সম্পূর্ণ তথ্যগুলি সংগ্রহ করে একইভাবে পুস্তিকায় প্রকাশ করতে হবে এবং সংসদ সভার পূর্বেই সকল সদস্যদের তথ্যগুলি অবহিত করার জন্য পুস্তিকার প্রচার করতে হবে। এরপর ঐ পুস্তিকার কমপক্ষে দুইটি কপি সংশ্লিষ্ট গ্রামীণ পাঠাগারে জমা দিতে হবে এবং ঐ জমা রাখার প্রমাণ নথিতে রাখতে হবে।

প্রত্যেক গ্রাম পঞ্চায়েত তার এলাকার মধ্যে অবস্থিত একটি গ্রামীণ পাঠাগারকে ঐ পুস্তিকাগুলি পাঠাবার জন্য চিহ্নিত করবে। যে গ্রাম পঞ্চায়েতে পশ্চিমবঙ্গ সরকারের জনশিক্ষা বিভাগের অধীনে গ্রামীণ পাঠাগার আছে, সেই গ্রাম পঞ্চায়েত ঐ পাঠাগারে তথ্য সম্বলিত পুস্তিকা পাঠাবে। জনশিক্ষা বিভাগের অধীনে গ্রামীণ পাঠাগারের তালিকা এই বিভাগের ওয়েবসাইটে পাওয়া যাবে। ঐ তালিকার অনুলিপি জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের কাছ থেকেও সংগ্রহ করা যাবে। যে গ্রাম পঞ্চায়েতে ঐরূপ

পাঠাগার নেই, সেখানে অন্য কোন পাঠাগারে (বেসরকারী সংস্থা দ্বারা পরিচালিত পাঠাগার সহ) পুস্তিকাগুলি পাঠাতে হবে। গ্রাম পঞ্চায়েত স্বীয় উদ্যোগে তার এলাকায় পাঠাগার তৈরী করতে পারে এবং এই কাজের জন্য জনশিক্ষা বিভাগ থেকে কিছু আর্থিক সাহায্যও পাওয়া যেতে পারে। পঞ্চয়েত সমিতিগুলি তাদের নিকটস্থ গ্রাম পঞ্চায়েতের গ্রামীণ পাঠাগারে বা ব্লকের পাঠাগারে (যেখানে আছে) তথ্য সম্বলিত পুস্তিকাগুলি পাঠাবে। জেলা পরিষদ ঐরূপ পুস্তিকাগুলি জেলা পাঠাগারে পাঠাবে। কোন্ পাঠাগারে কোন্ পঞ্চায়েতের পুস্তিকা পাওয়া যাবে তা জানানোর উপযুক্ত ব্যবস্থা সংশ্লিষ্ট পঞ্চায়েতকে করতে হবে। উপরন্তু ঐ পুস্তিকার সফট্ কপি নিকটস্থ 'তথ্য মিত্র' কেন্দ্রে পাঠাতে হবে কম্পিউটারে আপ্-লোড করবার জন্য। কোন্ কোন্ তথ্য কিভাবে পুস্তিকাতে সংকলিত হবে তার নির্দেশ নিচে দেওয়া হ'ল।

সংসদে প্রকাশ্যযোগ্য বিষয় (ক)	কোন্ কোন্ তথ্য সংকলিত হবে (খ)	কে উত্তর তৈরী করবেন (গ)
(১)	ক) পূর্ববর্তী সংসদ বৈঠকে গৃহীত সুপারিশ বা প্রস্তাবগুলি। খ) কোন্ সুপারিশ / প্রস্তাবগুলির ওপর কি ধরনের ব্যবস্থা নেওয়া হয়েছে। গ) কোন্ সুপারিশ / প্রস্তাবগুলির ওপর ব্যবস্থা নেওয়া যায়নি। ঘ) কি কারণে ব্যবস্থা নেওয়া যায়নি।	গ্রাম পঞ্চায়েতে নির্বাহী সহায়ক করবেন সহায়কের সাহায্য নিয়ে। গ্রাম সংসদ ভিত্তিক প্রতিবেদন তৈরী করতে হবে। পঞ্চায়েত সমিতিতে সচিব করবেন উপ-সচিবের সাহায্য নিয়ে। জেলা পরিষদে সচিব করবেন উপ-সচিব / অঃ-সচিব / অঃ উপ-সচিবের সাহায্য নিয়ে।
(২) এবং (৩)	ক) আর্থিক নিয়মাবলীর ২৭ নং ফর্ম (আয় ও ব্যয়ের হিসাব) থেকে মোট আয় ব্যয়ের অংক। খ) প্রধান খাতগুলির (কেন্দ্রীয় সরকার ও রাজ্য সরকারের অর্থে পরিচালিত প্রকল্পগুলি, দ্বাদশ অর্থ কমিশন ও রাজ্য অর্থ কমিশন থেকে প্রাপ্ত নিঃশর্ত তহবিল ইত্যাদি) কত টাকা ব্যয় হয়েছে / সদ্ব্যবহার হয়েছে, কত টাকা সময়সীমার শেষে অব্যয়িত অবস্থায় আছে। গ) সদ্ব্যবহার না করার কারণ কি। ঘ) প্রকল্পের কাজ করতে বিশেষ কি অসুবিধার সামনে পড়তে হয়েছে ও হচ্ছে।	গ্রাম পঞ্চায়েতে সচিব তৈরী করবেন। পঞ্চায়েত সমিতিতে যুগ্ম নির্বাহী আধিকারিক তৈরী করবেন। জেলা পরিষদে এফ.সি.সি.এ.ও তৈরী করবেন। পদটি শূন্য থাকলে, সচিব বা পরিষদ এ্যাকাউন্টস ও অডিট অফিসার করবেন।

(৪) এবং (৫)	নিজস্ব তহবিল বৃদ্ধির জন্য গ্রাম পঞ্চায়েতে কি উদ্যোগ গ্রহণ করা হয়েছে - ক) পুরণ করা ৫ক ফর্ম সংগ্রহ করে আনার জন্য কি ব্যবস্থা নেওয়া হয়েছে। খ) কর ও অ-করের নির্ধার তালিকা তৈরী হয়েছে কি। গ) মোট চাহিদা কত ছিল এবং আদায়/সংগ্রহ কত হয়েছে। ঘ) গত বারের তুলনায় কত বেড়েছে বা কমেছে। ঙ) আদায় কম হলে তার কারণ কি। চ) আদায় বৃদ্ধির জন্য কি প্রস্তাব আছে। ছ) কর ও অ-করের নির্ধার তালিকা বাড়িয়ে (তালিকা-ছুট করদাতার নাম যোগ করে এবং করের পরিমাণ নিয়মমত বাড়িয়ে) ধার্য পরিমাণ বাড়ানোর কি উদ্যোগ নেওয়া হয়েছে। জ) গ্রাম উন্নয়ন সমিতিকে ঐ কাজে নিযুক্ত করা হয়েছে কি। ঝ) নিজস্ব তহবিল থেকে কি কি গুরুত্বপূর্ণ ব্যয় করা হয়েছে এবং তার পরিমাণ কি। পঞ্চায়েত সমিতি/জেলা পরিষদ নিজস্ব তহবিল বৃদ্ধির জন্য কি উদ্যোগ গ্রহণ করছে - ক) সম্পদ তালিকার ওপর ভিত্তি করে নির্ধার তালিকা তৈরী হয়েছে কি। খ) কত অ-কর আদায় হয়েছে। গ) গত বারের তুলনায় কম হ'লে তার কারণ ব্যখ্যা করতে হবে। ঘ) অ-কর বৃদ্ধি করার কি উদ্যোগ নেওয়া হয়েছে। ঙ) নিজস্ব তহবিল থেকে কোন্ কোন্ ক্ষেত্রে (শিক্ষা, স্বাস্থ্য, পরিকাঠামো উন্নয়ন, উন্নয়নমুখী প্রকল্প, প্রশাসনিক ব্যয় ইত্যাদি) ব্যয় হয়েছে এবং কত শতাংশ ব্যয় হয়েছে তা জানাতে হবে।	গ্রাম পঞ্চায়েতে সচিব তৈরী করবেন। পঞ্চায়েত সমিতিতে যুগ্ম নির্বাহী আধিকারিক তৈরী করবেন। জেলা পরিষদে এফ.সি.সি.এ.ও তৈরী করবেন। পদটি শূন্য থাকলে, সচিব বা পরিষদ এ্যাকাউন্টস ও অডিট অফিসার করবেন।

(৬)	ক) গত ছয় মাসে / এক বছরে কতগুলি সাধারণ সভা, স্থায়ী সমিতির সভা উপ-সমিতির সভা হয়েছে। খ) আইন অনুযায়ী যতগুলি হওয়া আবশ্যক তার থেকে কম হলে তার কারণ ব্যাখ্যা করতে হবে। গ) নিয়ম এবং প্রয়োজন অনুযায়ী সভাগুলি করা এবং সেইসব সভায় সুনির্দিষ্ট আলোচনা ও সিদ্ধান্ত গ্রহণ করার জন্য কি উদ্যোগ নেওয়া হয়েছে।	গ্রাম পঞ্চায়েত / পঞ্চায়েত সমিতি / জেলা পরিষদের সচিব অন্য উপ-সমিতি / স্থায়ী সমিতির সচিবদের সাহায্য নিয়ে তৈরী করবেন।
(৭)	ক) অডিট প্যারার সংখ্যা কত। খ) আপত্তিগুলি প্রধানত কোন্ বিষয়ে (নিয়ম বহির্ভূত ব্যয়, আর্থিক অনিয়ম, তছরূপ, আয়-ব্যয় হিসাব মানা হয়নি ইত্যাদি। গ) কতগুলি প্যারার উত্তর পাঠানো হয়েছে। ঘ) কতগুলি প্যারার উত্তর পাঠানো যায়নি এবং কতদিন সময় লাগবে। ঙ) কতগুলি প্যারায় উল্লিখিত ত্রুটি সংশোধন করা বা অন্য ব্যবস্থা নেওয়া হয়েছে। চ) তহবিল থেকে নিয়ম বহির্ভূত খরচ এবং তছরূপ হয়েছে এমন ঘটনাগুলি বিস্তারিত ভাবে জানাতে হবে।	গ্রাম পঞ্চায়েতের নির্বাহী সহায়ক, পঞ্চায়েত সমিতির সমিতি এ্যাকাউন্টস ও অডিট অফিসার এবং জেলা পরিষদের পরিষদ এ্যাকাউন্টস ও অডিট অফিসার (পদে না থাকলে জেলা পরিষদের সচিব)।
(৮)	ক) জেলা পঞ্চায়েত কাউন্সিল ২১৪ক ধারায় পরিদর্শন করেছে কি। খ) পরিদর্শন করে থাকলে রিপোর্ট পাঠিয়েছে কি। গ) কোন্ কোন্ ক্ষেত্রে আপত্তি জানিয়েছে। ঘ) কি ব্যবস্থা নেওয়া হয়েছে।	গ্রাম পঞ্চায়েতের নির্বাহী সহায়ক, পঞ্চায়েত সমিতির সমিতি এ্যাকাউন্টস ও অডিট অফিসার এবং জেলা পরিষদের পরিষদ এ্যাকাউন্টস ও অডিট অফিসার (পদে না থাকলে জেলা পরিষদের সচিব)। (পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতে কোন পরিদর্শন হ'লে তবেই তারা তা উল্লেখ করবেন)

(৯)	ক) বিগত স্ব-মূল্যায়ণে কত নম্বর প্রাপ্ত হয়েছে। খ) কোন্ বিষয়গুলিতে নম্বর কম হয়েছে। গ) দুর্বল ক্ষেত্রগুলিতে সক্ষমতা বাড়ানোর জন্য কি উদ্যোগ নেওযা হয়েছে।	সংশ্লিষ্ট স্তরের সচিব।
(১০)	ক) কোন্ প্রকল্পগুলি / স্কীমগুলি সম্পূর্ণ হয়েছে তার তালিকা। খ) কোন প্রকল্পগুলি/স্কীমগুলি অর্ধসমাপ্ত আছে তার তালিকা। গ) অসম্পূর্ণ থাকার কারণগুলি বলতে হবে।	গ্রাম পঞ্চায়েতে নির্মাণ সহায়ক, পঞ্চায়েত সমিতিতে অবর সহ-বাস্তুকার এবং জেলা পরিষদে জেলা বাস্তুকার (ডিস্ট্রিক্ট ইঞ্জিনিয়ার) / নির্বাহী বাস্তুকার (এক্সিকিউটিভ ইঞ্জিনিয়ার)।
(১১)	ইন্দিরা আবাস যোজনা, ইন্দিরা গান্ধী জাতীয় বার্ধক্য ভাতা পকল্প, জাতীয় পরিবার সহায়তা প্রকল্প ইত্যাদিতে সুবিধাপ্রাপ্ত ব্যক্তিদের (বেনিফিসিয়ারীদের) নামের তালিকা।	নির্মাণ সহায়ক।
(১২)	বিভিন্ন প্রকল্পে অথবা কর্মসূচিতে অথবা নিজস্ব তহবিল বা নিঃশর্ত তহবিল থেকে যে উন্নয়ণমূলক কাজ হয়েছে সেই কাজে জনগণ স্বেচ্ছা শ্রম বা উপকরণ দান করেছেন এমন উদাহরণ থাকলে তার উল্লেখ করতে হবে।	নির্মাণ সহায়ক / অবর সহ-বাস্তুকার / জেলা বাস্তুকার বা নির্বাহী বাস্তুকার।
(১৩)	ক) গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি এবং জেলা পরিষদে শূন্য পদের সংখ্যা কত আছে। খ) শূন্য পদ পূরণের জন্য কি ব্যবস্থা নেওয়া হয়েছে।	গ্রাম পঞ্চায়েতে নির্বাহী সহায়ক, পঞ্চায়েত সমিতিতে যুগ্ম-নির্বাহী আধিকারিক বা সচিব এবং জেলা পরিষদে সচিব।

আপনার বিশ্বস্ত,

প্রধান সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo. No. 1406-PN/O/II/-3B-5/2005 **Dated the 24th March, 2009**

NOTIFICATION

Subject : Faster mode of fund flow from the State Government to the DGHC and the PRIs through SBI

For some time past, the inconveniences faced by the PRIs in districts in getting different kinds of Grants from the Government through Fund Transfer Accounts as was introduced in this department Notification no. 3416/PN/O/II/3B-5/2005 Dated the 2nd August, 2007 were under cosideration of this government.

Now, the Governor is pleased to accord approval towards modification of the said Notification and re-structure the mode of transfer of fund from the State Government to the extent as stated hereunder:

1. Fund Transfer Accounts of the Gram Panchayats will be closed and the fund of the closed F/T account will be transferred to the Programme- Specific Bank Accounts.

Programme-Specific Bank Accounts for each of the Programmes under para 4 below will be opened in the Nationalised Bank where the GPs have their existing accounts.

2. Designated Bank Accounts will be opened by the DPRDOs at the district HQ Branches of the SBI in respective districts for the programmes IGNOAPS and NFBS.

3. Panchayat Samiti will maintain a Bank Account in a Nationalised Bank for keeping funds for NFBS Programme from which cheques will be issued to the beneficiaries.

4. In case of existing Bank a/c and also in case of opening of new Bank a/c approved above , the provisions in Finance (Audit) Department Memo No. 675-F dtd. 22.01.08 will be observed strictly.

5. Immediately after a certain amount under any Programme enlisted under para 6, is credited in the FT Account at the State-level, Zilla/Mahakuma Parishad -level or at the Panchayat Samity -level, the State Bank of India, will comply with the Advice, to transfer the fund to the destination within two days from the date of receipt of the fund transfer advice from the authority.

6. From State Level, the fund will flow from the Fund Transfer Account of the State-level to the Fund Transfer Accounts of the Zilla Parishads, Mahakuma Parishad, or to the Designated Bank Accounts of the DRDC/MRDC or of the District Panchayat, Development Officer (DPRDO), and thereafter to the F/T Accounts or Designated Accounts of the Panchayat Samities and/or to the Designated Bank Accounts of Panchayats as the case may be, as stated hereinunder,

(1) Fund in respect of following programmes/schemes will flow from State-level F/T Account to the F/T Accounts of DGHC and Zilla Parishads/Mahakuma Parishad and therefrom, to the F/T Accounts of Panchayat Samitis and/or to Designated Bank Accounts of the Gram Panchayats as the case may be. From F/T Account of a Panchayat Samity, fund will be transferred to the L.F. Account or to the designated Bank Account as the case may be.

(a) Indira Awas Yojna (IAY) : State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the GPs.

(b) Sampoorna Gramin Rozgar Yojna (SGRY): Discontinued.

(c) State Govt. Grants to PRIs (LBG) (Entertainment Tax Grant & other such grants),

(i) State FT Account > FT Accounts of ZPs/SMP/DGHC > LF Accounts of the ZP/DGHC (ZP/ SMP/DGHC Share).

(ii) State FT Account > FT Accounts of ZPs/SMP/DGHC > FT Accounts of the PSs > LF Accounts of the PSs (Panchayat Samity Share).

(iii) State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the GPs.(Gram Panchayat share).

(d) State Finance Commission Grants(e.g. 2nd SFC Grant), (i) State FT Account > FT Accounts of ZPs/SMP /DGHC > LF Accounts of the ZP/SMP/DGHC (ZP/SMP/DGHC Share).

(ii) State FT Account > FT Accounts of ZPs/SMP/DGHC > FT Accounts of the PSs > LF Accounts of the PSs (Panchayat Samity Share).

(iii) State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the GPs.(Gram Panchayat share).

(e) Total Sanitation Campaign (TSC): (i) State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the ZP/SMP/DGHC (ZP/SMP/DGHC Share).

(ii) State FT Account > FT Accounts of ZPs/SMP /DGHC > FT Accounts of the PSs>LF Accounts of the PSs (Panchayat Samity Share)

Backward Region Grant Fund (BRGF): (i) State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the ZP/SMP/DGHC (ZP/SMP/DGHC Share).

(ii) State FT Account > FT Accounts of ZPs/SMP/DGHC > FT Accounts of the PSs > Designated Bank Accounts of the PSs (Panchayat Samity Share).

(iii) State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the GPs.(Gram Panchayat share).

(g) Central Finance Commission Grant (e.g. 12 FC Grant): (i) State FT Account > FT Accounts of ZPs/SMP/DGHC > LF Accounts of the ZP/SMP/DGHC (ZP/SMP/DGHC Share).

(ii) State FT Account > FT Accounts of ZPs/SMP/DGHC > FT Accounts of the PSs > LF Accounts of the PSs (Panchayat Samity Share).

(iii) State FT Account > FT Accounts of ZPs/SMP/DGHC > Designated Bank Accounts of the GPs. (Gram Panchayat share).

(2) Swarnajayanti Gram Swarozgar Yojna (SGSY) : State-level F/T Account > Designated Bank Accounts of the DRDC/MRDC/DGHC > Designated Bank Accounts of Panchayat Samitis and the Gram Panchayats, where necessary.

(3) (i) Indira Gandhi National Old AgePension Scheme (IGNOAPS) : State-level FT Account> Designated Bank Account of the DPRDOs > Designated Bank Account of the Gram Panchayats

(ii) National Family Benefit Scheme (NFBS) : State-level FT Account > Designated Bank Account of the DPRDOs > Designated Bank Account of the Panchayat Samitis.

(4) Fund for Homoeopathic Dispensaries/Ayurvedic Dispensaries of Gram Panchayats : State FT Account > FT Accounts of ZPs/SMP > Designated Bank Accounts of the GPs.

This order will take effect from 01-04-2009.

This order issues with concurrence of Finance Department vide their U.O. no. 1830 of Group T dtd. 13-03-2009.

By Order of the Governor,

Sd/- M. N. Roy

Principal Secretary
to the Government of West Bengal

Memo. No. 1406/1(4100)/PN/O/II/3B-5/2005 Dated the 24th March, 2009

Copy forwarded for informations and necessary action to :

1) The Principal Accountant General(Audit), 2, Govt. Place, Treasury Buildings, Kolkata

2) The Accountant General (Examiner of Local Accounts) W.B., CGO Complex, 3rd MSO Building, 5lh Floor. DF Block, Salt Lake, Kolkata

3) The Finance (Audit) Department, Group 'G'/'T'/'N'

4) The Finance (Internal Audit) Department

5) The Director of Treasuries & Accounts, New India Assurance Buildings,....., Kolkata- 700 001

6) The Commissioner, Panchayats & Rural Development, Panchayat Bhavan, 11, Kiran Shankar Roy Road, Kolkata - 700 001

7) The DDO, Office of the Commissioner, Panchayats & Rural Development, Panchayat Bhavan

8) The Executive Officer, _____ Z.P./M.P.

10) The Additional Executive Officer, _____ Z.P./M.P.

11) The Project Director, DRDC, _____ Z.P./M.P.

13) The District Panchayats & RD Officer, ————————————————————————

14) The Secretary/ F.C.& C.A.O. _____ Z.P./M.P.

14) The BDO & ex officio Executive Officer.....Panchayat Samiti.

15) ThePradhan..... Gram Panchayat.

16) TheTreasury Officer,..... Treasury ..

17) The Regional Manager, State Bank of India, Eastern Region.

18) The General Manager, State Bank of India, Kolkata Main Branch.
1, Strand Road, Kolkata - 700 001

19) All Cells of this Department

20) Guard File of this Department

(B. Ghosh)
Joint Secretary
To the Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০ ০০১

নং ঃ ২৯৮/পি.এন/ও/১/৩সি-৭/০৩ তারিখ ঃ ২১.০১.২০০৯

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন) অনুযায়ী জিলা, ব্লক ও গ্রাম সংসদ গঠিত হয়েছে সংসদগুলির সদস্য এবং সংসদগুলির মাধ্যমে জনগণের কাছে একটি দায়বদ্ধতার মঞ্চ স্থাপনের উদ্দেশ্যে। ঐ উদ্দেশ্যে বৎসরে দুইবার ঐ সংসদগুলির সভা অনুষ্ঠিত হয়। ঐ সভা অনুষ্ঠানের পূর্বেই পঞ্চায়েত সংস্থার কাজকর্ম সম্পর্কে পর্যাপ্ত তথ্য ঐ সংসদগুলির সদস্যদের কাছে পৌঁছানো উচিত যাতে তাঁরা ঐ সকল তথ্য জানতে পারেন, যথার্থ প্রশ্ন উত্থাপন করতে পারেন ও ঐ সংস্থাগুলির কাজকর্মের উন্নতির জন্য পরমার্শ দিতে পারেন।

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২১২ ধারা অনুযায়ী রাজ্যপাল সন্তোষ সহকারে নির্দেশ প্রদান করছেন যে নিম্নবর্ণিত তথ্যাবলী প্রকাশ করা ও সকল সদস্যদের জ্ঞাতার্থে প্রচার করা একান্ত আবশ্যক বলে বিবেচিত হয়েছে। বার্ষিক সংসদ সভার ক্ষেত্রে সকল তথ্য পূর্ববর্তী আর্থিক বছরের এবং অর্দ্ধবার্ষিক বা ষাণ্মাসিক সংসদ সভার ক্ষেত্রে সেই বৎসরের প্রথম ছয় মাস সংক্রান্ত হতে হবে :-

প্রকাশযোগ্য বিষয়

১) বৈঠকের সিদ্ধান্তের প্রতিলিপি সমেত পূর্ববর্তী সংসদ বৈঠকে গৃহীত সুপারিশ বা প্রস্তাব অনুযায়ী ব্যবস্থা গ্রহণ করা হয়েছে এরূপ বিষয়। কোন বিষয়ে সিদ্ধান্ত অনুযায়ী ব্যবস্থা নিতে অসুবিধা হয়ে থাকলে তা পরিষ্কার ভাবে জানানো উচিত।

২) গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি ও জেলা পরিষদের হিসাব সংক্রান্ত নিয়মাবলীর ২৭ নং ফর্ম অনুযায়ী আয়-ব্যয়ের হিসাব, ব্যাখ্যামূলক মন্তব্য সহ, যখন প্রয়োজন হবে।

৩) প্রধান খাতওয়ারী উদ্বৃত্ত তহবিল যেটি অব্যয়িত অবস্থায় সময় সীমার শেষে পড়ে আছে এবং নির্দিষ্ট সময় সীমার শেষে পড়ে আছে এবং নির্দিষ্ট সময় সীমার মধ্যে রাজ্য ও কেন্দ্রীয় অর্থ কমিশন থেকে প্রাপ্ত তহবিলের সকল গুরুত্বপূর্ণ প্রকল্প ও মঞ্জুরীকৃত অর্থের সদ্ব্যবহার এবং সদ্ববহারের ক্ষেত্রে কোন বিঘ্ন ঘটলে তার বিবরণ।

৪) নিজস্ব তহবিলের ক্ষেত্রে নির্ধার তালিকা অনুসারে মোট চাহিদার নিরিখে মোট সংগৃহীত অর্থের পরিমাণ এবং ঐ তহবিলের উন্নয়ন করার ক্ষেত্রে ব্যবস্থা গ্রহণ করার প্রস্তাব।

৫) নির্দিষ্ট সময়সীমার মধ্যে নিজস্ব তহবিল প্রাপ্তি ও সদ্ব্যবহার এবং নিজস্ব তহবিল থেকে গুরুত্বপূর্ণ ব্যয়। সদ্ব্যবহারের ক্ষেত্রগুলি এবং ঐ ক্ষেত্রে ব্যবহৃত তহবিলের পরিমান বিশেষভাবে উল্লেখ করতে হবে।

৬) সংশ্লিষ্ট সময়সীমার মধ্যে অনুষ্ঠিত সাধারণ সভার সংখ্যা ও উপসমিতি / স্থায়ীসমিতি সভার সংখ্যা এবং ঐ সভাগুলিতে উপস্থিতির হার। যে সকল সমিতিগুলিতে বিধিসম্মত সংখ্যার চেয়ে কম সংখ্যক সভা অনুষ্ঠিত হয়েছে তার সংখ্যা এবং কারণ দেখাতে হবে।

৭) অভ্যন্তরীণ ও ই. এল. এ. কর্তৃক প্রদত্ত সাম্প্রতিক নিরীক্ষা প্রতিবেন পর্যবেক্ষণ এবং ঐ প্রতিবেদনগুলির উপর প্রয়োজনীয় ব্যবস্থা গ্রহণ যদি ইতিমধ্যে সংসদ সভায় উপস্থাপিত না হয়, যদি পর্যবেক্ষণের উপর প্রয়োজনীয় ব্যবস্থা গ্রহণে ব্যর্থতা পরিলক্ষিত হয়, তার ব্যাখ্যা দিতে হবে।

৮) পঞ্চায়েত সম্পর্কিত জেলা পঞ্চায়েত কাউন্সিল কর্তৃক কোন প্রতিবেদন থাকলে তার জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণ করতে হবে; ঐ প্রতিবেদনের উপর যে কোন বিষয়ে প্রয়োজনীয় ব্যবস্থা গ্রহণে ব্যর্থতা পরিলক্ষিত হলে তার ব্যাখ্যা প্রদান করতে হবে।

৯) সংসদ সভায় পেশ করা না হয়ে থাকলে সর্বশেষ স্ব-মূল্যায়নের প্রতিবেদনের উপর সিদ্ধান্ত সম্পর্কে সংক্ষিপ্ত মন্তব্য। ঐ সংস্থায় কাজকর্মের ক্ষেত্রে শক্তি ও দুর্বলতার তথ্য বিবৃত করা উচিত। প্রয়োজনীয় ব্যবস্থা / দুর্বলতার ক্ষেত্রে প্রস্তাবিত ব্যাখ্যা প্রদান করতে হবে।

১০) নির্দিষ্ট সময়সীমার মধ্যে সম্পূর্ণ হওয়া বা বর্তমানে চালু আছে এমন গুরুত্বপূর্ণ কাজের তালিকা।

১১) ব্যক্তিগত সুযোগ-সুবিধা প্রাপ্ত হয়েছেন এমন ব্যক্তিদের নাম।

১২) জনগণের অংশগ্রহণে / স্বেচ্ছাদানের দৃষ্টান্তমূলক ঘটনা অন্যস্থানে দৃষ্টান্ত স্থাপনের জন্য বিশেষভাবে উল্লেখ করতে হবে।

১৩) শূন্য পদের সংখ্যা এবং তা পূরণের জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণ।

রাজ্যপাল সন্তোষ সহকারে আরও নির্দেশ প্রদান করেছেন যে যেহেতু সংসদ সভায় আলোচনা করার সময় নির্দিষ্ট তাই যথেষ্ট পূর্বেই প্রয়োজনীয় তথ্য সকল সদস্যকে জানানোর ব্যবস্থা গ্রহণ করতে হবে যাতে তাঁরা প্রস্তুতি নিয়েই সভায় আসতে পারেন বা এমনকি তাঁদের কোন জিজ্ঞাস্য / প্রস্তাব / পর্যবেক্ষণ থাকলে তা সভা অনুষ্ঠিত হওয়ার নির্দিষ্ট দিনের আগে লিখে পাঠাতেও পারেন। সেটি পঞ্চায়েত সংস্থাকে তাদের উত্তর / প্রতিক্রিয়া তৈরী করতে সাহায্য করবে এবং তা যদি অধিক সংখ্যায় হয় তবে সেগুলির উত্তর লিখিতভাবে সদস্যদের আগেও জানাতে পারেন যাতে সভায় আলোচনার জন্য বেশী সময় পাওয়া যায়। এক্ষেত্রে অভিজ্ঞতা থেকে দেখা গেছে যে সাধারণ আলোচনা ও আনুষ্ঠানিক আলোচনাতেই বেশি সময় ব্যয় হয় যেগুলি সংস্থার কাজকর্মের সঙ্গে একেবারেই যুক্ত নয়। আলোচনা সেই সব বিষয়েই সীমাবদ্ধ থাকবে যেগুলি সংস্থার কাজের গুণগত মান যাচাই করে সংসদ সদস্যদের সহায়তা করবে। নির্দিষ্ট সময়সীমার মধ্যে যে কাজকর্ম ঐ সংস্থা প্রদান করছে তা স্মরণে রেখে যেসব বাধা-বিঘ্নের সম্মুখীন ঐ সংস্থা হয়েছে তা দেখতে হবে এবং ভবিষ্যতে ঐ বাধা-বিঘ্ন কিভাবে অতিক্রম করা যায় তার ব্যবস্থা করতে হবে।

স্বেচ্ছাপ্রণোদিতভাবে তথ্য জ্ঞাপন পঞ্চায়েত কর্তৃক স্বচ্ছ প্রশাসনের একটি গুরুত্বপূর্ণ অঙ্গ। ব্যবহারিক ভাবে পঞ্চায়েত সংস্থা তাদের কাজ-কর্ম সম্পর্কে সংশ্লিষ্ট তথ্যনির্ভর প্রতিবেদন সংসদ সভায় পুস্তিকা আকারে প্রকাশ করে। ঐ পুস্তিকাগুলি পঞ্চায়েত সংস্থার কাজ-কর্ম সম্পর্কে জনগণের পরীক্ষার-নিরীক্ষার জন্য বিশেষ গুরুত্বপূর্ণ তথ্য। ঐ পুস্তিকাগুলির গুরুত্বপূর্ণ প্রামান্য নথি ভবিষ্যতে সংসদের কোন সদস্য বা নাগরিকের কাছে সহজ লভ্য হওয়া উচিত। সেইজন্য এটি নির্দেশিত হচ্ছে যে ভবিষ্যতে কোন অসুবিধা না ঘটিয়েযে কোন নাগরিকের কাজে লাগতে পারে এই ভেবে ঐ সকল প্রতিবেদন সুরক্ষিত করার জন্য প্রত্যেক পঞ্চায়েত সংস্থায়

একটি করে সরকারী বা সরকারী সাহায্যপ্রাপ্ত গ্রন্থাগার চিহ্নিত করা উচিত। সম্ভব হলে গ্রন্থাগারটি পঞ্চায়েত এলাকার মধ্যে অথবা যতটা কাছে সম্ভব ঐরকম এলাকায় অবস্থিত হওয়া উচিত। জনগণকে পঠন-পাঠনে উৎসাহিত করার জন্য এবং ঐ প্রামান্য নথি রক্ষণা-বেক্ষণ করার জন্য (গ্রন্থাগারের আসবাবপত্র ও ঐ লেখ্য প্রমানাদি সংরক্ষণের জন্য) পঞ্চায়েত সংস্থা ঐ গ্রন্থাগারকে বাড়তি সহায়তা করতে পারবে।

পঞ্চায়েত সংস্থা কর্তৃক গ্রন্থাগার বিষয়ে সভায় যথার্থ সিদ্ধান্ত গ্রহণ করার পর সেটির সকল প্রামান্য তথ্য তারা রেকর্ড করতে শুরু করবে, বিষয়টি সংসদ সভায় প্রকাশ্যভাবে ঘোষিত হবে। ঐ বিষয়ে যথাক্রমে উচ্চতর পঞ্চায়েত সংস্থা ও রাজ্য সরকারকে জানাতে হবে। যথাসময়ে পূর্বোক্ত উদ্দেশ্যে স্থাপিত গ্রন্থাগারের তালিকা একত্রিত করে তা রাজ্য সরকারকে জানাতে হবে।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং : ২৯৮/১(৭)/পি.এন./ও/১/৩সি-৭/০৩ তারিখ : ২১.০১.২০০৯

আদেশনামার প্রতিলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হল :-

১. কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পঞ্চায়েত ভবন, কলকাতা-৭০০০০১।

২. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া। ..... জেলা (সকল)।

৩. জেলা শাসক, ... মহকুমা (সকল)।

৪. মহকুমা শাসক, ... জেলা (সকল)।

তিনি সকল গ্রাম পঞ্চায়েতে ও পঞ্চায়েত সমিতিকে ঐ আদেশনামার প্রতিলিপি বন্টন করবেন।

৬. ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব।

৭. রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব।

যুগ্ম-সচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 298/PN/O/I/3C-7/03 Dated : 21.01.2009

O R D E R

Zilla, Block and Gram Sansads have been constituted under the W.B Panchayat Act, 1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act) to provide a forum for accountability of those bodies to the members of the Sansad and through them to the people in general. Towards that end the Sansad meetings are organized twice a year. Adequate information on functioning of the Panchayat body should be made available to the members of the Sansad sufficiently before such meetings so that they may study and appreciate the same, raise appropriate questions and suggest possible ways of improving functioning of those bodies.

In exercise of the power conferred by section 212 of the said Act the Governor is, therefore, pleased to direct that the following information is considered essential for disclosure and should be circulated in the form of a booklet for information of all members. All information should relate to the previous financial year in respect of the Annual Sansad meeting and the first six months of the year in respect of the Half yearly Sansad meeting.

Items of disclosure

1. Action taken on the recommendations / proposals made in the previous Sansad meeting along with a copy of the resolution of that meeting. Constraints, if any, faced should also be clearly spelt out.

2. The accounts for the relevant period based on Form 27 of the Accounts Rules applicable, with explanatory note, when necessary.

3 Head-wise balance of fund lying unspent at the end of the period and percentage of available fund utilized during the period for all important schemes as well as grants from the State and the Central Finance Commission during the relevant period along with constraints, if any, in utilizing the fund.

4. Own resource mobilized by the body during the relevant period showing total collection against total demand proposing steps for improvement.

5. Availability and utilization of own fund during the period and important items of expenditure from own fund. Visible areas of utilisation and the quantum of fund used for those should be highlighted.

6. Number of meetings of the general body and those held by different Sthayee / Upa Samitis during the relevant period and attendance. For the Samitis which held meetings below statutory level, reasons should be given.

7. Observation of latest audit report both internal and that by the ELA and action taken on those reports, if not already placed before the Sansad. Failure to act on any observation should be explained.

8. Report of the District Council, if any, related to that body and action taken on that report. Failure to act on any issue shall be explained.

9. A brief note on the findings of the latest Self Evaluation report, if not already placed before the Sansad. Major areas of strength and weaknesses in functioning of that body should be stated. Actions taken / proposed on areas of weakness should be explained.

10. List of important works completed or on-going during the relevant period.

11. Names of persons to whom individual benefits were extended.

12. Exemplary incidents of people's participation / voluntary contribution may be highlighted for replication for other areas.

13. No of posts lying vacant and actions taken to fill up those posts.

The Governor is further pleased to direct that since time available for interaction at the Sansad meetings is limited there is need to communicate the information well in advance so that the members may come prepared and may even send their queries / suggestions / observations to be raised by them prior to the day of the meeting. That will help the Panchayat body to get prepared for the reply / reaction and if too many issues are raised prior to the meeting some of those may even be answered in writing, thereby making more time available for discussion on the floor. In quite a few cases it has been experienced that more time is taken on ceremonial lectures and general discussion, which are not related to accountability of functioning of the body. It is, therefore, directed that the discussion is kept confined to those aspects which help the members of the Sansad to appreciate the quality of functioning of that body keeping in mind the services delivered by that body during the relevant period, the constraints faced and how the same may be improved in future.

There is also need to document the deliberations and the same may be audio/video recorded, if possible and to write the resolution properly leaving out no important point including dissenting opinions. That is essential to facilitate preparation of the Action Taken Report and to place the same in the next Sansad meeting. The resolution of the Sansad meeting should be circulated within reasonable period to the members. The State Government has decided to withhold entitlement of the grants of the State and the Central Finance Commission if Sansad meetings are not held thereby violating the provisions of the said Act.

Disclosure of information voluntarily is an important element for good governance by the Panchayat. As a practice the Panchayat body compiles report having relevant information about functioning of those bodies and circulates the same in the form of booklets in the Sansad meeting. Those booklets are important documents for public scrutiny of functioning of those bodies and should not only be prepared well but the same should also be made accessible to any member of the Sansad or any citizen in future. It is, therefore, further directed that every Panchayat body should earmark one library to preserve those reports for references by any citizen even in future without any hindrance. The library should be located within its jurisdiction or nearby when no public library exists within that area. The Panchayat body may assist the said library (grant money for furniture, proper upkeep of those records etc) for proper maintenance of those documents and encourage people to study those documents. After the Panchayat body

decides, through appropriate resolution, on the library that should maintain all records related to functioning of that body, the same should be announced publicly as well as in the Sansad meetings. Intimation to that effect should also be given to the higher Panchayat body or the State Government, as the case may be. The list of libraries selected for the said purpose should also be compiled in due course and shared with the State Government.

By Order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Govt. of West Bengal.

No. 2981/1(7)/PN/O/I/3C-7/03 Date : 21.01.2009

Copy forwarded for information and necessary action to:

1) The Commissioner, Panchayat and Rural Development, West Bengal.

2) The Director, SIPRD, Kalyani, Nadia.

3) The District Magistrate,.....(all).

4) The Sub-divisional Officer,.....(all).

5) TheDist. Panchayat & Rural Dev. Officer,.....(all).

He will circulate copy of this order to all Gram Panchayats and Panchayat Samitis within the district.

6) Private Secretary to the MIC, Panchayats & Rural Development Department.

7) Private Secretary to the MOS, Panchayats & Rural Development Department.

(M. Ray)
Joint Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০ ০০১

নং ঃ ৫০৯৫/পি.এন/ও/১/৩সি-৭/০৩ তারিখ ঃ ২২.১২.২০০৮

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত সংশোধন আইন, ২০০৩-এর মাধ্যমে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এ ১১৫ক ধারা ও ১৬৩ক ধারা অন্তর্ভূক্ত হওয়ার ফলে ঐ দুইটি ধারা অনুযায়ী রাজ্যের প্রতি পঞ্চায়েত সমিতি ও জেলা পরিষদ কর্তৃক সংশ্লিষ্ট এলাকায় যথাক্রমে একটি ব্লক সংসদ ও জেলা সংসদ গঠন করতে হবে। ঐ ব্লকের অন্তর্গত সকল গ্রাম পঞ্চায়েত ও ঐ পঞ্চায়েত সমিতির সকল সদস্য সংশ্লিষ্ট ব্লক সংসদের সদস্য হবেন। জেলার অন্তর্গত সকল গ্রাম পঞ্চায়েতের প্রধান, সকল পঞ্চায়েত সমিতির সভাপতি, সহকারী সভাপতি ও স্থায়ী সমিতির কর্মাধ্যক্ষগণ এবং ঐ জেলা পরিষদের সকল সদস্য (সরাসরি নির্বাচিত ও পদাধিকার বলে সদস্য) সংশ্লিষ্ট জেলা পরিষদের সদস্য হবেন।

পূর্বোক্ত পঞ্চায়েত (সংশোধন) আইন, ২০০৩-এর ৬-ধারা (মূল আইনের ১১৫-ক ধারা) অনুযায়ী প্রতি বৎসরে দুই বার ব্লক সংসদের অধিবেশন (সাধারণতঃ ডিসেম্বর-জানুয়ারী মাসে অর্ধ-বাৎসরিক অধিবেশন ও জুন-জুলাই মাসে বাৎসরিক অধিবেশন) অনুষ্ঠিত করা এবং অনুরূপ ক্ষেত্রে পূর্বোক্ত আইনের ১২-ধারা (মূল আইনের ১৬৩-ক ধারা) অনুযায়ী প্রতি বৎসরে দুই বার জেলা সংসদের অধিবেশন (সাধরাণতঃ জানুয়ারী-ফেব্রুয়ারী মাসে অর্ধ-বাৎসরিক অধিবেশন ও জুলাই-আগষ্ট মাসে বাৎসরিক অধিবেশন) অনুষ্ঠিত করা অবশ্য কর্তব্য।

পূর্বোক্ত পশ্চিমবঙ্গ পঞ্চায়েত আইনের ১১৫ ক ধারার (৩) উপধারা ও ১৬৩ ক ধারার (৩) উপধারা অনুসারে ব্লক সংসদ ও জেলা সংসদের সদস্য/সদস্যদের এক দশমাংশ সংসদ অধিবেশনে উপস্থিত থাকলে কোরাম গঠিত হবে কোরাম না হলে ঐ সভা মূলতুবী বলে গণ্য হবে ও ঐ সভার ধার্যদিন থেকে সপ্তম দিনে একই স্থানে ও একই সময়ে মূলতুব সভা অনুষ্ঠিত করতে হবে। মূলতুবী সভার জন্য ১০% (দশ শতাংশ) সদস্যের উপস্থিতি আবশ্যিক।

পূর্বোক্ত আইনের ১১৫-ক ধারার (৪) উপধারা অনুযায়ী ব্লক সংসদ অধিবেশনে সভাপতিত্ব করবেন সংশ্লিষ্ট পঞ্চায়েত সমিতির সভাপতি এবং তাঁর অনুপস্থিতিতে ঐ পঞ্চায়েত সমিতির সহকারী সভাপতি। ব্লক সংসদের ষাণ্মাসিক ও বাৎসরিক অধিবেশন পঞ্চায়েত সমিতির সভাপতি ও নির্বাহী আধিকারিকের পরামর্শক্রমে সংস্লিষ্ট পঞ্চায়েত সমিতির সচিব আহ্বান করবেন।

ব্লক সংসদের ষাণ্মাসিক ও বাৎসরিক অধিবেশন সংশ্লিষ্ট পঞ্চায়েত সমিতির এক্তিয়ারভুক্ত এলাকার মধ্যে কোন সুবিধাজনক স্থান বা নিজস্ব কার্যালয়ে অনুষ্ঠিত হবে।

পূর্বোক্ত আইনের ১৬৩-ক ধারার (৪) উপধারা অনুযায়ী জেলা সংসদের অধিবেশনে সভাপতিত্ব করবেন সংশ্লিষ্ট জেলা পরিষদের সভাধিপতি এবং তাঁর অনুপস্থিতিতে সভাপতিত্ব করবেন জেলা পরিষদের সহকারী সভাধিপতি।

পূর্বোক্ত ১১৫-ক ও ১৬৩-ক ধারার (৫) উপধারা অনুযায়ী ব্লক সংসদ ও জেলা সংসদ যথাক্রমে পঞ্চায়েত সমিতি ও জেলা পরিষদকে সকল উন্নয়নমূলক কাজকর্ম, বার্ষিক পরিকল্পনা প্রস্তুতি, বাজেট, প্রকল্প ও কর্মসূচি রূপায়ণ, শিক্ষা-সংস্কৃতি, ক্রীড়া, যুবকল্যাণ, স্বাস্থ্য, কৃষি-সেচ, বন ও ভূমি, নারী ও শিশু কল্যাণ, গণ বন্টন ব্যবস্থা ও খাদ্য নিরাপত্তার বিভিন্ন কর্মসূচি সহ আর্থিক উন্নয়নের যাবতীয় কাজকর্ম এবং গৃহীত ও প্রস্তাবিত সকল সামাজিক ন্যায়-বিচার সুনিশ্চিতকরণ বিষয়ক সকল নির্দেশ ও পরামর্শ দান করবে।

এরূপ নির্দেশ ও পরামর্শ দানের জন্য ব্লক সংসদ ও জেলা সংসদের যে কোন সদস্য অধিবেশনের বিজ্ঞপ্তি প্রাপ্ত হয়ে লিখিত পত্র দ্বারা যে কোন প্রামান্য তথ্য যেমন পঞ্চায়েত সমিতি ও জেলা পরিষদের তহবিলের হিসাব সম্বন্ধীয় নিরীক্ষকের শেষ প্রতিবেদনের প্রতিলিপি, বাজেট, বার্ষিক কাজকর্মের পরিকল্পনার প্রতিলিপি জেলা পরিষদের বা পঞ্চায়েত সমিতির নির্বাহী আধিকারিকের কাছে চেয়ে পাঠাতে পারেন।

এরূপ পত্র প্রাপ্ত হয়ে নির্বাহী আধিকারিক, সভাপতি বা সভাধিপতির সম্মতি গ্রহণ করে ঐ অধিবেশনে পর্যালোচনার জন্য প্রয়োজনীয় নথিপত্র পেশ করবেন।

ব্লক সংসদ ও জেলা সংসদের অধিবেশনে যে সকল পর্যালোচনা, সুপারিশ ও নিরীক্ষণ গৃহীত হবে সেগুলি যথাক্রমে পঞ্চায়েত ও জেলা পরিষদের সভায় ব্লক সংসদ ও জেলা সংসদ অধিবেশনের এক মাসের মধ্যে যথাশীঘ্র সম্ভব বিবেচিত হবে ও পঞ্চায়েত সমিতি ও জেলা পরিষদ কর্তৃক গৃহীত সিদ্ধান্ত ও গৃহীত ব্যবস্থা সম্পর্কীয় প্রতিবেদন পরবর্তী ব্লক সংসদ ও জেলা সংসদ সভায় পেশ করতে হবে।

এমতাবস্থায়, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২০১২ ধারায় প্রাপ্ত ক্ষমতা বলে রাজ্যপাল সন্তোষ সহকারে এতদ্বারা এই রাজ্যের ব্লক সংসদ ও জেলা সংসদগুলির ২০০৮ সালের যাণ্মাসিক সভা অনুষ্ঠিত করার জন্য এইরূপ নির্দেশ জারি করছেন যে রাজ্যের সকল পঞ্চায়েত সমিতি কর্তৃক অন্তর্ভূক্ত ব্লক সংসদের যাণ্মাসিক অধিবেশন আগামী ৩১শে জানুয়ারী, ২০০৯ সময় সীমার মধ্যে সম্পন্ন করতে হবে। অনুরূপ ভাবে জেলা সংসদের যাণ্মাসিক অধিবেশ আগামী ২৮শে ফেব্রুয়ারী, ২০০৯ সময় সীমার মধ্যে সম্পন্ন করতে হবে।

ব্লক সংসদ ও জেলা সংসদের যাণ্মাসিক অধিবেশন সংশ্লিষ্ট পঞ্চায়েত সমিতি ও জেলা পরিষদ অধিবেশনের আলোচ্য বিষয়, স্থান, তারিখ ও সময় উল্লেখ করে অধিবেশনের কমপক্ষে ৭ (সাত) দিন পূর্বে বিজ্ঞপ্তি প্রকাশ করবে। পঞ্চায়েত সমিতির

সভাপতি ও নির্বাহী আধিকারিক এবং অন্যপক্ষে জেলা পরিষদের সভাধিপতি ও নির্বাহী আধিকারিকের পরামর্শ মতো পঞ্চায়েত সমিতির ও জেলা পরিষদের সচিব ঐ সভা আহ্বান করবেন।

পরিশেষে, ঐরূপ অধিবেশনকে সার্থক ও সফল করার জন্য ব্লক ও জেলা স্তরের সংশ্লিষ্ট পদাধিকারী, আধিকারিক ও কর্মীবৃন্দ প্রামান্য নথিপত্র সংগ্রহ করে ঐ অধিবেশনে উপস্থিত থাকবেন।

রাজ্যপালের আদেশানুসারে,
স্বাঃ/- মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

নং : ৫০৯৫/১(১২)/পি.এন./ও/১/৩সি-৭/৯৬ (অংশ-১) তারিখ : ২২.১২.২০০৮

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠানো হল :-

১) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন, কলকাতা-৭০০০০১।
২) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।
৩) সভাধিপতি, ... জেলা পরিষদ (সকল)।
৪) জেলাশাসক ও নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)।
৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)।
৬) মহকুমা শাসক, ... (সকল)।
৭) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা (সকল)।
৮) ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি (সকল)।
৯) সচিব, ... জেলা (সকল)।
১০) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।
১১) ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব/রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ।
১২) এই বিভাগের সকল শাখা।

মধুমিতা রায়
যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4954/PN/O/I/IS-3/2008 Date : 11.12.2008

O R D E R

It has come to the notice of this Department that the names of the districts are often misspelt in the official correspondences including letters, circulars etc. Name of each district has been laid down in the Gazette Notification of this Department and it is directed that the name of each district shall be written in the same manner in all official correspondence. Names of districts including Siliguri Sub-division arc reproduced below :

1.	Cooch Behar	12.	North 24-Parganas
2.	Jalpaiguri	13.	South 24-Parganas
3.	Darjeeling	14.	Hooghly
4.	Uttar Dinajpur	15.	Howrah
5.	Siliguri	16.	Burdwan
6.	Purulia	17.	Bankura
7.	Dakshin Dinajpur	18.	Purba Medinipur
8.	Birbhum	19.	Paschim Medinipur
9.	Malda		
10.	Murshidabad		
11.	Nadia		

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 4954/1(9)/PlS7O/l/1S-3/2008 Date : 11.12.2008

Copy forwarded for information and taking necessary action to:

1. Commissioner, Panchayat & Rural Development. West Bengal Panchayat Bhavan, 11 A. Kiran Sankar Roy Road, Kotkata 700 001.

2. Director. SIPRD, Kalyani. Nadia.

3. District Magistrate.....(All)

4. District Panchayat & Rural Development Officer ..... District.(All)

5. Block Development Officer.....Block (All)

6 .....Special Secretary / Joint Secretary / Dy. Secretary / OSD & Dy Secretary of this Department (All)

7. ..... Cells of this Department (All)

8. P.S. to MIC, Panchayats & Rural Development Department

9. P.S. to MOS, Panchayats & Rural Development Department

Joint Secretary to the
Government of West Beiuuil

Government of West Bengal
Department of Panchayat and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3748/PN/O/I/1A-2/07 Date : 08.09.2008

O R D E R

Whereas the Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act. 2006 has already been enacted and the Rules. 2007 under the aforesaid Act have already been framed:

And whereas a committee, named. Forest Rights Committee has already been formed at the level of-Gram Sansad vide this Department Order No. 1220/PN/O/I/1A-2/07 dated 17.03.2008 with necessary instructions therein;

And whereas a decision, *inter alia*, has been taken in the meeting held on the 3rd July, 2008 towards inclusion of the Block Development Officer in the Sub-Divisional Committee (herein after referred to as the said committee) as a special invitee:

And whereas the State Government in this Department eonsiders necessary to include the Block Development Officer in the said committee as a special invitee;

Now, in continuation of this Department Order No. 1220/PN/O/1/1A-2/07 dated 17. 03. 2008 and in exercise of the power conferred by section 212 of the West Bengal Panchayat Acl, 1973 (West Ben Act XI of 1973) the Governor has been pleased to direct that the Block Development Officer of the Block shall be included as a special invitee in the said Committee.

This order shall come into force at once.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 3649/PN/O/1/1A-7/01 Dated : 03.09.2008

From : Dr. M. N. Roy, IAS
Principal Secretary to the
Government of West Bengal.

To : Shri Jyoti Priya Mallick
Member of Legislative Assembly,
BC-245, Sector-I, Ground Floor
Salt Lake City, Kolkata-700 064

Sub : Notification / Circular in connection with acquisition of land at Rajarhat New Town area.

Sir,

Reference to your letter No. JP/GS/ML/8 8/08/2008 dated 25. 08. 2008 on the above mentioned subject, I am to inform that this Department has nothing to do with acquisition of land at Rajarhat New Town area. The Housing Department of this Government under section 9 of the West Bengal Town and Country (Planning & Development) Act, 1979 by the Notification No. 877-HI/3C-2/2005 dated 4th October, 2005 declared 15 (fifteen) Mouzas under Rajarhat Panchayat Samiti of the district of North 24-Parganas and 8 (eight) Mouzas under Bishnupur-II Panchayat Samiti of the district of South 24-Parganas to be a planning area under the aforesaid Act to check sporadic unplanned growth and to ensure planned development. Subsequently, Bhangar-Rajarhat Area Development Authority (BRADA) was constituted vide Notification No. 081-H2/3C-2/2005 dated 13th December, 2005 of the Housing Department.

After declaration of the planning area and constitution of the Development Authority, the Housing Department proposed to this Department for according permission to BRADA for construction of building on the lands which fall within 15 (fifteen) Mouzas of 4 (four) Gram Panchayats namely, Rajarhat-Bishnupur-I, Rajarhat-Bishnupur-II, Patharghata and Chandpur under Rajarhat Panchayat Samiti. This Department was further informed by the

Housing Department that Land Use Development and Control Plan in the Rajarhat Part was in the final stage of preparation and the BRADA had got the capacity to take up responsibility. Since the area falls under the Panchayat and the work of BRADA may clash with the work of Panchayat, the Housing Department proposed to give effect to section 114A of the West Bengal Panchayat Act, 1973 in the BRADA area i.e. preparation of development plan in respect of BRADA area and to cease the operation of section 23 (control of building operations), Section 24 (improvement of sanitation) and section 25 (power over public streets and waterways) of the aforesaid Act in respect of the same area.

On receipt of the proposal from the Housing Department, the Executive Officer of Rajarhat Panchayat Samiti was requested by this Department to send the agreeability of the Panchayat Samiti to confer the power under section 114A of the West Bengal Panchayat Act, 1973 to BRADA in respect of the area failing within the planning axea. The Rajarhat Panchayat Samiti took a resolution on 22. 03. 2007 in its general body meeting in favour of conferring the power under section 114A of the West Bengal Panchayat Act, 1973 to BRADA.

The resolution of the Rajarhat Panchayat Samiti was forwarded to this Department vide No. 325 dated 28. 03. 2007 and thereafter, an order No. 1437/PN/O/I/1A-7/01 dated 31. 03. 2008 was issued by this Department applying section 114A in that area and according permission to the BRADA for construction of house / structure in that area on the condition that 20% of money collected by BRADA. from that area will be credited to Rajarhat Panchayat Samiti fund when the said Panchayat Samiti shall contribute 80% of such proceeds to the concerned four Gram Panchayats, and balance fund will be retained by them. BRADA was also authorized under the said Act to render advice, technical or otherwise to the Rajarhat Panchayat Samiti on the performance of its function and duties to the respective area covered by the development plan. A Copy of the said order is enclosed for your ready reference.

Yours faithfully,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 3248/PN/O/1/3R-7/04 Dated : 11.08.2008

O R D E R

Whereas as per provision of sub-rule (2) of rule 24 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, maximum height of a building is admissible up to fifteen (15) metres;

And whereas it has since been felt necessary by this Department that due to rapid increase of socio-economic and cultural activities undertaken by various organizations in rural areas the construction of such buildings beyond the statutory height of fifteen (15) metres merits immediate consideration;

Now, therefore, In exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to direct that in case of any proposal for construction of buildings beyond the prescribed height of fifteen (15) metres the following procedure shall be followed:

(i) (a) For building of construction in rural areas which are not under any Development Authority, the Secretary or any other employee of the Gram Panchayat being authorized in this behalf shall receive the application, retain two copies and return the other copy noting thereon the date of receipt under his signature and the seal of the Gram Panchayat. The application in Form 4 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 shall be accompanied by a plan of the proposed structure or building in triplicate and a site plan in triplicate both prepared and authenticated by a competent Architect who shall certify that stability analysis has been done and soil tests performed and shall quote his licence or empanelment number or registration number. Authentication additionally by a structural Engineer or a Geo-technical Engineer or both may be required for planning, design and construction of building in special cases. Copy of records of right and copy of such other records showing title and interest of the applicant in respect of the land, as also character of the land shall be necessary and one copy of such building plan and site plan shall be blueprinted.

(b) The Gram Panchayat shall examine the right, title and interest of the applicant in respect of the land on which the structure or building is proposed to be erected and after such enquiry, as may be considered necessary,

within a period of thirty (30) days from the date of receipt of application, shall send all papers to the Zilla Parishad for onward transmission within a period of fifteen (15) days to the State Govt. in the Panchayat and Rural Development Department alongwith its views.

(c) The Department may consider the application for according approval after its satisfaction with the purpose of such construction in Panchayat area. The vetting or specific objections of this Department shall be communicated to the Gram Panchayat through the Zilla Parishad within a period of sixty (60) days from the date of receipt of such application from Zilla Parishad. The Gram Panchayat shall accord permission on the basis of this vetting or communicate the objections to the applicant, as the case may be. The applicant may resubmit the proposal after removing the objections to the Gram Panchayat.

(ii) (a) For construction of building pertaining to the area falling under any Development Authority, any employee of the Panchayat Samiti being authorized in this behalf shall receive the application in triplicate, retain two copies and return the other copy noting thereon the date of receipt under his signature and the seal of the Panchayat Samiti. The application in Form 4A of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 as amended in 2006 shall be accompanied by all the records and documents as referred to in para (i) (a).

(b) The Panchayat Samiti shall follow the procedure mutatis and mutandis as explained in para (ii) (b).

(c) The Department may consider the application for according approval after its satisfaction with the purpose of such construction in Panchayat area. The vetting or specific objections of this Department shall be communicated to the Panchayat Samiti through the Zilla Parishad within a period of sixty (60) days from the date of receipt of such application from Zilla Parishad, The Panchayat Samiti shall accord permission on the basis of this vetting or communicate the objections to the applicant, as the case may be. The applicant may resubmit the proposal after removing the objections to the Panchayat Samiti.

(iii) At the time of submission of application for construction of building to the Gram Panchayat or Panchayat Samiti, the applicant shall pay fees at such rate as referred to in rule 34 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 as amended in 2006 and no additional fee is required to be paid in case of resubmission of application.

By order-of the Governor,

Principal Secretary to the
Government of West Bengal

No. PN/O/I/3R-5/04 (Pt. IV) **Date :**

Copy forwarded for information and taking necessary action to the :

1. Commissioner, Panchayats and Rural Development, West Bengal.

2. District Magistrate and Executive Officer,.....Zilla Parishad (All)

3. District Panchayats and Rural Development Officer,.....(All)

4. Block Dev. Officer & Executive Officer,.....Panchayat Samiti (All).

He is requested to make arrangement to circulate the copies of the order among the Pradhans of the Gram Panchayats within his jurisdiction.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Kolkata - 700 001

No. 1673/ PN/O/1/1E - 4/08 Dated : 15.4.2008

O R D E R

In exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XL1 of 1973), the Governor is pleased to direct that the meeting of the Sthayee Samiti of Zilla Parishad, Panchayat Samiti and meeting of the Upa Samiti of Gram Panchayat may be held during the period, from the time of announcement of the 7th Panchayat General Election, 2008 till taking over of the charge by the newly constituted body, subject to the condition that any of the Sthayee Samitis or Upa Samitis shall not -

a) extend any financial grant;

b) commence any new scheme of project;

c) finalise any list of beneficiaries for any programme;

d) take any decision which will create any financial liabilities on the incoming bodies;

e) engage any person, even on contract basis;

Provided that the restrictions shall not affect any normal or day-to-day work relating to continuing scheme, essential repair work, measures for public health, relief measures against natural calamities disasters and any other statutory and emergency measures that may be necessary.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary
to the Govt. of West Bengal

No. l673/(6)/ PN/O/l/1E - 4/08 Date :15.4.2008

Copy forwarded for information and necessary action :-

1. Commissioner of Panchayats and Rural Development, West Bengal
2. Director, State Institute of Panchayats and Rural Development, Kalyani, Nadia
3. District Magistrate,..... (all except Darjeeling)
4. Disrtict Panchayats and Rural Dev. Officer,..... (all except Darjeeling)

   He is requested to communicate the content of this Order immediately to the three-tiers of the Panchayat Bodies:

5. Sub-divisional Officer,..... (all except of the district of Darjeeling)
6. Block Development Officer,..... (all except the district of Darjeeling)

Joint Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road,
Kolkata - 700 001

No. 1220/PN/O/1/1A-2/07 Dated : 17.03.2008

O R D E R

Whereas the Scheduled Tribes and other Traditional Forest Dwellers(Recognition of Forest Rights)Act. 2006 has already been enacted and the Rules, 2007 under the aforesaid Act have already been framed ;

And whereas a meeting for implementation of the aforesaid Act and Rules was held on 28th February, 2008 ;

And whereas the State Government in this Department considers that a committee named "Forest Rights Committee" should be formed at the level of Gram Sansad ;

Therefore, after careful consideration of the matter and in pursuance of the decisions taken in the meeting dated 28.02.2008 on the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) has been pleased hereby to direct the following:-

(a) A committee named Forest Rights Committee shall be formed at the level of Gram Sansad in the meeting to be held before 31st March, 2008 so that the Committee may start its function w.e.f. lsl April, 2008 all over the state.

For the above purpose the Gram Sansads shall be convened by the Gram Panchayat having forest area within its jurisdiction and in its meeting, it shall elect from amongst its members a committee of not less than ten but not exceeding fifteen persons as member of the Forest Rights Committee. At least one-third members shall be Scheduled Tribes and not less than one-third of such members shall be women. Where there are no Scheduled Tribes, at least one-third of such members shall be women.

(b) The quorum for constitution of Forest Rights Committee shall be not less than two-third of all members of Gram Sansads and the quorum of the aforesaid committee shall be same as that of the Gram Unnayan Samiti i.e. at least one-third of members of the Forest Rights Committee.

(c) Since Gram Unnayan Samiti has been constituted at the level of Gram Sansad, Forest Rights Committee shall act as a functional committee under Gram Unnayan Samiti comprising ten to fifteen members of Gram Unnayan Samiti subject to the compliance of condition regarding Scheduled Tribes and Women members. If number of Scheduled Tribe and Women members fall short of minimum requirement, members/voters of Gram Sansad not included in Gram Unnayan Samiti may be co-opted.

(d) The Chairperson and the Secretary of Gram Unnayan Samiti shall act as the Chairperson and the Secretary of the Forest Rights Committee.

(e) The District Panchayats and Rural Development Officer of the district shall be included as a permanent invitee in the District Level Committee.

(f) Three elected members of the concerned Panchayat Samiti nominated by the Sabhadhipati of the concerned Zilla Parishad shall be the members of the Sub-divisional Committee. At least two of three such nominated members of the aforesaid committee shall belong to the Scheduled Tribe community preferably those who are forest dwelling or who belong to the primitive tribal groups. Where there are no Scheduled Tribe members, two members who are preferably other traditional forest dwellers and one of them being a Woman member shall be nominated.

(g) Three elected members of the concerned Zilla Parishad belonging to the same category as explained in para (f) above being nominated by the Sabhadhipati shall be included in the District Committee.

This order shall come into force at once.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1220/1(10)/PN/O/I/1A-2/07 Date : 17.03.2008

Copy forwarded for information and necessary action to the

1. Principal Secretary to the Govt. of West Bengal, BCW Deptt./Forest Deptt.
2. Sabhadhipati,.....Zilla Parishad (All)
3. Commissioner, Panchayats and Rural Development, West Bengal.
4. Director, S1PRD, Kalyani.
5. District Magistrate,.....District (All)
6. Addl. District Magistrate,.....(All)
7. Dist. Panchayat & Rural Dev. Officer,.....(All)
8. Sub-Divisional Officer,.....(All)
9. Block Development Officer,.....(All)

   He is requested to distribute the copy of the order to all Gram Panchayats and Panchayat Samitis within his jurisdiction.
10. PA to MIC/MOS, BCW Deptt./Forest Deptt./Panch. & Rural Dev. Deptt.. Govt. of West Bengal.

Joint Secretary to the
Government of West Bengal

Registered No. WB/SC-247

No. WB(Part-1)/2007/SAR-287

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PART I — Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT

Jessop Building

63, Netaji Subhas Road, Kolkata - 700 001

No. 5294/PN/O/I/2A-2/98(Pt. 1) Kolkata, the 30th November, 2007

NOTIFICATION

Whereas in terms of this Department Notification No. 4572/PN/O/1/35-114/03 dated 07.09.2006 no Gram Panchayat or Panchayat Samiti or Zilla Parishad shall engage any casual worker or contingent worker or work charged worker or seasonal worker either on ad-hoc basis or against any sanctioned post;

And whereas in view of rapid advancement in the Panchayat areas, the Panchayat Bodies are compelled to take up some development projects in order to meet up the local needs such as construction works of bus-stand, auditorium, shopping mall etc.;

And whereas the Panchayat Bodies shall not be able to engage any casual worker or contingent worker or such type of worker in terms of the aforesaid notification of this Department;

And whereas the Panchayat Bodies should be empowered to enter into contract with some agency to meet up the local needs in the interest of the public service for day to day maintenance of such assets and infrastructure.

Now, therefore, after careful consideration of the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) has been pleased to direct that the Panchayat Bodies may enter into contract for maintenance of such projects with the Self-Help Groups, local Non-Government Agencies or the Co-operative Societies and those organizations may shoulder on the responsibility of day to day maintenance etc. in respect of the project subject to the condition that the recurring expenditure to be incurred for payment to the agency and other expenditure should be well below the return from the asset.

By order of the Governor,

M. N. ROY,
Principal Secretary to the Government of West Bengal.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 3758-PN/O/1/4F 4/07 Dated : 20.08.07

O R D E R

Whereas it is obligatory for a Gram Panchayat to hold meeting at least once in a month under section 16 of the West Bengal Panchayat Act, 1973(West Bengal Act XLI of 1973)(hereinalter referred to as the said Act), to hold Gram Sansad meetings every year ordinarily in the months of May and November under section 16A, and to prepare final Budget for each year of its estimated receipts and payments under section 48 of the said Act;

And whereas it is also obligatory for the Panchayat Samiti to hold meeting at least once in every three months under section 105, to hold Block Sansad meetings every year under section 115A, and to prepare in each year a budget of its estimated receipts and payments for the following year under section 136 of the said Act;

And whereas it has come to the notice of the Govt. in this Department that a number of Gram Panchayats and Panchayat Samitis have defaulted in holding regular general body meetings as well as Gram Sansad and Block Sansad meetings as the case may be, during the year 2006-07, or in preparation of final Budget of their own for the year 2007-2008 or in both matters and have thereby violated the relevant provisions of the said Act;

And whereas the Govt. in this Department is of the view that to prevent the recurrence of such failures, a policy should be adopted by framing principles for release of fund;

Now, therefore, in exercise of the power conferred by section 212 of the said Act, the Governor has been pleased hereby to direct that any Panchayat Body which does not discharge the statutory duties as mentioned in the foregoing paras in a particular year, shall not be allowed access to its entitlement of fund / share of grant from the Central and State Finance Commission and the fund earmarked for such defaulting Panchayat body shall be kept under the custody *of* the concerned Zilla Parishad. The fund so withheld shall be released as and when the defaulting Panchayat body shows positive improvement in its functions and satisfactorily performs the aforementioned duties for some time.

By order of the Governor,
Sd/-
(M.N Roy)
Principal Secretary to the
Govt. of West Bengal

No. 3758 /l(9)PN/O/I/4F-4/07 Dated 20.8.2007

Copy forwarded for information and necessary action to the

1. Commissioner of Panchayat & Rural Development Deptt. Govt. of West Bengal
2. Sabhadhipati,_____all Districts
3. District Magistrate and Executive Officer,_____ Z.P.
4. Additional Executive Officer,_____ ZP
5. District Panchayat & Rural Development Officer, _____ District
6. Sub-divisional Officer,_____ Sub-division
7. Block Development Officer and Executive Officer,_____ Panchayat Samiti.
8. Private Secretary to Hon'ble MIC Panchayat & Rural Development Deptt.
9. Private Secretary to Hon'ble MOS Panchayat & Rural Development Deptt.

Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road,
Kolkata - 700 001

No. 3520-PN/O/I/3C-11/98 Date : 09.08.2007

O R D E R

Whereas in terms of sub-section (1) of section 205 (hereinafter referred to as the said section) of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) the State Government in the Panchayat and Rural Development Department has appointed officers vide Notification No. 3244/PN/O/1/3C-11/98 dated 20.09.2004 for the purpose of inspecting or superintending within their respective jurisdictions the performance level of all or any class of Gram Panchayats and Panchayat Samitis in different fields of activities;

And whereas an officer so appointed while undertaking an inspection of a Gram Panchayat or Panchayat Samiti, is required to submit a report of such inspection to the State Government under sub-section (4) of the said section in order to assess its strengths and weaknesses for its capacity building in different area of activities;

And whereas the need for developing a format for submitting such inspection report has been felt for a long time to capture the important functional areas of the Panchayati Raj institutions and to focus on their performance;

Now, therefore, the Governor in terms of section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), is pleased to prescribe two separate formats for submitting inspection report of a Gram Panchayat or Panchayat Samiti, as the case may be.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 3520/1(8) -PN/O/I/3C-11/98 Date : 09.08.2007

Copy forwarded for information and necessary action to:-

l) The Commissioner, Presidency / Burdwan / Jalpaiguri Division.

2) The Commissioner of Panchayats & Rural Development, West Bengal, Panchayat Bhavan, Kolkata - 700001.

3) The Director of S.I.P.R.D., Gandhi Bhavan, Kalyani, Nadia.

4) The District Magistrate,..... (all).

5) The District Panchayat & Rural Development Officer,..... (all).

He is requested to circulate copies of formats to SI. No.5 and 6 within the district.

6) The Sub-divisional Officer,..... (all).

7) The Block Development Officer,.....(all).

8) .....Cell of this Department.

Deputy Secretary to the
Government of West Bengal

INSPECTION OF GRAM PANCHYAT
(UNDER SECTION 205 OF THE W.B. PANCHYAT ACT, 1973)

Name & designation of the Inspecting Officer :

Date of Inspection :

1 (a) Name of the Gram Panchayat

(b) Name of the Panchayats Samiti & Zilla Parishad :

2. Number of member :

Tolal	SC	ST	Women

(a) Number of elected member :

(b) No. of ex-officio member :

3. (a) Name of Pradhan, with reservation category, if any :

(b) Name of Upa-Pradhan, with reservation category, if any :

(c) Upa-Samitis:

(i) Artha O Parikalpana,

(ii) Krishi O Pranisampad Bikas

(iii) Siksha O Janasasthya

(iv) Nari, Sishu Unnayan O Samaj Kalyan

(v) Shilpa O Parikathama

Whether Sanchalak is in position (Yes / No)	Whether foundation training (Yes / No)	No. of refresher training receive(Yes/No)
(i)	(i)	(i)
(ii)	(ii)	(ii)
(iii)	(iii)	(iii)
(iv)	(iv)	(iv)
(v)	(v)	(v)

Employees of Gram Panchayat : **Whether in position (Yes/No)**

(d) Executive Assistant :

(e) Secretary :

(f) Job Assistant :

(g) Nirman Sahayak (s) : :

(h) Sahayak :

(i) G. P Karmees :

4. (a) No. of General Meetings held u/s 16 during last financial year and up to the period of inspection of current financial year with average attendance in percentage of total No. of members :

	No. of meetings	Average attendance
(i) Last Year		
(ii) Current Year		

(b) No. of Meetings held by Upa-Samitis during last financial year and upto the period of inspection of current financial year with average attendance in percentage of total No. of members :

Name of the Upa-Samiti	No. of meetings and attendance			
	Last Year	Average attendance	Current Year	Average attendance
(i) Artha O Parikalpana Upa-Samiti				
(ii) Kiishi O Pranisampad Bikas Upa-Samiti				
(iii) Siksha O Janasasthya Upa-Samiti				
(iv) Nari, Sishu Unnayan O Samaj Kalyan				
(v) Shilpa O parikathama Upa-Samiti				

5. (a) Total No. Gram Sansads :

(b) No. of Gram Sansads that have held meetings :

6. (a) Whether duties u/s 19 are being performed properly :

Half Yearly Meeting	Annual Meeting

(b) Performance in the following areas is to be mentioned Particularly along with expenditure made and source Fund :

(i) Sanitation and drainage :

(ii) Preventive measures taken against common diseases :

(iii) Clearing and disinfecting the sources of supply and storage of water

(iv) Protection and repair of building and other properties vested in Gram Panchayat. :

7. (a) Duties performed u/s 20 & 21 with expenditure made and source of fund, not covered under (b) :

(b) Particulars of the following are to be mentioned along with expenditure made for its maintenance / Promotion and source of fund :

(i) No, of sishu Siksha Kendras and Madhyamik Siksha Kendras along with enrolment.

(ii) No. of Rural Dispensaries, Health Centres and I.C.D.S Centres :

(iii) Extension of Social Forestry during the last financial year (Area covered in acres or length of rows) :

(iv) Sinking of Tube-wells and excavation/re- excavation of Ponds and Tanks during the last financial year :

8. Description of work of improvement / maintenance of roads, culverts, waterways, cannels, etc. u/s 25 during the last financial year. :

9. (a)

Depreciation of assigned schemes	Opening balance as 01.01	Allotment received	Expenditure	U.C. submitted	Balance
1. NREG					
2. 12th Finance Commission					
3. I.A.Y					
4. B.R.G.F					
5. S.G.S.Y					
6. T.S.C					
7. N.O.A.P.S					
8. N.F.B.S					
9. L.B.G					
10. 2nd State Finance Commission					
11. Harialy/Watershcd development					
12. Fund for improving public health and maintenance of health Centre, etc.					
13. Any other scheme					

(b) Are scheme wise registers kept? :

(c) If not, which scheme(s) is left out & why? :

(d) Are measurement book maintained properly? :

(e) (i) No. of building permission given U/S 25 in last financial year :

(ii) Total amount of fees collected in last financial year :

(iii) How many building spotted that were constructed without u/s 23 :

(iv) What action has been taken or contemplated against constructions mentioned at (iii) :

10. Whether Gram Panchayat has taken any action u/s 26 & 27 regarding pollution of water sources within its jurisdiction :

(i) No. of such places identified :

(ii) Nos. with reference to which notice had been issued :

(iii) Status of compliance :

(iv) Case of non compliance, if any :

(v) Action taken thereof :

11. Whether the Gram Panchayat maintains the register of its properties u/s 42 (1)

(i) Whether up-dated, mentioning the last date of entries made :

(ii) Reasons for failure in updating :

(iii) Whether there is any encroachment thereon (give brief description) :

(iv) Whether any action is taken or contemplated for removal of encroachment :

(v) Whether self assessed list of assets duly submitted :

12. Whether any Information Register is maintained. If so,

(a) Whether register for such application maintained :

Yes/No

Year	No. of Applicaltion	No. of cases information	No. of cases where no

(b) How many applications received under the Right to Information Act in the previous year and in the current year & in how many cases the informations were supplied

	Received	Given	Information has been provided
Previous Year			
Current Year			

13. Whether the Gram Panchayat has during before executed schemes through GUS, if so,

(a) How many schemes :

(b) Total amount of fund involved :

14. (a) Particulars of own source revenue on account of

(i) Taxes[u/s 46 (1)1 :

Current year (a)		Last year (b)		Year before last (e)		Total arear tax (b + c)	
Assessment	Realization	Assessment	Realization	Assessment	Realization	Total arear demand	Total arrear collection

(ii) Non Tax Revenues [u/s 47(1)]

	Received		
	Current year	Last year	Year before Last
Fees :			
Rates :			
Tolls :			
Total :			

(b) Form contribution, grants from Govt. of or any Local Authority

Received		
Current year	Last year	Year before last

(c) Major items of utilization of own source revenue :

(d) No. of Tax Collectors engaged? Date of termination of their agreement :

(e) Does the Gram Panchayat Preserve counterfoils of D.C. Rs? :

15. (a) Please give details how funds are kept including details of Bank Account & balance as on date :

(b) Whether amount

(i) received and paid have been in Cash Book, Mention balance (bank/cash) as on date

(ii) Cash Book was last

Updated on. :

(c) Whether following Registers are maintained :

(1) Advance Register :

(2) Cheque / Draft Receipt Register :

(3) Cheque Book Register :

(4) Allotment Register :

(5) Register for receipt of letters :

(6) Register for issue of letters :

(7) Durable Stock Register :

(8) Register for Stationeries :

(9) Appropriation Register :

(10) Inspection Register :

(11) Birth and Death Register :

(12) Complaint Register :

(13) Any other Register :

(d) Total amount of unadjusted advances with year wish break up mentioning names of recipients, purpose and amount :

(e) Whether the G.P. is maintaining accounts using GPMS software :

(f) Whether updated entries are made :

(g) Whether print outs are taken for case book and other ledgers :

(h) If there is any problem in operationalising :

16. (a) Whether last year's Budget was passed in due time :

(b) Whether it was based on proposals from Gram Unnayan Samiti (Gram Sanead) and was Prepared Upa-Samiti and area of activity wise :

(c) Status of current year's Budget :

(d) Whether it is based on Proposals from Gram Unnayan Samiti (Gram Sansad) and was prepared Upa-Samiti wise and area of activity wise :

(e) Whether Panchayat Samiti was duly informed u/s 48(2) :

17. (a) Whether any expenditure was incurred in contravention of section 48(3) :

(b) Details thereof

(c) Reasons thereof

18. (a) Whether last year's Annual Actions Plan was prepared :

(b) If so, was it based on proposals from Gram Unnayan Samiti (Gram Sanead) and was prepared Upa-Samiti and area of activity wise? :

(c) If no, why? (mention specific difficulty in this regard) :

(d) Whether the Annual Actions Plan and the budget has distinct :

correlations :

(c) If not, how such plan is proposed to be implemented? :

19. (a) When vvas the last Internal Audit & covered which period :

(b) Major observations made in such last audit :

(c) What corrective steps were taken on the observation of the Internal Auditor? :

20. (a) Date of last Audit by E.L.A. :

(b) Whether Audit Report was discussed in a special meeting :

(c) If not, reasons for such omission :

(d) Steps taken to comply with audit objection :

(e) In case of non compliance, reasons thereof and date by which compliance expected :

(f) Major observations in last audit not yet settled :

(g) Total No, of outstanding audit paras :

(h) Memo No. & date under which the last audit compliance report was sent :

21. (a) When was the last inspection held and by whom ? :

(b) What were the major observations of such inspection?

(c) Have these been acted upon? :
Please mention specific steps :

(d) In case such steps were not taken give reason :

22. Serious financial irregularities including defalcation if any

(a) Brief description of Specific instances

(b) Action taken by the G.P :

23. Action on the basic of last self evaluation report

(a) Major weaknesses identified

(i) as institutional performance :

(ii) as service provider :

(b) Steps taken for improvement

(i) on institutional performance :

(ii) as service provider :

24. The latest self-evaluation report of the Gram Panchayat to be reviewed by the Inspecting Officer and his comments on (a) correctness of the report and (b) follow un action for improvement, if taken by the Gram Panchayat should

be mentioned.
(If space is not adequate attach a separate paper)

.....

Signature of the Inspecting Officer with date

INSPECTION OF PANCHAYAT SAMITI
(UNDER SECTION 205 OF THE WEST BENGAL PANCHAYAT ACT, 1973)

Name & Designation of the Inspecting Officer :

Date of Inspection :

PART - I.

Preliminary :

Name of the Panchayat Samiti :

Name of the Zilla Parishad :

PART - II.

A. Establishment

Information about	Name	Whether foundation training received(Yes/No)	No. of refresher training received (Yes/No)
(a) Sabhapati with reservation category, if any			
(b) Sahakari Sabhapati with reservation category, if any			
© Executive Officer			
(d) Joint Executive Officer			
(e) Secretary			
(f) Deputy Secretary			

B. Particulars of Sthayee Samiti :

Name of Sthayee Samiti	Name of Karmadhyaksha	Whether foundation training received	No. of fresher training received
(i) Artha, Sanstha, Unnayan O Parikalpana			
(ii) Janaswasthya O Paribesh			
(iii) Purta Karya O Paribahan			
(iv) Krishi, Sech O Samabaya			
(v) Siksha, Sanksriti, Tathya O Krira			
(vi) Sishu O Nari Unnayan, Janakalyan O Tran			
(vii) Bon O Bhumi Sanskar			
(viii) Matsya O Prani Sampad Bikash			
(ix) Khadya O Sarbaraha			
(x) KhudraShilpa, Bidyut O Achiracharit Shakti			

PART-III.

Total Number of Members :

a) Number of elected members :

b) No. of ex-officio members:

Total	SC	ST	Women

PART -IV.

(a) (i) Number of general meetings during last financial year held under section 105(1):

(ii) Average attendance in terms of percentage of total no. of members:

(iii) No of general meetings held during the current year to date:

(iv) Average attendance in percentage of total members;

(b) (i) Any other meetings held including requisitioned meeting (mention nature of meeting) during last financial year :

(ii) Average attendance in percentage of total no. of members :

(iii) No. of other meetings including requisitioned meetings held during the current year to date :

(iv) Average attendance in percentage of total members :

(c) Number of Sthayee Samiti's Meetings held under section 124(5) :

	No. of meetings held	Average attendance in % age of total members
(i) Artha, Sanstha, Unnayan O Parikalpana. :		
(ii) Janasasthya O Paribesh. :		
(iii) Purta Karya O Paribahan. :		
(iv) Krishi Sech O Samabaya. :		
(v) Shiksa, Sanskriti, Tathya O Krira. :		
(vi) Sishu O Nari Unnayan, Janakalyan O Tran. :		
(vii) Bon O Bhumi Sanskar. :		
(viii)Matsya O Prani Sampad Bikash. :		
(ix) Khadya O Sarbaraha. :		
(x) Khudra Shilpa, Bidyut O Achiracharit Shakti. :		

(d) Sthayee Samitiwise list of appointed members who persistently default in attending meetings :

(e) No. of requisitioned meetings, if any, held :

PART-V.

(a) Whether the annual accounts of Panchayat Samiti was passed by the Artha Sthayee Samiti :

(b) If so, the date of such Meeting :

PART-VI.

Whether the annual accounts of Panchayat Samiti was duly published:

PART-VII.

Whether the Annual Report of Works prepared in prescribed manner (Form -3 A) by the Panchayat Samiti, was submitted to the District Panchayat & Rural Development Officer, being the prescribed authority and Zilla Parishad under section 107:

(a) Report on work done during the previous year i.e._____ :

(b) Report for the work proposed to be done during the current year i.e._____

PART -VIII.

Whether any developmental, promotive or motivational programme or scheme under section 109(1) was taken up, if so the completion/progress may be mentioned with the amount involved:

PART -IX.

Description of progress of any scheme under section 109(3) extending to more than one Gram Panchayat, if undertaken :

PART-X.

Whether Government has placed any property i.e. Road, Bridge, Ferry, Channel etc. under the control of Panchayat Samiti under section 110, if so, details thereof:

PART-XI.

The description of works like maintenance of Bridge, Well, Tank, Channel, Road etc. by the Panchayat Samiti, if any under section 112:

PART-XII.

(i) How many Gram Panchayats were inspected or caused to be inspected by the Panchayat Samiti under section 315(2) -

(a) during last year :

(b) during present year :

(ii) Whether any scheme was assigned to the Gram Panchayat(s)for implementation along with placement fund during the last financial year :

(a) Total No. of such schemes mentioning nature of such scheme:

(b) Total fund allotted:

(iii) Whether orders/circulars/notifications received from higher authorities for use of the Gram Panchayat, are transmitted without delay to the GP's ? Average time taken for such transmission :

PART -XIII.

Whether any work of Panchayat Samiti was undertaken by any Gram Panchayat as its agent, if so particulars thereof :

PART -XIV.

(i) Date of approval of current year's Budget under section 136(2)(c) :

(ii) Whether Budget is prepared Sthayee Samiti and activity wise :

(iii) Whether any expenditure was made in contravention of section 137, if so, the amount of such expenditure and reason for such contravention :

PART -XV.

(i) Date of approval of Annual Action Plan :

(ii) Whether the Plan have co-relations with the Budget :

(iii) If not. why :

PART-XVI.

Whether any loan was raised under section 135. If so, what steps were taken for repayment of the same? (mention particulars) :

PART -XVII.

Whether accounts were maintained properly under section 139 :

The following points should be mentioned particularly -

(a) Whether double entry system has been introduced, if so, from which date :

(b) Whether accounts software (IFMAS) is being used, if so, from which date :

PART -XVIII.

Internal Audit of Panchayat Samiti:

(a) When was the last audit conducted ?

(b) What were the major observation :

(c) Steps taken to meet each such observation : .

PART-XIX.

Statutory audit of Panchayat Samiti:

(a) Date of last audit by the ELA with the period covered under audit -

(b) Whether any of the following features was recorded by ELA

	Yes / No
Non preparation of annual accounts	
Expenditure incurred without preparing budget	
Expenditure incurred in excess of budget provision. If so, to what extent ?	
Direct appropriation of revenues without depositing into savings bank account	

Retention of cash in hand in excess of permissible limit. If so, to state the amount and the period of retention in each case	
Non-reconciliation of cash balance	
Non-realization of revenue	
Non-maintenance of the records/registers. Give particulars	
Losses due to theft and defalcation of funds. Give particulars	
Internal audit	

(c) Whether objection was discussed at a meeting u/s 191 of the W.B. Panchayat Act,1973:

(d) Steps taken to meet objections:

(e) Whether action was taken as per Audit Report under section 191(1) in a meeting specially convened for the purpose. If not the reason for such omission:

(f) Total No. of outstanding audit paras:

(g) Memo No. & date under which last audit compliance report was sent:

PART -XX.

Whether Audit Report was examined by the Executive Officer and placed before the Sabhapati for perusal and necessary action under section 191(1):

PART-XXI.

Whether there was any diversion of fund:

(a) If so details thereof stating whether recoupment was made later:

(b) Reasons thereof:

PART -XXII.

Whether any assigned scheme was undertaken? If so, the receipt and expenditure to be mentioned:

PART-XXIII.

What is the amount of Own Fund collected on the date of inspection, Details thereof:

Year	Fees	Tolls	Rates	Other source (to be explained briefly) if any	Total
Current year					
Last Year					
Year before last					
Total					

PART -XXIV.

How the Own Fund was utilized during the period under inspection :

(Mention functional areawise utilisation showing percentage of fund applicd)when such functional areas may be like a). education, b). health, c). woman & child development, d). livelihood support, e). social security, f). food security, g). water supply, h). sanitation, I), infrastructurai development, j). expenditure relating to establishment, k). training, l). any other activity)

FART -XXV.

Was there any financial irregularity/defalcation during the period covered under inspection? If so, particulars thereof (one statement is to be obtained from the Executive Officer in this regard) :

PART -XXVI.

Maintenance of Stock Book of Panchayat Samiti

(a) Whether it is maintained properly:

(b) Whether the stock was physically verified by the Executive Officer :

(d) Was there any loss or theft in stock. Particulars in brief of such loss or theft :

PART -XXVII.

Maintenance of Advance Register of Panchayat Samiti

(a) Whether it is maintained properly:

(b) Particulars of unadjusted advance to be mentioned:,

(e) Reasons for non-adjustment in case such is continuing for more than 6(six) months :

PART-XXVIII.

Whether the Panchayat Samiti has any Bank Account other than Local Fund Account, Details thereof :

Bank & Branch	Account No.	Balance in Account	Purpose(Scheme,etc.)

PART-XXIX.

Whether the Local Fund Account is made upto date by the Treasury? if not, reason to be stated by the Executive Officer. Last date of reconciliation with the Treasury to be mentioned :

PART -XXX.

Maintenance of fund of Panchayat Samiti

(a) Total amount of cash balance as shown in the Cash book :

(b) Whether cash book is written upto date :

(c) Whether cash analysis is done at the end of each month :

(d) Whether fund position with analysis is placed and discussed in the meeting of Artha Sthayee Samiti every month :

(e) Amount of cash in hand on the date of inspection with reason for retaining cash in hand:

(f) Amount of closing balance on the preceding month :

(g) Clarification of closing balance (separate sheet may be used) :

(h) Receiving of fund for Salary and other establishment matter from the Directorate & Department of Panchayats & Rural Development, West Bengal and expenditure thereof for the last three financial years —

Financial year(s)	Opening Balance	Receipt	Expenditure	Closing Balance

(2) Whether monthly receipts and payment accounts in Form 27 are prepared and sent regularly :

(3) Whether such accounts in Form 27 is placed and discussed regularly in the meetings of the Artha Sthayee Samiti for drawing up Programmes for expeditious utilisation of fund :

(4) Whether the Panchayat Samiti and/or Artha Sthayee Samiti have allocated fund to all other Sthayee Samitis for implementation of schemes relating to areas of functions of each Sthayee Samiti :

PART-XXXI.

Staff position of Panchayat Samiti

Post(s).	Existing Strength.	Whether vacant or not.	Vacant since
Deputy Secretary.			
Cashier -cum -Store Keeper.			
Block Informatics Officer.			
Upper Division Assistant.			
Accounts Clerk.			
Clerk -cum -Typist.			
Data Entry Operator.			
Peon.			

PART-XXXII.

Financial particulars of schemes executed by Panchayat Samiti

Name of scheme	Opening Balance as on 1st April.....	Allotment received	Expenditure	Balance

PART-XXXIII.

Particulars of schemes that are being executed or completed for the period covered under Inspection.(Here in addition to financial details given above, physical achievements are to be mentioned briefly)

Name of the Scheme	Source of Fund	Description scheme in brief	Estimated expenditure	Date of commencement of scheme	Date of completion of scheme	Actual Expenditure			Benefit accrued in measurable terms	Remark
						Labour Wage	Material Cost	Supervision Cost		

PART-XXXIV.

Whether the above schemes were undertaken within the ambit of Annual Action Plan:

PART -XXXV.

Whether any scheme of Panchayat Samiti was physically inspected by the Inspecting Officer. If so, his observations on such inspection:

PART-XXXVI.

Whether any Information Register is maintained. If so,

(a) Whether register for such applications maintained - Yes/ No

(b) How many applications received under the Right to Information Act in the previous year and in the current year & in how many cases the informations were supplied on

Year	No. of Application received	No. of cases information given	No. of cases where no information has been provided
Previous Year			
Current Year			

PART-XXXVII.

The latest self-evaluation report of the Panchayat Samiti to be reviewed by the Inspecting Officer and his comments on (a) correctness of the report and (b) follow up action for improvement, if taken by the Panchayat Samiti should be mentioned.

(If space is not adequate attach a separate paper)

PART-XXXVIII.

Whether the Panchayat Samiti has its own building. If so, particulars thereof :

PART-XXXIX.

Remarks of the Inspecting Officer

SIGNATURE OF THE INSPECTING OFFICER

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road,
Kolkata - 700 001

No. 1779-PN/O/III/2E-144/06 Date : 20.04.2007

O R D E R

With a view to strengthening the role of the Darjeeling Gorkha Hill Council as implementing agency for execution of various Programmes related to poverty alleviation and rural development under sub-section (2) of section 185A of the West Bengal Panchayat Act, 1973 [West Bengal Act XLI of 1973] as amended read with section 25 of Darjeeling Gorkha Hill Council Act, 1988 [Act XIII of 1988], the State Government has been considering to allow the Darjeeling Gorkha Hill Council to utilize the services of the Block Development Officers and also the services of other officers and staff under the control of the Block Development Officers for the said purpose.

After careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that the Block Development Officers of the respective Blocks within the Darjeeling Gorkha Hill Council areas will be designated as ex-officio Council Development Officers and they, in addition to their normal duties as assigned from time to time by the State Government, will henceforth implement poverty alleviation and rural development Programmes like NREGA, IAY, NSAP in the capacity of ex-officio Council Development Officers under the supervision of the. Principal Secretary, Darjeeling Gorkha Hill Council. The Block Development Officers will remain accountable to the Principal Secretary, Darjeeling Gorkha Hill Council for the implementation of such scheme as also for utilisation of the related funds allotted for the said purpose.

The services of the Council Development Officers may also be utilized by the Darjeeling Gorkha Hill Council for utilizing development grants under the awards of the Central and State Finance Commissions

received by the Council for the Panchayat Samitis and the Gram Panchayats till the elections to the Panchayat bodies in Hill areas are held.

This is an interim arrangement, which will remain in force till further order.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1779/1(5) - PN/O/III/2E-144/06 Date : 20.04.07

Copy forwarded for information to the:

1. Principal Secretary, Hill Affairs Depart, Govt. of West Bengal.
2. Principal Secretary, P & AR Department, Govt. of West Bengal.
3. Principal Secretary, Darjeeling Gorkha Hill Council.
4. Commissioner, Jalpaiguri Division.
5. District Magistrate, Darjeeling.

Principal Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road,
Kolkata - 700 001

No. 1654-PN/O/I/1M-1/04 Date : 13.04.2007

ORDER

The State Government has issued order No. 6102/PN/O/V/4P-1/05 dated 07.11.2005 assigning some functions and activities of fifteen (15) Line Departments of the State Government to the appropriate tier of Panchayats with authorities for planning, budgeting and implementing schemes and taking other possible measures for economic development and social justice in rural areas related to those activities. It has been observed that for implementing such assigned functions and activities the Panchayats are required to spend contingent nature of fund which is not always forthcoming.

Now, therefore, after careful consideration of the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), is pleased hereby to direct that when works / schemes of Line Departments are implemented by Zilla Parishad / Panchayat Samiti / Gram Panchayat, 2% (two per cent) of the allotted fund may be spent for contingent expenditure.

The Governor is also pleased to direct that while implementing works / schemes of line Departments, Zilia Parishad / Panchayat Samiti / Gram Panchayat shall follow the maximum and minimum limit for incurring financial expenditure which has already been fixed for each tier by the State Government in the Panchayat and Rural Development Department vide order No. 3969 / PN / O /I / 4P - 1 / 05 dated 25. 07. 2006.

By Order of the Governor,
Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1654/1(9) - PN/O/I/1M-1/04 Date : 13.04.2007

Copy forwarded for information and taking necessary action to the :

1) Principal Secretary / Secretary to the Govt. of West Bengal,

..... Department.

2) Commissioner, Presidency / Burdwan / Jalpaiguri Division.

3) Commissioner, Panchayat & Rural Development, West Bengal, Panchayat Bhavan, 11 A, Kiran Sankar Roy Road, Kolkata - 700 001.

4) Director, SIPRD, Kalyani, Nadia.

5) Sabhadhipati,.....Zilla Parishad (all).

6) District Magistrate,.....district (all).

7) Addl. Executive Officer,..... ..Zilla Parishad (all).

8) District Panchayat & Rural Development Officer,.....(all).

He is requested to circulate copy of this order to the functionaries / officials of Panchayat Samitis and Gram Panchayats within the district.

9) Private Secretary to MIC / MOS,.....(all).

Sd/-

OSD & Ex-officio Deputy Secretary
to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
পঞ্চায়েত শাখা
জেশপ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

পত্রাংক ঃ ১৫১২/পি.এন/ও/এক/ও-১/০৭ তারিখ ঃ ০২.০৪.২০০৭

প্রেরক : শ্রী দিলীপ ঘোষ
যুগ্মসচিব, পশ্চিমবঙ্গ সরকার

প্রতি : কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন,
পশ্চিমবঙ্গ।

বিষয় : পশ্চিমবঙ্গের উপকূল অঞ্চলে হোটেল নির্মাণ সম্পর্কে নির্দেশিকা।

মহাশয়,

আদেশানুসারে উপর্যুক্ত বিষয়ে আপনাকে জানাই যে রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ ইতিমধ্যে এই মর্মে অবগত হয়েছে যে রাজ্যের উপকূল অঞ্চলে অনেক গ্রাম পঞ্চায়েতের প্রধান ঐ অঞ্চলে হোটেল নির্মাণের অনুমতি প্রদান করছেন। এমতাবস্থায়, ভারত সরকারের বন ও পরিবেশ মন্ত্রক কর্তৃক প্রকাশিত বিগত ১৯শে ফেব্রুয়ারী, ১৯৯১ তারিখের এস.ও. ১১৪(ই) নং প্রজ্ঞাপনের পরিপ্রেক্ষিতে উপকূল অঞ্চলে হোটেল নির্মাণ প্রসঙ্গে জ্ঞাতব্য নিম্নলিখিত কিছু নির্দেশিকা প্রদান করছি।

১) উপকুল অঞ্চলে উন্নয়ন প্রক্রিয়া চালানোর জন্য এ অঞ্চলের উচ্চ স্রোত রেখার ৫০০ মিটারের ভূমিরূপকে চারটি পর্য্যায়ে বিভক্ত করা হয়েছে; যথা

পর্য্যায় - ১ : যে সকল অঞ্চল বসবাসের ক্ষেত্রে সংবেদনশীল এবং গুরুত্বপূর্ণ, যেমন, জাতীয় উদ্যান, নৌ উদ্যান, অভয়ারণ্য, সংরক্ষিত অরণ্য, বন্যপ্রাণীর বাসস্থান, ম্যানগ্রোভ। প্রবাল দ্বীপ ও যে অঞ্চলটি ঐতিহাসিক, ঐতিহ্যপূর্ণ বা প্রাকৃতিক সৌন্দর্য্যে ভরপুর। যে অঞ্চল নিম্ন স্রোত রেখা বা উচ্চ স্রোত রেখার মধ্যবর্তী।

পর্য্যায় - ২ : যে অঞ্চলটিকে নিম্নস্রোত রেখা পর্যন্ত বা তার সন্নিকট পর্যন্ত উন্নীত করা হয়েছে।

পর্য্যায় - ৩ : যে অঞ্চলগুলিকে মুক্ত রাখা হয়েছে এবং যেগুলি পর্য্যায়-১ এবং পর্য্যায়-২ এর অন্তর্ভুক্ত নয়। সেইসব অঞ্চলগুলি গ্রামাঞ্চলের উপকূল অঞ্চলের অন্তর্ভুক্ত ও পৌর অঞ্চলের মধ্যেও সীমাবদ্ধ।

পর্য্যায় - ৪ : পর্য্যায়-১, পর্য্যায়-২ এবং পর্য্যায়-৩ এর অন্তর্ভূক্ত অঞ্চল ব্যতীত উপকূল অঞ্চলে বিস্তৃত অঞ্চল যা আন্দামান এবং নিকোবর এবং লাক্ষাদ্বীপ এবং ক্ষুদ্র দ্বীপ অঞ্চলে বিস্তৃত।

পশ্চিমবঙ্গের পূর্ব মেদিনীপুর জেলার ১৬টি ব্লক, উত্তর ২৪-পরগনা জেলার ৬টি ব্লক ও দক্ষিণ ২৪-পরগনা জেলার ১৩টি ব্লকের অন্তর্ভুক্ত গ্রাম পঞ্চায়েতগুলি উপকূল প্রনিয়ম অঞ্চলের মধ্যে ইতিমধ্যে অন্তর্ভুক্ত হয়েছে। ঐ প্রনিয়ম অঞ্চলে অন্তর্ভুক্ত গ্রাম পঞ্চায়েতগুলির একটি তালিকা সংযোজিত হল।

উপকূল প্রনিয়ম অঞ্চলের মধ্যে নিম্নলিখিত কার্যকলাপ নিষিদ্ধ বলে ঘোষিত হয়েছে।

১. প্রত্যক্ষভাবে জল ও সমুদ্রতীরবর্তী সুবিধা সম্পন্ন নূতন শিল্প, পারমানকি শক্তি দপ্তরের প্রকল্প ও দূষণ সৃষ্টিকারক নয় এমন শিল্প এবং বিশেষ অর্থনৈতিক অঞ্চলের উপকূল প্রনিয়ম অঞ্চলের শিল্প ব্যতীত অন্য সকল নূতন শিল্প স্থাপন ও প্রচলিত শিল্পের সম্প্রসারণ।

যদিও অপ্রচলিত শক্তি উৎস ও লবণাক্ত পদার্থ সম্বন্ধীয় শিল্প স্থাপনের অনুমতি পাওয়া যেতে পারে।

২. বিপদসঙ্কুল বা ঝুঁকিপূর্ণ পদার্থের প্রস্তুতকরণ, হস্তগতকরণ, গুদামজাতকরণ ও বিক্রয়।

৩. গুদামজাতকরণ সহ মৎস প্রক্রিয়াকরণ কেন্দ্রের সম্প্রসারণ ও স্থাপন (অনুমতি প্রাপ্ত অঞ্চলে মৎস্য পালন ও প্রাকৃতিক মৎস্য শুস্ককরণ ব্যতীত)।

৪. বর্জ্য পদার্থের নিস্পত্তি করার জন্য কেন্দ্র/প্রযুক্তি স্থাপন বা সম্প্রসারণ (জলস্তরে বিশুদ্ধ বর্জ্য পদার্থ নিক্ষিপ্ত করা ব্যতীত)।

৫. কোন নগর, শহর, শিল্প বা মনুষ্য জনপদ থেকে প্রাপ্ত অশুদ্ধ বর্জ্য পদার্থের নিক্ষিপ্তকরণ। সংশ্লিষ্ট কর্তৃপক্ষ কর্তৃক অনধিক তিন বছরের সম্ভাব্য সময়ের মধ্যে প্রচলিত অভ্যাস বর্জন করতে হবে।

৬. ভূমি ভরাট করার জন্য নগর বা শহরের বর্জ্য পদার্থ আস্তাকুড়জাতকরণ। যদি কিছু থাকে প্রজ্ঞাপনের অনধিক তিন বছরের সম্ভাব্য সময়ের মধ্যে নিঃশেষ করতে হবে।

৭. তাপ বিদ্যুৎ শক্তি উৎপাদন কেন্দ্র থেকে প্রাপ্ত ছাই ও অন্যান্য বর্জ্য আস্তাকুড়জাতকরণ।

৮. বন্দর, পোতাশ্রয়, জেটি, ব্রীজ, জাহাজপথ, সমুদ্র-সংযোজক বা অন্যান্য সুবিধা ব্যতীত ভূমি সংস্কার, সমুদ্র জলকে বিপন্ন করা বা কলুষিত করা।

৯. তৈল ও প্রাকৃতিক গ্যাস অভিযান ও আহরণ ও যে খনিজ পদার্থগুলি উপকূল প্রনিয়ম অঞ্চল ব্যতীত পাওয়া যায় না সেগুলি ছাড়া বালি পাথর অন্যান্য খনন করা।

১০. উপকূল অঞ্চলের ২০০ থেকে ৫০০ মিটারের মধ্যে পানীয় জল, উদ্যান পরিচর্য্যা, ও কৃষিকার্য ও মৎস্যচাষ ব্যতীত মাটির নীচের জল, আহরণ করা বা কৌশল প্রয়োগ করা।

১১. উপকূল প্রনিয়ম অঞ্চলের মধ্যে যে কোন নির্মাণকার্য।

১২. নিম্ন স্রোত অঞ্চল ও উচ্চ স্রোত অঞ্চলের যে কোন নির্মাণকার্য।

১৩. সৌন্দর্যায়ন, আমোদ-প্রমোদ ও অন্যান্য উদ্দেশ্যের জন্য ভূ-দৃশ্যের দায়িত্ব সমেত বালুকাভূমির ব্যবহার ও পরিবর্তন ও পার্বত্যভূমির প্রাকৃতিক বিষয়।

উপরে বর্ণিত কার্যকলাপ ব্যতীত অন্য সকল কার্যাবলী নিয়ন্ত্রিত হবে নিম্নোক্ত উপায়ে।

১. যদি কোন কার্যকলাপের সাথে সমুদ্রতীরে ও জলস্তরে সংযোগ থাকে তবে ঐ কার্যকলাপের পক্ষে ভারত সরকারের পরিবেশ ও বন মন্ত্রকের কাছ থেকে সবুজ সংকেত গ্রহণ করতে হবে।

২. প্রত্নতাত্তিক, ঐতিহাসিক, ঐতিহ্যপূর্ণ ও সরকারি উদ্দেশ্যে ব্যবহৃত ভবন ভেঙে ফেলা যেতে পারে ও পূণঃনির্মাণ করা যেতে পারে।

সকল ক্ষেত্রেই রাজ্য সরকারের পরিবেশ বিভাগের অন্তর্ভুক্ত পশ্চিমবঙ্গ রাজ্য উপকূল, অঞ্চল ওপরিচালন কর্তৃপক্ষের অনুমতি গ্রহণ করতে হবে।

আপনার বিশ্বস্ত,

যুগ্ম-সচিব, পশ্চিমবঙ্গ সরকার

নং : ১৫১২/১(৪৫০০)/পি.এন./ও/এক/ও-১/০৭ তারিখ : ০২.০৪.২০০৭

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হল :-

১) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা।

২) বিভাগীয় কমিশনার, ... বিভাগ।

৩) সভাধিপতি, ... জেলা।

৪) জেলা শাসক, ... জেলা।

৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ।

৬) মহকুমা শাসক, ... মহকুমা (সকল)।

৭) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিককে তাঁর জেলায় ৯, ১০, ১১ নং ক্রমিক সংখ্যায় বর্ণিত আধিকারিক। পদাধিকারীদের মধ্যে প্রতিলিপি বিতরণের জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হল।

৮) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।

৯) সমষ্টি উন্নয়ন আধিকারিক, ... ব্লক (সকল)।

১০) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।

১১) একান্ত সচিব, ভারপ্রাপ্ত মন্ত্রী। রাষ্ট্র মন্ত্রী।

১২) বিভাগীয় শাখা সকল।

১৩) রাজ্য গ্রামীণ বিকেন্দ্রীকরণ কর্মসূচি (এস.আর.ডি) শাখা।

বিশেষ ভারপ্রাপ্ত আধিকারিক
ও পদাধিকারবলে উপসচিব।

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1209/PN/A&AC/V/3A-32/98(Pt-I) Date : 13.03.2007

O R D E R

For the first time the Examiner of Local Accounts, West Bengal has prepared a compiled report on the Audit of Account of funds of Zilla Parishads. Panchayat Samitis and Gram Panchayats to help the Government to get a macro view on the maintenance of accounts of the Panchayati Raj Institutions. On meticulous scrutiny of the reports for the year ending 31st March 2004 and 2005 respectively which were communicated to all Zilla Parishads vide this Department Memo no: 224 (18) / PN / A & AC / N / 3A - 32 / 98 (Pt - I) dated 18.01.2006 it was noted that in some cases the Gram Panchayats, Panchayat Samitis and Zilla Parishads did not properly maintain or at all maintain the records and books prescribed in the accounting rules. This had not only resulted in loss of audit trail but came in the way of obtaining a true and fair picture of the affairs in the PRIs. The Inspection Reports issued up to March, 05 pertaining to 17 Zilla Parishads and one Mahakuma Parishad, 333 Panchayat Samitis and 3354 Gram Panchayats disclosed that 32299 paragraphs relating to 7290 IRS on issues involving a total monetary value of Rs.1108.26 crore are yet to be settled till the end of 31st March, 2005. A significant number of paragraphs had not been replied to although some of the issues date back to the more than fifteen years. It appears from a cursory examination that a number of paragraphs are of routine nature and can be satisfactorily replied with a little effort on the part of functionaries concerned. This was indicative of the lack of efforts by the executive machinery to ensure accountability.

The Government has since emphasized the need for issue of consolidated instructions on preparation of replies to the draft paras for inclusion on the Audit Report to avoid appearance of officers as witnesses before the Public Accounts Committee, State Level Audit Committee and standing Committee on Panchayats and Rural Development as intimated vide this Department Notification No. 2762/PN/O/I/1A-8/05 (Pt-V) dated 6.4.2006. in securing speedy disposal of matters relating to the above subject.

On careful consideration of the entire aspect and in continuation of this department order no: 6376/PN/ A &. AC/ N / 3A -83 / 05 dated 25.11.2005, the Governor is pleased hereby to issue, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act (as amended from time to time) the following directions for the guidance of all Gram Panchayats, Panchayat Samitis and Zilla Parishads.

1. Draft paragraphs for inclusion in the Reports of the Examiner of Local Accounts, West Bengal:

a. The draft of a paragraph proposed for inclusion in the Report of the Examiner of Local Accounts, West Bengal is forwarded by the ELA to the Principal Secretary, Department of Panchayat and Rural Development for verification of facts contained therein. This is to ensure that the irregularity commented upon in the draft para, is brought to the personal notice of the officers who will have to appear before the State Level.

Audit Committee, Public Accounts Committee or Standing Committee on Panchayats and Rural Development when the audit report is taken up for consideration by such Committees.

The time normally allowed for communication of Departmental remarks on the draft para within a period not exceeding three weeks and if no reply is sent within the above time schedule, the draft. paragraph will be treated as final and included in the Report of the Examiner of Local Accounts, West Bengal.

b. It is found that in most of the cases the departmental replies cannot be sent to the Examiner of Local Accounts, West Bengal due to non-receipt of replies from the PRIs (Zllla parishads, Panchayats Samitis and Gram Panchayats) within the specified time. It is impressed upon the all concerned that they should take steps to collect all the facts which have a bearing, direct and indirect, on the irregularities commented upon in the draft para and see to it that the reply gives a true account of the alleged irregularities or lapses.

c. In case the final reply to the draft para cannot be given within the time limit by the district authorities, an interim reply should be given to the Department indicating the time by which the final reply will be sent. But this, however, does not absolve anyone from the responsibilities for furnishing the replies within three weeks.

d. To ensure prompt replies to draft paragraphs, received from the Examiner of Local Accounts West Bengal the Drawing and Disbursing Officer of each tier (ZP/ PS/ GP), the District Magistrate and the Sub-Divisional Officer may open a register in their office and keep a note about the date of receipt of draft paragraphs and date of reply to the audit/ department. The head of the aforesaid offices shall record a certificate in the register that he has personally verified the explanations and the factual positions mentioned in the audit replies.

e. The need on the part of different authorities and staff dealing with the audit paragraphs is to make sure that all the statements made to audit are factually correct and are neither overstated nor understated. They should simultaneously examine among other things whether the irregularity commented upon in the draft para was due to any serious negligence on the part of any individual employee of the Local bodies which might possibly call for disciplinary action or due to some defect of system which calls for necessary amendment of rules and procedures or strengthening of supervisory mechanism. If so, they should take suitable remedial measures immediately so that while deposing before the Public Accounts Committee or other Committees in course of its consideration of the relevant paragraph, they may submit to the Committee that adequate steps have already been taken to avoid recurrence of such irregularities

2. **Audit Report :** If replies to draft paras are considered satisfactory these are dropped, if these are not considered satisfactory and if they are sketchy, incomplete or evasive, these are included in the Audit Report. The Panchayat authorities shall undertake a thorough scrutiny of the Audit Reports immediately on their receipt both in regard to verification of facts and figures mentioned therein and for initiating prompt action on the various points brought out in the reports. When ever irregularities are mentioned in the Audit Report, action to rectify shall be taken in no time and not merely told that the matter would be looked into.

The replies shall be explicit and self contained, in particular where remedial measures are called for, the details of action taken or initiated shall be specifically spelt out. These shall in no case, be replied as **'Noted for future guidance or next audit may see'**.

3. **Procedure for settlement gf Draft para and Audit Report of ELA :** The following drill shall be observed for streamlining the procedure for follow up actions on the Audit Report and Draft Paragraphs on the accounts of the Zilla Parishads (including Siliguri Mahakuma Parishad). Panchayat Samitis and Gram Panchayats of the state;

A. **At Panchayat Samiti and Gram Panchayat Level :** The Sub -Divisional Officers of the concerned district shall be responsible for preparation of replies on Draft Paragraphs and Audit Report of the Examiner of Local Accounts, West Bengal on the basis of materials at their disposal, on getting them verified by the appropriate officers and on being satisfied forward the same with his comments thereon to the District Magistrate for onward transmission to the Department of Panchayats & Rural Development for further action in the matter.

B. **At Zilla Parishad Level :** The Secretary of the Zilla Parishad shall prepare the replies on Draft Paragraphs and Audit Report of Examiner of Local Accounts, West Bengal and submit the same to the District Magistrate & Executive Officer for onward transmission to the Department of Panchayats and Rural Development for further action in the matter,

In respect of the Zilla Parishad, Panchayat Samitis and Gram Panchayats, the District Magistrate shall monitor the progress of entire work frequently and for this purpose, the District Panchayat & Rural Development Officer and the Parishad Accounts & Audit Officer posted in the District shall render necessary assistance for finalizing the replies.

The entire process of submission of replies by **all Panchayat authorities to the** Department of Panchayats and Rural Development shall be completed within a period of **two weeks** from the date of receipt of the report.

It must be clearly understood that the Controlling authorities of each Zilla Parishad, Panchayat Samiti and Gram Panchayat shall be responsible for the proper maintenance of their own Accounts and of those of the officers subordinate to them and they will be held personally liable for any laxity that may be brought to notice of the Government. Superior officers during the course of their inspection of their subordinate offices, should made it a point to see how and whether audit objections are being disposed of promptly.

In respect of procedure for settlement of **Annual Inspection Report**, this Department Memo no. 3388/ PN/OV/2A-7/ 2003 dated 17.09.2003 and no. 6376/PN/ A & AC/ N/ 3A- 83/ 05 dated 25.11.2005 shall continue to remain in force.

By order of the Governor,
Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1209/1(17)/PN/A&AC/V/3A-32/98 (Pt-I) Dated : 13.03.2007

Copy forwarded for information and taking necessary action to :

1. Shri S. K. Gupta, IAS, Commissioner & Ex-officio Special Secretary, Department of Panchayats and Rural Development.
2. Shri R. K. Maiti, WBCS (Ex), Joint Secretary, Department of Panchayats and Rural Development.
3. Smt Madhumita Roy, WBCS (Ex), OSD & DS, Department of Panchayats and Rural Development.
4. The Examiner of Local Accounts, West Bengal. 3rd MSO Building, 5th Floor, CGO Convex, DF Block, Salt Lake, KoIkata-700064.
5. The Sabhadhipati,_____Zilla Parishad/ Mahakuma Parishad (All)
6. The Commissioner, Presidency/ Burdwan/ Jalpaiguri
7. The Director, State Institute of Panchayats & Rural Development, Kalyani, Nadia.
8. The District Magistrate & Executive Officer————————————District (All)
9. The Additional Executive Officer, _____Zilla Parishad/ Mahakuma Parishad (All), P.O. _____District:_____

40. The Secretary, _____ Zilla Parishad / Mahakuma Parishad (All)
11. The Sub- Divisional officer,_____Sub- Division (All), with a copy of the Report of the Examiner of Local Accounts on the Panchayat Raj Institutions for the year ended 31st March, 2004
12. The Regional Accounts & Audit Officer, Presidency / Burdwan / Jalpaiguri Division.
13. The District Panchayats and Rural Development Officer,_____ (All).
14. The Parishad Accounts and Audit Officer,_____._____District (All).
15. Shri. N. Sarkar, Parishad Accounts & Audit Officer (HQ), Department of Panchayats and RD.
16. The Block Development Officer & Executive Officer,_____Panchayat Samiti (All). He is requested to circulate the order amongst the Pradhan of the Gram Panchayats under his jurisdiction
17. Section Officer, Audit & Accounts Cell, Department of P&RD.

(D. Ghosh)

Special Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং (দ্বি-তল) ৬৩, এন. এস. রোড
কলকাতা-৭০০ ০০১

নং ঃ ৪৭৭/পি.এন/ও/১/২এ-২/৯৮ (অংশ-২) তারিখ ঃ ২৯.০১.২০০৭

পরিপত্র

যেহেতু জিলা পরিষদ ও পঞ্চায়েত সমিতি স্তরের জনস্বাস্থ্য ও পরিবেশ স্থায়ী সমিতি এবং শিশু ও নারী উন্নয়ন, জন কল্যাণ ও ত্রাণ স্থায়ী সমিতির কর্মাধ্যক্ষদের এবং গ্রাম পঞ্চায়েত স্তরে শিক্ষা ও জনস্বাস্থ্য উপসমিতি এবং নারী শিশু উন্নয়ন ও সমাজ কল্যাণ উপসমিতির সঞ্চালকদের সাযুজ্য ও সহযোগিতার একাধিক ক্ষেত্র দেখা যাচ্ছে;

এবং যেহেতু ঐ দুই স্থায়ী সমিতির এবং উপসমিতির সঞ্চালকগণ একে অপরের সহমত ও পারস্পরিক বোঝাপড়ার মাধ্যমে কর্ম সম্পাদন করলে ঐ দুই স্থায়ী সমিতির ও উপসমিতির কাজ-কর্ম সার্বিক উন্নয়নের প্রয়োজনে উন্নততর ও আরও ফলপ্রসু হবে;

এবং যেহেতু ঐ দুই স্থায়ী সমিতির কর্মাধ্যক্ষদের এবং উপসমিতির সঞ্চালকদের একে অপরের স্থায়ী সমিতির / উপসমিতির সভায় আমন্ত্রিত সদস্য হিসাবে যোগদান করার প্রয়োজনীয়তার গুরুত্ব জানিয়ে প্রস্তাব করা হয়েছে;

এবং যেহেতু ঐ প্রকার নিযুক্তি ঐ দুই স্থায়ী সমিতির ও উপসমিতির পক্ষে যুক্তিযুক্ত ও সন্তোষজনক হবে বলে এই বিভাগ কর্তৃক বিবেচিত হয়েছে;

অতএব, সকল বিষয় যত্নসহকারে বিবেচনা করে এই বিভাগ এইরূপ নির্দেশ প্রদান করছে যে জিলা পরিষদ ও পঞ্চায়েত সমিতি স্তরের জনস্বাস্থ্য ও পরিবেশ স্থায়ী সমিতি এবং শিশু ও নারী উন্নয়ন, জন কল্যাণ ও ত্রাণ স্থায়ী সমিতির কর্মাধ্যক্ষগণ এবং গ্রাম পঞ্চায়েত স্তরে শিক্ষা ও জনস্বাস্থ্য উপসমিতি এবং নারী শিশু উন্নয়ন ও সমাজ কল্যাণ উপসমিতিরি সঞ্চালকগণ সভায় একে অপরের আমন্ত্রিত সদস্যরূপে ঐ দুই স্থায়ী সমিতির ও উপসমিতির সভায় যোগদান করবেন ও আলোচনায় অংশ নেবেন তথা পারস্পরিক মত বিনিময় করে সহমত ও পারস্পরিক বোঝাপড়ার ভিত্তিতে বিভিন্ন ক্ষেত্রে মিলিত কর্মপন্থা ঠিক করবেন ও কার্যাবলী পরিচালনা করবেন।

আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং : ৪৭৭/১(৯)-পি.এন./ও/১/২এ-২/৯৮(অংশ-২) তারিখ : ২৯.০১.২০০৭

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য পাঠানো হল :-

১) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন, কলকাতা।

২) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া।

৩) সভাধিপতি, ... জেলা পরিষদ (সকল)

৪) জেলা শাসক, ... জেলা (সকল)

৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ..... জেলা (সকল)।

৬) ব্লক উন্নয়ন আধিকারিক, ... ব্লক (সকল)।

৭) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।

৮) প্রধান, ... গ্রাম পঞ্চায়েত (সকল)।

৯) এই বিভাগের সকল উপশাখা।

মধুমিতা রায়

বিশেষ ভারপ্রাপ্ত আধিকারিক
ও পদাধিকারবলে উপসচিব।

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5922/PN/N/II/1G-10/2005 **Date : 28.12.2006**

ORDER

Whereas promotion of local self-governance in the rural areas is a Constitutional mandate, and the State Government even before such Constitutional mandate came into force, has been increasingly laying emphasis on strengthening the Panchayats for discharging their responsibilities;

And whereas the core component of the process is to strengthen the institutional aspects of functioning of the Panchayats which include transparency, accountability, financial discipline, promptness in decision-making and also implementation of such decision, proper functioning of the Standing Committees / Sub-Committees, involvement of the members in opposition in the decision-making process, increased participation of people in the development process as partner, greater mobilization of resources and effective utilization of all available fund and other resources and the Panchayats need to focus on those aspects of functioning;

Now, therefore, after careful consideration of all the aforesaid aspects and in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor has been pleased to introduce a scheme for rewarding the selected Panchayats of all the three tiers for improved institutional functioning and good governance on the one hand and on the other hand for better mobilization of revenue and effective utilization of resources on the basis of their performances as they stood on 1st April, 2006. The best Gram Panchayat judged on the basis of improved institutional functioning and good governance (excluding revenue mobilization aspect) and the best Gram Panchayat judged on mobilization of revenue and utilization of resources within each Panchayat Samaiti shall be awarded incentive grant at the rate of Rs. 50,000/- (Rupees fifty thousand) only per Gram Panchayat. Similarly, two Panchayat Samitis in each district and the two Zilla Parishads within the State, which will be judged best on the basis of the aforesaid parameters, shall be awarded at the rate of Rs. 2,50,000/- (Rupees two lacs and fifty thousand) only per Panchayat Samiti and Rs. 38,50,000/- (Rupees thirty-eight lacs and fifty thousand) only per Zilla Parishad.

The Governor has been further pleased to direct that the achievement shall be based on marks which shall be given to each Panchayat body on the basis of the self-evaluation format prepared accordingly to judge each of the above two aspects separately. The fairness of self-evaluation for the Gram Panchayats shall be verified and confirmed by the concerned Block Development Officer and that of the Panchayat Samitis shall be verified and confirmed by the concerned District Panchayat and Rural Development Officer. The Commissioner of Panchayats and Rural Development, West Bengal shall verify and confirm the self-evaluation of the Zilla Parishads. The Artha Sanstha Unnayan O Parikalpana Sthayee Samiti of the concerned Zilla Parishad shall approve the claims of the Gram Panchayats or the Panchayat Samitis on the basis of recommendation of the Block Development Officer or the District Panchayat and Rural Development Officer as the case may be. The Panchayat and Rural Development Department shall approve the claims of the Zilla Parishads on the basis of recommendation of the Commissioner, Panchayats and Rural Development, West Bengal.

The Governor has also been pleased to say that a new head of account **"2515 - 00 - 101 - NP - 016 — Incentive Grant to Panchayati Raj Institutions for Revenue Efforts and Good Governance - 31 - Grants - in - Aid - 02 - Other Grants"** shall be opened with a provision of Rs. 500.00 lakh under this new head in the Budget of 2006-07. No amount, then, will be needed under the existing heads "2515 - 00 - 101 - NP - 007 - Matching Grant to Gram Panchayats" and "2515 - 00 - 101 - NP - 005 - Lump Grant for Development Works" in the Budget for 2006-07 and these two heads shall, subsequently, be dropped after two years. This has concurrence of the Finance Department, Group - N, videU.O No. 3393 dated 06. 01 06.

By order of the Governor,

Sd/- M.N.Roy

Principal Secretary to the
Government of West Bengal

No. 5922/1(16)-/PN/N/II/1G-10/2005 **Date : 28.12.2006**

Copy forwarded for information and taking necessary action to the :

1. The Principal Accountant General (A & E), WB, Treasury Buildings, Kolkata- 1
2. The Principal Accountant General (Audit), WB, Treasury Buildings, Kolkata-1.
3. The Accountant General (L.B. Audit)-, 'C East Wing, 5th floor, CGO Complex, MSO Buildings, DF-Block, Sector-1, Salt Lake, Kolkata-700 064.
4. The Examiner of Local Accounts, 'C' East Wing, 5th floor, CGO Complex, MSO Buildings, DF-Block, Sector-1, Salt Lake, Kolkata.
5. Principal Secretary to the Govt. of West Bengal, Finance Department.
6. Commissioner, Panchayats & Rural Development, West Bengal, Panchayat Bhavan.
7. Director, SIPRD, Kalyani.
8. Sabhadhipati _____ Zilla Parishad (All).
9. District Magistrate & Executive Officer, _____ Zilla Parishad (All).
10. Addl. Executive Officer, _____ Zilla Parishad (All).
11. District Panchayat & Rural Development Officer_____District (All).
    He is requested to send copies of this order to SI. No. 8, 9 & 10 within the district.
12. Sabhapati, _____ Panchayat Samiti (All).
13. Block Development Officer,_____ Block (All).
14. Pradhan,_____Gram Panchayat(All).
15. P.S. to MIC, Panchayat and Rural Development Department.
16. P.S. to M.O.S., Panchayats and Rural Development.

Sd/- M. Ray

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)/2006/SAR-220**

The Kolkata Gazette

सत्यमेव जयते

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

Jessop Building (1st Floor), 63, N. S. Road, Kolkata-700 001

No. 4670/PN/O/I/IA-1/2006 Kolkata, the 15th September, 2006

NOTIFICATION

WHEREAS reports are received by the State Government in the Panchayats and Rural Development Department from time to time with regard to wilful omission or refusal on the part of a Pradhan or Upa-Pradhan of a Gram Panchayat or a Sabhapati or Sahakari Sabhapati of a Panchayat Samiti to carry out the provisions of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act) or of any rules or orders made thereunder or abuse of powers vested on a Pradhan or Upa-Pradhan, a Sabhapati or Sahakari Sabhapati under the aforesaid Act or rules thereunder;

AND WHEREAS reports are also received in the Department from time to time with ragard to incompetence of a Gram Panchayat or a Pranchayat Samiti to perform or persistently making default in the performance of the duties imposed on a Gram Panchayat or a Panchayat Samiti under this Act or any other law, or with regard to exceeding or abusing its powers;

AND WHEREAS such actions on the part of a Pradhan or Upa-Pradhan of a Gram Panchayat or a Sabhapati or Sahakari Sabhapati of a Panchayat Samiti attract the provisions of section 213 of the said Act;

AND WHEREAS such actions on the part of a Gram Panchayat or Panchayat Samiti attract the provisions of section 214 of the said Act;

AND WHEREAS on careful consideration, the State Government in the Panchayats and Rural Development Department is satisfied that powers vested in the State Government under section 213 of the said Act in so far as they relate to the Pradhan, Upa-Pradhan, Sabhapati and Sahakari Sabhapati and under

section 214 of the said Act in so far as they relate to the Gram Panchayat and Panchayat Samiti shall be appropriately exercised by the Commissioner of Panchayats and Rural Development and ex-officio Special Secretary to the Government of West Bengal, Panchayat and Rural Development Department if such powers are delegated to him in terms of section 206 of the said Act.

NOW, THEREFORE, the Governor is pleased hereby to delegate, under section 206 of the said Act, to the Commissioner, Panchayats and Rural Development and ex-officio Special Secretary to the Government of West Bengal, Department of Panchayats and Rural Development the powers and authority of the State Government under sections 213 and 214 of the said Act with respect to a Pradhan or a Upa-Pradhan of a Gram Panchayat, a Sabhapati or a Sahakari Sabhapati of a Panchayat Samiti and any Gram Panchayat or Panchayat Samiti within the State and to take appropriate actions in terms of the aforesaid sections of the said Act.

By order of the Governor,
M. N. ROY,
Principal Secy, to the Govt. of West Bengal.

Registered No. WB/SC-247 **No. WB(Part-I)/2006/SAR-212**

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT

PANCHAYAT WING

Jessop Building

63, Netaji Subhas Road, Kolkata-700 001

No. 4572/PN/O/I/3S-114/03 **Kolkata, the 7th September, 2006.**

NOTIFICATION

WHEREAS in terms of this Department notification No. 3598/PN/O/I/3S-114/2003 dated 8th October, 2003 (hereinafter referred to as the said notification), read with corrigendum No. 2324/PN/O/I/3S-114/2003 dated the 13th July, 2004, the employees appointed on ad-hoc or temporary basis in the Gram Panchayat or Panchayat Samiti or Zilla Parishad till the 13th March, 1996 were considered, on fulfilment of conditions as specified in the said notification, for appointment against sanctioned posts in the respective Gram Panchayat or Panchayat Samiti or Zilla Parishad with a view to regularizing the irregular appointments, if any, on different occasions in pursuance of the order dated the 2nd December. 2002 passed by the Hon'ble High Court, Calcutta in W.P. No. 766(W) of 2002 in the matter of Sudhir Chandra Mahato-Vs.-State of West Bengal;

AND WHEREAS, some anomalous situations have occurred while regularizing the appointment of casual workers and similar other categories like contingent workers, work-charged workers, seasonal workers deemed eligible for appointments

AND WHEREAS, the State Government in the Department of Panchayats and Rural Development, has been considering for some time past, issuance of supplementary guidelines to strictly stop the practice of irregular appointments in any Gram Panchayat or Panchayat Samiti or Zilla Parishad;

NOW, THEREFORE, after careful consideration of the matter, the Governor, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), has been pleased to direct tha the concerned recruiting or appointing authority shall additionally consider the following directions for the purpose o regularizing the irregular appointments in the Gram Panchayat or Panchayat Samiti or Zilla Parishad:-—

(i) no Gram Panchayat or Panchayat Samiti or Zilla Parishad shall engage any casual worker or contingent worker or work-charged worker or seasonal worker either on ad-hoc basis or against any sanctioned post;

(ii) if the services of casual workers are considered absolutely necessary or expedient, such workers may be engaged for execution of schematic works or project works and their wage or remuneration may be given from corresponding scheme or project and their engagement shall terminate with the completion of such scheme or project;

(iii) vacancies against sanctioned posts shall be filled up in accordance with the recruitment rules framed or orders issued by the State Government from time to time, as the case may be, under the West Bengal Panchayat Act, 1973;

(iv) in cases where the engagement of casual workers, contingent workers or work-charged workers or seasonal workers were made by any Gram Panchayat or Panchayat Samiti or Zilla Parishad for execution of schematic works or project works after the 13th March, 1996, such cases shall be treated strictly in terms of notification No. 3598/PN/O/I/3S-114/2003 dated 8th October, 2003;

(v) any engagement of casual worker or contingent Worker or work-charged worker or seasonal worker after the 1st September, 2006 either on ad-hoc basis or against a sanctioned post, shall be deemed unlawful and void ab-initio and this Department will not take any responsibility for their regularization against sanctioned posts or will not bear any expenditure, whatsoever, of such workers.

By order of the Governor,
M. N. ROY,
Principal Secretary to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3183/PN/O/I/0-1/98 **Dated : 23.05.06**

ORDER

In exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973(West Ben. Act XLI of 1973), the Governor is pleased hereby to direct that a member of the Panchayati Raj Institution shall draw TA/ DA from one source only and his TA/ DA shall be approved and sanctioned by one authority only. When a member of a Panchayat Body attends a meeting of another Panchayat Body in ex-officio capacity, he shall draw TA/ DA from such Panchayat Body to which he is directly elected as member.

This order will take immediate effect.

By order of the Governor,
Sd/-
M. N. Roy
Principal Secretary to the
Govt. of West Bengal

No.3183/1(396)/PN/0/I/0-1/98 **Dated : 23.05.06**

Copy forwarded for information and necessary action to the :

1. Commissioner, Panchayat & R.D., West Bengal
   He is requested to release necessary funds to each tier of Panchayati Raj Institutions for moving payment, in the head of TA/DA to the members.
2. District Magistrate, _____ District.
3. Additional Executive Officer, _____ Zilla Parishad.
4. District Panchayat & R.D. Officer, _____ District.
5. Block Development Officer, _____ Block.

Sd/- M. Ray

OSD & Ex-Officio Dy. Secy
to the Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেশপ্ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

নং ঃ ৬৭৮২/পি.এন/ও/এক/২বি-১/২০০৪ (অংশ-১) তারিখ ঃ ২১.১২.০৫

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ১৮১ ধারা ও পশ্চিমবঙ্গ জিলাপরিষদ (নির্বাচন, গঠন ও প্রশাসন) নিয়মাবলী, ১৯৬৪ এর অন্তর্গত ১৩৬, ১৭২, ১৭৬, ১৮৫, ১৮৮ ও ১৮৯ নং নিয়ম অনুযায়ী এবং পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ এর ২১২ ধারা বলে জিলা পরিষদ কর্তৃক উপশুল্ক, অভিকর ও বিভিন্ন প্রকার ফি আদায় করার লক্ষ্যে এই বিভাগ কর্তৃক গত ১৭ই ফেব্রুয়ারী, ২০০৫ তারিখের ৭০৬/পি এন/ও/এক/২বি-১/২০০৪ (অংশ-১) নং এবং গত ৯ই নভেম্বর, ২০০৪ তারিখের ৩৭২৭-পি এন/ও/এক ও বিগত ১৪.১০.২০০৩ তারিখের ৩৬৪৪/পি এন/ও/এক আদেশনামায় রাজ্যপাল সানন্দে নিম্নলিখিত সংশোধনগুলি করার নির্দেশ জারি করেছেন।

১. পঞ্চায়েত আইনের ১৩৩(১) (বি) ও ৪৭(১) (৪) ১৮১(১) (বি) ধারামতে যথাক্রমে জিলাপরিষদ, পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েত উপবিধির ক্ষেত্রে জিলা পরিষদ, পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতে ন্যস্ত বা পরিচালনাধীন খেয়া পারাপারের জন্য পূর্ব নির্ধারিত হারের পরিবর্তে নিম্নলিখিত ক্ষেত্রে ও নিম্নলিখিত হারে টোল বা উপশুল্ক আদায় করা যাবে।

(ক) ৮ বৎসরের উর্দ্ধে বয়স্ক ব্যক্তি ..... ২.০০ টাঃ। (২০ কিঃ গ্রা পর্যন্ত মালসহ)

(খ) ৮ বৎসরের উর্দ্ধে বয়স্ক ব্যক্তি ..... ৩.০০ টাঃ। (২০ কিঃ গ্রার অধিক মালসহ)

(গ) প্রতি গবাদি পশুর জন্য ..... ৩.০০ টাঃ।

(ঘ) প্রতি বাই সাইকেল ..... ৩.০০ টাঃ।

(ঘ) প্রতি যন্ত্রচালিত দুচাকার যান ..... ৪.০০ টাঃ।

এতত্ব্যতীত অন্য সকল যান পারাপারের ক্ষেত্রে সর্বোচ্চ হার অপরিবর্তিত থাকবে।

২. পঞ্চায়েত আইনের ১৩৩(১) (গ) (৪) ও ৪৭(১)(৪) ধারামতে যথাক্রমে পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েত উপবিধির ক্ষেত্রে পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতের সেচসেবিত এলাকার জন্য পূর্ববর্তী মরসুমী শস্যভিত্তিক একর প্রতি ৩৫০.০০ টাকার পরিবর্তে সেচের জন্য মরসুমী শস্যভিত্তিক অথবা ত্রৈমাসিক একর প্রতি ৩৫০.০০ টাকা (এই দুটির মধ্যে যেটি অধিক সেটি) ধার্য্য হবে।

৩. পঞ্চায়েত আইনের ৪৭(১)(১৭) ধারা বলে গ্রাম পঞ্চায়েত উপবিধির ক্ষেত্রে কোন বিজ্ঞপ্তি বা বিজ্ঞাপন বা কোন প্রচার উপকরণ প্রদর্শন করার সময় সীমা ১ (এক) মাস ধার্য্য হবে।

রাজ্যপালের আদেশানুসারে,

মানবেন্দ্রনাথ রায়

সচিব, পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেশপ্ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-১

নং ঃ ৬৬৬৩/পিএন/ও/এক/৪পি-২/০৫ তারিখ ঃ ১৩.১২.২০০৫

আদেশনামা

যেহেতু ভারত সরকারের পঞ্চায়েতী রাজ মন্ত্রক (অতঃপর উক্ত কেন্দ্রীয় সরকার বলে উল্লেখ করা হবে) পঞ্চায়েতী রাজ প্রতিষ্ঠানের মাধ্যমে (অতঃপর উক্ত প্রতিষ্ঠান বলে উল্লেখ করা হবে) পশ্চিমবঙ্গের জন বন্টন পদ্ধতিতে কেরোসিন বন্টন প্রণালী শক্তিশালী করার লক্ষ্যে 'জন কেরোসিন পরিযোজনা' (অতঃপর উক্ত পরিযোজনা বলে উল্লেখ করা হবে) নামে একটি অগ্রণী প্রকল্প উপস্থাপন করেছে;

এবং যেহেতু উক্ত কেন্দ্রীয় সরকার পশ্চিমবঙ্গের ৩৭টি ব্লকে উক্ত পরিযোজনা প্রাথমিকভাবে চালু করার জন্য অনুরোধ করেছে;

এবং যেহেতু রাজ্য সরকারের খাদ্য ও সরবরাহ দপ্তর স্থির করেছে যে দারিদ্রসীমার উপরে ও দারিদ্রসীমার নীচে বসবাসকারী ও রেশনকার্ডধারী পরিবারবর্গকে উক্ত পরিযোজনার আওতায় আনা হবে এবং উক্ত প্রতিষ্ঠানগুলিকে এই পরিযোজনার উপর নজরদারির দায়িত্ব দেওয়া হবে;

এবং যেহেতু পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ পঞ্চায়েতী রাজ প্রতিষ্ঠানের প্রশাসনিক দপ্তর হিসাবে কাজ করে;

এবং যেহেতু রাজ্যসরকারের পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর স্থির করেছে যে উক্ত পরিযোজনা তদারকির দায়িত্ব জেলা পরিষদ ও পঞ্চায়েত সমিতির খাদ্য ও সরবরাহ স্থায়ী সমিতি (অতঃপর উক্ত স্থায়ী সমিতি বলে উল্লেখ করা হবে), গ্রাম পঞ্চায়েতের অর্থ ও পরিকল্পনা উপসমিতি (অতঃপর উক্ত উপসমিতি বলে উল্লেখ করা হবে) এবং গ্রাম সংসদ স্তরে গ্রামোন্নয়ন সমিতির উপর অর্পণ করা হবে;

অতএব, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩(১৯৭৩-এর পশ্চিমবঙ্গ আইন ৪১) এর ২০৭ খ ধারার (১) নং উপধারার (১৭) নং প্রকরণ বলে রাজ্যপাল সন্তোষ সহকারে আদেশজারি করছেন যে গ্রামোন্নযন সমিতি সহ উক্ত স্থায়ী সমিতি ও উপসমিতিকে উক্ত পরিযোজনা তদারকির জন্য নিম্নলিখিত ক্ষমতা, দায়িত্ব ও কর্তব্য অর্পণ করা হবে ঃ-

(১) জেলা পরিষদের খাদ্য ও সরবরাহ স্থায়ী সমিতির দায়িত্ব ও কর্তব্য সমূহ ঃ-

(ক) উক্ত পরিযোজনা সম্পর্কে জেলায় সার্বিক প্রচারের লক্ষ্যে সচেতনতা অভিযানের পরিকল্পনা রূপায়ণ ও তার নজরদারি করা;

(খ) উক্ত পরিযোজনার রূপায়ণ সম্পর্কে পর্যালোচনা করা;

(গ) উক্ত পরিযোজনার জন্য তৈল বিপণন কোম্পানিগুলির সহিত সমন্বয় সাধন করা;

(ঘ) ব্লকগুলির জন্য ভরতুকি প্রদত্ত কেরোসিন তেলের মাসিক নির্ধারিত অংশ (কোটা) সম্পর্কে তথ্য প্রকাশ করা ও সকলকে অবহিত করা;

(ঙ) ত্রিস্তর পঞ্চায়েত থেকে লাইসেন্স প্রদান কর্তৃপক্ষের মাধ্যমে প্রাপ্ত অভিযোগগুলি, নিষ্পত্তি করা;

(চ) ভোক্তা কর্তৃক দেয় এইরূপ কেরোসিনের খুচরা মূল্য এবং উৎসবের সময় এই মূল্যের উপর বিশেষ ছাড়ের বিষয়ে তদারকি করা।

(২) পঞ্চায়েত সমিতির খাদ্য ও সরবরাহ স্থায়ী সমিতির দায়িত্ব ও কর্তব্যসমূহ ঃ

(ক) পাইকারী বিক্রেতা / ডিলারের জন্য ভরতুকি প্রদত্ত কেরোসিন তেলের মাসিক নির্ধারিত অংশ (কোটা) ও তা সময়মত ডিলার এর কাছে পৌঁছচ্ছে কিনা সে সম্পর্কে তথ্য প্রকাশ করা;

(খ) ন্যায্য মূল্যের দোকান/ডিলার এর কাছে সদস্যদের পাঠিয়ে মাসিক নির্ধারিত অংশের (কোটা) সন্তোষজনকভাবে বন্টন সুনিশ্চিত করা;

(গ) ন্যায্য মূল্যের দোকান/ডিলার/গ্রাম পঞ্চায়েত থেকে অভিযোগ গ্রহণ করা ও তা জেলাস্তরের উক্ত স্থায়ী সমিতির নিকট মন্তব্যসহ প্রেরণ করে উপযুক্ত ব্যবস্থা গ্রহণের অনুরোধ করা।

(৩) গ্রাম পঞ্চায়েতের অর্থ ও পরিকল্পনা উপসমিতির দায়িত্ব ও কর্তব্যসমূহ ঃ

(ক) কেরোসিন তেল ট্যাঙ্কার থেকে খুচরো বন্টন কেন্দ্রে নেওয়ার সময় ঘটনাস্থলে সদস্যদের পাঠানো;

(খ) পূর্ববর্তী মাসের নির্ধারিত অংশের সন্তোষজনক বন্টন সম্পর্কে শংসাপত্র প্রদান করা;

(গ) নির্দিষ্ট সময়ান্তর মজুত তেলের পরিমাণ যাচাই করা;

(ঘ) ভরতুকি প্রদত্ত কেরোসিন তেলের বন্টন সম্পর্কের তথ্যের প্রতিবেদন ন্যায্যমূল্যের দোকান/ডিলার এর কাছ থেকে সংগ্রহ করা;

(ঙ) গ্রামোন্নয়ন সমিতি থেকে প্রাপ্ত অভিযোগগুলি সংগ্রহ করে পঞ্চায়েত সমিতির স্থায়ী সমিতির নিকট প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য পাঠানো।

(৪) গ্রামোন্নয়ন সমিতির দায়িত্ব ও কর্তব্যসমূহ ঃ

(ক) ভোক্তার কছে ভরতুকি প্রদত্ত কেরোসিন তেলের সরবরাহ নজরদারি করা ও ভোক্তার কাছ থেকে উপযুক্ততার প্রমাণ না পাওয়া, পরিমাণে কম দেওয়া, দাম বেশী নেওয়া ইত্যাদি সংক্রান্ত অভিযোগ সংগ্রহ করা;

(খ) এই অভিযোগগুলি অভিযোগ রেজিস্টারে নথিবন্ধ করা এবং নির্দিষ্ট সময়ান্তর সভায় তা আলোচনা করা;

(গ) উক্ত পরিযোজনা সম্পর্কে গ্রামোন্নয়ন সমিতির নেওয়া সর্বসম্মত সিদ্ধান্ত গ্রাম পঞ্চায়েতে পাঠানে। গ্রাম পঞ্চায়েত এই সিদ্ধান্তগুলি লাইসেন্স প্রদান কর্তৃপক্ষের কাছে পাঠিয়ে দেবে।

এই আদেশনামা অবিলম্বে কার্যকরী হবে।

রাজ্যপালের আদেশানুসারে,

মানবেন্দ্র নাথ রায়

সচিব, পশ্চিমবঙ্গ সরকার।

নং : ৬৬৬৩/১(৭০০)/পিএন/ও/এক/৪পি-২/০৫ তারিখ : ১৩.১২.০৫

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রতিলিপি প্রেরিত হল ঃ-

১) পশ্চিমবঙ্গ সরকারের অতিরিক্ত মুখ্যসচিব এবং খাদ্য কমিশনার
১১এ মির্জা গালিব স্ট্রীট, কলকাতা - ৮৭

২) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন।

৩) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, গান্ধীভবন, কল্যাণী, নদীয়া।

৪) উপসচিব, খাদ্য ও সরবরাহ দপ্তর, ১১এ মির্জা গালিব স্ট্রীট, কলকাতা - ৭০০০৮৭

৫) সভাধিপতি ..... জিলাপরিষদ।

৬) জেলাশাসক ..... জেলা।

৭) অতিরিক্ত মুখ্য আধিকারিক ..... জেলাপরিষদ।

৮) জেলা পঞ্চায়েত ও গ্রামোন্নয় আধিকারিক, ... জেলা।

৯) সভাপতি, ... পঞ্চায়েত সমিতি।

১০) ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি।
তাঁকে এই আদেশনামার প্রতিলিপি সমস্ত গ্রাম পঞ্চায়েতের প্রধানদের নিকট পাঠানোর অনুরোধ জানানো হচ্ছে।

১১) একান্ত সচিব, ভারপ্রাপ্ত মন্ত্রী, খাদ্য ও সরবরাহ দপ্তর।

১২) একান্ত সচিব, ভারপ্রাপ্ত মন্ত্রী, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ।

১৩) এই বিভাগের প্রশিক্ষণ শাখা।

মধুমিতা রায়

বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকারবলে উপসচিব।
পশ্চিমবঙ্গ সরকার।

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 6663/PN/O/1/4P-2/05 **Date : 13.12.2005**

ORDER

WHEREAS the Ministry of Panchayati Raj, Government of India (hereinafter referred to as the said Union Government) has introduced a pilot project, namely, "Jan Kerosene Pariyojana' (hereinafter referred to as the said Pariyojana) for strengthening the PDS Kerosene distribution networks in the State of West Bengal through Panchayati Raj Institutions (hereinafter referred to as the said Institutions);

AND WHEREAS the said Union Government has requested the State Government to implement primarily the said scheme in 37 Blocks in West Bengal:

AND WHEREAS it has been decided by the State Government in the Food and Supplies Department that all the APL and BPL families, holding genuine ration cards, in the selected 37 Blocks will come under the purview of the said Pariyojana and the said Institutions will be assigned with the responsibility of monitoring the said Pariyojana;

AND WHEREAS the Department of Panchayats and Rural Development is the administrative Department of the Panchayati Raj Institutions;

AND WHEREAS it has been decided by the State Government in the Panchayats and Rural Development Department to assign responsibility of monitoring activities relating to the said Pariyojana to the Khadya O Sarbaraha Sthayee Samitis of Zilla Parishads and Panchayat Samitis (hereinafter referred to as the said Sthayee Samiti) and Artha O Parikalpana Upa-Sarnitis of Gram Panchayats (hereinafter referred to as the said Upa-Samitis) and to the Gram Unnayan Samitis at the Gram Sansad level;

NOW, THEREFORE, in exercise of the power conferred by the provision of clause (xvii) of sub-section (1) of section 207 B of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to order that the said Sthayee Samitis, Upa-Samitis as well as the Gram Unnayan Samitis will be assigned with powers, functions and duties to monitor the said Pariyojana in the following manner:-

(1) Duties and responsibilities of Khadya O Sarbaraha Sthayee Samitis of Zilla Parishads:

(i) To plan and monitor awareness campaign for wide publicity within the district;

(ii) To review implementation of the said Pariyojana;

(iii) To co-ordinate with Oil Marketing Companies for the said Pariyojana;

(iv) To notify monthly quota of S. K. Oil for the Blocks and disseminate it to all;

(v) To redress complaints received from all tiers through Licensing Authority;

(vi) To oversee the retail price to be paid by the consumer and any special release on the occasion of festivals.

(2) Duties and responsibilities of Khadya O Sarbaraha Sthayee Samitis of Panchayat Samitis:

(i) To notify monthly quota of S. K. oil for Whole-sellers / Dealers and its arrival;

(ii) To depute members to the FPS / Dealer to ensure satisfactory delivery of monthly quota;

(iii) To receive complaint from FPS / Dealer / Gram Panchayats and forward it to the said Sthayee Samitis at District level alongwith its comments for action.

(3) Duties and responsibilities of Artha O Parikalpana Upa-Samitis of Gram Panchayats:

(i) To depute members to the spot when the product is decanted;

(ii) To issue certificate for satisfactory distribution of previous month's quota;

(iii) To verify physical stock from time to time;

(iv) To obtain report from FPS / Dealer on data relating to S. K. Oil distribution;

(v) To receive complaints from Gram Unnayan Samitis and dispatch to Sthayee Samitis of the Panchayat Samitis for action.

(4) Duties and responsibilities of Gram Unnayan Samitis :

(i) To monitor the supply of S. K. Oil to the consumers and receive complaints from the consumers regarding non-receipt of entitlement, short weighment, over charging etc.;

(ii) To record such complaints in a Complaint Register and discuss it in the meetings in a regular manner;

(iii) To send the resolution related to the said programme passed by the Gram Unnayan Samitis to the Gram Panchayats for onward transmission to the Licensing Authority.

This order will come into force with immediate effect.

By Order of the Governor,
(M. N. Roy)
Secretary to the
Govt. of West Bengal

No. 6663/1(13) /PN/O/1/4P-2/05 **Date : 13.12.2005**

Copy forwarded for information and necessary action to the :

1) Addl. Chief Secretary to the Govt. of West Bengal & Commissioner, Food 11 A, Mirza Ghalib Street, Kolkata - 7000 87.

2) Commissioner, Panchayat & Rural Development, Panchayat Bhavan.

3) Director, SIPRD, Gandhi Bhavan, Kalyani, Nadia.

4) Deputy Secretary to the Govt. of West Bengal, Department of Food and Supplies, 11A, Mirza Ghalib Street, Kolkata - 7000 87.

5) Sabhadhipati,.....Zilla Parishad

6) District Magistrate,.....District

7) Addl. Executive Officer.....Zilla Parishad

8) Dist. Panchayat. & Rural development Officer,..... District

He is requested to provide copies of the order to the Pradhans of all Gram Panchayats.

9) Sabhapati, ... Panchayat Samiti

10) Block Development Officer and Ex-officio Executive Officer.....Panchayat Samiti. He is requested to provide copies of the order to the Pradhans of all Gram Panchayats. Private Secretary to the MIC, Department of Food and Supplies

12) Private Secretary to the MIC, Department of Panchayats and Rural Development.

13) Training Cell of this Department.

Sd/- M. Ray

OSD & Ex-Officio Deputy Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, N. S. Road, Kolkata-700 001

NO.6376/PN/A&AC/V/3A-83/05 **Date : 25.11.05**

O R D E R

It has been brought to the notice of the Government by the Examiner of Local Accounts, West Bengal that few Panchayat Samitis and Zilla Parishads are lackadaisical to produce documents before the Statutory auditors during their inspection and as per Report of the Comptroller and Auditor General of India, it has also been observed that "the heads of offices failed to discharge due responsibilities as they did not send any reply to a large number of IRs/Paragraphs indicating their failure to initiate action in regard to the defects, omissions and irregularities pointed out in the IRs. Though the position was informed from time to time to the Panchayat authorities but they failed to ensure that their subordinate officers took prompt and timely action".

2. On careful consideration of the entire aspect, the Governor is pleased hereby to issue, in exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 as amended from time to time, the following directions for the guidance of all Gram Panchayats, Panchayat Samitis and Zilla Parishads.

3. The heads of offices or his authorized officers shall be responsible to produce documents on written demand or requisition made by the auditors.

4. Any person neglects or refuses directly or indirectly to comply with the requisition made by the auditor, the Auditor shall have the right to refer the matter to the Sub-divisional Officer in case of a Gram Panchayat, to the District Magistrate, in case of a Panchayat Samiti, or to the Divisional Commissioner, in case of a Zilla Parishad and thereupon the Sub-divisional Officer, the District Magistrate or the Divisional Commissioner, as the case may be, shall be competent to issue such direction to the person(s) neglecting or refusing to comply with the requisition made by the auditor, as he may think fit and such direction shall be binding on such person(s).

5. As soon as possible, after receipt of the audit report from the Examiner of Local Accounts, West Bengal the Pradhan of the Gram Panchayat, the Executive Officer of the Panchayat Samiti or the Additional Executive Officer of the Zilia Parishad as the case may be, shall place the audit report in a specially convened meeting of the Artha Upa-Samiti or Sthayee Samiti for comprehensive discussion on any material irregularity or impropriety in expenditure or any loss or wastage of money or other property belonging to the concerned Panchayat body. The discussions on the audit report shall be the sole agenda for the said meeting of the Upa-Samiti or Sthayee Samiti.

6. After discussions of the audit report in detail, the Artha Upa-Samiti or Sthayee Samiti shall place recommendations on the actions to be taken by the Gram Panchayat, Panchayat Samiti or the Zilla Parishad to remedy the defects or the irregularities, if any.

7. Thereafter a special meeting of the Gram Panchayat / Panchayat Samiti / Zilla Parishad shall be convened to consider the observations made by the auditor and the recommendations of the Artha Upa-Samiti or Sthayee Sammiti and a record of the proceedings of the meeting shall be kept.

8. After the meeting the Gram Panchayat/Panchayat Sammiti/Zilla Parishad shall inform the auditor of the actions taken by it on the audit report in the manner stated in the following paragraphs. It should be borne in mind that entire process is completed within two months from the date of receipt of the audit report. The Prescribed Authorities shall be responsible to ensure strict follow up action on the audit reports by the Panchayat authorities and slackness, if any, noticed in this behalf shall be reported to the State Government for appropriate action against the person in default.

9. The Executive Assistant of the Gram Panchayat will be in charge of preparing the replies to the Audit paras on behalf of the Gram Panchayat. The Panchayats Development Officer of the concerned block will assist the Gram Panchayat to finalize the replies to the outstanding Audit objections. The Block Development Officer having jurisdiction shall, after getting the outstanding Audit Paras finalized, forward those to the concerned Sub-divisional Officer who in turn shall get them verified by the Samiti Accounts &. Audit Officer of his office and on being satisfied forward the same to the ELA,WB under an intimation to the concerned Block Development Officer and the Gram Panchayat. In absence of the SAAO in the Sub-division, the assistance of the PAAO in the district shall be taken.

10. The Secretary of the Panchayat Samiti i.e. the Panchayats Development Officer will be in charge of preparing the replies to the Audit paras on behalf of the Panchayat Samiti. The Samiti Accounts & Audit Officer in the Sub-Division will assist the Panchayat Samiti to finalize the replies to the outstanding Audit Objections. The Sub-Divisional Officer having jurisdiction after getting the outstanding Audit paras finalized by the Panchayat Samiti, forward those to the District Magistrate of the concerned District, who in turn shall get them verified by the Parishad Accounts & Audit Officer and on being satisfied, forward the same to the Examiner of Local Accounts, West Bengal under an intimation to the concerned Panchayat Samiti.

11. The Secretary of the Zilla Parishad shall prepare the replies to the Audit paras of the Zilla Parishad and submit the same to the District Magistrate for onward transmission to the Divisional Commissioner. The Parishad Accounts & Audit Officer posted in the office of the District Magistrate shall provide necessary assistance in finalizing the replies to audit objection. On receipt of the replies, the Divisional Commissioner shall get them rechecked by the Regional Accounts & Audit Officer and forward them to the Examiner of Local Accounts, West Bengal under intimation to the concerned Zilla Parishad.

12. The District Magistrate shall monitor the progress of audit and replies ,to Audit objections within the district once a month, and for this purpose the PA & AO posted in the district and in his absence the Secretary of the Zilla Parishad shall act as Nodal Officer of the concerned district.

13. In case of serious lapses in the functioning of the P.R. Bodies, if revealed from such audit, the concerned District Magistrate may draw attention of this Department.

Any willful Omission or refusal to carryout the provisions of this order shall incur liability to be proceeded against in accordance with law.

Sd/- M.N. Roy
Secretary to the Govt. of West Bengal

No. 6376/1(250)/PN/A&AC/V/3A-83/05 **Date : 25.11.05**

Copy forwarded for information and necessary action to the :

1. The Commissioner, Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11, K.S. Ray Road, Kolkata-700 001.

2. The Examiner of Local Accounts, West Bengal, C.G.O. Complex, M.S.O. Buildings, DF Block, Sector-I, Salt Lake, Kolkata-700 064.

3. The Commissioner, Jalpaiguri/Presidency/Burdwan.

4. The Sabhadhipati, _____ Zilla Parishad/Siliguri Mahakuma Parishad (All).

5. The District Magistrate & Executive Officer, _____ Zilla Parishad/Siliguri Mahakuma Parishad (All).

6. The Additional Executive Officer, _____ Zilla Parishad/Siliguri Mahakuma Parishad (All).

7. Financiai Controller and Chief Accounts Officer, _____ Zilla Parishad/Siliguri Mahakuma Parishad (All).

8. Secretary, _____ Zilla Parishad/Siliguri Mahakuma Parishad (All).

9. Parishad Accounts & Audit Officer, _____ Zilia Parishad/Siliguri Mahakuma Parishad (All).

l0. The Sub-Divisional Officer, _____ (All).

He is requested to circulate the order amongst the Executive Officer Panchayat Samitis of his Sub-Division.

11. District Panchayat and Rural Development Officer, _____ (All).

12. _____ Cell, Panchayats & R.D. Department (All).

(T.K. Majumdar)

Joint Secretary to the
Government of West Bengal.

Government of West Bengal
Department of Panchayats & R. D.
63, Netaji Subhas Road, Kolkata - 700001

Memo No. 4614/PN/O/V/1M-2/02. **Dated : 6/9/2002**

Subject : Priority to be given to the State based registered S.S.I. Units in the matter of purchase by or for Panchayat bodies of the State.

The undersigned is directed to say that a comprehensive purchase policy to be followed by all the Department of the State Govt. and offices/bodies under their direct/indirect administrative control was framed and circulated vide Finance audit Deptt. Memo.No. 8167-F dt. 27.7.1988. For Panchayat bodies of the State the same was brought to the notice of all concerned vide memo. No. 1146/III/Panch/4F-89 dt. 29.6.89.

Thereafter, the policy has been amended twice vide Finance (Audit) Deptt. - Notification No. 9600-F dt. 4.10.90 and 4595-F/C. S. No. 104 - dt. - 15.4.93.

It has been brought to the notice of the Govt. in this Deptt. that some Panchayat bodies are not following the provisions of the said purchase policy on all points.

Under the circumstances stated above, the undersigned is further directed to inform all the Zilla Parishads (including Mahakuma Parishad), Panchayat Samitis and Gram Panchayats of the State that all purchases by or for them should be made in strict compliance of the revised purchase policy adopted by the Govt.

Devlation, if any, in compelling situation should be brought to the notice of the Govt. in this Deptt. Without any delay. Copies of Notification Nos. 9600-F dt. 4.10.1990 and 4595-F/C.S. No. 104- dt. 15.4.1993 are given herewith for guidance of all concerned.

Sd/- S.S. Maity
Jt. Secy. to the Govt. of
West Bengal.

Memo No. 4614/1(25)/PN/O/V/1M-2/02. **Dated : 6/9/2002**

Copy forwarded for information and necessary action to the :–

1) Director of Panchayats & Rural Development. He is requested to see that the revised purchase is followed by the P.R. bodies.

2) Executive Officer, _____ Zilla Parishad/Mahakuma Parishad. He is requested to make required number of copies of this memo along with Finance (Audit) Deptt. Notifications in question and to see that the provisions of the revised purchase policy and amendments thereto are followed by the Zilla/Mahakuma Parishad and the lower tiers in the district.

3) Accountant General (Local Bodies Audit), West Bengal, 18, Rabindra Sarani, Kolkata-700001.

4) Director, State Institute of Panchayats, Kalyani, Nadia.

5) Jt. Secretary, Govt. of West Bengal, Finance (Audit) Deptt., Writers' Building, Kolkata-700001.

Sd/- S.S. Maity
Jt. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 6095/PN/O/V/4F-1/05 **Date : 02.11.2005**

ORDER

In continuation of this Department **Order No. 4808/PN/O/1/4F-1/05 dated 29.07.2005** issued in terms of section 212 read with sub-section (2) of section 207 B of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) the Governor, in exercise of the provisions of the aforesaid sections of the Act, is pleased hereby to determine the following norms and procedure for placement, allocation and release of fund under Twelfth Finance Commission.

The grants will be placed by the State Government to the Darjeeling Gorkha Hill Council as grants under Twelfth Finance Commission earmarked for Panchayati Raj Institutions located in 3 (three) hill sub-divisions, viz. Darjeeling Sadar, Kalimpong and Kurseong in the district of Darjeeling. District Magistrate, Darjeeling will act as the Drawing and Disbursing Officer in this respect and release fund to the Darjeeling Gorkha Hill Council accordingly.

The Governor is further pleased to direct that the procedure for preparation of Action Plan and incurring expenditure including sector wise earmarking shall remain the same as already decided for areas other than the hill areas of the district of Darjeeling vide this Department **Order No. 4808/PN/O/1/4F-1/05 dated 01.08.2005**.

By Order of the Governor,

Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal

No. 6095/1(6)/PN/O/V/4F-1/05 **Date : 02.11.2005**

Copy forwarded for information and necessary action to the:

1) Principal Secretary, Darjeeling Gorkha Hill Council. Copy of Order No. 4808/PN/O/1/4F-1/05 dated 29.07.2005 is enclosed for ready reference.

2) Commissioner, Panchayats and Rural Development, West Bengal.

3) Director, SIPRD, Kalyani.

4) District Magistrate. Copy of Order No. 4808/PN/O/1/4F-1/05 dated 29.07.2005 is enclosed for circulation to all concerned.

5) District Panchayat and Rural Development Officer, Darjeeling.

10) Budget Cell of this Department.

OSD & Ex-officio Deputy Secretary
to the Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেশপ্ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-১

নং ঃ ৫৮৩৪/পি.এন/ও/V/৩ এ-১/২০০৪ তারিখ ঃ ০৭.১০.২০০৫

আদেশনামা

কোন কোন পঞ্চায়েত প্রতিষ্ঠানের আর্থিক ব্যবস্থাপনার ক্ষেত্রে কিছু কিছু নিয়ম লঙ্ঘন করার ঘটনা পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের নজরে এসেছে বা নীচে আলোচনা করা হল ঃ

১. পঞ্চায়েত সমিতি অথবা জিলা পরিষদের বাজেট পাশ না করে খরচ করা এবং সংশ্লিষ্ট স্তরের সাধারণ সভার অথবা অধিকার আছে এমন স্থায়ী সমিতির সাধারণ বা বিশেষ অনুমোদন না নিয়ে খরচ করা;

২. অনুমোদিত পদে নিযুক্ত কর্মচারীদের বেতন প্রদান বা শ্রমিকদের মজুরী প্রদান ব্যাতিরেকে অন্যান্য কারণে নগদ অর্থ তোলা বা অগ্রিম দেওয়া যা কেবলমাত্র অপ্রয়োজনীয়ই নয় বেআইনীও বটে;

৩. বিভিন্ন মালপত্রের সরবরাহকারীদের অনেক সময় পঞ্চায়েত প্রতিষ্ঠানের পক্ষ থেকে নগদ অর্থ সেলফ চেকের মাধ্যমে দেওয়া হয় এই অজুহাতে যে সরবরাহকারী অ্যাকাউন্ট পেয়ি চেক লইতে অসম্মত;

৪. প্রয়োজনাতিরিক্ত নগদ অর্থ তোলার ফলে পুঞ্জীভূত নগদ অর্থের পরিমাণ নিয়মবিরুদ্ধভাবে বৃদ্ধি পাওয়া;

৫. কোন কর্মচারী বা কোন নির্বাচিত সদস্য অথবা কোন ব্যক্তিকে নগদ অর্থে অগ্রিম দেওয়া হয় অনির্দিষ্ট উদ্দেশ্যে এমনকি আশু প্রয়োজন নির্ধারণ না করে বা পূর্বের অগ্রিমের অর্থ সমন্বয়িত বা এ্যাডজাস্টমেন্ট হয়েছে কিনা না দেখে;

৬. নির্ধারিত ফর্মে অগ্রিমের সহায়ক লেজারে অগ্রিম বিষয়ক বিশদ বিবরণ না লেখা; এবং কোন কোন ক্ষেত্রে অগ্রিম টাকা সহায়ক লেজারে লিপিবদ্ধ না করে নগদ বইয়ে প্রকল্প ব্যয় হিসাবে দেখানো;

৭. বিভিন্ন অপরিহার্য অভ্যন্তরীণ নিয়ন্ত্রক রেজিষ্টারের রক্ষণাবেক্ষণের অভাবহেতু জেলাপরিষদ ও পঞ্চায়েত সমিতিতে বিধিবদ্ধ নিরীক্ষক অনেক ক্ষেত্রেই নিরীক্ষা কার্য সুষ্ঠুভাবে সম্পন্ন করতে পারে না;

৮. অনেক পঞ্চায়েত প্রতিষ্ঠান আয় ও ব্যয়ের হিসাব (ফর্ম - ২৭) দাখিল করেন না যার ফলে আর্থিক অনিয়ম, অপচয় ও খরচের ওপর নিয়ন্ত্রণ ব্যবস্থার ত্রুটি থেকেই যায়;

৯. বিভিন্ন গুরুত্বপূর্ণ কর্ম প্রকল্প বা কর্মসূচীর ক্ষেত্রে অর্থযোগানকারী কর্তৃপক্ষের নির্দেশে নির্ধারিত ফর্মে পৃথক সহায়ক ক্যাশ বই রাখা হয় না।

১০. নির্ধারিত পদ্ধতিতে জেনারেল লেজার রাখা হয় না অথবা নির্ধারিত সবগুলি কলম সঠিকভবে পূরণ করা হয় না। তাছাড়া অর্থপ্রাপ্তি ও অর্থপ্রদান (অ্যাপ্রোপ্রিয়েশন) অ্যাকাউন্টের কয়েকটি খাতের সঙ্গে লেজারের কয়েকটি খাত মেলে না;

১১. সর্ব নিম্ন টেন্ডার বাতিল করা বা উচ্চতর টেন্ডার গ্রহণ করা সম্পর্কে পর্যাপ্ত ব্যাখ্যা দেওয়া হয় না;

১২. পূর্ববর্তী অগ্রিমের সম্পূর্ণ সমন্বয় না হওয়ার আগেই পরবর্তী অগ্রিম মঞ্জুর করা বা সুনির্দিষ্ট সময়ের মধ্যে লোকাল ফান্ড অ্যাকাউন্ট বা ব্যাঙ্ক অ্যাকাউন্ট থেকে প্রদত্ত অগ্রিমের সদ্ব্যবহার না করা সত্ত্বেও আইনানুসারে কোন ব্যবস্থাগ্রহণ না করা।

এই প্রকার অনুশীলনে শুধু সুস্থ আর্থিক ব্যবস্থাপনার নিয়মাচারই লঙ্ঘিত হচ্ছে না, এই ধরনের কার্য পদ্ধতি আর্থিক দায়বদ্ধতার নীতির প্রতি চূড়ান্ত উদাসীনতার নজির যা তহবিল তছরুপ বা হিসাবের গরমিলে সহায়ক হতে পারে। উপরে বর্ণিত পরিস্থিতি গুরুত্বসহকারে বিবেচনা করে মাননীয় রাজ্যপাল পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (পশ্চিমবঙ্গ আইন ৪১, ১৯৭৩)-এর ২১২ নং ধারায় প্রদত্ত ক্ষমতাবলে নিম্নলিখিত নির্দেশাবলী জারী করছেন ঃ-

১. নির্দিষ্ট সময়সীমার মধ্যে কোন প্রকল্প বা কর্মসূচী রূপায়ণের জন্য চূড়ান্ত সিদ্ধান্ত গ্রহণের আগে সংশ্লিষ্ট প্রতিষ্ঠানের সাধারণ সভা বা অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতি সংশ্লিষ্ট প্রকল্প বা কর্মসূচীর জন্য বাজেট সংস্থান এবং সেই সঙ্গে প্রাপ্ত অর্থের প্রকৃত অবস্থা বিবেচনা করবেন। গৃহীত সিদ্ধান্তে সংশ্লিষ্ট কর্মসূচীর বা প্রকল্প রূপায়ণের জন্য অর্থ কি কি খাত থেকে মেটান হবে তা স্পষ্টভাবে নির্দেশ করা থাকবে। মনে রাখতে হবে যে, সংশ্লিষ্ট অর্থের ব্যয় সংক্রান্ত নির্দেশাবলী ভঙ্গ করে উক্ত অর্থ ভিন্ন খাতে ব্যবহার করা যাবে না।

২. (ক) সাধারণতঃ কোন স্থানীয় নিধি (লোকাল ফান্ড) বা ব্যাংকে গচ্ছিত পঞ্চায়েত সমিতি বা জিলা পরিষদের তহবিল থেকে কোনও ঠিকাদার বা সরবরাহকারীর দাখিল করা বিলের ব্যয় নির্বাহ কেবলমাত্র অ্যাকাউন্ট পেয়ি চেকের মাধ্যমে করতে হবে।

(খ) কেবলমাত্র কর্মচারীদের মাহিনা ও শ্রমিকদের মজুরী প্রদানের ক্ষেত্রে অগ্রিম অর্থ তুলে ব্যয়নির্বাহ করা যেতে পারে।

(গ) বিশেষক্ষেত্রে নির্মাতা, পরিবেশক ও অনুমোদিত ডিলারের কাছ থেকে কোনও উপকরণের সরবরাহ পাওয়ার জন্য অগ্রিম প্রদান করার প্রয়োজন হলে টেন্ডার কমিটির প্রস্তাবের ভিত্তিতে পঞ্চায়েত সমিতি বা জেলা পরিষদ অথবা উপযুক্ত স্থায়ী সমিতির অনুমোদন সাপেক্ষে অগ্রিম অর্থ প্রদান করার সিদ্ধান্ত নেওয়া যেতে পারে। কোনো আকস্মিক বা জরুরি কারণে সভাধিপতি বা সভাপতির অনুমোদন সাপেক্ষে নির্বাহী আধিকারিক ব্যয় নির্বাহ করতে পারেন এই সর্তাধীনে যে পরবর্তী জেলা পরিষদ, পঞ্চায়েত সমিতি বা উপযুক্ত স্থায়ী সমিতির সভায় বিবেচনা ও অনুমোদনের জন্য ব্যয় প্রস্তাব পেশ করবেন।

(ঘ) কোর্টের খরচ যেহেতু নগদেই মেটাতে হয় তা ব্যতীত যে কোনও সরবরাহকারীর বা অফিসের দৈনন্দিন খরচ মেটানোর জন্য সর্বাধিক ৫০০ টাকা নগদে খরচ করা যেতে পারে।

৩. বিভাগীয় ভাবে সম্পন্ন করতে হবে এমন সব কাজের রূপায়ণের জন্য অগ্রিম টেকনিক্যাল অফিসার বা প্রযুক্তি আধিকারিক বা নির্বাচিত প্রতিনিধি বা পঞ্চায়েত সমিতি বা জিলা পরিষদের কোন সদস্যকে মঞ্জুর করা যাবে না।

৪. পূর্বে তোলা অগ্রিম সম্পূর্ণভাবে সমন্বয়িত (এ্যাডজাস্টমেন্ট) না হওয়া পর্যন্ত নূতন করে আর অগ্রিম মঞ্জুর করা যাবে না।

৫. কোনও অগ্রিম সমন্বয়ের জন্য অগ্রিম গ্রহণকারী ব্যক্তির কাছে থেকে অগ্রিম মঞ্জুরকারী কর্তৃপক্ষ নির্ধারিত সময় অর্থাৎ অগ্রিম তোলার তারিখ থেকে ৩০ দিনের মধ্যে ওই অগ্রিমের সমন্বয় আদায় করবে।

৬. অগ্রিম যদি নির্দিষ্ট সময়সীমা বা ৩০ দিন (যেটি আগে) এর মধ্যে সদ্ব্যবহার করা না যায় তাহলে সংশ্লিষ্ট ব্যক্তি কোনও সমন্বয় ভাউচার থাকলে তা সহ অব্যবহৃত অর্থ ফেরত দেবেন।

৭. উপরোক্ত পরিস্থিতিতে অগ্রিমের অর্থ কেন সদ্ব্যাবহার করা গেল না তা বিবৃত করে একটি লিখিত কৈফিয়ত জমা দেবেন।

৮. পূর্বোক্ত লিখিত কৈফিয়তটি অগ্রিম মঞ্জুরকারী কর্তৃপক্ষ গ্রহণ করবেন এবং সেই সঙ্গে এটাও সুনিশ্চিত করবেন, যে ব্যক্তি একাধিক বার অর্থের সদ্ব্যবহার করতে পারেন না বা আদৌ করেন না সেই ব্যক্তিকে যেন আর অগ্রিম মঞ্জুর করা না হয়।

৯. পারমানেন্ট অ্যাডভান্স ছাড়া আধিকারিক, কর্মচারী বা সরবরাহকারীদের দেওয়া সব অগ্রিম নগদ বইয়ের নির্দিষ্ট ফর্মে ''অগ্রিম'' খাতে লিপিবদ্ধ করতে হবে।

১০. প্রত্যেক ব্যক্তি বিশেষের জন্য বকেয়া অগ্রিমের একটি ত্রৈমাসিক বিবরণী প্রস্তুত করে চতুর্থ মাসের অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতিতে আলোচনা ও পরবর্তী ব্যবস্থা গ্রহণের জন্য পেশ করতে হবে।

১১. মালমশলা যা যন্ত্রপাতি (যেটা পঞ্চায়েত সমিতি বা জিলা পরিষদ সরবরাহ করতে পারবে না) সংগ্রহ করার জন্য ঠিকাদার বা সরবরাহকারীকে অগ্রিম অর্থ দেওয়া যেতে পারে, কিন্তু ঐ অর্থের পরিমাণ উক্ত প্রকল্পে জমা রাখা জামানতের বেশী হবে না। অগ্রিম অর্থ প্রদানের পূর্বে অর্থ স্থায়ী সমিতির অনুমোদন নিতে হবে।

১২. বহুক্ষেত্রে দেখা যায় যে কোনও প্রকল্পের কর্ম পরিকল্পনা নক্সা (প্ল্যান) ও প্রাককলেন উপযুক্ত কর্তৃপক্ষের কারিগরী ও ব্যয় অনুমোদন দেবার পর প্রকল্প নক্সা ও ব্যয় বারংবার পরিবর্তন করা হয় কেবলমাত্র সংশ্লিষ্ট স্থায়ী সমিতির কর্মাধ্যক্ষের অনুমোদন নিয়ে। যে যে ক্ষেত্রে প্রকল্প ব্যয় প্রাককলিত ব্যয়ের পাঁচ শতাংশের বেশী হবে সেক্ষেত্রে পূর্বে যে সকল স্থায়ী সমিতির এবং সংশ্লিষ্ট আধিকারিকের অনুমোদন নেওয়া হয়েছিল, সংশোধিত ক্ষেত্রে সেই একই ব্যক্তি বা স্থায়ী সমিতির অনুমোদন অবশ্যই নিতে হবে এবং বর্ধিত প্রকল্প ব্যয়ের জন্য আবার নূতন করে দরপত্র আহ্বান করতে হবে।

১৩. উপরোক্ত অনুচ্ছেদগুলিতে (১ থেকে ১২) বর্ণিত নির্দেশাবলী কোনরকম লঙ্ঘন করলে (১) যিনি অগ্রিম গ্রহীতা, (২) যিনি অগ্রিম অনুমোদন করেছেন এবং (৩) যিনি আহরণ ও ব্যয়ন আধিকারিকের দায়িত্ব পালন করেছেন তিনি অথবা তাঁরা পৃথকভাবে অথবা যৌথভাবে দায়ী হবেন এবং তাঁদের বিরুদ্ধে আইন সম্মত ব্যবস্থা গ্রহণ করা হবে। এই আদেশ অবিলম্বে কার্যকরী হবে।

মাননীয় রাজ্যপালের আদেশক্রমে,

মানবেন্দ্রনাথ রায় ৬/১০/০৫

সচিব, পশ্চিমবঙ্গ সরকার

নং : ৫৮৩৪/১(৮৭৭)/পি.এন./ও/৫/৩এ-১/২০০৪ তারিখ : ০৭.১০.২০০৫

অনুলিপি জ্ঞাতার্থে এবং প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হল ঃ-

১) মহাধ্যক্ষ, ... বিভাগ।

২) সভাধিপতি, ... জিলা। মহকুমা পরিষদ।

৩) জেলাশাসক ও নির্বাহী আধিকারিক, ... জিলা। মহকুমা পরিষদ।
পোঃ ..... জেলা .....।

৪) অতিরিক্ত নির্বাহী আধিকারিক, ... জিলা। মহকুমা পরিষদ।

৫) আর্থিক নিয়ন্ত্রক ও মুখ্য গণণ আধিকারিক, ... জেলা/মহকুমা পরিষদ।

৬) আঞ্চলিক হিসাব ও নিরীক্ষা আধিকারিক, ... বিভাগ,
পোঃ ..... জেলা .....।

৭) পরিষদ হিসাব ও নিরীক্ষা আধিকারিক, ... জেলা। মহকুমা পরিষদ।

৮) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।

৯) মহকুমা শাসক। অতিরিক্ত মহকুমা শাসক, ... মহকুমা .....
জেলা .....।

১০) সভাপতি, ... পঞ্চায়েত সমিতি।

১১) সমষ্টি উন্নযন আধিকারিক ও নির্বাহী আধিকারিক, ... পঞ্চায়েত
সমিতি ..... পোঃ .....
জেলা .....।

১২. মহাগাণনিক (অডিট-১), পশ্চিমবঙ্গ।

১৩. স্থানীয় হিসাব পরীক্ষক, পশ্চিমবঙ্গ।

১৪. মহাধ্যক্ষ, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

১৫. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া

যুগ্মসচিব
পশ্চিমবঙ্গ সরকার।

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

NO. 5626/PN/A&AC/V/3A-63/05 **Dated : 21.09.2005**

ORDER

The question of imposing some upper ceiling on the vetting powers of the Executive Engineer/District Engineer of this Department posted in the concerned Zilla Parishad/Siliguri Mahakuma Parishad or Engineer of the same rank working at the Zilla Parishad/Siliguri Mahakuma Parishad had been under active consideration of the Government sometime past.

2. After careful consideration of all aspects of the matter and in partial modification of this Department G.O. No.5886(55)-RD/13S-20/97 dated 19.9.2002 read with this Department G.O.No.2815(54)-RD/13S-20/97 dated 4.5.2004 the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that the schemes with estimated cost of Rs.5,00,001/-(Rupees five lakhs one) and upto Rs.25,00,000/-(Rupees twenty five lakhs) shall require technical vetting of the Executive Engineer of this Department posted in the concerned Zilla Parishad/Siliguri Mahakuma Parishad or Engineer of the similar rank working at the Zilla Parishad/Siliguri Mahakuma Parishad.

3. The schemes with estimated cost of Rs. 25,00,001/- (Rupees twenty five lakhs one) and upto Rs.50,00,000/- (Rupees fifty lakhs) shall require technical vetting of the Superintending Engineer posted in the Department of Panchayat & Rural Development Department.

4. The schemes with estimated cost of Rs.50,00,001/- and above shall require technical vetting of the Chief Engineer/Technical Adviser or Consultant as the case may be, in the Department of Panchayat & Rural Development.

5. The following guidelines should meticulously be followed while according "technical vetting" of the scheme :

a) No expenditure shall be drawn or incurred against a "technical sanction" unless specific funds are made available to meet the expenditure by the Sthayee Samitis/Administrative Departments or the controlling officers by valid appropriation and re-appropriation;

b) No scheme/programme is decided to be executed in anticipation of placement of fund in future from some authority ;

c) Mere provision in the budget estimate shall not mean any authorization for the commencement of the work. The execution may be proceeded with when the provision made in the budget of the year is actually available;

d) Purchase orders/work orders should not be splitup-to avoid the necessity of or obtaining the sanction of higher authority required with reference to the total amount of the orders;

e) Before according technical sanction to detailed estimates, the authority competent to accord such sanction shall ensure that the design and specification etc of the building/road or structures etc conform to IS, IRC Codes and NBC to provide the desired life to it. In the relevant column of the estimate it shall be specifically mentioned that "under normal use and maintenance, the building/structure/road is expected to have an economic life of (so many) years.

f) The technical sanction can be exceeded by 5% of the estimated cost put to tender, beyond which revised technical sanction shall be necessary. Similarly, if subsequent to the grant of technical sanction, material structural alterations are contemplated, the orders of the authority, which sanctioned the estimate technically should be obtained even though no additional expenditure may be involved due to such alterations.

This order issues with the concurrence of the Finance Department vide their U/O No.1484 Gr.T dated 15.9.2005 and takes immediate effect.

By order of the Governor,

Sd/- M.N. Roy

Secretary to the Govt. of West Bengal

No. 5626(89)/PN/A&AC/V/3A-63/05 **Dated : 21.09.2003**

Copy forwarded for Information and necessary action to :-

1) The Accountant General (A.& A.E), West Bengal.
2) The Examiner of Local Accounts, West Bengal.
3) The Commissioner, Presidency/Burdwan/Jalpaiguri Division.
4) Additional Secretary, W.B.S.R.D.A. & Ex-Officio Joint Secretary of this Department.
5) The Commissioner & Ex-Officio Special Secretary, Panchayats & Rural Development Department.
6) The Director, State Institute of Panchayat and Rural Development, Kalyani.
7) Shri R.K. Maity, Joint Secretary of this Department.
8) The Technical Adviser, W.B.S.R.D.A. & Ex-Officio Secretary of this Department.
9) The Consultant, W.B.S.R.D.A.
10) Superintendant Engineer of this Department.
11) The Private Secretary to the M.I.C. of this Department.
12) The Private Secretary to the M.O.S. of this Department.
13) The Sabhadhipati,.....(All) Zilla Parishad.
14) The District Magistrate & Executive Officer,.....(All) Zilla Parishad.
15) Shri B.K.Dasgupta, Deputy Secretary of this Department.
16) Shri B.K.Sarkar, O.S.D.& Ex-Officio Deputy Secretary of this Department.
17) Smt. Bharati Ghosh, O.S.D.& Ex-Officio Deputy Secretary of this Department.
18) Shri S.Sengupta, O.S.D.& Ex-Officio Deputy Secretary of this Department.
19) Smt. M. Roy, O.S.D.& Ex-Officio Deputy Secretary of this Department.
20) Shri S. Chattopadhyay, Senior Accounts Officer of this Department.
21) Shri N. Sarkar, Parishad Accounts & Audit Officer of this Department.
22) The Regional Accounts & Audit Officer, Presidency/Burdwan/Jalpaiguri Division.
23) The Additional Executive Officer,.....(All) Zilla Parishad.
24) The F.C. & C.A.O.,

    Howrah/Hooghly/South 24-Parganas/Burdwan/Purba Medinipur/Paschim Medinipur/Jalpalguri/Siliguri Mahakuma Parishad/Uttar Dinajpur/Murshidabad.
25) Guard File.

Sd/- D. Ghosh

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 519/PN/O/I/3B-1/2005 **Date : 04.02.2005**

ORDER

It is mandatory on the part of all Gram Panchayats, Panchayat Samitis and Zilla Parishads including Siliguri Mahakuma Parishad to prepare in each year Budgets of their estimated receipts and payments for the following year in terms of section 48, 136 and 183 of the West Bengal Panchayat Act, 1973 after observance of procedure as laid down in the West Bengal Panchayat (Budget and Appropriation of Fund) Rules, 1996.

After careful consideration of the matter the Governor, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, as subsequently amended, is pleased to order that -

Copies of the Budgets duly approved by the Gram Panchayats under rule 7 of the aforesaid rules shall be forwarded to the Block Development Officer and ex-officio Executive Officer of the concerned Panchayat Samiti by the 15th February in each year, who shall send a report to the District Panchayat and Rural Development Officer thereof by the 28th February in each year.

Similarly, the Executive Officer, Panchayat Samiti shall forward a copy of the Budget duly approved by the Panchayat Samiti under rule 17 of the aforesaid rules to the District Panchayat and Rural Development Officer by the 10th March in each year.

The District Panchayat and Rural Development Officer shall prepare a report on the preparation of Budgets by the Gram Panchayats and Panchayat Samitis and send the same to the Commissioner, Panchayats and Rural Development, West Bengal by the 20th March in each year.

The Zilla Parishads including Siliguri Mahakuma Parishad shall prepare their Annual Budgets under rule 29 of the aforesaid rules and forward a copy of the same to the Commissioner, Panchayats and Rural Pevelopment, West Bengal by the 15th March in each year.

Finally, the Commissioner of Panchayats and Rural Development, West Bengal shall monitor and prepare a consolidated report on the preparation of budgets by the Gram Panchayats, Panchayat Samitis and Zilla Parishads including Siliguri Mahakuma Parishad and send the same to the Secretary, Panchayat and Rural Development Department, Govt. of West Bengal by the 31st March in each year.

By Order of the Governor,

Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal

No. 519/1(75)/PN/O/I/3B-1/2005 **Date : 04.02.2005**

Coy forwarded for information and necessary action to the :

1) Commissioner, Panchayat & Rural Development, Panchayat Bhavan

2) Director, SIPRD, Kalyani

3) Sabhadhipati, ... Zilla Parishad (all)

4) District Magistrate, ... District (all)

5) Addl. Executive Officer, ...Zilla Parishad (all)

6) Dist. Panchayat & Rural development Officer, ... District (all).

He is requested to provide required number of copies to the addressees from SI. No. 7 to 9.

7) Sabhapati,.....Panchayat Samiti.

8) Block Development Officer and ex-officio Executive Officer, ... Panchayat Samiti (all)

9) Pradhan, ... Gram Panchayat (all)

OSD and Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
63. Netaji Subhas Road, Kolkata-700 001

No. 309-PN/O/I/O-1/04 **Dated : 20th January,2005**

MEMORANDUM

It has come to the notice of the Department that clarifications on different issues are sought by the District and Block level officers directly from this Department, without exploring if those could be settled at district level or by the Commissioner of Panchayats and Rural Development. This unnecessarily increases the workload of the Department on one hand and delays the disposal of many issues on the other. It has also been noticed that often such references are made without explaining the perspective and the issues related to the problems for which the clarifications are required. It is considered necessary to streamline the procedure of making reference to the Department in the interest of expeditious and efficient disposal of such issues.

Therefore, after careful consideration of all the aspects in the matter, the Governor is pleased to order that the following measures shall be adopted henceforth in this respect:

(i) As and when clarification on any issue will be required, the Block Development Officer / Executive Officer, Panchayat Samiti will make a brief resume of the case and refer the matter to the District Panchayats and Rural Development Officer for clarification or guidance.

(ii) On receipt of any reference the District Panchayat and Rural Development Officers shall examine and issue clarification, with the approval of the District Magistrate if necessary, with reference to Acts, rules and existing orders issued by the Government from time to time.

(iii) If they consider it necessary, they shall refer the matter to the Commissioner of Panchayats and Rural Development, West Bengal subject to the approval of the District Magistrate concerned and with a detailed note on the issues involved in it and views of the district in the matter.

(iv) The Commissioner of Panchayats and Rural Development, West Bengal may communicate directly to the District Authorities his opinion on the issues on which clarifications are sought for. If he considers it necessary to obtain the views of the Department, relating to any policy or interpretation of the Acts and Rules, he may refer the matter to the Department with his specific views;

(v) All references to the Department shall be routed through the Commissioner of Panchayats and Rural Development, West Bengal only.

This order takes immediate effect.

(M. N. Roy)
Secretary to the
Govt. of West Bengal

No. 309/1(377)-PN/O/I/O-1/04 **Dated : 20th January,2005**

Copy forwarded for information and necessary action to:

1. Commissioner, Panchayats and Rural Development, West Bengal, 11A, Kiran Sankar Roy Road, Kolkata-700 001.
2. District Magistrate, _____ (All)
3. District Panchayat and Rural Development Officer, _____ (All)
4. Block Development Officer, _____ Blcck, District _____ (All)

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড,
জেশপ বিল্ডিং (দ্বিতল), কলকাতা-১

নং ঃ ৩৩৭৩-পি.এন/০/১/১এম-১/০৪ তাং ঃ ৩০.০৯.২০০৪

আদেশনামা

অত্র দপ্তর কর্তৃক আয়োজিত বিভাগীয় স্তরে ত্রৈমাসিক পর্যালোচনা অধিবেশনে পঞ্চায়েতীরাজ গঠন, তার ক্ষমতায়ণ ও নীতি নির্ধারণ সমন্ধীয় যে আলোচনা হয় সেই আলোচনা সাপেক্ষে পঞ্চায়েতের ত্রিস্তরে ক্ষমতার বিকেন্দ্রীকরণের জন্য আশু পদক্ষেপ গ্রহণ করার প্রয়োজনীয়তা উপলব্ধি করে সংশোধিত পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩ সালের পশ্চিমবঙ্গ আইন নং ৪১)-এর ২১২ ধারায় প্রাপ্ত ক্ষমতা বলে রাজ্যপাল সন্তোষ সহকারে নিম্নবর্ণিত নির্দেশাবলি জারি করছেন ঃ-

(ক) স্থায়ী সমিতি ও উপসমিতির জন্য বাজেটে সংস্থান ঃ

জিলা পরিষদ ও পঞ্চায়েত সমিতি স্তরে বাজেট প্রস্তুতির সময় প্রতিটি স্থায়ী সমিতির জন্য বাজেটে পৃথক সংস্থান রাখতে হবে। একইভাবে গ্রাম পঞ্চায়েতের বাজেট প্রস্তুতির সময় প্রতিটি উপসমিতির জন্য বাজেটে সংস্থান রাখতে হবে। এস.জি.আর.ওয়াই ইত্যাদি প্রকল্পের টাকা যা বিভিন্ন বিষয়ে খরচ হয় তার পরিকল্পনা ও রূপায়ণের দায়িত্ব সংশ্লিষ্ট স্থায়ী সমিতির হবে। এই সব প্রকল্পের বার্ষিক পরিকল্পনা অনুযায়ী বিভিন্ন স্থায়ী সমিতির বাজেট বরাদ্দ করতে হবে। এ ছাড়া নিজস্ব সম্পদ বিভিন্ন স্থায়ী সমিতি বা উপসমিতির বাজেটের মধ্যে বরাদ্দ করতে হবে।

(গ) স্থায়ী সমিতি ও উপসমিতির আর্থিক সীমা নির্ধারণ ঃ

জিলা পরিষদ ও পঞ্চায়েত সমিতি স্তরে বিভিন্ন স্থায়ী সমিতির অন্তর্ভুক্ত বিষয়গুলির উপর প্রকল্পের কাজ তরান্বিত করার জন্য বার্ষিক বাজেটে সংস্থান সাপেক্ষে একটি নির্দিষ্ট আর্থিক সীমা পর্যন্ত সংশ্লিষ্ট স্থায়ী সমিতি ব্যয় করতে পারবে ও এই অর্থ ব্যয়ের জন্য অর্থ সংস্থা ও উন্নয়ন পরিকল্পনা স্থায়ী সমিতির অনুমতি গ্রহণ করতে হবে না। জিলা পরিষদ স্তরে প্রতিটি স্থায়ী সমিতির ক্ষেত্রে এই আর্থিক সীমা হবে ৩,০০,০০০/- (তিন লক্ষ) টাকা এবং পঞ্চায়েত সমিতি স্তরে প্রতিটি স্থায়ী সমিতির ক্ষেত্রে আর্থিক সীমা হবে ১,০০,০০০/- (এক লক্ষ) টাকা। একইভাবে গ্রাম পঞ্চায়েত স্তরে বিভিন্ন উপসমিতিগুলির অন্তর্ভূক্ত বিষয়ের উপর প্রকল্পের কাজ তরান্বিত করার জন্য ২৫,০০০/- (পঁচিশ হাজার) টাকা পর্যন্ত সংশ্লিষ্ট উপসমিতি ব্যয় করতে পারবে এবং এই অর্থ ব্যয়ের জন্য অর্থ ও পরিকল্পনা উপসমিতির অনুমতি গ্রহণ করতে হবে না। সংশ্লিষ্ট স্থায়ী সমিতি অথবা অর্থ ও পরিকল্পনা উপসমিতির অনুমতি গ্রহণ করতে হবে। অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতি প্রতিটি স্থায়ী সমিতির জন্য জিলা পরিষদ স্তরে ২৫,০০,০০০/- (পঁচিশ লক্ষ) টাকা এবং পঞ্চায়েত সমিতি স্তরে ৫,০০,০০০/- (পাঁচ লক্ষ) টাকা পর্যন্ত প্রকল্পের/কাজের অনুমতি দিতে পারবে। ওই আর্থিক সীমার ঊর্দ্ধে প্রকল্পের/কাজের অনুমোদনের জন্য সাধারণ সভার অনুমতি নিতে হবে। গ্রাম পঞ্চায়েত স্তরে অর্থ ও পরিকল্পনা উপসমিতি প্রতিটি উপসমিতির জন্য ১,০০,০০০/- (এক লক্ষ) টাকা পর্যন্ত প্রকল্পের/কাজের অনুমতি দিতে পারবে। তার ঊর্দ্ধে প্রকল্পের/কাজের অনুমোদনের জন্য সাধারণ সভার অনুমতি নিতে হবে। সংশ্লিষ্ট স্থায়ী সমিতি বা উপসমিতি তার নির্দিষ্ট আর্থিক সীমার মধ্যে যে প্রকল্পগুলি রূপায়ণ করবে তা জিলা পরিষদ, পঞ্চায়েত সমিতি অথবা গ্রাম পঞ্চায়েতের পরবর্তী সাধারণ সভায় সকলের অবগতির জন্য জানাতে হবে।

(গ) স্থায়ী সমিতি ও উপসমিতিগুলির ত্রৈমাসিক বৈঠক ঃ

জিলা পরিষদ স্তরে প্রত্যেক স্থায়ী সমিতির কর্মাধ্যক্ষ ঐ জেলার অন্তর্গত সমস্ত পঞ্চায়েত সমিতির সংশ্লিষ্ট স্থায়ী সমিতিগুলির কর্মাধ্যক্ষদের নিয়ে ত্রৈমাসিক বৈঠক করবেন। এইভাবে পঞ্চায়েত সমিতি স্তরে প্রত্যেক স্থায়ী সমিতির কর্মাধ্যক্ষ ঐ ব্লকের অন্তর্গত সমস্ত গ্রামপঞ্চায়েতগুলির সংশ্লিষ্ট উপসমিতি সমুদয়ের সঞ্চালকদের নিয়ে ত্রৈমাসিক বৈঠক করবেন। প্রত্যেক বৈঠকে পরবর্তী বৈঠকের তারিখ, সময় ও স্থান নির্দিষ্ট করে উপস্থিত সদস্যদের জানিয়ে দিতে হবে। ত্রৈমাসিক বৈঠকগুলিতে প্রত্যেক স্থায়ী সমিতির অন্তর্ভুক্ত বিষয়ের উপর আলোচনা করতে হবে এবং ঐ বিষয়গুলির অধীনে যে উন্নয়ণ প্রকল্পগুলি চালু আছে অথবা চিহ্নিত করা হয়েছে সেগুলির কাজের অগ্রগতি, ব্যয়ের অগ্রগতি ও আর্থিক সদ্ব্যবহারের শংসাপত্র দেওয়ার অগ্রগতি নিয়ে আলোচনা করতে হবে। যদি সংশ্লিষ্ট স্থায়ী সমিতির কর্মাধ্যক্ষগণ অথবা সঞ্চালকগণ ঐ বৈঠকে আলোচনা কালে সিদ্ধান্ত গ্রহণ করেন যে, তাঁদের অপর কোন স্থায়ী সমিতির বা উপসমিতির সাহায্যের প্রয়োজন আছে তাহলে পরবর্তী বৈঠকে অপর স্থায়ী সমিতির কর্মাধ্যক্ষ অথবা উপসমিতির সঞ্চালককে আমন্ত্রণ জানাতে পারেন।

(ঘ) অর্থ স্থায়ী সমিতি ও উপসমিতিগুলির বৈঠকে আলোচ্য বিষয় ঃ

পঞ্চায়েত সমিতির অর্থ সংস্থা উন্নযন ও পরিকল্পনা স্থায়ী সমিতির কর্মাধ্যক্ষ তথা সভাপতি গ্রাম পঞ্চায়েতগুলির অর্থ ও পরিকল্পনা উপসমিতির সঞ্চালক তথা প্রধানদের নিয়ে যে ত্রৈমাসিক বৈঠক করবেন তাতে গ্রাম পঞ্চায়েতের কর, অভিকর, শুল্ক, ফি ইত্যাদি আদায় সম্পর্কে আলোচনা করবেন। আদায় ব্যবস্থায় কোন ত্রুটি থাকলে সেই ত্রুটি কি ভাবে দূর করা যায় সেই বিষয়ে সিদ্ধান্ত নেবেন। আদায়ীকৃত অর্থ কোন্ কোন্ খাতে কিভাবে ব্যয় করা হচ্ছে তাও ঐ বৈঠকে পর্যালোচনা করতে হবে। নিজস্ব তহবিল থেকে স্বাস্থ্য, শিক্ষা এবং দারিদ্রদূরীকরণ ইত্যাদি গুরুত্বপূর্ণ খরচের পরিমাণ বৃদ্ধি করার বিষয়ে গ্রাম পঞ্চায়েতগুলিকে অবহিত করতে হবে।

আবার জিলা পরিষদে অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতির কর্মাধ্যক্ষ তথা সভাধিপতি পঞ্চায়েত সমিতিগুলির অর্থ সংস্থা উন্নযন ও পরিকল্পনা স্থায়ী সমিতির কর্মাধ্যক্ষ তথা সভাপতিদের নিয়ে ত্রৈমাসিক বৈঠক করবেন। ঐ বৈঠকে পঞ্চায়েত সমিতিগুলি কিভাবে তাদের নিজস্ব আদায়িকৃত সম্পদের পরিমান বৃদ্ধি করবেন। নিজস্ব তহবিল থেকে কোন কোন খাতে কিভাবে ব্যয় করা হচ্ছে তা আলোচনা করবেন। পঞ্চায়েত সমিতিগুলি এবং জিলা পরিষদ যাতে স্বাস্থ্য, শিক্ষা ও দারিদ্র দূরীকরণ ইত্যাদি গুরুত্বপূর্ণ খাতে যথেষ্ট ব্যয় করে সেই বিষয়টি বৈঠকে আলোচনা করে স্থির করতে হবে। গ্রাম পঞ্চায়েত এবং পঞ্চায়েত সমিতি কর্তৃক উপবিধি তৈরী করার বিষয়টিও এই ত্রৈমাসিক বৈঠকের আলোচ্য সূচিতে রাখতে হবে।

(ঙ) আয়-ব্যয় হিসাব ও নিরীক্ষার রিপোর্ট তৈরী ঃ

মহকুমা ও জিলা স্তরের মাসিক অধিবেশনে পঞ্চায়েত সমিতির আয়-ব্যয়ের হিসাব তৈরী তথা ২৭ নম্বর নিদর্শ সম্পর্কে পর্যালোচনা আবশ্যিক করতে হবে। অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতিগুলির ত্রৈমাসিক বৈঠকেও পঞ্চায়েত সমিতিগুলির আয়-ব্যয় সংক্রান্ত হিসাব তৈরী ও নিরীক্ষার (অডিট) রিপোর্টের উত্তর তৈরী প্রসঙ্গে আলোচনা করতে হবে। পুনরায় গ্রাম পঞ্চায়েতের অর্থ উপসমিতিগুলির ত্রৈমাসিক বৈঠকে আয়-ব্যয় সংক্রান্ত হিসাব তৈরী, নিরীক্ষার রিপোর্টের উত্তর তৈরী প্রভৃতি বিষয়ে আলোচনা করতে হবে।

(চ) স্থায়ী সমিতি ও উপসমিতির মাসিক অধিবেশন ঃ

প্রত্যেক জিলা পরিষদ ও পঞ্চায়েত সমিতির স্থায়ী সমিতি এবং প্রত্যেক গ্রাম পঞ্চায়েতের উপসমিতি প্রতি মাসে তাদের বিষয়ভুক্ত প্রকল্পগুলি রূপায়ণের জন্য অন্ততঃ একটি বৈঠক করবে। মিটিং-এর আলোচ্য বিষয় যথেষ্ট আগে সদস্যদের জানাতে হবে। কেবলমাত্র প্রকল্পগুলির রূপায়ণ ও তদারকি ছাড়াও স্থায়ী সমিতি বা উপসমিতির আওতাভুক্ত বিষয়ে এলাকার বর্তমান পরিস্থিতি বিশ্লেষণ করতে হবে এবং নিজেদের উদ্যোগে কি ভাবে সামগ্রিক উন্নয়ন সম্ভব তা নিয়মিত পর্যালোচনা করতে হবে এবং সেই সংক্রান্ত সার্বিক পরিকল্পনার অঙ্গ হিসাবে চালু প্রকল্পের রূপায়ণ করতে সচেষ্ঠ হতে হবে। প্রতিটি অধিবেশনের সিদ্ধান্তগুলি যথা সময়ে লিখে তা সংশ্লিষ্ট সবাইকে জানানোর ও তা সংরক্ষণের ব্যবস্থা করতে হবে।

(ছ) জিলা কাউন্সিলের অধিবেশন ঃ

২১৪-এ ধারা মতে গঠিত জেলা কাউন্সিল প্রতি তিনমাসে অন্ততঃ একটি অধিবেনশন অবশ্যই অনুষ্ঠিত করবে। ত্রৈমাসিক অধিবেশনের নোটিসে স্বাক্ষর করবেন জিলা কাউন্সিলের সদস্য সচিব। অধিবেশনের সময়, তারিখ ও স্থান সদস্য-সচিব অধ্যক্ষের সঙ্গে আলোচনা করে স্থির করবেন। অধিবেশনের সভাপতিত্ব করবেন অধ্যক্ষ, তাঁর অনুপস্থিতিতে উপাধ্যক্ষ ঐ দায়িত্ব পালন করবেন। জিলা কাউন্সিলের অধিবেশন অধ্যক্ষ অথবা উপাধ্যক্ষ এবং তিন জন সদস্য (মনোনীত সদস্য বাদে) উপস্থিত থালে কোরাম হবে। অধ্যক্ষের অনুপস্থিতিতে উপাধ্যক্ষ সভাপতিত্ব করবেন। আধিবেশনের আলোচনা লিপিবদ্ধ করার জন্য সদস্য সচিবের উপর দায়িত্ব বর্তাবে। অধিবেশনের নোটিসের সাথে অধিবেশ আলোচ্যসূচি উল্লেখ করে সকল সদস্যদের নিকট অন্ততঃপক্ষে সাতদিন পূর্বে পত্রবাহক মারফৎ অথবা রেজিস্টার্ড ডাকযোগে পাঠাতে হবে। অধিবেশনে উপস্থিত সদস্যদের স্বাক্ষর রেজিষ্টারে নথিভুক্ত করতে হবে। পূর্ববর্তী বৈঠকের আলোচনা পরবর্তী বৈঠকে অনুমোদন করাতে হবে। ২০১৪-এ ধারার ২ উপধারামতে জিলা কাউন্সিলকে যে বিষয়গুলি দেখবার জন্য এবং আলোচনা করবার জন্য ক্ষমতা দেওয়া হয়েছে, জিলা কাউন্সিলের অধিবেশনের আলোচনা ঐ বিষয়গুলির মধ্যেই সীমাবদ্ধ থাকবে।

(জ) পঞ্চায়েতের রিপোর্ট বা পুস্তিকা পাঠাগারে প্রেরণ ঃ

জিলা পরিষদ, পঞ্চায়েত সমিতি এবং গ্রাম পঞ্চায়েত যে সকল বাৎসরিক বা ষান্মাসিক রিপোর্ট অথবা, পুস্তিকা তৈরী করবে সেগুলোর কপি সংশ্লিষ্ট জেলা পাঠাগার এবং শহর ও গ্রামীণ পাঠাগারে নিয়মিতভাবে পাঠাবে, যাতে ঐ রিপোর্ট অথবা পুস্তিকাগুলিতে বিবৃত তথ্যাদি সম্পর্কে ঐ এলাকায় বসবাসকারি জনসাধারণ অবহিত হতে পারেন। প্রতিটি পঞ্চায়েত সংস্থা এই উদ্দেশ্যে এক বা একাধিক পাঠাগারকে চিহ্নিত করবেন এবং তা জেলা শাসককে জানিয়ে রাখবেন। পঞ্চায়েতের অধিবেশনে বা সভায় যে সিদ্ধান্ত নেওয়া হয়েছে তার প্রতিলিপি অথবা কোন প্রকল্পে উপকৃত ব্যক্তিদের নামের তালিকা অথবা মাষ্টাররোলের প্রতিলিপির জন্য এলাকায় বসবাসকারী জনগণ পঞ্চায়েতের সংশ্লিষ্ট স্তরে সভাধিপতি বা সভাপতি বা প্রধানের নিকট আবেদন জানাতে পারেন। ওই প্রামান্য নথি জেরস্ক করার জন্য যে অর্থ ব্যয় হবে সেই অর্থ পঞ্চায়েত তহবিলে জমা নিয়ে সাত দিনের মধ্যে আবেদনকারীকে প্রতিলিপি দিতে হবে।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- মানবেন্দ্রনাথ রায়
সচিব
পশ্চিমবঙ্গ সরকার

নং : ৩৩৭৩/১(৯)-পি.এন./০/১/১এম-১/০৪ তাং : ৩০.০৯.২০০৪

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য অনুলিপি প্রেরিত হল ঃ-

১) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

২) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, প্রশিক্ষণ সংস্থা, কল্যানী, নদীয়া।

৩) সভাধিপতি, ... জিলা / মহকুমা পরিষদ।

৪) জেলা শাসক, ...

৫) অতিরিক্ত নির্বাহী আধিকারিক, ... জিলা / মহকুমা পরিষদ।

৬) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ...

৭) সভাপতি, ... পঞ্চায়েত সমিতি।

৮) সমষ্টি উন্নয়ন আধিকারিক এবং নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি।

৯) প্রধান, ... গ্রাম পঞ্চায়েত।

যুগ্মসচিব
পশ্চিমবঙ্গ সরকার।

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PART III—Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL

LAW DEPARTMENT

Legislative

NOTIFICATION

No. 865-L,—21st May, 2004.—The following Act of the West Bengal Legislature, having been assented to by the President of India is hereby published for general information:—

West Bengal Act XXXV of 2013

THE WEST BENGAL LOKAYUKTA ACT, 2003.

[Passed by the West Bengal Legislature.]

[Assent of the President of India was first published in the Kolkata Gazette, Extraordinary, of the 21st May, 2004.]

An Act to provide for the establishment of the institution oj Lakayuktu to investigate the complaints by (he citizens against the public functionaries in West Bengal alleging corrupt practices by them and for matters directly connected therewith.

WHEREAS it is expedient to provide for the establishment of the institution of Lokayukta to investigate the complaints by the citizens against the public functionaries in West Bengal alleging corrupt practices by them and for matters directly connected herewith,

It is hereby enacted in the Fifty-fourth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

Short title and commencement.

1. (1) This Act may be called the West Bengal Lokayukta Act, 2003,

(2) It extends to the whole of West Bengal.

(3) It shall come into force on such date as the State Government may by notification, appoint.

(Sections 2, 3.)

2. In this Act, unless the context otherwise requires,—

Definitions.

(1) "action" means action taken by a public functionary in the discharge or purported discharge of his public function;

(2) "Chief Minister" means the Chief Minister of the Government of West Bengal;

(3) "competent authority", in relation to a public functionary, means,—

(i) in the case of the Chief Minister, the Stale Legislative Assembly;

(ii) in tile case of a Minister, the Chief Minister :

Provided that during the period of operation of any proclamation issued under article 356 of the Constitution of India, the Governor;

(iii) in the case of a Member of the State Legislative Assembly, the Speaker of the State Legislative Assembly.

Explanation. — The Speaker of the Legislative Assembly shall act in consultation with the Chief Minister and the Leader of the Opposition in the State Legislative Assembly;

(iv) in the case of any other public functionary, such authority as may be prescribed;

(4) "complaint", in relation to a public functionary, means an allegation made in writing by any person that such public functionary, in discharge or purported discharge of his public function has been guilty of corrupt practice;

(5) "corrupt practice" means that the : public functionary in any of his action has been guilty of wilful lack of financial integrity and/or wilful abuse of power for personal gain:

(6) "Governor" means the Governor of the State of West Bengal;

(7) "grievance" means a claim by a person that he sustained injustice or undue hardship in consequence of the wilful failure to perform duties duly assigned to a public functionary;

(8) "Lokayukta" means the person appointed as such under section 3;

(9) "Minister" means a Minister of the Government of West Bengal, and includes a Deputy Chief Minister, a Minister, a Minister of State, a Deputy Minister;

(10) "notification" means a notification published in the Official Gazette;

(11) "officer" means a public servant or a person holding any office or post in connection with the affairs of the State of West Bengal and against whom no disciplinary or penal action has been taken or contemplated, under any statute or statutory rule;

(12) "prescribed" means prescribed by rules made under this Act;

(13) "public functionary" means a person who is —

(i) the Chief Minister or a Minister;

(ii) a Member of the State Legislative Assembly;

(iii) any other person holding an office or post consequent upon an election held under any law for the time'being in force;

(14) "Upa-Lokayukta" means a person appointed to be Upa-Lokayukta under section 3.

Appointment of Lokayukta and Upa-Lokayukta

3. (1) For the purpose of conducting investigations and inquiries in accordance with the provisions of this Act, the Governor shall, by warrant under his hand and seal, appoint a person to be known as the Lokayukta and one or more persons to be known as Upa-Lokayukta:

Provided that—

the Lokayukta and Upa-Lokayukta shall be appointed by the Governor on the advice tendered by the Chief Minister in consultation with the Speaker and the Leader of the Opposition of the Legislative Assembly of the State,

(2) A person shall not be qualified for appointment as Lokayukta unless he has the qualification of being appointed a Judge of the Supreme Court under article 124 of the Constitution.

(3) A person shall not be qualified for appointment as Upa-Lokayukta unless he has the qualification for being appointed a Judge of the High Court under article 217 of the Constitution.

(4) Notwithstanding anything contained in any other provision of this Act, a person of high integrity and eminence shall be appointed a Lokayukta or Upa-Lokayukta, if such recommendation is made by the Chief Minister in consultation with the Speaker and the Leader of the Opposition of the State Legislative Assembly.

(5) (a) Temporary or casual vacancy in the office of the Lokayukta or the Upa-Lokayukta shall be filled up in accordance with prescribed rules for a period not exceeding six months.

(b) If the Lokayukta or Upa-Lokayukta is unable to perform his duties for six months or more, the Governor may declare the office vacant:

Provided that the Governor shall hear such Lokayukta or Upa-Lokayukta before declaring such office as vacant.

(c) A vacancy occuring in the office of the Lokayukta or Upa-Lokayukta by reason of his death, resignation, retirement or removal shall be filled up as soon. as possible, but not later than three months from the date of occurrence of such vacancy.

Lokayukta or Upa-Lokayukta hold no other office

4. The Lokayukta or Upa-Lokayukta shall not be a Member of Parliament or a Member of the Legislature of any Slate, or hold any office of profit, other than his office as the Lokayukta or, as the case may be, Upa-Lokayukta, or be connected with any political party, or carry on any business or practice any profession, and, accordingly, a person appointed as the Lokayukta or .Upa-Lokayukta shall, before he enters upon his office,

(a) if he is a Member of Parliament or of the Legislature of any State, resign such membership;

(b) if he holds any office of profit, resign such office;

(c) if he is connected with any political party, sever his connection with it;

(d) if he is carrying on any business, sever his connection (short of divesting himself of ownership) with the conduct and management of such business; or

(e) if he is practising any profession, suspend practice of Such profession till his tenure to that past.

Term of Office of Lokayukta and Upa-Lokayukta

5. (1) Every person appointed as the Lokayukta or Upa-Lokayukta % shall hold office for a period of three years from the date he assumes his office:

Provided that —

(a) the Lokayukta or Upa-Lokayukta may, in writing under his hand addressed to the Government, resign his office.

(b) the Lokayukta or Upa-Lokuyukta may be removed from office in the manner provided in section 6.

(2) On ceasing to hold office, the Lokayukta or Upa-Lokayukta shall be ineligible for further appointment as the Lokayukta or Upa-Lokayukta or for any employment under the State Government or for any employment under the local authority, University, statutory body or corporation, society, co-operative society, Government company, or other body or corporation constituted by or under any Stale law.

moval of Lokayukta or Upa-Lokayukta

6. (1) The Lokayukta or Upa-Lokayukta shall not be removed from his office except by an order of the Governor, passed alter an address by the Legislative Assembly of the State supported by a majority of the total membership of the House and by a majority of not less than two-thirds of the members of that House present and voting, has been presented to the Governor in the same session for such removal on the ground of proved misconduct including corrupt practice or incapacity.

(2) The procedure for the presentation of an address and for the investigation and proof of the misconduct including corrupt practice or incapacity of the Lokayukta or Upa-Lokayukta under sub-section (1) shall be as provided in the Judges (Inquiry) [51 of 1968] Act, 1968, in relation to the removal of a Judge and, accordingly, the provisions of (that Act shall apply, mutatis mutandis, in relation to the removal of the Lokayukta or Upa-Lokayukta, as the, case may be, as they apply in relation to the removal of a Judge.

7. (1) Subject to the provisions of this Act, the Lokayukta may investigate any complaint received by him with the general or specific approval for at the instance of the competent authority, in any case where a complaint is made in respect of such action which can be in the opinion of the Lokayukta, the subject of a complaint.

(2) Subject to the provisions of this Act, the Upa-Lokayukta may investigate any complaint which has been made over to him by Lokayukta.

8. (1) The Lokayukta or Upa-Lokayukta shall not investigate any complaint,—

(a) in respect of which a formal and public inquiry has been ordered under the Public Servants (Inquiries) Act, 1850, or 37 of 1850.

(b) in respect of a matter which has been referred to a Commission of Inquiry appointed under the Commissions of Inquiry.Act, 1952, for inquiry, or 60 of 1952

(c) where disciplinary action for the same matter has already been initiated or is contemplated,

(2) The Lokayukta or Upa-Lokayukta shall not investigate any complaint, if such complaint is made after the expiry of six months from the date on which the action complained of is alleged to have taken place:

Provided that the Lokayukta or Upa-Lokayukta may, on being satisfied on the facts and circumstances of the case that the delay has been properly explained or that it is necessary so to do in the interest of justice, condone the delay and investigate the complaint.

(3) The Lokayukta or Upa-Lokayukta shall not, except on a reference by a court of law, investigate any matter which is under adjudication by such court of law.

9. (1) Subject to the provisions of this Act, complaint may be made by any person to the Lokayukta in respect of any action:

Provided that death of the complainant shall not debar, if the Lokayukta or Upa-Lokayukta who is in seisin of the matter so desiresrto proceed with the investigation with such help as he considers necessary.

(2) Every complaint shall be made in such form and shall be accompanied by such affidavits as may be prescribed.

10. (1) Where the Lokayukta or Upa-Lokayukta, is satisfied on preliminary enquiry that the complaint needs investigation he—

(a) shall forward a copy of the complaint, a statement setting out the grounds of such investigation, to the public functionary concerned and the competent authority concerned for information;

moval of Lokayukta or Upa-Lokayukta

(b) shall give the public functionary concerned an opportunity to offer his comments on such complaint or statement; and

(c) may make such order as to the safe custody of documents relevant to the investigation as he deems fit

(2) (a) Every preliminary enquiry referred to in sub-section (1) shall be made in private and, in particular, the identity of the complainant and of the public functionary affected by such preliminary enquiry shall not be made public, whether before or during such preliminary enquiry, but the result of every)' investigation made under subsection (1) shall be made public,

(b) Every such investigation shall be completed as early as possible but in no case the period of such investigation shall exceed one year.

(3) (a) Save as otherwise provided in the foregoing provisions of this section, the procedure for making any investigation shall be such as the Lokayukta or, as the case may be, the Upa-Lokayukta considers appropriate in the circumstances of each case, but regard shall always be given to the principles of natural justice.

(b) The Lokayukta or Upa-Lokayukta, as the case- may be, may give direction to any officer or investigating agency, including the police, under the State Government to assist htm in the conduct of any investigation under this Act, and such officer or investigating agency or the police, as the case may be, shall promptly comply with such direction.

(4) The Lokayukta or Upa-Lokayukta may, in his discretion, refuse to investigate, or discontinue the investigation'of, any complaint involving any allegation if, in his opinion,—

(a) the complaint is frivolous or vexatious or is not made in good faith; or

(b) there arc no sufficient grounds for investigation or, as the case may be, for continuing the investigation; or

(c) other remedies are available to the complainant and, in the circumstances of the case, it would be more proper for the complainant to avail of such remedies.

(5) In any case where the Lokayukta or Upa-Lokayukta decides not to entertain a complaint or decides to discontinue any investigation in respect of the complaint, he shall record his reasons therefor and communicate the same to the complainant and the public functionary concerned.

11. (1) Subject to other provisions of this section, for the purposes of any investigation (including preliminary enquiry, if any, before such investigation) under this Act, the Lokayukta or Upa-Lokayukta may require any public servant or any other person, who, in his opinion, is able to furnish information or produce documents, relevant to the investigation, to furnish such information or produce such document.

(2) For the purposes of any such investigation (including the preliminary enquiry), the Lokayukta or Upa-Lokayukta shall have all the powers of a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, luirudy; 5 of 1908.

(a) ---------- and enformong the attendence of any person and examining him on oath.

(b) requiring the discovery and production of any document;

(c) receiving evidence on affidavits;

(d) requisitioning any public record or copy thereof from any court or office;

(e) issuing commissions for the examination of witnesses or documents;

(f) such other matters as may be prescribed

(3) Any proceeding before the Lokayukta or Upa-Lokayukta shall be deemed to be a judicial proceeding witliin the meaning of section 193 of the Indian Penal Code, 1860. 45 of 1860.

(4) No person shall be required or authorised, by virtue of this Act, to furnish such class or category of information, answer or question, of produce so much of such class or category of document,—

(a) as might prejudice the security or defence or international relations of India (including the relations of India with the Government of any other country or with any international organisation), or

(b) as might involve the disclosure of proceedings of the Council of Ministers of the State Government or any Committee of that Council of Ministers, and

(c) to give any evidence or produce any document which he could not be compelled to give or produce in any proceedings before a Court.

(5) For the purpose of sub-sectiou (4), a certificate issued by the Chief Secretary to the Government of West Bengal, certifying that any information or answer or any portion of a document is of the class or category specified in clause (a) or clause (b), shall be conclusive and binding.

Reports of Lokayukta and Upa-Lokayukta

12. (1) If, after investigation of any complaint in respect of any action under this Act, the Lokayukta or Upa-Lokayukta is satisfied that such complaint is substantiated, either wholly or partly, he shall send to the competent authority a report in writing, recording therein his findings and recommendations along with the relevent documents, materials or other evidence.

(2) The competent authority shall, on receipt of the report under sub-section (1), examine the said report, take appropriate action and inform the Lokayukta or the Upa-Lokayukta.

Annual Reports of Lokayukta and Upa-Lokayukta

13. (1) The Lokayukta and the Upa-Lokayukta shall present annually a consolidated report on the work done under this Act to the State Government.

(2) On receipt of annual report under sub-section (1), the State Government .shall cause a copy thereof to be laid before the State-Legislature along with a memorandum of action taken on the recommendations of the Lokayukta and the Upa-Lokayuktti and the reasons for non-acceptance of the recommendations, if any.

14. (1) Notwithstanding anything contained in section 10 or elsewhere in this Act, whoever wilfully or maliciously makes any false complaint under this Act, shall, on conviction, be punished with imprisonment for a term which may extend to one year but shall not be less than three months and shall also be liable to fine.

(2) No court, except the 'court of a Judicial Magistrate of the first class, shall take cognizance of an offence under sub-section (1).

(3) No such court shall lake cognizance of any such offence unless the complaint is made with the previous sanction of the Lokayukta or Upa-Lokayukta, as the case may be, by the person against whom the false complaint was made.

(4) Any such court may, on conviction of a person making the false complaint, award to the opposite party, such, amount of compensation out of the amount of fine, as it thinks fit.

Staff of Lokayukta and Upa-Lokayukta

15. (1) Subject to the approval of (he Governor the Lokayukta may appoint, or authorise an Upa-Lokayukta or any officer subordinate to the Lokayukta or Upa-Lokayukta to appoint officers and other employees to assist the Lokayukta and the Upa-Lokayukta in the discharge of their functions under this Act.

(2) Without prejudice ro the provisions'of sub-section (1), the Lokayukta or Upa-Lokayukta may, for the purpose of conducting investigations under this Act, utilise, in such manner as may be prescribed, the services of, —

(a) any officer or investigating agency of the State Government with the concurrence of that Government;

(b) any other person or agency.

Secrecy of information

16. (1) Any information obtained by the Lokayukta or Upa-Lokayukta or any of his officers or other employees in the course of, or for the purposes of, any preliminary enquiry under this Act, and any evidence recorded or collected in connection with such information, shall, subject to the provisions of clause (a) of sub-section (2) of section 10, be treatad as confidential; and notwithstanding anything contained in the Indian Evidence Act, 1872, no court shall have jurisdiction to compel the Lokayukta or Upa-Lokayukta or any public servant to give evidence relating to such information or to-produce .the evidence so recorded or collected. 1 of 1872

(2) Nothing in sub-section (1) shall apply to the disclosure of any information or particulars —

(a) for the purposes of any investigation or any report to be made on such investigation or any action pr proceedings to be taken on such report; or-

(b) for the purposes of any proceedings for any offence under the Official Secrets Act, 1923, or any offence of giving false evidence or fabricating false evidence under the Indian Penal Code, 1860, or any trial of an offence under section 14, or any proceedings under section 17, of this Act; or 19 of 1923 45 of 1860

(c) for such other purposes as may be prescribed.

(3) Such officer or authority as may be prescribed in this behalf, may give notice in writing to the Lokayukta or Upa-Lokayukia, as the case may be, with respect to any document or information specified in (the notice or any class or category of documents so specified, that in the opinion of the State Government, the disclosure of the document or the information or the class or category of documents would be prejudicial to the public interest; and where such a notice is given, the Lokayukta or Upa-Lokayukta may, for reasons to be recorded in writing decide as to whether the disclosure of such document or information or class or category of documents involves public interest. In case the disclosure of any document or information or class or category of documents so specified is held to involve public interest, the Lokayukta or Upa-Lokayukta, as ihe case may be, or any of his officers or other employees shall not communicate to any person any such document or information or class or category of documents.

International insult or interruption to or bringing into desirepute, Lokayukta and Upa-Lokayukta

17. (1) Whoever intentionally insults or causes any interruption to the Lokayukta orUpa-Lokayukta while the Lokayukta or Upa-Lokayukta is making any investigation under this Act, shall, on conviction, be punished with simple imprisonment for a term which may extend to six months, or with fine, or with both.

(2) Whoever, by words spoken or intended to be read, makes or publishes any statement, or does any other act, which is calculated to bring the Lokayukta or Upa-Lokayukta into disrepute, shall, on conviction be punished with simple imprisonment for a term which may extend to six months, or with fine, or with both.

(3) The provisions of section 199 of the Code of Criminal Procedure, 1973 (hereinafter referred to in this sub-section as the said Code), shall apply in relation to an offence under sub-section (1) or sub-section (2) of this section as they apply in relation to an office referred to in sub-section (1) of section 199 of the said Code, subject to the modification that no complaint in respect of such offence shall be made by the Public Prosecutor except with the previous sanction, — 2 of 1974

(a) in the case of an offence against Upa-Lokayukta, of the Lokayukta;

(b) in the case of an offence against Lokayukta, of the Upa-Lokayukta concerned.

(4) The Lokayukta and Upa-Lokayukta shall have and may exercise the same jurisdiction, powers and authority, in accordance with the same procedure and practice, in respect of contempt of any of them as a High Court has and may exercise, and, for this purpose, the provisions of the Contempt of Courts Act, 1971, shall have effect, subject to the modification that any reference therein to the High Court shall be construed to be a reference to the Lokayukta or Upa-Lokayukta, as the case may be. 70 of 1971

Protection of action taken in good faith

18. (1) No suit, prosecution or other legal proceedings shall lie against the Lokayukta or Upa-Lokayukta or against any officer, employee, investigating agency, or other person or agency referred to in section 14 in respect of anything which is in good faith done or intended to be done under this Act.

(2) No proceedings of the Lokayukta or Upa-Lpkayukta shall be deemed to be invalid by reason only of any defect or infirmity in his appointment.

(3) No proceeding, decision, finding or recommendation of the Lokayukta or Upa-Lokayukta shall be liable to be challenged, reviewed, quashed or called in question in any court or tribunal.

Conditions of appointment of Lokayukta and Upa-Lokayukta

19. The Lokayukta and Upa-Lokayukta shall be entitled to such allowances and privileges and other conditions of appointment, as may be prescribed.

Conferment of additional functions on Lokayukta and Upa-Lokayukta

20. (1) The State Government may, by order in writing, subject to such conditions and limitations as may be specified in the order, require the Lokayukta or Upa-Lokayukta to investigate any allegation (being an allegation in respect of which a complaint may be made under this Act to the Lokayukta or Upa-Lokayukta) and, notwithstanding anything contained.in this Act, the Lokayukta or Upa-Lokayukta, as the case may be, shall comply with such order.

(2) When any additional functions are conferred on the Lokayukta or Upa-Lokayukta under sub-section (1) or when the Lokayukta or Upa-Lokayukta investigates any allegation the Lokayukta or Upa-Lokayukta as the case may be, shall exercise the same powers and discharge the same functions as he would exercise and discharge in the case of any investigation on a complaint involving an allegation, and the provisions of this Act shall apply accordingly.

Protection of action taken in good faith

21. (1) The State Government may, in consultation with the Lokayukta, by notification, make rules for carrying out the puqioses of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters:—

(a) the competent authority under sub-clause (iv) of clause (3) of section 2;

(b) the matters in respect of which the Lokayukta or Upa-Lokayukta shall have powers of a civil court under clause (f) of sub-section (2) of section II;

(c) the other purposes in relation to disclosure of any information or evidence under clause (c) of sub-section (2), and the officer of authority for the purposes of sub-section (3), of section 16;

(d) any other matter which is required to be, or may be, prescribed.

(3) Every rule made under this section shall be laid, as soon as may be after it is made, before the State Legislature, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, the State Legislature agrees in making any modification in the rule or the State Legislature agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity oC anything previously done under that rule.

Power of Lokayukta to Upa-Lokayukta

22. (1) The Lokayukta may, with the approval of the State Government, by notification, make such regulations as he may deem necessary for carrying out the purposes of this Act,

(2) In particular, and without prejudice to the generality of'the foregoing power, such regulations may provide for all or any of the matters namely:—

(a) the normal working hours of the office of the Lokayukta, and holding of sittings of the Lokayukta and Upa-Lokayukta outside normal working hours;

(b) the holding of sittings of the Lokayukta and Upa-Lokayukta at places other than the place of ordinary sittings;

(c) the procedure which may be followed by the Lokayukta and Upa-Lokayukta for conducting proceedings including inquiry and investigation;

(d) the forms in which complaints may be made, the affidavits which may accompany such complaints, and the fees, if any, which may be charged in respect thereof;

(e) the forms and notices as may, in the opinion of the Lokayukta, be necessary for carrying out the inquiry and investigation.

Removal of doubts

23. If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order, not inconsistent with the provisions of this Act, remove the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of publication of this Act in the Official Gazette.

By order of the Governor,

S. K. NANDY,
Secy, to the Govt. of West Bengal,
Lew Department.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, Netaji Subhas Road
Kolkata - 700 001

No. 1290/PN/O/I/3R-2/2001 **Date : 07.04.04**

ORDER

Whereas the Tea gardens and Forest villages were brought within the operational jurisdiction of the Panchayats in 1998 vide the order Nos. 207 / PN / 0/ I dated 21st January, 1999 and 1572 / PN/ 0/1 dated 18th April 2000 issued by this Department;

And whereas the Tea Industry in the State is passing through a critical phase due to various reasons having an adverse impact on the economy of tea growing areas and the work force related thereto;

And whereas a committee had been constituted under the Chairmanship of the Principal Secretary, Commerce and Industries Department vide that Department's order No. 127 CI / 0/ T Ind / 002/ 02T (pt.) dated 26 th August, 2003 to consider the issues involved and recommend specific measures for taking remedial actions on the part of the State Government and other agencies involved in the trade;

And whereas a report of the said committee on the Tea Industry in West Bengal has been submitted to the State Government on 1 5.01.04;

And whereas the committee interalia has suggested some measures to be taken by the Panchayat bodies to tide over the crisis;

Now, therefore, the Governor has been pleased, in relaxation to the conditions imposed earlier vide this Department's orders, as aforesaid, for utilizing employment generation programme fund in the Tea gardens and Forest villages to direct that certain schemes viz. construction and maintenance of roads and drainage under Sampoorna Gramin Rozgar Yojana, construction and renovation of low cost housing under Indira Awas Yojana and Pradhan Mantri Gramin Yojana (Gramin Awas), water supply schemes, initiating livelihood activities for non-workers living in the gardens under Swarna Jayanti Gramin Swarojgar Yojana and facilitating primary education through Sishu Siksha Karmusuchi shall be implemented in the Tea gardens and Forest villages by the Panchayat bodies.

Implementation of these schemes by the Panchayats should be regarded as augmentation of the steps taken by the management of Tea gardens and Forest villages and not as replacement of such steps. The Panchayat bodies should focus on those schemes which add to community assets and which provide employment to the non-garden employees residing in the Tea gardens.

By order of the Governor

Sd/- M.N.Roy

Secretary to the Government of West Bengal

No. 1290/ PN/O/I/3R-2/2001 **Date : 07.04.04**

Copy forwarded for information and necessary action to the:-

1. Principal Secretary to the Government of West Bengal, Commerce and Industries Department, Writers' Buildings, Kolkata-700001.
2. Director of Panchayats and Rural Development, West Bengal, 11 A, Kiran Shankar Roy Road, Kolkata-700001.
3. District Magistrate of Darjeeling / Jalpaiguri / Coochbehar / Uttar Dinajpur
4. District Panchayat and Rural Development Officer of Darjeeling / Jalpaiguri / Coochbehar / Uttar Dinajpur
5. Sub-divisional officer of Darjeeling / Kurseong / Kalimpong / Siliguri / Jalpaiguri/ Alipurduars / Coochbehar / Mathabhanga / Mekhliganj / Tufanganj / Dinhata / Raiganj / Islampur.
6. Private Secretary to the Minister-in-charge, Panchayats and Rural Development Department.
7. Private Secretary to the Minister-of-State, Panchayats and Rural Development Department.
8. Sri T.K. Majumdar. Joint Secretary. Panchayats and Rural Development Department.
9. Sri S.R. Chakrabarty, Joint Secretary. Panchayats and Rural Development Department.
10. Sri P.N. Bose, Joint Secretary, Panchayats and Rural Development Department.

Joint Secretary to the
Government of West Bengal.

পশ্চিমবঙ্গ সরকার

পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০ ০০১

নং ঃ ৪৪১৭-পি.এন/ও/এক/২বি-৩/২০০৩ তারিখ ঃ ২৫শে নভেম্বর, ২০০৩

আদেশনামা

কেন্দ্রীয় সরকার বা রাজ্য সরকার বা অন্য কোন কর্তৃপক্ষ বা জিলা পরিষদ কিংবা পঞ্চায়েত সমিতি থেকে প্রাপ্ত অর্থের বিনিময়ে ত্রিস্তর পঞ্চায়েত সংস্থাগুলি তাদের নিজ নিজ এলাকায় সারা বছর বিভিন্ন প্রকল্প রূপায়িত করে। আর্থিক শৃঙ্খলা বজায় রেখে নির্দিষ্ট সময়ে এই প্রকল্পগুলি নিয়মানুগভাবে বাস্তবায়িত হওয়া একান্ত জরুরী ও গুরুত্বপূর্ণ যাতে করে কোন প্রকল্পের জন্য ভবিষ্যতে অতিরিক্ত অর্থের অনুমোদন প্রয়োজন না হয়।

উপরোক্ত দৃষ্টিকোন থেকে প্রকল্পগুলি রচনা এবং রূপায়ণ করার জন্য নিম্ন-বর্ণিত নির্দেশাবলী প্রচার করা হচ্ছে।

১) জিলা পরিষদ বা পঞ্চায়েত সমিতি অথবা গ্রাম-পঞ্চায়েত কোন প্রকল্পে কাজ শুরু করবার আগে সংশ্লিষ্ট স্থায়ী সমিতি / উপ-সমিতিতে আলোচনা করে লিখিত সিদ্ধান্ত নেবে। তারপর অর্থ-স্থায়ী-সমিতি বা উপসমিতিতে ওই প্রকল্পে ব্যয়ের অনুমোদন নেবে।

২) ওই সিদ্ধান্তে বলা থাকবে কোন্ তহবিল থেকে প্রকল্পটি রূপায়ণ করা হবে, প্রকল্প-ব্যয়ের (খরচের) উর্দ্ধ-সীমা নির্দিষ্ট থাকবে এবং ওই ব্যয় সাপেক্ষে প্রকল্পটির কি কি সম্পদ তৈরী করা যাবে তা নির্দিষ্টভাবে সিদ্ধান্তে উল্লেখ করতে হবে।

৩) চালু প্রকল্পগুলির দ্রুত রূপায়ণের জন্য জিলা পরিষদের সভাধিপতি অথবা পঞ্চায়েত সমিতির সভাপতি অথবা গ্রাম-পঞ্চায়েতের প্রধান এককভাবে খরচের সিদ্ধান্ত প্রয়োজন মত নিতে পারবেন যদিও সেক্ষেত্রে সংশ্লিষ্ট স্থায়ী সমিতি / উপসমিতির পরবর্তী সভায় (মিটিং-এ) ঐ সিদ্ধান্তের অনুমোদন নিতে হবে। জরুরী বা আপৎকালীন অবস্থায় জিলা পরিষদের সভাধিপতি বা পঞ্চায়েত সমিতির সভাপতি অথবা গ্রাম-পঞ্চায়েতের প্রধান এককভাবে কোন প্রকল্পে কাজ শুরু করার জন্য ব্যয়ের অনুমোদন দিতে পারবেন, কিন্তু সংশ্লিষ্ট স্থায়ী সমিতির / অথবা উপসমিতির পরবর্তী সভায় প্রকল্পটি সম্পর্কে আলোচনা করে কি পরিস্থিতিতে জরুরী সিদ্ধান্ত নেওয়া হয়েছে সে সম্পর্কে উপস্থিত সদস্যদের অবহিত করে সভার অনুমোদন নিতে হবে এবং অর্থ-স্থায়ী সমিতির বা উপসমিতির অনুমোদন নিতে হবে।

৪) প্রকল্পের কাজ শুরু করার আগে দেখে নিতে হবে যে প্রকল্পের জন্য নির্দিষ্ট অর্থ-সংস্থান আছে। অর্থ-সংস্থান না থাকলে কোনভাবেই কাজ শুরু করা যাবে না।

৫) এক খাতের অর্থ অন্য খাতের প্রকল্পে কোনভাবেই খরচ করা যাবে না।

৬) এক উদ্দেশ্যের টাকা অন্য উদ্দেশ্যে খরচ হলে তা হবে বে-আইনী খরচ এবং ওই বে-আইনী খরচের সমস্ত দায় জিলা পরিষদ বা পঞ্চায়েত সমিতি বা গ্রাম-পঞ্চায়েতের পদাধিকারীদের ওপর বর্তাবে। যদি এই বে-আইনী খরচ কোন সভায় সিদ্ধান্ত নিয়ে করা হয়ে থাকে, তাহলে সেই সভায় যে সব সদস্য উপস্থিত থেকে বে-আইনী খরচের পক্ষে মতামত দিয়েছিলেন, তাদের প্রত্যেকের ওপর সমানভাবে ওই বে-আইনী খরচরে দায় বর্তাবে। এই ধরনের অস্বস্তিকর পরিস্থিতিতে যাতে কাউকে না পড়তে হয় তার জন্য সবাইকে বিধি-বর্হিভূত খরচের সিদ্ধান্ত গ্রহণ না করতে অনুরোধ করা হচ্ছে।

উপরবর্ণিত বিষয়টি সত্ত্বর জেলার সকল গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি, জিলা পরিষদ এবং সংশ্লিষ্ট আধিকারিকদের অবহিত করে সংশ্লিষ্ট বিষয়ে কার্যকরী ব্যবস্থা গ্রহণ করতে নির্দেশ দেওয়া হল।

আদেশানুসারে,
স্বাঃ- (মানবেন্দ্রনাথ রায়)
সচিব
পশ্চিমবঙ্গ সরকার

নং : ৪৪১৭/১(৫৪) পি.এন./ও/এক/২বি-৩/২০০৩ তারিখ : ২৫শে নভেম্বর, ২০০৩

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য প্রতিলিপি প্রদত্ত হল ঃ-

১) জেলা-শাসক, ...।
২) অতিরিক্ত নির্বাহী আধিকারিক, ... জিলা পরিষদ।
৩) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার।

Registered No. WB/SC-247 **No. WB/CPS/K-91 (Part-I)/2003**

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & R.D.

Panchayat Wing

Jessop Building

63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 3598/PN/O/I/3S-114/2003—Dated 8th October, 2003. — WHEREAS Panchayat bodies that is Zilla Piirishads, Panchayat Samities and Gram Panchayats have been allowed to absorb casual workers, in some cases, who have been engaged in perennial type of work for a continuous period of more than three years in the concerned Panchayat bodies and orders in this behalf were issued by this Department, from time to time, in accordance with the principles prescribed by the Labour Department of the State Government in their Memo No. I00-EMP dated 13-03-1996 read with Memo No. 1700-EMP dated 03-08-1997 and Memo No. 1650-FMP dated 28-08-1980 in the matter of absorption of casual workers.

AND, WHEREAS, Hon'ble High Court at Calcutta in-W.P. No. 766(W) of 2002 Sudhir Chandra Mahato Vs—State of West Bengal passed an order dated 2-12-2002 directing State Government to issue an appropriate well considered circular by way of notification to regularise the irregular appointments, if any, given by the retrospective Gram Panchayats, Panchayat Samilies and Zilla Parishads in different occasions. It has also beer. directed that the due consideration will be made in respect of the best parts of the existing circulars and the scheme will be formulated as far as practicable with the guidelines given in the paragraph 25 of the judgement reported in AIR 1992 SC 2130 (supra).

NOW, THEREFORE, in exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. XLI of 1973), as subsequently amended, and in supersession of all earlier orders issued in this behalf, I am directed to say that the Governor is pleased hereby to direct that for the purpose of regularising the irregular appointments, if any, given by the respective Gram Panchayats, Panchayat Samities and Zilla Parishads, as the case may be, the concerned recruiting/appointing authority shall consider the following guiding principles;

i) the following casual and such other categories like contingent, work-charged, seasonal, etc. of eligible workers, only shall be considered who have been engaged in a perennial nature of work on the strength of a resolution in a meeting of the concerned Panchayat bodies in favour of such engagement and has rendered .services for a continuous period of more than three years (for at least two hundred and forty days of work in each such calendar year for three consecutive years) within the last five years before 13-03-1996 and has commenced his work at an age within the maximum age limit prescribed for such recrui ment. Such period of works shall be five years or more in case of seasonal workers and they have been continuing as such till the date of their regularisation ;

ii) such workers must possess the requisite qualification prescribed for the posts in the respective recruitment rules. Requirement of minimum fifty percent marks in aggregate in the Madhyamik or equivalent examination is not, however, necessary for regularisation of casual and such other categories of workers in a Group 'C' post in the concerned Panchayat bodies ;

iii) such irregular appointments can only be regularised on availability of suitable vacancies in the regular establishments of the concerned Panchayat bodies ;

iv) at the time of engagement of casual and such other categories of workers their age should be within the age limit prescribed for the post in the respective recruitment rules. Over-age of such workers, if any, at the time of their regularisation shall be condoned by the respective appointing authorities themselves ;

v) wages of casual and such other categories of workers must have been paid out of the own fund of the concerned Panchayat bodies and not out of scheme contingencies ;

vi) the service records of casual and such other categories of workers must be satisfactory ;

vii) priority amongst the casual and such other categories of workers for regularisation in the establishment shall be given only on the basis of the length of services rendered by them ;

viii) verification of antecedents and medical fitness of casual and such other categories of worker are required before regularisation ;

(ix) regularisation of casual and such other categories of workers does not run counter to the prevailing reservation policy of the State Government. If, however, in case of necessity, the order in respect of de-reservation of the post shall be obtained from the competent authority in terms of Section 6 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1973 read with guidelines for initiation of proposals for de-reservation as forwarded under Memo No. 98(91)-BCW/MRD-156/99- dated 07-01-2000 of the Backward Classes Welfare Department of the State Government :

x) all vacancies, inter alia, in the post in the Panchayat bodies shall normally be filled up by such candidates as may be sponsored by an employment exchange in accordance with the relevant recruitment rules. If in exigencies of administration and adhoc or temporary employment are made by the Panchayat bodies after 13-03-1996, efforts shall be given always to replace such an adhoc/temporary employee by a regularly selected employee as early as possible. Employees appointed on adhoc or temporary basis after 13-03-1996 who are otherwise eligible and have worked for at least three years shall, however, be allowed to compete along with other candidates sponsored by an employment exchange in the selection tests to be held by the selection committee for regular selection or appointment to the post. If such an ad hoc or temporary employee does not qualify himself in the selection test for the purpose, he must give way to the regular selected candidate. The concerned recruiting/appointing authority shall not withhold or keep in abeyance of appointment of the regularly selected candidate for the sake of adhoc or temporary employee ;

xi) an adhoc or temporary employee should not be replaced by another adhoc or temporary employee; such employee must be replaced only by a regularly selected candidate. Prior to the replacement of casual workers orders contained in this Department Notification No. 3597/PN dated 08-10-2003 shall, however, be kept in mind of the recruiting/appointing authority ;

xii) if an when casual and such other categories of worker is regularised he/she should be placed immediately below the last regularly appointed employee in that category, class or service, as the case may be of the concerned establishments ;

xiii) after due observance of all the principles laid down hereinabove, the recruitment/appointing authority of the concerned Panchayat bodies, shall forward its recommendation to the respective Panchayat bodies for taking immediate resolution for consideration and the effect of regularisation, if any; of such worker shall take place from the date on which the resulution of the concerned Panchayat bodies has been adopted.

By order of the Governor

M. N. RAY

Secretary to the Government of West Bengal

Government of West Bengal
Panchayat & Rural Development Department
63, N. S. Bose Road, Kolkata - 700001.

Memo No. 3388/PN/O/V/2A-7/2003 **Dated : 17/9/2003.**

From : Dr. M. N. Roy, I.A.S.
Secretary to the
Government of West Begnal.

To : (1) The Divisional Commissioner (All)

(2) The District Magistrates (All)

(3) The Director, Panchayat & Rural Development

Subject : Procedure for settlement of the outstanding Audit Paras of Examiner of Local Accounts. W.B. in Gram Panchayats, Panchayat Samitis and Zilla Parishads.

It has been observed since long that the Audit paras relating to the P.R. Bodies are lying outstanding over the years at different levels because of absence of a specific procedure to systematize the entire issue. In order to streamline the system, this Department proposes to introduce a new system of replying all audit paras for setting the same within a specific time frame in the manner stated hereinbelow.

1. At Gram Panchayat Level :

The Prodhan of the Gram Panchayat will be in charge of settling the Audit paras and the Executive Assistant of the Gram Panchayat will assist him in this regard. The Extension Officer (Panchayat) of the concerned Block will supervise the same so that that Gram Panchayats may finalize the replies to the outstanding Audit objections. The Block Development Officer of the concerned Black shall, after getting the outstanding Audit paras finalized, forward those to the Sub Divisional Officer of the concerned Sub-division, who in turn shall get them verified by the Samiti Accounts & Audit Officer of his office and on being satisfied, forward the same to the Examiner of Local Accounts, West Bengal under an intimation to the concerned Block Development Officer and the Gram Panchayat. In absence of the Samiti Accounts & Audit Officer in the Sub-division, the Assistance of the Parishad Accounts & Audit Officer in the District shall be taken.

2. At Panchayat Samiti Level :

The Secretary of the Panchayat Samiti, i.e. the Extension Officer (Panchayat) will be in charge of preparing the replies to the Autit paras on behalf of the Panchayat Samiti. The Samiti Accounts & Audit Officer in the Sub-division will assist the Panchayat Samiti to finalize the replies to theoutstanding Audit objections. The Sub Divisional Officer of the concerned Sub-division, after getting the outstanding Audit paras finalized by the Block, forward those to the District Magistrate of the concerned District, who in turn shall get them verified by the Parishad Accounts & Audit Officer and on being satisfied, forward the same to the Examiner of Local Accounts. West Bengal under an intimation to the concerned Panchayat Samiti.

3. At Zilla Parishad Level :

The Secretary of the Zilla Parishad shall prepare the replies to the Audit paras of the Zilla Parishad and submit the same to the District Magistrate for onward transmission to the Divisional Commissioner. The Parishad Accounts & Audit Officer posted in the office of the District Magistrate provide necessary assistance in finalizing the replies to Audit objection. On receipt of the replies, the Divdisional Commissioner shall get them rechecked by the Regional & Audit Officer and forward them to the Examiner of Local Accounts, West Bengal under intimation to the concerned Zilla Parishad.

In respect of the Gram Panchayats and Panchayat Samitis the Sub Divisional Officer of the concerned Sub- division shall be responsible for smooth functioning of the process and monitor the progress once a month. The Distict Magistrate shall monitor the progress of the entire work once a month and for this purpose, the Parishad Accounts & Audit Officer posted in the District and in his absence the Secretary of the Zilla Parishad shall act as the Nodal Officer of the concerned District.

In case of serious lapses in the functioning of the P.R. Bodies, if revealed from such audit, the concerned District Magistrate may draw attention of this Department. A quarterly report on progress of audit of P. R. Bodies and its compliance should also be prepared by the District Magistrate in a prescribed format and forwarded to this Department by the end of the first month of the following quarter.

(M. N. Roy)
Secretary

Memo No. 3388/1(62)/PN/O/V/2A-7/2003 **Dated : 17/9/2003.**

Copy forwarded for information and necessary action to the Sub-divisional Officer, ...(All).

He is requested to circulate the order amongst the Block Development Officer of his Sub-division who will, in turn, circulate the order to the Gram Panchayats under their jurisdiction.

(M. N. Roy)
Secretary

QUATERLY REPORT ON SETTLEMENT OF AUDIT PARAS OF THE P R BODIES RAISED BY
THE EXAMINER OF LOCAL ACCOUNTS, WEST BENGAL

(VIDE MEMO NO. 3388/PN/O/V/2A-7/2003 DATED 17.09.2003

FOR THE QUARTER ENDING ON :

NO OF UNSETTLED AUDIT PARAS AT THE BEGINNING OF THE QUARTER		REPLIES OF AUDIT PARAS FORWARDED TO HIGHER AUTHORITY		HIGHER AUTHORITY FORWARDING TO PRESCRIBED AUTHORITY		REPLIES FORWARDED BY PRESCRIBED AUTHORITY TO ELA, WB		NO. OF AUDIT PARAS YET TO BE REPLIED BY PR BODIES AT THE END OF THE QUARTER		PARAS TREATED AS SETTLED BY THE ELA, WB	RE-MARKS
YEAR	NO.	YEAR	NO.	YEAR	NO.	YEAR	NO.	YEAR	NO.		

SIGNATURE OF
DISTRICT MAGISTRATE

Government of West Bengal
Department of Information & Cultural Affairs
Writers' Buildings, Kolkata- 1

No. 2751-ICA Dated, Kolkata, the 7th August, 2003

N O T I F I C A T I O N

In cancellation of this Department's Notification no. 2671-JCA dated 29.6.2001 and all other previous orders in this connection, it has since been decided after careful consideration of the matter that the following Officers will accord permission to hold Jatra Shows as noted below :

1) SDOs will accord permission for holding Jatra Showa in the Municipal areas.

2) BDOs will be the Competent Authority to accord permission to hold Jatra Show within Panchayat areas in view of the provisions of Bengal Amusement Tax Act 1922 and West Bengal Finance Act, 1995.

3) The Organisers will have to submit two (2) sets of application to the officer concerned of which one set will go to the concerned Police Station for the Clearance. It will be presumed that the P.S. has no objection if the Clearance does not reach SDOs/BDOs within three woring days. If the P.S. has any objection it has to submit a Report to the concerned authority incorporating the cause within three working days.

4) SDOs/BDOs will convey their opinion to the applicants within four working days. If permission is accorded a sum of Rs. 200/- only as Show Tax and Rs. 1200/- only will be charged as Police Cost. The amount in both the cases will have to be deposited to the concerned Treasury and Permission will be given on the basis of attested copies of Treasury Challans, BDOs will attest these copies.

5) Show Tax will have to be deposited under the following heads only on T. R. Form No.7. Heads of Account 004-500-101/001-02 for Show Tax and 0056-00-10-0-002-06-Police for Police Cost.

6) When services of the Fire Department is made available, charges for such services will be Rs. 2500/- only. The Service charges will have to be deposited under the Head of Account - 0070-Other Administrative Service -60-Other Services- 108-Fire Protection and Control. No payment will be necessary if the services of the Fire Department is not made available.

This Order issues with the concurrence of the Finance Department vide their Note dated 7-6-2001 and will come into force immediately.

(T. Bandyopadhyay)
Joint Secretary and Ex-Officio
Director of Culture

No. 2751/1(500) ICA

Copy forwarded for information and necessary section to :

1) P. S. to Chief Ministor.
2) Principal Secretary, Home Department
3) Divisional Commissioner (all Divisions)
4) D.G. & I.G. of Police, West Bengal.
5) I. G. Law & Order, West Bengal.
6) D.M. (all Districts)
7) D.I.G. (HQ), West Bengal.
8) S.P. (all Districts)
9) S.D.O. (all Sub-Divisions)
10) B.D.O. (all Blocks)
11) D.I.C.O. (all)
12) S.D.I.C.O. (all)
13) Principal Secretary, Panchayat & R.D. Department.
14) Secretary, Municipal Affaairs Department.
15) Deputy Director, Culture.
16) Secretary, Paschimbanga Jatra Sammelan.
17) Secretary, Paschimbanga Jatra Utsab.
18) Section Officer, Culture.

(T. Bandyopadhyay)
Joint Secretary and Ex-Officio
Director of Culture

Government of West Bengal
Department of Panchayats & R. D.
Panchayat Wing, (Jessop Buildings)
63, N. S. Road, Calcutta-700 001

No. 5019(19)/PN/0/II/1M-14/2001 Dated : 4/10/2002

From : Shri M. N. Roy,
Secretary to the Govt. of West Bengal.

To : The District Magistrate & Executive Officer,_____
Zilla Parishad/Siliguri Mahakuma Parishad.

Principal Secretary, Darjeeling Gorkha Hill Council.

Sub : Eligibility for awarding works and for participation of contractors in tendering for the works executed out of grant-in-aid fund.

In partial modification of para-(a) of this Deptt. Memo No. 2674(19)-P&R.D./PN/II/1M-14/2001 dated 29.4.2002 on the above mentioned subject, I am directed by order of the Governor to say that the Governor is pleased to allow the Registered Labour Co-operatives to participate in tenders and receive allotment of works executed out of grant-in-aid fund placed with the Panchayat Institutions in this State and also to the Darjeeling Gorkha Hill Council for works for an estimated cost up to Rs. 25.00 lakh. The other terms and conditions prescribed in the said memo will remain unchanged.

(M. N. Roy)
Secretary to the Govt. of
West Bengal

No. 5019(19)/1(55)/PN/0/II/1M-14/2001 Dated : 4/10/2002

Copy forwarded for information and necessary action to the :-

1. Accountant General (LBA), West Bengal, 18, Rabindra Sarani, Kol-1.
2. Examiner of Local Accounts, West Bengal, 4, Brabourne Road.
3. Finance (Audit) Deptt., Writers Buildings.
4. Development & Planning Department, Purta Bhawan, Salt Lake.
5. Public Works Deptt./Public Works (Roads) Deptt./Irrigation and Waterways Deptt./Public Health Engineering Deptt. Water Investigation and Development Department.
6. Sabhadhipati, _____Zilla Parishad/S.M.P.
7. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
8. Director of Panchayats & R.D. West Bengal.
9. Additional Executive Officer, _____Zilla Pad/ S.M.P.
10. Director, SIPRD, Kalyani, Nadia.
11. Guard File.
12, Genl. Secy. Federation of Labour Co-Operators' Association.

(S. S. Maity)
Jt. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Bhavan, 11A KS Roy Road
Kolkata- 700001

No. 1900/PN/O/II/1M-3/01 Dated : 30/04/01

O R D E R

It has come to the notice of the State Government that many Zilla Parishads and Panchayat Samitis have constructed or are in the process of construction of residential quarters for its officers, which means and includes officers i) directly created by the Panchayat body concerned and ii) officers of the State Government (a) whose service is under functional control of the Panchayat body and (b) who are on deputation. Such residential quarters funded out of the ocation in pursuance of recommendation of the Tenth Finance Commission or other untied fund of the Panchayat bodies, are recognised as the properties of the Panchayat body concerned.

A question has now been raised whether such buildings so constructed would generate income for the Panchayat body concerned mainly for the purpose for their maintenance and, if yes, how the house rent of the officers occupying those residential quarters of respective Panchayat bodies should be realised and deposited for augmentation of respective Panchayat body fund.

After careful consideration of all aspects of the matter, the Governor is pleased hereby to order that the Zilla Parishad/Panchayat Samiti shall approach the District Magistrate for termination of assessed rent for the residential quarters constructed by them for use of its officers; the officer occupying such quarters shall get house rent to the extent of the assessed rent as determined or 15% of his basic pay, whichever is less. House rent so determined shall be recovered month-wise from his salary bill and diposited in the LF Account of the Panchayat body;

i) in case the assessed rent is higher than the house rent admissible @15% of basic pay, the recovery shall be made as follows: -

House rent drawn plus

5% of the basic pay or the marginal amount by which the assessed rent exceeds admissible house rent, whichever is less;

the Drawing and Disbursing officer in respect of the officer concerned shall duct the recovery from the pay bill of the officer and deposit in an appropriate manner the recovered amount by transfer challan to the respective Local Fund Account of the Zilla Parishad/Panchayat Samiti.

till the rent of the residential quarters are assessed, the officer housed therein all not be entitled to draw any house rent allowance. On the other hand, 5% of his/her basic pay shall be recovered from his salary as house rent and deposited to the Local Fund Account of the Panchayat body.

This order shall be applicable to the houses constructed by the Panchayat bodies only. The rules and procedure applicable in respect of the Government owned buildings shall continue to remain in force.

Sd/-P Ray
Principal Secretary to the
Government of West Bengal

No. 1900/1(900)/PN/O/II/1M-3/01 Dated : 30/04/01

Copy forwarded for information and necessary actions to the

01. Principal Accountant General (A&E), Treasury Buildings, Kolkata-700001;
02. Accountant General (Audit)-I, West Bengal, 4 Maharaja Troilokyanath Sarani, Kolkata-700001;
03. Accountant General (Audit)-II, West Bengal, 18, Rabidndra Sarani, Kolkata-700001;
04. Examiner of Local Accounts, West Bengal, 4 Maharaja Troilokynath Sarani, Kolkata-700001;
05. Finance (Budget) Department of this Government;
06. Financial Adviser, Panchayats & Rural Development, Writers' Buildings, Kolkata-700001;
07. Director of Treasuries & Accounts, West Bengal, Stephen House, Kolkata-700001;
08. District Magistrate,.....(all); BY COURIER
09. Treasury Officer (all at district headquarters);
10. Additional Executive Office, ... Zilla Parishad; (all) BY COURIER
11. Block Development Officer, ... Block; (all)
12. Executive Officer, ... Panchayat Samiti (all)
13. District Panchayat & Rural Development Officer, ... (all) He is requested to arrange to send the copies to the Blocks and Panchayat Samitis within his jurisdiction;
14. Director of Panchayats & Rural Development, West Bengal;
15. Joint Secretary of this Department at Raj Bhavan;
16. Audit & Verification Cell of this Department.

(S Bhattacharyya)

OSD & Ex-officio Deputy Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Panchayat Bhavan,
Kolkata- 700001 .

No. 2871/PN/0/I/3S-341/2001. Dated : 16/07/2001.

From : The Joint Secretary to the Government of West Bengal.

To : The District Panchayat and Rural Development Officer,
Burdwan.

Re : Procedure to deal with the Writ petitions filed in the
High Court against the State and others.

The undersigned is directed to refer to the memo No. 1139 dated 13-06-2001 of the Block Development Officer, Ausgram-I ..... (if this letter is not available with him, he may please ask for a copy from the Block Development Officer) ..... on the above matter and to state as follows :-

1) It is true that comperatively recent scenario of proliferation of High Court. (as also lower Court) cases has created problem in a number of Blocks in the State since they have to deal with them with an inadequate machinery. However, due process of law in all these matters can neither be avoided not ignored. It is pertinent to mention here that delay in taking clear decision in certain matters and lack of transperency on some issues have definitely given rise to many such law-suits. Timely decision and transparancy in all matters on the part of Panchayat Samiti and Block administration will definitely reduce the number of such lawsuits.

2) On most occassions, an intimation is received from an Advocate to the effect that a writ petition has been or will be moved and may be heard as listed motion or otherwise on a specified date or on any day thereafter and that the respondents should remain present or arrange to be represented on that day. Now, this is the customary methodology applied for such communications and more often that not, pressure of business of the Court does not permit taking up of this particular matter on the specified date. Besides, there is no point in the Block Development Officer or anyone elso deputing an Officer with the relevant records to the High Court since State respondents are required to be represented through a panelled Advocate. The best course of action is that as soon as such a communication is received, the Block Development Officer should keep the district level Officer (normally D.P. & R.D.O.) posted of the situation with copies to the Directorate and the Department. He should also keep prepared a brief statement on the background leading to the filling of the writ petition and

parawise comments on the statements in the petition and await engagement of the State Advocate. If any further communication is meanwhile received, he may immediately bring it to the notice of the D.P. & R.D.O. this Deppt. and others. When he is intimated that an Advocate has been engaged in this matter, he may please immediately establish contact with him.

However, if a comtemt petition is filed and a direction is received by any contemnor-respondent to appear personally before the court, that direction has to be carried out. He should also immediately send intimation with copies of contempt petition, sub-peona and other records for immadiate engagement of State Advocate to represent him.

3. On many occasions, orders and directions on exparte hearing are received. It is the prerogative of the Court to decide and pass order on a matter on the basis of the recoreds produced by a party. There should not arise any complint on this matter. If the order is unimplementable or contridictory to any rule or laid down Govt. policy, a proposal for preferring an appeal should be prepared immediately. Otherwise, it is our bounden duty to comply with the order.

There is perhaps no problem in complying with the order passed on 30-11-2000 in AST 4282 of 2000 Mrityanjoy Pal -VS- States & Others. Only point to ascertain is that whether anyone junior to him (petitioner) in the matter of registration with the Emplyment Exchange, has been sponsored although he is also eligible for the post. In terms of the latest set of orders, any resident of the district otherwise eligible may be sponsored by the Employment Exchange. Perhaps, there is some confusion about eligibility in terms of residence. It is always necessary to remain conversant with the latest rules and orders. In any case, if there is any confusion, a brief and pointed reference may be made to the district-level officer with copy to the Directorate and the department.

4. On many occasions, the Hon'ble Court in the judgement and order, directs one specified State respondent or the State respondents in general to settle a matter on the basis of a representation or by treating the writ petition as the representation, within a stipulated date.

If the direction is given to a specified State respondents, he is required to take up the matter, usually allow an opportunity of being heard to the petitioner(s) and pass a clear reasoned order, within the stipulated date. If he has any confusion on any factual or legal issue he may collect necessary materials or make consultations ; but decision will be taken by him. If a final decision is beyond his competence and jurisdiction, he may record his findlings in the order and refer the matter to the appropriate authority. Petitioner (s) and State respondents may be endorsed copies of the order. Other respondents will wait until the orders are received. If, however, the Court directs generally that the State respondents or appropriate State respondent shall disposs of the matter, it is the seniormost State respondent who decides who should settle the matter in pursuance of the order of the Court. Others concerned may make a reference requesting for the direction in this respect.

It is reiterated that it is the bounden duty of the executive machinery to comply with the judgement and order of a competent Court unless it is decided to challenge the order in a higher Court. One cannot sit tight and broad over the matter. If there is any confusion or if any direction is necessary on any matter, that should be promptly referred to the next higher authority with copy to others, if necessary.

Block Development Officer, Ausgram-I and also other Block Development Officers may please be informed from his end.

(D. Chakraborty)

Jt. Secy. to the Govt. of W. Bengal.

No. 2871/1(20)/PN/O/I/3S-341/2001. Dated : 16/07/2001

Copy forwarded for information and necessary action to the :-

1. District Panchayat & Rural Development Officer,
   ..... district (All except Durdwan)
2. Disrector of Panchayats & Rural Development, W.B. Panchayat Bhavan.
3. Director State Institute of Panchayats & Rural Development
   Kalyani, Nadia.

(D. Chakraborty)

Jt. Secy. to the Govt. of W. Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ শংকর রায় রোড, কলকাতা-৭০০ ০০১

নং ঃ ২৮৭৩/পি.এন/ও/এক/১এ-৫/২০০১ তাং ঃ ১৬.০৭.২০০১

প্রেরক : যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

প্রতি : শ্রী নেপাল মাহাতো
বিধায়ক, পশ্চিমবঙ্গ বিধানসভা
গ্রাম ও পোঃ - ইচাগ
জেলা ঃ পুরুলিয়া

মহাশয়,

আপনার ১১/৭/২০০১ তারিখের পত্রে উত্থাপিত বিষয়গুলির উপরে নিম্নলিখিত ব্যাখ্যা লিপিবদ্ধ করা হল।

১) পশ্চিমবঙ্গ পঞ্চায়েত আইনের ২১৩ক ধারার (১) উপধারার কাজ (খ) এর অধীনে (খ) অনুবিধি অনুযায়ী কতিপয় সদস্য যদি আলাদা কোন সদস্য গোষ্ঠী (আপনি যাকে উপদল বলেছেন) গঠন করেন, তাহলে এই গোষ্ঠীভুক্ত সদস্যগণ অবিলম্বে তার পূর্বতন দলকে এবং নির্ধারিত কর্তৃপক্ষকে তাদের অবস্থান সম্বন্ধে জানাবেন।

উল্লিখিত ২১৩ ক ধারার (৬) উপধারাতে বলা হয়েছে যে কোন পরিবর্তন হলে দলনেতা বা সদস্য পরিবর্তিত অবস্থানটি যথাশীঘ্র সম্ভব ১৫ দিনের মধ্যে নির্ধারিত কর্তৃপক্ষকে জানাবেন, তবে এই বিধানটিতে কোন দলনেতা বা কোন নির্দল বা কোন রাজনৈতিক দলের সেই পঞ্চায়েত একক সদস্যের কথাই বলা হয়েছে এবং সেই অর্থেই প্রযোজ্য বলে ভাবতে হবে। যে সব সদস্য আলাদা গোষ্ঠী গঠন করছেন, তাদের কথা এখানে বলা হয়নি। যাই হোক, পূর্বোক্ত আলাদা গোষ্ঠী গঠন করে সেই সদস্যগণ যদি যতশীঘ্র সম্ভব জানাতে গিয়ে ১৫ দিনের মধ্যে নির্ধারিত কর্তৃপক্ষকে জানান তাতে নির্ধারিত কর্তৃপক্ষের তা গ্রহণ করতে বা তা নথিভুক্ত করতে আপত্তির কোন কারণ নেই।

২) প্রধানের পদ যদি শূন্য থাকে বা প্রধান যদি অসুস্থতা বা অন্য কোন কারণে তার কর্ম সম্পাদন করতে সাময়িকভাবে অপারগ হন, তাহলে উপপ্রধান প্রধানের অনুপস্থিতিতে তার সকল ক্ষমতা ব্যবহার করবেন ও সব কাজ সম্পাদন করবেন। [পঞ্চায়েত আইনের ৯ ধারার (৪) উপধারা]। সেই হিসাবে উপপ্রধানকে পঞ্চায়েত সমিতির সভায় ডাকতে হবে এবং তিনি সভার আলোচনায় অংশগ্রহণ করতে পারেন। তবে যেহেতু তিনি প্রধান নন [আইনের ২ (১৯) ধারার প্রধানের সংজ্ঞা অনুযায়ী আইনের ৯ ধারায় যিনি প্রধান হিসাবে নির্বাচিত হন তিনিই প্রধান], যদি ভোট দেওয়ার প্রশ্ন উঠে, তাহলে উপপ্রধান ভোটে অংশগ্রহণ করবেন না।

অবশ্য যদি তিনি ভুলবশত কোন ভোটে অংশগ্রহণ করে থাকেন তাহলে যদি তার একক ভোটের ভিত্তিতেই সিদ্ধান্তটি গৃহীত হয়েছে এমন অবস্থার সৃষ্টি না হয়ে থাকে, তাহলে তার ভোট দেওয়ার ভিত্তিতে সিদ্ধান্তটি নাকচ হবে না।

৩) যেহেতু পঞ্চায়েত সমিতি কর্মাধ্যক্ষকে নির্বাচ করে না, কর্মাধ্যক্ষকে অপসারণের কোন ক্ষমতা পঞ্চায়েত সমিতির নেই।

তবে পঞ্চায়েত সমিতি পশ্চিমবঙ্গ পঞ্চায়েত (গঠন) নিয়মাবলীর ১৭(৬) নিয়ম অনুসারে কর্মাধ্যক্ষ সহ যে কোন সদস্যের স্থায়ী সমিতির সদস্যপদ থেকে অপসারণ করতে পারে। যদি স্থায়ী সমিতির সদস্যপদ থেকে অপসারিত হন, তাহলে তার কর্মাধ্যক্ষ পদ ও আর থাকে না।

৪) গ্রাম পঞ্চায়েতের সিদ্ধান্ত অনুযায়ী প্রধান যদি উপ-প্রধানকে পঞ্চায়েত সমিতির সভায় প্রতিনিধিত্ব করার ক্ষমতা অর্পন করেন তাহলে উপপ্রধান সভায় যোগ দিতে পারেন ও আলোচনায় অংশগ্রহণ করতে পারেন। তবে ভোট দোওয়ার অধিকার কখনও স্থানান্তর করা যায় না, তাই তিনি ভোটের প্রশ্ন উঠলে ভোট দিতে পারবেন না।

আপনার বিশ্বস্ত
স্বাঃ-
দিলীপ চক্রবর্তী
যুগ্মসচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Kolkata- 700001 .

No. 1562(17)/PN/O/II/1M-14/2001 Dated : 6.4.2001.

From : Shri S. S. Maity,
Dy. Secy. to the Govt. of Wet Bengal.

To : The Executive Officer, _____ zilla / Mahakuma Parishad

P.O. _____ Dist. _____

Sub :- Grant of concesaion to the Registered Co-operative Societies formed by unemploye Engineers and Diploma holders in connection with allotment of works under different Engineering Departments of the State Govt. and various organisations Controlled by the State Government.

Sir,

In forwarding a copy Finance Department Memo No. 1341-F dated 02.02.2001 on the above subject I am directed to say that since this is a policy decision of the Govt. to extend the facilities as stated in the aforesaid Memo of the Finance Deptt. to the Registered Co-operative Societies of un-employed Engineers and Diploma holders, I am to request you to kindly keep reserve works acordingly, which may be executed under the appropriate guidelines through contractors, for such Co-operative Societies.

I am further to add in partial modification of this Deptt Notification No. 5552/PN/O/V/3S-1/2000 dated 4.12.2000 that the aforesaid guidelines will also applicable for the projects taken up on application of devolved fund to the Zilla Parishad from different Departments.

Yours faithfully,

(S. S. Maity)

Dy. Secy. to the Govt. of
West Bengal

No. 1562(17)/1(500)/PN/O/II/1M-14/2001 Dated : 6.4.2001

Copy forwarded for information and necessary action to the :-

1. Additional Executive Officer, _____ Zilla/Mahakuma Parishad, P.O. _____, Dist. _____
2. Block Development Officer, _____ Dev. Block

&

Executive Officer _____ Panchayat Samiti, P.O. _____, Dist. _____

He is requested to inform Pradhan of the Gram Panchayats accordingly.

Asst. Secy. to the Govt. of W.B.

No. 1562(17)/1(500)/2/PN/O/II/1M-14/2001 Dated : 6.4.2001

Copy forwarded to the General Secretary, State Engineers Co-operator Organisation, West Bengal (SECO), Central Office, 8, Kalna Road, Badamtala, Burdwan-713101, West Bengal for information.

Asst. Secy. to the Govt. of W.B.

Government of West Bengal
Finance Department
Audit Branch

No. 1341-F Kolkata, dated : 02.02.2001.

MEMORANDUM

Subject : Grant of concession to the Registered Co-operative formed by unemployed Engineers and Diploma holders in connection with allotment of works under different Engineering Departments of the State Government and various organization controlled by the State Government.

With a view to offering greater scope for self employment to unemployed engineers and diploma-holders in engineering, the Regd. Co-operative societies formed by them (unemployed Engineers and Diploma-holders) are allowed some concessions in connection with allotment of works etc. by all the Engineering Departments as well as local self-Government bodies like Zilla Parishads, Mahakuma Parishad, Panchayat Samities, Gram Panchayats, Municipal Corprations, Municipalities, Notified Area Authorities, Development Authorities etc. directly or indirectly controlled by the State Government in different ways under separate orders issued from time to time by the respective administrative Departmets.

Now it is felt that a uniform policy should be adopted for all the Engineering Departments as well as Self-Government bodies thgoughout the state to ensure the grant of concession to the Regd. Co-operative Societies of Unemployed Engineers and Diploma-holders in respect of allotment of works, etc.

The matter has considered by the Government taking into account all the aspect of the issue. The Government taking into account all the aspect of the issue. The Government has been pleased to decide that all the Engineering Departments as well as local Self-Government bodies like Zilla Parishads, Mahakuma Parishad, Panchayat Samities, Gram Panchayats, Municipal Corporations, Municipalities including Notified Area Authorities, Development Authorities, and the like ones will allow the following concesions to the Registered Co-operative Socieities of Unemployed Engineers and Diploma-holders in Engineering.

1. One out of every 5 works in respect of Original/Speical repair/maintenance/supply relating to all categories of Civil works for Roads, Buildings, Sanitary & Plumbing, Irrigation, Urban & Rural Water Supply Scheme, sinking & resinking of tube-wells and also Electrical and Mechanical works under all Engineering and other works executing Departments and local self-Government bodies like Zilla Parishads, Mahakuma Parishad, Panchayat Samities, Gram Panchayats, Municipalities including Notified Area Authorities, Development Authorities, West Bengal State Electricity Board and the like ones should be kept reserved for the Registered Co-operative Societies of unemployed Engineers & Diploma-holders for allotment / awarding to their Society on the basis of competitive tenders from them.

2. Such reservation in all cases as per para (1) above will represent as hearly as possible, 20% of the total value of whole works during a financial year under all sectors.

3. The financial ceiling limit for reserved works should be upto Rs. 25,00,000/- (Rupees Twenty Five Lakhs) only in case of all categories of works as per para (1) above, including Electrical works.

4. Remaining 80% of works in all categories as per para (1) above should be treated as unreserved works for which Regd. Co-operative Societies of unemployed Engineers & Diploma-holders in Engineers will also be permitted to submit tenders along with enlisted and other contractors of the said Departments and Local self-Government bodies/ogranizations.

5. In the Case of both reserved and unreserved works the societies will be exempted from depositing initial earnest money along with tenders without any monetary limit.

6. The reserved works should be provided by splitting up big projects into smaller components upto financial ceiling limit of Rs. 25 lakhs only to provide more works to these societies.

7. An amount equivalent to 20% of the value of work-order should be given as advance to such Co-operative Societies on execution security bonds as per norms which should be recovered from their running account bill @ 10% until the entire amount of advances is fully recovered, in addition to the usual deduction of 10% security deposit from such running bills

8. The running accouts and final bills of the said societies should be paid on priority basis after observing all formalities by the societies as per norms.

9. The order, in supersession of all existing orders in different Departments, is applicable in respect of Civil, Electrical & Mechanical works under all Engineering & other Departments of Government of West Bengal and all the local self-government bodies, like Zilla Parishads, Mahakuma Parishad, Panchayat Samities, Gram Panchayats, Municipal Corporations, Municipalities including Notified Area Authorities, Development Authorities, West Bengal State Electricity Board and the like ones under control of this Government.

10. This order shall take effect from the date of issue of this order

Sd/- Asok Gupta
Pr. Secretary to the
Government of West Bengal

No. 1341/1(300)F Kolkata, dated : 02.02.2001

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A & E), West Bengal, Treasurey Buildings, Kolkata-1

2. The Pr. Secretary / Secretary,

   ..... Deptt.

   with the request to circulate this order to their subordinate Offices.

3. ..... Zill Parishad.

4. The District Magistrate .....

5. ..... Dte.

6. West Bengal State Electricity Board.

7. The Municipal Affairs Department to circulate to all the Municipalities.

8. The Department of Panchayats & Rural Development, West Bengal
   Panchayat Bhawan, 11-A, K. S. Roy Road, Calcutta-700001 with the request to circulate to the Panchayat Samities, Panchayats

Joint Secretary to
Government of West Bengal

No. 1341/2(1)F Kolkata, dated : 02.02.2001

Copy forwarded to :

The General Secretary, State Engineers Cooperators Organisation, West Bengal
(SECO) 8 Kalna Road, Badamtala, Burdwan-713 101 for information.

Assistant Secretary to the
Government of West Bengal

Government of West Bengal
Land & Land Reforms Department
Section LR(AI)-I, Branch-IS

No. 2210-IS/381/2000-IS Dated, Cal., the 29th March, 2001.

MEMORANDUM

It has come to the notice of the Government that a confusion has arisen as to who will realise the usufruct of the produce viz. trees, either grown in the natural way or planted under different social development schemes implemented by Panchayati Raj Institutions, on the vested Land, unfit for agriculture and used as roads/paths of the villages, the Land and Land Reforms Department being the owner of all such vested lands or the Panchayati Raj Institution responsible for management and maintenance of all such lands under section 42 of the West Bengal Panchayat Act, 1973.

After careful consideration of the entire gamut of the issue the Government in the Land Reforms Department has decided that the concerned Panchayati Raj Institution will realise and utilises the usufruct of the produce i.e. the trees or its sale proceed already in existence by way of natural growth or planted under different social development schemes implementated by the Panchayati Raj Institutions, on the vasted lands used as village roads/paths, if the trees are uprooted in storm or otherwise, or required to be fell down for any reason, whatsoever.

However, the Panchayati Raj Institutions is not permitted to settle or use the land in any manner with any individual and/or institutions, and put the land into long term utilisation.

This circular applies to the Municipal areas mutalis and mutandis.

This order will take immediate affect.

Sd/- P. Bandyopadhyay
Special Secretary,
Land & Land Reforms Department
Govt. of West Bengal

Memo No. 2210/1(41)-IS/381/2000/IS Dated, Cal., the 29th March, 2001.

Copy forwarded for information and necessary action to :–

1. The Director of Land Records & Survey, West Bengal & Joint Land Reforms Commissioner, West Bengal, 35, Gopalnagar Road, Kolkata-700 027 with reference to his No. 25/5261/C/00 dated 5.9.2000.
2. The Commissioners,
3. The District Magistrate & Collector,
4. The District Land and Land Reforms Officer,
5. The Panchayat & Rural Development Department - with reference to the extract fo notes and orders in page No. 93 & 94 of file No. PN/O/Cell-1/1A-10/88(Pt.II).
6. Municipal Affairs Department, Writers' Buildings, Kolkata-700 001.

Deputy Secretary,
Land & Land Reforms Department
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R. D.
Panchayat Bhawan
11A, K. S. Roy Road, Kolkata - 700 001

No. 561(17)/PN/O/I/2R-1/98 (Pt.I). Dated, 2.2.2001.

MEMORANDUM

From : Shri D. Chakraborty, Deputy Secretary to the Govt. of West Bengal.

To : The Districts Magistrate, 24-Pgs(N), Nadia, Murshidabad, Malda/Dakshin Dinajpur

Re : Prevention of Cattle smuggling to Bangladesh.

I am directed to state that Border security Force has ventilated to this state Govt. about the problem of snuggling of cattle to Bangladesh and has suggested some preventive measures Two of the issues are referred to you in the following paragraphs for appropriate action.

(a) B.S.F. personnel seizes cattle during anti- smuggling operations and hands over the seized cattle to the local customs authorities who in turn auctions them to the highest bidder, since the officials concerned are facing problams in keeping the seized cattle at DOP 's or Customs officers, they have proposed that cattle pounds may be set up at important places so that seized cattle may be kept them. It has been stated that the Customs Officer concerned shall make payment to the pound-keeper. You are requested to kindly explore immediately whether there is scope for setting up new: cattle pounds in the border area preferably by the local Gram panchayats on lease basis. For this purpose, existing chain of cattle pounds may also be kept into consideration. The matter may also be discussed with the. Local Customs Officials. A report on the action taken in the matter may please be sent as early as possible, and adinterin report if necessary, may also be sent for information of all concern.

(b) BSF authorities are also seized with the problem arising out of cattle hats operating near the international border. A list of cattle hats as perceived by them as problem centre, is enclosed for your information.

In this connection, your attention is invited to the order No. 72/PNV0/l/2R-l/98(Pt.I) dated 7.1.1999 prohibiting issue/ renewal of licence for cattle hat within 6 (eight) k.m. from the border (copy enclosed) you are requested take effective steps to ensure that the panchayat samitis comply with the order. You may also Kindly examine the scope and advisability of relocating those cattle hats which are more than 8 k.m. from the border. All unlicensed cattle hats,... should be closed immediately with the help of police force when necessary.

A report on action taken in this regard may please be sent as early as possible.

Yours faithfully
(D. Chakraborty)
Dy. Secy. to the Govt.
of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ শংকর রায় রোড, কলকাতা-১

নং ঃ ১২/পি.এন/ও/সেল-৩/ও-৪/২০০০ তাং ঃ ১.১.২০০১

স্মারক

বিষয় : প্রশাসনের দায়বদ্ধতা ও কর্মদক্ষতা উন্নয়ন সম্পর্কে

প্রশাসনের দায়বদ্ধতা ও কর্মদক্ষতা উন্নয়ন সম্পর্কে কিছু নির্দেশ অর্থ দপ্তর গত ২৭.৭.৯৯ তারিখের ৭৩৪৫-এফ নং স্মারক মারফৎ প্রচার করেছিলেন। এই দপ্তর থেকে সেই স্মারকের অবিকল নকল গত ২৯.৭.৯৯ তারিখের ২৭৭৪/পিএন/ নং পত্র মারফৎ ত্রিস্তর পঞ্চায়েতের সকল দফতরে কার্যকর করার জন্য প্রচার করা হয়েছিল।

বর্তমানে অর্থ দপ্তর গত ১৩.১২.২০০০ তারিখের ১০৩৯১-এফ নং স্মারক পূর্বের বিষয়ের প্রতি বিশেষ গুরুত্ব আরোপ করে এবং এই ব্যাপারে পূর্বের সমস্ত নির্দেশ অতিক্রম করে যে নির্দেশনামা জারী করেছেন সেই নির্দেশের অবিকল নকল এই স্মারকের সঙ্গে পাঠিয়ে আদেশানুসারে নিম্নস্বাক্ষরকারী এই বিভাগের অধীনস্থ সমস্ত সরকারি দপ্তরে এবং ত্রিস্তর পঞ্চায়েতের অর্থাৎ জেলা পরিষদ, মহকুমা পরিষদ, পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতগুলির সমস্ত কার্যালয়ে অবিলম্বে কার্যকর করার জন্য সংশ্লিষ্ট সমস্ত কর্তৃপক্ষকে অনুরোধ করছেন।

এই নির্দেশ অর্থপূর্ণভাবে প্রয়োগ করার সুবিধার্থে নিম্নে কিছু নির্দেশ দেওয়া হলো।

১) প্রত্যেক কর্মী/আধিকারিক হাজিরা খাতায় সই করার সময় তাঁদের দৈনিক উপস্থিতি ও প্রস্থানের সঠিক সময় অবশ্যই লিপিবদ্ধ করবেন।

২) (ক) কর্মীবৃন্দ ও আধিকারিকগণের ক্ষেত্রে যথার্থ সময় সকাল ১০টা। তারপর অুমোদিত ১৫ মিনিট বাড়তি সময় দেওয়া হবে হাজিরা খাতায় উপস্থিতির স্বাক্ষর করার জন্য। সকাল ১০-১৫ মি: অতিক্রান্ত হলে সংশ্লিষ্ট কর্মী বা আধিকারিকের হাজিরা ''বিলম্বিত'' হিসাবে চিহ্নিত হবে।

(খ) সকাল ১০-১৫ মি: এর পর থেকে সকাল ১০ বেজে ৪৫ মি: পর্যন্ত যে সমস্ত কর্মী। আধিকারিক দপ্তরে হাজির হবেন ও হাজিরা খাতায় স্বাক্ষর করবেন তাদের হাজিরা বিলম্বিত হাজিরা হিসাবে চিহ্নিত করতে হবে। সকাল ১০ টা ৪৫ মিনিটের পরে যাঁরা দপ্তরে হাজির হবেন তাঁরা তাঁদের দপ্তরের উর্দ্ধতন কর্তৃপক্ষ অর্থাৎ পঞ্চায়েত ও গ্রামোন্নয়ন অধিকারের ক্ষেত্রে স্বয়ং অধিকর্তা বা তার দ্বারা ভারপ্রাপ্ত যুগ্ম অধিকর্তা, জেলা পঞ্চায়েত ও গ্রামোন্নয়ন অধিকারের ক্ষেত্রে জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, মহকুমা শাসকের দপ্তরে কর্মরতদের ক্ষেত্রে মহকুমা শাসক, ব্লক উন্নয়ন আধিকারিকের দপ্তরে কর্মরতদের ক্ষেত্রে সংশ্লিষ্ট ব্লক উন্নয়ন আধিকারিক অথবা এই সকল ক্ষেত্র সংশ্লিষ্ট আধিকারিক কোন কারণে অনুপস্থিত থাকলে তার দ্বারা ভারপ্রাপ্ত আধিকারিক, জেলা পরিষদ ও মহকুমা পরিষদে কর্মরতদের ক্ষেত্রে ক্ষেত্রে সংশ্লিষ্ট অর্থ, সংস্থা, উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতির সিদ্ধান্তক্রমে সাধারণভাবে সংশ্লিষ্ট অতিরিক্ত নির্বাহী আধিকারিক বা তার অনুপস্থিতিতে পূর্বনির্দিষ্ট কোন আধিকারিক (তবে যে সমস্ত জেলার ডি আর ডি এ সেল জেলা পরিষদের দপ্তর থেকে দূরে অবস্থিত সংশ্লিষ্ট প্রকল্প অধিকর্তা এই ক্ষমতা প্রয়োগ করতে পারেন) পঞ্চায়েত সমিতির ক্ষেত্রে সংশ্লিষ্ট/সমষ্টি উন্নয়ন আধিকারিক বা তার অনুপস্থিতিতে পূর্বনির্দিষ্ট আধিকারিক এবং গ্রাম পঞ্চায়েতের ক্ষেত্রে সংশ্লিষ্ট পঞ্চায়েত প্রধান অথবা উপপ্রধান এদের লিখিত অনুমতি সাপেক্ষে অর্ধদিবস নৈমিত্তিক ছুটি/অর্জিত ছুটি থেকে রূপান্তরিত নৈমিত্তিক ছুটির আবেদন (প্রথমার্ধের জন্য) করে অনুমোদনক্রমে সেইদিন কাজে যোগ দিতে পারবেন।

(গ) কর্মীবৃন্দ/আধিকারিকদের হাজিরা খাতা সংশ্লিষ্ট দপ্তরের এই বিষয়ে ভারপ্রাপ্ত আধিকারিকের কাছে সকাল ১০টা ৪৫মি: থেকে বিকেল ৫টা ১৫মি: পর্যন্ত থাকবে। হাজিরা খাতা বেলা ৫-১৫ মিনিটের পর কর্মীদের/আধিকারিকদের ''প্রস্থানের সই'' করার জন্য দেওয়া যেতে পারে। দপ্তরগৃহ থেকে নিষ্ক্রান্ত হওয়ার সময় বিকাল ৫টা ৩০মি:। সংশ্লিষ্ট আধিকারিকের অনুমতি ছাড়া কেউ বিকাল ৫-৩০ মি: এর আগে দপ্তর পরিত্যাগ করবেন না। যে সমস্ত কর্মী/আধিকারিক প্রস্থানে সই করবেন না তাদের নামের বিরুদ্ধে সংশ্লিষ্ট তারিখের প্রস্থানের ঘরে টিকে (ক্রস) চিহ্নিত করতে হবে।

(ঘ) কোন কর্মী/আধিকারিক তাঁর নিয়ামক আধিকারিক (কনট্রোলিং অফিসার) এর বিনা অনুমতিতে দপ্তরের কাজের সময়ের মধ্যে বা বন্ধ হবার আগে দপ্তর/স্থান ত্যাগ করতে পারবেন না।

(ঙ) প্রত্যেক কর্মী/আধিকারিকের প্রতি তিনদিন দেরী করে দপ্তরে উপস্থিত হওয়ার জন্য একটি নৈমিত্তিক ছুটি। অর্জিত ছুটি অনুরুপ জমা ছুটি থেকে কেটে নিতে হবে। এ ব্যাপারে সংশ্লিষ্ট কর্তৃপক্ষ সতর্ক দৃষ্টি রাখবেন। এই ছুটি সঠিকভাবে কাটা এবং সঠিক হিসবা রাখার জন্য পদ্ধতিগত কোন ত্রুটি থাকলে তা সংশোধন করতে হবে। এই ছুটির হিসাব সংশ্লিষ্ট নির্বাহ সহায়ক পরবর্তী মাসের প্রথম সপ্তাহে এ ব্যাপারে ভারপ্রাপ্ত আধিকারিকের মাধ্যমে নিয়ামক আধিকারিকের কাছে পেশ করবেন। তিনি যাতে সঠিকভাবে এ কাজ করেন সেদিকে ভারপ্রাপ্ত আধিকারিক ও নিয়ামক আধিকারিক সতর্ক দৃষ্টি রাখবেন।

(চ) সাধারণ ক্ষেত্রে দেরীতে হাজির হওয়ার কারণে কোনরুপ প্রমার্জনের অনুমতি দেওয়া যাবে না। তবে অর্থ দপ্তরের বর্তমান স্মারকের ২(এফ) ধারা মোতাবেক সংশ্লিষ্ট দপ্তরের মুখ্য আধিকারিক কোন বিশেষ দিনে প্রয়োজনে দেরীতে হাজিরা দেওয়ার বিষয়টি প্রমার্জনের অনুমতি দিতে পারেন। যে কোন দপ্তরের মুখ্য আধিকারিক অথবা তার পরবর্তী ভারপ্রাপ্ত জ্যেষ্ঠ আধিকারিক ব্যতীত অন্য কোন আধিকারিক এই ক্ষমতা প্রয়োগ করতে পারবেন না।

(ছ) প্রতিটি কার্য্যালয় প্রধান তংার দপ্তরে ছুটির খাতা হলনাগাদ (আপ-টু-ডেট) করে রাখার ব্যবস্থা করবেন এবং নির্দিষ্ট সময় অন্তর নিয়মিত সেই খাতা পরীক্ষা করবেন।

(জ) যদি কোন কর্মী। আধিকারিক বারবার দেরীতে কর্মস্থলে আসেন কিম্বা বিনা অনুমতিতে ছুটির আগে কর্মস্থান ত্যাগ করেন তবে তাঁর বিরুদ্ধে প্রয়োজনে কর্তৃপক্ষ ওয়েষ্ট বেঙ্গল সার্ভিসেস, ক্ল্যাসিফিকেশন, কন্ট্রোল ও আপিল নিয়মাবলী, ১৯৭১ অথবা এই সংক্রান্ত অন্য কোন আইন অনুসারে বিভাগীয় তদন্তের মাধ্যমে শাস্তিমূলক ব্যবস্থা নেবেন।

(ঝ) অর্থ দপ্তরের বর্তমান স্মারকের (২) জে ধারা মোতাবেক প্রতিটি কর্মী/আধিকারিক তার প্রতিদিনের কাজ সঠিকভাবে লিপিবদ্ধ করবেন এবং সংশ্লিষ্ট ভারপ্রাপ্ত আধিকারিক নিয়মিত এগুলি পরীক্ষা করবেন।

পঞ্চায়েত ও গ্রামোন্নয়ন অধিকারের কার্যালয়ে কর্মরত খ ও গ শ্রেণীর কর্মীদের কর্মপঞ্জী প্রতিমাসের ১লা তারিখে এবং ১৬ তারিখে (এর কোনদিন ছুটি থাকলে পরবর্তী কাজের দিনে) নির্দিষ্ট আধিকারিকের কাছে উপস্থিত করবেন। অনুরূপভাবে, আধিকারিকগণ তাদের কর্মপঞ্জী উর্ধতন কর্তৃপক্ষের কাছে উপস্থাপিত করবেন। কর্মপঞ্জী পাওয়ার পর সংশ্লিষ্ট আধিকারিক তা পরীক্ষা করে প্রয়োজনীয় নির্দেশ দেবেন এবং পরবর্তীকালে সেই নির্দেশ পালিত হল কিনা লক্ষ্য রাখবেন। কোন স্তরের কর্মপঞ্জী কোন আধিকারিক পরীক্ষা করবেন তা কার্যালয়, প্রধান একটি অভ্যন্তরীণ আদেশনামার মাধ্যমে ঠিক করে দেবেন।

অনুরূপভাবে, জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক তাঁর অধীনস্থ সমস্ত কর্মী ও আধিকারিকের, মহকুমা শাসকের অধীনস্থ সমস্ত পঞ্চায়েত বিভাগের কর্মী ও আধিকারিকগণ মহকুমা শাসক বা তাঁর দ্বারা ভারপ্রাপ্ত ও কোন আধিকারিকের কাছে, ব্লক উন্নয়ন আধিকারিকের দপ্তরে কর্মরত এই বিভাগের সরকারী আধিকারিক। কর্মী এবং পঞ্চায়েত সমিতির কর্মীদের ব্লক উন্নয়ন আধিকারিক অথবা তাঁর দ্বারা ভারপ্রাপ্ত কোন আধিকারিকের কাছে, জেলা পরিষদের খ ও গ শ্রেণীর কর্মীদের জেলা পরিষদের সচিব এবং 'ক' শ্রেণীর আধিকারিকদের কর্মপঞ্জী অতিরিক্ত নির্বাহী আধিকারিকের কাছে অথবা নির্বাহী আধিকারিকের কাছে জমা দিতে হবে। সব কার্যালয়েই কোন স্তরের কর্মী বা আধিকারিক কোন আধিকারিকের কাছে তার কর্মপঞ্জী জমা দেবেন তা একটি অভ্যন্তরীণ আদেশনামার মাধ্যমে সবাইকে জানিয়ে দিতে হবে।

৩) ক্ষেত্রীয় কর্মী/ আধিকারিকদের জন্য :

যে সমস্ত আধিকারিক বা কর্মী ক্ষেত্রীয় (ফিল্ড) বা প্রকল্প (প্রোজেক্ট) এর কাজে নিযুক্ত তাঁরা অবশ্যই নির্ধারিত সঠিক সময়ে দৈনিক কাজে যোগ দেবেন। এরা প্রতি সপ্তাহে কী কাজ করবেন তাঁর উল্লেখ করে সপ্তাহ শুরু হবার আগেই তাদের নিয়ামক কর্তৃপক্ষের কাছে তাদের কার্যক্রম (প্রোগ্রাম) জমা দেবেন। সপ্তাহ শেষে বিস্তারিত ক্ষেত্রীয়-দিনলিপি (ফিল্ড ডায়েরী) তাদের নিয়ামক কর্তৃপক্ষের কাছে জমা দেবেন। সপ্তাহ শেষে বিস্তারিত কেন্দ্রীয়-দিনলিপি (ফিল্ড ডায়েরী) তাদের নিয়ামক কর্তৃপক্ষের কাছে জমা দেবেন।

৪) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ/জেলা শাসক/জেলা পরিষদের নির্বাহী আধিকারিক। সমষ্টি উন্নয়ন আধিকারিগণ তাঁদের নিজ নিজ এক্তিয়ারভুক্ত দপ্তর এবং নিয়ন্ত্রণাধীন সরকারী দপ্তর এবং সেই সঙ্গে সংশ্লিষ্ট স্তরের পঞ্চায়েত সংস্থাগুলিতে এই আদেশনামা এবং তৎসংশ্লিষ্ট নির্দেশনামাগুলি কার্যকর করার জন্য অবশ্যই যথাবিহিত পদক্ষেপ নেবেন এবং উল্লিখিত কার্যালয়গুলিতে যাতে একজন নির্দিষ্ট আধিকারিক আদেশ ও নির্দেশগুলি সঠিকভাবে কার্যকর করার দায়িত্বভার প্রাপ্ত হন, সেদিকে লক্ষ্য রাখবেন।

৫) পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক/জেলা শাসক/জেলা শাসক/জেলা পরিষদের নির্বাহী আধিকারিক/সমষ্টি উন্নয়ন আধিকারিকগণ তাদের এক্তিয়ারভুক্ত সরকারী এবং ত্রিস্তর পঞ্চায়েতের দপ্তরগুলি মাঝে মাঝে পরিদর্শন করবেন এবং নির্দেশনামাগুলি সঠিক ভাবে পালিত হচ্ছে কিনা তা দেখবেন এবং যাতে পালিত হয় তার যথাযথ ব্যবস্থা নেবেন।

৬) পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের অধীনস্থ দপ্তরগুলিতে জেলা শাসক, মহকুমা শাসক বা ব্লক উন্নয়ন আধিকারিক তাদের নিয়ন্ত্রনাধীন আধিকারিক বা কর্মীগণ যাতে তাদের প্রাত্যহিক কাজর্ম নিয়মিতভাবে পালন করেন সেদিকে সতর্ক দৃষ্টি রাখবেন এবং প্রয়োজনমতো নির্দেশ দেবেন।

ত্রিস্তর পঞ্চায়েতের ক্ষেত্রে জেলা পরিষদ/মহকুমা পরিষদগুলির কর্মী ও আধিকারিকদের প্রাত্যহিক কাজকর্ম সংশ্লিষ্ট নির্বাহী আধিকারিক, পঞ্চায়েত সমিতিগুলির কর্মী ও আধিকারিকদের প্রাত্যহিক কাজকর্ম নির্বাহী আধিকারিক, পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতের কর্মীদের প্রাত্যহিক কাজকর্ম নিয়মিতভাবে সংশ্লিষ্ট পঞ্চায়েত প্রধান পরীক্ষা করবেন ও প্রয়োজনীয় নির্দেশ দেবেন। এই আদেশনামার সমস্ত দিক বিবেচনা করে ব্লক উন্নন আধিকারিকগণ তাদের অধীনস্ত এই বিভাগের সরকারী কর্মী ও আধিকারিকদের কাজকর্ম সম্পর্কে একটি পাক্ষিক প্রতিবেদন সংশ্লিষ্ট জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের মাধ্যমে জেলা শাসক বা তার দ্বারা ভারপ্রাপ্ত আধিকারিকের কাছে পাঠাবেন। জেলা শাসক প্রয়োজন মনে করলে কোন বিশেষ বিষয়ে প্রতিবেদন অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন এর কাছে পাঠাবেন। জেলা পরিশষদ মহকুমা পরিষদগুলির ক্ষেত্রে নির্বাহী আধিকারিকগণ ঐ পাক্ষিক প্রতিবেদন সংশ্লিষ্ট সভাধিপতিদের কাছে পেশ করবেন। যাতে সভাধিপতি প্রতিমাসে জেলা পরিষদের কাজকর্মের পুনর্মুল্যায়ণ করতে পারেন। ঐ ব্যাপারে সভাধিপতি জেলা পরিষদের ''অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতিতে'' আলোচনা করতে পারেন।

পঞ্চায়েত সমিতির ক্ষেত্রে ঐ পাক্ষিক প্রতিবেদন সংশ্লিষ্ট ব্লক উন্নয়ন আধিকারিক পঞ্চায়েত সমিতির সভাপতির কাছে পেশ করবেন এবং সভাপতি যথাযথ ব্যবস্থা নেবেন। তিনি বিষয়টি নিয়ে পঞ্চায়েত সমিতির অর্থ সংস্থা উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতিতে আলোচনা করতে পারেন।

গ্রাম পঞ্চায়েতগুলির ক্ষেত্রে সংশ্লিষ্ট পঞ্চায়েত প্রধান এই আদেশনামা কার্যে প্রয়োগ করবেন এবং প্রয়োজনে সংশ্লিষ্ট ব্লক উন্নয়ন আধিকারিকের সঙ্গে আলাপ আলোচনা করে যথাযথ ব্যবস্থা নেবেন। প্রয়োজনে বিভিন্ন বিষয়ে গ্রাম পঞ্চায়েতের সভায় আলোচনা করা যেতে পারে।

প্রধান সচিব
প্রসাদ রায়
পশ্চিমবঙ্গ সরকার

নং : ১২/১(৪২৫০)/পি.এন./ও/সেল-৩/ও-৪/২০০০ তাং : ৩০.০৯.২০০৪

এই স্মারকের প্রতিলিপি পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরের অধীনস্থ সমস্ত সরকারী কর্মী/আধিকারিক এবং ত্রিস্তর পঞ্চায়েত সংস্থার সকল কর্মী ও আধিকারিকদের অবগতি ও প্রয়োজনীয় ব্যবস্থা নেবার জন্য পাঠান হলো :-

১. অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ, পঞ্চায়েত ভবন।
২. জেলা শাসক, ...
৩. মহকুমা শাসক, ...
৪. জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ...
এই স্মারকের প্রতিলিপি অধীনস্থ ব্লক উন্নয়ন আধিকারিকগণের কাছে পৌঁছে দিয়ে তাদের এলাকার সমস্ত পঞ্চায়েত সংস্থায় অর্থাৎ পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতগুলিতে তাঁরা যেন অতিশীঘ্র পৌঁছে দেন তাঁর ব্যবস্থা নিতে অনুরোধ করা হচ্ছে।
৫. অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা/মহকুমা পরিষদ।
৬. ব্লক উন্নয়ন আধিকারিক, ... ব্লক। (সংশ্লিষ্ট জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের মারফৎ)
৭. পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েত। (সংশ্লিষ্ট ব্লক উন্নয়ন আধিকারিকের মারফৎ)

উপ-সচিব

Government of West Bengal
Department of Panchayats & R. D.
Panchayat Bhawan
11A, K. S. Roy Road, Kolkata - 700 001

No. 5386/PN/O/I/1A-10/88 (Pt.III). Dated, 17.11.2000.

MEMORANDUM

From : Shri D. Chakraborty,
Dy. Sec. to the Govt. of West Bengal.

To : The District Panchayat & Rural Development Officer,
Malda, P.O. & Dist. Malda

Sub : Role of prescribed authority u/s 213A of the Panchayat Act.

Sir,

I am directed to refer to your No. 1614/2 dated 31.10.2000 on the above matter and to explain the position in the following paragraph.

In terms of sub-section (3) of section 213A of the Act, every Leader selected as such by the members belonging to a recognised political party in a given Panchayat or any independent member shall furnish to the prescribed authority a list of members and certain other documents. In terms of rule 4 of the West Bengal Panchayat (Members' Disqualification) Rules, 1994 (copy encolsed for ready reference), the prescribed authority shall maintain a register for this purpose. Again, under sub-section (3) of section 213A ibid, any change at any time with respect to the information earlier given, shall be intimated by the Leaders or independent members to the prescribed authority. It is therefore clear that if the information are given in time and the records are maintained on this basis, there should be no problem on this matter.

It is further clarified that it is neither necessary to verify the signatures nor casue any enquiry as a matter or course about a communication claiming change of affiliation to a recognised political party when such intimation is received by the BDO as prescribed authority. However when the BDO has cause for any reasonable doubt about the signature or about the statement made, he may ascertain the veracity through an enquiry.

Although there is no specific provision in law, when the prescribed authority is satisfied about the communication, it is advisable that the Gram Panchayat is informed by him about the change(s) taking place.

Yours faithfully

Dy. Secy. to the Govt. of
West Bengal

No. 5386/1(1)/PN/0/1A-10/88(Pt. III) Dated, 17.11.2000.

Copy forwarded for information and necessary action to the Director of Panchayats & Rural Development, West Bengal.

Dy. Secy. to the Govt. of
West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ শংকর রায় রোড, কলকাতা-১

নং ঃ ৪৩৪৬-পি.এন./ও/সেল-১/ও-৪/৯৩ তারিখ ঃ ২৯.০৮.২০০০

প্রজ্ঞাপন

যেহেতু ১৮৭১ সালের ক্যাটল ট্রেসপাস আইন (১৮৭১ সালের ১নং আইন) এর ১২ ধারা অনুযায়ী ১৯৬৪ সালে খোঁয়াড়ে আবদ্ধ বিভিন্ন পশুর জরিমানা ও খাদ্য পানীয় সরবরাহের হার স্থির করা হয়েছিল এবং সেই হার এখনও প্রযোজ্য আছে;

এবং যেহেতু এই সময়ের মধ্যে যাবতীয় মূল্য হারের যথেষ্ট মাত্রায় উর্ধগতি পরিলক্ষিত হয়েছে;

এবং যেহেতু বর্তমান মূল্য হারের সঙ্গে সমতা বজায় রাখার প্রয়োজন অনুভব করে পুরুলিয়া জেলা পরিষদ খোঁয়াড় সংক্রান্ত হারগুলি পরিবর্তনের প্রস্তাব দিয়েছেন;

এবং যেহেতু প্রস্তাবটি পরীক্ষান্তে রাজ্য সরকার বর্তমান হারগুলি পরিবর্তন করে প্রস্তাবিত হার সামান্য পরিবর্তন সাপেক্ষে গ্রহণীয় বলে মনে করে;

অতএব এখন পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (পশ্চিমবঙ্গ আইন নং ৪১, ১৯৭৩) এর ১৯ ধারার (২) উপধারা (এন) প্রকরণ, ১১৪ ধারার (১) উপধারা ও ১৬০ ধারার (২) উপধারা এবং তৎসহ উল্লিখিত ক্যাটল্ ট্রেসপাস আইন এর ১২ ধারায় প্রদত্ত ক্ষমতাবলে রাজ্যপাল বর্তমানে প্রযোজ্য হারগুলির পরিবর্তে এই রাজ্যের সকল গ্রাম পঞ্চায়েত, পঞ্চায়েত সমিতি ও জেলা পরিষদের পরিচালনাধীন সকল খোঁয়াড়ের জন্য নিম্নলিখিত হারগুলির প্রবর্তন করার সিদ্ধান্ত সন্তোষসহকারে গ্রহণ ও প্রচার করছেন ঃ —

১। দৈনিক জরিমানার হার —

ক) কাড়া/মহিষ — ১০.০০ টা.

খ) গরু — ৭.০০ টা.

গ) ছাগল/ভেড়া — ৫.০০ টা.

২। খাদ্য ও জল সরবরাহের জন্য প্রত্যেক ২৪ ঘন্টা অতিক্রান্ত হলে ধার্য হার —

ক) মহিষ / কাড়া ও গরুর ক্ষেত্রে — ৫.০০ টা.

খ) ছাগল/ভেড়ার ক্ষেত্রে — ২.০০ টা.

রাজ্যপালের আদেশানুসারে,
প্রসাদরঞ্জন রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayat & Rural Development
11A, K. S. Roy Road, Calcutta-700 001

No. 3623/PN/O/III/2E-28/94 Dated : 7-7-2000

From : Shri D. Chakrabarti
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Panchayat & Rural Development Officer
Purulia
P.O. & Dist. - Purulia

Sub : Functions of Deputy District Panchayat & Rural Development Officer.

Sir,

I am directed to refer to your No. 495/GP dated 5-4-2000 and No. 659/GP dated 12-5-2000 on the above matter and to state as follows :–

2. Dy D.P. & R.D.O. will generally assist the D.P. & R.D.O. in looking after the matters pertaining to the Block administration including the establishment matters. However, the aforesaid working arrangement is not a rigid and inflexible one and the D.P. & R.D.O. may make working arrangements and distribute the work among different officers as may be effective and convenient.

3. Dy. P & R.D.O. may invoke the provisions of S.R.96 of the W.B.T.R. Vol.1 and authorise Dy. D.P. & R.D.O. in this behalf. It may however, be noted that the procedure adopted will not relieve the D.P. & R.D.O. in any way, of his responsibility in this behalf.

4. In terms of section 205 of the West Bengal Panchayat Act, 1973. D.P. & R.D.O. or any other inspecting authority may inspect or cause to be inspected a panchayat as may be authorised under the notificaiton issued in this behalf. In view of thie provison, D.P. & R.D.O. may authorise Dy. D.P. & R.D.O. to hold an inspection of a Panchayat body on his behalf.

Yours faithfully,

(D. Chakraborty)
Deputy Secretary to the
Govt. of West Bengal.

No. 3623/1(19)/PN/O/III/2E-28/94 Dated : 7.7.2000

Copy forwarded for information & necessary action to the –

1. District Panchayat & Rural Development Officer, _____ (all except Purulia)
2. Director of Panchayat & Rural Development, West Bengal
3. Director, SIP&R. D., Kalyani, Nadia.
4. Sri A. K. Chanda, Dy. Secy. Panchayat & R. D., Raj Bhaban

Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Panchayat & Rural Development Department
Raj Bhavan, Calcutta

No. 7486/P&RD(JRY)/138-16/99 Dated : March 6, 2000

From : P. Ray
Principal Secretary to the
Government of West Bengal

To : District Magistrate ..... (All)

Sub : Opening of Savings Bank Account by the Gram Panchayats/ Zilla Parishads ..... clearance given by Reserve Bank of India.

Sir,

Kindly find herewith a copy of the Reserve Bank of India Order DBOD No.Dir.BC 141/13.03.00/99-2000 February 12, 2000 which stipulates that Zilla Parishads/Gram Panchayats may be allowed to open Savings Bank Account with Public Sector Banks in respect of funds realsed for implementation of various Rural Development/Welfare Programmes. Thus the difficulties that were experienced by some Panchayats due to refusal of some bank branches to open Savings Bank Accounts for JGSY, EAS & IAY etc. schemes should not occur in future. It is learnt that some banks were not allowing interests on the Savings Bank Account of the Panchayats. You are requested to re-check and to ensure that Panchayats from their Savings Bank Account as per Savings Bank Interest Rates. This May immediately be communicated to all Panchayat bodies.

A line in acknowledgemet of receipt of this letter along with the confirmation about getting interest by all the Panchayat bodies for their different Bank Account will be highly appreciated.

Yours faithfully,

(P. Ray)
Principal Secretary to the
Government of West Bengal.

OFFICE OF THE HOOGHLY ZILLA PARISHAD
P.O.- CHINSURAH, DIST.- HOOGHLY

Memo No. 345/40 Dated, the Chinsurah, 15.5.2000

Copy alongwith enlosures forwarded for information & necessary action to : –

1. Sub Divisional Officers / Sadar / Chandernagar / Serampore / Arambabh
2. Sabhapati, ... Panchayat Samity.
3. Executive Officer, ... Panchayat Samity.
   He will please circulate the order to all Prodhans under his jurisdiction and E.O.P. and P.A & A.O. of his office.
4. S.A. & A.O. - Chandernagar Sub Division.

Secretary,
Hooghly Zilla Parishad

RESERVE BANK OF INDIA

CENTRAL OFFICE

DEPARTMENT OF BANKING OPERATIONS & DEVELOPMENT

CENTRE - 1, WORLD TRADE CENTRE

CUFFE PARADE, COLABA, MUMBAI - 400 005

DBOD. No. Dir.Bc, 140/13.03.00/99-2000

February 12, 2000
Magha 23, 1921 (S)

Interest Rates on Deposits

In exercise of the powers conferred by Sections 21 and 35A of the Banking Regulation Act, 1949, the Reserve Bank of India, being satisfied that it is necessary and expedient in the public interest so to do, hereby directs that, with immediate effect, paragraph 3(II)(n) of its Directive DBOD. No. Dir.BC151/C.347/85 dated December 27, 1985, as amended from time to time, shall be amended further as indicated below :

"(n) Zilla Parishads/Gram Panchayats in respect of funds released for Implementation of various rural development/ welfare programmes and/or subsidy/margin-money linked programmes sponsored by the State Governments/ Government of India, however, to the condition that no such account shall be opened with a bank other than a public sector bank."

2. The other provisions of the Directie DBOD No. Dir.BC.151/C.347/85 dated December 27, 1985 as amended from time to time, shall remain unchanged.

(G. P. Munlappan)
Executive Director

Sttn – 8
(Chapter 9 of Manual of instructions,
DBOD. DBS. IECD
Dir.BC. 1401 of 2000)

9.1.3(ii)

"(n) Zilla Parisad/Gram Panchayats in respect of funds released for Implementation of various rural development/ welfare programme and/or subsidy/margin-money linked programmes sponsored by the State Governments/Governmrnt of India, subject, however, to the condition that no such account shall be opened with a bank other than a public sector bank."

RESERVE BANK OF INDIA

CENTRAL OFFICE

DEPARTMENT OF BANKING OPERATIONS & DEVELOPMENT

CENTRE - 1, WORLD TRADE CENTRE
CUFFE PARADE, COLABA, MUMBAI - 400 005

DBOD. No. Dir.Bc, 141/13.03.00/99-2000

February 12, 2000
Magha 23, 1921 (S)

All Schduled Commercial Banks
(includig RRBs)

Dear Sirs,

Interest Rates on Deposits

Please refer to our Directive DBOD. No. Dir.BC.161/C-347/85 dated December 27, 1985 on interest Rates on Deposits, as amended from time to time.

2. In terms of paragraph 3(i) of our Directive referred to in paragraph 1 above banks have been prohibited from opening savings bank accounts, Internal in the name of Government departments/bodies depending upon budgetary allocations for performance of their functions. However, certain organizations/agencies have been exempted from this prohibition vide paragraph 3(II) thereof. It has now name of Zilla Parishads/Gram Panchayats in respect of funds released for Implementaion of various rural developmet/welfare programmes and/or subsidy/ margin-money linked programmes sponsored by the State Governments/Government of India.

3. An amending Directive DBOD. No. Dir.BC. 140/13.03.001/99-2000 dated February 12, 2000 enclosed.

4. The existing sub-clause (n) of clause (II) of paragraph 9, 1, 3 of Manual of instructions all — Par 1 may be amended as per slip 8.

5. Please acknowledge receipt.'

Yours faithfully,

(A. L. Narasimhag)
Chief General Manager
Encls : As above

Government of West Bengal
Department of Panchayat & R. D.
Panchayat Bhavan
11A, K. S. Roy Road, Calcutta-700 001

No. 36/PN/O/III/2E-46/99. Dated : 5.1.2000

From : Sri D. Chakraborty, Dy. Secy. to the Govt. of West Bengal.

To : The Principal Accountant General (A & E) West Bengal,
Treasury Buildings, Calcutta-1.

Sub : Creation of posts of Additional Deputy Secretaries in the Zilla Parihad / Mahakumar Parishad.

Sir,

I am directed by order of the Governor that the Governor has been pleased to accord sanction with immediate effect, to the creation of twenty five posts of Additional Deputy Secretary in the Zilla Parishads/Mahakuma Parishad of West Bengal as detailed in the Annexure-I in the scale of Rs. 5500-200-0300-225-8325-250-11,325/-

Such twenty five posts of Additional Deputy Secretary shall be filled up initially by the Zilla Parishads/ Mahakuma Parishad by promotion from the office superintendent working in the respective Zilla Parishads/Mahakuma Parishad having to their credit continuous and satisfactory service for at least 5 (five) years in the said post on the basis of merit-cum-seniority subject to the fulfilment of general terms and conditions laid down in the West Bengal Panchayat (Recruitment and conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 and of the rules and orders for the reservation of S.C./S.T./O.B.C. candidates, as issued from time to time by the Backward Classes welfare Deptt. of this Govt. In case such Office Superintendents are not available, the posts shall be filled up by the Joint Block Development Officers who have completed at least 6 (six) years of continuous and satisfactory service on deputation basis as may be selected by the State Government on such terms and conditions as may be specified. Where there are more than one posts in a Zilla Parishad, the second and third posts shall for the present be filled up by the eligible Joint Block Development Officers on deputation terms on selection by the State Government.

The Executive Officers of the Zilla Parishads/Mahakuma Parishad shall be the appointing authority for filling up these posts.

The charge is debitable to the head of account "2515-Other Rural Development Programmes (Panchayati Raj)-00-101-Panchayati Raj-NP-Non Plan-012-Grants-in-aid/Contributions to the Zilla Parishads-Contributions towards salaries of the employees of the Zilla Parishads-V-32-Contribution"

The order issues with the concurrence of the Finance Deptt. vide Financial Advisor, Panchayat & C.I. U/O No. 115 Dt. 9.6.99 and with the Cabinet's Approval Vide No. 1016 dated 30.8.99.

Yours faithfully,

(D. Chakraborty)
Dy. Secy. to the Govt. of
West Bengal

Government of West Bengal
Development & Planning Department
Raj Bhavan, Calcutta-700 062

No. 1415/P/2M-6/99. Dated : Calcutta, the 24th May 1999.

M E M O R A N D U M

Sub : Transfer of subjects under the Eleventh Schedule anc the Twelfth Schedule of the Constitution (73rd Amendmenl)Act,1992 and Constitution (74th aendment)Act,1992 to the Local Self-Govt. organs and preparation of District Development Plan and execution thereof.

1. In terms of the 73rd and the 74th amendment of the Constitution of India the Panchayats and the Municipalities are to be endowed with such powers and authority as may be necessary to enable them to function as institutions of Self-Govt. with provisions for devolution of powers and responsibilities upon them at the appropriate ievel to

a) prepare plans for economic development and securing social justice,

b) implement schemes for economic development and securing social justice as may be entrusted to them including those in relation to the matters in the Eleventh Schedule and the Twelfth Schedule of the Constitution. In pursuance of the 73rd and the 74th amendments of the Constitution the State Government have already started formalising the process of preparation of plans towards achievement of economic development and social justice in such a manner that these Local Self-Govt. bodies, in each of their respective tiers, can participate in the preparation of plans for themselves and thereafter, within a district, the District Planning Committee constituted under the West Bengal District Planning Committee Act, 1994, can integrate and consolidate the plans prepared. In terms of the 73rd and the 74th amendment of the Constitution of India the Panchayats and the by the Panciiayats and the Municipalities in the district, prepare a draft development plan for the district as a whole. In terms of the 73rd and the 74th amendments of the Constitution of India subjects covered under the Eleventh Schedule and the Twelfth Schedule of the Constitution under Articles 243G and 243W are required to be transferred to the Panchayats and Municipalities and execution of works thereunder should be entrusted to the three-tier Panchayts and Municipalities/Corporations. The West Bengal State Finance Commission lias also endorsed this position and recommend that, in terms of the constitutional amendments, the subjects as referred to in the Eleventh Schedule and the Twelfth Schedule of the Constitution

need be formally transferred to the Panchayats and Municipalities. The State Govt. have, for sometime past, been seriously considering the matter of formally strengthening and extending the process of participatory decentralised planning through the elected Panchayats in the rural areas and the elected Municipalities/ Corporations in the urban areas under the overall supervision of the District Planning Committees. In the process, the State Govt. have identified the planning process to start from the Gram Panchayats in the case of Panchayats and Wards in the Municipalities, as the case may be, at micro-level, which will successively be integrated into the Block Plan and the Municipality Plan and then to the District Plan as a whole. The State Govt. have also identified a list of schemes termed as "District Sector Schemes" of illustrative nature by a Committee headed by the Chief Secretary and discussed in the State Planning Board and thereafter circulated amongst the various departments. The plan outlay for schemes covered under the Eleventh Schedule and the Twelfth Schedule and listed as "District Sector Schemes" may, therefore, be shown as outlay under District Plan/Lump District Plan as part of the State Plan.

2. The State Council of Ministers in their meeting held on the 10th May, 1999 resolved to implement the provisions of the 73rd and the 74th amendments of the Constitution and to extend and formally strengthen the process of participatory decentralised planning through the Local Self-Govt. of Panchayats and Municipalities. In view of that, I am directed to say that Ihe Governor has been pleased to order the following :-

i) Following the 73rd and the 74th Constitutional amendments, the Panchayats and the Municipalities be empowered with such powers and authority as may be necessary to enable them to function as institutions of Self-Govt. with provisions for devolution of powers and responsibilities upon the Panchayats/Municipalities for preparation of plans for economic development and securing social justice and Implementation of schemes for economic development and securing social justice as may be entrusted to them including those-in relation to the matters in the Eleventh Schedule and the Twelfth Schedule respectively.

ii) In terms of the provisions of Articles 243G and 243W of the Constitution of India the subjects covered under the Eleventh Schedule and the Twelfth Schedule of the Constitution of India are hereby transferred to the Local Self-Govts. in the three-tier Panchayats and Municipalities/Corporations.

iii) In pursuance of the Constitutional amendments the State Govt. will formalize the process of preparation of plans towards achievement of economic development and social justice in such a manner that these Local Self-Govt. Bodies, in each of their respective tiers, can prepare plan for themselves and thereafter, within a district, the District Planning Committee can integrate and consolidate the plans prepared by the Panchayats and the Municipalities in the district, prepare a draft development plan-for the district as a who1e and send the same to the Stale Government.

iv) Keeping in view the subjects mentioned in the Eleventh Schedule and the Twelfth Schedule, recommendation of the State Finance Commission and the illustrative list of "District Sector Schemes" already prepared, the different Administrative Departments will

a) prepare a comprehensive list of plan and non-plan schemes that they either implement themselves or have them implemented through their respective Directorates,

b) select those schemes the implementation of which are to be passed on to the Panchayats and the Municipalities and,

c) issue appropriate Govt. orders to that effect in consultation with the Panchayats and Rural Development Department, the Municipal Affairs Department, the Development & Planning Department and the Finance Department. This wili necessitate passing on the requisite amount of fund to the Panchayats and the Municipalities as also appropriately instructing the officials of their respective departments for making **the** services of officers and staff available at district level and downwards to the Panchayats and/or Municipalities for utilisation in the execution of the schemes of the respective departments now being transferred to local bodies.

3. Consequent upon the transfer of subjects under the Eleventh and the Twelfth Schedule of the Constitution,the State Sector Schemes will remain with the concerned departments for execution as before. The District Sector Schemes, appropriately identified, will be transferred for execution to the local bodies - the Panchayats for rural areas and the Municipalities/Corporations for urban areas. In the overall State Plan, such schemes would be shown as District Plan/Lump District Plan Component of the State Plan. The responsibility of execution of continuing externally aided projects will similarly rest with the existing executing agencies. Necessary consultation with the District Planning Committee will be required for new externally aided projects.

4. As the budgetary outlay for the different District Sector Schemes will be flowing out of the departmental budget, technical guidance, supervision etc. will remain the responsibility of the departments.

5. In order to have effective implementation of the various District Plan Schemes by the three-tier Panchayats and Municipalities, the services of Line Department Officials will be made available to the respective tiers of the Panchayat bodies/Municipalities. The concerned District-level officers and officers having functional jurisdiction extending over more than one Panchayat Samity/Block in the district may be given suitable Ex-officio designation signifying their association with the Zilla Parishad, and similarly the Block-level

officers with the Panchayat Sarnitis. The Panchayat bodies will have the power to assign specific functions and jobs to the Govt. staff and officers whose services have thus been placed in the Panchayats and additional designations conferred for execution of various schemes and projects. Panchayat authorities will supervise the day to day work of the departmental officers and staff, co-ordinate work of the personnel of different departments located in the district to get optimum utilisation. Similar arrangements may have to be made with respect lo the Municipalities/Corporations for urban areas schemes, where necessary.

6. The State Planning Board, in consultation with the different departments and the District Planning Committees will issue necessary general guidelines regarding Ihe Stale-level macro priorities in different sectors and on the interconnection between the State-level and District-level Schemes, and will interact with the departments and the District Planning Committees on the monitoring of implementation of planning process.

7. A cabinet Sub-Committee headed by the Chief Minister, West Bengal will be constituted to overview the process of such transfer of Hems included under the Eleventh Schedule and the Twelfth Schedule of the Constitution and for strengthening the decentralised planning'process.

8. The provisions made in the memorandum will come into force with immediate effect. The various departments of the State Government are required to complete the process of such transfer of subjects under the Eleventh Schedule and the Twelfth Schedule along wilh identification and transfer of Districl Sector Schemes as also the placement of departmental officers and staff in the district at the appropriate tier of Ihe Panchayats immediately.

(M. Gupta)
Chief Secretary to the
Govt of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
PANCHAYAT BHAWAN,
11A, K. S. ROY ROAD, CALCUTTA-700 001

No. 1008/PN/N/III/4A-1/99 Dated : Calcutta, the 18.5.1999.

From : Dy. Secy. to the Govt. of West Bengal

To : The Director of Panchayats & R. D.

Sub : Transfer Travelling Allowance in favour of the employees of Gram Panchayats/Panchayat Samities.

The undersigned is directed to his letter No. 2643/III/DP/3T-1/98 dated 26.11.98 on the above noted subject and to state that there is no T.A. rule/order applicable to the G.P/.P.S. employees. A G.P. or P.S. employee may, however, get reimbursement or actual tour expenses which may include actual travelling expenses of the employee and the family members, transport cost including packing charge not exceeding the amount admissible to a similar category of State Govt. employee, out of contingent/other expenses fund of the concerned G.P./P.S.

The matter relating to framing of appropriate rule of Transfer T.A./normal T.A., for Panchayat employees is under active consideration of the State Government.

Sd/-
Dy. Secy. to the
Govt. of West Bengal

No. 667/PN/O/1/4A-2/81 Date : 26.2.1997

MEMORANDUM

Attention of the State Government in the Department of Panchayats and Rural Development has been drawn to instances of some office bearers or members of Zilla Parishads or Panchayat Samitis undertaking official journeys by air. Such journeys have not been found justified on all occasions.

The State Government after careful consideration of the matter has decided that except for the Sabhadhipati of a Zilla Parishad or Siliguri Mahakuma Parishad, no other office bearer or member of a Zilla Parishad, Siliguri Mahakuma Parishad, Panchayat Samiti or Gram Panchayat in this State shall undertake any official journey by air within or outside the State without prior approval of the State Government in the Department of Panchayats and Rural Development.

For the purpose of obtaining the aforesaid approval, the Artha, Sanstha, Unnayan-O-Parikalpana Sthayee Samiti or the Gram Panchayat concerned shall adopt a resolution justifying the proposed journey by air and furnish a proposal to the State Government with a copy of the said resolution. Such proposal should be initiated only under exceptional circumstances where air journey is unavoidable in the interest of the official business for which the journey is proposed to be undertaken. In no case, approval of the State Government should be presumed merely because of submission of the proposal.

Yours faithfully,
Sd/- **S. N. Ghosh**
Principal Secretary to the
Govt. of West Bengal.

No. 2412/PN/N/I/3C-5/94 (Pt. I) Dated : 16.10.95

ORDER

In view of the cordinal role expected of the Adhyaksha of the District Council for Panchayats for the purpose of ensuring financial discipline in the functions of the Panchayats and in order to recognise that role and build up a congenial working atmosphere for the Adhyaksha as referred to in Section 214A of the West Bengal Panchayat Act, 1973 (West Bengal Act XU of 1973), the Governor is pleased hereby to direct that an amount of Rs. 1,200.00 (Rupees one thousand two hundred) only per month as honorarium shall be admissible to the Adhyaksha, District Council for Panchayats with effect from 1st August, 1995 out of the Zilla Parishad Fund or Mahakuma Parishad Fund as the case may be and that the State Government shall, subject to the availability of fund, credit from time to time the fund required on account of such payment @ Rs. 1200/- p. m. to each Zilla Parishad Fund and Mahakuma Parishad Fund within the State.

2. The State Government reserves the right to reduce or increase the amount at any time taking into consideration the availability of fund and extent of responsibility of the Adhyakshas, amendment to Statutory Provisions and other factors related to the issue.

3. The Adhyaksha shall not be entitled to any remuneration during the period of absence not authorised under any provision of law.

4. Necessary amount on this account shall be credited from time to time to the respective Zilla Parishad or Mahakuma Parishad Fund out of the budget provision under the head "2515-Other Rural Development Programmes (Panchayati Raj)-00-101-Assistancc to Panchayati Raj Institutions-NP-Non-Plan-Grants-in-aid/contributions to the Zilla Parishad-2209-Grants-in-aid/ contributions to the Zilla Parishads for meeting the cost of T. A. & D. A. etc. of their members and remuneration of office bearers and other contingent expenditure". Disbursement of the fund shall be made in the like manner as is applicable for disbursement of the remuneration to the Karmadhyakshas of the Zilla Parishad and in observance of financial rules and procedures applicable for the purpose.

5. This order issues with the concurrence of the Finance Deptt. of this Government vide their U/O No. Group 'P' (Pay) 1461 dated 26. 7. 95

Yours faithfully,

Sd/- **S. N. Ghosh**
Principal Secretary to the
Govt. of West Bengal.

No. 2260/V/Panch/3A-49/88 Dated : 18.9.95

From : Sri S. N. Ghosh
Principal Secretary to the Govt. of West Bengal

To : Sri .....

Sabhadhipati, ... Zilla Parishad /
Mahakuma Parishad.

Sir,

The State Govt. is, for sometime past, constrained to observe that there have been occasions when a Panchayat institution has diverted schematic fund allotted by a department of the State Government, for a purpose other than that for which the fund has been placed. Such diversion of fund is not only irregular and beyond competence of any field officer including the Zilla parishad, but it impedes proper and timely implementation of the related scheme/project defeating the very purpose for which the fund has been allotted. Any schematic fund received or receivable by any Panchayat institution should be utilised strictly within the parameters laid down in the guidelines in force with respect to the scheme/project in question.

2.0 Such diversion of fund has also led in the past to serious audit objections for which satisfactory reply could not be advanced by the concerned Panchayat institution. Understandably, the concerned objections have later been included in the report of the Comptroller and Auditor-General of India to much embarassment of the Zilla Parishad/Panchayat Samiti and the State Government.

3.0 In view of the situation, the State Govt. firmly holds that such diversion of fund should not take place without a specific and prior approval of the State Government in the concerned Deptt. Such restriction on diversion of fund however is not intended to obstruct occasional utilisation of the available fund earmarked for a scheme or sub-programme for another scheme or sub-programme within the same programme provided that the fund is restored for execution of the former scheme/sub-programme as soon as possible within the same financial year. Such steps for immediate utilisation of fund instead of keeping it idle because of ground realities, should not be conceived as diversion of fund and may be resorted to by a Zilla Parishad or Panchayat Samiti as the occasion may arise. In this connection, Memo No. 4228(17)—RD (JRY)/135-6/94 dated 12.7.1995 of R. D. Deptt. may also be referred to.

4.0 In consideration of aforesaid factors, I request you to kindly advise the concerned functionaries and officers working in your organisation to ensure that the Zilla Parishad does not take recourse to diversion of fund relating to any scheme or project for any purpose other than that for which the fund has been allotted without obtaining prior written approval of the Department allotting such fund.

5.0 I am endorsing a copy of this letter to the Sabhapatis of the Panchayat Samitis. I shall be highly obliged if you kindly issue a similar direction to the Panchayat Samitis within your jurisdiction as most of the funds allocated to the Panchayat Samitis, are routed through the Zilla Parishad.

6.0 This issues with concurrence of Rural Development Deptt. of this State Govt.

Yours faithfully,

Sd/- **S. N. Ghosh**
Principal Secretary to the
Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
PANCHAYAT BHAWAN,
11A, K. S. ROY ROAD, CALCUTTA-700 001

No. 1196(17)/III/Panch/3C-3/88 Dated : 24.5.95

From : The Secretary to the Govt. of West Bengal

To : The District Magistrate and Executive Officer, Hooghly Zilla Parishad,
P.O. Chinsurah, Dist. Hooghly

Sub : Strengthening and Streamling of vigilance activities in the P.R. Bodies.

The undersigned is directed to state that in terms of Home(PAR) Deptt. Resolution No. 221-GAC dated 4.3.1965, under which the Vigilance Commission, West Bengal was set up, the powers and functions of the Vigilance Commission were extended over the corporate public undertakings of the State Govt. The employees of the Public Undertakings, Corporate and local bodies etc. set up under the act of legilsative are also public servants under the Indian Penal Coode.

2. The undersigned is further directed to state that the quantum of functions and sechemes assigned to P.R. Bodies is constantly on the increase. The elelcted representatives of P.R. Bodies have been made more accountable to the people as well as the Govt. by suitable amendmets to the relevant Act and Rules

3. After careful consideration of the matter it has been decided by the Govt. that officials of the P.R. Bodies should come under the purview of the Vigilance Commission in order to ensure fairness and efficiency on the part of those officials. For this purpose it is decided further by the Govt. that the P.R. Bodies should adopt resolutions accepting the jurisdiction of Vigilance Commission over P.R. Bodies.

4. Under this circumstances it is requested that suitable advice in this regard may be issued to all the Offices of P.R. Bodies in the District to adopt such a resolution at an early date. A Copy of a model resolution (Both in English and in Bengali) is enclosed herewith. It is requested that copies of the resolution (in triplicate) adopted by the Zilla Parishads including Sihguri Mahakuma Parishad be sent to this Deptt., for onward transmission to the Vigilance Commission, West Bengal.

5. The D.P.O. may be advised to collect copies of the resolution of Panchayat Samitis and Gram Panchayats and to send a consolidated statement on the basis of these resolutions to the Directorate of Panchayats with a copy to this Deptt. Copies of the resolution of individual Panchayat Bodies (other than Zilla Parishad) may be retained in the DPO s Office as permanent record.

Sd/-

Secy. to the Govt. of

২ (ক)

MODEL RESOLUTION

Sub : Strengthening and Streamlining of vigilance activities in the P.R. Bodies.

On consideration of the facts of the case ..... Zilla Parishad / Panchayat Samiti / Gram Panchayat Samiti / Gram Panchayat adopted the following resolution in its meeting held on .....

(i) that the power and functions of the vigilance Commission as laid down in the Government of West Bengal Resolution No. 221-GAC dt. 4.3.65 be extended to the ..... Parishad / Panchayat Samiti / Gram Panchayat.

(ii) that all circulars issued or to be issued by the State Government of the subject with regard to the procedure of the work of vigilance commission and its jurisdiction vis-a-vis Departments of Government and Govt, Servants shall apply mutatus mutandis to the employee of ..... Zilla Parishad / Panchayat Samiti / Gram Panchayat.

(iii) that all the employees of this Zilla Parishad / Panchayat Samiti / Gram Panchayat shall submit thier declaration of Assets as they stood on 1st day of each year within 31st March every to their respective appointing authority / Commissioner.

২ (খ)

খসড়া প্রস্তাব

বিষয় ঃ পশ্চিমবঙ্গ সরকারের পঞ্চায়েতীরাজ সংস্থাগুলিতে ভিজিল্যান্স কমিশনের কাজকর্মের দৃঢ় পদক্ষেপ ও গতি আনয়ন করা সংক্রান্ত।

বিষয়টি গুরুত্ব সহকারে বিবেচনা করার পরিপ্রেক্ষিতে ..... জিলা পরিষদ/পঞ্চায়েত সমিতি/গ্রাম পঞ্চায়েত ..... তারিখে আহুত সভায় নিম্নলিখিত সিদ্ধান্ত গ্রহণ করিল —

(১) পশ্চিমবঙ্গ সরকারের ৪.৩.৬৫ তারিখের ২২১-জি-এ-সি. ক্রমাংকিত সিদ্ধান্তে () উল্লিখিত ভিজিল্যান্স কমিশনের ক্ষমতা ও কার্যাবলী ..... জিলা পরিষদের/পঞ্চায়েত সমিতির/গ্রাম পঞ্চায়েতের অন্তর্গত কর্মচারীদের ক্ষেত্রে সম্প্রসারিত করা হউক এবং অধিনস্থ সমস্ত কর্মচারী উক্ত সিদ্ধান্তে গৃহীত যাবতীয় আচরণবিধি মানিয়া চলিবে।

(২) উপরোক্ত বিষয়ে ভিজিল্যান্স কমিশনের কার্যবিধি ও পরিধি পশ্চিমবঙ্গ সরকার কর্তৃক প্রচারিত বা ভবিষ্যতে প্রচারিত হইবে এমন নির্দেশনামা/আদেশনামা যাহা পশ্চিমবঙ্গ সরকার ও কর্মচারীদের ক্ষেত্রে যেভাবে সম্প্রসারিত/প্রয়োগ করা হইয়াছে ..... জিলা পরিষদ/পঞ্চায়েত সমিতি/গ্রাম পঞ্চায়েত ও তার কর্মচারীদের ক্ষেত্রে সমভাবে প্রযোজ্য হইবে বা প্রয়োগ করা হইবে।

এই ..... জিলা পরিষদের/পঞ্চায়েত সমিতির/গ্রাম পঞ্চায়েতের সমস্ত কর্মচারীগণ প্রতি বৎসর ৩১শে মার্চের মধ্যে তাঁহাদের ১লা জানুয়ারীতে স্থাবর ও অস্থাবর যে সম্পত্তি আছে তার পূর্ণ বিবরণ উপযুক্ত কর্তৃপক্ষ বা তাহাদের নিয়োগকর্তার নিকট নির্দিষ্ট ফর্মে দাখিল করিবেন।

CIRCULATION

Message begins :

No. 2685(17)/I/Panch/1A-10/88 (Pt-I) Dated : 10.11.94

Attention of the State Government has been drawn to the provision under Sub-Section (3) of Section 213A of the West Bengal Panchayat Act, 1973 as amended. The provision states, inter alia, that within one month from the date on which the above section comes into force, elected members set up by the recognised political parties shall, by adopting a resolution, select one member from among themselves to be the leader and such leader shall within fifteen days from the date of such selection, furnish to the prescribed authority, a copy of the resolution and other specified documents.

Following the spirit of the law, it is stated in clarification that the time frame laid down in the above provision is not prohibitory and is meant to serve the purpose of a guideline to the political parties in their interest. It has also been observed that the prescribed authority should not refuse to accept, or to rely on, the documents furnished by the leader marely on the ground that the time frame has not been maintained. A Suitable provision to the above effect is in the process for incorporation in the act.

In the circumstances, the State Govt. is of the opinion that the prescribed authority referred to in sub-section (1) may not refuse to accept, or to rely on, the documents furnished by the Leader merely on the Ground that the resolution selecting the leader was not adopted within one month from the date on which the section comes into force or that the documents as aforesaid were not furnished to him within fifteen days from the date of such selection. In case a prescribed authority has in the meantime refused to accept such documents on the above ground, he may reconsider the matter for further action in the light of the above observations.

Sd/- **S. N. Ghosh**
Secretary to the Govt. of W. Bengal.
Department of Panchayats

No. 873/I/Panch/0-6/93 (Pt. III) Dated : 28.3.94

ORDER

In pursuance of this Department Order No. 3367/I/Panch/0-6/93 dated 16. 11. 93, the Governor is pleased hereby to declare that for the purpose of drawal of remuneration bills of Karmadhyakhas of a Sthayee Samiti of Zilla Parishad, Sabhadhipati shall act as Controlling Officer for drawal of such bills.

By order of the Governor,
Sd/- **S. N. Ghosh**
Secretary to the Government of
West Bengal.

No. 1034/ (16)/I/Panch/4A-2/81 (Pt. I). Dated : 19.4.94

From : Officer on Special Duty & Ex-Officio Deputy Secretary, Department of Panchayats

To : The Executive Officer, 24-Pgs. (N) Zilla Parishad, P. O.-Barasat

Sub : Admissibility of T. A. & D. A. to the Karmadhyaksha of the Sthayee Samitis of the Zilla Parishad

The undersigned is directed to say that in view of the fact that the Karmadhyakshas of Zilla Parishad have now been declared as whole time functionaries and they are now entitled to a monthly remuneration of Rs. 1200/- requiring them to attend office of the Zilla Parishad regularly and frequently, it has now been decided that, they shall not have any claim for T. A. & D. A. for attending any meeting at Zilla Parishad Office.

Sd/- **D. Chakraborty**
Officer on Special Duty & Ex-Officio
Dy. Secy, to the Government
of West Bengal.

No. 3438/I/Panch/3R-4/89 Dated : 19.11.93

ORDER

The Governor is pleased hereby to direct that pending amendment of the West Bengal Panchayat (Payment of honoraria and grant of leave to the Sabhadhipati and the Sahakari Sabhadhipati of the Zilla Parishad and the Mahakuma Parishad) Rules, 1989, the word "honoraria" wherever it occurs in the said Rules and the Form appended thereto, should be deemed to be substituted by the word "remuneration".

By order of the Governor,
Sd/- **S. N. Ghosh**
Secretary to the Govt. of West Bengal.

No. 3682/I/Panch/4A-2/81 Dated : 23.12.93

From : The Special Officer (Law) & Ex-Officio Assistant Secretary to the Government of West Bengal

To : The Director of Panchayats, West Bengal

Sub : Payment of T. A. to the Ex-Officio members of Gram Panchayat (Panchayat Samiti members elected from that Gram).

MEMO

The undersigned is directed to say that after careful consideration, the Government has decided that the members of the Panchayat Samiti are also entitled to get fixed T. A. when they attend Gram Panchayat meetings as Ex-Officio members at the rate as admissible to the Gram Panchayat members in terms of West Bengal Gram Panchayat (Members' Fixed Allowances) Rules, 1979.

Sd/- **D. Chakraborty**
Special Officer (Law) & Ex-Officio
Asstt. Secy, to Govt. of West Bengal

No. 6230(15)II/Panch/0-7/84 Dated : 6/3/87

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Director Magistrate/Deputy Commissioner.

Sub : Keeping of fund of Panchayat bodies outside the P. L. Accounts.

Ref. : PL, Account in ZP/Ps.

The undersigned is directed to say that under rule 105 of the West Bengal Zilla Parishad (Election, Constitution and Administration) Rules, 1964, the zilla Parishad Fund is required to be kept in the Govt. Treasury in the district and the Panchayat Samiti Fund in Govt. Treasuries in the Sub-divisions i.e. in the P.L. Accounts maintained by the Treasuries / Sub-Treasuries. It has come to the notice of Govt. that some of the Zilla Parishad/Panchayat Samitis have drawn funds from the P.L. Accounts and invested the same commercial banks. This is not permissible unless approved by Govt. u/s 132 (4) or 179 (4) of the West Bengal Panchayat Act, 1973.

2. The issue referred to above engaged the attention of Govt. from some time past. In a meeting of the District Magistrates held in Calcutta on 19.10.82. a note was circulated by this deptt. which contained the following :–

> "The District Magistrates are requestedin the interest of State finance to ascertain the quantum of unspent blalance at the disposal of different tiers of Panchayat bodies in their districts and to ensure that maximum possible amount out of the balance is credited to the appropriate P.L. Account."

3. The Finance Department of the State Govt. in their memo No. 2668-F dt. 9.3.84 has requested this Department to certify that outside investment by Panchayats has been brought back to the respective P.L.Accounts.

The District Magistrates, are therefore requested kindly to certify immediately that the instructions contained in the note referred to in para 2 above have been complied with and the outside investments have been brought back to respective P.L.Accounts.

Sd/-
Deputy Secretary to the
Govt. of West Bengal

No. 11446/III/Panch/4F-89 Dated : 29.6.89

From : The Asstt. Secretary to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : Preferential treatment to Small Scale Insdustrial Units of this State in the matter of purchase by all State Govt. Deptts./Dies/Offices/Organisations (including Private Undertakings and Statutory bodies etc.).

The undersigned is directed to forward herewith copies G.O.s No. 8167-F dt. 27.7.88 and D.O.letter no. 4422 (48)-F Dt. 13.4.89 from the Chief Secretary on the subject mentioned above and to request him to kindly issue necessary instructions to all offices Subordinate to him and to all the Zila Parishads for strict compliance of the instructions contained in the said orders.

Sd/-
Asstt. Secretary to the
Govt. of West Bengal

Government of West Bengal
Finance Department
Audit Branch.

No. 8167-F. Calcutta the 27th July, 1988.

MEMORANDUM

The Government of West Bengal has, from time to time, issued orders according preferential treatment to small scale industrial units in the matter of marketing their products. Such facilities relate to submission of tender/ quotation, price preference, channelising pruchase for the State government from S.S.I. Units only etc.

The matter has been reviewed. Measures for providing marketing support to imdustrial units of the State have been under consideration of the Government for sometime. After careful consideration of all the aspects

in the matter of purchases by all State Government/Departments/Directorates/ Offices/Undertakings/Organisations, the Governor has been pleased to decide that the following measures shall be adopted henceforth :

(1) All registered SSI Units of the State are to be given 15% price preference, vis-a-vis not only large and medium schale industrial units as at present but also other SSI Units located outside the State.

(2) All Industrial Undertakings/Organisations owned/managed by the State Government will be given 10% price preference vis-a-vis other medium and large scale units within the State and outside and also SSI Units located in other States.

(3) State based medium and large scale unitswill be given 10% price preference over large and medium units and SSI Units of other States.

(4) In the case of a tie in a tender/quotation offered by Industrial Undertakings/Organisations owned/managed by the State Government and State based medium/large scale units preference will be given to Industrial Undertakings/Organisations owned/managed by the State Government.

(5) All purchase orders to units located outside the State should be done with prior clearance from concerned administrative departments upon satisfaction that (i) items being so purchased are not manufactured within the State, (ii) State based'manufacturers of such items did not participate in the quotations/tenders, (iii) the quality or specification or price of items so offered by State based units were beyond the acceptability level.

All previous guidelines issued on the subject may be deemed to be modified to the extent indicated herein.

Sd/- R. N. Sengupta,
Chief Secretary to the
Government of West Bengal

No. 555-Edn(S)/2L-4/79 Dated Calcutta, the 18th May, 1979

From : Shri S. N. Chowdhury
Deputy Secretary to the Government of West Bengal

To : The Secretary, West Bengal Board of Secondary Education

Sub : Grant of special leave to the staff of recognised non-Government Secondary Institutions for attending meetings of Panchayat Bodies

Sir,

I am directed to say that a number of teachers and non-teaching employees of recognised non-Government Secondary Schools have been elected as members of the Gram Panchayats/Samitis and Zilla Parishads. They have, sometimes, to attend the meetings of the said bodies during the school hours. There is no provision in the existing leave rules for granting special leave to the employees of such institutions when they attend the meetings of the Panchayat Bodies as members.

It is, therefore, requested that, pending amendment of the leave rules, the'Board may kindly issue necessary instruction to the authorities of the schools concerned to grant special casual leave, as and when necessary, to the staff of recognised non-Government Secondary Schools for attending meetings of Zilla Parishads, Panchayat Samitis and Gram Panchayats as the case may be. Such leave (to be treated as duty) may be sanctioned on production of documents to show that they actually attended the meetings for the day or days for which special casual leave is required.

Yours faithfully
Sd/- S. N. Chowdhury
Deputy Secretary

Delegation of Power to the Director of Panchayats for looking after Zilla Parishads and Panchayat Samitis

No. 611/II/Panch Dated 10.1.84

ORDER

It has been decided that for greater efficiency and achieving more effective supervision over flow of funds and over receipt of reports and returns the Director of Panchayats, West Bengal who is already vested with the powers of inspection of Zilla Parishads shall, with immediate effect, start looking after Zilla Parishads and Panchayat Samitis also over and above Gram Panchayats and that the Zilla Parishads and Panchayat Samitis shall communicate to the Director of Panchayats, West Bengal whenever they want to communicate with Government and all communications from Government to them shall be through the Director of Panchayats, West Bengal, except, however, in emergent situations where shortcuts may be resorted to.

Sd/- D. Bhattacharyya
Secretary to the
Government of West Bengal

No. 332EDN(P)/10M-7/79 Dated 12.3.79

From : M. M. Sinha Roy, Deputy Secretary to the Govt. of West Bengal

To : The Director of Primary Education, West Bengal

Sub : Grant of special causual leave to Primary School Teachers on the days they attend meeting of Panchayat Bodies

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order that non-Government Primary School Teachers who have been elected members of the Zilla Parishads, Panchayat Samitis and Gram Panchayats, be granted special casual leave (to be treated as on duty) for their attending meetings of the Zilla Parishads, Panchayat Samitis and Gram Panchayats, as the case may be, provided they produce documents to the concerned authorities to show that they actually attended the meetings of the Zilla Parishads/Panchayat Bodies for the day(s) in question.

Sd/- M. M. Sinha Roy
Deputy Secretary

No. 10967(15) Panch./lP-27/79 Dated : 20.6.79

From : The Joint Secretary to the Govt. of West Bengal

To : The District Panchayat Election Officer,.....

Sub : Assumption of office by the members subsequently elected to Panchayat bodies.

The undersigned is directed to say that clause(b) of Section 197A of the West Bengal Panchayat Act, 1973, provides that the name of any member of a Gram Panchayat, Panchayat Samiti or Zilla Parishad subsequently elected shall be notified in the Official Gazette and such member shall be entitled to assume office and remain a member for the unexpired period of four years. A question has been raised whether a member subsequently elected to a Panchayat body through bye-election is in a position to assume office *before* his name is notified in the Official Gazette. The Law Officers of Govt. arc of opinion that the assumption of office by a member subsequently elected is not contingent on the prior publication of his name in the Official Gazette. Such member may take his seat after he makes and subscribes an oath or affirmation before the appropriate authority as provided in section 197 ibid. The name of such member may be published in the Official Gazette in due course.

N. R. HALDER
Joint Secretary to the Govt. of West Bengal

Chapter - 12

Orders relating to erection of tower

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	943/PN/O/l/2M-4/03(Pt-ll)	03.03.2009	GP	Permission for erecting Mobile Network Towers in Panchayat Areas
2	5094/PN/O/1/2M-4/03 (Pt-1)	22.12.2008	GP	Erecting Mobile Tower & Maintenance Room
3	2381-PN/O/I/IT-1/2001	31.05.2007	GP	Setting up of Towers in the GP areas by DVC for transmission of Power
4	1507-PN/O/I/IT-1/2001	02.04.2007	GP	Setting up of Towers in tht GP areas by NTPC for transmission of Power
5	689/PN/O/I/2M-4/03 (Pt-1)	07.02.2007	GP	Seting up of Towers in the GP areas by Reliance for Telecommunication
6	4537/PN/O/l/2M-4/03(Pt-l)	05.09.2006	GP	Construction of Towers in :ne GP areas by Reliance
7	96/PN/O/1/1T-1/2001	09.01.2006	GP	Levying fees from the WBSi'S by the GP
8	95/PN/O/I/2M-4/2003	09.01.2006	GP	Levying fees by the GP for construction of Towers
9	06/PN/O/I/2M-4/2003	02.01.2006	GP	Projects of Reliance Group of Companies
10	5274/PN/O/I/IT-1/2001	30.08.2005	GP	Levying fees from the WBSE3 by the GP
11	5249/PN/O/1/IT-1/2001	26.08.2005	GP	Levying fees for setting up of different power projects, substations and offices in the GP areas.
12	3885/PN/O/I/2M-4/2003	23.11.2004	GP	Permission for setting up of B.T.S Towers / Shelter Rooms in GP Areas
13	2799/PN/O/I/2M-4/2003	19.08.2004	GP	Fees for construction of B.T.S Towers/ Shelter Rooms in Panchayat area for Broadband Access Network
14	2182/PN/O/I/2M-4/2003	01/July/2004	GP	Approval of GP for construction of B.T.S Towers for Broadband and Shelters by Reliance Infocom Ltd.

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 943/PN/O/I/2M-4/03 (Pt-II) Dated : 03/03/2009

From : D. Ghosh, IAS
Special Secretary to the
Govt. of West Bengal

To : The District Magistrate

_____(all)

Sub : Permission for erecting Mobile Network Towers in Panchayat areas.

Sir,

The Chief Electoral Officer, West Bengal has communicated to this Department that a review meeting was held by him at the State level with BSNL and other Service Providers in West Bengal on 28. 02. 2009 for quick expansion of their Net-work programmes in view of the direction of the Election Commission of India vide its No. 464/EPS/2009 dated 24. 02. 2009. In the meeting, one of the issues that they were highlighted, was that in many cases Gram Panchayats were not according permission for erecting Mobile Network Towers citing various reasons.

I am, therefore, directed to say that for erection of towers in rural areas, the Service Providers will apply to the concerned Gram Panchayats for necessary permission. The Gram Panchayat will issue permission after taking one time fee @ Rs. 3/- per cubic metre on the total volume of tower. If the land on which the tower will be erected belongs to the Gram Panchayat, the Gram Panchayat will enter into an agreement with the Service Provider and collect a rental fee of Rs. 3,500/- (Rupees three thousand five hundred) only at the time of agreement and thereafter collect the same amount of Rs. 3,500/- (Rupees three thousand five hundred) only every ycar for renewal of licence to the Service Provider. In case of private property, the licence fee of the land will be collected by the land owner. The agreement signed with the Service Provider will remain valid for five (5) years and the same may be renewed after completion of five years, if there is no objection to do so.

I am further directed to say that after construction of tower, it will be considered as a building and Gram Panchayat will assess building tax on such tower under the existing provisions of law. A guideling was issued from this Department on this subject in vernacular vide No. 5094/PN/O/I/M-4/03 (Part-I) dated 22.12.2008. Copy of the said guideline is forwarded again for communicating the matter to all Gram Panchayats and Panchayat Samitis immediately to take appropriate action.

Yours faithfully,
D. Ghosh
Special Secretary to the
Government of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড
কলকাতা-৭০০ ০০১

নং ঃ ৫০৯৪/পি.এন/ও/এক/২এম-৪/০৩ (অংশ-১) **তারিখ ঃ ২২.১২.২০০৮**

নির্দেশিকা

বিষয় : গ্রাম পঞ্চায়েত এলাকায় বিভিন্ন দুরভাষ সংস্থার টাওয়ার / রক্ষাণাবেক্ষণ কক্ষ নির্মাণ সংক্রান্ত নির্দেশিকা।

গ্রাম পঞ্চায়েত এলাকায় বিভিন্ন দূরভাষ সংস্থার টাওয়ার ও রক্ষণাবেক্ষণ কক্ষ নির্মাণের সময়ে দেয় বিভিন্ন ফি আদায়ের ক্ষেত্রে সংশ্লিষ্ট গ্রাম পঞ্চায়েতগুলি অসুবিধার সম্মুখীন হচ্ছে। এই অবস্থায়, এই অসুবিধা দূর করার লক্ষ্যে এই বিভাগ নিম্নলিখিত নির্দেশিকা জারি করছে :-

(১) গ্রামীণ এলাকায় টাওয়ার / রক্ষণাবেক্ষণ কক্ষ নির্মাণে ইচ্ছুক দূরভাষ সংস্থা ঐ এলাকায় অবস্থিত কোন সরকারি জমি বা পঞ্চায়েতের জমি বা ব্যক্তি মালিকানার জমির উপর টাওয়ার / রক্ষণাবেক্ষণ কক্ষ নির্মাণের জন্য সংশ্লিষ্ট গ্রাম পঞ্চায়েতের নিকট আবেদন করবে।

(২) সংশ্লিষ্ট গ্রাম পঞ্চায়েত ওই আবেদন পত্রটি পরীক্ষা করে দেখবে, যে জমির উপর টাওয়ারটি নির্মিত হবে তার মৌজা, জে.এল. নং, দাগ নং ইত্যাদির উল্লেখ যথাযথ আছে কিনা এবং জমির মালিকানা ও দখল কার আছে। সব ঠিক থাকলে গ্রাম পঞ্চায়েত ঐ টাওয়ারের আয়তনের উপর ৩ টাকা প্রতি ঘনমিটার হারে ফি আদায় করবে অনুমতি প্রদানের জন্য।

(৩) সংশ্লিষ্ট জমি (যেখানে টাওয়ার নির্মাণ হবে) গ্রাম পঞ্চায়েতের কর্তৃত্বাধীনে থাকলে গ্রাম পঞ্চায়েত, আবেদনকারী দূরভাষ সংস্থার নিকট থেকে জমির ভোগদখল ফি বাবদ এককালীন ৩৫০০ টাকা (তিন হাজার পাঁচশত টাকা) মাত্র আদায় করে তথ্য প্রযুক্তি বিভাগের প্রস্তুত করা চুক্তিপত্রানুযায়ী চুক্তি করবে (চুক্তিপত্রটি সংযুক্ত করা হ'ল)। গ্রাম পঞ্চায়েত প্রতি বছর ঐ সংস্থার নিকট থেকে লাইসেন্স ফি বাবদ ৩৫০০ টাকা (তিন হাজার পাঁচশত টাকা) মাত্র আদায় করতে পারবে।

(৪) সরকারী জমির ক্ষেত্রে এককালীন ফি এবং বার্ষিক লাইসেন্স ফি হবে জেলা শহরের ক্ষেত্রে ৬৫০০ টাকা (ছয় হাজার পাঁচশত টাকা) মাত্র, মহকুমা শহরের ক্ষেত্রে ৫৫০০ টাকা (পাঁচ হাজার পাঁচশত টাকা) মাত্র এবং গ্রামীণ এলাকার জন্য ৩৫০০ টাকা (তিন হাজার পাঁচশত টাকা) মাত্র। ঐ টাকা সংশ্লিষ্ট সরকারী দপ্তর বা বিভাগে আদায় করবে এবং চুক্তিপত্রে স্বাক্ষর করবে।

(৫) ব্যক্তি মালিকানার জমির উপর টাওয়ার বা রক্ষণাবেক্ষণ কক্ষ নির্মিত হলে ঐ জমির মালিক লাইসেন্স ফি আদায় করবেন।

(৬) জমির উপর টাওয়ার নির্মাণের সংশ্লিষ্ট লাইসেন্সটি ৫ (পাঁচ) বছর বৈধ থাকবে। পাঁচ বছর পর কোনো আপত্তি না থাকলে তা নবীকরণ করা যাবে।

(৭) ২০০৪ সালের পশ্চিমবঙ্গ পঞ্চয়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলীর অধীনে ২৭ নং নিয়মে টাওয়ার 'বিল্ডিং' হিসাবে বিবেচিত হবে। তাই টাওয়ার নির্মাণের পরবর্তী বছর থেকে টাওয়ারটির ওপর গৃহ কর বসিয়ে আদায় করা যাবে।

(৮) এই বিভাগের অনুমোদন ব্যতীত পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর বিধানের বাইরে কোন ফি গ্রাম পঞ্চায়েত আদায় করতে পারবে না।

স্বাঃ- মানবেন্দ্রনাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

নং ঃ ৫০৯৪/১(৮)/পি.এন/ও/এক/২এম-৪/০৩ (অংশ-১) **তারিখ ঃ ২২.১২.২০০৮**

প্রতিলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হল ঃ

১) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পঞ্চায়েত ভবন, কলকাতা- ৭০০ ০০১।

২) জেলাশাসক ও নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)।

৩) মহকুমা শাসক, ... (সকল)।

৪) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা (সকল)।

৫) ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি (সকল)।
বিষয়টি সংশ্লিষ্ট গ্রাম পঞ্চায়েতগুলির গোচরে আনার জন্য তাঁকে অনুরোধ করা হচ্ছে।

৬) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)।

৭) ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব / রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ।

৮) এই বিভাগের সকল শাখা।

যুগ্ম সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 2381-PN/O/I/1T-1/2001 **Dated : 31.05.2007**

From : Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To : Shri C. P. Mukherjee
Chief Engineer (PSR)
Damodar Valley Corporation
Electricity Department
DVC Towers, VIP Road
Kolkata - 700 054

Sub : Setting up of Towers in the GP areas by DVC for transmission of power

Sir,

I am directed to refer to your letter No. EDCON/EHV/L-10(RI)/820 dated 18.05.2007, addressed to the Principal Secretary of this Department on the above-mentioned subject and to clarify the points, as asked for therein, in the following manner:-

(1) The effective date of implementation of the order No. 1507/PN/O/ dated 02.04.2007 shall be August, 2006, and

(2) The Gram Panchayats will have the option to calculate the volume of the structure themselves or work it out by applying the formula -1/3 x area of the base (i.e. the area of the ground covered) x height.

Yours faithfully,
Sd/- M. Roy
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Memo No. 2381/I(3)-PN/O/I/1T-1/2001 **Dated : 31/05/2007**

Copy forwarded for information and taking necessary action to the :

1. Dsit. Panchayat & Rural Dev. Officer, ... (All).
   He is requested to circulate copies to all G.Ps. within his jurisdiction.
2. Block Development Officer, ... Barjora
3. Pradhan, Ghutghoria G.P. office, Kudasole, Barjora, Bankura.

M. Ray
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayat & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 1507-PN/O/I/1T-1/2001 **Dated : 02.04.2007**

O R D E R

It has come to the notice of the Government in the Department of Panchayats and Rural Development that the National Thermal Power Corporation and Damodar Valley Corporation are setting up towers in the Gram Panchayat areas for transmission of power and for construction of such towers they are not taking permission from the concerned Gram Panchayats. After carefully considering the situation in this hehalf, the Governor has been pleased to issue the direction, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) that before construction of any such tower by the aforesaid Corporations or any other Corporation in the Gram Panchayat areas they shall obtain permission from the concerned Gram Panchayat and deposit fees @ Rs. 3/- (Rupees three) only per cubic metre of the volume of such tower for according approval in respect of such construction made by the Corporation.

By Order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Govt. of West Bengal

No. 1507/1(13) -PN/O/I/IT-1/2001 **Dated : 02.04.2007**

Copy forwarded for information and necessary action to:

(1) The Chairman, Damodar Valley Corporation, D.V.C. Tower, V.I.P. Road, Kolkata-700 054.

(2) General Manager, National Thermal Power Corporation, P.O. Nabarun, Dist. Murshidabad, PIN - 742 236, West Bengal.

(3) The commissioner of Panchayats & Rural Development, West Bengal, Panchayat Bhavan, Kolkata - 700001.

4) The Director of S.I.P.R.D., Gandhi Bhavan, Kalyani, Nadia.

5) The Commissioner, ...Division.

6) The Sabhadhipati, ... Zilla Parishad (all).

7) The District Magistrate, ... (all).

8) The District Panchayat & Rural Development Officer,.....(all).

9) The Sub-divisional Officer,..... (all).

10) Sabhapati,..... (all).

11) Block Development Officer, ... (all).

He is requested to circulate the copies of order to all the concerned Gram Panchayats within his jurisdiction.

12) Private Secretary to the MIC of this Department.

13) Private Secretary to the MOS of this Department.

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building,
63. Netaji Subhas Road, Kolkata-1

Memo No. 689/PN/O/I/2M-4/03 (Pt-I) **Dated : 07.02.07**

From : OSD & Ex-Officio Deputy Secretary
to the Government of West Bengal

To : The Additional District Magistrate (General).
Hooghly

Sub : Installation of Telecommunication Towers by Reliable Internet Service Ltd. (Reliance) in Gram Panchayat areas.

Sir,

I am directed to refer to your letter no. 5/V/73/Indus dated 5.1.2007. addressed to the Principal Secretary of this Department on the above noted subject and to state that the Govt. Orders have been issued by the State Govt. in the Panchayat and Rural Development Department and in the Department of Information Technology regarding construction of towers in Panchayat areas. The first order vide No. 2182/PN/O/1/2M-4/2003 dated 1.7.04 was issued for construction of BTS Towers for Broad Band Access Network Project by Reliance infocom Ltd. and Gram Panchayats were empowered to levy fees @ Rs. 3/- only per cubic meter of the volume of such steel towers for according approval in respect of construction of BTS Towers/Shelter Room in Panchayat areas.

The Department has issued another executive order No. 2799/PN/O/I/2M-4/2003 dated 19.8.2004 which envisages that no other charges outside the provisions of West Bengal Panchayat Act. 1973 is to be applied without concurrence of the Govt in Panchayats & Rural Development Department.

The Department of information Technology vide letter No. 99(2)/05/SSIT/IT/O/111/2005 dated 6.12.05 has prepared a model agreement of Licence for occupation and use of Govt. land for construction of Towers and other construction and fixed licence fees. The Information Technology Department has categorically mentioned that if lands of Panchayats in rural areas are Utillized for construction of such Towers annual licence fees Rs. 3500/- may be realized for such land by Panchayat.

So it is clear that the Gram Panchayats may charge two kinds of fees viz (1) one time fees @ Rs. 3/- per cubic meter of the Volume of such Tower to be constructed and (2) annual licence fees @ Rs. 3500/- for use of Panchayat land for construction of such tower

The copies of the concerned orders are forwarded herewith for your reference.

Yours faithfully,

M. Ray
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

No. 689/I(18)/PN/O/I/2M-4/03 (Pt-I) **Dated : 07.02.07**

Copy forwarded for information and necessary action, if any, to the District Magistrate _____ (all).

M. Ray

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 4537/PN/O/I/2M-4/03 (Pt-1) **Dated : 05.09.2006**

From : Dr. M. N. Roy, IAS
Principal Secretary to the
Government of West Bengal

To : The Commissioner
Panchayats and Rural Development, West Bengal
11A, Kiran Sankar Roy Road
Kolkata-700 001

Sub : **Construction of towers in Panchayat areas by the Reliable Internet Services Ltd. of Reliance.**

Sir,

Enclosed please find a complaint received from Sri Gandhi Sarkar, Vice-President-Corporate Affairs, Reliable Internet Services Ltd. of Reliance. Sri Sarkar has alleged that they are facing the problem of getting delayed approvals from many Panchayats and often receive demand note in excess of the rate / terms as defined by the Govt. of West Bengal. He has cited four specific examples, namely Mohanpur Gram Panchayat, Dist. North 24-Parganas, Bhandaria Kastepur Gram Panchayat, Dist. South 24 Parganas, Amdanga Gram Panchayat, Dist. North 24-Parganas and Rajyadharpur Gram Panchayat, Dist. Hooghly, who have charged Rs. 30,000/-, Rs. 12,000/- Rs. 20,000/- and Rs. 10,000/- respectively as development fee for the consttuction of towers.

I am to inform that already four Govt. Orders have been issued by the State Govt. in the Panchayat and Rural Development Department regarding construction of towers in Panchayat areas. The first order vide No. **2182/PN/O/1/2M-4/2003 dated 01.07.2004** was issued for construction of BTS Towers for Broad Band Access Network Project by Reliance Infocom Ltd. and Gram Panchayats were empowered to levy fees @ Rs. 3/- only per cubic meter of the volume of such steel towers for according approval in respect of construction of BTS Towers/ Shelter Room in Panchayat Areas.

The second order was issued vide **No. 2799/PN/O/1 dated 19.08.2004** on the same subject which is applicable for all Telecom Companies. In the last Para of the order it has been laid down that no other charges out side the provisions of the West Bengal Panchayat Act, 1973 is to be applied without concurrence of the Panchayat and Rural Development Department.

The third order was issued vide **No. 3885/PN/O/1 dated 23. 11. 2004** to clarify competent authority for issuing clearance.

Some time later a fourth order was issued vide **No. 95/PN/O/1 dated 09. 01. 2006** for construction of towers to provide GSM services and Gram Panchayats were authorized to levy fees @ Rs. 3/- only per cubic meter of the volume of tower to accord permission for such construction.

Further a letter was sent to all D.Ms. **vide No. 06/PN/O/1 dated 02.01.2006** in pursuance of the letter **No. 99(2)/05/SSIT/ITO/III/2005 dated 6.12.2005** of IT Department authorizing Gram Panchayats to collect an annual Licence Fee @ Rs. 3,500/- for construction of tower on the Panchayat land.

So, the matter may be taken up with all the D.Ms. in general and the D.Ms. of North 24 Parganas, South 24 Parganas and Hooghly in particular so that permission for construction of towers is given in time and no development fees are charged by the Gram Panchayats.

Copies of the orders as mentioned herein are also enclosed for your convenience.

Yours faithfully,

M. N. Roy

Principal Secretary to the
Govt. of West Bengal

Enclo : As stated above

Memo No. 4537/I(1)/PN/O/I/2M-4/03 (Pt-1) **Dated : 05.09.06**

Copy forwarded for information to :

Shri Gandhi Sarkar, Vice-President-Corporate Affairs

Reliable Internet Services Ltd. of Reliance.

M. N. Roy

Principal Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 96/PN/O/1/1T-1/2001 **Dated : 09.01.2006**

O R D E R

WHEREWAS an order in terms of section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) had been issued from this Department vide this Department **No. 5249 / PN / O / 1/1T-1/ 2001 dated 26. 08. 2005** for levying fees from the West Bengal State Electricity Board by the Gram Panchayats for according approval to the construction of different power projects, sub-stations and offices in the Gram Panchayat areas;

AND WHEREAS the aforesaid Govt. Order was kept abeyance for the time being vide this Department **Order No. 5274/PN/O/I/1T-1/2001 dated 30.08.2005** due to unavoidable circumstances;

AND WHEREAS the Government in this Department has since decided to authorize the Gram Panchayats to levy tax on power stations and other buildings located in Gram Panchayat areas at the existing rate in terms of sub- section (1) of section 46 of the West Bengal Panchayat Act, 1973.

NOW, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor has been pleased to direct that Gram Panchayat shall impose building tax in terms of sub-section (1) of section 46 of the West Bengal Panchayat Act, 1973 on the construction of different power stations, sub-stations and offices belonging to the West Bengal State Electricity Board located in Gram Panchayat area and shall levy fee for according permission to the construction of steel towers by the West Bengal State Electricity Board @ Rs. 3/- (Rupees three) only per cubic metre of the volume of such tower with immediate effect.

By Order of the Governor,
Sd/- M. N. Roy
Secretary of the
Govt. of West Bengal

No. 96/1(10)PN/O/1/1T-1/2001 **Dated : 09.01.2006**

Copy forwarded for information and necessary action to the :

1. Principal Secretary to the Govt. of West Bengal, Department of Power and Non-Conventional Energy Sources, New Secretariat Buildings, 1, K. S. Roy Road, Kolkata - 700 001.
2. Shri K. K. Sen, Joint Secretary to the Govt. of West Bengal, Department of Power and Non-Conventional Energy Sources, New Secretariat Buildings, 1, K. Roy Road, Kolkata - 700 001.
3. Commissioner, Panchayats and Rural Development, West Bengal.
4. Director, State Institute of Panchayats and Rural Development, Kalyani.
5. District Magistrate, ...(all)
6. Addl. Executive Officer, ...(all)
7. Sub-Divisional Officer, ...(all)
8. District Panchayats and Rural Development Officer, ...(all)
9. Executive Officer, ... Panchayat Samiti (all)

   He is requested to circulate copy of this order among all the Pradhans for compliance.
10. All Cells of Panchayats and Rural Development Department.

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 95/PN/O/1/2M-4/2003 **Dated : 09.01.2006**

ORDER

WHEREWAS it has come to the notice of the Government in this Department that some Companies (hereinafter referred to as the said Companies) will construct Towers for providing GSM services (hereinafter referred to as the said towers), inter alia. in rural areas;

AND WHEREAS the rural areas shall come under the administrative control of different Gram Panchayats;

NOW, THEREFORE, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to issue direction that the Gram Panchayats shall levy fees @ Rs. 3/- (Rupees three only) per cubic metre of the volume of the said towers, to be paid by the said companies, for according approval to the construction / erection of the said towers in Panchayat areas.

By Order of the Governor,
Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal

No. 95/1(7)/PN/O/V/2M-4/2003 **Dated : 09.01.2006**

Copy forwarded for information and necessary action to the :

(1) Special Secretary to the Govt. of West Bengal, Department of Information Technology, 4, Camac Street (7th floor), Kolkata - 700 016.

His letter No. was 99(2)/05/SSIT/IT/O/111/2005 dated 6.12.2005.

(2) Commissioner, Panchayats and Rural Development, W.B., Panchayat Bhavan.

(3) District Magistrate.....(all)

(4) Addl. Executive Officer .....Zilla Parishad (all)

(5) Sub-Divisional Officer,.....(all)

(6) Dist. Panchayats and Rural Development Officer .....(all)

(7) Block Development Officer & Executive Officer.....(all)

He is requested to circulate the copies of the order among the Pradhans of all GPs.

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Agreement of License for occupation and use of Govt. land

This agreement is made the ..... day of .....2004 between the GOVERNOR OF THE STATE OF WEST BENGAL hereinafter called the Licensor (which expression unless excluded by or repugnant to the context to be deemed to include Licensee successors in office and assigns) of the ONE PART and M/s RELIANCE INFOCOMM LTD., having their registered office at Block No. CE-1, Village: Meghpar/Pedara. Taluka : Lalpur, District : Jamnagar, Gujarat-361280 hereinafter called the licensee (which term unless excluded by or repugnant to the context to be deemed to include their heirs, executors, administrators and assigns) of the OTHER PART.

(2) In consideration of the decision of the Government to allow permissive possession of the Govt. Plots of land required by the Licensee for the purpose of installation of Unmanned Signal Transmission Towers as a component of their National Broadband Network in the State, the Licensor lierby demises into the Licensee all plots of land for the said purpose as mentioned in thereby Schedule annexed hereto.

(3) The terms and conditions for such licensed occupation should be as follows:-

(i) That the plan of the proposed tower/construction be approved by the approprite authority (G.P. or Municipality) after submission of the sanction fees at the rates prescribed by P&RD Deptt. or Director of Local Bodies.

(ii) That the licensee shall complete the construction/the erection works within 6 months of receipt of the license after complying with the normal safety norms.

(iii) That the licensee shall maintain the structure for the purpose for which the permission is granted. In case any change involving any other additionaly construct is necessary, licensee shall first consult with the Collector.

(iv) That the licensee shall not change the character of the land without prior permission of the Collector.

(v) That the licensee shall not have any sub-soil right in the land under licenseehis occupation and use.

(vi) The license shall be valid for 5 (five) years initially and will be renewable thereafter if there is no objection.

(vii) The licensee shall pay annual license fee for the land under licensee occuapation at the rate as noted below for five years now and such fees shall be paid in advance. The rate may be revised after the period of 5 years by 25%.

Rate of License Fees

Area	Rate per Annum; Rs.
1) All Municipal towns under KMDA	Rs. 7500/-
2) All District Towns	Rs. 6500/-
3) All Sub-divisional Towns	Rs. 5500/-
4) Other Municipal areas	Rs. 4500/-
5) Rural area	Rs. 3500/-

UTPAL MUKHERJEE
Deputy Secretary
Deptt. of information Technology
Govt. of West Bengal

(viii) That in case the land is required for public purposes, the licensee shall remove the structure within such time as may be fixed by the Collector.

(ix) That in the event of the licensee not paying the prescribed fees within the prescribed period, the Govt. shall be entitled to charge interest at the rate of 7% per Annum on arrear dues. Such dues shall be treated as public demand and will be realisable as such under the Public Demands Recovery Act. 1913.

(x) The license hereby granted shall be terminable at any time by Governor and shall be terminated forthwith upon breach of any terms and conditions of the licence by the licensee who shall forthwith vacate the said land in favour of the Collector.

4. The LICENSEE will arrange consolidated deposit of the amounts fixed as licence fees in favour of the LICENSOR at the respective districts through Treasury Challan under the appropriate heads of account and make available an attested copy of the deposit challan along with enclosure clearly indicating the deposit in respect of the plots of the Land demised in this INDENTURE to the signatory of the FIRST PART to this DEED OF INDENTURE within 30(thirty) days of such deposit.

On behalf of the Governor of West Bengal.

On behalf of the Reliance Infocomm Ltd.

Signed by

Signed by

Collector

Name Address & Signature of the Witness.

1.

2.

UTPAL MUKHERJEE
Deputy Secretary
Deptt. of information Technology
Govt. of West Bengal

Form of Licence for occupation and use of Govt. land

Whereas M/s Reliance Infocomm Ltd. hereinafter known a Licensee) has applied to the Govt. of West Bengal for permission to erect structures / towers upon Govt. lands particulars of which to be provided by the licensee and whereas the Governor after considring the prayer has agreed to grant such permission.
this liscence for occupation and use of the land as mentioned hereunder is issued the following terms and conditions of the proposed tower/construction should be approved by the appropriate ———————— G.P. or Municipality) after submission of the sanction fees at the rates ——— P &RD Deptt. or Director of Local Bodies. ——— shall complete the construction/the crection works within 6 (six) months ——— of the licence after complying with the normal safety norms.
——— shall maintain the structure for the purpose for which the permission is ——— in case any change is necessary licensee shall first consult with the Collector.
——— licens shall not change the character of the land without prior permission of ———
———licensce shall not have any sub-soil right in the land under licensce occupation
——— shall be valid for 5 (five) years initially and will be renewable thereafter if objection
——— shal pay annual licence fees for the land under licensce occupation at the
——— below for five years now and such fees shall be paid in advance. The rate
———after the period of 5 (five) years by 25%.

Rate of Licence Fees	
Area	Rate per Annum
All Municipal Towns under KMDA	Rs. 7500/-
All District Towns	Rs. 6500/-
All Sub-divisional Towns	Rs. 5500/-
Other Municipal Areas	Rs. 4500/-
Rural Area	Rs. 3500/-

That in case the land is required for public purposes, the licensee shall remove the structure within such lime as may be fixed by the Collector.

That in the event of the licensee not paying the prescribed fees within the prescribed period, the Govt. shall be entitled to charge interest at the rate of 7% per Annum on arrear dues. Such dues shall be treated as public demand and will be realisable as such under the Public Demands Recovery Act. 1913.

UTPAL MUKHERJEE
Deputy Secretary
Deptt. of information Technology
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 06/PN/O/I/2M-4/2003 **Dated : 02.01.2006**

From : Smt. M. Ray
OSD and Ex-Officio Deputy Secretary to the
Govt. of West Bengal

To : The District Magistrate
..... District and
Executive Officer,.....Zilla Parishad (All)

Sub : Projects of Reliance Group of Companies.

Sir,

I am directed to refer to the letter **No. 99(2) / 05 / SSIT / IT O / III / 2005 dated 06. 12. 2005** of the Special Secretary, Department of Information Technology, addressed to the Secretary of this Department on the above noted subject and to state that the Department of Information Technology has prepared a model agreement of Licence for occupation and use of Government land for construction of Towers and other construction and also fixed annual licence fees at the following rate:-

(i)	All District Towns	Rs. 6500/-
(ii)	All Sub-divisional Towns	Rs. 5500/-
(iii)	Rural areas	Rs. 3500/-

It may be stated in this connection that in some cases lands of Panchayats may also be required for erection of such towers and other constructions.

I am, therefore directed to send herewith a copy of the said model agreement, prepared by the Department of Information Technology and to state that the annual licence fees as specified in the said agreement may be realized in case of Government lands, located in the district towns, Sub-divisional towns and in the rural areas and also @ Rs. 3500/- for the lands of Panchayats. In all the cases an agreement may be executed with the Reliance Infocom and other organizations for the use of such lands.

Yours faithfully,

Sd/- M. Ray
OSD and Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Memo No. 06/1(5)/PN/O/I/2M-4/2003 **Dated : 02.01.2006**

Copy forwarded for information and necessary action to the:

(1) Special Secretary to the Govt. of West Bengal, Department of Information Technology, 4, Camac Street (7^{th} floor), Kolkata - 700 016.

(2) Commissioner, Panchayats and Rural Development, W.B., Panchayat Bhavan, 11A, K. S. Road, Kolkata - 700 001

(3) Sub-Divisional Officer,.....(all)

(4) Dist. Panchayats and Rural Development Officer.....(all)

(5) Block Development Officer & Executive Officer.....(all)

He is requested to circulate copy of this letter **alongwith enclosure** to all Pradhans for taking necessary action.

M. Ray

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5274/PN/O/I/IT-1/2001 **Dated : 30.08.2005**

ORDER

The Governor is pleased to direct that this Department Order No. **5249/PN/O/I/IT-1/2001 dated 26. 08. 2005** for levying fees from the West Bengal State Electricity Board by the Gram Panchayats for according approval to the construction of different power projects, sub-stations and offices in the Gram Panchayat areas is hereby kept in abeyance with immediate effect and until further order.

By order of the Governor,
Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal.

No. 5274/1(13)/PN/O/I/IT-1/2001 **Dated : 30.08.2005**

Copy forwarded for information and necessary action to the:

1. Principal Secretary to the Govt. of West Bengal, Deptt. of Power and Non-Conventional Energy Sources, New Secretariat Buildings, Kolkata-700 001.
2. Shri K. K. Sen, Joint Secretary to the Govt. of West Bengal, Deptt. of Power & Non-Conventional Energy Sources, New Secretariat Buildings, Kolkata-1.
3. Pradhan,.....Gram Panchayat (all)
4. Commissioner, Panchayats and Rural Development, West Bengal.
4. Director, State Institute of Panchayats and Rural Development, Kalyani.
5. Sabhadhipati, ...Zilla Parishad (all)
6. District Magistrate,.....(all)
7. Addl. Executive Officer,.....(all)
8. Sub-Divisional Officer.....(all)
9. District Panchayats and Rural Development Officer,.....(all)
10. Block Development Officer,.....(all)
11. Sabhapati,.....Panchayat Samiti (all)
13. All Cells of Panchayats and Rural Development Department.

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 5249/PN/O/I/IT-1/2001 **Dated : 26.08.2005**

ORDER

It has come to the notice of the Government in the Department of Panchayats and Rural Development that the West Bengal State Electricity Board has set up different power projects, sub-stations and offices in the Gram Panchayat areas and the Gram Panchayats have been imposing different rates for collecting Gram Panchayat taxes in terms of sub-section (1) of section 46 of the West Bengal Panchayat Act, 1973. After considering the situation in this behalf, the Governor has been pleased to issue the direction, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act xll of 1973) that the Gram Panchayats shall levy fees @ Rs. 3/- (Rupees three) only per cubic metre of the volume of the construction of different power projects, sub-stations and offices in the Gram Panchayat areas, to be paid by the West Bengal State Electricity Board, for according approval in respect of such construction made by the aforesaid Board.

By order of the Governor

Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal

No. 5249/1(13)/PN/O/I/IT-1/2001 **Dated : 26.08.2005**

Copy forwarded for information and necessary action to the:

1. Principal Secretary to the Govt. of West Bengal, Deptt. of Power and Non-Conventional Energy Sources, New Secretariat Buildings, Kolkata-700 001.
2. Shri K. K. Sen, Joint Secretary to the Govt. of West Bengal, Deptt. of Power and Non-Conventional Energy Sources, New Secretariat Buildings, Kolkata-1.
3. Commissioner, Panchayats and Rural Development, West Bengal.
4. Director, State Institute of Panchayats and Rural Development, Kalyani.
5. Sabhadhipati,.....Zilla Parishad (all)
6. District Magistrate,.....(all)
1. Addl. Executive Officer,.....(all)
2. Sub-Divisional Officer .....(all)
3. District Panchayats and Rural Development Officer, ...(all)
4. Block Development Officer, ...(all)
5. Sabhapati, ... Panchayat Samiti (all)
6. Pradhan .....Gram Panchayat (all)
13. All Cells of Panchayats and Rural Development Department.

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 3885/PN/O/1/2M-4/2003 **Dated : 23.11.2004**

M E M O R A N D U M

In continuation of this Department Memorandum No. 2799/ PN/O/I/2M-4/2003 dated 19.08.2004, the undersigned is directed to say that the Gram Panchayats were directed to levy fees from the authorities seeking permission for setting up of the B.T.S. Towers/ Shelter Rooms in different Panchayat areas only after the service providers have obtained necessary clearance from the 'Competent Authorities'.

Attention of the State Government in the Department of Panchayats and Rural Development has been drawn as to who would be the Competent Authority to issue such clearance.

The State Government, after careful consideration of all aspects in this matter, has decided that the District Magistrate and the Collector (or the District Land and Land Reforms Officer on his /her behalf) shall be the Competent Authority for giving clearance in terms of Memo No. 2799/PN/I/O/2M-4/2003 dated 19.08.2004.

Sd/-M.N.Roy
Secretary to the Govt. of West Bengal

Memo No. 3885/1(450)/PN/O/1/2M-4/2003 **Dated : 23.11.2004**

Copy forwarded for information and taking necessary action to the:

1. District Magistrate / Collector, ...
2. District Land and Land Reforms Officer, ...
3. Additional Executive Officer, ...Zilla Parishad
4. Director of Panchayats and Rural Development, West Bengal
5. District Panchayats and Rural Development Officer, ...
6. Block Development Officer,.....

M. Ray

OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 2799/PN/O/I/2M-4/2003 **Dated : 19.08.2004**

Subject : **Fees for construction of B.T.S. Towers/Shelter Rooms in Panchayat area for Broadband Access Network Project.**

MEMORANDUM

In continuation of this Deptt.'s order No. 2182/PN/O/I/2M-4/2003 dated 01.07.04 the undersigned is directed to say that the Government of West Bengal has focussed on the necessity of building a Broadband Infrastructure for intensifying the Telecom Sector in the State.

In this connection permission of various Gram Panchayats will be necessary for construction of B.T.S. Towers/Shelter Rooms in their respective Panchayat area by the concerned service providers so as to maintain uninterrupted communication signals on their Networks.

After careful consideration of all aspects in this matter the Governor, in exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) as subsequently amended, is pleased to issue the direction that the Gram Panchayats shall levy fees @ Rs. 3/- (Rupees Three) only per cubic metre of the volume of such towers from the appropriate authority for permitting construction of the B.T.S. Tower/Shelter Rooms in their respective Panchayat area subject to the condition that authority setting up the tower has obtained necessary clearance from all Competent Authorities.

No other charges outside the provisions of the West Bengal Panchayat Act, 1973 is to be applied without concurrence of the Govt. in Panchayat & Rural Development Department.

M. N. Roy
Secretary to the Government of
West Bengal

No. 2799/1(500)/PN/O/I/2M-4/2003 **Dated : 19.08.2004**

Copy forwarded for information and necessary action to the:

1. The Director of Panchayats & R.D., West Bengal.
2. The District Magistrate, _____
3. The Addl. Executive officer, _____ Zilla Parishad.
4. The Dist. Panchayat & Rural Dev. Officer, _____.
5. The Block Development Officer, _____.

M. Ray
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 2182/PN/O/I/2M-4/2003 **Dated : 01.07.2004**

ORDER

It has come to the notice of the Government in the Department of Panchayats and Rural Development that the different Gram Panchayats have been charging different rates for according approval of the Gram Panchayats for construction of B.T.S Towers for the ongoing Broad Band Access Network Project and the shelter by the Reliance Infocom Ltd. at the site. After considering the situation of the matter, the Governor has been pleased to issue the direction in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) that the Gram Panchayats shall levy fees @Rs. 3/- (Rupees theree only) per cubic metre of the volume of such steel towers to be paid by the Reliance Infocom Ltd for according approval in respect of construction/erection of such BTS Towers/Shelter Rooms in Panchayat areas.

By order of the Governor,

Sd/-M. N. Roy
Secy. to the Govt. of West Bengal

No. 2182/1(500)/PN/O/I/2M-4/2003 **Dated : 01.07.2004**

Copy forwarded for information and necessary action to the:

1. Director of Panchayats and Rural Development, West Bengal.
2. District Magistrate, _____ (All)
3. Additional Executive Officer, _____ Zilla Parishad (All)
4. District Panchayat and Rural Development Officer, _____ (All)
5. Block Development Officer, _____ (All)
6. General Manager - Corporate Affairs & Constituted Attorney,
   Reliance Infocom Ltd., Reliance House, 34, Chowringhee Road, Kolkata - 700071.

M. Ray
OSD & Ex-Officio Dy. Secy. to the
Govt. of West Bengal

Chapter - 13

Appointment of members in Upa-Samitis & Sthayee Samitis

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	912/PN/O/I/2A-1/04	17.02.2010	PS	Academic Supervisor of SSKs & MSKs as member of Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Panchayat Samitti
2	4052/PN/O/I/2A-1 /2003 (Part-1)	24.09.2008	GP	Members of Upa-Samitis in Gram Panchayats
3	3341/PN/O/I/2A-1/04	18.08.2008	PS	Members of Sthayee Samitis
4	3340/PN/O/I/2A-1/04	18.08.2008	ZP	Members of Sthayee Samitis
5	822/PN/O/I/4P-17/06	20.02.2007	ZP	Executive Engineer of Agri-irrigation / Agri-Mechanical wings of the Water Investigation & Development Department as member of Krishi Sech O Samabaya Sthayee Samiti of Zilla Parishad
6	821/PN/O/I/4P-17/06	20.02.2007	PS	Assistant Engineer of Agri-Irrigation / Agri-Mechanical wings of the Water Investigation & Development Department as member of Krishi Sech O Samabaya Sthayee Samiti of Panchayat Samitti
7	820/PN/O/I/4P-17/06	20.02.2007	GP	Sub-Assistant Engineer of Agri-Irrigation / Agri-Mechanical wings of the Water Investigation & Development Department as member of Krishi O Pranisampad Bikash Upa-Samiti of Gram Panchayat
8	476/PN/O/I/2A-2/98 (Part-2)	29.01.2007	PS	Jt. BDO & ex-officio Jt. EO of PS as member of Jana Swasthya O Paribesh Sthayee Samiti of Panchayat Samitti
9	4165/PN/O/I/2A-2/98 (Part-6)	09.08.2006	ZP	Deputy Project Director (Women Development) of DRDC of ZP as a member of Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti of Zilla Parishad
10	4164/PN/O/I/2A-2/98 (Part-6)	09.08.2006	PS	Women Development Officer posted at Block as member of Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti of Panchayat Samiti

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 912/PN/O/I/2A-1/04 **Date : 17.02.2010**

ORDER

In exercise of the power conferred by clause (C) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor, in continuation of this Department previous order no.3341/PN/O/I/ 2A-1/04 dated 18.08.2008 issued in terms of aforesaid section, is further pleased hereby to appoint the Academic Supervisors of the Shishu Siksha Kendras and the Madhyamik Shiksha Kendras as members of the Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of the Panchayat Samiti at the Block level.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 912/1/(8)/PN/O/I/2A-1/04 **Date : 17.02.2010**

Copy forwarded for information and necessary action to the -

1. Commissioner, Panchayat and Rural Development West Bengal Panchayat Bhavan, 11A, K. S. Roy Road, Kolkata - 700 001.
2. Director, SIPRD, Kalyani, Nadia.
3. District Magistrate.....(All)
4. District Panchayat & Rural Development Officer.....(All)
5. Sub-Divisional Officer.....Sub-division
6. Sabhapati.....Panchayat Samiti
7. Block Development Officer.....Block
8. Private Secretary to Hon'ble MIC / Hon'ble MOS of Panchayats & Rural Development Department.

Joint Secretary to the Government
of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং (দ্বি-তল), ৬৩, নেতাজী সুভাষ রোড,
কলকাতা-৭০০ ০০১

নং ঃ ৪০৫২-পি.এন/ও/১/২এ-১/২০০৩(অংশ-১) তাং ঃ ২৪.০৯.২০০৮

আদেশনামা

সংশোধন - উত্তর পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (পশ্চিমবঙ্গ আইন নং ১৯৭৩-এর ৪১)-এর ৩২ক ধারার (৩) উপধারা গ(১) প্রকরণ দ্বারা প্রদত্ত ক্ষমতা বলে ও পূর্ববর্তী আদেশনামা গত ১০/০৯/২০০৪ তারিখের ৩১২৭/পি.এন./ও/১/২এ-১/২০০৩ (অংশ-১) নং বাতিল করে মাননীয় রাজ্যপাল এতদ্বারা এই আদেশ জারি করে নিম্নলিখিত সারণিতে প্রত্যেক উপসমিতির ক্ষেত্রে প্রদর্শিত রাজ্য সরকারি, বিধিবদ্ধ সংস্থা ও নিগমের আধিকারিকগণকে গ্রাম পঞ্চায়েতের বিভিন্ন উপসমিতির সদস্যরূপে সন্তোষ সহকারে নিযুক্ত করেছেন :

(ক) **অর্থ ও পরিকল্পনা উপসমিতি**

১. গ্রাম পঞ্চায়েতের নির্বাহী সহায়ক
২. গ্রাম পঞ্চায়েতের সচিব
৩. গ্রাম পঞ্চায়েতের কর্ম সহায়ক বা নির্মাণ সহায়ক বা উভয়েই
৪. রাজস্ব পরিদর্শক
৫. স্বনির্ভর দল-সংঘের কোর কমিটির সদস্যা।

(খ) **কৃষি ও প্রাণী সম্পদ বিকাশ উপসমিতি**

১. গ্রাম পঞ্চায়েতের সহায়ক (দুইজন সহায়ক থাকলে যিনি কৃষি ও প্রাণী সম্পদ সংক্রান্ত কাজকর্মে দায়িত্বপ্রাপ্ত)
২. প্রাণী সম্পদ বিকাশ সহায়ক
৩. কৃষি প্রযুক্তি সহায়ক
৪. মৎস্য সম্প্রসারণ আধিকারিক (আমন্ত্রিত সদস্য)
৫. স্বনির্ভর দল-সংঘের কোর কমিটির সদস্যা।

(গ) **শিক্ষা ও জনস্বাস্থ্য উপসমিতি**

১. গ্রাম পঞ্চায়েতের নির্বাহী সহায়ক
২. স্বাস্থ্য তত্ত্বাবধায়ক
৩. সুসংহত শিশু বিকাশ প্রকল্প তত্ত্বাবধায়ক
৪. গ্রামীণ শিক্ষা সমিতির সভাপতি (আমন্ত্রিত সদস্য)
৫. শিশু শিক্ষা কেন্দ্রের সহায়িকা
৬. গ্রামীণ সদর স্বাস্থ্য উপকেন্দ্রের অক্সিলিয়ারী নার্সিং মিডওয়াইফ বা এ.এন.এম
৭. গ্রামীণ স্বাস্থ্য উপকেন্দ্রের এ.এন.এম (আমন্ত্রিত সদস্য)
৮. স্বনির্ভর দল-সংঘের কোর কমিটির সদস্যা।

ঘ) **নারী শিশু উন্নয়ন ও সমাজ কল্যাণ উপসমিতি**

১. গ্রাম পঞ্চায়েতের সচিব

২. স্বাস্থ্য তত্ত্বাবধায়ক

৩. সুসংহত শিশু বিকাশ প্রকল্প তত্ত্বাবধায়ক

৪. শিশু শিক্ষা কেন্দ্রের পরিচালন কমিটির সভাপতি (আমন্ত্রিত সদস্য)

৫. শিশু শিক্ষা কেন্দ্রের সহায়িকা

৬. স্বনির্ভর দল-সংঘের কোর কমিটির সদস্যা।

(ঙ) **শিল্প ও পরিকাঠামো উপসমিতি**

১. গ্রাম পঞ্চায়েতের কর্ম সহায়ক বা নির্মাণ সহায়ক বা উভয়েই

২. রাজস্ব পরিদর্শক

৩. স্বনির্ভর দল-সংঘের কোর কমিটির সদস্যা।

রাজ্যপালের আদেশানুসারে,
স্বাঃ- (মানবেন্দ্রনাথ রায়)
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

নং ঃ ৪০৫২/১(৮)/পি.এন/ও/১/২এ-১/২০০৩(অংশ-১) তাং ঃ ২৪.০৯.২০০৮

আদেশনামার প্রতিলিপি জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রেরিত হল ঃ-

১. কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পঞ্চায়েত ভবন, কলকাতা-৭০০ ০০১

২. অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যানী, নদীয়া।

৩. জেলা শাসক ..... জেলা (সকল)।

৪. জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আঝিকারিক, ... জেলা (সকল)।

৫. মহকুমা আধিকারিক ..... মহকুমা (সকল)।

৬. ব্লক উন্নয়ন আধিকারিক ..... ব্লক (সকল)
আদেশনামার অনুলিপি সকল গ্রাম পঞ্চায়েতে বণ্টনের জন্য অনুরোধ করা হচ্ছে।

৭. ভারপ্রাপ্ত মন্ত্রী মহাশয়ের একান্ত সচিব।

৮. রাষ্ট্রমন্ত্রী মহাশয়ের একান্ত সচিব।

যুগ্ম-সচিব
পশ্চিমবঙ্গ সরকার।

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3341/PN/O/I/2A-1/04 Date : 18.08.2008

ORDER

In exercise of the power conferred by clause (c) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in supersession of order No. 3597/PN/O/l dated 23. 09. 98 and other successive orders of this Department issued in this behalf, is pleased hereby to appoint the persons being officers of the State Government or of a statutory body or corporation, as members of different Sthayee Samitis of a Panchayat Samiti as shown with respect to each Sthayee Samiti in the table below.

TABLE

A. Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti.

1. Block Development Officer and ex-offlcio Executive Officer, Panchayat Samiti.
2. Joint Block Development Officer and ex-officio Joint Executive Officer, Panchayat Samiti.
3. Panchayat Development Officer and ex-officio Secretary, Panchayat Samiti.
4. Block Livelihood Development Officer / Asstt. Programme Officer.
5. Sub-Assistant Engineer (R.W.P.).
6. Panchayat Accounts and Audit Officer.

B. Janaswastha O Paribesh Sthayee Samiti.

1. Block Medical Officer of Health.
2. Joint Block Development Officer and ex-officio Joint Executive Officer, Panchayat Samiti
3. Sub-Assistanl Engineer (P.H.E.).
4. Block Public Health Nurse.

C. Purta Karya O Paribahan Sthayee Samiti.

1. Block Development Officer and ex-officio Executive Officer, Pnnchayat Samiti.
2. Joint Block Development Officer and ex-officio Joint Executive Officer, Panchayat Samiti.
3. Sub-Assistant Engineer, Agri-Irrigation / Agri-Mechanical.
4. Sub-Assistant Engineer (R.W.P.).
5. Block Livelihood Development Officer / Assistant Programme Officer.

D. Krishi Sech O Samabaya Sthavee Samiti.

1. Agricultural Development Officer.
2. Assistant Agricultural Extension Officer.
3. Co-operative Inspector.
4. Chief Executive Officer, Large Sized Multipurpose Co-operative Society.
5. Chairman, Large Sized Multipurpose Co-operative Society.
6. Inspector, Agricultural Minimum Wages.
7. Assistant Engineer, Irrigation and Water Ways.
8. Assistant Engineer, Agri-Irrigation / Agri-Mechanical.
9. Agri-Marketing Officer.

E. Siksha, Sanskriti, Tathya O Krira Sthayee Samiti.

1. Sub-Inspector of Schools (Primary).
2. Extension Officer (Mass Education).
3. Lady Extension Officer (Mass Education).
4. Block Youth Officer.
5. Samiti Education Officer.
6. Sub-Divisional Information & Cultural Affairs Officer.

F. Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samsiti.

1. Block Relief Officer.
2. Inspector, Backward Classes Welfare.
3. Block Welfare Officer:
4. Sub-Assistant Engineer (Relief).
5. Child Development Project Officer posted at Block.
6. Chairman, Large Sized Multipurpose Co-operative Society.
7. Chief Executive Officer, Large Sized Multipurpose Co-operative Society.
8. Women Development Officer / Gram Shebika of Block.

G. Bon O Bhumi Sanskar Sthayee Samiti.

1. Block Development Officer and ex-officio Executive Officer, Panchayat Samiti.
2. Block Land and Land Reforms Officer.

3. Range Officer / Beat Officer of Forest Department having office located within the jurisdiction of the Block.

4. Sub-Assistant Engineer (RWP) of the B lock

5. Assistant Agricultural Extension Officer of the Block

H. Matsya O Prani Sampad Bikash Sthayee Samiti.

1. Joint Block Development Officer and ex-officio Joint Executive Officer, Panchayat Samiti.

2. Extension Officer (Fisheries).

3. Block Live-stock Development Officer.

4. Veterinary Officer posted at the Block.

I. Khadya O Sarbaraha Sthavee Samiti.

11. Block Development Officer and ex-officio Executive Officer, Panchayat Samiti.

12. Inspector or Sub-Inspector of Food and Supplies.

13. Consumer Welfare Officer / Inspector, Weights and Measures.

J. Khudra. Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti.

1. Industrial Development Officer.

2. Extension Officer of Sericulture (Inchargc of Technical Service Centre) of the Block.

3. Assistant Engineer, Distribution (0 & M) Sub-Division, West Bengal State Electricity Board having jurisdiction in the concerned Block.

4. Assistant Engineer, RE Construction Sub-Division, West Bengal State Electricity Board having jurisdiction in the concerned Block.

5. Assistant Engineer of Group Electric Supply Station, West Bengal State Electricity Board having jurisdiction in the Block concerned where such Group Electric Supply is actually headed by an Assistant Engineer.

6. Director, West Bengal Renewable Energy Development Agency.

7. Manager (North) of C.E.S.C. for Panchayat Samitis in North 24-Parganas.

8. Manager (South) of C.E.S.C. for Panchayat Samitis in South 24-Parganas.

9. Manager (West) of C.E.S.C. for Panchayat Samitis in Howrah and Hooghly districts.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 3341/1(10)/PN/O/T/2A-1/04 **Date : 18.08.2008**

Copy forwarded for information and necessary action to the:

2. Commissioner, Panchayats & Rural Development, West Bengal.
3. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
4. Director, State Institute of Panchayat & Rural Development, Kalyani.
5. District Magistrate.....(All).
6. District Panchayat & Rural Development Officer.....(All).
7. Sub-Divisional Officer.....(All).
8. Block Development Officer & Executive Officer.....(All).
9. Sabhapati.....Panchayat Samiti (All).
10. P.S. to MIC / MOS, Panchayat & Rural Dev. Deptt, Govt. of West Bengal.

M. Ray

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 3340/PN/O/I/2A-1/04 **Date : 18.08.2008**

ORDER

In exercise of the power conferred by clause (c) of sub-section (2) of section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act XL1 of 1973), the Governor, in supersession of order No. 3598/PN/O/l dated 23. 09. 98 and other successive orders of this Department issued in this behalf, is pleased hereby to appoint the persons being officers of the State Government or of a statutory body or corporation, as members of different Sthayee Samitis of a Zilla Parishad as shown with respect to each Sthayee Samiti in the table below.

TABLE

A. Artha Sanstha, Unnayan O Parikalpana Sthayee Samiti.

1. District Magistrate and Executive Officer, Zilla Parishad.
2. Additional Executive Officer, Zilla Parishad.
3. District Panchayat and Rural Development Officer.
4. District Planning Officer.
5. Parishad Accounts & Audit Officer.
6 District Engineer, Zilla Parishad/ Executive Engineer of Zilla Parishad.
7. Financial Controller & Chief Accounts Officer of Zilla Parishad.

B. Janaswastha O Parihesh Sthayee Samiti.

1. Chief Medical Officer of Health.
2. Executive Engineer, P.H.E.
3. Deputy Chiel Medical Officer of Health-III.
4. District Public Health Nursing Officer.

C. Purta Karya O Paribahan Sthayee Samiti.

1. Additional Executive Officer, Zilla Parishad.
2. Executive Engineer, PWD.
3. Executive Engineer, PWD (Roads).
4. Executive Engineer (Rural Development) or where there is no such officer, Assistant Engineer (Rural Development).

5. Regional Transport Officer.

6. District Engineer of Zilla Parishad / Executive Engineer of Zilla Parishad.

D. Krishi Scch O Samabaya Sthayee Samiti.

1. Principal Agricultural Officer or where there is no such officer, District Agricultural Officer.

2. Executive Engineer (Irrigation & Waterways).

3. Executive Engineer, Agri-Irrigation / Agri-Mechanical.

4. Assistant Registrar, Co-operative Societies.

5. Superintendent, Agri-Marketing / Assistant Director, Agri-Marketing.

E. Siksha, Sanskriti, Tathya O Krira Sthayee Samiti.

1. District Inspector of Schools (Primary).

2. District Inspector of Schools (Secondary).

3. District Mass Education Officer.

4. District Information and Cultural Affairs Officer.

5. District youth Officer.

6. District Library Officer.

7. Assistant Co-ordinator, Education.

8. District Project Officer, Paschim Banga Sarbo Siksha Mission.

F. Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti.

1. Project Director, D.R.D.C.

2. District Relief Officer.

3. District Social Welfare Officer.

4. Project Officer cum District Welfare Officer of Backward Classes Welfare.

5. Programme Officer, ICDS.

6. Deputy Project Director, DRDC (Women Development).

G. Bon O Bhumi Sanskar Sthayee Samiti.

1. Additional District Magistrate (Land Reforms) / District Land and Land Reforms Offficer.

2. Divisional Forest Officer.

3. Additional / Assistant Divisional Forest Officer.

4. Assistant Director, Tourism / Tourism Officer / Assistant Tourism Officer.

H. Matsya O Prani Sampad Bikash Sthayee Samiti.

1. Assistant Director, Fisheries.
2. Chief Executive Officer, F.F. D.A.
3. Chief Executive Officer, Brackish Water Fish Farmers Development Agency.
4. Deputy Director of Animal Resources Development.

I. Khadya O Sarbaraha Sthayee Samiti.

1. District Magistrate or Additional District Magistrate-in-Charge of Food and Supplies.
2. Superintendent of Police (D.E.B).
3. District Controller of Food & Supplies
4. District Manager, F.C.I.
5. Assistant Director, Consumer Affairs / Assistant Controller, Weights & Measures.

J. Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti.

1. General Manager, District Industries Centre.
2. District Officer, West Bengal Khadi & Village Industries Board.
3. Zonal Manager, West Bengal Slate Electricity Board having jurisdiction in any part of the district.
4. Superintending Engineer (O & M), West Bengal State Electricity Board having jurisdiction in any part of the district.
5. Divisional Engineer (R & E), West Bengal State Electricity Board having jurisdiction.
6. Divisional Engineer (EHT) (O & M), West Bengal State Electricity Board having jurisdiction.
7. Divisional Engineer (O & M)), West Bengal State Electricity Board having jurisdiction.
8. Secretary, Department of Science & Technology.
9. Director, West Bengal Renewable Energy Development Agency.
10. Executive Director (Distribution), Calcutta Electric Supply Corporation Ltd. (for Sthayee Samitis of South 24-Parganas, North 24-Parganas, Howrah and Hooghly Zilla Parishad).

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 3340/1 (7)/PN/O/I/2 A-1/04 **Date : 18.08.2008**

Copy forwarded for information and necessary action to the:

1. Commissioner, Panchayats & Rural Development, West Bengal.
2. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
3. Director, State Institute of Panchayat & Rural Development, Kalyani.
4. Sabhadhipati,.....Zilla Parishad (All).
5. District Magistrate.....District (All).
6. Dist. Panchayat and Rural Dev. Officer.....(All).
7. P.S. to MIC/MOS, Panchayat & Rural Dev. Deptt., Govt. of West Bengal.

M. Ray

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

ORDER No. 822 - PN/O/I/4P-17/06 **Date : 20.02.2007**

ORDER

In continuation of this Department Order No. 3598/PN/O/I/2A-2/98 dated 23.09.98 and in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XL1 of 1973) as subsequently amended, the Governor is pleased hereby to direct that the Executive Engineer of Agri-Irrigation / Agri-Mechanical wings under the control of the Water Investigation and Development Department, posted in a District and appointed as a member of the Krishi Sech O Samabaya Sthayee Samiti of the concerned Zilla Parishad will supervise, monitor and give needful assistance as ex-officio Executive Engineer of Zilla Parishad in implementing activities devolved to the Zilla Parishad until further order.

This order is issued in concurrence with the Water Investigation Department, M.I.Branch, vide their order No. 2803-MI/2M-13/05 dated 20.11.2006.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 821 - PN/O/I/4P-17/06 **Date : 20.02.2007**

ORDER

In partial modification of this Department Order No. 3597/PN/O/1/2A-2/98 dated 23.09.98 and in exercise of the power conferred by clause (c) of sub-section (2) of section 124 read with section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) as subsequently amended, the Governor is pleased hereby to appoint the Assistant Engineer of Agri-Irrigation / Agri-Mechanical wings under the control of the Water Investigation and Development Department, posted in a Sub-division, as a member of the Krishi Sech O Samabaya Sthayee Samiti of the Panchayat Samiti within its jurisdiction and to direct that he will supervise, monitor and give needful assistance as ex-officio Assistant Engineer of Panchayat Samiti in implementing activities devolved to the Panchayat Samiti until further order.

This order is issued in concurrence with the Water Investigation Department, M.I.Branch, vide their order No. 2803-MI/2M-13/05 dated 20.11.2006.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 820 - PN/O/I/4P-17/06 **Date : 20.02.2007**

ORDER

In partial modification of this Department Order No. 3127/PN/O/I/2A-1/03 dated 10.09.2004 (in Bengali) and in exercise of the power conferred by sub-clause (i) of clause (c) of sub-section (3) of section 32A read with section 212 of the West Bengal Panehayat Act, 1973 (West Bengal Act XLI of 1973) as subsequently amended, the Governor is pleased hereby to appoint the Sub-Assistant Engineer of Agri-Irrigation / Agri-Mechanical wings under the control of the Water Investigation and Development Department, posted in a Block, as a member of the Krishi O Pranisampad Bikash Upa-Samiti of the Gram Panchayat witiiin its jurisdiction and to direct that he will supervise, monitor and give needful assistance as ex-officio Sub-Assistant Engineer of Gram Panchayat in implementing activities devolved to the Gram Panchayat until further order.

This order is issued in concurrence with the Water Investigation Department, M.I.Branch, vide their order No. 2803-MI/2M-13/05 dated 20.11.2006.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 476 - PN/O/I/2A-2/98 (Pt. II) **Date : 29.01.2007**

ORDER

In partial modification of this Department Order No. 3597 / PN / O / I dated 23rd September, 1998 issued in terms of clause (c) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is further pleased to appoint the Joint Block Development Officer and ex-officio Joint Executive Officer of a Panchayat Samiti as a member of the Jana Swastha O Paribesh Sthayee Samiti of the respective Panchayat Samiti.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 476/1(6) - PN/O/I/2A-2/98 (Pt. II) **Date : 29.01.2007**

Copy forwarded for information and taking necessary action to the:

1. Commissioner; Panchayats & Rural Development, West Bengal, Panchayat Bhavan.
2. Commissioner, _____ Division
3. District Magistrate, _____ District (All)
4. Additional Executive Officer _____ Z.P. (All)
7. District Panchayat & Rural Development Officer _____ (All)
6. Block Development Officer & Executive Officer, _____ Panchayat Samiti (All)

M. Ray

OSD & Ex-Officio Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4165/PN/O/I/2A-2/98 (Pt-VI) **Dated : 9th August, 2006**

ORDER

In exercise of the power conferred by clause (c) of sub-section (2) of section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in continuation of the order No. 3598 / PN / O / I / 2A-2 / 98 dated 23, 09. 98 of this Department issued in this behalf, is pleased hereby to appoint the Deputy Project Director (Women Development) of District Rural Development Cell of Zilla Parishad as a member of Sishu O Nari Unnayan Janakalyan O Tran Sthayee Samiti of the Zilla Parishad concerned.

'This order will take immediate effect.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 4165/l(45)/PN/O/I/2A-2/98 (Pt-VI) **Dated : 9th August, 2006**

Copy forwarded for information and necessary action to the :

1. Divisional Commissioner,_____ Division.
2. Sabhadhipati, _____ Zilla Parishad (all).
3. Commissioner of Panchayats & Rural Development, West Bengal.
4. Director, State Institute of Panchayats and Rural Development, Kalyani.
5. District Magistrate,_____District (all).
6. Addl. Executive Officer,_____Zilia Parishad (all).
7. Project Director, Dist.Rural Dev. Cell _____ Zilla Parishad (all).
8. District Panchayats & Rural Development Officer,_____District (all).
9. Private Secretary to MIC, Panchayat & Rural Development Department.
10. Private Secretary to MOS, Panchayat & Rural Development Department.
11. Shri B. K. Dasgupta, Joint Secretary to the Govt. of West Bengal, Panchayat & Rural Development Department.
12. Smt. Saswati Banerjee, OSD & ex-officio Deputy Secretary to the Govt. of West Bengal, Panchayat & Rural Development Department.

Joint Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4164/PN/O/I/2A-2/98 (Pt-VI) **Dated : 09.08.2006**

ORDER

In exercise of the power conferred by clause (c) of sub-section (2) of section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in continuation of the order No, 3597 / PN / O / I / 2A-2 / 98 dated 23. 09, 98 of this Department issued in this behalf, is pleased hereby to appoint the Women Development Officer posted at a Block as a member of Sishu O Nari Unnayan Janakalyan O Tran Sthayee Samiti of the Panchayat Samiti of the Block concerned.

This order will take immediate effect.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 4164/l(447)/PN/O/I/2A-2/98 (Pt-VI) **Dated : 09.08.2006**

Copy forwarded for information and necessary action to the:

1. Divisional Commissioner,_____Division.
2. Commissioner of Panchayats & Rural Development, West Bengal, 11 A- Kiran Shankar Roy Road, Kolkata - 700001
3. Director, State Institute of Panchayats and Rural Development, Kalyani.
4. District Magistrate, _____ District (all).
5. Sub-Divisional Officer, _____ (all).
6. Addl. Executive Officer, _____ Zilla Parishad (all).
7. District Panchayats & Rural Development Officer,_____ District (all).
8. Block Development Officer & Executive Officer, _____ Block (all).
9. Private Secretary to MIC, Panchayat & Rural Development Department, Writers' Buildings, Kolkata - 700001.
10. Private Secretary to MOS, Panchayat & Rural Development Department.
11. Shri B. K. Dasgupta, Joint Secretary to the Govt. of West Bengal, Panchayat & Rural Development Department.
12. Smt. Saswati Banerjee, OSD & ex-officio Deputy Secretary to the Govt. of West Bengal, Panchayat & Rural Development Department.

Joint Secretary to the
Govt. of West Bengal

Chapter - 14

Bye-Laws

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	3644/PN/O/1/3R-3/2001	14 October 2003	GP	Collection of Tax (for GP)
2	3727/PN/O/1/2B-4/2003	9 November 2004	PS	Collection of Tax (for PS)
3	706/PN/O/1/2B-1/2004 (Pt-1)	17 February 2005	ZP	Collection of Tax, Fee, etc.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ৩৬৪৪.পি.এন/ও/১/৩-আর-৩/২০০১ তারিখ ঃ ১৪ই অক্টোবর, ২০০৩

স্মারকপত্র

বিষয় ঃ **পঞ্চায়েতের সম্পদ সংগ্রহ এবং পশ্চিমবঙ্গ পঞ্চয়েত আইন, ১৯৭৩-এর অন্তর্গত ৪৭ ধারা বলে গ্রাম-পঞ্চয়েত এলাকার কর/অভিকর, মাশুল, উপশুল্ক এবং বিভিন্ন প্রকার ফি গ্রহণের জন্য আদর্শ উপবিধি প্রণয়ন।**

আদেশানুসারে উপযুক্ত বিষয়ে আপনার জ্ঞাতার্থে জানাই যে বাজেট, অর্থ সংস্থান, হিসাব-রক্ষণ, আর্থিক নিয়ন্ত্রণ ও তদারকি এবং হিসাব পরীক্ষা এই সবগুলিকে একত্রে বলা হয় পঞ্চায়েতের আর্থিক ব্যবস্থাপনা। ত্রিস্তর পঞ্চায়েতে বিশেষ বিশেষ খাতে ব্যয়ের জন্য সরকার থেকে অর্থ বরাদ্দ করা হয়। কিন্তু শুধুমাত্র সরকারি অনুদানের উপর নির্ভরশীল হয়ে থাকলে স্বায়ত্ত শাসন ব্যবস্থার সঠিক বিকাশ হবে না এবং পঞ্চায়েতগুলি সংবিধান কর্ত্তৃক ন্যস্ত দায়িত্বগুলি পালন করতে অপারগ হবে। একথা অনস্বীকার্য যে কোন পঞ্চায়েত শুধু সরকারি অনুদানের উপর নির্ভর করলে বা সরকার থেকে নির্দিষ্ট প্রকল্প রূপায়ণের মধ্যে নিজের কর্মধারাকে সীমাবদ্ধ রাখলে সেই এলাকার জনসাধারণের সার্বিক আর্থ-সামাজিক উন্নতির জন্য নিজেদের উদ্যোগে কোন বিশেষ প্রকল্প রূপায়ণ কখনই সম্ভবপর হবে না, যদি পঞ্চায়েতের নিজস্ব তহবিল না থাকে। তাই কেন্দ্রীয় ও রাজ্য সরকারের অনুদানের উপর সম্পূর্ণ নির্ভরশীল না হয়ে পঞ্চায়েতকে কিছু নিজস্ব আয়ের উৎস খুঁজে নিতে হবে। পঞ্চায়েতের যে সব আয়ের উৎস (কর, অভিকর, মাশুল ইত্যাদি) পূর্ণ মাত্রায় ব্যবহার করা হচ্ছে না অগ্রাধিকার দিয়ে সেগুলিকে সঠিকভাবে পূর্ণ ব্যবহার করে আয়ের পরিধিকে বিস্তৃত করতে হবে ও সেই সঙ্গে আয় বর্দ্ধক কিছু স্থায়ী সম্পদ সৃষ্টি করতে হবে এবং তার জন্য পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ৪৭ ধারা বলে উপবিধি তৈরী করে নিজস্ব আয়ের সংস্থান করতে হবে।

পঞ্চায়েত আইনের ২২৩ ধারায় গ্রাম-পঞ্চায়েতকে উপবিধি তৈরী করার ক্ষমতা দেওয়া হয়েছে। ২০০৩ সালের পঞ্চায়েত সংশোধিত আইন অনুসারে উপবিধি তৈরীকরণ আবশ্যিক করা হয়েছে। উপবিধির বিভিন্ন ধারাগুলি এমনভাবে তৈরী করতে হবে যেন পঞ্চয়েত আইন এবং নিয়মাবলীর সঙ্গে সামঞ্জস্যপূর্ণ হয়। পঞ্চায়েত এই উপবিধি প্রয়োজন অনুসারে সংশোধন করতে পারবে। উপবিধি তৈরী করে তার অনুলিপি জেলা-শাসকের মাধ্যমে রাজ্য সরকারের অবগতির জন্য পাঠাতে হবে। উপবিধি পঞ্চায়েত আইন ও নিয়মাবলীর পরিপন্থী হলে রাজ্য সরকার ঐ উপবিধিকে বাতিল করবেন।

খসড়া উপবিধি বাংলা এবং ইংরাজি ভাষায় তৈরী করতে হবে। গ্রাম-পঞ্চায়েতের সভায় খসড়া উপবিধি অনুমোদন করিয়ে নিম্নোক্ত স্থানে প্রকাশ করতে হবে। উপবিধি প্রকাশ করার সময় এই মর্মে একটি নোটিশ দিতে হবে যে যদি কোন ব্যক্তির উপবিধির কোন ধারা সম্বন্ধে কোন আপত্তি থাকে বা কোন সুপারিশ থাকে তাহলে নির্দিষ্ট দিনের মধ্যে তা জানাতে হবে। নোটিশে এই নির্দিষ্ট দিনটি উল্লেখ করে দিতে হবে। এছাড়া নোটিশে আরও উল্লেখ করতে হবে কোন তারিখের মধ্যে উপবিধি অনুমোদন ও কার্যকরী করা হবে। যে যে স্থানে খসড়া উপবিধি প্রকাশ করতে হবে সেগুলি হল -

১) গ্রাম- পঞ্চায়েত কার্যালয়
২) পঞ্চায়েত সমিতি কার্যালয়
৩) জিলা পরিষদ কার্যালয়
৪) সাব-রেজিস্ট্রি কার্যালয়
৫) থানা এবং ফাঁড়ি
৬) জেলা-শাসকের কার্যালয়
৭) মহকুমা-শাসকের কার্যালয়
৮) জেলা-জজের কোর্ট
৯) মুন্সেফ কোর্ট

এছাড়া খসড়া উপবিধি এবং নোটিশের বিষয়বস্তু গ্রাম-পঞ্চায়েত এলাকায় মাইক দিয়ে ব্যাপক প্রচার করতে হবে। আপত্তি বা সুপারিশ জানাবার জন্য অন্তত ছয় সপ্তাহ সময় দিতে হবে। জনসাধারণের পক্ষ থেকে যেসব আপত্তি বা সুপারিশ পাওয়া যাবে সেগুলি গ্রাম-পঞ্চায়েতের সভায় বিবেচনা করে উপবিধি চূড়ান্তভাবে অনুমোদন করতে হবে। চূড়ান্তভাবে অনুমোদিত উপবিধি পুনরায় উপরোক্ত স্থানগুলিতে প্রকাশ করতে হবে এবং পঞ্চায়েত সমিতি, জিলা পরিষদসহ এবং জেলা-শাসকের মাধ্যমে রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগে পাঠাতে হবে। গ্রাম-পঞ্চায়েত যখন উপবিধি সংশোধন করবে তখন একই পদ্ধতি গ্রহণ করতে হবে।

পশ্চিমবঙ্গ সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ একটি আদর্শ উপবিধি তৈরী করেছে। এই রাজ্যের সকল গ্রাম-পঞ্চায়েতের জন্য এই উপবিধির প্রতিলিপি অত্র আদেশনামার সঙ্গে প্রেরণ করা হল। প্রতিটি গ্রাম-পঞ্চায়েতকে আগামী তিন মাসের মধ্যে উপরোক্ত আদর্শ উপবিধি অনুসারে নিজস্ব উপবিধি তৈরী করে তা গ্রহণ করতে হবে এবং ঐ উপবিধির অনুলিপি জেলা-শাসকের মাধ্যমে রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের অবগতির জন্য পাঠাতে হবে।

প্রতিটি গ্রাম-পঞ্চায়েত পশ্চিমবঙ্গ পঞ্চায়েত আইন অনুসারে নিজস্ব সংগৃহীত অর্থের হিসাব পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম-পঞ্চায়েত বিবিধ হিসাব এবং নিরীক্ষা) নিয়মাবলী, ১৯৯০ অনুযায়ী রক্ষণাবেক্ষণ করবেন এবং প্রতি তিন মাস অন্তর সংশ্লিষ্ট পঞ্চায়েত সমিতির মাধ্যমে জেলা-পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের নিকট ত্রৈমাসিক নিজস্ব সম্পদ সংগ্রহের রিপোর্ট পেশ করবেন। এপ্রিল, মে ও জুন মাসের সম্পদ সংগ্রহের হিসাব জুলাই মাসের সাত তারিখের মধ্যে গ্রাম-পঞ্চায়েত সংশ্লিষ্ট পঞ্চায়েত সমিতির কাছে জমা দেবেন। পঞ্চায়েত সমিতি সমস্ত গ্রাম-পঞ্চায়েতের রিপোর্টগুলি সংগ্রহ করে দশ তারিখের মধ্যে জেলা-পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের নিকট পাঠাবেন। পনেরো তারিখের মধ্যে জেলার সমস্ত গ্রাম-পঞ্চায়েতের রিপোর্ট পঞ্চায়েত ও গ্রামোন্নয়ন অধিকর্তার নিকট অবশ্যই পেশ করতে হবে।

পঞ্চায়েতগুলির এই বিষয়ে দৃষ্টি আকর্ষণ করে সংশ্লিষ্ট আধিকারিকগণকে নির্দেশ দেওয়া হচ্ছে যে তাঁরা যেন গ্রাম-পঞ্চায়েতগুলিকে ব্লক-ভিত্তিক কর্মশালার মাধ্যমে এই আদর্শ উপবিধির বিষয়গুলিকে যথাযথভাবে ব্যাখ্যা করে দেন এবং এই ব্যাপারে প্রয়োজনীয় সহযোগিতা ও পরামর্শ দেন যাতে সকল গ্রাম-পঞ্চায়েত কর্তৃক উপবিধি গৃহীত হয় এবং উপবিধি অনুসারে ধার্য কর, অভিকর, মাশুল ইত্যাদি আদায়ের মাধ্যমে পঞ্চায়েতের নিজস্ব আয়ের সংস্থান হয়। মহকুমা শাসকদের এই ব্যাপারে অর্থাৎ গ্রাম-পঞ্চায়েত কর্তৃক উপবিধি গ্রহণ ও সম্পদ সংগ্রহের অগ্রগতির নিয়মিত তদারকি করার জন্য বিশেষ দায়িত্ব ন্যস্ত করা হচ্ছে।

মানবেন্দ্র নাথ রায়
সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

নং : ৩৬৪৪-/১(৪২০০)পি.এন./ও/১/৩-আর- ৩/২০০১ তারিখ : ১৪ই অক্টোবর, ২০০৩

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য আদর্শ উপবিধির প্রতিলিপিসহ অনুলিপি প্রেরিত হল।

১) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন অধিকার, পশ্চিমবঙ্গ
২) অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষণ সংস্থা, কল্যাণী, নদীয়া।
৩) সভাধিপতি, ... জেলা / মহকুমা পরিষদ।
৪) সভাপতি, ... পঞ্চায়েত সমিতি।
৫) প্রধান, ... গ্রাম পঞ্চায়েত।
৬) জেলা-শাসক, ...।
৭) মহকুমা শাসক, ... মহকুমা।

পঞ্চায়েতের সম্পদ সংগ্রহের কাজের অগ্রগতি তদারকি করার জন্য বিশেষভাবে অনুরোধ করা হল।

৮) জেলা-পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।
৯) সমষ্টি উন্নয়ন আধিকারিক, ... ব্লক।

উপযুক্ত কর্মশালার মাধ্যমে বিষয়টি গ্রাম-পঞ্চায়েতগুলিকে অবহিত করতে তাঁকে অনুরোধ করা হল।

যুগ্ম-সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

গ্রামপঞ্চায়েতের অভিকর, উপশুল্ক, ও ফী গ্রহণ সম্পর্কিত উপবিধি (আধর্শ) প্রস্তাবনা

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ১৯ধারায় বর্ণিত অবশ্যকরনীয় কর্তব্যসমূহ, ২০ধারায় বর্ণিত অন্যান্য কর্তব্য, ২১ধারায় বর্ণিত স্বেচ্ছাধীন কর্তব্যসমূহ, ২৪ধারায় বর্ণিত আবর্জনা দূরীকরণ ব্যবসার উন্নতিসাধন, ২৫ ধারায় বর্ণিত সার্বজনীন রাস্তা ও জলপথ বিষয়ে দায়িত্ব ও কর্তব্য সম্বন্ধে উপযুক্ত ব্যবস্থা অবলম্বন, ৪১ধারা মতে সম্পত্তি অর্জন, দখল ও বিলিব্যবস্থা করা ও বিধিভঙ্গকারীদের শাস্তি বিধানের জন্য এবং এই দায়িত্ব পালনের নিমিত্ত অর্থের সংস্থানের জন্য এবং গ্রামপঞ্চায়েতকে স্বনির্ভর করার লক্ষ্যে পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭ধারা বলে উপশুল্ক, অভিকর ও ফী গ্রহণের জন্য.....গ্রামপঞ্চায়েতের (নাম) পোঃ..... থানা.....,জেলা..... পশ্চিমবঙ্গ এর উপবিধি রচনা করা প্রয়োজন।

এই জন্য নিম্নলিখিত উপবিধি রচনা করা হল।

ভূমিকা:

১। (১) এই উপবিধি সমূহ ''..... (নাম)..... গ্রাম পঞ্চায়েত উপবিধি'' নামে অভিহিত হবে।

(২) এই উপবিধি.....(গ্রামপঞ্চায়েতের নাম) গ্রাম পঞ্চায়েতের সমগ্র এলাকায় প্রযোজ্য হবে।

(৩) .....(গ্রামপঞ্চায়েতের নাম) গ্রাম পঞ্চায়েতের সাধারণ সভায় গৃহীত সিদ্ধান্ত অনুযায়ী নির্দিষ্ট তারিখ থেকে এই উপবিধি বলবৎ হবে।

বর্ণনা:

২। পঞ্চায়েতের বিষয় বা উদ্দেশ্যের পরিপন্থী না হলে এই উপবিধিতে বর্ণিত বিধিগুলি নিম্নলিখিত ক্ষেত্রে প্রযোজ্য হবে: -

(১) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ধারা ৪৭(১) (১)- যানবাহন নিবন্ধীকরণ ফি পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৫৭ এর ৫৭(২)(ক) ধারা ও নিয়মাবলীর ১১০গ এবং পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩এর ৪৭(১) (১) ধারা (সংশোধনী সহ) অনুযায়ী গ্রাম- পঞ্চায়েত এলাকায় মালিকানাভিত্তিক চলনযোগ্য

(১) রিক্সা, সাইকেল রিক্সা বা ঠেলা গাড়ী

(২) রবারের টায়ারযুক্ত গোরুরগাড়ী, মহিষের গাড়ী ও ঘোডার গাড়ী

(৩) রবারের টায়ারবিহীন গোরুর গাড়ী, মহিষের গাড়ী ও ঘোড়ার গাড়ী

(৪) পশুবাহিত অন্যান্য যানবাহন

(৫) সাধারণ বাই সাইকেল

(৬) কৃষিছাড়া অন্য কাজে নিযুক্ত ট্রেলারযুক্ত ট্রাক্টরের নথীভুক্তকরণের জন্য ধার্য ফি বা মাশুল।

(২) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৩) ধারা মোতাবেক বিজ্ঞপ্তির মাধ্যমে রাজ্য সরকার নির্দেশিত গ্রামপঞ্চায়েত এলাকায় দেবস্থান বা তীর্থস্থান এবং মেলায় জনস্বাস্থ্য ও পরিবেশ সম্পর্কিত আবর্জনা দূরীকরণের ব্যবস্থা করার জন্য নির্দিষ্ট ফি।

(৩) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৪) ধারা মোতাবেক গ্রামপঞ্চায়েত এক্তিয়ারভুক্ত এলাকায় পানীয় জল, সেচের জল বা অন্য কোন উদ্দেশ্যে জল সরবরাহ করার জন্য অভিকর।

(৪) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৫) ধারা মোতাবেক গ্রামপঞ্চায়েত এক্তিয়ারভুক্ত এলাকায় জনপথ এবং সার্বজনীন স্থানে আলোর ব্যবস্থা করার জন্য আলো অভিকর।

(৫) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৬) ধারা মোতাবেক গ্রাম পঞ্চায়েত কর্তৃক গ্রামপঞ্চায়েত এলাকার মধ্যে ব্যক্তিগত মালিকানার সেপটিক ট্যাঙ্ক এবং আস্তাকুঁড় পরিষ্কারের ব্যবস্থা করার জন্য সাফাই অভিকর।

(৬) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৭) ধারা মোতাবেক ব্যবসা বাণিজ্যের নিবন্ধীকরণ ফি বলতে গ্রামপঞ্চায়েত এলাকার মধ্যে আইনানুগ (নিষিদ্ধ নয় এমন) ব্যবসা পরিচালনার জন্য নিবন্ধীকরণ ফি বোঝাবে।

(৭) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৮) ধারার বিধান অনুযায়ী গ্রাম পঞ্চায়েতে ন্যস্ত বা গ্রাম পঞ্চায়েতের পরিচালনাধীন কোন সড়ক (কাঁচা রাস্তা বাদে) বা সেতুর উপর বসানো টোল অথবা উপশুল্ক।

(৮) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৯) ধারা মোতাবেক গ্রামপঞ্চায়েত কর্তৃক স্থাপিত বা গ্রামপঞ্চায়েতের পরিচালনাধীন কোন খেয়াঘাটে পারাপারের জন্য মানুষ, জীবজন্তু, যানবাহন, মালপত্রের ওপর উপশুল্ক (টোল)।

(৯) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১০) ধারা মোতাবেক কুকুর, ঘোড়া, গাধা ও অন্যান্য গৃহপালিত পোষা প্রাণীর উপর লাইসেন্স ফি।

(১০) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১১) ধারা মোতাবেক গ্রামপঞ্চায়েত এলাকার মধ্যে সর্বসাধারনের ব্যবহারের জন্য শৌচাগার নির্মাণ ও রক্ষণাবেক্ষণের জন্য অনাময় অভিকর।

(১১) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১২) ধারা মোতাবেক গ্রামপঞ্চায়েত এলাকার মধ্যে সর্বসাধারনের ব্যবহারের জন্য গ্রামপঞ্চায়েত কর্তৃক নির্মিত নর্দমা বা ড্রেন ও তার রক্ষণাবেক্ষণ ও পরিষ্কার রাখার জন্য জল নিষ্কাশন অভিকর।

(১২) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১৩) ধারা মোতাবেক গ্রামপঞ্চায়েতে ন্যস্ত জমিতে বা গ্রামপঞ্চায়েতের নিয়ন্ত্রন বা পরিচালনাধীন জমিতে গবাদি পশু চরাবার ফি।

(১৩) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১৪) ধারা মোতাবেক গ্রামপঞ্চায়েতে ন্যস্ত বা গ্রামপঞ্চায়েতের নিয়ন্ত্রন বা পচিালনাধীন শ্মশানঘাট ব্যবহার করার ফি।

(১৪) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১৫) ধারা মোতাবেক গ্রামপঞ্চায়েত এলাকার মধ্যে চাষের জল দেওয়ার জন্য ব্যবসায়িক উদ্দেশ্যে মালিকানা ভিত্তিক মোটরচালিত গভীর ও অগভীর নলকূপ ও জেলারেটর সেট নিবন্ধীকরণ ফি।

ফি, অভিকর ও উপশুল্ক আদায়:

রাজ্য সরকারের নিদ্ধারিত সর্ব্বেচ্চ হার অনুযায়ী গ্রামপঞ্চায়েত কর্তৃক নিম্নলিখিত ফি, অভিকর, উপশুল্ক, নিবন্ধীকরণ ফি ধার্য করা হচ্ছে। প্রস্তাবিত উপবিধি অনুযায়ী সংশ্লিষ্ট ব্যক্তি, সংস্থা বা প্রতিষ্ঠান, মালিক বা দখলদারকে ঐ ফি/অভিকর দিতে হবে। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৫৭, ১৯৭৩ পরবর্তী সংশোধনী ১৯৭৮, ১৯৯৪গুলির বৈধতার বাত্যয় না ঘটিয়ে এই উপবিধি সাধারণ সভায় অনুমোদনক্রমে নির্ধারিত সময় (তারিখ) ..... থেকে চালু করা হবে।

১। (ক) পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩ এর ৪৭ (১) (১) ধারায় গ্রাম- পঞ্চায়েত এলাকার মধ্যে বা তার বাইরে চলাচলকারী নিম্ন শ্রেণীভুক্ত যানবাহনের জন্য রেজিষ্ট্রীকরণের জন্য মালিকদের (বা যাদের অধিকারে থাকবে) নিম্ন বর্ণিতহারে বাৎসরিক ফি দিতে হবে।

(১) বাই সাইকেল (বাণিজ্যিক উদ্দেশ্যে ব্যবহৃত হলে) ৫ টাকা

(২) রিক্সা ভ্যান, রিক্সা, হাতে টানা ঠেলাগাড়ী, গোরুর গাড়ি, মহিষের গাড়ী, ঘোড়ার গাড়ী (রবারের টায়ারযুক্ত) ১২ টাকা

(৩) গোরুর গাড়ী, মহিষের গাড়ী, ঘোড়ার গাড়ী (রবারের টায়ারবিহীন) ২৪ টাকা

(৪) ট্রাক্টর-ট্রেলারযুক্ত (কৃষিছাড়া অন্য কাজে নিযুক্ত) ২৫০ টাকা

(খ) উপরে বর্ণিত যানবাহনের মালিকেরা (বা যাদের অধিকারে থাকবে) প্রতি বছর পয়লা এপ্রিলের আগে নির্দিষ্ট যানবাহনের তথ্য সম্বলিত দরখাস্ত করে এবং নির্দিষ্ট ফি দিয়ে একটি অনুমতিপত্র (লাইসেন্স) গ্রহণ করবেন। যদি কোন যানের জন্য অন্য কোন স্থানীয় কর্তৃপক্ষকে রেজিস্ট্রেশন মাশুল দিয়ে থাকেন তবে তা-ও ঐ আবেদনপত্রে উল্লেখ করতে হবে। সে ক্ষেত্রে আবেদনকারীকে ঐ যানের জন্য কোন রেজিস্ট্রেশন ফি দিতে হবে না।

(গ) গ্রামপঞ্চায়েত কর্তৃক রেজিষ্ট্রীকৃত যানবাহনের জন্য একটি রেজিস্ট্রেশন নম্বর দেওয়া হবে। ঐ নম্বটি রেজিষ্ট্রীকৃত যানের গায়ে পবিষ্কারভাবে পৃথক প্লেটে খোদাই করে আটকে দিতে হবে।

(ঘ) যে যানের জন্য রেজিস্ট্রেশন নম্বর দেওয়া হবে, সেই যান সম্বন্ধে প্রয়োজনীয় বিবরণ নির্দিষ্ট রেজিষ্টারে (ফর্ম)- এ লিখে রাখতে হবে। লাইসেন্স- প্রাপককে নিম্নলিখিত শর্তগুলি পালন করতে হবে।

(১) যান মজুবত ও উপযুক্ত অবস্থায় রাখতে হবে যাতে যাত্রী বা মালের কোনও ক্ষতি না ঘটে।

(২) কর্তব্যরত পুলিশ বা পঞ্চায়েতের ভারপ্রাপ্ত কর্মচারী বা পঞ্চায়েত সদস্য প্রয়োজনে যানটি পরিদর্শন করতে পারবেন।

(৩) যাত্রীর সংখ্যা বা মালের ওজন একটি নির্দিষ্ট সীম (যা পঞ্চায়েত ঠিক করে দেবেন) ছাড়াতে পারবে না।

(৪) যাত্রী বা মাল বহনের ভাড়া সংশ্লিষ্ট গ্রামপঞ্চায়েত নির্ধারিত সীমার বেশী হবে না এবং সেই হারের তালিকা নির্দিষ্ট যানে লাগানো থাকবে।

২। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (২) ধারায় নালিশ, আবেদন বা ন্যায় পঞ্চায়েত রুজু করা মামলা মোকদ্দমা বাবদ ফি। ন্যায় পঞ্চায়েত চালু না থাকায় ফি-এর প্রসঙ্গটি বর্তমানে মুলতুবী রাখা হল।

৩। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৩) ধারায় বিজ্ঞপ্তির মাধ্যমে রাজ্য সরকার গ্রামপঞ্চায়েত এলাকায় বিজ্ঞাপিত দেবস্থানে, তীর্থস্থানে বা মেলায় আবর্জনা দূরীকরণ বা নিকাশী ইত্যাদি ব্যবস্থা অবলম্বনের জন্য তীর্থ যাত্রী পিছু প্রতিদিন অনধিক ৫০ পয়সা ফি ধার্য্য করবেন। জীবজন্তুর ক্ষেত্রে এই হার হবে প্রাণী প্রতি ১টাকা (প্রতিদিন), স্টল ছাড়া ব্যবসায়ীদের ক্ষেত্রে প্রতিদিন ৩টাকা, স্টলযুক্ত ব্যবসায়ীদের ক্ষেত্রে প্রতিদিন ১০টাকা থেকে ২০টাকা পর্যন্ত স্টলের আকার বা সাইজ অনুসারে। উপযুক্ত কর্মচারী নিযুক্ত করে ১২ বৎসর বা তদূর্ধ বয়সের প্রতি তীর্থ যাত্রী পিছু নির্ধারিত ফি আদায় করা যাবে। আদায়ী টাকার জন্য রসিদ বা সুনির্দিষ্ট টিকিট দিতে হবে। এক্ষেত্রে ১২বৎসরের উপরে তীর্থ যাত্রীদের পক্ষে বিনা টিকিটে মেলা স্থানে প্রবেশ করা যাাবে না। এই ফি আদায়ের জন্য নির্দিষ্ট হারে অর্থাৎ আদায়কৃত অর্থের উপর শতকরা ১০(দশ) টাকা হিসাবে কমিশন দেওয়া যেতে পারে, অবশ্য পঞ্চায়েতের সংশ্লিষ্ট কোনও সদস্য বা কর্মীকে (কর আদায়কারী ছাড়া) এই কমিশন দেওয়া যাবে না। উপরন্তু রাজ্য সরকারের জনস্বাস্থ্য বিভাগ, জেলা পরিষদ বা পঞ্চায়েত সমিতি কর্তৃক এই ব্যবস্থা গ্রহণ করলে, গ্রামপঞ্চায়েত ওই ব্যবস্থা গ্রহণ করতে বা ফি ধার্য্য ও আদায় করতে পারবে না।

৪। ৪৭(১) (৪) ধারায় গ্রামপঞ্চায়েত তার নিজস্ব এলাকায় পানীয় জল, সেচের জল বা অন্য কোনও উদ্দেশ্যে জল সরবরাহ করলে জল কর ধার্য ও আদায় করতে পারবে।

(১) গ্রামপঞ্চায়েত স্বীয় উদ্যোগে অথবা সরকারী জনস্বাস্থ্য ইঞ্জিনিয়ারিং (গ্রামীণ জল সরবরাহ) সংস্থার মাধ্যমে গভীর নলকূপ স্থাপন ও পাইপ লাইনের মাধ্যমে বাড়ীতে বাড়ীতে বা প্রতিষ্ঠানে পানীয় জল সরবরাহের ব্যবস্থা করলে জল কর ধার্য করবেন। উক্ত জলকরের সর্ব্বোচ্চ হার জমি ও বাড়ীর বার্ষিক মূল্যের শতকরা ৩০টাকার বেশী হবে না (জমি ও বাড়ীর বার্ষিক মূল্যায়ন হবে পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৬(৬) (ক) ধারা অনুসারে কোন ভূমি বা ভবন সম্পর্কে 'বার্ষিক মূল্য' বলতে বোঝায়-ওই ভূমি বা ভবনের মূল্য নির্ধারনের সময়ে বাজারদর অনুসারে যে মূল্য বিহিত প্রণালীতে প্রাককলিত হওয়া মূল্যের ৬(ছয়) শতাংশের সমপরিমাণ অর্থ।

(২) সেচের জল গ্রামপঞ্চায়েত কর্তৃক গভীর নলকূপ, অগভীর নলকূপ, মিনি ডীপটিউবওয়েল স্থাপনের মাধ্যমে কৃষিকার্যের জন্য সেচের ব্যবস্থা করলে অথবা রাজ্য সরকার, জেলা পরিষদ বা পঞ্চায়েত সমিতি কর্তৃক স্থাপিত এবং পরিচালনার জন্য গ্রামপঞ্চায়েত ভারপ্রাপ্ত হলে, সেচ প্রাপ্ত এলাকার কৃষি জমির মালিকগণের জমির পরিমাণ অনুযায়ী সেচ কর ধার্য হবে। সেচ সেবিত এলাকার জন্য (কমান্ড এলাকা) উক্ত কর মরসুমী শস্যভিত্তিক একর প্রতি ৩৫০টাকা (তিনশত পঞ্চাশ) উপকৃত কৃষিজীবি বা চাষী বা জমির মালিকের উপর ধার্য হবে এবং আদায় করা হবে।

(৩) আগুন নির্বাপন বা গ্রীষ্মকালে পানীয় জলাভাব অথবা রোগ সংক্রমণ ও জল দূষণজনিত পরিস্থিতি ব্যতিরেকে অন্য কোনও উদ্দেশ্যে অথবা কোন অনুষ্ঠানের জন্য বিশুদ্ধ পানীয় জল সরবরাহের ব্যবস্থা যদি করা হয়, তবে জল বাহক গাড়ী ও ট্যাংকার-এর ব্যবহারিক ব্যয় বাবদ জল অভিকর আদায় করা যাবে। উক্ত অভিকর মোট ব্যয়ের সমপরিমাণ টাকার বেশী হবে না।

৫। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১)(৫) ধারায় গ্রামপঞ্চায়েত স্বীয় এক্তিয়ারভুক্ত এলাকায় জনপথ এবং সার্বজনীন স্থলে বৈদ্যুতিক আলোর ব্যবস্থা করলে উপকৃত এলাকার বাসিন্দা জমি জায়গা বা বাড়ীর মালিক বা দখলিকারের উপর আলোর অভিকর ধার্য ও আদায় করতে পারবেন। আলোর বার্ষিক অভিকর ধার্য্যের হার জমি ও বাড়ীর বার্ষিক করের সর্ব্বোচ্চ কুড়ি শতাংশের বেশী হবে না।

৬। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৬) ধারায় গ্রামপঞ্চায়েত স্বীয় এলাকায় ব্যক্তিগত মালিকানার সেপটিক ট্যাঙ্ক, আস্তাকুঁড় বা ভাগাড় ইত্যাদি পরিষ্কারের ব্যবস্থা করলে, আবর্জনা অপসারন বাবদ মালিক(বা দখলকারের উপর) অভিকর ধার্য্য এবং আদায় করতে পারবেন। ঐ কর নিম্নবর্ণিত হারের বেশী হবে না: -

(ক) সেপটিক ট্যাঙ্ক ২৫০টাকা (আড়াইশত) টাকা (প্রতিবার)।

(খ) আস্তাকুঁড় ভাগার প্রতি ঘনফুটে ২টাকা ৫০পয়সা।

৭। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৭) ধারা অনুযায়ী ব্যবসা নিবন্ধীকরণ ফি-গ্রামপঞ্চায়েত এলাকার মধ্যে আইনানুগ ব্যবসা চালানোর জন্য নিবন্ধীকরণ ফি নিম্নলিখিত বার্ষিক হারে ধার্য করা যাবে: -

(ক) বৃত্তি কর দিতে হয় না এমন ব্যবসা নিবন্ধীকরণ ফি-বাৎসরিক ৫০(পঞ্চাশ) টাকা।

(খ) বৃত্তি কর দিতে হয় এমন ব্যবসা বা এজেন্সি বা ঠিকাদারী ইত্যাদির নিবন্ধীকরণ ফি-বাৎসরিক ১০০(একশত) থেকে ২৫০(দুইশত পঞ্চাশ) টাকা।

(গ) ছোট কারখানা, যেমন-ধানভাঙা কল, করাতকল, তাঁত (হ্যান্ডলুম বা পাওয়ারলুম), বরফকল, মাছ চাষ, মুরগী চাষ, গোমহিষাদি পালন ইত্যাদি (মূলধন বিনিয়োগ ২৫(পঁচিশ) হাজার থেকে ৫(পাঁচ) লাখ টাকা পর্য্যন্ত) - বাৎসরিক ১০০ (একশত) থেকে ২৫০ (দুইশত পঞ্চাশ) টাকা।

(ঘ) ছোট কারখানা, যেমন - ধানভাঙা কল, করাতকল, তাঁত (হ্যান্ডলুম বা পাওয়ারলুম), বরফকল, মাছ চাষ, মুরগী চাষ, গোমহিষাদি পালন ইত্যাদি (মূলধন বিনিয়োগ ৫(পাঁচ) লাখ টাকার বেশী) - বাৎসরিক ৩০০(তিনশত) থেকে ৫০০(পাঁচশত) টাকা।

(ঙ) ভিডিও হল, সিনেমা হলের ক্ষেত্রে (৫লাখ টাকা পর্যন্ত) বাৎসরিক ২৫০ এবং (১০লাখ টাকা পর্যন্ত) বাৎসরিক ৫০০ টাকা।

(চ) স্বনির্ভর দলের ক্ষেত্রে প্রথম দুই বছর কোন ফি নেওয়া যাবে না। পরবর্তী তিন বছর মোট ধার্য্য ফি-এর পঞ্চাশ ভাগ দিতে হবে।

(ছ) টেলিফোন বুথ, জেরক্স কেন্দ্র ও সাইবার কাফের ক্ষেত্রে বাৎসরিক ১০০ টাকা।

বি.দ্র.: - উপরে উল্লিখিত ছোট কারখানাগুলির মধ্যে সিনেমা হল, ভিডিও হল বা করাতকল ইত্যাদির ক্ষেত্রে সংশ্লিষ্ট উপযুক্ত কর্তৃপক্ষের (কমপিটেন্ট অথরিটি) দেয়া বৈধ অনুমতিপত্র (লাইসেন্স) থাকলে, তবেই ঐ বার্ষিক নিবন্ধীকরণ ফি নেয়া যাবে।

৮। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৮) ধারা মতে গ্রামপঞ্চায়েতে ন্যস্ত বা পরিচালনাধীন পাকা সড়ক, ভারী মোরাম রাস্তা বা সেতুর উপর বসানো টোল ঘাঁটিতে যানবাহনের বা পশুর যাতায়াতের জন্য ঐ গ্রামপঞ্চায়েত নিম্নলিখিত সর্ব্বোচ্চ হারে উপশুল্ক ধার্য্য করতে পারবে।

(ক) সাইকেল রিক্সা বা ভ্যান, ঠেলাগাড়ী, মোটর সাইকেল, স্কুটার, ট্রাক্টর (ট্রেলার ছাড়া ও খালি) এবং গো-মহিষাদি চালিত খালি গাড়ী- ১(এক) টাকা প্রতি বারের জন্য,

(খ) খালি প্রাইভেটে কার বা ট্যাক্সী, খালি বাস, খালি মিনিবাস, খালি লরি বা ট্রাক বা ট্যাংকার বা ম্যাটাডোর, খালি ট্রেকার বা অটোরিক্সা বা ট্রাক্টর এবং মালসহ গো-মহিষাদি চালিত গাড়ী - ২ (দুই) টাকা প্রতি বারের জন্য,

(গ) যাত্রীসহ প্রাইভেট কার বা ট্যাক্সী এবং অটোরিক্সা ৫(পাঁচ)টাকা প্রতিবারের জন্য,

(ঘ) যাত্রীসহ বাস বা মিনিবাস, যাত্রী বা মালসহ ট্রেকার বা ম্যাটাডোর ভ্যান বা ডেলিভারি ভ্যান ১০(দশ) টাকা প্রতিবারের জন্য,

(ঙ) মালসহ লরি বা ট্রাক বা ট্যাংকার - ২৫ (পঁচিশ) টাকা প্রতিবারের জন্য।

<u>পথকর (টোল) ধার্য পদ্ধতি</u>

পথকর ধার্য করার সিদ্ধান্ত গৃহীত হলে যে তারিখ থেকে সেই সিদ্ধান্ত কার্যকর হবে তার অন্ততঃ ১(এক) মাস আগে সংশ্লিষ্ট গ্রামপঞ্চায়েত আদেশ সর্বত্র প্রচার করে সর্বসাধারণকে পথ করের হার জানিয়ে দেবেন। রাস্তা, পুল, জল নিষ্কাষণ নালী, খাল ইত্যাদি নির্মাণ অথবা মেরামত অথবা বন্যা বা প্রবল বর্ষনে ক্ষতিগ্রস্ত বা যানবাহন চলাচলের অযোগ্য বলে বিবেচিত হলে পঞ্চায়েত আদেশ বলে টোল আদায় বন্ধ করতে পারবে। এক্ষেত্রে ওই রাস্তা, পুল, জল নিষ্কাষণ নালী, খালের উপর দিয়ে যানবাহন, মানুষ অথবা জীবজন্তু চলাচল করতে পারবে না।

৯। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (৯) ধারা গ্রামপঞ্চায়েতে ন্যস্ত বা পরিচালনাধীন খেয়া পারাপারের জন্য নিম্নলিখিত সর্ব্বোচ্চ হারে পারানি (টোল) বা উপশুল্ক আদায় করতে পারবেন।

(ক) ৮(আট) বৎসরের ঊর্দ্ধে বয়স্ক ব্যক্তি (২০কি.গ্রা. পর্যন্ত মালসহ) ১ (এক) টাকা।

(খ) ৮(আট) বৎসরের ঊর্দ্ধে বয়স্ক (২০কি.গ্রা. এর বেশী মালসহ) ১টাকা ৫০পয়সা।

(গ) প্রতি গবাদি পশুর জন্য ২ (দুই) টাকা।

(ঘ) প্রতি বাই-সাইকেল, ঠেলাগাড়ী, সাইকেল রিক্সা ১(এক) টাকা।

(ঙ) যন্ত্রচালিত দুচাকার যান রিক্সা ২(দুই) টাকা।

(চ) গরু, মহিষ, ঘোড়া বাহিত যান - ১০(দশ) টাকা।

(ছ) ট্রাক্টর (ট্রেলার ছাড়া) পাওয়ার ট্রিলার, অটোরিক্সা - ১০(দশ) টাকা।

(জ) মোটর গাড়ী, ট্রেকার, ম্যাটাডোর ভ্যান, ট্রাক্টর (ট্রেলার যুক্ত) -১৫ (পনের) টাকা।

(ঝ) মিনিবাস, বাস, লরি, ট্রাক - ২৫ (পঁচিশ) টাকা।

কর ধার্য পদ্ধতি: -

পারানি (টোল) ধার্য করা স্থির হলে যে তারিখ থেকে তা কার্য্যকর হবে তার অন্ততঃ ১(এক) মাস আগে আদেশ প্রচার করে গ্রামপঞ্চায়েত সর্বসাধারণকে পারানির হার জানিয়ে দেবেন।

১০। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১০) ধারা বলে পোষা কুকুর, পাখি এবং অন্যান্য গৃহপালিত পোষা প্রাণীর উপর নিম্ন বর্ণিত হারে লাইসেন্স ফি আদায় করতে পারবে। পোষা কুকুর, গৃহপালিত প্রাণী প্রতি বার্ষিক লাইসেন্স ফি ১০(দশ) টাকা। এই ধারায় বর্তমানে গৃহপালিত প্রাণীর মধ্যে কুকুর, ঘোড়া, গাধা এবং ময়ূর ইত্যাদির ক্ষেত্রে বার্ষিক লাইসেন্স ফি ধার্য করা যাবে। এই উদ্দেশ্যে যে সব ক্ষেত্রে লাইসেন্স ফি নেয়া হবে সেই সব প্রাণীর মালিকানা সম্বলিত জ্ঞাতব্য বিষয় একটি রেজিষ্টারে লিপিবদ্ধ করতে হবে।

ঐ সঙ্গে লাইসেন্স ফি দাতাকে এক প্রস্থ লাইসেন্স ফরম ও নম্বর সহ একটি ধাতু নির্মিত টোকেন সরবরাহ করা হবে। ঐ লাইসেন্স প্রত্যেক রছরের শুরুতে উপযুক্ত লাইসেন্স ফি দিয়ে পুনর্নবীকরণ করতে হবে। অন্যান্য দফাগুলি প্রয়োজনবোধে ভবিষ্যতে কার্য্যকর করা যাবে।

১১। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১১) ধারা মতে গ্রামপঞ্চায়েত নিজস্ব এলাকার মধ্যে এবং স্বীয় উদ্যোগের সর্বসাধারনের ব্যবহারের জন্য পায়খানা নির্মাণ, রক্ষণাবেক্ষণ ও জলের ব্যবহার করার উদ্দেশ্যে অনাময় অভিকর ধার্য করতে পারবেন। উপকৃত ব্যক্তি এই অভিকর দিতে বাধ্য থাকবেন। সার্বজনীন প্রস্রাবাগারের ক্ষেত্রে এই অভিকর ব্যক্তিপিছু অনধিক পঁচিশ পয়সা হিসেবে ধার্য করা যেতে পারে ও সার্বজনীন পায়খানার ক্ষেত্রে অনধিক পঞ্চশ পয়সা হিসেবে ধার্য করা যেতে পারে।

১২। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭(১) (১২) ধারা মতে গ্রামপঞ্চায়েত নিজ এলাকার মধ্যে নিজ উদ্যোগে সর্বসাধারনের জন্য ব্যবহৃত নর্দমা রক্ষণাবেক্ষণ ও পরিষ্কারের নিমিত্ত নিকাশী অভিকর ধার্য ও আদায় করতে পারবেন। ওই অভিকর উপকৃত পরিবার পিছু বাৎসরিক ৩০(ত্রিশ) টাকার বেশী হবে না।

১৩। পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ৪৭ (১) (১৩) ধারা মতে গ্রামপঞ্চায়েত মালিকাধীন বা সরকারের খাস জমি যা পঞ্চায়েত বর্তেছে এবং পঞ্চায়েতের পরিচালনা ও নিয়ন্ত্রণে আছে, সেরকম জমিতে গরু, বাছুর, মহিষ, ছাগল, ঘোড়া, গাধা, ভেড়া ইত্যাদি চরালে প্রতি পশু পিছু বার্ষিক নিম্নলিখিত সর্ব্বোচ্চ হারে ফি ধার্য ও আদায় করতে পারবে: -

(ক) প্রতিটি গরু, মহিষ, ঘোড়া, গাধা প্রতি মাসিক বারো টাকা এবং (২) প্রতিটি ছাগল, ভেড়া, বাছুর প্রতি মাসিক ছয় টাকা। এই ফি মাসিক ও ত্রৈমাসিক হিসাবে আদায়ের ব্যবস্থা করা যাবে। পশুর মালিক (রক্ষক বা তত্ত্বাবধায়ক) এই ফি দিতে বাধ্য থাকবেন এবং এই মর্মে একটি অনুমতি পত্র পঞ্চায়েত কর্তৃপক্ষের কাছ থেকে নিতে হবে।

১৪। পশ্চিমবঙ্গ পঞ্চায়েত আইন এর ১৯৭৩-এর ৪৭ (১) (১৪) ধারা মতে গ্রাম পঞ্চায়েতের পরিচালনায় ও নিয়ন্ত্রণে বা গ্রামপঞ্চায়েতে ন্যস্ত শ্মশান ঘাট যা স্থায়ী ও পাকা আচ্ছাদনযুক্ত এবং বিশ্রামের জায়গা সহ রোদ বৃষ্টি প্রতিরোধ করে এরকম ব্যবস্থা যুক্ত এবং ঐ শ্মশানে বা দাহ করার স্থানে সৎকারের ব্যবস্থা থাকে এবং চিতা ভস্ম সংগ্রহ করা যায় এরকম ব্যবস্থা গ্রহণ করা হলে শ্মশানঘাট ব্যবহার করার দরুন নির্দিষ্ট হারে ফি আদায় করা যাবে। এরকম ক্ষেত্রে শ্মনঘাটে ব্যবহারের জন্য শব দেহ প্রতি ৫০ (পঞ্চাশ) টাকা ফি দিতে হবে। গ্রামপঞ্চায়েত কর্তৃক পরিচালিত সমাধি ক্ষেত্রে যেখানে কবর দেওয়ার ব্যবস্থা থাকবে সেখানেও ওই হারে ফি দিতে হবে। সৎকার বা সমাধির পূর্বে প্রতিটি শবের বিস্তারিত বিবরণ, যথা নাম, লিঙ্গ, পিতা বা স্বামীর নাম, ঠিকানা, বয়স, মৃত্যুর কারণ

চিকিৎসার বিবরণ, রেজিষ্টার্ড ডাক্তারের দেয়া ডেথ-সার্টিফিকেট ইত্যাদি মৃতের আত্মীয়স্বজন পঞ্চায়েত বা পঞ্চায়েত কর্তৃক ভারপ্রাপ্ত উপযুক্ত আধিকারিকের কাছে লিপিবদ্ধ করাবেন এবং পঞ্চায়েত কর্তৃপক্ষ এবিষয়ে সন্তুষ্ট হলে নির্ধারিত ফি গ্রহণ করে সৎকারের অনুমতি দেবেন। অস্বাভাবিক মৃত্যু সম্পর্কে কোন সন্দেহ থাকলেই স্থানীয় থানার পুলিশ কর্তৃপক্ষের গোচরে তা আনতে হবে এবং স্থানীয় মহকুমা হাসপাতালের ময়না তদন্ত বা সার্টিফিকেট ব্যতিরেকে ঐ মৃত দেহ সৎকারের অনুমতি দেওয়া হবে না। পঞ্চায়েত কর্তৃপক্ষ ওই অস্বাভাবিক মৃত্যুর ঘটনা প্রচলিত সরকারী আইন অনুযায়ী থানার পুলিশ কর্তৃপক্ষকে জানাবেন। উপযুক্ত কর্তৃপক্ষের কাছ থেকে ছাড়পত্র (ক্লিয়ারেন্স) পেলে তবেই পঞ্চায়েত কর্তৃপক্ষ সৎকারে অনুমতি দেবেন। কোন বেওয়ারিশ মৃত দেহ সৎকারে বা নিতান্ত দুঃস্থপরিবারের মৃত দেহ সৎকারের ফি মকুব করা যেতে পারে। তবে ওই সম্পর্কিত গ্রামপঞ্চায়েতের প্রধান বা সদ্যসদের দেওয়া সার্টিফিকেট রেজিষ্টারে লিপিবদ্ধ করতে হবে। শব দাহের জন্য প্রয়োজনীয় কাঠ বা বিদ্যুতের মূল্য আলাদা দিতে হবে এবং তা ১৫০ (একশত পঞ্চশ টাকার) বেশী হবে না।

১৫। পশ্চিমবঙ্গপঞ্চায়েত আইন, ১৯৭৩-এর ৪৭(১)(১৫) ধারা বলে গ্রাম-পঞ্চায়েত মোটরচালিত পাম্পসেটযুক্ত গভীর নলকূপ, অগভীর (শ্যালো) নলকূপ, অনতি গভীর (মিনিডিপ) নলকূপ, যা বাণিজ্যিক ভিত্তিতে সেচের কাজে ব্যবহার করার জন্য নির্ধারিত হবে, সেইসব ক্ষেত্রে নিম্নলিখিত হারে নিবন্ধীকরন ফি আদায় করা যাবে। এই ধারায় সেচ পাম্পের মালিক নিজ প্রয়োজন মেটাবার পর অন্য কোন ব্যক্তি বা চাষীকে চাষের জন্য জল সরবরাহ (বিক্রয়) করলে তা ব্যবসা বোঝাবে এবং ঐ মালিক নিবন্ধীকরন ফি ধার্যের আওতায় পড়বেন।

(১) ডিজেল বা শক্তিচালিত পাম্পসেট ও জেনারেটর সেট দুই অশ্বশক্তি ক্ষমতা পর্যন্ত বাৎসারিক- ১৫০ (একশত পঞ্চাশ টাকা)।

(২) ডিজেল বা শক্তিচালিত পাম্পসেট ও জেনারেটর সেট দুই অশ্বশক্তি ক্ষমতার বেশী ও পাঁচ অশ্বশক্তি পর্যন্ত বাৎসরিক ২০০ (দুইশত) টাকা।

(৩) ডিজেল বা শক্তিচালিত পাম্পসেট জেনারেটর সেট পাঁচ অশ্বশক্তির উপরে - বাৎসরিক ৫০০ (পাঁচশত) টাকার।

১৬। পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ৪৭(১)(১৬) ধারা বলে গ্রাম পঞ্চায়েত পরিচালিত গ্রামীণ বাজার ও হাট-এ বিক্রীত দ্রব্যাদির উপরে ওজন, পরিমাপ ও পরিমাণ এই তিনটির যে কোন একটি বা দুইটি বা তিনটির উপরেই ভিত্তি করে ফি আদায় করা যাবে যা কোন অবস্থাতেই দ্রব্য পিছু দৈনিক একশত টাকার বেশী হবে না। যে সব বিক্রেতা বা দোকানীকে বৃত্তিকর দিতে হয় না তাদের দৈনিক ১ টাকার বেশী ফি ধার্য করা যাবে না।

১৭। পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ৪৭(১)(১৭) ধারা বলে যে কোন ব্যক্তিগত বা সার্বজনীন জায়গায় জমিতে, ঘর বা গৃহের উপরে, দেওয়ালে, সীমানা-দেওয়ালে বা প্রাচীরে বিজ্ঞাপ্তি বা বিজ্ঞাপন বা যে কোন প্রচার উপকরণ প্রদর্শিত করলে, প্রতি ক্ষেত্রে অনধিক দুইশত পঞ্চাশ টাকার ফি আদায় করা যাবে। অবশ্য, সর্ব-সাধারণের স্বার্থে সরকারের এরকম কর্তব্য সম্পাদনের ক্ষেত্রে কোন ফি আরোপিত করা যাবে না।

১৮। গ্রাম পঞ্চায়েত এলাকার অগভীর, গভীর, অনতি গভীর নলকূপের মালিক, যাঁরা নিজের প্রয়োজন মিটিয়ে ব্যবসায়িক প্রয়োজনে সেচের জল পার্শ্ববর্তী চাষীদের বিক্রয় করবেন এবং ঐ বাবদ টাকা আদায় করবেন, তাঁদের নাম ও ঠিকানা ও পাম্পসেট সম্পর্কিত প্রয়োজনীয় তথ্য সংশ্লিষ্ট গ্রাম পঞ্চায়েত যথাসময়ে লিপিবদ্ধ বা তালিকাভুক্ত করে উপরেবর্ণিত হারে নিবন্ধীকরন ফি ধার্য এবং আদায় করবেন।

১৯। পশ্চিমবঙ্গ পঞ্চায়েত আইনের ২২৩ ধারায় ৩(১) উপধারা অনুযায়ী প্রণীত এই উপবিধি ভঙ্গ বা অমান্য করলে বা দোষী সাব্যস্ত হলে প্রথমবারের জন্য সর্ব্বোচ্চ একশত টাকা পর্যন্ত অর্থ দন্ডে দন্ডিত করা যাবে এবং এই দন্ড দানের পরও উপবিধি একইভাবে ভঙ্গ করতে থাকলে বিধি ভঙ্গের দরুন দোষী ব্যক্তিকে প্রতিদিনের জন্য কুড়ি টাকা পর্যন্ত অতিরিক্ত অর্থ দন্ড দিতে হবে এবং আদায়ীকৃত অর্থদন্ড গ্রামপঞ্চায়েতের তহবিলে জমা হবে।

২০। কিন্তু নিঃস্ব, অসহায় ও সম্বলহীন ব্যক্তি অথবা পরিবারগুলির ক্ষেত্রে এই ফি, অভিকর ও উপশুল্ক প্রযোজ্য হবে না।

স্বাক্ষর :.....

প্রধান

.....গ্রাম পঞ্চায়েত

.....জেলা

দ্রষ্টব্য: -

পশ্চিমবঙ্গ পঞ্চায়েত আইন : - ১৯৭৩-এর ধারা ২২৩-এর উপধারা(১) অনুসারে এই খসড়া উপবিধি পশ্চিমবঙ্গ পঞ্চায়েত (উপধারা প্রকাশ) বিধি, ১৯৮৬-এর বিধি(২) অনুসারে বাংলা এবং ইংরাজীতে প্রকাশ করতে হবে এবং এই সম্বন্ধে জনসাধারনের কোনও আপত্তি বা সংশোধনের প্রস্তাব থাকলে তা সংশ্লিষ্ট গ্রাম পঞ্চায়েত অফিসে বিবেচনার জন্য নির্দিষ্ট সময়ের মধ্যে জমা দিতে হবে। এই বিজ্ঞপ্তির মূলে কোনও আপত্তি বা সংশোধনের প্রস্তাব নির্দিষ্ট সময়সীমার মধ্যে জমা পড়লে তা বিধিসম্মতভাবে গ্রামপঞ্চায়েতের সভায় বিবেচনা করতে হবে। এই উদ্দেশ্যে দুই প্রস্থ বিজ্ঞপ্তির খসড়া এই সঙ্গে পেশ করা হল। চূড়ান্ত উপবিধি জনগণের জ্ঞাতার্থে অনুরূপভাবে বিজ্ঞপ্তির প্রচার করতে হবে।

পরবর্তী পদক্ষেপগুলি নিম্নরূপ : -

(১) উপবিধি চূড়ান্ত হওয়ার পর প্রয়োজনীয় ক্ষেত্রে আয়ের উৎসগুলি নির্দিষ্ট করে তালিকা তৈরী করতে হবে এবং এই উপবিধি অনুযায়ী ফি, অভিকর ও উপশুল্কের হার নির্দিষ্ট করতে হবে।

(২) অভিকর, উপশুল্ক, ফি আদায়ের জন্য ছাপা নম্বর সহ নির্দিষ্ট রসিদ বই প্রধান অথবা উপপ্রধান এবং আদায়কারীর স্বাক্ষরের ব্যবস্থা সহ মুদ্রিত করতে হবে এবং এই বই এর হিসেব নির্দিষ্ট স্টক রেজিস্টারে উল্লেখ করতে হবে। সংশ্লিষ্ট প্রধানের অনুমতি সাপেক্ষে নির্দিষ্ট সংখ্যক রসিদ বই আদায়কারীদের সরবরাহ করতে হবে।

(৩) এই আদর্শ উপবিধি অধিকাংশ ক্ষেত্রেই সরকার নির্ধারিত অভিকর, উপশুল্ক ও ফি হার এর বাস্তব অবস্থার সঙ্গে সাযুজ্য রেখে তৈরী করা হয়েছে। কিন্তু গ্রাম পঞ্চায়েত তাঁদের উপবিধি তৈরী করার সময় সরকার নির্ধারিত সর্ব্বোচ্চ হারের মধ্যেই স্থানীয় প্রয়োজনানুসারে এই অভিকরের হার বিবেচনা করবেন।

বিজ্ঞপ্তি

.....(নাম) গ্রামপঞ্চায়েত কার্য্যালয় (ঠিকানা) পো : .....
থানা : ..... (নাম) পঞ্চায়েত সমিতি
..... (নাম) জিলা পরিষদ জেলা : .....

.....

তাং : .....

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩(সংশোধিত) এর ৪৭ধারা মতে গ্রামপঞ্চায়েতের কার্য্যাবলি নির্বাহ করিবার নিমিত্ত এই আইন বা ওই অধীনে প্রণীত নিয়মাবলীর বিধান সমূহের সহিত অসমঞ্জস্য নহে এরূপ উপবিধি সমূহ প্রণয়ন এবং তৎসহ রাজ্য সরকার কর্তৃক নির্দিষ্ট সর্ব্বোচ্চ হার সাপেক্ষে বিভিন্ন বিষয়ে উপশুল্ক, ফি বা অভিকর ধার্য্য করার জন্য ২২৩(১) ধারা বলে গ্রাম পঞ্চায়েত বাই 'ল' (উপবিধি তৈরী করার প্রয়োজন অনুভব করছে। এই লক্ষ্যে.....তাং এর গ্রামপঞ্চায়েত সভার সর্বসম্মত অনুমোদন ক্রমে প্রস্তুত খসড়া বাই 'ল' (উপবিধি) বাংলা এবং ইংরাজীতে অত্র গ্রামপঞ্চয়েত কার্য্যালয় সহ নিম্নলিখিত অফিস এবং স্থানগুলিতে এই বিজ্ঞপ্তি প্রচার করা হইতেছে যে.....(নাম) গ্রামপঞ্চয়েতের অত্র সংশোধীত উপবিধিগুলি গ্রহণ সম্বন্ধে কোন আপত্তি বা সংশোধনের প্রস্তাব থাকিলে তাহা যে কেহ উক্ত গ্রামপঞ্চায়েত কার্য্যালয়ে ..... তাং হইতে .....তাং (৪৫দিন) ছুটির দিন ছাড়া বেলা ১০.৩০মি: হইতে ৫.০০ঘটিকার মধ্যে লিখিতভাবে বিবেচনার জন্য পেশ করিতে পারিবেন এবং তাহা যথাসময়ে বিবেচিত হইবে।

উক্ত খসড়া উপবিধি (ইংরাজী এবং বাংলায়) উক্ত _____ গ্রাম পঞ্চায়েত কার্য্যালয়ে বিজ্ঞপ্তি প্রকাশের তারিখ.....হইতে (৪৫দিন).....তারিখের মধ্যে অফিসের দিনগুলিতে অফিস চলাকালীন দেখা যাইবে।

কোন আপত্তি না পাওয়া গেলে এই খসড়া 'ল' (উপবিধি) টিকে অথবা কোন লিখিত আপত্তি পাওয়া গেলে তাহা গ্রামপঞ্চায়েতের সভায় বিবেচনা সাপেক্ষে এক মাসের মধ্যে চূড়ান্তভাবে অনুমোদন ও কার্য্যকর করা হইবে।

স্বাঃ.....

প্রধান

.....গ্রাম পঞ্চায়েত

ক্রমশঃ.....২

বিঃ দ্রঃ সংযোজিত উপবিধি.....উপরে উল্লিখিত দিনে অবশ্যই প্রকাশিত করিয়া উক্ত মর্মে নিম্ন স্বাক্ষরকারীকে রির্পোট দেবেন।

.....এই উপবিধি পুস্তিকা ৪৫দিন পর্যন্ত প্রকাশিত করিবার পর ..... গ্রাম পঞ্চায়েত অফিসে ফেরৎ দিবেন এবং এই প্রকাশের মর্মে একটি সার্টিফিকেট দিবেন।

নিম্নলিখিত স্থানে বিজ্ঞপ্তি প্রচারিত হইবে।

১। ..... গ্রাম পঞ্চায়েত অফিস

২। ..... পঞ্চায়েত সমিতি অফিস

৩। ..... জিলা পরিষদ

৪। ..... সাব রেজিষ্ট্রী অফিস

৫। ..... থানা

৬। ..... জেলা শাসকের অফিস

৭। ..... মহকুমা শাসকের অফিস

৮। ..... জেলা জাজেস কোর্ট

৯। ..... সাবডিভিশন্যাল জাজেস কোর্ট

চূড়ান্ত বিজ্ঞপ্তি

..... গ্রামপঞ্চায়েত কার্য্যালয় (ঠিকানা) পো : .....

থানা : ..... পঞ্চায়েত সমিতির (নাম) : .....

জেলা পরিষদ (নাম) : .....

জেলা : .....

তাং : .....

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩(সংশোধিত) এর ২২৩ ও ৪৭ ধারা মতে .....

(গ্রাম পঞ্চায়েতের নাম) গ্রাম পঞ্চায়েতের বিভিন্ন বিষয়ে টোল বা উপশুল্ক বা পথকর, ফি বা অভিকর ধার্য্য করার লক্ষ্যে .....তাং এর গ্রামপঞ্চায়েত সভায় অনুমোদনক্রমে প্রস্তুত খসড়া বাই 'ল' (উপবিধি)..... তারিখে জনগনের জ্ঞাতার্থে বিজ্ঞাপিত করা হইয়াছিল।

এই বিষয়ে নির্দিষ্ট সময়ের মধ্যে কোন লিখিত আপত্তি বা সংশোধনী প্রস্তাব না আসায় প্রাপ্ত লিখিত আপত্তি বা সংশোধনী প্রস্তাব বিবেচনা সাপেক্ষে (যে কোন একটি অংশে থাকিবে).....তারিখের গ্রাম-পঞ্চায়েত সভায় সর্বসম্মতভাবে অনুমোদনক্রমে চূড়ান্ত রূপে গৃহীত হইল।

ইহা জনগণের অবগতির জন্য জানানো যাইতেছে।

স্বাঃ.....

প্রধান

.....গ্রাম পঞ্চায়েত

বিঃদ্রঃ সংযোজিত উপবিধি উপরি

উল্লিখিত দিনে প্রকাশিত করিয়া

উক্ত মর্মে নিম্ন স্বাক্ষরকারীকে

একটি রির্পোট দিবেন

ক্রম:শ.....২

নিম্নলিখিত স্থানে বিজ্ঞপ্তি প্রচারিত হইবে।

১। ..... গ্রাম পঞ্চায়েত অফিস

২। ..... পঞ্চায়েত সমিতি অফিস

৩। ..... জিলা পরিষদ

৪। ..... সাব রেজিষ্ট্রী অফিস

৫। ..... থানা

৬। ..... জেলা শাসকের অফিস

৭। ..... মহকুমা শাসকের অফিস

৮। ..... জেলা জাজেস কোর্ট

৯। ..... মহকুমা জাজেস কোর্ট

এক প্রস্থ করে চূড়ান্ত উপবিধি (খসড়া এবং চূড়ান্ত প্রকাশের নোটিশ সহ) পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর, পশ্চিমবঙ্গ সরকার, ৬৩, নেতাজী সুভাষ বোস রোড, কলকাতা - ৭০০০০১ এবং অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ সরকার, পঞ্চায়েত ভবন, ১১এ, কিরণ শঙ্কর রায় রোড, কলকাতা -৭০০০০১কে জ্ঞাতার্থে পাঠাতে হইবে।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
জেশপ বিল্ডিং, (দ্বিতল)
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ৩৭২৭/পি.এন/ও/এক/২বি-৪/২০০৩ তারিখ ঃ ০৯.১১.২০০৪

প্রেরক : শ্রী দিলীপ ঘোষ,
যুগ্ম সচিব,
পশ্চিমবঙ্গ সরকার।

প্রাপক : অধিকর্তা,
পঞ্চায়েত ও গ্রামোন্নয়ন,
পশ্চিমবঙ্গ,
১১এ, কিরণ শঙ্কর রায় রোড
কলকাতা-৭০০০০১

বিষয় : **পঞ্চায়েত সমিতির ক্ষেত্রে সম্পদ সংগ্রহ এবং পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর অন্তর্গত ১৩৩ ধারা বলে পঞ্চায়েত সমিতি এলাকায় অভিকর, মাশুল, উপশুল্ক এবং বিভিন্ন প্রকার ফি গ্রহণ করার জন্যে আদর্শ উপবিধি প্রনয়ন সংক্রান্ত।**

মহাশয়,

আদেশানুসারে উপরিল্লিখিত বিষয়ে আপনাকে জানাই যে সংশোধন-উত্তর পঞ্চায়েত আইনের ২২৩ ধারায় পঞ্চায়েত সমিতিকে উপবিধি তৈরী করার ক্ষমতা দেওয়া হয়েছে। ২০০৩ সালের পঞ্চায়েত (সংশোধন) আইন অনুসারে ঐ উপবিধি প্রনয়ন আবশ্যিক করা হয়েছে। উপবিধির বিভিন্ন অনুচ্ছেদ গুলি এমন ভাবে প্রনয়ন করতে হবে তা যেন পঞ্চায়েত আইন এবং নিয়মাবলীর সাথে সামঞ্জস্যপূর্ণ হয়। পঞ্চায়েত সমিতি তার প্রয়োজন অনুযায়ী ঐ উপবিধি সংশোধন করতে পারবে। উপবিধি প্রণয়ন করে তার অনুলিপি জেলা শাসকের মাধ্যমে রাজ্য সরকারের অবগতির জন্য পাঠাতে হবে। প্রনীত উপবিধি পঞ্চায়েত আইন ও নিয়মাবলীর পরিপন্থী হলে রাজ্য সরকার ঐ উপবিধি বাতিল করবেন।

খসড়া উপবিধি বাংলা এবং ইংরাজী ভাষায় তৈরী করতে হবে। উপবিধি প্রকাশ করার সময় এইমর্মে একটি বিজ্ঞপ্তি প্রকাশ করতে হবে যে যদি সংশ্লিষ্ট উপবিধির কোন অনুচ্ছেদ সম্পর্কে কোন ব্যক্তির কোন আপত্তি বা সুপারিশ থাকে তাহলে নির্দিষ্ট দিনের মধ্যে তা জানাতে হবে। বিজ্ঞাপ্তিতে ঐ নির্দিষ্ট দিনটি উল্লেখিত থাকবে। এছাড়া বিজ্ঞপ্তিতে আরও উল্লেখ করতে হবে কোন তারিখের মধ্যে উপবিধি অনুমোদন ও কার্যকরী করা হবে। পঞ্চায়েত সমিতির সাধারণ সভায় খসড়া উপবিধি অনুমোদন করিয়ে নিম্নলিখিত স্থানে প্রকাশ করতে হবে।

১। পঞ্চায়েত সমিতি কার্যালয়
২। জিলা পরিষদ কার্যালয়
৩। অতিরিক্ত জেলা নিবন্ধকের কার্যালয়

৪। থানা এবং ফাঁড়ি

৫। জেলা শাসকের কার্যালয়

৬। মহকুমা শাসকের কার্যালয়

৭। জেলা-বিচারকের কার্যালয়

৮। মুন্সেফ কোর্ট

খসড়া উপবিধি এবং বিজ্ঞপ্তির বিষয়বস্তু পঞ্চায়েত সমিতি এলাকায় ব্যাপক প্রচার করতে হবে। আপত্তি বা সুপারিশ জানাবার জন্য অন্ততঃ ছয় সপ্তাহ সময় দিতে হবে। জনসাধারনের পক্ষ থেকে যে সকল আপত্তি বা সুপারিশ পাওয়া যাবে, সেগুলি পঞ্চায়েত সমিতির সভায় বিবেচনা করে উপবিধি চূড়ান্ত ভাবে গৃহীত হবে। চূড়ান্তভাবে গৃহীত উপবিধি পুনারায় উপযুক্ত স্থানগুলিতে প্রকাশ করতে হবে ও জিলা পরিষদ এবং জেলাশাসকের মাধ্যমে রাজ্য সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগে পাঠাতে হবে। উপবিধি সংশোধন করার সময়ও পঞ্চায়েত সমিতি কর্তৃক একই পদ্ধতি অনুসৃত হবে।

রাজ্যের পঞ্চায়েত সমিতিগুলির সুবিধার্থে, পশ্চিমবঙ্গ সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ একটি আদর্শ উপবিধি তৈরী করছে। এই রাজ্যের সকল পঞ্চায়েত সমিতির অনুসরণযোগ্য ঐ আদর্শ উপবিধির প্রতিলিপি এই মর্মে প্রেরণ করা হল। প্রতিটি পঞ্চায়েত সমিতিকে আগামী তিন মাসের মধ্যে উপযুক্ত আদর্শ উপবিধি অনুসারে নিজস্ব উপবিধি প্রনয়ন করে তা গ্রহণ করতে হবে এবং ঐ উপবিধির অনুলিপি সংশ্লিষ্ট জেলাশাসকের মাধ্যমে এই বিভাগে পাঠাতে হবে। পঞ্চায়েত সমিতির সাথে সংশ্লিষ্ট আধিকারিকগণ ব্লক ভিত্তিক কর্মশালার মাধ্যমে এই আদর্শ উপবিধির বিষয়গুলি যথাযথভাবে ব্যাখ্যা করবেন এবং প্রয়োজনীয় সহযোগিতা ও পরামর্শ দেবেন যাতে পঞ্চায়েত সমিতি কর্তৃক উপবিধি গৃহীত হয় এবং উপবিধি অনুসারে অভিকর, মাশুল ইত্যাদি আদায়ের মাধ্যমে নিজস্ব আয়ের সংস্থান হয়।

আপনার বিশ্বস্ত,
স্বাঃ- দিলীপ ঘোষ
যুগ্ম-সচিব, পশ্চিমবঙ্গ সরকার

নং ঃ ৩৭২৭/১(৮০০)-পি.এন/ও/এক/২বি-৪/২০০৩ **তাং ঃ ০৯.১১.২০০৪**

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য আদর্শ উপবিধির প্রতিলিপিসহ অনুলিপি প্রেরিত হল ঃ-

১। সভাধিপতি ---------- জিলা / মহকুমা পরিষদ।

২। সভাপতি ---------- পঞ্চায়েত সমিতি।

৩। অধিকর্তা পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষন সংস্থা, কল্যাণী, নদীয়া।

৪। জেলাশাসক ---------- জেলা।

৫। মহকুমা শাসক ---------- মহকুমা।

৬। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক/জেলা।
৫ ও ৭ ক্রমিক সংখ্যায় বর্ণিত আধিকারিকদের মধ্যে বিতরনের জন্য প্রয়োজনীয় সংখ্যক প্রতিলিপি প্রদত্ত হল।

৭। ব্লক উন্নয়ন আধিকারিক ও নির্বাহী আধিকারিক, পঞ্চায়েত সমিতি।

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও
পদাধিকার বলে উপসচিব
পশ্চিমবঙ্গ সরকার

পঞ্চায়েত সমিতির অভিকর, উপশুল্ক ও ফী গ্রহণ সম্পর্কিত আদর্শ উপবিধি

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ১০৯ ধারায় বর্ণিত দায়িত্ব পালনের নিমিত্ত অর্থের সংস্থানের জন্য এবং পঞ্চায়েত সমিতির সম্পদ বৃদ্ধি করার লক্ষ্যে পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩-এর ১৩৩ এবং ১৩৪ ধারা বলে উপশুল্ক, অভিকর ও ফী গ্রহণের জন্য এবং পশ্চিমবঙ্গ পঞ্চায়েত (জিলা পরিষদ ও পঞ্চায়েত সমিতি) হিসাব রক্ষণ ও আর্থিক নিয়মাবলী, ২০০৩ এর ৯০ (৯) নিয়ম অনুসারে নিবন্ধীকরণ ফী এবং পুনর্নবীকরণ ফী গ্রহণের জন্য ---------- পঞ্চায়েত সমিতির (নাম) পোঃ ---------- থানা ---------- জেলা - ---------- পশ্চিমবঙ্গ এর উপবিধি রচনা করা প্রয়োজন।

এই জন্য পশ্চিমবঙ্গ পঞ্চায়েত আইনের ২২৩ ধারা বলে নিম্নলিখিত উপবিধি রচনা করা হল।

ভূমিকা ঃ-

(১) এই উপবিধি সমূহ ..... (নাম) .....

পঞ্চায়েত সমিতি উপবিধি নামে অভিহিত হবে।

(২) এই উপবিধি ..... (পঞ্চায়েত সমিতির নাম) পঞ্চায়েত সমিতির সমগ্র এলাকায় প্রযোজ্য হবে।

(৩) ..... (পঞ্চায়েত সমিতির নাম) পঞ্চায়েত সমিতির সাধারণ সভায় গৃহীত সিদ্ধান্ত অনুযায়ী নির্দিষ্ট তারিখ থেকে এই উপবিধি বলবৎ হবে।

পশ্চিবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ এর ১৩৩ ও ১৩৪ ধারামতে এবং পশ্চিমবঙ্গ পঞ্চায়েত (জিলা পরিষদ ও পঞ্চায়েত সমিতি) হিসাব রক্ষণ ও আর্থিক নিয়মাবলী, ২০০৩ এর ৯০ (৯) নিয়ম অনুসারে পঞ্চায়েত সমিতি কর্তৃক ধার্য উপশুল্ক, ফি বা অভিকর ঃ-

কোনও পঞ্চায়েত সমিতি কর্তৃক উপশুল্ক, ফি ও অভিকর ধার্য করার জন্য নিম্নোক্ত সর্বোচ্চ হার সুপারিশ করা যেতে পারে ঃ

১। ১৩৩(১) (এ) ধারা মতে পঞ্চায়েত সমিতির দ্বারা নির্মিত (কাঁচা ও মাটির রাস্তা ব্যতীত) যে কোনও রাস্তা বা সেতু যা পঞ্চায়েত সমিতিতে ন্যস্ত বা তার পরিচালনাধীন এমন রাস্তা বা সেতুর উপর নিম্নলিখিত সর্বোচ্চ হারে টোল বা উপশুল্ক (পথকর) ঐ রাস্তা বা সেতু পারাপারের জন্য আদায় করা যাবে।

(১) মোটর লরি বা ট্রাক বা ট্রাক্টর (মালসহ)	টাঃ ২৫.০০ প্রতিবারের জন্য
(২) ট্রাক্টর-ট্রেলারসহ (মালসহ)	টাঃ ১০.০০ প্রতিবারের জন্য
(৩) ম্যাটাডোর বা ডেলিভারি ভ্যান ইত্যাদি (মালসহ)	টাঃ ১০.০০ প্রতিবারের জন্য

২। ১৩৩(১)(বি) ধারা মতে পঞ্চায়েত সমিতি ন্যস্ত বা পরিচালনাধীন খেয়া পারাপারের জন্য নিম্নলিখিত হারে টোল বা উপশুল্ক আদায় করতে পারবেন।

(১) আট বৎসরোর্ধ্বে কোনও যাত্রী (২০ কেজি মালসহ) বা বাইসাইকেল বা ঠেলাগাড়ি বা সাইকেল রিকশা বা ভ্যান রিকশা	টাঃ ১.০০ প্রতিবারের জন্য
(২) আট বৎসরোর্ধ্বে কোনও যাত্রী (২০ কেজি মালসহ) প্রতি	টাঃ ১.৫০ প্রতিবারের জন্য
(৩) গবাদি পশু প্রতি বা যন্ত্রচালিত দু-চাকার গাড়ি বা রিকশা	টাঃ ২.০০ প্রতিবারের জন্য
(৪) মোটর গাড়ি প্রতি বা ট্রেকার বা ম্যাটাডোর ভ্যান প্রতি বা ট্রাক্টর (ট্রেলারসহ) প্রতি	টাঃ ১৫.০০ প্রতিবারের জন্য
(৫) পশুবাহিত মালবহনের জন্য গাড়ি প্রতি বা অটো রিকশা প্রতি বা ট্রাক্টর (ট্রেলারসহ) প্রতি বা পাওয়ার টিলার প্রতি	টাঃ ১০.০০ প্রতিবারের জন্য
(৬) মিনিবাস বা বাস বা লরি প্রতি	টাঃ ২৫.০০ প্রতিবারের জন্য

৩। ১৩৩(১)(সি)(২) ধারা মতে পঞ্চায়েত সমিতির পরিচালনাধীন কোনও দেবস্থান, তীর্থস্থান, মেলা ইত্যাদি যেগুলি রাজ্য সরকার কর্তৃক বিজ্ঞপ্তি জারির মাধ্যমে নির্দিষ্ট, সেই স্থানগুলি অনাময় ব্যবস্থা (Sanitary arrangement) করণের ফী ঃ

(১) বারো বৎসরের উর্ধ্বে যাত্রী প্রতি	টাঃ ০.৫০ প্রতিবারের জন্য
(২) ফেরিওয়ালা ও ব্যাপারি (স্টলবিহীন) প্রতি	টাঃ ৩.০০ প্রতিবারের জন্য
(৩) ফেরিওয়ালা ও ব্যাপারি (স্টলসহ) প্রতি	টাঃ ১০.০০ প্রতিবারের জন্য

৪। ১৩৩(১)(সি)(৪) ধারা মতে হাট বা বাজার-এর জন্য বার্ষিক লাইসেন্স ফি ঃ টাঃ ২০০০.০০ পর্যন্ত

৫। ১৩৩(১)(সি)(৫) ধারা মতে পঞ্চায়েত সমিতি তার এলাকায় পানীয় জল, সেচ বা অন্য কোনও উদ্দেশ্যে জল সরবরাহ করার ব্যবস্থা করলে, জলকর ধার্য ও আদায় করতে পারবে।

(১৩৩(১)(সি)(৪) ধারা মতে

৬। (১) পঞ্চায়েত সমিতি নিজ উদ্যোগ অথবা সরকারী জনস্বাস্থ্য ইঞ্জিনিয়ারিং (গ্রামীন জল সরবরাহ) সংস্থার মাধ্যমে গভীর নলকূপ স্থাপন ও পাইপ লাইনের মাধ্যমে বাড়ীতে বাড়ীতে বা প্রতিষ্ঠানে পানীয় জল সরবরাহ করার জন্য জল কর ধার্য করবেন। উক্ত জল করের সর্বোচ্চ হার মাসিক ত্রিশ (৩০) টাকার বেশী হবে না। এই হার ধার্য্য করা হবে জল সরবরাহ করার জন্য প্রকৃত ব্যয় ভারের ওপর নির্ভর করে।

(২) পঞ্চায়েত সমিতি গভীর বা অগভীর নলকূপ বা মিনিডিপটিউবয়েল স্থাপনের মাধ্যমে কৃষি কার্যের জন্য সেচের ব্যবস্থা করলে অথবা রাজ্যসরকার বা জিলা পরিষদ কর্তৃক স্থাপিত এবং পরিচালনার জন্য পঞ্চায়েত সমিতি ভারপ্রাপ্ত হলে সেচ প্রাপ্ত এলাকার কৃষি জমির মালিকগণের জমির পরিমাণ অনুযায়ী সেচ কর ধার্য হবে। সেচ সেবিত এলাকার জন্য মরসুমী শস্য ভিত্তিক একর প্রতি ৩৫০ টাকা উপকৃত কৃষিজীবি বা চাষী বা জমির মালিকের উপর ধার্য্য এবং আদায় করা হবে।

(৩) আগুন নির্বাপন বা গ্রীষ্মকালে পানীয় জলাভাবে অথবা রোগ সংক্রমণ ও জল দূষণজনিত পরিস্থিতি ব্যতিরেকে অন্য কোনও উদ্দেশ্যে অথবা কোন অনুষ্ঠানের জন্য বিশুদ্ধ পানীয় জল সরবরাহের ব্যবস্থা যদি করা হয় তবে জল বাহক গাড়ী ও ট্যাংকার-এর ব্যবহারিক ব্যয় বাবদ জল অভিকর আদায় করা যাবে এবং ওই অভিকর মোট ব্যয়ের সমপরিমান টাকার বেশী হবে না।

(৪) যে কোন ধরণের পানীয় প্রস্তুতকারী সংস্থা যখন নির্দিষ্ট কর্তৃপক্ষের অনুমতি গ্রহণ করে পানীয় দ্রব্য দৈরীর জন্য গভীর নলকূপ স্থাপন করে ভূগর্ভস্থ জল ব্যবহার করে অথবা পঞ্চায়েত সামিতির নিয়ন্ত্রণাধীন জলাশয় থেকে উত্তোলন করে ব্যবহার করে অথবা পাইপ লাইনের মাধ্যমে কিংবা অন্য উপায়ে সরবরাহ কৃত জল ব্যবহার করে তাহলে প্রতি লিটার জলের জন্য ১০ (দশ) পয়সা হারে প্রতি মাসে জল কর বাবদ আদায় করা হবে।

৭। ১৩৩(১)(সি)(৬) ধারা মতে পঞ্চায়েত সমিতি তার এলাকায় সর্বসাধারণের জন্য রাস্তা বা কোনও স্থান আলোকিত করার ব্যবস্থা করলে আলোর অভিকর ধার্য ও আদায় করতে পারবেন। আলোর অভিকর ধার্য্যের হার সংশ্লিষ্ট এলাকার জমি ও বাড়ী বা উক্ত বাস্তুভুক্ত উভয়ের বার্ষিক করের কুড়ি শতাংশের বেশী হবে না। গ্রাম পঞ্চায়েত বা জেলা পরিষদ যদি উক্ত উপশুল্ক, ফি ও অভিকর ধার্য করে তাহলে পঞ্চায়েত সমিতি দ্বিতীয়বার কর ধার্য করবে না।

৮। ১৩৩(১)(সি)(৩) ধারা মতে রাজ্য সরকার কর্তৃক বিজ্ঞপ্তির মাধ্যমে বিপজ্জনক বা ক্ষতিকর বলে ঘোষিত কোনও ব্যবস্থা নির্দিষ্ট কর্তৃপক্ষের অনুমতি সাপেক্ষে এবং পঞ্চায়েত সমিতি কর্তৃক নিদ্ধারিত শর্ত সাপেক্ষে চালানোর জন্য নিম্নলিখিত হারে বার্ষিক লাইসেন্স ফি আদায় করা যাবে।

(১) পেট্রোলিয়াম, ন্যাপথা অথবা অন্য কোনও দাহ্য পদার্থ, তেল গুদামজাত ও বিক্রী করার জন্য বা ইট ভাটা	টাঃ ১০০০.০০
(২) কেরোসিন তেল, কয়লা অথবা কোক গুদামজাত ও বিক্রী করার জন্য	টাঃ ৫০০.০০
(৩) টালি ভাটা	টাঃ ২৫০.০০
(৪) চুন ভাটা বা পটারি ঃ	টাঃ ১৫০.০০
(৫) ব্যক্তিগত ব্যবহার বা কোনও কলকারখানা বা জাহাজঘাটার ব্যবহার ব্যতীত খড়, ঘাস, চট বা অন্য কোনও দাহ্য পদার্থের ব্যবস্থা বা গুদামজাত করার জন্য	টাঃ ১০০.০০
(৬) ধর্মীয় বা অন্য কোনও উৎসবের প্রয়োজন ছাড়া প্রাণী হত্যা বা কসাইখানা চালানোর ব্যবস্থা	টাঃ ৫০০.০০
(৭) মাছ, পশুর চামড়া বা শিং-এর গুদাম, পশুর হাড় ফাটানো বা গুদামজাত করা, চর্বি গলানো, চামড়ার ট্যানিং করা জুতা, ব্যাগ ইত্যাদি তৈরি করা	টাঃ ৫০০.০০
(৮) তৈলজাত বস্তু তৈরী, সাবান তৈরী, রঞ্জন কার্য	টাঃ ১০০০.০০

(৯) ক্ষতিকারক বা অস্বাস্থ্যকর দুর্গন্ধ নির্গত হয় এমন সব এ্যাসিড ও অন্যান্য রাসায়নিক দ্রব্য তৈরীর কলকারখানা বা ব্যবস্থা — টাঃ ১০০০.০০

(১০) ক্ষতিকারক বা বিপজ্জনক দ্রব্যাদি তৈরীর কারখানা বা ব্যবস্থা — টাঃ ৫০০.০০

(১১) পাথর ভাঙার কারখানা — টাঃ ১০০০.০০

৯। পশ্চিমবঙ্গ পঞ্চায়েত (জিলা পরিষদ এবং পঞ্চায়েত সমিতি) হিসাব এবং আর্থিক নিয়মাবলী, ২০০৩-এর ৯০(৯) নিয়ম অনুসারে পঞ্চায়েত সমিতি ঠিকাদার নিবন্ধীকরণের জন্য ফেরত যোগ্য নয় এমন ফীর হার ঠিক করবে। ঠিকাদারগণ নাম নথিভুক্ত হওয়ার পর পঞ্চায়েত সমিতিতে নির্দ্ধারিত নিবন্ধীকরণ ফী জমা দেবেন। প্রতি বছর নাম নবীকরণের জন্য ঠিকাদারগণ পঞ্চায়েত সমিতিতে ফেরত যোগ্য নয় এমন বার্ষিক ফী জমা দেবেন। পঞ্চায়েত সমিতি নিম্ন বর্ণিত হারে নিবন্ধকরণ ফী বা বার্ষিক ফী ধার্য ও আদায় করতে পারবেন।

(১) 'ক' শ্রেণীভুক্ত ঠিকাদারদের নিবন্ধীকরণের জন্য সর্ব্বোচ ফী ঃ - ১২,০০০ টাকা

(২) 'খ' শ্রেণীভুক্ত ঠিকাদারদের নিবন্ধীকরণের জন্য সর্ব্বোচ ফী ঃ - ৬,০০০ টাকা

(৩) 'গ' শ্রেণীভুক্ত ঠিকাদারদের নিবন্ধীকরণের জন্য সর্ব্বোচ ফী ঃ - ৩,০০০ টাকা

(৪) 'ক' শ্রেণীভুক্ত ঠিকাদারদের নাম পুনর্নবীকরণের জন্য সর্ব্বোচ ফী ঃ - ৮,০০০ টাকা

(৫) 'খ' শ্রেণীভুক্ত ঠিকাদারদের নাম পুনর্নবীকরণের জন্য সর্ব্বোচ ফী ঃ - ৪,০০০ টাকা

(৬) 'গ' শ্রেণীভুক্ত ঠিকাদারদের নাম পুনর্নবীকরণের জন্য সর্ব্বোচ ফী ঃ - ২,০০০ টাকা

১০। পশ্চিমবঙ্গ পঞ্চায়েত আইনের ২২৩ ধারায় ৩(১) উপধারা অনুযায়ী প্রণীত এই উপবিধি ভঙ্গ বা অমান্য করলে বা দোষী সাব্যস্ত হলে প্রথমবারের জন্য সর্বোচ্চ একশত টাকা পর্যন্ত অর্থ দন্ডে দন্ডিত করা যাবে এবং এই দন্ড দানের পরও এই উপবিধি একই ভাবে ভঙ্গ করতে থাকলে বিধি ভঙ্গের দরুন দোষী ব্যক্তিকে প্রতিদিনের জন্য দশ টাকা পর্যন্ত অতিরিক্ত অর্থ দন্ড দিতে হবে এবং আদায়ীকৃত অর্থদন্ড পঞ্চায়েত সমিতির তহবিলে জমা হবে।

১১। নিঃস্ব, অসহায় ও সম্বলহীন ব্যক্তি অথবা পরিবারগুলির ক্ষেত্রে এই ফি, অভিকর ও উপশুল্ক প্রযোজ্য হবে না।

স্বাক্ষর .....
নির্বাহী আধিকারিক

..... পঞ্চায়েত সমিতি

..... জেলা

বিজ্ঞপ্তি

..... (নাম) পঞ্চায়েত সমিতির কার্য্যালয় (ঠিকানা) পোঃ

.....থানা ..... জিলা পরিষদ (নাম)

..... জেলা .....

তাং .....

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩ (সংশোধিত) এর ১৩৩ ও ১৩৪ ধারা মতে পঞ্চায়েত সমিতির কার্য্যাবলি নির্বাহ করিবার নিমিত্ত এই আইন বা ওই অধীনে প্রণীত নিয়মাবলীর বিধান সমূহের সহিত অসামঞ্জস্য নহে এরূপ উপবিধি সমূহ প্রণয়ন এবং তৎসহ রাজ্য সরকার কর্তৃক নির্দিষ্ট সর্বোচ্চ হার সাপেক্ষে বিভিন্ন বিষয়ে উপশুল্ক, ফি বা অভিকর ধার্য্য করার জন্য ২২৩(১) ধারা বলে পঞ্চায়েত সমিতি বাই ল বা উপবিধি তৈরী করার প্রয়োজন অনুভব করছে। এই লক্ষ্যে ..... তাং-এর পঞ্চায়েত সমিতির সভার সর্বসম্মত অনুমোদন ক্রমে প্রস্তুত খসড়া বাই ল (উপবিধি) বাংলা এবং ইংরাজীতে অত্র পঞ্চায়েত সমিতি কার্য্যালয় সহ নিম্নলিখিত অফিস এবং স্থানগুলিতে এই বিজ্ঞপ্তি প্রচার করা হইতেছে যে ..... (নাম) পঞ্চায়েত সমিতির অত্র সংযোজিত উপবিধিগুলি গ্রহণ সম্বন্ধে কোন আপত্তি বা সংশোধনের প্রস্তাব থাকিলে তাহা যে কেহ উক্ত পঞ্চায়েত সমিতির কার্য্যালয়ে ..... তাং হইতে ..... তা (৪৫ দিন) ছুটির দিন ছাড়া বেলা ১০.৩০ মিঃ হইতে ৫.০০ ঘটিকার মধ্যে লিখিতভাবে বিবেচনার জন্য পেশ করিতে পারিবেন এবং তাহা যথাসময়ে বিবেচিত হইবে।

উক্ত খসড়া উপবিধি (ইংরাজী এবং বাংলায়) উক্ত ..... পঞ্চায়েত সমিতির কার্য্যালয়ে বিজ্ঞপ্তি প্রকাশের তারিখ ..... হইতে (৪৫ দিন) ..... তারিখের মধ্যে অফিসের দিনগুলিতে অফিস চলাকালীন দেখা যাইবে।

কোন আপত্তি না পাওয়া গেলে এই খসড়া বাই ল (উপবিধি) টিকে অথবা কোন লিখিত আপত্তি পাওয়া গেলে তাহা পঞ্চায়েত সমিতির সাধারণ সভায় বিবেচনা সাপেক্ষে এক মাসের মধ্যে চূড়ান্তভাবে অনুমোদন ও কার্য্যকর করা হইবে।

স্বাক্ষর .....

নির্বাহী আধিকারিক

..... পঞ্চায়েত সমিতি

বিঃ দ্রঃ সংযোজিত উপবিধি ..... উপরি উল্লিখিত দিনে অবশ্যই প্রকাশিত করিয়া উক্ত মর্মে নিম্ন স্বাক্ষরকারীকে রিপোর্ট দেবেন।

..... এই উপবিধি পুস্তিকা ৪৫ দিন পর্যন্ত প্রকাশিত করিবার পর ..... পঞ্চায়েত সমিতির অফিসে ফেরত দিবেন এবং এই প্রকাশের মর্মে একটি সার্টিফিকেট দিবেন।

নিম্নলিখিত স্থানে বিজ্ঞপ্তি প্রচারিত হইবে।

১। ..... গ্রাম পঞ্চায়েত অফিস।

২। ..... পঞ্চায়েত সমিতি অফিস।

৩। ..... জিলা পরিষদ কার্য্যালয়।

৪। ..... সাব রেজিষ্ট্রী অফিস।

৫। ..... থানা।

৬। ..... জেলা শাসকের অফিস।

৭। ..... মহকুমা শাসকের অফিস।

৮। ..... জেলা জাজেস কোর্ট।

৯। ..... সাবডিভিশনাল জাজেস কোর্ট।

চূড়ান্ত বিজ্ঞপ্তি

..... পঞ্চায়েত সমিতির কার্য্যালয় (ঠিকানা) পোঃ

.....থানা ..... জিলা পরিষদ (নাম)

..... জেলা .....

তাং .....

পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩ (সংশোধিত) এর ২২৩, ১৩৩ ও ১৩৪ ধারামতে ..... (পঞ্চায়েত সমিতির নাম) পঞ্চায়েত সমিতির বিভিন্ন বিষয়ে টোল বা উপশুল্ক বা পথকর, ফি বা অভিকর ধার্য্য করার লক্ষ্যে ..... তাং এর পঞ্চায়েত সমিতির সভায় অনুমোদনক্রমে প্রস্তুত খসড়া বাই ল (উ পবিধি) ..... তারিখে জনগণের জ্ঞাতার্থে বিজ্ঞাপিত করা হইয়াছিল।

এই বিষয়ে নির্দিষ্ট সময়ের মধ্যে কোন লিখিত আপত্তি বা সংশোধনী প্রস্তাব না আসায় অথবা প্রাপ্ত লিখিত আপত্তি বা সংশোধনী প্রস্তাব বিবেচনা সাপেক্ষে (যে কোন একটি অংশ থাকিবে) ..... তারিখের

পঞ্চায়েত সমিতির সভায় সর্বসম্মতভাবে অনুমোদনক্রমে চূড়ান্ত রূপে গৃহীত হইল।

ইহা জনগণের অবগতির জন্য জানানো যাইতেছে।

স্বাক্ষর .....
নির্বাহী আধিকারিক

..... পঞ্চায়েত সমিতি

বিঃ দ্রঃ- সংযোজিত উপবিধি উপরি উল্লিখিত দিনে প্রকাশিত করিয়া উক্ত মর্মে নিম্ন স্বাক্ষরকারীকে একটি রির্পোট দিবেন।

নিম্নলিখিত স্থানে বিজ্ঞপ্তি প্রচারিত হইবে।

১। ..... গ্রাম পঞ্চায়েত অফিস।

২। ..... পঞ্চায়েত সমিতি অফিস।

৩। ..... জিলা পরিষদ কার্য্যালয়।

৪। ..... সাব রেজিষ্ট্রী অফিস।

৫। ..... থানা।

৬। ..... জেলা শাসকের অফিস।

৭। ..... মহকুমা শাসকের অফিস।

৮। ..... জেলা জাজেস কোর্ট।

৯। ..... মহকুমা জাজেস কোর্ট।

এক প্রস্থ করে চূড়ান্ত উপবিধি (খসড়া এবং চূড়ান্ত প্রকাশের নোটিশ সহ) সংশ্লিষ্ট জেলা শাসকের মাধ্যমে পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর, পশ্চিমবঙ্গ সরকার, ৬৩, নেতাজী সুভাষ বোস রোড, কলকাতা - ৭০০ ০০১ এবং অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ সরকার, পঞ্চায়েত ভবন, ১১এ, কিরণ শংকর রায় রোড, কলকাতা - ৭০০ ০০১ কে জ্ঞাতার্থে পাঠাইতে হইবে।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ৭০৬/পি.এন/ও/এক/২বি-১/২০০৪ (অংশ-১) তারিখ ঃ ১৭ই ফেব্রুয়ারী, ২০০৫

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ১৮১ ধারা বলে জিলা পরিষদ উপশুল্ক, অভিকর ও ফী গ্রহণের জন্য নিজস্ব উপবিধি রচনা করবে। ওই উপশুল্ক অভিকর ও ফী-এর হার রাজ্য সরকার কর্ত্তৃক নির্ধারিত সর্বোচ্চ হারের বেশী হবে না। পশ্চিমবঙ্গ জিলা পরিষদ (নির্বাচন, গঠন এবং প্রশাসনিক) নিয়মাবলী, ১৯৬৪-এর অধীন ১৩৬, ১৭২, ১৭৬, ১৮৫, ১৮৮ ও ১৮৯ নং নিয়মে জিলা পরিষদ কর্ত্তৃক উপশুল্ক , অভিকর ও ফী আদায়ের জন্য যে সর্বোচ্চ হার বর্ণিত আছে তার সংশোধন করে নুতন সর্বোচ্চ হার নির্ধারণ করার প্রয়োজন দেখা দিয়েছে। তাই পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১২ ধারা বলে রাজ্যপাল নির্দেশ জারী করেছেন যে-

১। ১৮১ (১) (এ) ধারা মতে জিলা পরিষদের দ্বারা নির্মিত (কাঁচা ও মাটির রাস্তা ব্যতীত) যে কোনও রাস্তা বা সেতু যা জিলা পরিষদে ন্যস্ত বা তার পরিচালনাধীন এমন রাস্তা বা সেতুর উপর নিম্নলিখিত সর্বোচ্চ হারে টোল বা উপশুল্ক (পথকর) ঐ রাস্তা বা সেতু পারাপারের জন্য আদায় করা যাবে।

(১)	মোটর লরি বা ট্রাক বা ট্রাক্টর (মালসহ)	....	টাকা ২৫.০০ প্রতিবারের জন্য
(২)	ট্রাক্টর-ট্রেলারসহ	....	টাকা ১০.০০ প্রতিবারের জন্য
(৩)	ট্রেকার (মালসহ) বা ম্যাটাডোর বা ডেলিভারী ভ্যান ইত্যাদি (মালসহ)	....	টাকা ১০.০০ প্রতিবারের জন্য

২। ১৮১ (১) (বি) ধারা মতে জিলা পরিষদে ন্যস্ত বা তার পরিচালনাধীন খেয়া পারাপারের জন্য নিম্নলিখিত হারে টোল বা উপশুল্ক আদায় করা যাবে।

(১)	আট বৎসরের উর্দ্ধে কোনও যাত্রী (২০ কেজি মালসহ) বা বাইসাইকেল বা ঠেলাগাড়ি বা সাইকেল রিকশা বা ভ্যান রিকশা	....	টাকা ১.০০ প্রতিবারের জন্য
(২)	ঐ (২০ কেজির বেশী ১ কুইন্টাল পর্যন্ত মালসহ)	....	টাকা ১.৫০ প্রতিবারের জন্য
(৩)	ঐ (১ কুইন্টালের বেশী মালসহ)	....	টাকা ৩.০০ প্রতিবারের জন্য
(৪)	গবাদি পশু প্রতি বা যন্ত্রচালিত দু-চাকার গাড়ি বা রিকশা প্রতি	....	টাকা ২.০০ প্রতিবারের জন্য
(৫)	মোটর গাড়ি প্রতি বা ট্রেকার বা ম্যাটাডোর ভ্যান প্রতি বা ট্রাক্টর (ট্রেলারসহ) প্রতি	....	টাকা ১৫.০০ প্রতিবারের জন্য
(৬)	পশুবাহিত মালবহনের জন্য গাড়ি প্রতি বা অটো-রিকশা প্রতি বা ট্রাক্টর (ট্রেলারবিহীন) প্রতি বা পাওয়ার টিলার প্রতি	....	টাকা ১০.০০ প্রতিবারের জন্য
(৭)	মিনিবাস বা বাস বা লরি প্রতি (খালি)	....	টাকা ২৫.০০ প্রতিবারের জন্য
(৮)	মিনিবাস বা বাস বা লরি প্রতি (যাত্রীসহ বা মালসহ)	....	টাকা ৫০.০০ প্রতিবারের জন্য

৩। ১৮১(১) (সি) (১) ধারা মতে জিলা পরিষদের এলাকাভুক্ত নৌকা ও সকল প্রকার জলযানগুলিকে নিবন্ধীকরণের জন্য জলযানগুলির মালিক বা যাদের অধিকারে থাকবে তাদের নিকট থেকে নিম্নলিখিত হারে নিবন্ধীকরণ ফী ও বার্ষিক নবীকরণ ফী আদায় করা যাবে।

			নিবন্ধীকরণ	নবীকরণ
(১)	একজন মাল্লা চালিত যাত্রীবাহী নৌকা	....	১০.০০ টাকা	১০.০০ টাকা
(২)	দুইজন মাল্লা চালিত যাত্রীবাহী নৌকা		২০.০০ টাকা	২০.০০ টাকা
(৩)	তিনজন মাল্লা চালিত যাত্রীবাহী নৌকা		৩০.০০ টাকা	৩০.০০ টাকা
(৪)	চারজন মাল্লা চালিত যাত্রীবাহী নৌকা		৪০.০০ টাকা	৪০.০০ টাকা

(৫)	চারজনের বেশী মাল্লা চালিত যাত্রীবাহী নৌকা	১০০.০০ টাকা	১০০.০০ টাকা
		নিবন্ধীকরণ	নবীকরণ
(৬)	লঞ্চ বা অন্য কোনও জলযান (সর্বাধিক ৫০ জন যাত্রীবাহী)	৩০০.০০ টাকা	৩০০.০০ টাকা
(৭)	লঞ্চ বা অন্য কোনও জলযান (৫০ জনের বেশী যাত্রীবাহী)	৫০০.০০ টাকা	৫০০.০০ টাকা

৪। ১৮১(১) (সি) (২) ধারা মতে জিলা পরিষদের পরিচালনাধীন কোনও দেবস্থান, তীর্থস্থান, মেলা ইত্যাদি যেগুলি রাজ্য সরকার কর্তৃক বিজ্ঞপ্তি জারির মাধ্যমে নির্দিষ্ট সেই স্থানগুলির অনাময় বা স্যানিটারি ব্যবস্থা করার জন্য নিম্নলিখিত ফী আদায় করা যাবে।

(১)	বারো বৎসরের উর্দ্ধে যাত্রী প্রতি	....	টাকা ১.০০
(২	ফেরিওয়ালা ও ব্যাপারি (স্টলবিহীন) প্রতি	....	টাকা ৫.০০
(৩)	ফেরিওয়য়ালা ও ব্যাপারি (স্টলসহ) প্রতি	....	টাকা ১০.০০

৫। ১৮১(১) (সি) (৩) ও ১৬২ ধারা মতে মেলার আয়োজকগণ অনুমোদন লাভের জন্য লাইসেন্স ফী জমা দিয়ে আবেদন করবেন। লাইসেন্স ফী সর্বোচ্চ দৈনিক ৫০০.০০ টাকা পর্যন্ত নেওয়া যাবে।

৬। পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২২৪ ধারায় পশ্চিমবঙ্গ পঞ্চায়েত (জিলা পরিষদ এবং পঞ্চায়েত সমিতি) হিসাব এবং আর্থিক নিয়মাবলী, ২০০৩-এর ৯০(৪) নং নিয়ম অনুসারে জিলাপরিষদ ঠিকাদার নিবন্ধীকরণের জন্য ফেরৎ যোগ্য নয় এমন ফী-র হার ধার্য্য ও আদায় করবেন। নিবন্ধীকরণের পর প্রতি বছর নাম নবীকরণের জন্য বার্ষিক ফী জমা নেবেন। জিলা পরিষদ নিম্নলিখিত সর্বোচ্চ হারে নিবন্ধীকরণ ফী ও বার্ষিক নবীকরণ ফী ধার্য্য ও আদায় করতে পারবেন।

		নিবন্ধীকরণ	নবীকরণ
(১)	ক শ্রেণীভুক্ত ঠিকাদার প্রতি	২০০০০.০০ টাকা	১০০০০.০০ টাকা
(২)	খ শ্রেণীভুক্ত ঠিকাদার প্রতি	১০০০০.০০ টাকা	৫০০০.০০ টাকা
(৩)	গ শ্রেণীভুক্ত ঠিকাদার প্রতি	৫০০০.০০ টাকা	২০০০.০০ টাকা

রাজ্যপালের আদেশানুসারে
স্বাঃ/- মানবেন্দ্রনাথ রায়
সচিব, পশ্চিমবঙ্গ সরকার

নং : ৭০৬-/১(৯৬)পি.এন./ও/এক/২বি-১/২০০৪ (অংশ-১) তারিখ ঃ ১৭ই ফেব্রুয়ারী, ২০০৫

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা অবলম্বনের জন্য প্রতিলিপি প্রেরিত হল-

১) বিভাগীয় কমিশনার,..... বিভাগ
২) কমিশনার, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ
৩) অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন সংস্থা, কল্যাণী, নদীয়া
৪) সভাধিপতি, ... জেলা পরিষদ
৫) জেলাশাসক, ... জেলা
৬) অতিরিক্ত নির্বাহী আধিকারিক ..... জেলা পরিষদ
৭) সচিব, ... জেলা পরিষদ
৮) জেলা-পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... জেলা।
৯) একান্ত সচিব, ভারপ্রাপ্ত মন্ত্রী, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ, পশ্চিমবঙ্গ সরকার

মধুমিতা রায়
বিশেষ ভারপ্রাপ্ত আধিকারিক ও
পদাধিকারবলে উপসচিব

Chapter - 15

Appointment of members in Lpa-Samitis & Sthayee Samitis

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	4526/PN/O/1/3C-4/99	22.10.2009	ZP	Appointment of Adhyaksha of the District Council of the Zilla Parishad / Mahakuma Parishad as a member of the Tender Selection Committee
2	3420/PN/O/I/3C-5/99	25.08.2008	ZP	Legal provision to hold the assignment of the opposition and the Chairperson or Adhyaksha of the District Council of the Cooch Behar Zilla Parishad
3	3103/PN/O/1/2C-5/99	29.07.2008	ZP	Formation of District Council
4	1605/PN/O/1/4P-1/2003	08.04.2008	ZP	Payment to the Adhyaksha oi[r] the District Council for Panchayats.
5	3525/PN/O/1/3C-5/99	21.06.2006	ZP	Status of Adhyaksha of the District Council
6	6405/PN/O/1/3C-5/99	13.12.2005	ZP	Responsibilities of District Councial regarding Income, Expenditure, Audit Report
7	4159/PN/O/I/3C-5/99	05.10.2001	ZP	Entitlements of benefits to Adhyaksha, District Council
8	5091/l/(110)/PN/O/l/2A-2/98(PT-l)	31.10.2000	ZP	Adhyaksha of the District Council as Member of Artha Sanstha, Unnayan o Parikalpana Sthayee Samiti
9	2875/PN/O/1/3C-5/99	04.08.1995	ZP	Formation of District Counci[l] for Panchayats
10	2796/PN/O/I/3C-S/99	02.08.1999	ZP	Clarification on functioning of District Council for Panchayats
11	3722/PN/O/l/IA-10/88(PT-ll)	09.10.1998	ZP	Clarification on claim for the office of the Adhyaksha, District Council
12	693/PN/O/I/3C-5/94	21.03.1995	ZP	Office accommodation for the Adhyaksha, District Council
13	2795/l/Panch/3C-5/94	29.11.1994	ZP	Appointment of officers of the State Government as member of the District Council of ZP or SMP
14	2580/l/Panch/lA-10/88(PM)	27.10.1994	ZP	Formation of District Council in ZP
15	2572/l/Panch/3C-5/94	24.10.1994	ZP	Constitution of District Council
16	2091(17)/CELL-l/3C-5/94	08.08.1994	ZP	District Council

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 4526/PN/O/1/3C-5/99 **Date : 22.10.2009**

ORDER

In exercise of the power conferred by Section 212 of the Wesl Bengal Panchayat Act, 1973 (West Bengal Act XL1 of 1973). The Governor is pleased hereby to appoint the Adhyaksha of the District Council of the Zilia Parishad/Mahakuma Parishad as a member of the Tender Selection Committee constituted in terms of sub-rule (5) of rule 91 of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules. 2003 to participate in the deliberations of the committee before finalization of the tenders and shall have the right to record his views in the proceedings of such meeting in order to ensure transparency and accountability of the Zilia Parishad/Mahakuma Parishad.

Necessary amendment to the existing provision of sub-rule (5) of Rule 91 of the aforesaid Rules, will be made in due course.

This order takes immediate effect.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 4526/1(12)/PN/O/I/3C-5/99 **Date : 22.10.09**

Copy forwarded for information and necessary action to the:-

1. Commissioner. Panchavats and Rural Development. Wesl Bengal. 11A Kiran Shankar Roy Road, Panchayat Bhawan, Kolkata-700001.
2. Director, State Institute of Panchayat & Rural Development, Kalyani.
3. Sabhadhipati, ... Zilla Parishad (All).
4. District Magistrate & Exeeutivc Officer, ... Zilla Parishad (All).
5. Adhyaksha, District Council, ... Zilla Parishad (All).
6. Addl. Executive Officer, ... Zilla Parishad (All).
7. Secretary, ... Zilla Parishad (All).
8. Financial Controller & Chief Accounts Officer, ... Zilla Parishad (All).
9. Sri S. Chatterjee. SAO & ex-offieio Joint Secretary of this Department.
10. Sri S. Chakraborty, Programme Officer (IT) of this Department with the request to arrange for website loading.
11. Private Secretary to the Minister in Charge. Panchayal & Rural Development Department.
12. Private Secretary to the Minister of State. Panchayat & Rural Development Department.

M. Ray
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 3420/PN/O/I/3C-5/99 **Date : 25.08.2008**

From : Dr. M. N. Roy, IAS
Principal Secretary to the
Govt. of West Bengal.

To : The District Magistrate Cooch Behar.

Sub : Legal provision to hold the assignment of the opposition and the Chairperson or Adhyaksha of the District Council of the Cooch Behar Zilla Parishad.

Sir,

I am to refer to your letter No. PRD/1004/l(l) dated 05. 08. 2008 on the above mentioned subject and to clarify the matter cited hereunder.

(1) The term 'leader' of the members of either any political party or the largest opposition party has not been defined in the State Panchayat Act. So, the term 'leader' in either of the aforesaid cases, shall have to be interpreted separately taking into consideration the language of the related provision and the context.

(2) The term 'leader' occurs in the provisions of the Act - (i) in section 214A, (ii) in sub-section (3) of section 213A and (iii) clause (bb) of sub-section (2) of section 124 and of section 171 of the Act.

(3) In section 214A, the language is very clear. The leader will be selected by and from amongst the directly elected members in a particular Panchayat.

(4) In sub-section (3) of section 213A, the language and the context very clearly indicates that the leader shall be selected by and from amongst the directed elected members in a particular Panchayat.

(5) The provisions under section 124(2)(bb) and section 171(2)(bb) are practically identical and may be considered in the same manner. A Sthayee Samiti is constituted by the directly elected as also ex-officio members of a Panchayat. An ex-officio member may also be elected as a member of a Sthayee Samiti. So, the ex-officio members are very much in the scenario and their roles cannot be ignored. The language in clause (bb) referred to above uses the term 'member' without qualifying it in any way and so obviously includes ex-officio members as well. Considering these factors, the term 'member' here cannot but be considered as directly elected and also ex-officio members. So, the largest political party shall have to be decided on counting the ex-officio members also.

So, your instruction to the Additional Executive Officer, Cooch Behar Zilla Parishad as communicated under your No. PRD/1004/IV-32 dated 05.08.2008 is hereby confirmed.

Yours faithfully,
M. N. Roy
Principal Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
(পঞ্চায়েত শাখা)
জেসপ বিল্ডিং
৬৩, এন.এস.রোড, কলকাতা - ৭০০ ০০১

নং : ৩১০৩/পি.এন./ও/এক/৩সি-৫/৯৯ **তারিখ : ২৯.০৭.০৮.**

প্রেরক : মানবেন্দ্র নাথ রায়,
প্রধান সচিব, পশ্চিমবঙ্গ সরকার।

প্রতি : জেলাশাসক ও নির্বাহী আধিকারিক,

---------- জেলা পরিষদ
(দার্জিলিং ব্যতীত)

বিষয় : **জেলা পঞ্চায়েত কাউন্সিল গঠন**

মহাশয়,

আদেশানুসারে উপযুক্ত বিষয়ে আপনাকে এই মর্মে অবগত করি যে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন) -এর ২১৪ক ধারা অনুযায়ী রাজ্যের প্রতিটি জেলা পরিষদ ও মহকুমা পরিষদে একটি করে জেলা পঞ্চায়েত কাউন্সিল গঠন করা বাধ্যতামূলক।

ইতিমধ্যে সপ্তম পঞ্চায়েত সাধারণ নির্বাচন শেষ হয়ে গেছে। সুতরাং জেলা পঞ্চায়েত কাউন্সিল গঠিত হওয়া ও তার কাজ শুরু হওয়া আশু প্রয়োজন। জেলা পরিষদের উপরই এই কাউন্সিল গঠন করার বিষয়ে দায়িত্ব অর্পন করা আছে।

উপরিল্লিখিত কাউন্সিল নিম্নলিখিত পদাধিকারী ও সদস্য নিয়ে গঠিত হবে ঃ-

১. অধ্যক্ষ - জেলা পঞ্চায়েত কাউন্সিলের মূল পদাধিকারী বা অধ্যক্ষ হবেন সংশ্লিষ্ট জেলা পরিষদ বা মহকুমা পরিষদের স্বীকৃত রাজনৈতিক দলের সংরক্ষিত প্রতীক নিয়ে প্রত্যক্ষভাবে নির্বাচিত সর্বাধিক সংখ্যক সদস্যবিশিষ্ট স্বীকৃত বিরোধী রাজনৈতিক দলের নেতা। যদি একজন মাত্র স্বীকৃত বিরোধী রাজনৈতিক দলের সদস্য নির্বাচিত হয়ে থাকেন, তবে তিনিই অধ্যক্ষ পদে আসীন হবেন। যদি কোন জেলা বা মহকুমা পরিষদে বিরোধী পক্ষের কোন স্বীকৃত রাজনৈতিক দলের সংরক্ষিত প্রতীক নিয়ে কোনও সদস্য নির্বাচিত না হন, তাহলে ঐ ক্ষেত্রে জেলা বা মহকুমা পরিষদের সদস্যগণের (সভাধিপতি, সহকারী সভাধিপতি ও কর্মাধ্যক্ষ ব্যতীত) মধ্য থেকে সংখ্যা গরিষ্ঠের ভোটে অধ্যক্ষ নির্বাচিত হবেন।

২. উপাধ্যক্ষ - জেলা বা মহকুমা পরিষদের সদস্যগণের (সভাধিপতি, সহকারী সভাধিপতি ও কর্মাধ্যক্ষ ব্যতীত) মধ্য থেকে সংখ্যা গরিষ্ঠের ভোটে উপাধ্যক্ষ নির্বাচিত হবেন।

৩. জেলা পরিষদ বা মহকুমা পরিষদের সদস্যগণের মধ্য থেকে সদস্যগণ দ্বারা পাঁচজন সদস্য নির্বাচিত হবেন।

৪. রাজ্য সরকার কর্তৃক মনোনীত ও উপযুক্ত বলে বিবেচিত রাজ্য সরকার বা বিধিবদ্ধ সংস্থা বা নিগমের মধ্য থেকে সংশ্লিষ্ট জ্ঞান সম্পন্ন তিনজন আধিকারিক। এরা হলেন - (ক) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, (খ) পরিষদ হিসাব এবং নিরীক্ষা আধিকারিক এবং (গ) জেলা পরিষদের নির্বাহী বা জেলা বাস্তুকার। জেলা পরিষদের বা মহকুমা পরিষদের অতিরিক্ত নির্বাহী আধিকারিক ঐ পঞ্চায়েত কাউন্সিলের সদস্য-সচিব হবেন।

আগামী ৩১শে আগষ্ট, ২০০৮ তারিখের মধ্যে যথাসত্ত্বর সম্ভব আপনার জেলা পরিষদে জেলা পঞ্চায়েত কাউন্সিল গঠনের ব্যবস্থা গ্রহণ করার জন্য ও ঐ কাউন্সিল গঠিত হওয়ার পর একটি প্রতিবেদনপত্র এই বিভাগে পাঠানোর জন্য আপনাকে অনুরোধ করা হচ্ছে।

এই বিষয়ে অত্র দপ্তর কর্তৃক প্রেরিত গত ০৮/০৮/৯৪ তারিখের ২০৯১(১৭)/সেল-১/৩সি-৫/৯৪ নং ২৪/১০/৯৪ তারিখের ২৫৭২/সেল-১/৩সি-৫/৯৪ নং ২৭/১০/৯৪ তারিখের ২৫৮০/সেল-১/১এ-১০/০৮ (পার্ট-১) পত্র দ্রষ্টব্য (পৃঃ ৩৪৮, ৩৫০ ও ৩৫১ কমপেনডিয়াম, ভল্যুম-৩)।

আপনার বিশ্বস্ত,
মানবেন্দ্র নাথ রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No. 1605/PN/O/I/4P-1/2003 **Dated : 8th April, 2008**

O R D E R

In view of the cardinal role expected from the Adhyaksha of the District Council for Panchayats for the purpose of ensuring financial discipline in the functions of the Panchayats and in order to recognize that role and build up a congenial working atmosphere for the Adhyaksha as referred to in Section 214A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in modification of this Department no.2412/PN/N/I/3C-5/94(Pt.I) dated 16.10.1995, is pleased hereby to direct that an amount of Rs.3000/- (Rupees three thousand) only per month as honorarium shall be admissible to the Adhyaksha, District Council for Panchayats with effect from 26lh June, 2008 or the date on which the District Council is reconstituted whichever is later out of the Zilia Parishad fund as the case may be and that the State Govt. shall, subject to availability of fund, credit from time to time to each Zilla Parishad as Grant-in-Aid such amount of fund as required by it on account of such payment to the Adhyaksha of the District Council for Panchayats.

2. The State Government reserves the right to reduce or increase the amount at anytime taking into consideration the availability of fund and extent of responsibility of the Adhyakshas, amendment to statutory provisions and other factors related to the issue,

3. The Adhyaksha of the District Council for Panchayats shall not be entitled to any honorarium during the period of absence not authorized under any provision of law.

4. The Adhyaksha of the District Council for Panchayats shall attend office for at least ten working days in a month. For any absence, he may take leave from the District Council. In other words, the Council may, be a resolution, allow him such leave of absence. Decision of the Council in this regard should be intimated to the Sabhadhipati and the Executive officer of the Zilla Parishad.

5. No T.A. / D.A. is admissible to the Adhyaksha of the District Council for Panchayats for attending the office or for attending any meeting of the District Council or of any Sthayee Samiti or the general meeting of the Zilla Parishad held in its office.

6. The Adhyaksha of the District Council for Panchayats shall be entitled to get T.A, / D.A. for undertaking tour outside the Head Quarters beyond a radius of 8 kms within the district in the interest of public services for discharging official duties in connection with inspection or supervision of works at the same rate as are admissible to the State Government Officers (Group-II) at present enjoying pay range of Rs. 8000/- and above but less than Rs. 16,400/-.

7. Necessary amount on this account shall be credited from time to time to the respective Zilla Parishad Fund out of the budget provision under the head “2515-00-101-Panchayati Raj-NP-014-Grants-in-aid/

contribution to the Zilla Parishad for meeting the cost of TA/DA etc. of their members and staff and remuneration of office bearers and other contingent expenditure-PN-3l-Grants-in-aid-02-other Grants". Disbursement of the fund shall be made in the same manner as is applicable for disbursement of the remuneration to the Karmadhyakshas of the Zilla Parishad in observance of financial rules and procedures applicable for the purpose.

This order issues with the concurrence of the Finance Department vide their u/o No. Group 'R' 109 dated 28.03.08.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Government of West Bengal

No. 1605/1(9)/PN/O/I/4P-1/2003 **Dated : 08.04.08.**

Copy forwarded for information and necessary action to the :-

1. Secretary to the Govt. of West Bengal, Finance (Budget) Department.
2. Commissioner, Panchayats & Rural Development, West Bengal.
3. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
4. Director. State Institute of Panchayat & Rural Development, Kalyani.
5. District Magistrate.....District (All)
6. Executive Officer/Addl. Executive Officer,.....Zilla Parishad (All)
7. District Panchayat & Rural Development Officer.....(All).

   He is requested to circulate the copy of this order to the S.D.Os. and E.Os. of Panchayat Samitis within the district.
8. P.S. to MIS / MOS, Panchayat & Rural Dev. Deptt., Govt. of West Bengal
9. Budget Cell of this Department.

Joint Secretary to the
Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেসপ বিল্ডিং
৬৩, এন.এস.রোড, কলকাতা - ৭০০ ০০১

নং : ৩৫২৫ পি এন/ও/এক/৩সি-৫/৯৯ **তারিখ : ২১.০৬.০৬**

আদেশনামা

বিষয় ঃ **জিলা কাউন্সিলের অধ্যক্ষের পদ মর্যাদা**

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন) এর ২১৪ ক ধারা অনুযায়ী রাজ্যের প্রতিটি জেলা পরিষদ ও মহকুমা পরিষদে ইতিমধ্যে একটি পঞ্চায়েত জেলা কাউন্সিল গঠন করা হয়েছে। সংশ্লিষ্ট জেলা পরিষদের সংখ্যাগরিষ্ঠ বিরোধী রাজনৈতিক দলের নেতা ঐ কাউন্সিলের মূল পদাধিকারী বা অধ্যক্ষ হিসাবে ইতিমধ্যেই কার্যভার গ্রহণ করেছেন। অধ্যক্ষের পদটি জেলা পরিষদের অধীন স্থায়ী সমিতির কর্মধ্যক্ষের পদের সমতুল। অধ্যক্ষের কার্যপরিচালনা করার জন্য নির্দিষ্ট কক্ষের ব্যবস্থা ও প্রকল্পের / স্কীমের স্থান পরিদর্শন করার জন্য প্রয়োজনীয় যানের ব্যবস্থা করার প্রস্তাব বিভিন্ন জেলা পঞ্চায়েত কাউন্সিল থেকে গৃহীত হয়েছে।

এমতাবস্থায়, সকল বিষয় খতিয়ে দেখে ও সংশ্লিষ্ট বিষয়ে ইতিমধ্যে প্রচারিত সকল পত্র ও পরিপত্র বিবেচনা করে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন) এর ২১২ ধারা বলে রাজ্যপাল এই মর্মে নির্দেশ প্রদান করেছেন যে সংশ্লিষ্ট জেলা পরিষদ / মহকুমা পরিষদ জেলা পঞ্চায়েত কাউন্সিলের অধ্যক্ষের বসার জন্য এবং সুষ্ঠ ভাবে কাউন্সিলের কাজ পরিচালনার জন্য জেলা পরিষদের অধীন স্থায়ী সমিতির কর্মাধ্যক্ষের সমতুল ব্যবস্থা করবে এবং জেলার মধ্যে কোন প্রকল্প / স্কীম অধ্যক্ষ, উপাধ্যক্ষ এবং জেলা পঞ্চায়েত কাউন্সিলের সদস্যর পরিদর্শন করার জন্য গাড়ীর ব্যবস্থা করবে; তবে ঐ পরিদর্শন সংক্রান্ত নির্ঘন্ট জেলা পঞ্চায়েত কাউন্সিলের মিটিং-এ অনুমোদিত হতে হবে।

রাজ্যপালের আদেশানুসারে,
মানবেন্দ্র নাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার।

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, কলকাতা - ৭০০ ০০১

নং : ৬৪০৫/পি.এন/ও/এক/৩সি-৫/৯৯ **তারিখ : ২৯.১১.০৫**

আদেশনামা

যেহেতু পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন) এর ২১৪-ক ধারার (২) উপধারা বলে প্রতিটি জিলা পঞ্চায়েত কাউন্সিলের দায়িত্ব ঐ জেলার মধ্যে যে কোন স্তরের পঞ্চায়েতের আয়-ব্যয় সংক্রান্ত হিসাব খতিয়ে দেখা এবং অনুমোদিত বাজেটের সঙ্গে সঙ্গতি রেখে অর্থ ব্যয় করা হচ্ছে কিনা তা পরীক্ষা করা, পঞ্চায়েতের বার্ষিক রিপোর্ট এবং অন্যান্য হিসাব পত্র ও পঞ্চায়েতের বার্ষিক নিরীক্ষার প্রতিবেদন পরিদর্শন করা এবং ঐ সংক্রান্ত প্রতিবেদন দাখিল করা ;

এবং যেহেতু ঐ প্রতিবেদন দাখিল করার জন্য এবং এই মর্মে পরবর্তী ব্যবস্থা গ্রহণ করার জন্য কোনও নির্দেশিকা এই বিভাগ থেকে প্রচার করা হয়নি ;

এবং যেহেতু ঐ প্রতিবেদন দাখিল করার জন্য একটি আদর্শ ছক নির্দিষ্ট করে দেওয়ার প্রয়োজনীয়তা অনুভূত হয়েছে ;

অতএব, ঐ প্রতিবেদনের পরিপ্রেক্ষিতে সংশ্লিষ্ট পঞ্চায়েতগুলি কর্তৃক দ্রুত কার্যকরী ব্যবস্থা গ্রহণের জন্য নির্দেশ জারী করার প্রয়োজনীয়তা উপলব্ধি করে পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন) এর ২১২ ধারায় প্রাপ্ত ক্ষমতা বলে রাজ্যপাল সন্তোষ সহকারে নির্দেশ প্রদান করেছেন যে প্রতিটি জিলা পঞ্চায়েত কাউন্সিল নির্দিষ্ট ছকে পরিদর্শন প্রতিবেদন প্রস্তুত করবে এবং পঞ্চায়েত প্রতিষ্ঠানগুলিতে সুষ্ঠু আর্থিক ব্যবস্থাপনার জন্য যে আদেশনামা (নং-৫৮৩৪/পিএন/ও/v/৩এ-১/২০০৪ তাং - ৭.১০.০৫) ইতিমধ্যে জারী করা হয়েছে তার রূপায়ন বিষয়ে পরিদর্শন প্রতিবেদনে সুস্পষ্ট মন্তব্য করবে। জিলা পঞ্চায়েত কাউন্সিল প্রতিবেদনটি সংশ্লিষ্ট জিলা পরিষদের সভাধিপতির নিকট পেশ করবে। ঐ প্রতিবেদন অতঃপর আলোচনার জন্য জিলা পরিষদের পরবর্তী অর্থ, সংস্থা, উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতির সভায় উপস্থাপিত হবে। অর্থ স্থায়ী সমিতির সিদ্ধান্ত সমেত ঐ পরিদর্শন প্রতিবেদনটি সংশ্লিষ্ট পঞ্চায়েতকে পাঠাতে হবে উক্ত পঞ্চায়েতের সাধারণ সভায় আলোচনা করে প্রতিকারমূলক ব্যবস্থা গ্রহণ করার জন্য। সাধারণ সভায় আলোচনা করে সংশ্লিষ্ট পঞ্চায়েত কী ধরণের প্রতিকারমূলক ব্যবস্থা গ্রহণ করেছে ঐ সম্পর্কিত প্রতিবেদন সংশ্লিষ্ট জিলা পরিষদ ও জিলা পঞ্চায়েত কাউন্সিলের নিকট পাঠাবে।

এই আদেশ অবিলম্বে কার্যকরী হবে। প্রতিবেদনের নির্দিষ্ট ছক এই সঙ্গে গ্রথিত হল।

রাজ্যপালের আদেশানুসারে,
মানবেন্দ্র নাথ রায়
প্রধান সচিব, পশ্চিমবঙ্গ সরকার।

নং : ৬৪০৫/পি.এন/ও/এক/৩সি-৫/৯৯ **তারিখ : ১৩.১২.০৫**

জ্ঞাতার্থে ও প্রয়োজনীয় ব্যবস্থা গ্রহণ করার জন্য প্রতিলিপি প্রদত্ত হ'ল -

১. সভাধিপতি ---------- জেলা পরিষদ (সকল)।

২. অধ্যক্ষ, জেলা পঞ্চায়েত কাউন্সিল, ---------- জেলা পরিষদ (সকল)।

৩. কমিশনার, ---------- বিভাগ (সকল)।

৪. জেলা শাসক, ---------- জেলা (সকল)।

৫. নির্বাহী আধিকারিক, ---------- জেলা পরিষদ (সকল)।

৬. অধ্যক্ষ, জেলা পঞ্চায়েত কাউন্সিল, ---------- জেলা পরিষদ (সকল)।

বিশেষ ভারপ্রাপ্ত আধিকারিক ও পদাধিকার বলে উপসচিব
পশ্চিমবঙ্গ সরকার

জিলা কাউন্সিল কর্তৃক গ্রাম পঞ্চায়েত / পঞ্চায়েত সমিতি / জিলা পরিষদ পরিদর্শন প্রতিবেদনের ছক

১) (ক) ---------- গ্রাম পঞ্চায়েত / পঞ্চায়েত সমিতি / জিলা পরিষদের নাম

(খ) ঐ পরিদর্শনের তারিখ

(গ) পদাধিকারীর নাম (প্রধান সভাপতি/সভাধিপতি)

(ঘ) মোট সদস্য সংখ্যা : (১) সরাসরি নির্বাচিত সদস্য

(২) পদাধিকারবলে নির্বাচিত সদস্য

২) বাজেট তৈরি এবং বাজেট অনুযায়ী অর্থ ব্যয় :

(ক) চলতি আর্থিক বছরের বাজেট নির্দিষ্ট সময়ে তৈরি হয়েছে কিনা?

(খ) আগামী আর্থিক বছরের বাজেট তৈরির জন্য কী ব্যবস্থা নেওয়া হয়েছে?

(গ) চলতি/আগামী আর্থিক বছরের বাজেটে উপসমিতি/স্থায়ীসমিতির জন্য অর্থ বরাদ্দ হয়েছে কি?

(ঘ) নিজস্ব তহবিল থেকে আর্থ-সামাজিক উন্নয়নের জন্য কীভাবে অর্থ বরাদ্দ করা হয়েছে এবং কেন কোন খাতে বরাদ্দ করা হয়েছে তার বিবরণ -

(ঙ) ব্যয় বাজেট অনুযায়ী করা হয়েছে কি?

(চ) সংশোধিত বাজেট ও অনুপূরক বাজেট তৈরি করা হয়েছে কি?

(ছ) বার্ষিক উন্নয়ন পরিকল্পনা তৈরি হয়েছে কি?

(জ) বার্ষিক উন্নয়ন পরিকল্পনার সাথে বাজেটের সংযুক্তি আছে কি?

৩) কর্মচারী নিয়োগ :

(ক) বিধি অনুযায়ী গ্রাম পঞ্চায়েত/পঞ্চায়েত সমিতি/জিলা পরিষদে কর্মচারী নিয়োগ করা হয়েছে কি?

(খ) না হলে কীভাবে নিয়োগ করা হয়েছে তার বিবরণ -

(গ) শূন্য পদ পূরণের জন্য কী ব্যবস্থা নেওয়া হয়েছে ?

৪) প্রকল্প রূপায়ণ :

(ক) পঞ্চায়েতের যে স্তরে প্রকল্পটি রূপায়ণ করবার নির্দেশ আছে সেই স্তরে রূপায়ণ হচ্ছে কি?

(খ) নজরদারি কীভাবে হচ্ছে?

(গ) প্রকল্প অনুমোদন কীভাবে হচ্ছে?

(ঘ) প্রকল্প রেজিস্টার রাখা হয় কি?

(ঙ) মাস্টার-রোল ঠিকভাবে তৈরি হয় কি?

(চ) অর্থ এবং খাদ্য শস্যের সদ্ব্যবহার এর বিবরণ -

(ছ) প্রকল্পগুলির রূপায়ণে স্থানীয় মানুষ কীভাবে উপকৃত হয়েছেন?

(৫) আয়-ব্যয় সংক্রান্ত হিসাব পেশ :

(ক) তহবিলের আয়-ব্যয় সংক্রান্ত হিসাব বিধি অনুযায়ী রাখা হচ্ছে কি?

(খ) কী কী ফর্ম/রেজিস্টার রক্ষনাবেক্ষণ করা হয় তাদের বিবরণ -

(গ) ভাণ্ডার ও মজুতের হিসাব ঠিকমতো রাখা হয় কি?

(ঘ) নিজস্ব সম্পত্তির হিসাব ঠিকমতো রাখা হয় কি?

(ঙ) আয়-ব্যয় সংক্রান্ত মাসিক প্রতিবেদন তৈরি করা হয় কি?

(চ) তহবিলের অর্থ হিসাব খাত অনুযায়ী ক্যাশ বইতে রাখা হয় কি?

(৬) গ্রাম পঞ্চায়েত/পঞ্চায়েত সমিতি/জিলা পরিষদের তহবিল :

(ক) বিগত আর্থিক বছরে নিজস্ব তহবিলে আয়ের পরিমাণ -

(খ) বিগত আর্থিক বছরে নিজস্ব তহবিলে ব্যয়ের পরিমাণ -

(গ) কোন খাতে কত শতাংশ ব্যয় হয়েছে?

(ঘ) চলতি আর্থিক বছরে নিজস্ব তহবিলে এ পর্যন্ত কত টাকা আয় ও ব্যয় হয়েছে -

(ঙ) নিজস্ব তহবিলের আয় বৃদ্ধির জন্য কী ধরণের উদ্যোগ নেওয়া হয়েছে তার বিবরণ -

(৭) নিরীক্ষা :

(ক) কোন সাল পর্যন্ত আয়-ব্যয় সংক্রান্ত হিসাবের বিধিবদ্ধ নিরীক্ষা হয়েছে -

(খ) অভ্যন্তরীণ নিরীক্ষা নিয়মিত হয় কি? কোন মাস অবধি হয়েছে?

(গ) বিধিবদ্ধ নিরীক্ষা প্রতিবেদনগুলির ওপর বিধি অনুযায়ী ব্যবস্থা নেওয়া হয়েছে কি? ব্যবস্থা কোন পর্যায়ে আছে -

(ঘ) বিধিবদ্ধ নিরীক্ষা এবং অভ্যন্তরীণ নিরীক্ষায় উল্লেখিত অনিয়মগুলি সংশোধনের কী ব্যবস্থা নেওয়া হয়েছে তার বিবরণ -

(৮) বিবিধ :

(ক) এলাকায় বিধায়ক/সংসদ উন্নয়ন তহবিলের দ্বারা উন্নয়ন হয়েছে কিনা? হলে তা কী কী এবং তার হিসাব নিরীক্ষা -

(খ) সর্বশিক্ষা অভিযান কীভাবে চলছে, অসুবিধা কী কী -

(গ) স্বাস্থ্য অভিযান কীভাবে চলছে, অসুবিধা কী কী -

(ঘ) উচ্চ শিক্ষা ও বৃত্তিমূলক শিক্ষার কি সুযোগ আছে?

(ঙ) ভিজিলেন্স কমিটি সচল কিনা, সভা নিয়মিত হচ্ছে কিনা?

(চ) তপঃজাতি/উপজাতিদের উন্নয়নে সরকারী প্রকল্পগুলি ঠিক ঠিক চলছে কিনা - না চললে বাধা কোথায়?

(ছ) প্রাক্তন কোনো পদাধিকারীর বিরুদ্ধে কোনো অভিযোগ আছে কিনা, থাকলে তার বর্তমান অবস্থা -

(জ) PROFLAL-এর টাকা ঠিকমত আদায় ও জমা হচ্ছে কিনা?

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Kolkata-700 001

No. 4159/PN/O/I/3C-5/99 **Dated : 05.10.2001**

From : Shri S. Bhattacharyya
OSD & Ex-Officio Dy. Secy. to the Govt. of West Bengal.

To : Shri Serajul Islam
Adhyaksha, District Council For Panchayats,
Uttar Dinajpur Zilla Parishad, Karnojhora, Raiganj, Uttar Dinajpur.

Sub : Entitlements of benefits of Adhyaksha, District Council For Panchayats.

Sir,

I am directed to refer to your letter dated 26.9.2001 on the above subject and to communicate the pointwise views of this Department to you as follaw.

1. As provided in the relevant provision of the Act, District Council for Panchayats shall act as a body in a collective manner and all powers and functions have been vested upon the body itself. The Council is primarily envisaged to function on the basis of records of accounts of any Panchayat Body of any tier within the district. If, however, on examination of records of accounts, the Council holds a view that it will visit a scheme-site to have a first-hand information about a scheme, it may authorise any number including the Adhyaksha or preferably a group of members including nominated members to visit the scheme-site. There is no provision for the Adhyaksha or any other member to visit a scheme-site without authority of the Coincil.

The Adhyaksha or any other elected member is entitled to TA/DA for any tour undertaken are being authorised to do so as a member of the Zilla Parishad, There is no seperate provision in this behalf for the Adhyaksha.

2&3. For visiting any scheme-site when so authorised, the Adhyaksha may ask for a vehicle and such a vehicle of the Zilla Parishad may be allotted to him subject to availability. For this purpose, the tour programme may be drawn/ redrawn on mutual discussion. On this matter, the Adhyaksha should be considered on equal footing with the Karmadhyaksha of the Sthayee Samities of the Zilla Parishad. His entitlement for TA/DA is similar to that of any other member of the Zilla Parishad.

4. There is no provision for entitlement of the Adhyaksha to claim his medical bill for reimbursement.

5. The Sabhadhipati of the Zilla Parishad may arrange for a suitable accommodation for the Adhyaksha of the District Coincil for Panchayats, which would be commensurate with his status and similar to accmmodation available for the Karmadhyaksha, Zilla Parishad.

Yours faithfully,
S. Bhattacharyya
OSD & Ex-Officio Dy. Secy. to the
Govt. of West Bengal

No. 4159/1(1)/PN/O/I/3C-5/99 **Dated : 05.10.2001**

Copy forwarded for information to the Executive Officer,
Uttar Dinajpur Zilla Parishad, Raiganj, Uttar Dinajpur.

Yours faithfully,
S. Bhattacharyya
OSD & Ex-Officio Dy. Secy. to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
১১এ, কিরণ শংকর রায় রোড, কলিকাতা - ৭০০ ০০১

নং : ৫০৯১/১/(১১০)/পি.এন/ও/এক/২এ-২/৯৮(অংশ-১) **তারিখ : ৩১.১০.২০০০**

আদেশনামা

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ১৭১ নং ধারার (২) নং উপধারার প্রকরণ (গ) দ্বারা প্রদত্ত ক্ষমতাবলে পূর্ব প্রকাশিত আদেশ নং ৩৫৯৮/পি.এন/ও/সেল-১ তাং সেপ্টেম্বর ২৩, ১৯৯৮ - এর অনুবর্তী এই আদেশ জারী করে এই রাজ্যের প্রত্যেক জেলা পরিষদ এবং শিলিগুড়ি মহকুমা পরিষদের অন্তর্গত জেলা পঞ্চায়েত কাউন্সিলের অধ্যক্ষকে সংশ্লিষ্ট জেলা বা মহকুমা পরিষদের অন্তর্গত অর্থ সংস্থা, উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতির সদস্য হিসাবে রাজ্যপাল এতদ্বারা সন্তোষসহকারে নিযুক্ত করছেন।

রাজ্যপালের আদেশবলে
প্রসাদরঞ্জন রায়
প্রধান সচিব
পশ্চিমবঙ্গ সরকার।

নং : ৫০৯১/১/(১১০)/পি.এন/ও/এক/২এ-২/৯৮(অংশ-১) **তারিখ : ৩১.১০.২০০০**

অবগতি ও প্রয়োজনীয় কাজের জন্য প্রেরিত হল।

১। বিভাগীয় কমিশনার, প্রেসিডেন্সী, বর্ধমান, জলপাইগুড়ি বিভাগ
২। সভাধিপতি ---------- জেলা পরিষদ।
৩। নির্বাহী আধিকারিক ---------- জেলা পরিষদ।
৪। অধ্যক্ষ জেলা পঞ্চায়েত কাউন্সিল ---------- জেলা।
৫। জেলা শাসক ---------- জেলা।
৬। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক ----------।
৭। অধিকর্তা, রাজ্য পঞ্চায়েত ও গ্রামোন্নয়ন প্রশিক্ষণ সংস্থা।
৮। অধিকর্তা, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ।

দিলীপ চক্রবর্ত্তী
উপসচিব
পশ্চিমবঙ্গ সরকার।

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 2875/PN/O/1/3C-5/99 **Dated : 04.08.1999**

From : The Dy. Secy. to the Govt. of West Bengal.

To : The District Panchayat & Rural Dev. Officer
Nadia, Krishnanagar

Sub : Formation of District Council for Panchayats.

Sir,

I am directed to refer to your No. 514/Pan dated 23.7.1999 on the above matter and to state in clarification as follows :-

1. If only one member from any recognised political party in opposition is elected to the Zilla Parishad, he or she shall be treated in the same manner of the Leader of the recognised political party in opposition within the concept and meaning of clause (i) of sub-section (1) of section 214A of the Panchayat Act and shall be recognised as the Adhyaksha of the chairperson of the District Council.

2. District Council is not formed only with the Adhyaksha being recognised as such. When the elections are completed in terms of clauses (ii) and (iii) of sub-section (1) of section 214A of the Act, the Council is formed, becomes functional and then the Adhyaksha may be considered to be in position.

It has been reported that the District Council has not yet been formed in Nadia Zilla Parishad. If so, the inaction on this issue has been in contravantion of the provision of the Act. Immediate steps is required to be taken for formation of the Council in term of section 214A of the Act.

Yours faithfully,
D. Chakraborty
Dy. Secy. to the Govt. of West Bengal

No. 2875/1(3)/PN/O/1/3C-5/99 **Dated : 04.08.1999**

Copy forwarded to the :-

1) Addl. Executive Officer, Nadia Zilla Parishad.

2) District Magistrate, Nadia.

3) Director of Panchayats and Rural Dev., West Bengal.

D. Chakraborty
Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 2796/PN/O/I/3C-S/99 **Dated : 30.07.99**

From : The Dy. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats & Rural Dev., West Bengal.

Sub : Clarification on functioning of District Council for Panchayats.

The undersigned is directed to refer to the above subject and to state the following ;

1. Under section 214A(2) of the West Bengal Panehayat Act, 1973, District Council is empowered to examine the documents relating to accounts, expenditure, audit observations etc. For this purpose, the District Council may authorise, by a resolution, any office-bearer and/or member or a group of office bearers and/or members of the council to examine such documents on behalf of the council and place the findings before the council.

2. The term 'Panchayats' referred to in sub-section (2) ibid has the same meaning as in clause (15b) of section 2 of the Act.

D. Chakraborty
Dy. Secy. to the Govt. of West Bengal

No. 2796/1(51)/PN/O/I/3C-S/99 **Dated : 30.07.99**

Copy forwarded for information and necessary action to the :-

1) District Magistrate, _____ District.

2) Additional Executive Officer, _____ Zilla Parishad.

3) District Panchayat and Rural Dev. Officer, _____ District.

D. Chakraborty
Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 3722/PN/O/I/IA-10/88(Pt.II) **Dated : 09.10.1998**

From : Shri D. Chakraborty,
Dy. Secy. to the Govt. of West Bengal.

To : The Secretary,
Purulia Zilla Parishad, Purulia.

The undersigned is directed to refer to his No. 793/BZP dt. 7.10.1998 on the matter of claim for the office of the Adhyaksha District Council.

On examination of the matter, the following clarifications are made from the provision :-

a) Clause (1) of sub-section (1) of section 214A of the Act is very clear and unequivocal. Any departure will be bad in law. If a member on being elected with a reserved symbol, voluntarily gives up his membership and joins another party, his membership in the latter party shall not be considered within the meaning and concept of aforesaid clause even when he does not attract the provision of disqualification under section 213A.

b) In terms of item (b) of clause (b) of sub-section (I) of Section 213A of the Act, members representing not less than one-third of the total number of members set up by such recognised political party, may constitute a group and members of such group may voluntarily give up their membership from such political party. The provision allows such members or members to form a seperate group but does not allow them to join another political party. In such case, it is necessary to examine all the issues involved to find out whether such a member incurs desqualification u/s 213A. In any case, it does not appear legally sound to accept such a person as Leader of the latter party.

D. Chakraborty
Dy. Secy. to the Govt. of West Bengal

No. 2795/I/Panch/3C-5/94 **Dated : 29.11.94**

ORDER

In exercise of the power conferred under clause (iv) of sub-section (1) of Section 214A of the West Bengal Panchayat Act 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to appoint the following officers of the State Government shown in the table below as members of the District Council for Panchayats of a Zilla Parishad or Mahakuma Parishad :

Table

District Council for Panchayats

1. District Panchayat Officer of the district.

2. Parishad Accounts and Audit Officer posted in the district.

3. Executive Engineer-I, P. W. Directorate posted at the district head quarters and in case of Siliguri Mahakuma Parishad, Executive Engineer, P. W. Directorate posted at Siliguri Sub-Division.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

No. 693/PN/O/I/3C-5/94 **Dated : 21.3.95**

From : Shri S. N. Ghosh, Secy, to the Govt. of West Bengal

To : The Sabhadhipati,
Siliguri Mahakuma Parishad/Zilla Parishad

Sub : **Office Accommodation for the Adhyaksha, District Council for Panchayats**

Sir,

I am directed to the state that in terms of Section 214A of the West Bengal Panchayat Act, 1973 as amended a District Council for Panchayats has been constituted for every Zilla Parishad and also for Siliguri Mahakuma Parishad and the Adhyaksha (Chairperson) of the said Council has started functioning in most of the Parishads.

I am, therefore, further directed to request you to kindly arrange for a suitable office accommodation for the Adhyaksha of the District Council for your Zilla Parishad (Mahakuma Parishad in case of Siliguri). Such office accommodation should be comensurate with his status and may be reasonably similar to the accommodation available for the Karmadhyakhas of the Sthayee Samitis of the Zilla Parishad/Mahakuma Parishad.

Yours faithfully,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

No. 2580/I/Panch/1A-10/88(Pt-I) **Dated : 27.10.94**

From : The OSD & Ex-Officio Dy. Secy, to the Govt. of West Bengal

To : The District Panchayat Officer, North 24-Parganas, Barasat

Sub : **Formation of District Council in Zilla Parishad**

Ref : His No. 560/Panch XIX(2)/18/94, dated 20.9.94

The undersigned is directed to refer to his memo, under reference on the above subject and to clarify the points raised therein seriatim :

(1) Any recognised Political Party other than the party or parties to which the Sabhadhipati or the Sahakari Sabhadhipati belongs including the parties in alliance with such party or parties, may be considered as party in opposition. In the instant case, Indian National Congress may be considered as the largest party in opposition unless some other party claims to be not in alliance with the ruling party.

(2) In case of single representation, the term 'Leader' is obviously not applicable ; but in terms of sub-section (1) (read with its proviso) of section 214A of the Act, single member of a recognised political party shall be the Adhyaksha of the District Council.

(3) The concept of prescribed authority has not been brought in this issue. Two separate general meetings of the Zilla Parishad specially convened for the purpose may be held—one for election of the Adhyksha where necessary, and Upadhyaksha and the other for election of five members. Two meetings may be held on the same day at different hours. Sabhadhipai may sign the notices of the meetings.

The Sabhadhipati or in his absence, the Sahakari Sabhadhipati in the usual manner shall preside over the meeting.

(4) Under sub-section. (4) of section 214A, District Council is empowered to determine its own procedure. In terms of sub-section (5) ibid, the State Government may, by general or special order, provide for some specified matters.The latter one is an additional provision and shall not hinder commencement of functioning of the District Council. The matter is however under process.

Sd/- D. Chakraborty

OSD & Ex-Officio Dy. Secy. to the
Govt. of West Bengal

No. 2572/I/Panch/3C-5/94 **Dated : 24.10.94**

From : Officer-on-Special Duty & Ex-Officio Deputy Secretary to the Govt. of West Bengal.

To : The Additional Executive Officer, Birbhum Zilla Parishad.

Sub : **Constitution of District Council**

The undersigned is directed to refer to your Memo. No. 10724/BZP dated 27. 9. 94 and state that the copies of the concerned memos. have already been communicated to all districts. However, one copy of this Department Notification No. 1625/I/Panch dated 17. 6. 94, No. 1626/I/Panch dated 17. 6. 94, No. 1619/1/ Panch dated 17. 6. 94 and Memo. No. 1951/I/Panch dated 27. 7. 94 relating to West Bengal Panchayat (Disqualification for membership) Rules, 1994 concerning Section 213A is sent herewith for information and necessary action.

The undersigned is further directed to state that—

(a) (i) the meeting for election of the Adhyaksha, if necessary, and for election of the Upadhyakahs, and

(ii) the meeting for election of members of the District Council for Panchayats may be two separate meetings of the Zilla Parishad specially convened for the purpose;

(b) aforesaid meetings may be held on the same day at different hours;

(c) the Sabhadhipati may sign the notices for the meeting ;

(d) all members of the Zilla Parishad including ex-officio members are entitled to participate in the aforesaid meeting and may be elected to the District Council;

(e) in terms of the provisions of clause (i) of sub-section (1) of section 214A of the Act, when only one member in opposition is elected to a Zilla Parishad, he shall be the Adhyaksha of the District Council.

Sd/- D. Chakraborty

Officer-on-Special Duty &
Ex-Officio Deputy Secretary to the
Govt. of West Bengal

নং : ২০৯১ (১৭)/সেল-১/৩সি-৫/৯৪ **তারিখ : ৮.৮.৯৪**

প্রতি ঃ শ্রী .....

সভাধিপতি,

..... জেলা পরিষদ/মহকুমা পরিষদ

.....

বিষয় : **পঞ্চায়েত জেলা কাউন্সিল**

মহাশয়,

আপনি হয়তো ইতিমধ্যে অবগত হয়েছেন যে পঞ্চায়েত আইনের ১৯৯৪ সালের সংশোধনীতে অন্তর্ভুক্ত ২১৪এ ধারা অনুযায়ী প্রতিটি জেলা পরিষদ ও মহকুমা পরিষদে একটি পঞ্চায়েত জেলা কাউন্সিল গঠন করতে হবে। এই কাউন্সিলের মূল পদাধিকারী বা অধ্যক্ষ হবেন সংশ্লিষ্ট জেলা পরিষদের সংখ্যাপরিষ্ঠ বিরোধী রাজনৈতিক দলের নেতা।

উল্লেখ করা যেতে পারে যে এই নেতা মনোনীত হবেন পঞ্চায়েত আইনের ২১৩এ ধারার (৩) নং উপধারা অনুযায়ী। ২১৩এ ধারা সংক্রান্ত পশ্চিমবঙ্গ পঞ্চায়েত (সদস্য পদে অযোগ্যতা) নিয়মাবলি, ১৯৯৪ এবং নির্দিষ্ট কর্তৃপক্ষ নিয়োগ করে প্রজ্ঞাপন ইতিমধ্যে জারি হয়েছে। আশা করা যায় যে আপনার জেলা পরিষদে সংখ্যাগরিষ্ঠ বিরোধী নেতা ইতিমধ্যে স্থির করা হয়ে গেছে।

যদি জেলা পরিষদে কোনও সংখ্যাগরিষ্ঠ নেতা না থাকেন, তাহলে কাউন্সিলের মূল পদাধিকারী জেলা পরিষদের সদস্যদের মধ্যে থেকে নির্বাচিত হবেন। এ ছাড়াও উপাধ্যক্ষ এবং আরও পাঁচজন সদস্য জেলা পরিষদ সদস্যদের মধ্যে থেকে নির্বাচিত হবেন। সেইসঙ্গে তিনজন সরকারি আধিকারিক রাজ্য সরকারের মনোনীত সদস্য হবেন। জেলা পরিষদ বা মহকুমা পরিষদের অতিরিক্ত কার্যনির্বাহী আধিকারিক এই কাউন্সিলের সদস্য-সচিব হবেন।

এই কাউন্সিল গঠিত হওয়া এবং তার তার কাজ শুরু করা আশু প্রয়োজন। জেলা পরিষদের উপরেই কাউন্সিল গঠন করার ব্যাপারে দায়িত্ব ন্যস্ত করা আছে। জেলা পরিষদে প্রয়োজনীয় নির্বাচনের ব্যবস্থা হলে সরকার মনোনীত সদস্যদের নিয়োগ করা হবে।

যথাসত্বর সম্ভব কাউন্সিল গঠনের ব্যবস্থা গ্রহণের জন্য আপনার আশু হস্তক্ষেপের জন্য অনুরোধ করছি।

নমস্কারসহ,

আপনার বিশ্বস্ত,
সত্যেন্দ্রনাথ ঘোষ
সচিব

Chapter - 16

Remuneration, Honorarium & Allowance of Elected Representatives

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	1601/PN/O/I/4P-1/2003	08.04.2008	GP	Remuneration & Honorarium for the Office Bearers of Gram Panchayat
2	1602/PN/O/I/4P-1/2003	08.04.2008	PS & ZP	Remuneration & Honorarium for the Office Bearers of Panchayat Samiti & Zilla Parishad
3	1603/PN/O/I/4P-1/2003	08.04.2008	GP	Fixed Travelling Allowance for the members of Gram Panchayat
4	1604/PN/O/I/4P-1/2003	08.04.2008	PS	Fixed Travelling Allowance for the members of Panchayat Samiti
5	1605/PN/O/I/4P-1/2003	08.04.2008	GP, PS & ZP	Honorarium for the Ajdhyaksha of District Council for Panchayats
6	3451/PN/O/I/3C-5/99	07.10.2004	GP, PS & ZP	Clarification on TA/Da, [Remuneration / Honorarium for the Adhyaksha & Upa-Adhyaksha of District Council

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1601/PN/O/I/4P-1/2003 **Date : 08.04.2008**

ORDER

For the purpose of enabling office-bearers of different Panchayat bodies to discharge their funtions smoothly in terms of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor, in supersession of previous order issued in this respect (No. 3627/PN/O/1/O-1/98 deted 25. 09. 1998), is pleased hereby to direct that the State Government shall, subject to availability of fund, credit from time to ime to each of the Gram Panchayat Fudn such amount as Grant-in-Aid as may be required by them on account of payment of remuneration to the Pradhan declared as a whole time functionary of his office vide this Department Notification No. 1579/PN/O/1//4P-1/03 dated 07.04.2008, and payment of honoraria to other office bearer and functionaries of the Gram Panchayat at the retes effective from the 26th June, 2008 or the date on which following the reconstitution of the body after Panchayat General Election, 2008, any of such newly-elected office bearers and functionaries concerned assume charge whichever is later as detailed below:-

(i) Pradhan of Gram Panchayat shall get remuneration @ Rs.2000/- (Rupees two thousand only per month; he shall also be entitled to draw an amount of Rs.500/- (Rupees five hundred) only per month additionally as Fixed Traveling Allowance covering all expenses of journeys within the Gram Panchayat area and to the office of the Block Development Officer/Panchayat Samiti during the month under consideration;

(ii) Upa-Pradhan of Gram Panchayat shall get honorarium @ Rs. 1500/- (Rupees One thousand Five hundred) only per month; he shall also be entitled to draw an amount of Rs. 200/- (Rupees two hundred) only per month additionally as Fixed Traveling Allowance covering all expenses of journeys within the Gram Panchayat area;

(iii) Sanchalak of any Upa-Samiti of Gram Panchayat shall get honorarium @ Rs. 400/- (Rupees four hundred) only per month;

2. The above rates are applicable with effect from the 26th June, 2008 or the date on which following reconstitution of the body after Panchayat General Elections, 2008 the newly elected office bearer assumes charge whichever is later.

3. The State Government reserves the right to reduce or increase all or any of the above rates at any time taking into consideration availability of fund, extent of responsibility of an office bearer, amendment to related statutory provision and other factors involved.

4. An office-bearer or any other functionary shall not be entitled to any renmuneration or honorarium or allowance during the period of absence not authorized under any provision of law.

5. An office bearer or any other functionary shall not be entitled to draw remuneration or honorarium or allowance in more than one capacity for the same period even when he holds charges of two or more elective offices simultaneously during a given period.

6. Necessary amount on this account shall be credited from time to lime to the respective Panchayat body fund and disbursement of fund shall be made on observance of financial rules and proceddures applicable for the purpose.

7. This order issues with the concurence of the Finance Department (Group 'R') Vide u/o No. 109 dated 28.3.2008.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1601/1(9)/PN/O/I/4P-1/2003 **Date : 08.04.2008**

Copy forwarded lor information and necessary action to the:-

1. Secretary to the Govt. of West Bengal, Finance (Budget) Department
2. Commissioner, Panchayats & Rural Development, West Bengal.
3. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
4. Director, State Institute of Panchayat & Rural Development, Kalyani.
5. District Magistrate.....District (All)
6. Executive Officer/Addl. Executive Officer,.....Zilla Parishad (All).
7. District Panchayat & Rural Development Officer.....(All).

He is requested to circulate copies of this order to the S.D.Os., B.D.Os. and E.Os. of Panchayat Samitis within the district. The B.D.Os. may also be requested to circulate copies of this order to the Gram Panchayats within their jurisdictions for information and also for placement of the order in the next meeting of the Gram Panchayat.

8. P.S. to MIC / MOS, Panchayat & Rural Dev. Deptt., Govt. of West Bengal
9. Budget Cell of this Department.

M. Ray
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1602/PN/O/I/4P-1/2003 **Date : 8th April, 2008**

ORDER

In conformity with the provisions under section 98(8), section 143(8) and section 172(6) of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in supersession of all previous orders in this respect (No. 3626/PN/O/I/O-1/98 dated 25. 09. 1998 and No. 3627/PN/O/I/O-1/98 dated 25. 09. 1998), is pleased hereby to direct that the State Government shall, subject to availability of fund, credit from time to time to each of the Panchayat Bodies as Grant-in-Aid such amount of fund as required by them on account of payment of remuneration and T.A. / D.A. to the office-bearers and other functionaries of Zilla Parishad, remuneration and T.A. / D.A. to the office-bearers of Panchayat Samiti and honorarium and T.A. / D.A. to the other functionaries of Panchayat Samiti at the rates as detailed below.:-

(i) Sabhadhipati of Zilla Parishad shall get remuneration @ Rs. 3500/-(Rupees three thousand and five hundred) only per month and House Rent Allowance @ Rs. 600/- (Rupees six hundred) only per month or the actual House Rent paid per month at the Head Quarter town of the district, whichever is less and a Sumptuary Allowance @ Rs. 1000/- (Rupees one thousand) only per month;

(ii) Sahakari Sabhadhipati of Zilla Parishad shall get remuneration @ Rs. 3200/- (Rupees three thousand and two hundred) only per month;

(iii) Karmadhyaksha of any Sthayee Samiti of Zilla Parishad shall get remuneration @ Rs. 3000/- (Rupees three thousand) only per month;

(iv) Subhapati of Panchayat Samiti shall get remuneration @ Rs. 2800/-(Rupees two thousand and eight hundred) only per month;

(v) Sahakari Sabhapati of Panchayat Samiti shall gel remuneration (a), Rs. 2500/- (Rupees two thousand and live hundred) only per month.

(vi) Kannadhyaksha of any Sthayee Samiti of Panchayat Samiti shall gel honorarium @ Rs. 2000/- (Rupees two thousand) only per month;

(vii) Sabhadhipati and Sahakari Sabhadhipati of Zilla Parishad shall be entitled to T.A. / D.A. as are admissible to the State Government Officers of Group-I category at present enjoying pay range of Rs. 16,400/- and above;

(viii) Karmadhyaksha of any Sthayee Samiti of Zilla Parishad and other members of Zilla Parishad shall be entitled to T.A. / D.A. as are admissible to the State Government Officers of Group-II category at present enjoying pay range of Rs. 8000/- and above but less than Rs. 16,400/-;

(ix) Sabhapati, Sahakari Sabhapati, Karmadhyaksha of any Sthayee Samiti of Panchayat Samiti and other members of Panchayat Samiti shall be entitled to T.A. / D.A. as are admissible to the State Government Officers of Group-II category at present enjoying pay range of Rs. 8000/- and above but less than Rs. 16,400/-.

2. The above rates are applicable with effect from the 26th June, 2008 or the date on which following the reconstitution of the body after Panchayat General Elections, 2008 the newly elected office bearer or member concerned assumes charge whichever is later.

3. The State Government reserves the right to reduce or increase all or any of the above rates at any time taking into consideration availability of fund, extent of responsibility of an office-bearer, amendment to related statutory provisions and other factors involved

4. An office-bearer or any other functionary shall not be entitled to any remuneration or honorarium during the period of absence not authorized under any provision of law.

5. An office-bearer or any other functionary shall not be entitled to draw remuneration or honorarium in more than one capacity for the same period even if he holds two or more elective offices simultaneously during a given period.

6. Necessary amount on this account shall be credited as Grant-in-Aid from time to time to the respective Panchayat Body fund and disbursement of fund shall be made by such Body on observance of financial rules and procedures applicable for this purpose.

7. This order issues with the concurrence of the Finance Department (Group 'R') vide unofficial No. 109 dated 28. 03. 2008.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1602/l(9)/PN/O/I/4P-l/2003 **Date : 8th April, 2008**

Copy forwarded for information and necessary action to the

1. Secretary to the Govt. of West Bengal, Finance (Budget) Department.
2. Commissioner, Panchayats & Rural Development, West Bengal.
3. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
4. Director, State Institute of Panchayat & Rural Development, Kalyani.
5. District Magistrate.....District (All)
6. Executive Officer/Addl. Executive Officer,.....Zilla Parishad (All).
7. District Panchayat & Rural Development Officer.....(All).

He is requested to circulate copy of this order to the S.D.Os., B.D.Os. and E.Os. of Panchayat Samitis within the district.

8. P.S. to MIC / MOS, Panchayat & Rural Dev. Deptt., Govt. of West Bengal
9. Budget Cell of this Department.

M. Ray
Joint.Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1603/PN/O/I/4P-1/2003 **Date : 8th April, 2008**

ORDER

For the purpose of enabling the members including ex-officio members (from among the directly-elected members of the Panchayat Samiti) of the Gram Panchayats to discharge their functions smoothly under the West Bengal Panchayat Act, 1973 (West Bengal Act XL1 of 1973), the Governor, in supersession of the earlier provisions and order in this behalf (No.3628/PN/O/I/O-1/98 dated 25.09.1998), is pleased hereby to direct that the State Government shall, subject to availability of fund, credit from time to time to each Gram Panchayat Fund such amount as Grant-in-Aid as required by them on account of payment of Fixed Traveling Allowance to a member including ex-officio member at the rate of Rs.150/- (Rupees One hundred fifty) only per month with effect from 26th June, 2008 or the date on which following reconstitution of the Panchayat concerned after the 7th Panchayat General Election, 2008, any of such newly elected members assumes charge whichever is later.

2. The above rate is applicable with effect from the 26th June, 2008 or the date on which following reconstitution of the Panchayat concerned after the 7th Panchayat General Elections, 2008, the newly elected members assume charge whichever is later.

3. The above rate shall be admissible to a member including ex-officio member if and when he attends at least one meeting of the Gram Panchayat or of any of its Upa Samitis or of any other formally constituted body or committee of which he is a member during the month.

4. The State Government reserves the right to reduce or increase the above rate at any time taking into consideration availability of fund, extent of responsibility of a member, amendment of related statutory provisions and other factors involved.

5. A member shall not be entitled to any Fixed Traveling Allowance during the period of his absence not authorized under any provision of law.

6. Necessary amount on this account shall be credited from time to time as (iranl-in-Aid to the respective Gram Panchayal fund and disbursement of fund by the Panchayal concerned shall be made on observance of financial rules and procedures applicable for the purpose.

7. This order issues with the concurrence of the Finance Department vide their (Group 'R') Vide u/o No. l09 dt. 28.3.2008.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1603/1(9)/PN/O/I/4P-1/03 **Date : 8th April, 2008**

Copv forwarded for information and necessary action to the :-

1) Secretary lo the Govt. of West Bengal, Finance (Budget) Department.

2) Commissioner, Panchayat and Rural Development, West Bengal.

3) Commissioner, Presidency/ Burdwan/Jalpaiguri Division

4) Director, SIPRD, Kalyani, Nadia.

5) District Magistrate.....(All)

6) Executive Officer/Adll.Executive Officer.....Zilla Parishad (All)

7) District Panchayat & Rural Development Officer.....(All)

He is requested to circulate copies of this order to the S.D.Os. and B.D.Os. within the district. The B.D.Os. may also be requested to circulate copies of this order to the Gram Panchayats within their jurisdictions for information and also for placement of the order in the next meeting of the Gram Panchayat.

8) PS to MIC / PS to MOS, Panchayat & Rural Development Department, Govt. of West Bengal.

9) Budget Cell of this Department.

M. Ray
Joint.Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1604/PN/O/I/4P-1/2003 **Date : 8th April, 2008**

ORDER

For the purpose of enabling the members of the Panchayat Samitis to discharge their functions smoothly under the West Bengal Panchayat Act, 1973(West Bengal XLI of 1973) (hereinafter referred to as the said Act), the Governor/in supersession of the earlier provisions and order in this behalf (No.3629/PN/0/I/0-l/98 dt 25.09.1998), is pleased hereby to direct that the State Government shall, subject to availability of fund, credit from time to time to each Panchayat Samiti Fund such amount as Grant-in-Aid as required by it on account of payment of Fixed Traveling Allowance at the rate of Rs.200/- (Rupees two hundred) only per month to each of the directly-elected members of the Panchayat Samiti as referred to in section 94(2) (ii) of the said act w.e.f. 261: June, 2008 or the date on which following reconstitution of the Panchayat concerned after the 7th Panchayat General elections, 2008, the newly elected members assume office whichever is later.

2. The above rate is applicable with effect from the 26th June, 2008 or the date on which following reconstitution of the Panchayat concerned after the 7th Panchayat General Elections, 2008 the newly-elected members assume charge whichever is later.

3. The aforesaid rate shall be admissible to a member if and when he attends at least one meeting of the Panchayat Samiti or of any of its Sthayee Samiti or of any other formally constituted body or committee of which he is a member during the month.

4. The State Government reserves the right to reduce or increase the above rate at any time taking into consideration availability of fund, extent of responsibility of a member, amendment to related statutory provisions and other factors involved.

5. A member shall not be entitled to any Fixed Traveling Allowance during the period of absence not authorized under any provision of law.

6. Necessary amount on this account shall be credited from time to time to the respective Panchayat body fund as grant-in-aid and disbursement of fund by the Panchayat Samiti concerned shall be made in observance of financial rules and procedures applicable for the purpose.

7. This order issues with the concurrence of the Finance Department (Group R') Vide u/o No. 109 dated 28.3.2008.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1604/1(9)/PN/O/l/4P-l/03 **Date: 8th April, 2008**

Copy forwarded for information and necessary action to the :-

1) Secretary, finance (Budget) Department, Govt. of West Bengal.

2) Commissioner, Panchayat and Rural Development, West Bengal.

3) Director, SIPRD, Kalyani, Nadia.

4) Commissioner, Presidency/ Burdwan/Jalpaiguri Division

5) District Magistrate.....(All)

6) Executive Officer/Addl. Executive Officer.....Zilla Parishad (All)

7) District Panchayat & Rural Development Officer.....(All)

He is requested to circulate copies of this order to the S.D.Os. B.D.Os and E.Os. of Panchayat Samitis within the district.

8) PS to MIC / PS to MOS, Panchayat & Rural Dev. Deptt, Govt. of West Bengal.

9) Budget Cell of this Department.

M. Ray
Joint.Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 1605/PN/O/I/4P-1/2003 **Date : 8th April, 2008**

ORDER

In view of the cardinal role expected from the Adhyaksha of the District Council for Panchayats for the purpose of ensuring financial discipline in the functions of the Panchayats and in order to recognize that role and build up a congenial working atmosphere for the Adhyaksha as referred to in Section 214A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in modification of this Department no.2412/PN/N/I/3C-5/94(Pt.I) dated 16.10.1995, is pleased hereby to direct that an amount of Rs.3000/- (Rupees three thousand) only per month as honorarium shall be admissible to the Adhyaksha, District Council for Panchayats with effect from the date on which the District Council is reconstituted following Panchayat General Election, 2008 in the State, out of the Zilla Parishad Fund and that the State Govt. shall, subject to the availability of fund, credit from time to time to each Zilla Parishad Fund such amount as Grant-in-Aid as may be required by it on account of such payment to the Adhyaksha of the District Council for Panchayats.

2. The State Government reserves the right to reduce or increase the amount at anytime taking into consideration the availability of fund and extent of responsibility and functional ambit of the Adhyakshas, amendment to statutory provisions and other related factors.

3. The Adhyaksha of the District Council for Panchayats shall not be entitled to any honorarium during the period of his absence from duty not authorized under any provision of law.

4. The Adhyaksha of the District Council for Panchayats shall attend office for at least ten working days in a month. For any absence beyond such period, he may seek leave from the District Council when the Council may, by a resolution, allow him such leave of absence. Decision of the Council in this regard shall be intimated to the Sabhadhipati and the Executive officer of the Zilla Parishad.

5. No T.A. / D.A. shall be admissible to the Adhyaksha of the District Council for Panchayats for attending the office or for attending any meeting of the District Council or of any Sthayee Samiti or the general meeting of the Zilla Parishad held in its office.

6. The Adhyaksha of the District Council for Panchayats shall be entitled to get T.A. / D.A. for undertaking tour outside the Head Quarters beyond a radius of 8 kms within the district in the interest of public services for discharging official duties in connection with inspection or supervision of works at the same rate as are admissible to the State Government Officers of Group-11 category at present enjoying pay range of Rs. 8000/ - and above but less than Rs. 16,400/-.

7. Necessary amount on this account shall be credited from time to time to the respective Zilla Parishad Fund out of the budget provision under the head “2515-00-101 -Panehayati Raj-NP-014-Grants-in-aid/ contribution to the Zilla Parishad for meeting the cost of TA/DA etc. of their members and staff and remuneration

of office bearers and other contingent expenditure-PN-31-Grants-in-aid-02-other Grants". Disbursement of the fund shall be made in the same manner as is applicable for disbursement of the remuneration to the Karmadhyakshas of the Zilla Parishad in observance of financial rules and procedures applicable for the purpose.

This order issues with the concurrence of the Finance Department vide their u/o No. Group 'R' 109 dated 28.03.08.

By order of the Governor,
Sd/-M. N. Roy
Principal Secretary to the
Government of West Bengal

No. 1605/l(9)/PN/O/I/4P-1/2003 **Dated : 08.04.08.**

Copy forwarded for information and necessary action to the :-

1. Secretary to the Govt. of West Bengal, Finance (Budget) Department.
2. Commissioner, Panchayats & Rural Development, West Bengal.
3. Commissioner, Presidency/Burdwan/Jalpaiguri Division.
4. Director, State Institute of Panchayat & Rural Development, Kalyani.
5. District Magistrate.....District (All)
6. Executive Officer/Addl. Executive Officer,.....Zilla Parishad (All)
7. District Panchayat & Rural Development Officer.....(All).

He is requested to circulate the copie of this order to the S.D.Os., B.D.Os. and E.Os. of Panchayat Samitis within the district.

8. P.S. to MIC / MOS, Panchayat & Rural Dev . Deptt, Govt. of West Bengal
9. Budget Cell of this Department.

M. Ray
Joint.Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building,
63, Netaji Subhas Road, Kol-1

No. 3451/PN/O/I/3C-5/99 **Dated : 07.10.2004**

From : M. Roy, OSD & Ex-Officio Dy. Secy. to the
Government of West Bengal.

To : The Additional Executive Officer, South 24-Parganas Zilla Parishad, Alipore, Kolkata - 700 027

Sub : **Clarifications on TA./D.A., remuneration/honorarium of Adhyaksha/Upa-Adhyaksha of District Council for Panchayats.**

Sir,

I am directed to refer to your letter no. 67l/ZP/DC/PA & AO/OA dated 3.9.04 on the above mentioned subject and to clarify the points as raised therein seriatim.

1. The Adhyaksha of the District Council will be entitled to Honorarium with effect from the date of formation/ constitution of the District Council.

2. The Office of the Zilla Parishad will be the head-quarter of the Adhyaksha. The office accommodation of Adhyaksha should be commensurate with his/her status and may be reasonably similar to the accommodation available for the Karmadhyakshas of the Sthyaee Samitis of the Zilla Parishad/Mahakuma Parishad as per this Deptt.'s order no. 639/PN/O/I/3C-5/94 dt. 21.03.95. He/She is entitled to honorarium @Rs. 2,200/- (Rupees two thousand and two hundred) only per mensem.

There is no separate scale of T.A./D.A. for Adhyaksha of District Council. He/She will be eligible to get T.A./D.A. for undertaking tour outside the head quarters beyond a radius of eight kilometers within the district in the interest of Public Services for discharging his/her official duties in connection with inspection or supervision of works at the same rate as provided for a member of Zilla Parishad- The Adhyaksha is not, however, entitled to any T.A./D.A. for attending meetings of the District Council at Zilla Parishad office.

3. The Upa-Adhyaksha is also entitled to T.A./D.A. at the same scale as provided for a member of Zilla Parishad.

4. No decision has yet been taken for providing Honorarium/Remuneration to Upadhyaksha of a District Council.

This Deptt. had issued guidelines for payment of TA/DA to the office bearers and members of the Zilla Parishad and Panchayat Samity vide this Deptt.'s letter No. 24038/I/Panch/4A-2/81 Pt. dated 25.08.1981. The terms and conditions as contained therein should be followed while granting TA/DA to the Adhyaksha/Upa-Adhyaksha members of a District Council for Panchayats provided that such journeys are authorised by a resolution of the concerned District Council.

Yours faithfully,

Sd/- M. Ray
OSD & Ex-Officio Dy. Secy. to the
Government of West Bengal.

No. 3451/1(18)/PN/O/I/3C-5/99 **Dated : 07.10.2004**

Copy forwerded for information and necessary action to :-

1. The Director of Panchayat & R.D., West Bengal.
2. The Addl. Executive Officer, Burdwan Zilla Parishad/Mahakuma Parishad (All except that of South 24-Parganas Zilla Parishad).
3. The Director, SIPRD, Kalyani.

M. Ray
OSD & Ex-Officio Dy. Secy. to the
Government of West Bengal.

Chapter - 17

Activity-Mapping Order Issued by the P&RD Department & Other Departments

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	4769/PN/O/I/4P-1/05 (pt.-IV)	10/29/07	GP,PS,ZP	Assignment of responsibilities on three tier PRIs and mapping of activities of PR Bodies
2	6102/PN/O/V/4P-1/05	7/11/2005	GP,PS,ZP	Assignment of responsibilities on three tier PRIs and mapping of activities of PR Bodies
3	592/PN/O/I/4P-3/06	4/2/2010	GP,PS,ZP	Amendment to the Order No. 6102/PN/O/ V/4P-1/05, dt. 07.11.2005
4	667/FPI&H/2S(H)/09/08 (pt.-I)	16/6/2009	GP,PS,ZP	Order relating to selection of beneficiaries under the NRHM
5	1694/PLB/3B-16/2008	18/5/2009	GP,PS,ZP	Implementation of the Scheme Grants to PRIs for production of quality seeds
6	3377/PLB/3B-16/2008	11/11/2008	GP,PS,ZP	Letter relating to Grants to PRIs for production of quqlity seeds
7	1504/BCW/MR-61/09	19/5/2009	GP,PS,ZP	Order relating to services of the Project Officer-cum District Welfare Officers/ District Welfare Officers, BCW at District Level and Inspectors, BCW at Block level be placed with the PRIs
8	371/PO/O/III/4M-10/2007	27/11/2008	GP,PS,ZP	Notification relating to discharge of power, functions & duties
9	630/MME/Sectt./EM/O/10M-79/05 (pt.-I)	24/6/2008	GP,PS,ZP	Road map concerning the Department of mass Education Extension including Library Services
10	1088/Fish/C-ll/3B-9/2007	29/5/2008	GP,PS,ZP	Letter relating to delegate of five functions of this Department in favour of the P&RD Department
11	274-AR &AH/3A-17/2006	13/2/2008	GP,PS,ZP	Order relating to disaggregation of Departmental Activities
12	770-AR & AH/3 A-17/2006	16/5/2008	PS	Oreder relating to place of services of BLDO
13	457/AR & AH/Sanction (SP)/AD/P/4A-7/98	13/3/2009	GP,PS,ZP	Memorandum relating to Grants to PRIs for distribution of Fodder Seeds/Cutting, Minikits etc.
14	290/AR & AH(Sch.)/Sanction (SP)/AD/P/4A-35/2007 (pt.-I)	5/1/2009	GP,PS,ZP	Memorandum relating to implementation of the Scheme Financial Assistance to the Beneficiaries & Entrepenureship Development for Sc Beneficiaries under SCP

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
15	287/AR & AH(Sch.)/Sanction (SP)/AD/P/4A-43/2002	5/1/2009	GP,PS,ZP	Memorandum relating to Organization of Animal Health Camps
16	600/SS/MSET/C-I/MSSE/2007	19/9/2007	GP,PS,ZP & Municipalities	Notification relating to assign the coordinating functions relating to the development of micro & small scale enterprises
17	95/SSE/07(P)/10M-131/06	6/3/2007	GP,PS,ZP	Order relating to functions and responsibilities of PRIs in respect of Mid-Day Meal Programme
18	2803-MI/2M-13/O5	20/11/2006	GP,PS,ZP	Order relating to supervise & monitoring & give needful assistance of Officers of WID Department to 3-tire of Panchayats
19	109/CFW/2005	11/5/2005	GP,PS,ZP	Oreder relating to maintenance and upkeep of the BPHC, PHC & sub-centre
20	H/FW/467/3S-31/2002	14/10/2003	GP,PS,ZP	Restructuring of Sub-centres & some consequential changes in the organizational Set-up at different levels
21	213(62)/SW/3S-224/04	13/1/2005	GP,PS,ZP	Restructuring the service infrastructure of Rural Health Sector under the leadership of the Panchayats
22	1830/SW/3S-106/05	20/5/2005	GP,PS,ZP	Mapping of activities relating to various departments of the State Govt. for devolution of activities to different tires of PRIs
23	1256/SW/5S-106/05	12/4/2006	GP,PS,ZP	Order relating to Women & Child Development and Social Welfare Dept.
24	2609-For/FR/O/11M-11/2004	6/8/2004	ZP	Placement of forest officials in Zilla parishad to take up social forestry and afforestation programmes under different schemes
25	PHE/IV/1841/W-50/99	28/8/1999	GP	Payment of panchayat Tax Krishnaganj Water Supply Scheme-Head Work Site
26	PHE/IV/1400/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat
27	PHE/IV/1401/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat
28	PHE/IV/1402/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
29	PHE/IV/1403/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat
30	PHE/IV/1404/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat
31	PHE/IV/1405/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat
32	PHE/IV/1406/W-49/08	01.06.2009	GP	Assigning responsibility of the maintenance of rural piped water distribution system to a Garm panchayat

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
KoIkata-700 001

No. 4769/PN/O/I/4P-1/05 (Pt-IV) **Date : 29.10.2007**

O R D E R

WHEREAS under sub-section (1) of Section 207 B of the West Bengal Panchayat Act. 1973 (West Bengal Act XLI of 1073), as subsequently amended, the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State ;

AND WHEREAS there is a need for assigning activities of rural electrification and non-conventional sources of energy to each tier of the Panchayats following the principle of subsidiary so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

AND WHEREAS the devolution of activities in respect of rural electrification and non-conventional sources of energy along with activity mapping has been approved as a Cabinet mention case on 12th October, 2007;

NOW, in continuation of this Department Order No. 6102//PN/O/I/4P-1/05 dated 07. 11. 2005 and in exercise of the power conferred by the provisions of sub-section (1) of section 207 B of the West Bengal Panchayat Act, 1073, the Governor is pleased hereby to assign the functions and activities of rural electrification and non-conventional sources of energy to the appropriate tier of the Panchayati Raj Institutions as shown in the **enclosed Table** for economic development and social justice in rural areas related to those subjects

The Governor is further pleased to order that the Department of Power and Non-conventional Energy of Sources (hereinafter referred to as the said Department) will issue appropriate Government orders to that effect, in consultation with the Panchayats and Rural Development Department, if necessary, which should be backed by the appropriate Legislation of the Department concerned, wherever necessary. This may necessitate passing on the requisite amount of fund to the Panchayats as also appropriately instructing the officials of the said Department posted at District, Block and Gram level for making their services available to the Panchayats for utilization in the execution of the schemes of the said Department now being assigned to Panchayati

Raj Bodies. The said Department may also work out suitable capacity building programme for Panchayat functionaries for discharging the assigned responsibilities and duties effectively. The concerned officials may also be given suitable ex-officio designation signifying their association with the Zilla 'Parishad. Panchayat Samiti or Gram Panchayat, as the case may be.

This order will come into force with immediate effect.

By Order of the Governor.

Sd/- A. K. Deb
Chief Secretary to the
Govt. of West Bengal

Enclo : As stated.

No. 4769/1 (12)/PN/O/I/4P-l/05 (Pt-IV) **Date : 29.10.2007**

Copy forwarded for information and necessary action to the :

1) Sabhadhipati of.....Zilla Parishad (All).

2) Principal Secretary to the Govt. of West Bengal, Power Department.

3) Sri U. N. Bhaduri, OSD & Ex-officio Dy. Secretary, to the Govt. of West Bengal. Power Department.

4) Sri Maloy Kr. De, Chairman & Managing Director, West Bengal State Electricity Distribution Co. Ltd., Bidyut Bhavan, Sector-Il, Salt Lake, Kolkata-700 091

5) Commissioner of Panchayats and Rural Development, West Bengal.

6) Director of SIPRD, Kalyani, Gandhi Bhavan, Dist. Nadia.

7) Commissioner of Presidency / Burdwan / Jalpaiguri Division (All).

8) District Magistrate.....District (All).

9) Addl. Executive Officer of.....Zilla Parishad (All).

10) District Panchayat & Rural Dev. Officer of.....(All).
Copy of this order shall be circulated to the functionaries / officials of Panchayat Samitis and Gram Panchayats within the district.

11) Private Secretary to MIC / MOS, Power Deptt./P & RD Deptt.

12) All Cells of this Department.

M. N. Roy
Principal Secretary to the
Government of West Bengal

Subject – Rural Electrification

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Bidyut O Achiracharit Shakti Sthayee Samiti of Zilla Parishad Link Officer – Secretary or Deputy Secretary of Zilla Parishad	**Bidyut O Achiracharit Shakti Sthayee Samiti of Panchayat Samiti** Link Officer – Secretary or Deputy Secretary of Panchayat Samiti	**Upa Samiti of Panchayat Samiti** Link Officer – Secretary of Gram Panchayat
Electrification of Mouzas	• Issuance of Certificate regarding electrifiction of mouza • Preparation of a mastre plan of linking different mouzas with entwork	• Preparation of a master plan for linking diiferent mouzas with WBSEDCL network	• To ensure coordinated effort between panchayat vis-a-vis other Departments in respect of Development of electricity infrastructure	• Issuance of certificate by Pradhan to the effect that mouza has been electrified
Electrification of households and conservation of energy	• Mobilization of consumers • Identification of graded SHGs • Capacity building of SHGs • Awareness campaign and wide publicity among farmers, other consumers • Energy management • Availability of energy saving devices in local market • Demonstration of models	• Identification of suitable graded SHGs through DRDC and Nari O Sishu Unnayan Sthayee Samiti • Capacity building of SHGs through DRDC to make them competenet for working as franchisees of WBSEDCL • Monitoring constitution of Licensing Board in the district for issuance of Licence	• Organizing workshop / seminar at Block level for awareness generation • Ensuring availability of energy saving devices / Panchayat Samiti in local market through enterpreneurs • Demonstration of energy saving deveices / models in Panchayat Samiti office • Development of training facilities for providing technical / skill training to authorized electrians for undertaking house wiring	• Mobilization of consumers through authorized franchisees of WBSEB (SHGs) for connectivity to households • Awareness generation / information dissemination on connectivity, efficient management of energy, use of energy saving devices • Demonstration of energy saving devices / models in GP office • To assist WBSEDCL in Demand size management - to minimize agricultural consumption during

				peak hours and to maximize it during off peak hours to avail of tariff benefit and ensure benefit of uninterrupted power supply to consumers of other sectors.

*WBSEDCL – West Bengal Electricity Distribution Co. Ltd.

Subject – Non-converntional / Alternative Sources of Energy.

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Bidyut O Achiracharit Shakti Sthayee Samiti of Zilla Parishad Link Officer – Secretary or Deputy Secretary of Zilla Parishad	**Bidyut O Achiracharit Shakti Sthayee Samiti of Panchayat Samiti** Link Officer – Secretary or Deputy Secretary of Panchayat Samiti	**Upa Samiti of Panchayat Samiti** Link Officer – Secretary of Gram Panchayat
Hamessing alternative sources of energy in rural areas	• Identificaton of potential consumers • Technical and financial assistance for installantion of Bio-gas in potential households • Development of demonstration model of Bio-gas • Development of energy park Awareness generation for hamessing alternative sources of energy including bio-fuel	• Development of energy park of demonstration of various alternative sources of energy and bio-fuel • Organizing workshop / seminar to emphasize the need of hamessing alternative sources of energy	• Extending technical and financial assistance for installation of Bio-gas in potential households • Providing assistance in maintenance of Bio-gas unit • Development of demonstration model of Bio-gas, alternative sources of energy and biofuel in Block area for publicity	• Identification of beneficiaries / potential consumers of alternative sources of energy • Organizing awareness camp and information dissemination relating to alternative sources of energy and bio-fuel

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
KoIkata-700 001

No. 6102/PN/O/V/4P-1/05 **Date : 07.11.2005**

O R D E R

WHEREAS Article 243G of the Constitution of India has-empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolution of powers and responsibilities upon the appropriate tier of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Schedule of the Constitution of India;

AND WHEREAS Section 207B has been inserted in the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) by Section 50 of the West Bengal Panchayat (Amendment) Act, 1994 (West Bengal Act XVIII of 1994) ;

AND WHEREAS under sub-section (1) of Section 207 B of the said Act the State Government may by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State ;

AND WHEREAS there is a need for assigning activities to each tier of the Panchayats following the principle of subsidiary so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats ;

AND WHEREAS the State Council of Ministers in their meeting held on the 27th September, 2005 have assigned responsibilities upon three tier Panchayati Raj Institutions as shown in the enclosed Table, delineating their activities in respect of the subjects covered under the Eleventh Schedule of the Constitution ;

NOW, in exercise of the power conferred by the provisions of sub-section (1) of section 207 B of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), as subsequently amended from time to time, the Governor is pleased hereby to assign such functions and activities to the appropriate tier of the Panchayati Raj Institutions as shown in the enclosed Table with authorities for planning, budgeting and implementing schemes and taking other possible measures for economic development and social justice in rural areas related to those activities.

The Governor is further pleased to order that the concerned Departments will issue appropriate Government orders to that effect, in consultation with the Parichayats and Rural Development Department, if necessary, which should be backed by the appropriate Legislation of the Department concerned, wherever necessary. This may necessitate passing on the requisite amount of fund to the Panchayats as also appropriately instructing the officials of the respective Departments posted at District, Block and Gram level for making their services available to the Panchayats for utilization in the execution of the schemes of the respective Departments now being assigned to Panchayati Raj Bodies. The respective Departments may also work out suitable capacity building programme for Panchayat functionaries for discharging the assigned responsibilities and duties effectively. The concerned officials may also be given suitable ex-officio designation signifying their association with the Zilla Parishad, Panchayat Samiti or Gram Panchayat, as the case may be. This order will come into force with immediate effect.

By Order of the Governor,

Sd/- A. K. Deb
Chief Secretary to the Govt. of West Bengal

No. 6102/PN/O/V/4P-1/05 **Date : 07.11.2005**

Copy forwarded for information and necessary action to the :

1) Private Secretary *to* MIC/MOS,.....(All)

2) Sabhadhipati of.....Zilla Parishad (All).

3) Principal Secretary / Secretary to the Govt. of West Bengal.....

.....Department (All). ‘

4) Commissioner of Presidency / Burdwan / Jalpaiguri Division (Ail).

5) Commissioner of Panchayats and Rural Development, West Bengal. -

6) Director of SIPRD, Kalyani, Gandhi Bhavan, Dist. Nadia.

7) District Magistrate of.....(All).

8) Addl. Executive Officer of.....Zilla Parishad (All).

9) District Panchayat & Rural Dev. Officer of.....(All).
Copy of this order shall be circulated to the functionaries / officials of Panchayat Samitis and Gram Panchayats within the district.

10) All Cells of this Department.

M. N. Roy

Secretary to the Government of West Bengal

ASSIGNMENT OF RESPONSIBILITIE ON THREE TIER PANCHAYATI RAJ INSTITUTIONS AND MAPPING OF ACTIVITIES OF P. R. BODIES

ITEM : 1 – Agriculture and Extension Works :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Krishi Sech O Samabaya Sthayee Samiti of Zilla Parishad Link Officer – Principal Agricultural Officer	**Krishi Sech O Samabaya Sthayee Samiti of Panchayat Samiti** Link Officer – Agriculture Development Officer	**Krishi O Prani Sampad Bikash Upa-Samiti of Gram Panchayat** Link Officer – Krishi Prajukti Sahayak
Beneficiary Selection for different Programs	• Identification and selection of farmers • Awareness campaign and wide publicity among farmers	In consultation with the Sthayee Samiti the Principal Agricultural Officer will – • fix up target for each Panchayat Samiti for selection of beneficiaries • fix up target for holding awarness camp and campaign and monitor and supervise the same, if necessary • Involve the Sub-divisional Agricultural Officer in the campaign, if necessary • Initiate Block wise awareness campaign at the beginning of each crop season	In consultation with the Sthayee Samiti the Principal Agricultural Officer will – • fix up target for each Gram Panchayat Samiti for selection of beneficiaries • fix up target for holding awarness camp and campaign and monitor and supervise the same, if necessary • Facilities the Sthayee Samiti members about the strategy to augment agricultural production at the beginning of each crop season	In consultation with the Upa-Samiti the Krishi Prajukti Sahayak will – • select or nominate beneficiaries • select or nominate beneficiaries in consultation with the Agriculture Development Officer after expiry of the time limit • Organize awareness camp in consultation with ADO / SAO • facilitate the members of Upa-Samiti about the strategy to augment agricultural production

Capacity Building & Extension Work	• Identification of training need of farmers • Chalking out Block wise training program • Training for skill development and Field demonstration • Inforaiton dissemination and motivation of farmers seed	In consultation with the Sthayee Samiti the Principal Agricultural Officer will – • Identify the training need • prepare action plan for enhancing skill and field demonstration and execute the same • Prepare action plan for information dissemination and motivation of farmers and execute the same	In consultation with the Sthayee Samiti the Agriculture Development Officer will – • select venue and faculty • supervise and monitor training • collect from all Gram Panchayats Agricultural data and forward to the District Office for future use in training and skill upgradation	In consultation with the Upa-Samiti the Krishi Prajukti Sahayak will – • identify and select farmers • organize awareness camp and field demonstration • send all agriculture related data and special need or necessities to the ADO
	• Promotion of use of organic manure and bio-fertilizer and its publicity • Distribution of pesticides • Mechanization of farm and distribution of Agricultural equipments at subsidized price	Principal Agricultural Officer will – • Sub-allot minikits /seeds/bio-fertilizer (at subsidized price) to Panchayat Samitis for distribution among farmers • Fix target for each Panchayat Samiti for distribution of Agricultural equipments • Fix target in consideration of technical prossibilities and filed situation and monitor timesly distribution • If necessary, Z.P./ PAO will reserve 5% inputs	Agricultural Development Officer will – • fix target for distribution of minikits/seeds/bio-fertilizer (at subsidized price) to Gram Panchayat • Monitor proper and timely distribution of Agricultural equipments on the basis of technical possiblilities and field stituation • Organize awareness camp with the support of Gram Panchayat for maintenance of eco-system and reuse of implements/ equipments/inputs	Krishi Prajukti Sahayak will – • identify and select beneficiaries for distribution of minikits / seeds / bio-fertilizer / pesticides / farm machinery / plant protection equipments • Prepare list in consultation with ADO after expiry of time limit for distribution

Financial Assistance to farmers	• Crop Insurance and Kishan Credit Card • Farmers Old Age Pension (Sub-div. Agriculture Officer being the DDO)	In consultation with the Sthayee Samiti along with DLCC/ DLBC the Principal agricultural Officer will – • prepare Block wise Action Plan • Involve Agricultural Officers working at Sub-division level • Monitor & supervise crop insurance and Kishan Credit Card distribution • Monitor & supervise Block wise distribution of farmers' old age pension. In this case Sundar Ban Islands, flood and drought prone areas and forest areas of Dooars will get priority	In consultation with the Sthayee Samiti the Agriculture Development Officer will – • fix up GP wise Action Plan • involve Agricultural Officers working at Sub-division level in monitoring and supervision • monitor and supervise GP wise distribution of old age pension	In consultation with the Upa-Samiti the Krishi Prajukti Sahayak will – • collect data • jointly survey loss of crop and assist the Department in estimation of amount • collect soil for sample sruvey and organize awareness camp on this issue
Management of Agri-farm	• Seed production • Infrasctructure development • Supply and utilization of human resource	In consultation with the Sthayee Samiti along with DLCC/ DLBC the Principal agricultural Officer will – • prepare Action Plan for quality seed production • distribute financcial assistance under centrally sponsored programme for infrastructure development of fund • take initiative for supply and utilization of human resources • monitor and supervise	In consultation with the Sthayee Samiti the Agriculture Development Officer will – • prepare Action plan for quality seed production in Agri-farm • take action for supply of Agri-labour • maintain quality of seeds • arrange for proper utilization of seeds in the locality	In consultation with the Upa-Samiti the Krishi Prajukti Sahayak will – • estimate need-based requirement of seeds • take active role in production of quality seeds and their distribution • collect data on use of seeds and their impact

ITEM : 2 – Animal Resources Development :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Matsya O Prani Sampad Bikash Sthayee Samiti of Zilla Parishad Link Officer – Dy Director, ARD	**Matsya O Prani Sampad Bikash Sthayee Samiti of Zilla Parishad** Link Officer – Block Livestock Dev. Officer	**Krishi O Prani Sampad Bikash Upa-Samiti of Gram Panchayat** Link Officer – Livestock Dev. Assistant
Beneficiary Selection for different Programs	• Identification and selection of farmers • Awareness campaign and wide publicity among farmers • Formation of groups	• Fixing up target for each Panchayat Samiti for selection of beneficiaries	• Fixing up target for each Gram Panchayat for selection of beneficiaries	• Identification and selection of beneficiaries • Awareness generation • Organization of self-help groups
Capacity Building & Extension Work	• Assessment of training need of farmers • Selection of trainees • Chalking out training program • Specialized training • Awareness training • Information and motivation of farmers	• Identification of training need of farmers • Selection of trainees for training program at dist. level • Preparation and analyais of dist. Level data base • Allotment of fund to Panchayat Samities for training	• Selection of trainees for Block level training program • Selection of venue for GP level training • Supervision of GP level training • Celebration of PRANI SAPTAHA • Release of fund to Gram Panchayats	• Identification of training need and selection of trainees for GP level training program • Field demonstration for fodder cultivation on community land and vested land • Organization ARD issues • Organization of awareness camp on preventie measures • Celebration of PRANI SAPTAHA

Increassing Fodder Production	• Augmentation of Fodder Production through distribution of minikits, sale of seeds, Kishan Bon, Fodder demonstration etc.	• Policy decision on supply of minikits/seeds/ manure to Blocks • Fixing scale of distribution of minikits/seeds/ manure per block • Policy decision of purchase of seeds • Policy decision on sub-allotment of fund to different Blocks	• Supply of minikits to different GPs and fixing scale of distribution of minikits per GP • Monitoring & supervising distribution of minikits and sale of seeds to farmers	• Distribution of minikits/ seeds/ manure to farmers • Generation of awareness and wide publicity among farmers • Field demonstration to farmers
Livestock Development	• Breed up-gradation through distribution of improved variety livestock • Rearing of birds and small animals – Family scheme and individual scheme • Vaccination Program • Artifical Insemination Program • Infrastructure Development	• Distribution of improved variety of livestock to Blocks • Drawing up action plan of Vaccination program and Artificial Insemination program for the Dist. • Policy decision on execution of work and release of fund	• Collection of improved variety of livestock from Dist. Farm and determining scale of distribution to GPs • Monitoring of the situation to prevent out break of epidemic • Monitoring of the Artificial Insemination program; identifying problem areas and covering gap • Need based prioritization and execution of work	• Distribution of minikits/ seeds/ manure improved variety birds/small animals to farmers. • Providing facility of hatching • Vaccination of animals against epidemic • Execution of Artificial Insemination with the help of Prani Bandhu at fixed price • Assessment of need for infrastructure development
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 3 – Cottage and Small Scale Industries :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti of Zilla Parishad Link Officer – General Manager, DIC	**Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti of Panchayat Samiti** Link Officer – Industrial Development Officer	**Shilpa O Parikathama Upa-Samiti of Gram Panchayat** Link Officer – Job Assistant / Nirman Sahayak
Beneficiary Selection for different Programs	• Identification and selection of beneficiaries • Fomation of groups	• Fixing up target for each Panchayat Samiti for selection of beneficiaries	• Fixing up target for each Gram Panchayat for selection of beneficiaries	• Identification of beneficiaries • Organization of self-help groups
Capacity Building & Extension Work	• Assessment of training need and selection of trainees • Enterpreneur dev. programme • Skill dev. training program • Awareness campaing and wide publicity among artisans	• Assessment of training need • Organization of Enterpreneur dev. program and skill dev. training • Organization of awareness camp at Dist. Level • Organization of Handricaft competition at Dist. level	• Selection of trainees / venue for skill dev. training program run by NGO • Selection of entrepreneurs for training • Supervision of training • Organization of awareness camp at Block level • Conducting wide publicity for competition	• Identification of training need for skill dev. training • Identification of beneficiaries • Organization of awareness camp at GP level • Motivation of rural artisans
Development of micro-enterprise and enterpreneurs	• Pradhan Mantri Rozgar Yojana • Deputing Artisans to fairs / meals • Promotion of Bio-gas • Credit linkage of enterpreneurs	• Co-ordination between enterpreneurs and financial institutions for credit linkage • Action plan for development of micro-enterprise / enterpreneurs	• Selection of micro-enterprise / enterpreneurs • Developing micro enterprise / self enterprise with bank credit • Selection of Artisans for fairs / melas within the district • Promotion of bio-gas plant	• Identification of micro-enterprise / enterpreneurs • Group formation & selection of activities • Selection of Artisans for fairs / melas outside the district or state • Awareness generation and wide publicity

Planning and Budgeting	• Prepartion of development plan of five year term and annual plan and budget for each year in under their disposal	• Prepartion of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa-Samiti for each year

ITEM : 4 – Health and Family Welfare :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Janasasthya O Paribesh Sthayee Samiti of Zilla Parishad Link Officer – Chief Medical Officer of Health	**Janasasthya O Paribesh Sthayee Samiti of Panchayat Samiti** Link Officer – Block Medical Officer of Health	**Siksha O Janasasthya Upa-Samiti** Link Officer – Health Supervisor
Improvement in infrastructure	Upgrading facilities at Sub-center	Civil works for improvement of infrastructure (large size outlay)	• Maintenance and upgradation of BPHC and PHC	• Maintenance and upgradation of Sub-centers
Supply of Materials	Procuring materials and distribution	• Fund allotment • Lifting of materials from State Hqtrs and supply to different block	• Supervision and monitoring of utilization of funds and materials by BPHCs and PHCs • Local Purchase of non-medical items required by the PHCs and BPHCs as may be authorized by H&FW Department	• Supervision and monitoring of utilization of funds and materials by Sub-centers • Local Purchase of non-medical items required by the sub-centers as may be authorized by H&FW Department
• Monitoring and supervision of Departmental service delivery system	• Restructuring monitoring & reporting system • Operating Management Information System	• Compilation of reports and returns from Block-level and analysis for monitoring crucial public health indicators	• Compilation of monthly reports from Sub-centers and GPs, and analysis for monitoring crucial public health indicators	• Monitoring most important public health indicators • Planning for focused interventions • Involving Self-Help Groups in monitoring community health

• Monitoring and supervision of functioning of PRI bodies	• Involving Self-Help Groups in monitoring community health	• Planning for focused interventions • Supervision of secondary curative services and standing committees of the Panchayat Samiti	• Supervision of Primary curative Services • Supervision of GP level Upa-Samitis on Health • Planning for focused interventions	
Involving community in promotive and preventive health care management	• Mobilizing the community through Self-Help Groups • For better utilization of available services and • For adopting better practices	• Devising IEC Strategy • Developing IEC materials • Organizing campaign for planned family, safe motherhood, best child care practices	• Planning and organization for IEC activities • Organizting campaign for planned family, safe motherhood, best child care practices	• Birth and Death Registration • Updating ECCR • Disease surveillance to pre-empt outbreak • Preventive measures against spread of communicable diseases • Conducting Base line Survey on status of community health • Surveillance and rapid response isues • Promoting planned family norms and practices • Arrangement of referral transport in serious cases • Promotion of concepts of nutrition and best dietary practices • Ensuring nutrition supplement for mother and child through ICDS / AWC / Ensuring nutrition supplement in schools

Special Programme Implementation	• Universal immunization • Pulse polio • Revised National Tuberculosis Control Program • Vector-borne disease program (Malaria and Kala-zar) • NPCB Program • Total Sanitation Programme • Swajaldhara (Safe Drinking Water) • NLEP • AIDS • RCH • Mental Health • School Health • Disabilities • Thalassammia	• Fund allotment, monitoring and supervision of immnization program including pulse polio • Development of infrastructure for Institutional delivery • Monitoring availability of medicine at PHCs • Organizing sterilization camp for eligible couple • Organizing cataract operation camps	• Implementation of immunization programme • Promotion of Institutional delivery • Monitoring availability of medicine at sub-centres • Organizing training of school teachers on eye care • Organizing training of Traditional Birth Attendents (Dai) • Implementation of safe drinking water projects / schemes • Ensuring timeliness and quality in delivery of household latrines by Rural Sanitary Marts • Construction of community toilets at public places, Sub-Centres under TSC and toilets in schools, AWCs under School Sanitation Programme • Organizing training of School Teachers in School Sanitation, Environmental Sanitation and Personal Hygiene, Monitoring School	• Awareness for taking preventive measures against common diseases like malaria, kalazar, TB, leprosy and monitoring follow-up practices by patients. • Organizing users groups for new safe drinking water sources and maintenance of existing water sources. • Promotion of demand for latrines in every household. • Preparing proposals for community toilets at public places, schools, AWC, Health Sub-Centres • Ensuring environmental sanitation including prevention of open defecation, protection of water source, drainage, cleanliness of habitat Ensuring Timely spraying of vector control chemicals.

Capacity Building	• Training to Health/ Anganwadi workers, Panchayat functionaries, NGO workers, members of SHGs on RCH, TB/ AIDS / Leprosy control Programs • Skill Development Training	• Allotment of fund for training • Sending resource persons for training • Organizing and conducting skill development training for Health workers	• Organizing and conducting senitization Training • Selection of clientele for training • Imparting skill development training to traditional Dais	• Identifying clienteles for training • Capacity building for SHGs for developing a surveillance system through SHGs • Up-gradation of HQ sub-centers for delivery of additional services including development of a Panchayat owned Labour Hut.
Planning and Bdugeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 5 – Foresty including Social Foresty :

Function	**Activity**	**Responsibility of Standing Committee of three-tier PRIs**		
		Bon O Bhumi Sanskar Sthayee Samiti of Zilla Parishad Link Officer – Divisional Forest Officer and Additional / Asst. Divisional Forest Officer	**Bon O Bhumi Sanskar Sthayee Samiti of Panchayat Samiti** Link Officer – Ranger Officer / Beat Officer	**Krishi O Prani Sampad Bikash Upa-Samiti of Gram Panchayat** Link Officer – Forest Extension Worker
Beneficiary selection for different Programs	• Identification and selection of beneficiaries • Awareness campaign and wide publicity among artisans	• Fixing up target for each Panchayat Samiti for selection of beneficiaries	• Fixing up target for each Gram Panchayat for selection of beneficiaries	• Identification and selection of beneficiaries • Awareness generation at village • SHG formation

Increasing forest coverage	• Aforestaion on and strip plantation • Dev. of fruit garden and saplings nursery	• Preparation of Action plan for works • Supervision and monitoring of works	• Plantation of trees, distribution of sapling	• Selection of Workers / beneficiaries in consultation with Forest Protection committe
Development of Infrastrure for forest villages	• Const. of village road, earthen dam, exavation of well, Installation of Tube Well in forest village	• Preparation of Action plan for works • Supervision and monitoring of works	• Exectuion of Infrastructural works	• Selection of Workers beneficiaries in consultation with Forest Protection Committee
Socio economic activities	• Introducing income generating activities for villagers viz, distribution of sal-leaf-plate making machine / sewing machine / chicks / ducklings / flugerlings / minikits / saplings of fruti trees in forest villages	• Preparation of Action plan for works • Supervision and monitoring of works	• Distribution of inputs for micro-enterprise • Providing assistance for Income generating activities	• Identification of income generating activities
Planning and Budgeting	• Preparation on of development plan for five year term and annual plan and budget for each year in respect of fund avialable under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparaton of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual and budget for the Upa Samiti for each year

ITEM : 6 – Women and Child Development and Social Welfare :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Nari O Sishu Unnayan Tran O Janakalyan Sthayee Samiti of Zilla Parishad Link Officer – Dist. Social Welfare Officer & Dist. Programme Officer	**Nari O Sishu Unnayan Tran O Janakalyan Sthayee Samiti of Panchayat Samiti** Link Officer – Block Welfare Officer & Child Development Project Officer of ICDS	**Nari Sishu Unnayan O Samaj Kalyan Upa-Samiti of Gram Panchayat** Link Officer – Supervisor of ICDS
Selection of beneficiaries for different programmes	• Survey of beneficiaries • Identificateion & selection of beneficiaries • Awareness • Mobilization on of community	• Selection of beneficiaries for Non-institutional care of children up to 18 years	• Recommendation of names of beneficiaries for Pension Schemes to the DM for approval • Recommendation of beneficiaries for non institutional core of children up to 18 years.	• Supportive role in survey of beneficiaries availing facilities of Anganwadi Centers • Identification of beneficiaries for NPAG, Kishori Shakti Yojana & Pension Schemes • Issue of BPL certificate for beneficiaries of Balika Sambriddhi Yojana • Awareness generation in villages to motivate parents for pre-school education & immunization of their children • Mobilize community participation to improve quality of coocked food in Anganwadi Centers
Construction of Anganwadi Centers	• Selection of sites for Anganwadi Centers • Construction of Anganwadi Centers		• Supervision of construction of Anganwadi Centers	• Recommendation of sites for Anganwadi Centers • Cosntruction of Anganwadi Centers

Convergence of activities	• Co-ordition of programmes • Monitoring & Supervision of Programmes		• Co-ordination to ensure availability of facilities / benefits to SHGs of Swayamsiddha & convergence with other SHGs formed under different programmes • Conergence of activities of ICDS and reporting of functioning of Anganwadi Centers to the Sthayee Samiti of Panchayat Samiti	• Convertgence of ICDS activities and reporting of functioning of Anganwadi Centers in the convergence meeting at GP level with the Supervisors and the ANMs.
Planning and Budgeting	• Preparation on of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year out of resources available for ZP	• Preparation of annual plan and budget for the Sthayee Samiti for each year out of resources available for PS	• Preparation of annual plan and budget for the Upa Samiti for each year out of resources available for GP

ITEM : 7 – Food Supplies including Public Distribution System :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Khadya O Sarbahara Sthayee Samti of Zilla Parishad Link Officer – Dist. Controller of Food & Supplies	**Khadya O Sarbahara Sthayee Samti of Panchayat Samiti** Link Officer – Sub-Inspector of Food & Supplies	**Artha O Parikalpana Upa-Samiti of Gram Panchayat** Link Officer – Executive Assistant
Distribution of food grains to BPL / Antodaya Annya Yojana & Annapurna Card holders	• Identificantion of beneficiaries • Distribution of BPL Cards, Antodaya Annya Yojana & Annapurna Cards • Additional quota of beneficiaries	• Approval of beneficiary list • Fixing additional quota of beneficiaries for blocks	• **Preparation of list of beneficiaries for BPL cards** • Fixing quota of beneficiaries for Gram Panchayats	• Identification & selection of beneficiaries for distribution of BPL Cards, Antodaya Annya Yojana Cards & Annapurna Cards • Fixing quotas of beneficiaries for each Gram Sansad

Public Distribution System	• Lifting of food grains from FCI • Checking quality of food grains • Allotment of food grains and Kerosene Oil • Issue of Ration Cards	• Monitoring lifting of food grains from FCI	• Monitoring distribution of food grains to MR Dealers • Monitoring preparation and distribution of Ration Cards	• Monitoring distribution of food grains from MR Shop to the beneficiaries
Procurement of food grains	• Identification and selection of farmers • Selection of Farmers' Co-operative Societies • Fixing up target for each Rice Mill • Milling of paddy and storing of rice	• Fixing up target for each Rice Mill • Monitoring Milling of paddy • Storing of rice in Godowns	• Selection of Farmers' Co-operative Societies for purchase of paddy	Providing certificate confirming procurement of paddy from the farmers at Minimum Support Price (MSP)
Planning and Budgeting	• Preparation of development plan for five year therm and annual plan for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 8 – Fishery

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Matsya O Prani Sampad Bikash Sthayee Samiti of Zilla Parishad Link Officer – Asst. Director of Fisheries	**Matsya O Prani Sampad Bikash Sthayee Samiti of Panchayat Samiti** Link Officer – Fishery Extinsion Officer	**Krishi Of Prani Sampad Bikash Upa-Samiti of Gram Panchayat** Link Officer – Sahayak of GP
Capacity Building	• Identification and selection of beneficiaries • Organizing training • Organizing awareness camp	• Release of fund for training • Action plan for all sorts of training and Awareness camp in consultation with the **Asstt. Director of Fisheries** • Preparation of Training Need Assessment **in consultation with the Asstt. Director of Fisheries** • Supervision of training	• Organization of training • Selection of training venue • Liaison with NGO for training	• Identification & selection of beneficiaries **for GP or village level training** • Holding awareness camp • Identification of fisher women belonging to Co-operative Societies
Infrastructure Development for Fishermen	• Construction of Cluster housing with Community Hall • Contruction of approach road • Contruction of Sanitary Latrine, Water source	• **Monitoring and supervision of works**	• **Monitoring and supervision of works**	• Identification of beneficiaries and places for house sites
Fish Farming / composite farming	• Selection of ponds / open cast pit for fish farming • Improvement of tank • Harvesting	Monitoring and supervision of works	• Approval of beneficiaries and ponds / open cast pit for pisciculture • Approval of derelict / semiderelict tanks for pisciculture	• Identification and selection of beneficiaries and their ponds / open cast pit • Identification and selection of derelict / semiderelict tanks

	• Netting • Excavation of tank • Testing soil and water • Supply of minikits		• Handing over tanks to Co-operative Societies or Groups on lease for management and farming • Excavation of tank	• Netting and harvesting • Collection of sample (soil and water) for testing and supply
Welfare of Fisher men	• Distribution on of HARI Cast net and Drag net, fingerlings, lime and vending inputs • Liberation of fingerlings in river • Pension to old age fisher men	• Allocation of fund, kind components for Blocks	• Selection of sites for liberation of fingerlings in river • Selection of Co-operative Societies • Supervision of works related to selection of beneficiaries	• Identification and selection of groups / beneficiaries • Delivery of fingerlings and other inputs • Selection of beneficiaries for FFDA / BFDA
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 9 – Backward Classes Welfare :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti of Zilla Parishad Link Officer – Project Officer cum District Welfare Officer	**Sishu O Nari Unnayan, Janakalyan O Tran Sthayee Samiti of Panchayat Samiti** Link Officer – Inspector of Backward Classes Welfare	**Nari, Sishu Unnayan O Samaj Kalyan Upa-Samiti of Gram Panchayat** Link Officer – Gram Panchayat Secretary
		• Fixing up targets of beneficiaries / pensioners /	• Supervision for selection of	• Identification of farmers for Minor Irrigation schemes

Beneficiariy identification and selection for different programmes	• Identification and selection of beneficiaries • Awareness campaign and wide publicity among weaker sections	SHGs for each Panchayat Samiti • Circulation of guidelines to all Panchayati Samitis and Gram Panchayats • Fixing up target for credit inputs for each Panchayat Samiti • Selection of Gram Panchayats for Minor irrigation augmenting sources of drinking water	beneficiaries / pensioners / SHGs • Supervision for selection of new sources of drinking water • Credit linkage for SHGs / farmers / individual beneficiaries under SCP or TSP or other programs • Disbursement of pension to old age pensioners	• Identification & selection of pensioners / beneficiaries at Gram Sansad for Poverty Alleviation Programs • Site selection for new sources of drinking water • Organization gramin bank
Capacity Building		• Release of fund for trainning • Action plan for all sorts of training and Awareness camp • Assessment of Training Need	• Selection of Gram Panchayats with concentration of weaker sections for awareness camp, wide publicity • Organization and supervision of training for women / SHGs / farmers • Release of fund to Gram Panchayats	• Holding awareness / motivation camp • Hand holding support to SHGs / women groups
Book Grant, Stipend & Scholarship for SC/ ST/ OBC students	• Selection of students for book grant, stipend, scholarship	• Fixing up targets for different schools	• Collection of names of students from schools • Release of fund to schools	• Reporting to Panchayat Samiti about any difficulty in getting book grant, stipend, scholarship from school within its area
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 10 – Mass Education Extension including Library Services :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Zilla Parishad Link Officer – District Mass Education Officer & District Library Officer	**Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Panchayat Samiti** Link Officer – Extension Officer Mass Education & Lady Extension Officer Mass Education	**Siksha O Janasasthya Upa-Samiti of Gram Panchayat** Link Officer – Executive Assistant of Gram Panchayat
Management of District Libraries / Sponsored Libraries / Sponsored Rural Libraries / Community Library cum information Centre	• Supervision of the activities of Libraries • Dissemination of information on Rural Development Programs / on social issues / on locally available resources / on functioning of PRIs	• Supervision of the activities of District Libraries • Sending copies of guidelines / booklets for all development programs to Dist. Library for general informaiton of public • Sending copy of Annual Report / Budget / Annual Plan of ZP to Dist. Library • Sending data / information on social issues to Dist. Library	• Supervision of the activities of Sponsored Libraries • Sending copies of guidelines / booklets for all development programs to sponsored Library for general informaiton of public • Sending copy of Annual Report Budget / Annual Plan of PS to Sponsored Library • Sending data / information on social issues to Sponsored Library • **Disbursement of salary to organizer of CLIC** • **Audit of CLIC by PAAO**	• Supervision of the activities of Rural Libraries / Library cum information centre • Sending copies of guidelines / booklets for all development programs to Rural Library / CLIC for general informaiton of public • Sending copy of Annual Report / Budget / Annual Plan of GP to Rural Library / CLIC • Sending data / information on social issues to Rural Library / CLIC
Continuing Education Program	Monitoring & supervision of Continuing Education Centres	• **Planning, Monitoring & Supervision by the ZSS (Link Offier– Officer-in-charge Literacy Cell) Convergence of development schemes with CEP**	• Monitoring & supervision of Continuing Eucation Centre • Convergence of Literacy with income generating activities, SHGs & community health, initiative	• Regular contract with Literates / Neo-literates for attendance in Continuing Education Centre • To treat nodal Continuing Education Centre as Rural Information Centre

Scholarship for handicapped students of class IX onwards	• **Publicity campaign** • **Awareness camp** • **Identification of students** • **Sponsoring students**		• **Sponsoring names of students through school** • **Monitoring disbursement of scholarship to students through school**	• **Organization of Publicity campaign** • **Holding awareness camp for students & parents** • **Identification of students**
Institute for the disabled (Special Schools)	• **Special Education and Training for the Sightless, Hearing Impaired and Mentally Retarded students**	• **Supervision and monitoring of the institutes** • **Consideration of the proposals for academic recognition / sponsorship of institutes for disabled (to be forwarded to the MEE Deptt./ Dte. with recommendation or otherwise)**	• **Supervision and monitoring of the Institutes**	
Social Welfare Homes Mass Education Extension Deptt./Dte	• **To provide food, shelter, education group up to the age of 18 years or Madhyamik pass whichever is earlier**	• **Publicity and supervision of Social Welfare**	• **Recommendation of applications for admission to Homes** • **Publicity and Supervision**	• **Recommendation of applications for admission to Homes** • **Publicity and Supervision**
Adult High School	• **To impart education up to Madhyamik level to interested Adult learners who are not enrolled in any formal school**	• **Consideration of proposal for opening of new Adult High School (To be forwarded to the MEE Deptt. / Dte. with recommendation or otherwise).**	• **Publicity and Supervision of Adult High Schools**	• **Publicity and Supervision of Adult High Schools**
Planning and Budgeting	• **Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal**	• **Preparation of annual plan and budget for the Sthayee Samiti for each year**	• **Preparation of annual plan and budget for the Sthayee Samiti for each year**	• **Preparation of annual plan and budget for the Upa Samiti for each year**

ITEM : 11 – Information & Cultural Affairs :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Zilla Parishad Link Officer – District Information & Cultural Affairs Officer	**Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Panchayat Samiti** Link Officer – Sub-divisional Information & Cultural Affairs Officer	**Artha O Parikalpana Upa-Samiti of Gram Panchayat** Link Officer – Executive Assistant of Gram Panchayat
Multimedia Campaign	• Arranging Cultural Programs, speech, film etc.	• Selection of blocks • Release of fund	• Selection of Gram Panchayats • Organizing Cultural Programs, speech, film etc.	• Selection of Venues
Dissemination of information	• Exhibition on local issues or subject • Display of Hoarding	• Selection of issue, subject • Release of fund • Selection of block • Selection of theme for hoarding • Supplying messages	• Selection of Gram Panchayats • Organizing of exhibition • Preparation of hoarding	• Selection of venue for exhibition • Selection of site for hoarding • Fixing hoarding
Essay writing competition in schools	• Selection of subject • Fund release • Contact with teachers & students of schools • Checking of answer scripts	• Selection of subject • Fund release	• Contact with teachers & students of schools • Checking of answer scripts	
Celebration of important dates	• Celebration of red letter days • Campaign for national Programs, viz, Pulse Polio	• Selection of dates • Release of fund • Selection of block	• Liaison with GPs Organization of celebration program • Organizing Campaign	• Wide publicity & campaign • Selection of venue

Folk festival	• Organization of folk festival • Promotion of folk culture	• Selection of theme for folk festival • Selection of block • Fund release • Supply of Musical instruments	• Selection of GP • Organization of festival • Infrastructural support	• Selection of venue for festival • Identification of beneficiaries / participants
Promotion of song, drama	• Workshop on Tagore-songs, Nazrul-songs, folk songs	• Selection of block • Selection of teacher • Release of fund	• Selection of venue • Contact with schools	
Children's film festival	• Selection of film for each block	• Fund release • Contact with Cinema Hall owners • Fixing up time for film show	• Selection of venues • Contact with schools for publicity among students	• Distribution of entry tickets / cards
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 12 – School Education :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Zilla Parishad Link Officer – District Inspector of Schools	**Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Panchayat Samiti** Link Officer – Sub-inspector of Schools	**Artha O Parikalpana Upa-Samiti of Gram Panchayat** Link Officer – Executive Assistant of Gram Panchayat
Spread of School Educatoin	• Establishment of new School • Up-gradation of schools	• Selection of sites for establishment of new school • Recomendation of up-gradations of schools		

Mid day meal Programme	• Management of programme • Supervision of Programme	• Supervision and management of Mid day meal Programme	• Management and supervision of Mid day meal programme	
Mobilizing community participation in Education	• Mobilization of VEC • Monitoring of VEC	• Supervision and monitoring of VECs	• Supervision and monitoring of VECs	• Mobilization of VEC • Counseling, guidance & monitoring of VEC • Formation of Parents – teacher association • Organizing teacher - community interface
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 13 – Public Health and Engineering :

Function	**Activity**	**Responsibility of Standing Committee of three-tier PRIs**		
		Janasasthya O Paribesh Sthayee Samiti of Zilla Parishad Link Officer – Executive Engineering, PHE	**Janasasthya O Paribesh Sthayee Samiti of Panchayat Samiti** Link Officer – Sub Assistant Engineer PHE	**Siksha O Janasasthya Upa-Samiti of Gram Panchayat** Link Officer – Job Assistant / Nirman Sahayak
Development of water supply system	• Identification of schemes, locations • Formation of projects and schemes • Technical approval of schemes • Execution of schemes	• Formulating major water supply schemes (Pipe water supply) • Execution of schemes beyond the competence of Panchayat Samitis • Technical approval of schemes beyond the competence of Panchayat Samitis	• Formulating projects • Seeking technical approval from Zilla Parishad for projects beyond the competence of Panchayat Samitis • Execution of schemes (DTW / Mark-II / Tara Hand Pump) beyond the competence of Gram Panchayats	• Identification of schemes and locations • Construction of wells, tanks, Tube Wells (Ordinary Hand Pump) • Periodical chlorination of open water and disinfection of Tube wells • Collection of water sample for testing

Monitoring rural water supply schemes	• Release of fund • Reporting progress • Monitoring & supervision	• Release of fund for projects to Panchayat Samitis / Gram Panchayats	• Monitoring and supervising progress and quality of works	• Reporting progress of schemes
Maintenance of water supply system	• Maintaining schemes • Collection of water charges • Awareness of community	• Providing technical skill when necessary • Providing fund if required	• Maintaining big water supply schemes beyond the competence of Gram Panchayats	• Maintaining drinking water schemes, collecting water charges for projects handed over to PRI through User Committee • Awareness on use of safe drinking water
Planning and Budgeting	• Preparation of development plan for five years term and annual plan are budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 14 – Water Investigation and Development

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Krishi Sech O Samabaya Sthayee Samiti of Zilla Parishad Link Officer – Executive Engineering, Agri-Irrigation, Agri-Mech.	**Krishi Sech O Samabaya Sthayee Samiti of Panchayat Samiti** Link Officer – Sub-Assistant Engineer, Agri-Irrigation Agri-Mech.	**Krishi O Pranisampad Bikas Upa- Samiti of Gram Panchayat** Link Officer – Job Assistant / Nirman Sahayak
Development of Minor Irrigation system, drainage water investigating structures and water management	• Identification of locations for projects • Identification of beneficiaries • Formulation of Minor Irrigation projects • Execution of Minor Irrigation Projects • Supervision, monitoring and review of the progress and quality of works	• Scrutiny of the schemes received from GP / PSs and recommendation to DSSC for final selection • Joint Supervision, Monitoring and review of the progress • Co-ordination between various departments and agencies funding projects	• Seeking technical vetting of Executive Engineers (AI / AM) through ZP for MI schemes beyond the competence of Panchayat Samity • Joint supervision and monitoring of progress of the schemes	• Identification of locations for projects • Construction of percolation tanks, field channels within the GP • Identification of beneficiaries under various programmes for MI Projects through Gram Sansad

Water Management		• Propagation of modern water management & delivery methods	• Organizing farm demonstration for modern water management techniques & conservation of water in field	• Encouraging farmers for on farm development and developmet of field channesl / delivery system for proper utilisation of water • Maintaining MI schemes, collecting water charges through User Committee for new projects handed over to PRI
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plann and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

ITEM : 15 – Land and Land Reforms :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Bon O Bhumi Sanskar Sthayee Samiti of Zilla Parishad Link Officer – District Land & Land Reforms Officer	**Bon O Bhumi Sanskar Sthayee Samiti of Panchayat Samiti** Link Officer – Block Land & land Reforms Officer	**Artha O Parikalpana Upa-Samiti of Gram Panchayat** Link Officer – Revenue Inspector
Recording of names of Bargadars	• Identification of cultivators • Display of notice		• Supervision of Barga recording	• Identification of cultivators for recording names as Bargadars • Display of notice containing names of Bargagadars cultivating land in that mouza
Management of Hat / Bazar / Ferr / Fishery / Tanks	Management of Hat / Bazar / Ferry / Fishery / Tanks up to 5 acre area	• Management of Hat / Bazar / Ferry / Fishery / Tanks transferred to ZP	• Management of Hat / Bazar / Ferry / Fishery / Tanks transferred to PS	• Management of Hat / Bazar / Ferry / Fishery / Tanks transferred to GP

Dispute relating to cultivation & harvesting	• Identification of vulnerable areas • Settlement of dispute		• Settlement of dispute relating to cultivation and harvesting	• Identification of vulnerable areas relating to cultivation & harvesting dispute
Distribution of vested land	• Identification of undistributed vested agricultural land • Selection of beneficiary		• Pre-distribution survey of undistribution agri-land • Preparation of a priority list of beneficiaries • Performing function of Land Reforms Advisory Committee at Block level • Distribution of Patta	• Identification of beneficiary for distribution of vested agri-land
Collection of Land Revenue and Cess	• Creation of public awareness • Organization of collection camp • Co-ordination in collection	• Co-ordination in collection efforts of land revenue and Cess in peak collection season	• Organization of collection camp for collection of land revenue and Cess during peak collection season, i.e., the Bengali months of Poush, Magh, Falgun and Chaitra	• Creation of public awareness regarding payment of revenue and Cess through suitable leaflets and other means of publicity
Institutional finance to Bargadars and Patta holders	• Fixing target for credit linkage • Identification of beneficiaries • Supply of appliclation forms • Disbursement of loan		• Fixing target of institutional finance in Panchayat Samiti area to Bargadars and Pattadars in consultation with BLBC Block Level Bankers' Co-ordination committee • Supply of application forms to G.Ps. • Drawing up programme for disbursement of loan in consultaton with concerned bank	• Identificaton of beneficiaries • Assistance in filling up application forms by beneficiaries • To attend loan disbursement programme
Amalgamation and splitting up of mouzas	• Convey of opinion	• To communicate opinion regarding Amalgamation or splitting up of mouzas	• To communicate opinion rearding Amalgamation or splitting up of mouzas	• To communicate opinion regarding Amalgamation or splitting up of mouzas

Change of village boundary due to appearance of 'char' land	• Suggestion of name to 'char' land	• Suggesting name of 'char' land		
Management of road side land	Management of road side land	• Management of road side land of roads maintained by the State Govt. through the Z.P.		
Supervision of functions	Supervision of functions	• Supervision of the functions of G.P. and P.S. relating to land matters		
Settlement of different types of vested, part-vested, fisheries / tanks / water bodies	Settlement of different types of vested, part-vested, fisheries / tanks / water bodies	• Presence of representative at the time of processing proposal for granting lease or for determination of such lease or for transfer of such lease • Cosidering the opinion of Sthayee Samiti regarding use of such water bodies • Considering opinion of Sthayee Samiti in dispute finalisation		
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-1.

No : 592/PN/O/I/4P-3/06 Dated : 4.2.10.

ORDER

This Department previous order no. 6102/PN/O/V/4P-1/05 dated 07.11.2005 issued from this Department in terms of Article 243G of the constitution of India read with subsection (1) of section 207B of the West Bengal Panchayat Act, 1973 (West Bengal Act XL1 of 1973) for the purpose of assigning such functions and activities to the appropriate tier of the Panchayati Raj Institutions as shown in the enclosed table of the aforesaid order be amended as follows :

1. At page 18 of the order in column 3 after the words "Link Officer - District Inspector of Schools" insert the words "Secondary Education."

2. At page 18 of the order in column 5 for the words "Artho O Parikalpana Upa-Samiti of Gram Panchayat Link Officer - Executive Assistant of Gram Panchayat" substitute the words. "Siksha-O-Janaswastha Upa-Samiti, Link Officer - Sub-Inspector of Schools of the concerned CLRC."

By Order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the
Government of West Bengal.

No : 592/1(150)PN/O/I/4P-3/06 Dated : 4.2.10.

Copy forwarded for information and necessary action to the:

1. Private Secretary to MIC/MOS.
2. Sabbadhipati,_____.Zilla Parishad.
3. Principal Secretary/Secretary to the Govt. of West Bengal, _____Deptt. (All).
4. Commissioner of Presidency/Burdwan/Jalpaiguri Division.
5. Commissioner of Panchayats & R. D., West Bengal.
6. Director of SIPRD, Kalyani, Nadia.
7. District Magistrate,_____Dist. (All).
8. Additional Executive Officer of,_____. _____Zilla Parishad (All).
9. District Panchayat and Rural Development Officer,_____Dist. (All).
   Copy of this order shall be circulated to the functionaries/officials of P.Ss & G.Ps within his district.
10. All Cells of this Department.

M. Ray
Joint Secretary to the Govt. of West Bengal.

Government of West Bengal
Department of Food Processing Industries & Horticulture

No. 667/FPI&H/2S(H)/-9/08(Pt-I) Dated 16th June, 2009

NOTIFICATION

For sometime past, the need to prescribe guidelines for selection of beneficiaries under the National Horticulture Mission (NHM) was being felt by this Department. In the absence of specific guidelines towards beneficiary selection for NHM, districts were facing difficulties in selecting beneficiaries and releasing fund within the desired time limit. As such, large amount of funds remained unspent in districts entailing curtailment from the central share in the subsequent year.

After careful consideration of the whole matter, the Governor is hereby pleased to approve the procedure of selection of beneficiaries as noted below.

1. The Mission Director, State Horticulture Mission, Government of West Bengal, will intimate the AAP outlay to each district as soon as the state AAP is approved by Government of India. This will also include the schemes approved for the districts, the financial outlay for each scheme and the number of beneficiaries involved.

2. The District Mission Committee (DMC) will apportion the AAP targets for Panchayat Samities and intimate the same to the Blocks with intimation to the Mission Director, SHM.

3. District Horticulture Officer (DHO) will requisition funds from SHM as per the schedule of activities under the District Plan and SHM will release the fund to the district.

4. BDO & ex-officio Executive Officer of respective Panchayat Samities will immediately arrange for apportioning the Block targets into target for GPs through the Krishi, Scch O Sambaya Sthayee Samiti of the Panchayat Samiti.

5. He will obtain the names of the selected beneficiaries through the Gram Panchayats and send the same to DMC for information along with requisition of fund. Selection procedure at Gram Panchayat level will be framed by the respective districts as per G.O.S issued by the State Government from time to time under various rural development schemes.

(Contd. to next page)

6. DMC after obtaining the list of beneficiaries will recommend release of funds to the concerned Panchayat Samiti.

7. DHO will then arrange to release the funds as recommended by the DMC in favour of the Panchayat Samiti concerned.

8. BDO & E.O. - Panchayat Samity will in turn release the fund in favour of the beneficiaries concerned, either from PS directly or through GP, as per the decision of DMC, after receiving work done certificate from either any GP staff, or, the Field Consultant (F.C.) engaged under NHM by the Horticulture Directorate for the Block.

9. A subsidiary Cash Book for NHM is to be maintained at Panchayat Samity office. FC's service may be utilized by the E.O. Panchayat Samity for maintenance of the subsidiary Cash Book. The F.C. will also play the key role for coordination between the Gram Panchayat and Block office for NHM activities. Similar subsidiary cash book will be maintained at the GP level, if disbursement of funds under NHM takes place through GP.

10. It will be the responsibility of the District Horticulture Officer to collect the Utilization Certificate from the BDO Offices/GP timely and send it to SHM for onward transmission.

11. These provisions will apply to schemes taken up under NHM in urban areas also for which DMC will develop specific guidelines under the overall framework given above.

By Order
Sd/-
Joint Secretary to the
Government of West Bengal

No. 667(61)/FPI&H/2S(H)-9/08(Pt-I) Dated : 16th June, 2009

Copy forwarded for information and necessary action to the:

1) Principal Secretary P & R D Department, GoWB,

2-4) Divisional Commissioner,_____ Division

5-22) Savadhipati,_____ZillaParishad

23-40) District Magistrate,_____District

41) Director of Horticulture, Government of West Bengal

42-59) District Horticulture Officer^_____. District

60) Section Officer of this Department

61) Guard File

Assistant Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE
BUDGET & PLANNING CELL
WRITERS' BUILDINGS
KOLKATA-700 001.

No. 1694-PLB/3B-16/2008 Dated, Kolkata, the 18th of May, 2009.

From : Smt. M. Jha,
Joint Secretary.

To : The Principal Secretary,
Panchayats & Rural Development Department,
63, N.S. Road, Jessop Building, Kolkata -700001

Sub : Implementation of the scheme 'Grants to PRIs for production of quality seeds'

Sir,

I am directed to state that during the last financial year 2008-09 a new scheme 'Grants to PRIs for production of quality seeds' and its SCP & TSP component schemes had been introduced and relevant heads of accounts opened by the Finance Department under Demand No.5 of Agriculture Department and a total provision of Rs.6.00 Crores was made therein and P & R.D Department was requested to obtain proposals from the PRIs of the districts vide this Department letter No.3377-PLB dt. 11.11.2008 (copy enclosed for ready reference). Copies of the relevant portion of the Budget Publication No. 11 showing the schemes with provisions thereunder for 2008-09 are forwarded herewith as decided in meeting held on 27.4.2009.

I am further to state that this year 2009-10 we have made provisions under the schemes in the following manner :

i) 2401-00-103-SP-012-V- Grants to PRIs for production of quality seeds : Rs.2.80 Crores,

ii) 2401-00-789-SCP-049-V- Grants to PRIs for production of quality seeds : Rs.2.62 Crores &

iii) 2401-00-796-TASP-041-V- Grants to PRIs for production of quality seeds : Rs.1.38 Crores.

All the Zilla Parishads are being informed as per decision (1) taken in the said meeting.

Enclo : as stated

Yours faithfully,
M. Jha
(Joint Secretary)

REVENUE EXPENDITURE

DETAILED ACCOUNT NO. 2401-00-103 – SEEDS - Contd.

			Actuals 2006-2007 Rs.	Budget Estimate 2007-2008 Rs.	Revised Estimate 2007-2008 Rs.	Budget Estimate 2008-2009 Rs.
002	–	Strengthing of State Seed Certification Agencies [AG]				
01	–	Salaries				
		12 – Medical Allowances	...	...	...	...
50	–	Other Charges	1,01,978	5,00,000	5,00,000	17,00,000
		Total - 002	1,01,978	5,00,000	5,00,000	17,00,000
003	–	Development of Seed Testing Laboratories [AG]				
20	–	Other Charges	9,11,013	10,00,000	10,00,000	20,00,000
006	–	Subsidised Sale of Quality Seeds - [AG]				
50	–	Other Charges	...	...	...	...
008	–	Seed for Green Manuring [AG]				
50	–	Other Charges	...	...	...	...
011	–	Strengthening of West Bengal State Seed Corporation [AG]				
31	–	Grants-in-aid				
		01 – Salary Grants	...	...	...	...
012	–	Grants to PRIs for Production of Quality Seeds [AG]				
31	–	Grants-in-aid				
		02 – Other Grants	...	...	...	4,00,00,000
Total - 103 - SP - State Plan (Annual Plan & Eleventh Plan)			24,47,526	31,00,000	31,00,000	5,10,00,000
		CN - CENTRAL SECTOR (NEW SCHEMES)				
001	–	Setting up of National Seed Research & Training Centre [AG]				
50	–	Other Charges	18,475	...	...	...
004	–	Development and Strengthening of Seed Infrastructure Facilities for Production and Distribution of Quality Seeds and use of Bio Technology in Agriculture [AG]				
50	–	Other Charges	25,00,000	25,00,000	1,00,000	1,50,000
Total-103-CN - Central Sector (New Schemes)			25,18,475	25,00,000	1,00,000	1,50,000
		Total - 103	**6,20,35,561**	**6,79,77,000**	**6,90,59,000**	**12,20,79,000**

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE
BUDGET & PLANNING CELL
WRITERS' BUILDINGS
KOLKATA-700 001.

No. 3377-PLB/3B-16/2008 Dated, Kolkata, the 11th November, 2008

From : Smt. M. Jha,
Joint Secretary.

To : The Principal Secretary,
Panchayats & Rural Development Department,
63, N.S. Road, Kolkata -700001

Sir,

In inviting a reference to your letter no. SPRD-893(54)-08/PN/O/1/4F-1/06, dated 07.08.2008, I am directed to state that provision has been made in this years budget for a new scheme "Grants to PRIs for production of Quality Seeds" under ther following heads of accounts :

i) 2401-00-103-SP-V-31-02 – Rs. 4,00,00,000

ii) 2401-00-789-SCP-SP-049-V-31-02 – Rs. 1,00,00,000

iii) 2401-00-796-TASP-SP-041-V-31-02 – Rs. 1,00,00,000

I am to add that this Department has not initiated any proposal to include this scheme in its budget and as such modalities for implementation of this scheme is not available with the Department.

In the circumstances, for release of fund under this scheme, I am directed to request you kindly to send a detailed proposal to this Deptt. mentioning the names of Zilla Parishads / Panchayat Samitys / Gram Panchayats to whom the fund can be released.

Yours faithfully,
M. Jha
(Joint Secretary)

REVENUE EXPENDITURE

DETAILED ACCOUNT NO. 2401-00-789 – SPECIAL COMPONENT PLAN FOR SC - Contd.

			Actuals 2006-2007 Rs.	Budget Estimate 2007-2008 Rs.	Revised Estimate 2007-2008 Rs.	Budget Estimate 2008-2009 Rs.
027	–	Assistance for Horticultural Project [AG]				
50	–	Other Charges	...	...	...	...
028	–	National Pulses Development Programme [AG]				
50	–	Other Charges	...	...	...	...
043	–	Integrated Scheme for Oilseeds, Pulses, Oil Palm and Maize (ISOPOM) [AG]				
50	–	Other Charges	53,45,188	1,00,00,000	1,00,00,000	75,00,000
044	–	Cotton Development Mission, [AG]				
50	–	Other Charges	49,83,853	1,50,00,000	1,50,00,000	1,50,00,000
045	–	Bio Village Demonstration Camp [AG]				
50	–	Other Charges	...	5,00,000	5,00,000	10,00,000
046	–	Diversified Cropping Programme under Dryland / Rainfed Condition [AG]				
50	–	Other Charges	...	10,00,000	10,00,000	30,00,000
047	–	Farmers Training Tour / Training [AG]				
50	–	Other Charges	...	10,00,000	10,00,000	15,00,000
048	–	Agricultural Training on Farm Women [AG]				
50	–	Other Charges	...	5,00,000	5,00,000	10,00,000
049	–	Grants to PRIs for Production of Quality Seeds [AG]				
31	–	Grants-in-aid				
		02 – Other Grants	...	...	...	1,00,00,000
Total-789-SP - State Plan (Annual Plan & Eleventh Plan)			4,09,91,359	7,12,00,000	7,20,61,000	8,15,00,000
		CS - CENTRALLY SPONSORED (NEW SCHEMES)				
001	–	Oilseed Production Programme [AG]				
50	–	Other Charges	...	...	...	...
002	–	Integrated Programme for Cereal Development [AG]				
50	–	Other Charges	...	...	...	...
003	–	Annual Macro Management Mode Work Plan On Agricultural Development Works [AG]				
50	–	Other Charges	10,28,06,391	19,80,00,000	21,60,00,000	19,80,00,000
004	–	National Pulses Development Project [AG]				
50	–	Other Charges	...	...	...	...
005	–	Intensive Cotton Development Programme [AG]				
50	–	Other Charges	34,24,435	60,00,000	80,19,000	75,00,000
006	–	Integrated Scheme for Oilseeds, Pulses, Oilplam and Maize (AG) [AG]				
50	–	Other Charges	1,55,57,921	3,00,00,000	4,20,00,000	2,25,00,000
Total-789-CS - Centrally Sponsored (New Schemes)			12,17,88,747	23,40,00,000	26,60,19,000	22,80,00,000
		Total - 789	**16,27,80,106**	**30,56,15,000**	**33,80,80,000**	**30,95,00,000**

REVENUE EXPENDITURE

DETAILED ACCOUNT NO. 2401-00-796 – TRIBAL AREA SUB-PLAN

			Actuals 2006-2007 Rs.	Budget Estimate 2007-2008 Rs.	Revised Estimate 2007-2008 Rs.	Budget Estimate 2008-2009 Rs.
796	–	**Tribal Area Sub-Plan**				
		SP - STATE PLAN (ANNUAL PLAN & ELEVENTH PLAN)				
007	–	Dry land/Rainfed Crop Demonstration [AG]				
50	–	Other Charges	14,50,405	...	...	...
008	–	Oilseed Production Programme (State Share) [AG]				
50	–	Other Charges	...	...	...	...
014	–	Horticulture and Vegetable Crops-Potato and Vegetable Crops - Potato and Vegetable Development [AG]				
50	–	Other Charges	...	...	...	...
018	–	Commercial Crops-Oilseeds Development including Sunflower [AG]				
50	–	Other Charges	...	...	...	...
020	–	Subsidised Sale of Quality Seeds [AG]				
50	–	Other Charges	...	...	...	...
021	–	Integrated Programme for Cereal Development [AG]				
50	–	Other Charges	...	...	...	...
023	–	Distribution of improved high yeilding/hybrid varieties of seeds and other inputs through Demonstratio programme [AG]				
50	–	Other Charges	8,93,266	10,00,000	10,00,000	50,00,000
024	–	Agril. training centre including farmers study tour [AG]				
50	–	Other Charges				
030	–	Annual Macro Management Mode Work Plan on Agricultural Development Works [AG]				
50	–	Other Charges	39,00,783	40,00,000	40,00,000	20,00,000
031	–	National Pulses Development Project [AG]				
50	–	Other Charges	...	...	...	...
033	–	Oilseed Procution Programme (State Share) [AG]				
50	–	Other Charges	...	...	...	...
034	–	Integrated Scheme for Oilseeds, Pulses, Oil Palm and Maize (ISOPOM) [AG]				
50	–	Other Charges	36,18,251	30,00,000	30,00,000	25,00,000
035	–	Cotton Development Mission [AG]				
50	–	Other Charges	12,49,553	50,00,000	50,00,000	80,00,000
036	–	Development of Cotton and other Fibre Crops [AG]				
50	–	Other Charges	2,58,127	3,00,000	3,00,000	5,00,000
037	–	Bio Village Demonstration Camp [AG]				
50	–	Other Charges	...	5,00,000	5,00,000	10,00,000
038	–	Diversified Cropping Programme under Dryland / Rainfed condition [AG]				
50	–	Other Charges	...	10,00,000	10,00,000	30,00,000
039	–	Farmers Study Tour / Training [AG]				
50	–	Other Charges	...	10,00,000	10,00,000	10,00,000
040	–	Agricultural Training on Farm Women [AG]				
50	–	Othe Charges	...	5,00,000	5,00,000	10,00,000
041	–	Grants to PRIs for Production of Quality Seeds [AG]				
31	–	Grants-in-aid				
		02 – Other Grants	...	...	...	1,00,00,000
Total-796-SP - State Plan (Annual Plan & Eeleventh Plan)			**1,19,24,413**	**1,63,00,000**	**1,63,00,000**	**3,40,00,000**

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS'BUILDINGS
Ist FLOOR BLOCK-1
KOLKATA-700 001
WEBSITE : www.anagrasarkalyan.gov.in

NO. 1504-BCW/MR-61/09 **Kolkata, the 19th May, 2009.**

ORDER

The matter of attachment of departmental officials with the Panchayati Raj Institutions (PRIs) for the sake of concerted development of SC/ST/OBC people in the State was under active consideration of the Government for some time past.

After careful consideration in the matter, the Governor is pleased to direct that the services of the Project Officer-cum-District Welfare Officers/District Welfare Officers, BCW at District level and Inspectors, BCW at Block level be placed with the Panchayati Raj Institutions (PRIs) for better execution and monitoring of different programmes related to the welfare and development of Backward Classes people in the State.

Accordingly services of PO-cum-DWOs/DWOs, BCW are hereby placed in the respective Zilla Parishad at District level and to Inspectors, BCW in the respective Panchayat Samity at Block level with immediate effect and until further orders. These officers will also be attached with the Sishu O Nari Unnayan and Janakalyan O Tran Sthayee Samily of Zilla Parishad and Panchayat Samity respectively.

The P.O.-cum-DWO/DWO, BCW will be designated as PO-cum-DWO/DWO and Ex-officio Parishad Welfare Officer and Inspectors, BCW will be designated as Inspector, BCW and Ex-officio Samity Welfare Officer respectively.

SD/- R. D. Meena,
Principal Secretary,
Backward Classes Welfare Department.

No. 1504/1(58)-BCW Kolkata, the 19th May, 2009.

Copy forwarded for information and necessary action to :

1. Pr. Secretary, Panchayat & Rural Development Deptt., Govt. of West Bengal.
2. Pr, Secretary, P & A R Department.
3-20. Sabhadhipati,.....Zilla Parishad.
21. Commissioner, BCW.
22-39. District Magistrate,.....District.
40. MD, WBSCST DEV. & FIN. CORPN.
41-58. P.O.-cum-D.W.O./D.W.O.,
.....District.

SD/- R. D. Meena,
Principal Secretary,
Backward Classes Welfare Department.

dr.-pr.secy.-1504

Government of West Bengal
Department of Power & Non-converntional Energy Sources
New Secretariat Building, Block-A, 7th Floor
1, K. S. Roy Road, Kolkata-700 001

NO. 371-PO/O/III/4M-10/2007 **Date : 27.11.2008**

NOTIFICATON

WHEREAS under sub-section (1) of Section 2007 B of the West Bengal Panchayat Act, 1973 (West Bengal Act, XLI of 1973) as subsequently amended, the State Government may, by order, transfer under such terms and conditions as may be specified, to Panchayats such powers, functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State :

AND WHEREAS there is a need for assigning activities of rural electrification and non-conventional or renewable sources of energy to each tier of the Panchayats following the principle of subsidiarity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of Panchayats :

AND WHEREAS the devolution of activities in respect of rural electrification and non-conventional or renewable sources of energy along with activity mapping had been approved as a Cabinet Mention Case on 12th October 2007.

NOW THEREFORE, in exercise of the powers conferred by the provisions of Sub-Section (1) of Section 207B of the West Bengal Panchayat Act, 1973, as amended, the Governor is pleased hereby to assign the following functions and activities of rural electrification and non-conventional or renewable sources of energy to the appropriate tier of the Panchayat Raj Institution (PRIs) for economic developmet and social justice in rural areas related to those subjects.

Rural Electrification				
Function	Activity	Responsibility of Standing Committees of three-tier PRIs		
		Bidyut O Achiracharet Shakti Sthayee Samiti of Zilla Parishad	Bidyut O Achiracharet Shakti Sthayee Samiti of Panchayat Samiti	Upa-Samiti of Gram Panchayat
Electrification of Mouzas	1) Coorodination 2) Facilitation 3) Certification	1) To ensure coordination efforts between WBSEDCL/CPSUs implementing RE Schemes & Departments whose functions have been transferred to PRIs	1) To coordinate electrification of all premises proving public utilities and community services	1) Facilitation to resolve local disputes in mouza electrification programmes 2) Certification of mouza electrification
Electrification of rural households	1) Building awareness to motivate rural households to accept access to electricity	1) To coordinate planning for promotion of small/ micro-enterprieses using electricity in District level for employment/income generation.	1) Organization of Seminars/ Workshops at Block level for awareness generation.	1) Awareness generation / information-dissemination on benefits of rural household electrification programme

Function	Activity	Responsibility of Standing Committee sof three-tier PRIs		
		Bidyut O Achiracharet Shakti Sthayee Samiti of Zilla Parishad	Bidyut O Achiracharet Shakti Sthayee Samiti of Panchayat Samiti	Upa-Samiti of Gram Panchayat
	2) Coorodination of measures to use electricity for rural employment / income generation	2) To facilitate capacity building of SHGS by WBSEDCL for operating as franchisess to manage the rural electricity distribution networks	2) Coordination for promotion of small/ micro-level enterprises using electricity for employment - income generation at block level	2) Support to WBSEDCL franchisess in mobilizing rural households to accept access to electricity
	3) Facilitation of capacity building of franchisess for effective management of rural electricity distribution network	3) Awareness campaign at District level to preventive use of electricity	3) Awareness campaign within Block level to prevent misuse of electricity	3) Awareness campaign within GP jurisdiction to prevent misuse of electricity
	4) Building awareness to prevent misuse of electricity			
Energy conservation	1) Improved rural energy management	1) Organization of Seminars / Workshops at District level for energy conservation	1) Demonstration of energy saving devices in Panchayat Samiti office	1) Demonstration of energy efficient devices in GP office
	2) Promotion of enterpreneurship	2) Promotion of enterpreneurship at District level for employment / income generation in rural electricity management	2) Development of training facilities to promote enterpreneurship in electrical wiring and repairs	2) Awareness generation in agricultural use of electricity to promote demand-side management to minimize consumption during peak hours and maximize consumption during off peak hours to avail Tariff benefits
	3) Demand-side management			

Non-Conventional / Alternative Sources of Energy

Function	Activity	Responsibility of Standing Committee sof three-tier PRIs		
		Bidyut O Achiracharet Shakti Sthayee Samiti of Zilla Parishad	Bidyut O Achiracharet Shakti Sthayee Samiti of Panchayat Samiti	Upa-Samiti of Gram Panchayat
Harnessing alternative sources of energy in rural areas	1) Awareness generation for harnessing alternative sources of energy including bio-fuels	1) Promotion of District Level Energy Park for demonstration of various alternative sources of energy and bio-fuel	1) Extension of technical and financial assistance for installation of biogas in potential households	1) Identification of beneficiaries / potential consumers of alternative sources of energy
	2) Promotion of biogas use in potential households	2) Organization of District Level Seminars / Workshops District Level to emphasize the need of harnessing alternative sources of energy to build awareness in the district	2) Support in maintenance of biogas units (Advisory Role)	2) Organizing awareness camps for information dissemination relating to alternative source of energy and bio-fuel
	3) Identification of potential consumers of alternative energy sources	3) Facilitation of Inter-Departmental issues to promote private investments in generation of energy from alternative sources in respect of projects promoted by the West Bengal Green Energy Development Corporation Identificaton of waste-land for Bio-fuel planatation and setting up Renewable Energy based Power Projects	3) Development of demonstration model of biogas, other alternative sources of energy and bio-fuel for building awareness within the block area	3) Facilitating resolution of local disputes regarding use of alternative energy by rural households
		4) Rural Exhibition, Fair etc. on Renewable Energy	4) Organizing training and awareness camp on Biogas, Solar HLS and improved Chulha programme	4) Handling of land related issues and setting of local disputes in respect of implementations of Renewable Energy Projects

Function	Activity	Responsibility of Standing Committee sof three-tier PRIs		
		Bidyut O Achiracharet Shakti Sthayee Samiti of Zilla Parishad	Bidyut O Achiracharet Shakti Sthayee Samiti of Panchayat Samiti	Upa-Samiti of Gram Panchayat
		5) Dissemination of information of various RE Programmes being launched by MNRE, Govt. of India for Rural Areas		

The Governor is also pleased to decide that since the Power and NES Department has practically no regional office at the district level, the the Panchayats & RD Department of the PRIs concerned may consider making some arrangements with the West Bengal State Electricity Distribution Company Limited for making the services of their officials available for all purposes including the capacity building of the panchayat functionaries. In regard to allotment of funds in the budget and releasing them to PRIs, this Department will examine the proposals as and when they received in this Department.

By order of the Governor
Sd/-
Joint Secretary to the Government of West Bengal

Order

Ordered that this notificaton shall be published in the official gazette and circulated to all concerned.

Sd/-
Joint Secretary to the Government of West Bengal

No. 371/1-PO/O/III/4M-10/2007 Date : 27.11.2008

Copy forwarded to the Superintendent, B. G. Press, Alipore, Kolkata-700 027 with the request to publish the aforesaid Notification in the Extra-ordinary issue of the official gazette and send at least 100 (one hundred) copies to this Department

Sd/-
Joint Secretary to the Government of West Bengal

No. 371/2(45)-PO/O/III/4M-10/2007 Date : 27.11.2008

Copy forwarded for information and necessary action to -

1. The Addilional Chief Secretary/Principal Secretary/Secrelary, Panchayat & RD Department, Govl. of West Bengal.

2. The Chairman and Managing Director, WBSEDCL.

3. The Managing Director, WBREDCL.

4. The Director-in-Charge, WBREDA.

5. The Managing Director, WBREDCL.

6. The District Magistrates, _____.

7. The Sabhadhipati _____Zilla Parishad.

8. The Sabhadhipati, Siliguri Mahakuma Parishad.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Mass Education Extension Department
Bikash Bhawan, Salt Lake, Kolkata - 700 091

No. 630-MEE/Sectt.
EM/O/10M-79/05Pt.1

Date : 24.06.2008

O R D E R

In consultation with the Panchayaf and Rural Development Department, a road map concerning the Department of Mass Education Extension including Library Services on devolution of activities to Panchayati Raj Institutions has been finalized. Panchayat and Rural Development Department has issued instructions vide Order No.6102/PN/O/V/4P-1/05 dated 17.11.2005 on devolution of Powers and responsibilities upon the appropriate tier of Panchayats.

Now the Governor is hereby pleased to assign such function and responsibilities to the appropriate tier of Panchayat Raj Institutions as shown at Annexure 'A'.

The Governor is further pleased to order that all the District Mass Education Extension Officers. District Library Officers (both posted at District Level) and all the "Extension Officers Mass Education Extension and Lady Extension Officers Mass Education Extension (posted at Block Level) will provide needful assistance in implementation supervision and monitoring of the Departmental activities devolved to the 3-tier Panchayati Raj Institutions which will fall within their respective operational jurisdiction. The aforesaid officers of two Directorates viz. Directorate of Mass Education Extension and Directorate of Library Services under the control of this Department will act as link officers at their respective levels/ Standing Committees in respect of the Departmental activities/functions assigned to the different tiers of Panchayat Raj Institutions as indicated at Annexure 'A'.

By Order of the Governor
Sd/- J Sundara Sekhar
Principal Secretary
to the Government of West Bengal

No. 630/1(5000)-MEE/Sectt. Dated - 24. 06.2008

Copy forwarded with the copy of Annexure 'A' forwarded for information and action to -

1) The Principal Secretary, P&RD Department, Jessop Building, 63, N. S. Road, Kolkata - 700001
2) The Director, Mass Education Extension Directorate, West Bengal, Bikash Bhavan, 9th Floor, Salt Lake City, Kolkata - 700 091
3) The OSD & Ex-Officio Director, Library Services Directorate, West Bengal, Bikash Bhavan, 9th Floor, Salt Lake City, Kolkata - 700 091
4) Director, State Resource Centre.
5) Sabhadhipati
6) Sabhapatis
7) The District Magistrate,
8) The Additional Executive Officer,
9) Block Development Officers
10) Gram Pradhans
11) DMEEOs/DLOs/EOMEE/LEOMEEs.
12) P.S. to Chief Secretary for information.
13) P.S. to M.O.S., M.E.E. Department.
14) P.S. to Principal Secretary, M.E.E. Deptt.
15) Karmadakhya Education Standing Committee, Zilla Parishad / Panchayat Samity.

O.S.D. & Ex-Officio Joint. Secretary

ITEM : 10 – Mass Education Extension including Library Services :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Zilla Parishad Link Officer – District Mass Education Officer & District Library Officer	**Siksha, Sanskriti, Tathya O Krira Sthayee Samiti of Panchayat Samiti** Link Officer – Extension Officer Mass Education & Lady Extension Officer Mass Education	**Siksha O Janasasthya Upa-Samiti of Gram Panchayat** Link Officer – Executive Assistant of Gram Panchayat
Management of District Libraries / Sponsored Libraries / Sponsored Rural Libraries / Community Library cum Inormation Centre	• Supervision of the activities of Libraries • Dissemination of Information of Rural Development Program / on social issues / on locally available resources / on functioning of PRIs	• Supervision of the activities of Libraries • Sending copies of guidelines / booklets for all development programs to Dist. Library for general information of public • Sending copy of Annual Report / Budget / Annual Plan of the Dist. Library • Sending data / information on social issues to Dist. Library	• Supervision of the activities of Sponsored Libraries • Sending copies of guidelines / booklets for all development programs to Sponsored Library for general information of public • Sending copy of Annual Report / Budget / Annual Plan of PS to Sponsored Library • Sending data / information on social issues to Sponsored Library • Disbursement of salary to organizer of CLIC • Audit of CLIC by PAAO	• Supervision of the activities of Rural Libraries / Library cum Information Centre • Sending copies of guidelines / booklets for all development programms to Rural Library / CLIC for general information of public • Sending copy of Annual Report / Budget / Annual Plan of GP to Rural Library / CLIC • Sending data / information on social issues to Rural Library CLIC
Continuing Education Program	• Monitoring & Supervision of Continuing Education Centres	• Planning, Monitoring & Supervision by the ZSS (Link Officer - Officer-in-charge Literacy Cell) Convergence of development schemes with CEP	• Monitoring & supervision of Continuing Education Centre • Convergence of Literacy with income generating activities, SHGs & community health initiative	• Regular contact with Literates / Neo-literates for attendance in Continuing Education Centre • To treat nodal Continuing Education Centre as Rural Information Centre

Scholarship for handicapped students of class IX onwards	• Publicity campaign • Awareness camp • Identification of students • Sponsoring students		• Sponsoring names of students through school • Monitoring disbursement of scholarship to students through school	• Organization of Publicity campaign • Holding awareness camp for students & parents • Identification of students
Institute for the disabled (Special Schools)	• Special Education and Training for the Sightless, Hearing Impaired and Mentally Retarded students	• Supervision and monitoring of the Institutes • Consideration of proposals for academic recognition / sponsorship of institutes for disabled (to be forwarded to the MEE Deptt./ Dte. with recommendation or otherwise).	• Supervision and monitoring of the Institutes	
Social Welfare Homes Under the control of Mass Education Extension Deptt./Dte	• To provide food, shelter, education etc. to boys & girls up to the age of 18 years or Madhyamik pass whichever is earlier	• Publicity and supervision of Social Welfare Homes	• Recommendation of applications for admission to Social Welfare Homes • Publicity and Supervision	• Recommendation of applications for admission • Publicity and Supervision
Adult High School	• To impart education up to Madhyamik level to interested Adult learners who are not enrolled in any format school	• Consideration of proposal for opening of new Adult High School. (To be forwarded to the MEE Deptt. / Dte. with recommendation or otherwise)	• Publicity and Supervision of Adult High Schools	• Publicity and Supervision of Adult High Schools
Planning and Budgeting	• Preparation on of development plan for five year term and annual plan and budget for each year in respect of fund available under their disposal	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa Samiti for each year

Government of West Bengal
Fisheries Department
Writers' Buildings, Kolkata - 700 001

No.1088-Fish/C-II/3B-9/2007 Dated Kolkata, the 29th May, 2008

From : RPS Kahlon,
Secretary to the Government of West Bengal.

To : Dr. M. N, Roy, IAS,
Principal Secretary to the Government of West Bengal,
Panchayat & Rural Development Department,
Jesop Buildings, 1st Floor,
63, N. S. Road, Kolkata - 700 001.

The undersigned has been directed by order of the Governor to say that the Governor has been pleased to delegate five functions of this Department in favour of the Panchayat & Rural Development Department as detailed below :-

1. **Capacity Building :** The Panchayats may take up the activities relating to identification and selection of beneficiaries in each district within the budgetary allocations, organizing training and awareness camps. But in so far as training is concerned, the matter is technical in nature and as such the selection of venue for organization the training, preparation of course curricula, selection of guest speakers for delivering lectures to the trainees, demonstration to particularly in this field can hardly be arranged by the Panchayats and therefore, be left with the Department for taking appropriate decision. This apart, the matters pertaining to organizing all sorts of training and awareness camps at the State level are also highly technical in nature and therefore, be left with the Directorate of Fisheries which is equipped with necessary resources, technical hands and infrastructure. This Deptt. has, however, no objection for releasing funds to the Zilla Parishads for organising training programme up to district level.

2. **The Infrastructure Development for Fisheries :** There are certain problems in delegating this function in favour of the Panchayat & Rural Development Department. Preparation and execution of schemes under this category need technical expertise on fisheries related matters. The Directorate of Fisheries has been equipped with the required infrastructure like trained manpower at the headquarters and in the districts, an engineering cell, a statistical wing, planning and budgeting etc. for execution of any scheme at the ground level. This apart, some of the projects involving huge capital investment on infrastructurai development both in the inland and marine sectors under central assistance are being executed by the West Bengal Fisheries Corporation Ltd., another engineering organization of the Department, in respect of such projects GoI before according sanction to the release of fund examine the design plan and estimates at their level and upon their satisfaction, funds are released.

As most of the schemes under this category are centrally sponsored or covered under 100% central assistance i.e. central sector schemes, any scheme at the time of its execution need be closely monitored from the beginning to end on both financial and technical point of view as further release of fund from the Govt, of India depends upon submission of utilization certificates for the amount spent. It is worthwhile to mention that from the financial year 2000-01 onwards the Deptt. released considerable amount to different Zills Parishads towards execution of schemes by them.- But not even in a single case the Zilla Parishads did submit any utilization certificate for the amount spent which has created serious problem concerning further release of fund by the Govt. of India. As for instance, in the year 2000-01 a sum of about Rs, 1.25 crore was allotted to different Zilla Parishads in the State for execution of

schemes under this category. But unfortunately, none of them has, furnished any utilization certificate for the amount spent till dai:e. This has resulted in loss of central share to the extent of Rs.5.50 crore. So fund may be released only through departmental channel. The Panchayats have already been entrusted with the responsibility for selection of beneficiaries and identification of places for developing infrastructure. Steps have also been taken to form beneficiary committees in consultation with the Panchayats. It is thus difficult to make placement of fund to them at this stage in respect of this function for the reason already explained,

3. **Fish Farming / composite farming :** As the issues pertaining to execution of schemes and selection of sites need be monitored technically, it is felt that the Panchayat bodies should adhere to the guidelines and technical advice on such matters issued by the departmental officers time to time,

4. **Welfare of Fishermen :** It is to point out that eggs and fmgerlings are not dropped in any river. Fingerlings are only liberated in the rivers and fish seeds (not eggs) are bred in the hatcheries and not dropped in the rivers. However, the Panchayats may look after the programmes on river ranching, social fisheries and pension schemes for fishermen.

5. **Planning and Budgeting :** It is. difficult to delegate this function. The requirement of Fisheries development is not uniform for all districts. It varies from district to district according to different geographical parameters, type of water body, number of fishermen, soil condition, type of fisheries to be developed etc. As such preparation of departmental plan for five yeatr and annual plan budget for each year are required to be made centrally by the Fisheries Department which has the requisite expertise for doing the same. Zilla Parishads may, however, prepare district plans on fishery related matters and send the same to the Deptt. for inclusion in the plan budget.

Secretary to the Government West Bengal

GOVERNMENT OF WEST BENGAL
ANIMAL RESOURCES DEVELOPMENT DEPARTMENT
(AR & AH BRANCH)
WRITERS' BUILDINGS, KOLKATA - 700 001

No. 274-AR &AH/3A-17/2006 Dated, 13th February, 2008

ORDER

The Government in the ARD Department has been considering for some time past, the disaggregation of Departmental Activities at the field level and consequent devolution of some of the Departmental activities to the Panchayats, based on the advice of the Planning Commission as well as of the Development and Planning Department, Government of West Bengal. Accordingly, the P & RD Department with the concurrence of this Department has issued an order vide No. 206/PN/O/1/4P-5/06, dated 10-01-2008 for devolution of some of the activities of the Department to the PRIs. In order to operationalize the order issued by the P & RD Department, it is imperative that this Department should issue a matching order.

2. After careful consideration of the matter, the Governor is pleased to transfer the responsibilities of management of the physical assets and operations of all the BAHCs, ABAHCs and ADACs wherever they exist, to the concerned Panchayat Samities / Gram Panchayats except those situated in the hilly Sub-Divisions of Darjeeling district. Accordingly, the functions of the Department as appended below are being devolved on the Panchayat Samiti / Gram Panchayat.

Devolution of functions to the Panchayat Samiti

I. Organization of Animal Health Camps, Infertility Camps, Farmers' Awareness Programme etc.

II. Enrichment of straw - cellulosic wastes.

III. Distribution of Fodder seeds, cuttings, minikits, organization of FD Plots etc.

IV. Establishment/ revival/ strengthening of Pasture lands.

V. Manpower development, training of farmers etc.

VI. Financial assistance to the beneficiaries/ Family based programmes

VII. Gender & Child development programme (New proposed)

VIII. Minority Development Programme (New proposed)

3. The Governor is pleased to place the services of the Block Livestock Development Officers (BLDO), Veterinary Officers (VO) and other officers and staff at the disposal of the concerned Panchayat Samiti / Gram Panchayat in so far as implementing the functions indicated at Para-2 is concerned. The concerned Panchayat Samiti will get the work done through BLDO in the manner as detailed in Part-IV of the West Bengal Panchayat (Zilla Parishads & Panchayat Samiti) Accounts & Finance Rules-2003. The BLDO will also implement the policies and programmes included in the district-sector schemes without the involvement of Panchayats.

4. The Governor is further pleased to authorize the BLDOs to write the ACRs/ OPRs of all VOs, other officers and staff under their control.

5. Finance will be provided by the ARD Department both from Plan and Non-Plan heads of Account of the State Budget to implement the aforesaid programmes devolved on the PRIs.

6. The Panchayat Samities / Gram Panchayats, however, shall not have the right to dispose of the assets so transferred by way of transfer/ conveyance, and / or mortgage or settlement or renting and shall also not undertake any construction, temporary or permanent, therein without prior permission of the Department of ARD in writing, as well as management of all kinds of stock viz, furniture, equipment, medicine, stationary, vehicles, books of accounts etc.

7. P & RD Department will issue a guideline in this regard.

8. All concerned are being informed.

Sd/- D. K. Chakraborty
Principal Secretary to the
Government of West Bengal

No. 274/1 (780)-AR &AH/3A-17/2006 Dated, 13th February, 2008

Copy forwarded for information and necessary action to the : -

1) Principal Secretary to the Government of West Bengal, Finance Department

2) Principal Secretary to the Government of West Bengal, P & RD Department

3) Principal Secretary to the Government of West Bengal, Development & Planning Department.

A Copy of lists of Heads of Account in the Plan areas is enclosed to show the number of heads of account involved in the aforesaid programmes so devolved upon.

4) Director of Animal Husbandry & Veterinary Services, West Bengal.

5) Milk Commissioner, West Bengal

6) Savadhipati_____Zilla Parishad.

7) District Magistrate_____.

8) Sub-Divisional Officer_____Sub-Division,_____district.

9) Savapati_____Panchayat Samiti

10) Executive Officer_____Panchayat Samiti.

11) Private Secretary to the Minister-In-Charge, ARD Department.

12) Personal Secretary to the Principal Secretary, ARD Department.

O.S.D. & E.O. Deputy Secretary to the
Government of West Bengal

LIST OF HEADS OF ACCOUNTS PROPOSED FOR DEVOLUTION

FROM HEAD OF ACCOUNT									TO HEAD OF ACCOUNT (NEW PROPOSED)							
Major / Minor Heads of Account					Proposed new Sub-Detailed Head of	BE-2007-2008	RE-2007-2008	BE-2008-2009	Major / Minor Heads of Account					Proposed new Sub-Detailed Head of	BE-2007-2008	RE-2007-2008	BE-2008-2009
2403	00-	101-	021-	Animal Health Camp, Infertility Camps & Farmers' Awareness Programme	31-Grants in Aid 02-Other Grants	16.00	20.00	25.00	2403-	00-	101-	025-	Organization of Animal Health Camps, Infertility Camps, Farmers' Awareness Programme etc. Grants to PRI	31-Grants in Aid 02 -Other Grants	16.00	20.00	25.00
2403	00-	789-	027-	Animal Health Camp, Infertility Camps & Farmers' Awareness Programme	31-02- Other Grants	30.00	30.00	40.00	2403-	00-	789-	034-	Organization of Animal Health Camps, Infertility Camps, Farmers' Awareness Programme etc. at S.C. areas - Grants to PRI	31-02- Other Grants	30.00	30.00	40.00
2403-	00-	796	026-	Animal Health Camp, Infertility Camps & Farmers' Awareness Programme	31-02- Other Grants	20.00	20.00	30.00	2403-	00-	796-	034-	Organization of Animal Health Camps, Infertility Camps, Farmers' Awareness Programme etc. at S.C. areas - Grants to PRI	31-02- Other Grants	20.00	20.00	30.00
2403-	00-	107	005-	Enrichment of Straw / Cellulosic Wastes	31-02- Other Grants	5.00	5.00	5.00	2403-	00-	107-	010-	Distribution of Fodder seeds, cuttings, minikits, organization of FD Plots, enrichment of straw & cellulosic wastes, development / strenghtening of Pasture land etc. - Grants to PRI	31-02- Other Grants	18.00	18.00	20.00
2403-	00-	107	006-	Distribution of Fodder Seeds, Cuttings, Minikits, F.D. Plots etc.	31-02- Other Grants	10.00	10.00	10.00	2403-	00-	789-	035-	Distribution of Fodder seeds, cuttings, minikits, organization of FD Plots, enrichment of straw & cellulosic wastes, development / strenghtening of Pasture land etc. at S.C. areas - Grants to PRI	31-02- Other Grants	5.00	10.00	10.00
2403-	00-	789-	019-	Distribution of Fodder Seeds, Cuttings, Minikits, F.D. Plots etc.	31-02- Other Grants	5.00	10.00	10.00	2403-	00-	789-	035-	Distribution of Fodder seeds, cuttings, minikits, organization of FD Plots, enrichment of straw & cellulosic wastes, development / strenghtening of Pasture land etc. at S.T. areas - Grants to PRI	31-02- Other Grants	3.00	3.00	5.00
2403-	00-	796-	080-	Distribution of Fodder Seeds, Cuttings, Minikits, F.D. Plots etc.	31-02- Other Grants	3.00	3.00	5.00	2403-	00-	109-	003-	Manpower development training of farmers etc. Grants to PRI	31-02- Other Grants	5.00	10.00	10.00

FROM HEAD OF ACCOUNT									TO HEAD OF ACCOUNT (NEW PROPOSED)							
Major / Minor Heads of Account					Proposed new Sub-Detailed Head of	BE-2007-2008	BE-2007-2008	BE-2008-2009	Major / Minor Heads of Account					Proposed new Sub-Detailed Head of	BE-2007-2008	BE-2007-2008	BE-2008-2009
2403-	00-	107-	008-	Establishment / Revival / Strengthening of Pasture Land	31-02- Other Grants	3.00	3.00	5.00	2403-	00-	789-	036-	Manpower development, training of farmers etc. for S.C. areas - Grants to PRI	31-02- Other Grants	3.00	3.00	10.00
2403-	00-	109-	002-	Manpower Development and Farmers Training	31-02- Other Grants	5.00	10.00	10.00	2403-	00-	796-	036-	Manpower development, training of farmers etc. for S.T. areas - Grants to PRI	31-02- Other Grants	2.00	2.00	5.00
2403-	00-	789-	080-	Manpower Development and Farmers Training	31-02- Other Grants	3.00	3.00	10.00	2403-	00-	800-	018-	Financial assistance to the beneficiaries / Family based programmes - Grants to PRI	31-02- Other Grants	216.00	326.00	70.00
2403-	00-	796-	029-	Manpower Development and Farmers Training	31-02- Other Grants	2.00	2.00	5.00	2403-	00-	789-	037-	Financial assistance to the beneficiaries / Family based programmes - For SC people - Grants to PRI	31-02- Other Grants	80.00	220.00	40.00
2403-	00-	102-	013-	Supply of Inputs & Incentives / Subsidies to the farmers	31-02- Other Grants	30.00	30.00	50.00	2403-	00-	796-	037-	Financial assistance to the beneficiaries / Family based programmes - For Tribal people - Grants to PRI	31-02- Other Grants	10.00	50.00	25.00
2403-	00-	103-	011-	Financial Assistance to the Beneficiaries & Enterpreneurship Development	31-02- Other Grants	130.0	230.00	230.00	2403-	00-	800-	019-	Woman Development through poultry and small animal development programme - Grant to PRI	31-02- Other Grants	–	–	350.00
2403-	00-	104-	010-	Financial Assistance to the Beneficiaries & Enterpreneurship Development	31-02- Other Grants	21.0	21.00	25.00	2403-	00-	789-	038-	Woman Development through poultry and small animal development programme - for SC women - Grants to PRI	31-02- Other Grants	–	–	175.00
2403-	00-	105-	008-	Financial Assistance to the Beneficiaries & Enterpreneurship Development	31-02- Other Grants	20.0	20.00	25.00	2403-	00-	796-	038-	Woman Development through poultry and small animal development programme - For tribal Women - Grants to PRI	31-02- Other Grants	–	–	75.00
2403-	00-	107-	009-	Establishment of Fooder Seed Production Farm through incentive to the enterpreneurs / joint venture	31-02- Other Grants	5.0	5.00	5.00	2403-	00-	800-	020-	Minority Development through ARD Programmes- Grants to PRI	31-02- Other Grants	–	40.00	80.00
2403-	00-	789-	033-	Financial Assistance to the Beneficiaries & Enterpreneurship Development	31-02- Other Grants	80.0	220.00	250.00									

FROM HEAD OF ACCOUNT									TO HEAD OF ACCOUNT (NEW PROPOSED)								
Major / Minor Heads of Account					Proposed new Sub-Detailed Head of	BE-2007-2008	BE-2007-2008	BE-2008-2009	Major / Minor Heads of Account					Proposed new Sub-Detailed Head of	BE-2007-2008	BE-2007-2008	BE-2008-2009
2403-	00-	796-	032-	Financial Assistance to the Beneficiaries & Enterpreneurship Development	31-02- Other Grants	10.0	50.00	50.00									
2403-	00-	800-	015-	Financial Assistance to the enterpreneurs for Livestock & Poultry products Marketing schemes	31-02- Other Grants	10.0	20.00	20.00									
2403-	00-	789-	034-	Gender & Child Development / SHG dev. Programme [AR Sector]	31-02- Other Grants	–	5.00	20.00									
2403-	00-	796-	034-	Gender & Child Development / SHG dev. Programme [AR Sector]	31-02- Other Grants	–	2.00	10.00									
2403-	00-	800-	016-	Gender & Child Development / SHG dev. Programme [AR Sector]	31-02- Other Grants	–	5.00	50.00									
2403-	00-	789-	035-	Minorities Development Programme [AR Sector]	31-02- Other Grants	–	8.00	20.00									
2403-	00-	796-	035-	Minorities Development Programme [AR Sector]	31-02- Other Grants	–	5.00	10.00									
2403-	00-	800-	017-	Minorities Development Programme [AR Sector]	31-02- Other Grants	–	15.00	50.00									
TOTAL : 2403 - PLAN (NON-SALARY)						408.00	752.00	970.00	TOTAL : 2403 - PLAN (NON-SALARY)						408.00	752.00	970.00

GOVERNMENT OF WEST BENGAL
ANIMAL RESOURCES DEVELOPMENT DEPARTMENT
(AR & AH BRANCH)
WRITERS' BUILDINGS, KOLKATA - 700 001

No. 770-AR &AH/3A-17/2006 Dated, 16th May, 2008

ORDER

In partial modification of this Department's No. 274-AR &AH/3A-17/2006 Dated, 13lh February, 2008, the Department has decided to amend the first part of para 3 of the aforesaid order.

2. Accordingly, the words "The Governor is pleased to place the services of the Block Livestock Development Officers (BLDO), Veterinary Officers (VO) and other officers and staff at the disposal of the concerned Panchayat Samiti / Gram Panchayat in so far as implementing the functions indicated at Para-2 is concerned." In para 3 of the aforesaid order shall be replaced by the following words : -

"In so far as the items mentioned in para 2 above, the Block Livestock Development Officers (BLDO), Veterinary Officers (VO) and other officers and staff will function under control and superintendence of the concerned Panchayat: Samiti / Gram Panchayat.".

3. This takes immediate effect.

Sd/-D. K. Chakraborty
Principal Secretary to the
Government of West Bengal

No. 770/l(43)-AR &AH/3A-17/2006 Dated, 16th May, 2008

Copy forwarded for information and necessary action to the : -

1) Principal Secretary to the Government of West Bengal, Finance Department
2) Principal Secretary to the Government of West Bengal, P & RD Department, 63, N. S. Road, Jessop Building, Kolkata-700 001
3) Principal Secretary to the Government of West Bengal, Development & Planning Department.
4) Director of Animal Husbandry & Veterinary Services, West Bengal.
5) Milk Commissioner, West Bengal
6) Savadhipati, _____
7) District Magistrate _____.

   - A copy of this order may please be circulated to all the S.D.O.s, Savapatis and Executive Officers of all Panchayat Samitis of his District.
8) Private Secretary to the Minister-In-Charge, ARD Department.
9) Personal Secretary to the Principal Secretary, ARD Department.

O.S.D. & E.O. Deputy Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
ANIMAL RESOURCE DEVELOPMENT DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-700 001

No. 457- AR & AH /Sanction(SP)/AD/P/4A-7/98 Dated : 13-03-2009

MEMORANDUM

In continuation of this Department's No. 188-AR & AH/Sanction(SP)/AD/P/4A-7/98 Dated: 01-10-2008, administrative approval and sanction is hereby accorded for incurring an expenditure of Rs. 5.25 Lakh (Rupees Five Lakh Twenty-five Thousand) only for two components of the Scheme, "Grants to PRIs for Distribution of Fodder Seeds/Cuttings, Minikits & Establishment of Fodder Demonostration Plots, enrichment of straw and cellulosic waste, development/strengtheining of pasture land' etc. under Normal and Special Component Plan for Scheduled Castes in the State during the financial year 2008-09.

2. The charge on this account will be met from the heads of account under Demand No. 6 in the Budget for the year 2008-09 as indicated below : -

SN	Heads of Account		Amount (Rs.)
1.	2403-AH-00-107-SP-010-V-31-Gramts-in-aid-02-other grants.		Rs. 4,00,000.00
		TOTAL -107	**Rs. 4,00,000.00**
2.	2403-AH-00-789-SP-035-V-31-Gramts-in-aid-02-other grants.		Rs. 1,25,000.00
		TOTAL-789	**Rs. 1,25,000.00**
	Grand Total		Rs. 5,25,000.00

3. The Schemes will be implemented in accordance with the existing guidelines.

4. The fund of Rs. 5.25 Lakh (Rupees Five Lakh Twenty-five Thousand) only is released and placed at the disposal of the Director of Animal husbandry & Veterinary Services, West Bengal and he is hereby authorized to sub-allot the total fund to the PRIs concerned towards implementation of the scheme.

5. This order issues in exercise of the power delegated in Finance Department's Memo No. 1818-FB dated 31.12.2008.

6. All concerned are being informed.

Sd/- D. K. Chakraborty
Principal Secretary to the
Government of West Bengal

No. 457/l(7)/AR & AH /Sanction (SP)/AD/P/4A-7/98 Dated : 13-03-2009

Copy forwarded for information & necessary action to the : -

1. Principal Accountant General (A&E), West Bengal, Treasury Building, Kolkata -1.
2. Accountant General (Audit), West Bengal, Treasury Building, Kolkata -1.
3. Accountant General (LBA), W.B., C.G.O. Complex, 3rd MSD Buildings, 5th floor, DF Block, Salt Lake City, Kolkata-700 064.
4. Panchayat & Rural Development Department, Jessop Buildings, 1st Floor, 63, N. S. Road, Kolkata - 700 001.
5. Director of Animal Husbandry & Veterinary Services, West Bengal
6. Finance (Group - A-l) Department of this Government
7. Budget Branch of this Department

O.S.D. & E.O. Deputy Secretary to the Government of
West Bengal

GOVERNMENT OF WEST BENGAL
ANIMAL RESOURCES DEVELOPMENT DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-700 001

No. 290-AR & AH (Sch.)/Sanction (SP)/AD/P/4A-35/2007 Pt. I Dated : 05-01-2009

MEMORANDUM

In continuation to this Department's G.O. No. 143-AR & AH (Sch.)/Sanction (SP)/AD/P/4A-35/2007 Pt. I. dated 04-09-2008, further sanction of an expenditure of **Rs. 17.50 Lakh (Rupees Seventeen Lakh Fifty Thousand) only** towards implemention of the Scheme 'Financial Assistance to the Beneficiaries and Entrepenureship Development" for the SC Beneficiaries under SCP during the financial year 2008-09.

2. The Schemes will be implemented by the PRIs as per approved pattern of the Schemes, already circulated to the districts vide this Department's No. 52-DS(SP) dated 29.8.2007.

3. The total expenditure of **Rs. 17.50 Lakh (Rupees Seventeen Lakh Fifty Thousand) only** is debitable to the the head of account "2403-AH-00-789-SCP for SC-SP-037-V-31-Grants in Aid-02-Other Grants" under Demand No. 6 in the Budget for the year 2008-09.

4. The total fund of **Rs. 17.50 Lakh (Rupees Seventeen Lakh Fifty Thousand) only** is placed at the disposal of the Director of Animal Husbandry & Veterinary Services, West Bengal. He is hereby authorized to sub-allot the total fund to the concerned Executive Officers of the concerned Zilla Parishad in the districts for 'Organizing Animal Health Camps'. If required, the Zilla Parishad may sub-allot the funds to the concerned Panchayat Samity.

5) This order issues in exercise of the power delegated in Finance Department's Memo No. 1818-FB dated 31-12-2008.

6. The Principal Accountant General (A & E), West Bengal and all other concerned are being informed.

Sd/- D.K. Chakraborty
Principal Secretary to the
Government of West Bengal

No. 290/l(8)/AR & AH (Sch)/Sanction (SP)/AD/P/4A-35/2007 Pt. I. Dt. 05-01-2009

Copy forwarded for information & necessary action to:

1) Principal Accountant General (A & E), West Bengal, Treasury Building, Kolkata-1.
2) Accountant General (Audit), West Bengal, Treasury Building, Kolkata - 1.
3) Accountant General (LBA), W.B., CGO Complex, 3rd MSD Buildings, 5th floor, DF Block, Salt Lake City, Kolkata-64.
4) Director of Animal Husbandry & Veterinary Services, West Bengal.
5) Panchayat & Rural Development Department, Jessop Building, Kolkata-1.
6) Pay & Accounts Officer, Kolkata Pay & Accounts Office-ll, P-l, Hyde Lane, Kolkata - 700 073.
7) Finance (Group-A) Department of this Government.
8) Budget Branch of this Department.

O.S.D. & E.O. Deputy Secretary
to the Government of West Bengal

GOVERNMENT OF WEST BENGAL
ANIMAL RESOURCES DEVELOPMENT DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-700 001

No. 287-AR & AH (Sch.)/Sanction (SP)/AD/P/4A-43/2002 Dated : 05-01-2009

MEMORANDUM

In continuation to this Department's G.O. No. 139-AR & AH (Sch.)/Sanction (SP)/AD/P/4A-43/2002 dated 03-09-2008, further sanction of an expenditure of **Rs. 13.75 Lakh (Rupees Thirteen Lakh Seventy Five Thousand) only** is accorded towards 'Organization of Animal Health Camps' under Normal, Special Component Plan for Scheduled Castes areas through PRIs during the financial year 2008-09.

2) The total expenditure of **Rs. 13.75 Lakh (Rupees Thirteen Lakh Seventy Five Thousand) only** is debitable to the following head of accounts indicated in the margin :-

SN	Head of Accounts	Amount (Rs.)
1.	2403-00-101-SP-026-V-31-Grants in Aid -02-Other Grants	6,25,000.00
2.	2403-00-789-SP-039-V-31-Grants in Aid -02-Other Grants	7,50,000.00
	TOTAL	**13,75,000.00**

(i) Rs. 6.25Lakh (Rupees Six Lakh Twenty Five Thousand) only for units in Normal Areas.

(ii) Rs. 7.50 Lakh (Rupees Seven Lakh Fifty Thousand) only for units under S.C.P. for S.C. Areas.

4) The total fund of **Rs. 13.75 Lakh (Rupees Thirteen Lakh Seventy Five Thousand) only** is placed at the disposal of The Director of Animal Husbandry & Veterinary Services, West Bengal. He is hereby authorized to sub-allot the total fund to the concerned Executive Officers of the concerned Zilla Parishad in the districts for 'Organizing Animal Health Camps'. If required, the Zilla Parishad may sub-allot the funds to the concerned Panchayat Samity.

5) This order issues in exercise of the power delegated in Finance Department's Memo No. 1818-FB dated 31-12-2008.

6) The Principal Accountant General (A & E), West Bengal and all other concerned are being informed.

Sd/- D.K. Chakraborty
Principal Secretary to the
Government of West Bengal

No. 287/l(8)/AR & AH (Sch.)/Sanction (SP)/AD/P/4A-43/2002 Dated : 05-01-2009

Copy forwarded for information & necessary action to:

1) Principal Accountant General (A & E), West Bengal, Treasury Building, Kolkata - 700001.
2) Accountant General (Audit), West Bengal, Treasury Building, Kolkata - 700001.
3) Accountant General (LBA), W.B., CGO Complex, 3rd MSD Buildings, 5th floor, DF Block, Salt Lake City, Kolkata - 700064.
4) Director of Animal Husbandry & Veterinary Services, West Bengal.
5) Pay & Accounts Officer, Kolkata Pay & Accounts Office-ll, P-l, Hyde Lane, Kolkata - 700 073.
6) Finance (Group-A) Department of this Government.
7) Panchayat & RD Department, Jessop Building, Kolkata-700001
8) Budget Branch of this Department.

O.S.D. & E.O. Deputy Secretary
to the Government of West Bengal

Government of West Bengal
Department of Micro & Small Scale Enterprises and Textiles
Writers' Buildings, Kolkata - 700 001.

No. 600-SS/MSET/C-I/ MSSE/2007 **Dated : 19.09.2007**

NOTIFICATION

Whereas it is found expedient that there is a need to assign the coordinating functions relating to the development of micro and small scale enterprises (including handloom, powerloom, textiles, sericulture, handicrafts and other allied activities) at the district level with different tiers of Panchayats and Municipalities.

Now, therefore, the Governor is pleased to designate the General Managers of the District Industries Centres and the Industrial Development Officers at Blocks as the Nodal Officers of the Department of Micro & Small Scale Enterprises and Textiles for coordinating the abovmentioned activities with the different tiers of Panchayat and with Municipal Corporations/ Municipalities.

The details of assignment of functions at the Nodal Officers are given in the Annexure of this Notification.

Sd/-
Special Secretary to the
Government of West Bengal.

No. 600/l(4)/-SS/MSET/C-I/ MSSE/2007 **Dated 19.09.2007**

Copy forwarded for information and necessary action to :-

1. Principal Secretary to the Government of West Bengal, Panchayats & Rural Development Department, Jessop Building, 63 N.S.Road, Kolkata-700001
2. The Commissioner of Textiles, West Bengal, Writers' Buildings, Kolkata- 700 001
3. The Director, Micro & Small Scale Enterprises, West Bengal, New Secretariat Buildings, 9th Floor, 1-Kiran Sankar Roy Road, Kolkata-700001; the General Manager of DICs may be kept appropriately informed;
4. The Director of Textiles (Handloom, Spinning Mills, Silk Weaving & Handloom based Handicrafts), West Bengal, New Secretariat Buildings, 5th Floor, 1-Kiran Sankar Roy Road, Kolkata-700001; the District Officers may be kept appropriately informed.
5. The Director of Textiles (Sericulture), West Bengal, 45-Ganesh Chandra Avenue, Kolkata-700012; the District Officers may be kept appropriately informed.
6. The Chief Executive Officer, West Bengal Khadi & Village Industries Board, Hemanta Bhavan, 12-BBD Bag, Kolkata - 700001; the District Officers may be kept appropriately informed.

Special Secretary to the
Government of West Bengal

NOTIFICATION OF THE OFFICERS FOR COORDINATING ACTIVITIES FOR DEVELOPMENT OF MICRO AND SMALL SCALE ENTERPRISES (Building Handloom, Powerloom, Sericulture, Handicrafts, etc.) WITH STANDING COMMITTEES OF THREE TIER PANCHAYATI SITUATION

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti of Zilla Parishad Link Officer – General Manager, DIC	**Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti of Panchayat Samiti** Link Officer – Industrial Development Officer	**Khudra Shilpa, Bidyut O Achiracharit Shakti Sthayee Samiti of Gram Panchayat** Link Officer – Job Assistant / Nirman Sahayak
Beneficiary selection for different programme	• Identification and selection of beneficiaries • Formation of groups	• Fixing up target for Panchayat Samiti for selection of beneficiaries	• Fixing up target for each Gram Panchayat for selection of beneficiaries	• Identification of beneficiaries • Organization of self-help groups
Capacity Building & Extension	• Assessment of training need and selection of trainees • Enterpreneur dev. program • Skill dev training program • Awareness campaign & wide publicity among artisans	• Assessment of training need • Organization of Enterpreneur dev. program and skill dev. training • Organization of awareness camp at Dist. Level • Organization of Handicraft Competition at District level	• Selection of trainees / venue for skill dev. training program run by NGO • Selection of enterpreneurs for training • Supervision of training • Organization of awareness camp at Block Level • Conducting wide publicity for competition	• Identification of training need for skill dev. training • Identification of beneficiaries • Organization of awareness camp at GP level • Motivation of rural artisans
Development of micro enterprises & Enterpreneurship development	• Pradhan Mantry Rozgar Yojana • Deputing Artisans to fairs/ melas • Credit linkage of entrepreneurs	• Co-ordination between entrepreneurs and financial institutions for credit linkage • Action plan for development of micro-enterprise / entrepreneurs	• Selection of micro-enterprise / entrepreneurs • Developing micro enterprise / self enterprise with bank credit • Promotion of bio-gas plant	• Identification of micro-enterprise / entrepreneurs • Group formation & selection of activities • Selection of Artisans for fairs / melas outside the district or state • Awareness generation and wide publicity

Planning & Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Sthayee Samiti for each year	• Preparation of annual plan and budget for the Upa-Samiti for each year

NOTES :

1. Similar exercise will be done in respect of Committees at Municipal Corporation and Municipality level.

2. The Link Officers may obtain necessary information relevant to the Directorates, other than Directorate of MSE, and those relevant to WBKVIB from the District Officers of the said Directorates and WBKVIB for coordinating with the Panchayat and Municipality functionaries.

Special Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BIKASH BHAVAN, SALTIAKE CITY
KOLKATA - 700091.
TeL : 2334-2228, Fax : 2337-656!

Dr. N. Chatterjee,
IAS Principal Secretary

No. 95-SSE/07
P)10M-131/Q6

Dated, the 6th March, 2007.

Dear Dr. Roy,

Ref. : D.O.No.SPRD-1925(15)~06/PN/O/I/4P-l/05 dated 26.09.2006.

Kindly refer to the D.O. No. mentioned above. As regards functions and responsibilities of PRIs in respect of Mid-Day Meal Programme executed by this Deptt. it may be informed that two of the important aspects of the programme viz. supervision and monitoring have been assigned to the PRIs and these have been illustrated in the following paragraphs of the guidelines of MDM published by this Department in January, 2007 and also in the guidelines published by the Government of India in September, 2006.

5.2 Cooks may be engaged directly by the Gram Panchayat.

5.3 Visiting team Member of Panchayat Samiti will visit FCI godowns before lifting and will ensure the supply of foodgrains of best available quality at least of Fair Average Quality.

5.5. Assignment of supply responsibilities to voluntary organization: Once a voluntary organization is identified the decision to actually award supply work to it for a school or group of schools may be taken by a body empowered in this behalf by the State Govt. e.g. the Gram Panchayat, VEC etc.

5.7 Information Education and Communication(IEC) activities connected with the programme: PRIs will be expected to undertake above IEC activities using their regular budget for publicity as also by mobilizing contribution from media groups, philanthropic organizations and the community.

5.8 Activity Mapping : The VEC has been given power of Menu planning; procurement of cooking, serving and ancillary activities; monitoring of quality of MDM served and take part in social audit at local level and evaluate impact parameter.

6.4 Community Support: School management should be encouraged to draw on the support of the community. Gram Panchayat and VEC may be approached for arranging community members to help the school management in ensuring efficient cooking, serving and cleaning operations.

8.2 Regular Monitoring of Programme: As Chairman of the VEC the G.P. members will take part in assessing Nutritional Status, percentage of underweight children at school level, Attendance Status, retention/Completion Status etc.

Delay in replying is regretted.

With regards,

Yours sincerely,

N. Chatterjee

Dr. M.N. Roy
Principal Secretary to the
Government of West Bengal
Department of Panchayats & Rural Development,
Jessop Buildings (lst floor),
63, N.S. Road, Kolkata - 700 001.

Enclo : Guidelines of MDM published in January, 2007

Government of West Bengal
Water Investigation and Development Department
M.I. Branch
Writers' Buildings, Kolkata - 700 001

No. 2803-MI/2M-13/05 **Dated the 20th November, 2006**

ORDER

In exercise of the power conferred by the West Bengal Panchayat Act, 1973 under Section 207-B the Government in the Water Investigation & Development Department empowers/orders all the Sub-Assistant Engineers, Assistant Engineers and Executive Engineers (Agri-Irrigation/Agri-Mechanical) Wings under the control of this Department to supervise, monitor and give needful assistance as and when required in implementing the activities devolved to the 3-tiers of Panchayats which fall in their respective jurisdictions in addition to their normal duties as Ex-officio Sub-Assistant Engineer for Gram Panchayat, the Ex-officio Assistant Engineer for Panchayat Samity and Ex-officio Executive Engineer for Zilla Parishad respectively in terms of the order issued by the Chief Secretary vide Memon No. 6102/PN/O/V/4P-1/05 dated 07.11.2005.

Sd/- K. John Koshi
Principal Secretary

No.2803/l-MI/2M-13/05 **Dated the 20th November, 2006**

Copy forwarded to the Secretary, Panchayat and Rural Development Department with reference to his Department's Order No. 6102/PN/O/V/4P-1/05 dated 07.11.2005 and Memo. No.SPRD-1148-06/PN/O/I/4P-l/05 dated 21.06.2006.

Deputy Secretary to the Govt. of West Bengal

No.2803/2(4)-MI/2M-13/05 **Dated the 20th November, 2006**

Copy forwarded for information and necessary action to the :-

1) - 4) Chief Engineer-I/MII/Director of Personnel & Ex-Officio Chief Engineer,

Water Resources Development Dte., Khadya Bhawan,

11A, Mirza Galib Street, Kolkata-700 087.

A'copy of Assignment of Responsibilities on three Tier Panchayati Raj Institutions and Mapping of Activities of P.R.Bodies received from the Department of Panchayats and Rural Development is sent herewith.

Deputy Secretary to the Govt. of West Bengal

Government of West Bengal
Department of Health & Family Welfare
SWASTHYA BHAWAN
Wing - 'B', 3rd Floor
GN-29, Sector - V, Salt Lake City
Kolkata - 700 091

No. 109/CFW/2005 **Dated Kolkata the 11th May, 2005**

ORDER

The undersigned is directed to say that the issue relating to maintenance and upkeep of the B.P.H.C., P.H.C. and Sub-Centre was examined with reference to the role of Panchayati Raj Institutions and after considering all aspects it was felt necessary to involve these Institutions in maintenance for betterment of primary health care services.

2. In consideration of the above, the Governor is hereby pleased to transfer the responsibility of management of all the physical assets, viz. building(s), along with the all kinds of electrical and sanitary fittings / fixings, including other vacant and / or incomplete and / or derelict structures, vacnat land, pond(s) and civic utilities viz. drinking water sources, toilets, rest sheds etc. situated on the land of the BPHCs, PHCs and Sub-Centres of the State of West Bengal, excluding those situated in the three Rural Sub-Division of Darjeeling district, to the respective Panchayat Samitis, having jurisdiction, in the case of BPHCs and PHCs, and to the respective Gram Panchayats, having jurisdiction, in the case of the Sub-Centres.

3. The Governor has further been pleased to decide that such transfer of responsibility of management of the assets of BPHC, PHC or Sub-Centre, as the case may be will exclude the right of disposal by way of transfer / conveyance sale, and / or mortgage or settlement or renting out of such assets to any person or _____ and with also exclude the right of construction of temporary / permanent structure therein without prior permission of the Department of Health and Family Welfare as well as management of all kinds of stock viz. furniture, equipment, medicine, linen, stationery, book of Account, vehicles etc.

4. This order is issued with the concurrence of the Public Works Department and the Panchayat and Rural Development Department.

5. Funds will be provided by Health and Family Welfare Department, Additionally, Panchayat and Rural Development Department will also provide fund, time to time.

6. This order shall take immediate effect and continue until further orders.

7. All concerned have been informed.

Sd/- K. John Koshi
Principal Secretary

No. 109/CFW/2005/1(10) **Dated Kolkata the 11th May, 2005**

Copy forwarded to the Secretary, Panchayat and Rural Development Department with reference to his Department's Order No. 6102/PN/O/V/4P-1/05 dated 07.11.2005 and Memo. No.SPRD-1148-06/PN/O/I/4P-l/05 dated 21.06.2006.

Copy forwarded for information and necessary action to :

1. The Principal Secretary, Health & Family Welfare Department

2. The Principal Secretary, Finance Department

3. The Principal Secretary, Panchayat and Rural Development Department.

4. The Pritieipal Secretary, Public Works Department

5. The Sabhapati, ... Zilla Parishad.

6. The Director of Health Services, Govt. of West Bengal

7. The District Magistrate, ...

8. The Chief Medical Officer of Health, ...

9. Tiie Sub Divisional Officer, ... is required to communicate concerned Sabhapatis of the Panchayat Samiti and the Block Development Officers.

10. To all B.D.O. / Executive Officer, Panchayati Samities with the request to communicate concered Prodhans of the Gram Panchayats.

Commissioner, Family Welfare &
Special Secretary to the Government of West Bengal

Government of West Bengal
Health & Family Welfare Department
Writers' Buildings, Kolkata.

No. H/FW/467/3S-31/2002 Dated Kolkata, the 14th October, 2003.

From : Asim Barman,
Principal Secretary to the Govt.of West Bengal.

To : The Director of Health Services,
Govt.of West Bengal.

Sub : Restructuring of Sub-centres & some Consequential changes in the organizational Set-up at different levels.

Multipurpose Health Programme in rural areas was introduced under G.O. No. Health/FW/1563/3S-22/85 dated .26.7.85 by integrating different Public Health Programmes under -Health & Family Welfare, Maternity & Child Health& Nutrition. The aforesaid G.O. also lays down the organizational framework of the programme. For ensuring focused supervision and effective implementation of the programme, restructuring of the existing organizational frame work at the Sub-centre and sector levels along with some consequential changes in the block level staff set up have been under consideration of the Govt. for sometime past. In consideration of the aforesaid aspects, I am directed to state that in partial modification of. .he aforesaid Govt. order, the Governor has been pleased to order the following changes in the existing organizational frame work of M.P.H. Scheme in the rural areas.:-

I. There shall be one Sub-centre.at the G.P. Head Querters" in all the G.P.s of the districts, which will be designated as Head Quarters Sub-centre. This may be ensured in allocating Gram Panchayat wise Sub-centres out of the district quota for the 10th Plan period following, the guidelines issued under memo. No. H/FW/38/3S-31/2002 dated 27.01.2003 and G. O. NO. 73/CFW/2003(18) dated 07.04.2003 If the existing Sub-centres of the G.P. Head Quarters is located in a rented building, it would preferably be shifted to the G.P. Building. If the G.P. Head Quarters does not have any Sub-centre at present, the Sub-centre situated at nearby village may be considered for relocation at the G.P. Head Quarters.

In fine, one Sub-centre at the G.P. Head Quarters shall be identified/located/relocaled in all the G.P.s of the district, which will be designated as Head Quarters Sub-centre. However, existing Sub-centres at the BPHCs and PHCs may not be disturbed.

II. The existing second and third tier of supervision will be done away with. Instead, at each G.P. Head Quarters, there will be one Health Supervisor Male or Female, belonging either to the existing third or to the second tier, who will Supervise the functions of Health Assistants of the sub-centres, located within a particular G.P.

The vacancies in the positions of Supervisors will be filled up by upliftmcnl from amongst eligible H. As (M) & H As (F) as per norms and existing orders.

III. The components of first tier supervision will remain undisturbed.

IV. Each Sub-centre shall have one Health Assistant (F) The Head Quarters Sub-centre at G.P. will have in addition, one Health Assistant (Male). If additional Male Health Assistants, after upliftment, are available they will be allotted to other Non-head, quarters Sub-centres, depending on jurisdiction, population, disease complexity'Ctc. of non Head Quarters Sub-centres. The female H.A. will be in-charge of the.Sub-centre but this will not in any way affect the seniority and status of the male Health Assistant, if any, of that Sub-centre.

In addition to the existing provisions in paragraph 14 (V) of the G.O. No. Health/FW/1563/3S-22/85 dt. 26.07.85 regarding manning of unmanned Sub-centres, the services of H.A.(M) at the headquarters Sub-centre, in case of emergency, may be utilized in the area of Non-headquarters Sub-centres, located within the Gram Panchayat. The existing provisions regarding engagement of one female voluntary attendant in each Sub-centre-will remain unchanged. Headquarters of Health Supervisors will be their.respective G.P. Headquarters Sub-centre.

V. There will be one .honorary, male volunteer at each Non-Headquarters Sub-centre except for those non head quarters Sub-centres, which.can be provided with Health Assistant (Male) from the..existing strength of H.A. (Male). Detailed guidelines for raising these male volunteers and payment of performance-based honorarium would- be issued separately in consultation with the Panchayat & Rural Development Department.

VI. To ensure adequate participation of the community for better implementation of the National and State Health Programmes, SHGs working in the concerned Gram Sansad are required to be associated with the activities of the Sub-centres by the concerned Gram Panchayat. They, will act as a link between Sub-centres and the Community. It is felt that this process will enable the Gram Panchayat to have active female volunteers at each Gram Sansad. The SHGs will initiate the process for collection of contribution @ Rs.*21*- (Rupees two per month from each household for the services rendered. The detailed guidelines in these respects including payment of performance-based, honorarium and collection of contribution will be issued by the Health & Family Welfare Department in consultation with the Panchayat & Rural Development Department.

VII. The health Assistant (Male & Female) and Health Supervisor will be included as members of the Siksha O Sastha Upa-Samity of the Gram Panchayat,

VIII. The district Health & Family Welfare Samities and the. Block Health & Family Welfare Samities which have been entrusted with the responsibility for co-ordination. Supervision and implementation of all the Health related activities including.National and State Health programmes shall act as apex body of the existing district level and block level; set-ups respectively of all Health & Family Welfare Programmes.

IX. Instructions for engagement of H.As (F) for the newly allotted Sub-centres to.be set up under the. 10th Plan period will be issued separately.

X. The existing provisions of para 5.2 (1) of the G,0. No. Health/FW/1563/35-22/85 dated 20th July, 1985, stands modified to the extent that B.M.O.H. will be assisted in the implementation of the scheme by M.Os of the BPHCs, Rural Hospitals, M.Os of PHCs as well as AMOs & HMOs and BMOH will allot Sub-centres of one or two Gram Panchayats to each such M.O. for monitoring and supervision of M.P.H. activities, depending on number of G.P.s within the block and availability of M.Os.

XI. The Annexure - 'F' to the G.O.No. Health/FW/1563/3S-22/85 dt. 26.07.85, relating to Staff set up for each block will stand amended to the extent mentioned in this order.

A tabular representation of the restructured organization is enclosed at Annexure-'A'.

Director of Health Services will initiate necessary steps for devising training modules and schedules required training of staff and officers as well as volunteers, members of the P.R.I.s & S.H.G.S. who will involved in the implementation of the M.P.H. Scheme in consultation with the P & R. D. Deptt.

This order issues with the concurrence of the Finance Department, vide their U.O.No. Group 'O' 936 dt. 30.09.2003.

Sd/-
Principal Secretary to the Govt. of West Bengal.

No. H/FW/467/l(8)/3S-31/2002

Copy forwarded for information and necessary action to :-

1) Accountant General, West Bengal.

2) Finance Department, Govt. of West Bengal.

3) Sabhadhipati, _____

4) District Magistrate, _____

5) C.M.O.H, _____

6) P.S. to M.I.C., Health &.F.W. Deptt., Govt. of West Bengal.

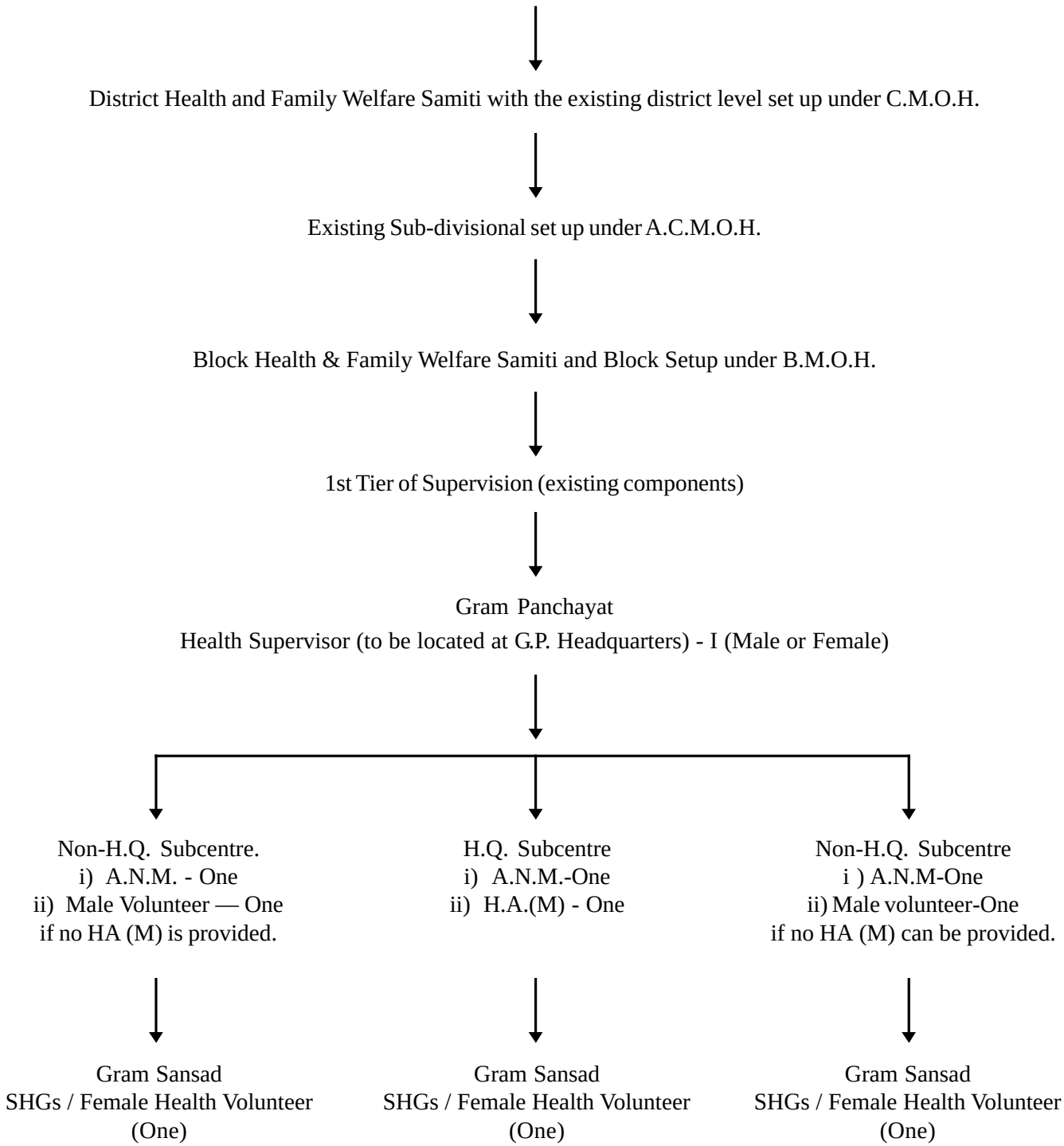
7) P.S. to M.O.S., Health & F.W. Deptt., Govt. of West Bengal.

8) Commissioner, Family Welfare, Govt. of West Bengal.

Dated the
14th October, 2003

Joint Secretary to the Govt. of West Bengal.

ANNEXURE - 'A'


District Health and Family Welfare Samiti with the existing district level set up under C.M.O.H.
Existing Sub-divisional set up under A.C.M.O.H.
Block Health & Family Welfare Samiti and Block Setup under B.M.O.H.
1st Tier of Supervision (existing components)
Gram Panchayat
Health Supervisor (to be located at G.P. Headquarters) - I (Male or Female)
Non-H.Q. Subcentre.
i) A.N.M. - One
ii) Male Volunteer — One
if no HA (M) is provided.
H.Q. Subcentre
i) A.N.M.-One
ii) H.A.(M) - One
Non-H.Q. Subcentre
i) A.N.M-One
ii) Male volunteer-One
if no HA (M) can be provided.
Gram Sansad
SHGs / Female Health Volunteer
(One)
Gram Sansad
SHGs / Female Health Volunteer
(One)
Gram Sansad
SHGs / Female Health Volunteer
(One)

Government of West Bengal
Deptt. of WCD and Social Welfare
Writers' Buildings, Kolkata-1

No. 213(62)-SW
35-224/04

Dated Kolkata, the 13th January 05

MEMORANDUM

Panchayat & Rural Dev. Deptt. issued Memo No. 6338(36) dtd. 28-10-2004 restructuring the, service infrastructure of Rural Health Sector under the leadership of the Panchayats. Therein CDPOs, Supervisor and A.W.Ws are also involved. After a threadbare discussion with the Panchayat & R.D. Deptt, and after careful consideration of the matter the Govt. in the WCD & SW Deptt. has agreed to the involvement of ICDS functionaries in the manner laid down below-:-

A-(1) Supervisors will attend the proposed rural health service infrastructure meeting on 4th Saturday in every month to be chaired by the Pradhan/Upapradhan at the Gram Panchayat level. If the allotted area of a Supervisor comprises two G.Ps, she will attend such meetings by rotation. These meetings will be treated as Convergence Meetings. Gram Panchayats will have no administrative control over the Supervisors and the A,W.Ws. In the interest of work, Supewisors; will eollect information/particulars relating to the A.W.Centres iind place them before the meetings. Proceedings of the meetings will have; to be reconded in writing in a Register and the same should be circulated to all present in the meeting. In case of any dissent it will also be recorded in the proceedings of the meeting. If required, copies of the proceedings of the meeting will have to be sent to the WCD & SW Dept. by the CDPOs, Supervisors-will furnish copies of the proceedings of the rneeiting to the concerned CDPOs.

2. CDPOs will attend the; meetings of the concerned Standing Committee of the Panchayat Samity where the reports as will be submitted by the G.Ps will be reviewed. Like GPs, Panchayut Samitis will also have no administrative control over the ICDS functionaries.

B. The Ciovt, in the WCD & SW Deptt. has also decided to entrust the Zilla Parishad for construction of A.W. Centres by sharing of funds between the deptt of WCD &SW and the Panchayats and also from the funds

available from their own sources. In both the cases, the DPO and the concerned CDPOs should also be involved in respect of selection of sites and implementation of this work. The list of approved sttes already received in this department will be forwarded to the respective Zilla Parishads. Panchayat & R.D. Deptt. has agreed to issue, necessary instruction to the zilla Parishads for timely submission of Utilisation Certificate for onward transmission of the same to the Govt. of India by the WCD & SW Deptt. DPOs will collect the Utilisation Certificates from the respective Z.Ps and maintain constant liasion with the Z.Ps Panchayat & R.D, Deptt has also agreed to request the ZPs to extend full co-operation to the DPOs for this purpose.

This will come into effect forthwith pertaining to the 1CDS functionaries.

P. K. CHANDA
Joint Secretary

No. : 213(62)/1(7)-SW Date : 13-01-2005

Copy forwarded for information and necessary action to :

1. The Principal Secretary, Health & Family Welfare Deptt
2. The Secretary, Panchayat & Rural Dev. Deptt.
3. The Director of Social Welfare, W,B.
4. The District Magistrate, _____

   _____
5. The Addl. Executive Officer (Zilla Parishad)_____

   _____
6. The District Programme Officer, ICDS _____

   _____

   He/she is requested to circulate the copy of the Memorandum to the CDPOs of his/her district
7. The P.S. to M.I.C, of this Department

P. K. CHANDA
Joint Secretary

Government of West Bengal
Women & Child Development and Social Welfare Deptt.
Writers' Buildings, Kolkata-700 001.

No. 1830-SW/3S-106 &5 Dated : 20th May, 2005

From : S. N. Haque, IAS
Secretary to the Govt. of West Bengal

To : Dr. M. N. Roy, IAS
Secretary to the Govt.of West Bengal
Panchayat & Rural Development Deptt.
Jeshop Building, lsl floor, 63, N. S. Road, Kolkata700 001.

Sub : **Mapping of activities relating to various departments of the State Govt. for devolution of activities to different tiers of PRIs.**

Sir,

I would like to refer to your letter No.SPRD-566(14)-05/PN/01/4P-l/05 dt. 13.4.2005 on the above-mentioned subject and to say that the Deptt. of Women & Child Development & Social Welfare has already entrusted the Panchayats with the job of construction of Anganwadi Centres vide Memorandum No. 213(62)-SW dtd. 13.01.2005. This Deptt. has also issued instruction to the CDPOs and the Supervisors for attending convergent meetings at Panchayat Samiti and Gram Panchayat levels respectively.

Now, in response to your letter under reference I would like to say that in the present activities of this Deptt. the PRIs already play a vital role in different levels. Their roles may be extended as proposed in the Annexure enclosed herewith.

Yours faithfully,

(S. N. Haque)

Secretary

Sl. No.	Activities	Present and recommended role of Panchayats
01	Selection of sites for AWCs	The site is recommended by the Gram Panchayat (GP) and approved by the Project Level Monitoring Committee (PLMC).
02	Survey of beneficiaries	GP has a supportive role to Anganwadi Workers (AWs) and Supervisors.
03	Construction of Anganwadi	A large number of AWCs have been constructed by Panchayat with the fund of this Deptt. The responsibilities of construction of Anganwadi Centres may be entirely entrusted to Panchayat so that the Centres may be constructed with the own fund by Panchayats.
04	Pre-School Education	Presently Panchayats have no significant role. However, they may be involved in awareness generation programme.
05	Supplementary Nutrition Programme (SNP)	Panchayat may be involved in construction of Anganwadi Centres with proper storing / cooking space. Joint visit of Panchayat, Health and ICDS functionaries may also improve the activities. Panchayat may have a crucial role in ogranizing community participation to improve the quality of cooked food.
06	Immunization	Panchayat may build public awareness and mobilize the community in availing the facilities. They may also coordinate the programme with Health & ICDS functionaries.
07	Mother's meeting	Panchayat may have a supportive role
08	Monitoring of ICDS activities	Convergence at G.P. level and Panchayat Samiti Level.
09	Balika Sambridhi Yojana	Identification of beneficiaries to be done by AWWs and certified by the Gram Panchayat as to the BPL list
10	NPAG	Gram Panchayat have a supportive role in selection or beneficiaries.
11	Kishori Shakti Yojana	Gram Panchayat have a supportive role in selection or beneficiaries.
12	Kishori Shakti Yojana	Sabhapati Panchayat Samity is the Chairman of the Block Society formed under the programme where all the Block Level Officers and Karmadakshya, Sishu-O-Nari Unnayan Sthayee Samity are Memers. They may have a role of coordinator amongs the different departments at Block level and ensure availability of the facilities / beneficiaries to all the SHGs formed under different programmes
13	Pension	Selection of beneficiaries is done by Gram Panchayat Concerned Sthayee recommends the cases to District Magistrate for approval.
14	Non-institutional care of children achemes (up to 18 years)	Selection of beneficiaries is done by Gram Panchayat Concerned Sthayee recommends the cases to District Magistrate for approval.

ITEM - 7 : Dept. of Woman and Child Development & Social Welfare :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Nari O Sishu Unnayan Tran O Janakalyan Sthayee Samiti of Zilla Parishad Link Officer – Dist. Social Welfare Officer & Dist. Programme Officer	**Nari O Sishu Unnayan Tran O Janakalyan Sthayee Samiti of Panchayat Samiti** Link Officer – Block Welfare Officer & CDPO of ICDS	**Nari Sishu Unnayan O Samaj Kalyan Upa-Samiti of Gram Panchayat** Link Officer – Supervisor of ICDS
Selection of beneficiaries for different programmes	• Survey of beneficiaries • Identification & Selection of beneficiaries • Awareness generation in villages • Mobilization of community	• Selection of beneficiaries for Non-institutional care of children up to 18 years	• Recommendation of names of beneficiaries for Pension Schemes to the DM for approval • Recommendation of beneficiaries for Non-institutional care of children up to 18 years	• Supportive role in survey of beneficiaries availing facilities of Anganwadi Centres • Identification of beneficiaries for NPAG, Kishori Shakti Yojana & Pension Schemes • Issue of BPL certificate for beneficiaries of Balika Sambridhi Yojana • Awareness generation in villages to motivate parents for pre-school education & immunization of their children • Mobilize community participation to improve quality of cooked food in Anganwadi Centres
Construction of Anganwadi Centres	• Selection of sites of Anganwadi Centres • Construction of Anganwadi Centres		• Construction of Anganwadi Centres through PRI fund	• Recommendation of sites of Anganwadi Centres
Convergence	• Co-ordination of programmes • Monitoring of programmes		• Co-ordination to ensure availability of facilities / benifits to SHGs of Swayamsiddha & convergence with other SHGs formed under different programmes • Convergence of activities of ICDS (with the CDPOs vide Memorandum No. 213 (62)-SW dt. 13.01.2005	• Supportive role in survey of beneficiaries availing facilities of Anganwadi Centres • Identification of beneficiaries for NPAG, Kishori Shakti Yojana & Pension Schemes • Issue of BPL certificate for beneficiaries of Balika Sambridhi Yojana • Awareness generation in villages to motivate parents for pre-school education & immunization of their children • Mobilize community participation to improve quality of cooked food in Anganwadi Centres
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year to be done by the Deptt. of Women & Child Development & Social Welfare.			

Government of West Bengal
Writers' Buildings, Kolkata-1.

No. 1256-SW
5S-106/05

April 12, 2006

O R D E R

In consultation with the Panchayat & Rural Development Deptt. a Road Map concerning the Women & Child Development and Social Welfare Deptt. on devolution of activities to the Panchayati Raj Institutions has been finalised. Panchayat & Rural Development Deptt. has issued instructions vide order No. 61012/PN/O/V/4P-1/05 dated 17.11.2005 on devolution of power and responsibilities upon the appropriate tier of Panchayats.

Now, the Governor is pleased hereby to assign such functions and responsibilities to the appropriate tier of the panchayati Raj Institutions as shown at Annexure 'A'.

The Governor is further pleased to order that District Social Welfare Officers and the District Programme Officers will act as Link Officers relating to Nari O Sishu Unnayan Tran O Jana Kalyan Sthayee Samity of Zilla Parishads, Child Development Project Officers and the Block Welfare Officers will as Link Officers relating to Nari O Sishu Unnayan Tran O Jana Kalyan Sthyaee Samiti to Panchayat Samitis and the Supervisors of ICDS will act as Link Officers relating to Nari O Sishu Unnayan O Samaj Kalyan Upa-Samiti of Gram Panchayats. The duties and responsibilities of the Link Officers will be applicable only to the defined functions and activities of different tiers of Panchayati Raj Institutions as indicated in Annexure 'A'.

This order will come into effect immediately.

By order of the Governor,
S. N. Haque
Secretary to the Govt. of West Bengal

No. 1256/1 (450) - SW

Copy together with a copy of Annexure 'A' forwarded for information and necessary action to :

1. The Pr. Secretary, Panchayat & Rural Development Department
   63, N. S. Road, Jessop Buildings, Kolkata-1
2. The Director of Social Welfare, West Bengal Juvenile Court Buildings Salt Lake, Kolkata-64
3. The Manatging Director, West Bengal Women Development Undertaking,
   LA Sector, B-7, Sector-III, Salt Lake, Kolkata-91
4. The Controller of Vagrancy, West Bengal, Purta Bhawan, Salt Lake, Kolkata-91
5. The District Magistrate, _____
   P.O. _____ Dist _____
6. The Addl. Executive Officer (Zilla Parishad), _____
   P.O. _____ Dist _____
7. The District Social Welfare Officer _____
   P.O. _____ Dist _____
   He / She is requested to circulate a copy of this order to the Block Welfare Officers
8. The Programme Officer (ICDS), _____
   P.O. _____ Dist _____
9. The Child Development Project Officer, _____
   P.O. _____ Dist _____
   He / She is requested to circulate a copy of this order to the Supervisors of his / her project
10. PS to MIC of this Department

Dated, Kolkata
The 12th April, 2006

Joint Secretary to the Govt. of W. B.

ITEM - 7 : Dept. of Woman and Child Development & Social Welfare :

Function	Activity	Responsibility of Standing Committee of three-tier PRIs		
		Nari O Sishu Unnayan Tran O Janakalyan Sthayee Samiti of Zilla Parishad Link Officer – Dist. Social Welfare Officer & Dist. Programme Officer	**Nari O Sishu Unnayan Tran O Janakalyan Sthayee Samiti of Panchayat Samiti** Link Officer – Block Welfare Officer & CDPO of ICDS	**Nari Sishu Unnayan O Samaj Kalyan Upa-Samiti of Gram Panchayat** Link Officer – Supervisor of ICDS
Selection of beneficiaries for different programmes	• Survey of beneficiaries • Identification & Selection of beneficiaries • Awareness generation in villages • Mobilization of community	• Selection of beneficiaries for Non-institutional care of children up to 18 years	• Recommendation of names of beneficiaries for Pension Schemes to the DM for approval • Recommendation of beneficiaries for Non-institutional care of children up to 18 years	• Supportive role in survey of beneficiaries availing facilities of Anganwadi Centres • Identification of beneficiaries for NPAG, Kishori Shakti Yojana & Pension Schemes • Issue of BPL certificate for beneficiaries of Balika Sambridhi Yojana • Awareness generation in villages to motivate parents for pre-school education & immunization of their children • Mobilize community participation to improve quality of cooked food in Anganwadi Centres
Construction of Anganwadi Centres	• Selection of sites of Anganwadi Centres • Construction of Anganwadi Centres		• Construction of Anganwadi Centres through PRI fund	• Recommendation of sites of Anganwadi Centres
Convergence	• Co-ordination of programmes • Monitoring of programmes		• Co-ordination to ensure availability of facilities / benifits to SHGs of Swayamsiddha & convergence with other SHGs formed under different programmes • Convergence of activities of ICDS (with the CDPOs vide Memorandum No. 213 (62)-SW dt. 13.01.2005	• Supportive role in survey of beneficiaries availing facilities of Anganwadi Centres • Identification of beneficiaries for NPAG, Kishori Shakti Yojana & Pension Schemes • Issue of BPL certificate for beneficiaries of Balika Sambridhi Yojana • Awareness generation in villages to motivate parents for pre-school education & immunization of their children • Mobilize community participation to improve quality of cooked food in Anganwadi Centres
Planning and Budgeting	• Preparation of development plan for five year term and annual plan and budget for each year to be done by the Deptt. of Women & Child Development & Social Welfare.			

GOVERNMENT OF WEST BENGAL
Forests Department
For - Branch

No. 2609-For/FR/O/11M-11/2004 Dated : Kolkata, the 6th August, 2004

From : The Deputy Secretary
to the Government of West Bengal

To : The Principal Chief Conservator of
Forest, West Bengal

Sub : **Placement of forest officials in Zilla Parishad to take up social forestry and afforestation programme under different shemes by PRIs.**

Sir,

Social forestry and afforestation programmes have been undertaken in this State under centrally sponsored schemes by Zilla Parishads and other Panchayat bodies under Panchayat and Rural Development Department. The Panchayat and Rural Development Department has identified that these programme have not been fully successful in many places for lack of technical knowledge regarding execution of the afforestation activities and their management at different panchayat levels. The Panchayat and Rural Development Department has also felt that inivolvement of the Forest Department in planning and execution of social forestry activities will not only help the successful implementation of afforestation programmes but also fulfil the object of maintaining ecological equalibrium, create jobs in rural areas and generate resources for PRIs. The Panchayat and Rural Development Department has also requested the Forest Department to deploy forest officials for successful implementation of social forestry and afforestation programmes, which are taken up by the Panchayats.

Now, therefore, I am directed by order of the Governor to say that the Governor is pleased to utilize the services of the following forest officials by the Zilla Parisads for implementation of various social forestry and other forestry related Programmes taken up by the Panchayats. They will for that purpose act as per this Deptt's earlier order No. 1712-For., dated 29.05.1997.

Sl. No.	Name of the Zilla Parishad	Name of the Zilla Parishad
1.	Cooch Behar Zilla Parisad	D.F.O., Cooch Behar Social Forestry Division
2.	Jalpaiguri Zilla Parishad	D.F.O., Jalpaiguri Social Forestry
3.	Siliguri Mahakuma Parishad	D.F.O., Siliguri Social Forestry Division
4.	Uttar Dinajpur Zilla Parishad	D.F.O., Raiganj Social Forestry Division
5.	Dakshin Dinajpur Zilla Parishad	Asst. D.F.O., Cooch Behar Social Forestry Division
6.	Malda Zilla Parishad	D.F.O., Malda Division
7.	Murshidabad Zilla Parishad	Asst. D.F.O., Nadia Murshidabad Division
8.	Nadia Zilla Parishad	D.F.O., Nadia Murshidabad Division
9.	Birbhum Zilla Parishad	D.F.O., Birbhum Division
10.	Burdwan Zilla Parishad	D.F.O., Burdwan Division
11.	Bankura Zilla Parishad	D.F.O., Bankura North Division
12.	Purulia Zilla Parishad	D.F.O., Forest Extension Division
13.	Howrah Zilla Parishad	D.F.O., Howrah Social Forestry Division
14.	Hooghly Zilla Parishad	Asstt. D.F.O., Howrah Social Forestry Division’
15.	Paschim Medinipur Zilla Parishad	D.F.O., East Medinipur Division
16.	Purba Medinipur Zilla Parishad	D.F.O., Kharagpur Social Forestry Division
17.	Uttar 24-Pgs. Zilla Parishad	D.F.O., North 24-Pgs Division
18.	Dakshin 24-Pgs Zilla Parishad	D.F.O., South 24-Pgs Division

This order shall have immediate effect.

Deputy Secretary
to the Govt. of West Bengal

No. 2609/1(100) - For

Copy forwarded for information and necessary action to : –

1. Accountant General, West Bengal
2. Pr. Secretary, Panchayat & Rural Deve. Deptt.
3. Sabhadhipati _____ Zilla Parishad
4. District Magistrate _____ Dist.

Dated, Kolkata
the 6th August, 2004

Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Public Health Engineering
New Sectt. Building (7th Floor), Cal-1

No. PHE/IV/1841/W-50/99 Cal, the 28th July, 1999

From : A. Bhattacharjee
Officer on Special Duty & Ex-Officio,
Dy. Secretary

To : The Principal Secretary
Panchayat & R.D. Department of this Govt.
Raj Bhavan, Calcutta

Sub : **Payment of Panchyat Tax Krishnaganj Water Supply Scheme – Head Woks Site, P.S. - Krishnaganj, Dist.- Nadia**

Sir,

I am directed to refer to the subject captioned above and to state Krishnaganj in the district of Nadia has sent a Bill to the Executive Engineer, Nadia Division, PHE Dte, for payment of Rs. 250.00 towards Panchayat Tax in respect of Krishnaganj Water Supply Scheme – Head Works for the year 1998-99 under the Administrative Control of this Deptt. A xerox copy of the Bill is enclosed herewith.

2. In this connection it is pointed out that as per policy of the State Govt. completed piped Water Supply Schemes are to be handed over to the Panchayat bodies for operations and maintenance. Since most of the Panchayat Bodies are reluctant to take over the schemes, operations & maintenance of such schemes are done by PHE Dte. on behalf of Panchayat bodies for which tax is not leviable for the premises at head works site of pumping station. Also no such tax has since been paid for any of the w/s schemes of this Deptt. previously.

3. Under the circumstances, I am further directed to seek your comments in the matter.

Yours faithyfully,

A. Bhattacharjee

Officer on Special Duty &
Ex-Officio, Dy Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1400/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243 G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Nakkatigachh Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Tufanganj Rural Piped Water Supply Scheme** with reference to the said **Nakkatigachh Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Nakkatigachh Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1400/W-49/08/1(8)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Coochbehar Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Coochbehar

6. Sabhapati, Tufanganj- I Panchayat Samity

7. Block Development Officer, Tufanganj- I Block

8. Pradhan, Nakkatigachh Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1401/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243 G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Malangi Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Hansimara Rural Piped Water Supply Scheme** with reference to the said **Malangi Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Malangi Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1401/W-49/08/1(8)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Coochbehar Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Jalpaiguri

6. Sabhapati, Kalchini Panchayat Samity

7. Block Development Officer, Kalchini Block

8. Pradhan, Malangi Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1402/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243 G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Satali Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Hansimara Rural Piped Water Supply Scheme** with reference to the said **Satali Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Satali Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1402/W-49/08/1(9)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Coochbehar Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Jalpaiguri

6. S.D.O. ....., Dist.....

7. Sabhapati, Kalchini Panchayat Samity

8. Block Development Officer, Kalchini Block

9. Pradhan, Satali Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1403/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Panchgram Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Panchgram Rural Piped Water Supply Scheme** with reference to the said **Panchgram Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Panchgram Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1403/W-49/08/1(9)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Murshidabad Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Murshidabad

6. S.D.O. ....., Dist.....

7. Sabhapati, Nabagram Panchayat Samity

8. Block Development Officer, Nabagram Block

9. Pradhan, Panchgram Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1404/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243 G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Hozzbibidanga Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Panchgram Rural Piped Water Supply Scheme** with reference to the said **Hozzbibidanga Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Hozzbibidanga Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1404/W-49/08/1(9)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Murshidabad Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Murshidabad

6. S.D.O. ....., Dist.....

7. Sabhapati, Nabagram Panchayat Samity

8. Block Development Officer, Nabagram Block

9. Pradhan, Hozzbibidanga Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1405/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243 G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Billwagram Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Bethuadahari Rural Piped Water Supply** Scheme with reference to the said **Billwagram Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Billwagram Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1405/W-49/08/1(9)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Murshidabad Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Nadia

6. S.D.O. ....., Dist.....

7. Sabhapati, Nakasipara Panchayat Samity

8. Block Development Officer, Nakasipara Block

9. Pradhan, Billwagram Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Government of West Bengal
Department of Public Health Engineering
New Secretariat Building (7th Floor)
1, K. S. Roy Road, Kolkata-700001.

No. :- PHE/IV/ 1406/W-49/08 dated, Kolkata the 1st June, 2009.

O R D E R

WHEREAS Article 243 G of the Constitution of India has empowered the Legislature of a State to endow the Panchayats with such powers and authority as may be necessary to enable them to function as institutions of Self-Government with provisions of devolutions of powers and responsibilities upon the appropriate tiers of Panchayats for preparation of plans for economic development and securing social justice and implementation of schemes as may be entrusted to them including those in relation to the matter listed in the Eleventh Scheduled of the Constitution of India;

AND WHEREAS under sub section (1) of Section 207B of the West Bengal Panchayat Act, 1973 the State Government may, by order, transfer, under such terms and conditions as may be specified, to Panchayats such powers , functions and duties as are exercised, performed and discharged by the State Government under any law made by the State Legislature or otherwise under the executive powers of the State;

AND WHEREAS there is a need for assigning activities to **Murarai Gram Panchayat** following the principle of devolution of power and activity so that any activity which may be performed at a lower tier should be attributed to that tier only without giving any scope for overlapping of responsibilities within various tiers of the Panchayats;

Now, in exercise of the power conferred by the Provisions of sub-section(l) of Section 207B of the West Bengal Panchayat Act, 1973, as subsequently amended from time to time, the Governor is pleased hereby to assign the responsibility of the maintenance of the Distribution system of **Murarai Rural Piped Water Supply Scheme** with reference to the said **Murarai Gram Panchayat** subject to the condition that a Memorandum of Understanding has to be signed by the concerned Executive Engineer, PHE directorate being the authorised representative of the Public Health Engineering Department and the authorised signatory of **Murarai Gram Panchayat.**

This order has been issued in compliance of the Chief Secretary, Government of West Bengal Order No. 3102/PN/ O/V/4P-1/05 dt. 07.11.2005 issued through the Panchayat and Rural Development Department and come into force with immediate effect.

Sd/-
Secretary.

No. PHE/IV/1406/W-49/08/1(9)

Copy forwarded for information and necessary action to the :–

1. Private Secretary to the MIC, Public Health Engineering Department

2. Sabhadhipati, Birbhum Zilla

3. Principal Secretary / Secretary to the Government of West Bengal
   Panchayat and Rural Development Department, Jessop Building, 63, N. S. Road, Kolkata - 700 001

4. Chief Engineer, ..., PHE Directorate

5. District Magistrate, Birbhum

6. S.D.O. ....., Dist.....

7. Sabhapati, Murarai- I Panchayat Samity

8. Block Development Officer, Murarai- I Block

9. Pradhan, Murarai Gram Panchayat

Dated, Kolkata
the 1st June, 2009

Joint Secretary

Chapter - 18

Principles of Subsidiarity

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	3969-PN/O/I/4P-1/05	25.07.2006	GP, PS & ZP	Principles of Subsidiarity
2	4943-PN/O/I/4P-1/05	16.10.2006	GP, PS & ZP	Principles of Subsidiarity
3	2360/PN/O/I/1S-1/2003	07.07.2003	GP, PS & ZP	Principles of Subsidiarity

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
জেশপ বিল্ডিং (দ্বিতয় তল)
৬৩, নেতাজী সুভাষ রোড,
কলকাতা-৭০০০০১

নং ঃ ৩৯৬৯-পি.এন/ও/১/৪পি-১/০৫ তারিখ ঃ ২৫/০৭/২০০৬

আদেশনামা

যেহেতু ভারতীয় সংবিধানের ২৪৩-জি অনুচ্ছেদের নির্দেশ অনুযায়ী রাজ্যের ত্রিস্তর পঞ্চায়েত প্রতিষ্ঠানগুলিকে স্বশাসিত সংস্থা হিসাবে গড়ে উঠতে এবং সংবিধানের একাদশ তফসিলে উল্লিখিত বিষয়গুলির পরিপ্রেক্ষিতে এলাকার অর্থনৈতিক উন্নয়ন ও সামাজিক ন্যায় প্রতিষ্ঠাকল্পে বিভিন্ন ও কর্মসূচী রূপায়ণের উদ্দেশ্যে পরিকল্পনা তৈরী করার ক্ষমতা ও অধিকার অর্পণ করার লক্ষ্যে বিধানসভাগুলিকে যথোপযুক্ত আইন প্রণয়ন করার ক্ষমতা করা হয়েছে ;

এবং যেহেতু ১৯৭৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত (১৯৭৩ সালের পশ্চিমবঙ্গ ৪১ আইন)-এর ২০৭খ ধারা [যে ধারা ১৯৯৪ সালের পশ্চিমবঙ্গ পঞ্চায়েত (সংশোধনী) আইন (১৯৯৪ সালের পশ্চিমবঙ্গ ১৮ আইন)-এর ৫০ ধারার বলে মূল আইনে সংযোজিত হয়েছে] অনুসারে রাজ্য বিধানমণ্ডলী সংবিধানে বিধৃত পূর্বোক্ত লক্ষ্য ও উদ্দেশ্য সম্পদন ও পালন করার জন্য পশ্চিমবঙ্গ সরকারের উপর এই বিষয়ে কিছু নির্দিষ্ট শর্ত সহ আদেশ প্রচার করার ক্ষমতা অর্পণ করেছে ;

এবং যেহেতু পঞ্চায়েতের বিভিন্ন স্তরে সহায়ক নীতির (Principle of subsidiarity) অনুসরণে সুযোগ ও সম্ভাবনা বিচার করে পঞ্চায়েতের বিভিন্ন স্তরে বিভিন্ন কার্যক্রম বা কার্যক্রমের অংশ বিশেষ অর্পণ করার প্রয়োজনীয়তা অনুভূত হয়েছে ;

এবং যেহেতু গত ২৭শে সেপ্টেম্বর, ২০০৫ তারিখে অনুষ্ঠিত বৈঠকে রাজ্য মন্ত্রী পরিষদ ভারতীয় সংবিধানের একাদশ তফসিলে অন্তর্ভুক্ত বিষয়গুলি এই আদেশ সংলগ্ন সারণিতে অন্তর্ভুক্ত করে পঞ্চায়েতের তিনটি স্তরে বিভিন্ন কার্যক্রম নির্দিষ্ট করে পৃথকভাবে অর্পণ করেছেন ;

অতএব, সংশোধন-উত্তর পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ (১৯৭৩-এর পশ্চিমবঙ্গ ৪১ আইন)-এর ২০৭খ ধারার (১) উপধারা অনুসারে ও এই মর্মে পূর্বে প্রচারিত গত ৭/১১/০৫ তারিখের ৬১০২/পি.এন./ও/এক নং আদেশনামার সাথে সাযুজ্য বজায় রেখে পঞ্চয়েত প্রতিষ্ঠানগুলির উপর ন্যস্ত কার্যক্রমগুলিকে উপর ন্যস্ত কার্যক্রমগুলিকে অধিকতর সক্রিয় করার উদ্দেশ্যে এবং ভারত সরকার ও পশ্চিমবঙ্গ সরকারের দারিদ্র দূরীকরণ কর্মসূচী সহ গ্রামোন্নয়নের বিভিন্ন প্রকল্পের সফল রূপায়ন করার লক্ষ্যে রাজ্যপালের নির্দেশ অনুসারে পঞ্চয়েতের বিভিন্ন স্তরের উপর দায়িত্বগুলি সহায়ক নীতি অনুসরণ করে ন্যস্ত করা হল এবং নির্দিষ্ট করা হল।

পঞ্চয়েতের ত্রিস্তরে ন্যস্ত দায়িত্বের সারণি এই আদেশনামার সাথে সংযোজিত করা হ'ল। এই আদেশনামা অবিলম্বে কার্যকরী হবে।

রাজ্যপালের আদেশানুসারে,

মানবেন্দ্র নাথ রায়,
প্রধান সচিব, পশ্চিমবঙ্গ সরকার।

পশ্চিমবঙ্গ সরকারের পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ কর্তৃক ত্রিস্তর পঞ্চায়েতে ন্যস্ত দায়িত্বের সারণী

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
১। ইন্দিরা আবাস যোজনা ঃ দারিদ্র্যসীমার নীচে বসবাসকারী তালিকাভুক্ত পরিবারের জন্য বাড়ী তৈরী ও সংস্কারের প্রকল্প ঃ			
১। দারিদ্র্যসীমার নীচে বসবাসকারী মানুষদের মধ্যে দরিদ্রতম মানুষকে চিহ্নিত করে উপভোক্তাদের তালিকা প্রস্তুতি।		গ্রাম পঞ্চায়েত থেকে পাঠানো গ্রাম সংসদে অনুমোদিত উপভোক্তাদের অগ্রাধিকার তালিকা গ্রহণ করা এবং তা আবার জেলা পরিষদে দাখিল করা।	প্রতিটি গ্রাম সংসদের কোটা নির্ধারণ করা এবং গ্রাম সংসদ সভায় উপভোক্তাদের অগ্রাধিকার তালিকা প্রস্তুতি, গ্রাম সংসদে অনুমোদিত এবং গ্রামসভায় অগ্রাধিকার দেওয়া উপভোক্তাদের তালিকা থেকে কোনও নাম না কেটে বা নতুন নাম না ঢুকিয়ে উপভোক্তাদের চিহ্নিতকরণ।
২। সরকারের কাছ থেকে অর্থ গ্রহণ করা এবং বাড়ী তৈরী করার জন্য উপভোক্তাদের মধ্যে তা বণ্টন করা এবং একইভাবে ইন্দিরা আবাস যোজনার নির্মিত গৃহের সংস্কারের জন্য অর্থ প্রদান।	সংশ্লিষ্ট পঞ্চায়েত সমিতিকে জানিয়ে সমস্ত গ্রাম পঞ্চায়েত গুলিকে অর্থ বরাদ্দ করা, মোট বরাদ্দের ৩ শতাংশ যাতে প্রতিবন্ধীদের জন্য ব্যয়িত হয়, তা সুনিশ্চিত করা।		গ্রাম পঞ্চায়েতের কমপক্ষে তিন জন সদস্য ও পঞ্চায়েত সমিতির পক্ষে ব্লক উন্নয়ন আধিকারিকের একজন প্রতিনিধি এবং সভাপতির একজন প্রতিনিধির উপস্থিতিতে চিহ্নিত উপভোক্তাদের অর্থ প্রদান ও অর্থপ্রাপ্তির রসিদ গ্রহণ।
৩। বাড়ী তৈরী করে দেওয়া এবং সঠিকভাবে বাড়ীগুলি তৈরী হয়েছে কি না তা পরিদর্শন করা এবং মূল্যায়ন করা।		প্রকল্পটি ঠিকমত নির্বাহ করা হচ্ছে কি না তা পরিদর্শন করা এবং মূল্যায়ন করা, গ্রাম পঞ্চায়েতগুলি থেকে পাঠানো সদ্ব্যবহার পত্রগুলি গ্রহণ করা এবং একত্রীকৃত সদ্ব্যবহার পত্র জেলা পরিষদের কাছে পাঠানো।	প্রকল্পটি ঠিকমত নির্বাহ করা হচ্ছে কি না তার অগ্রগতি পরিদর্শন করা এবং পঞ্চায়েত সমিতিকে তা জানানো।
৪। এই সংক্রান্ত রিপোর্ট তৈরী করা এবং উচ্চ স্তরে অর্থের সদ্ব্যবহার পত্র পাঠানো।	সমস্ত পঞ্চায়েত সমিতির একত্রীকৃত রিপোর্ট জেলা পরিষদের সংগ্রহে রাখা এবং উচ্চ স্তরে পাঠানো।	সমস্ত গ্রাম পঞ্চায়েতের একত্রীকৃত রিপোর্ট জেলা পরিষদে পাঠানো।	প্রকল্পের দ্বিতীয় কিস্তির ব্যাপারে কাজ সম্পূর্ণ হওয়ার প্রমাণ পত্র সহ গ্রাম উন্নয়ন সমিতির সুপারিশ গ্রহণ, পঞ্চায়েত সমিতিতে অর্থের সদ্ব্যবহার পত্র প্রেরণ।
৫। পুরো প্রকল্পটি সম্পূর্ণ হওয়ার পদ্ধতিগুলি লিপিবদ্ধ করা।			প্রকল্পটি সম্পূর্ণ করার পদ্ধতিগুলি লিপিবদ্ধ করা এবং তা গ্রাম পঞ্চায়েত অফিসে রাখা, ঐ রিপোর্ট পঞ্চায়েত সমিতিতে পাঠানো।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
২। সম্পূর্ণ গ্রামীণ রোজগার যোজনা ঃ কাজ সৃষ্টি এবং স্থায়ী সম্পদ সৃষ্টির মাধ্যমে দারিদ্র্য দূরীকরণের প্রকল্প ঃ			
১। এমন কিছু প্রকল্প নির্বাচন করা যাতে কাজ সৃষ্টির সুযোগ বাড়ে, দরিদ্র মানুষেরা সারা বছর কাজ পায়, বিশেষতঃ এমন কিছু কাজ বেছে নেওয়া যাতে তফসিলী বা আদিবাসী সম্প্রদায়ের লোকেরা উপকৃত হয় এবং সেইসঙ্গে সমাজের জন্য বিভিন্ন সুযোগ-সুবিধার সৃষ্টি হয়।	বার্ষিক পরিকল্পনা তৈরী করা এবং স্থায়ী সমিতিভিত্তিক তা নির্দিষ্ট করা	গ্রাম পঞ্চায়েতের বার্ষিক পরিকল্পনায় নেওয়া সম্ভব হয়নি অথচ চাহিদা আছে এমন বড় প্রকল্প চিহ্নিত কার এবং তার ভিত্তিতে কাজের বার্ষিক পরিকল্পনা তৈরী করা, সংশ্লিষ্ট স্থায়ী সমিতির গৃহীত প্রকল্পগুলির অনুমোদন প্রদান এবং সেগুলিকে বার্ষিক পরিকল্পনার অন্তর্ভুক্ত করা।	গ্রাম সংসদ সভায় উপযুক্ত কাজ চিহ্নিত করা, চিহ্নিত কাজগুলির (সংযোজনী 'ক' দেখতে হবে) অগ্রাধিকার তালিকা গ্রাম পঞ্চায়েতে গ্রহণ করা এবং তা বার্ষিক কর্মপরিকল্পনার অন্তর্ভুক্ত করা।
২। দীর্ঘমেয়াদী পরিকল্পনা তৈরীর জন্য প্রকল্প ব্যাঙ্ক তৈরী করা।	পঞ্চায়েত সমিতি থেকে অনুমোদিত বড় প্রকল্প এবং স্থায়ী সমিতিগুলি থেকে প্রস্তাবিত বড় প্রকল্পগুলিকে তালিকাভুক্ত করা, যেসব কাজ জেলা পরিষদ করতে পারবে তাদের তালিকা সংযোজনী 'ক'-তে দেওয়া হল।	গ্রাম পঞ্চায়েত থেকে অনুমোদিত বড় প্রকল্পগুলিকে তালিকাভুক্ত করা, স্থায়ী সমিতিগুলি থেকে অনুমোদিত প্রকল্পগুলিকে তালিকাভুক্ত করা, যেসব কাজ পঞ্চায়েত সমিতি করতে পারবে তাদের তালিকা সংযোজনী 'ক'-তে দেওয়া হল।	গ্রাম উন্নয়ন সমিতির মাধ্যমে গ্রাম সংসদগুলির চাহিদা অনুযায়ী প্রকল্পগুলিকে তালিকাভুক্ত করা, গ্রাম সংসদ থেকে উঠে আসা প্রকল্পগুলিকে উপসমিতির অনুমোদনক্রমে তালিকাভুক্ত করা, যেসব কাজ গ্রাম পঞ্চায়েত করতে পারবে তাদের তালিকা সংযোজনী 'ক'-তে দেওয়া হল।
৩। গরীব গ্রামবাসী যাদের মজুরীর বিনিময়ে কাজের দরকার তাদের তালিকা প্রস্তুতি এবং যারা শ্রমদানে ইচ্ছুক তাদের তালিকা প্রস্তুতি।		গ্রাম পঞ্চায়েতগুলির সাথে আলোচনা করে মজুরী শ্রমিকদের তালিকা প্রস্তুত করা।	গ্রাম উন্নয়ন সমিতির সাথে পরমর্শ করে যেসব দরিদ্র মানুষ মজুরীভিত্তিক কাজ খোঁজে এবং শ্রম দিতে ইচ্ছুক তাদের তালিকা প্রস্তুত করা।
৪। প্রকল্পগুলি নির্বাহ করা।	১০ লক্ষ টাকা বা তার অধিক বাজেটের প্রকল্প নির্বাহ করা এবং তার কম বাজেটের প্রকল্পগুলির ব্যাপারে পঞ্চায়েত সমিতি বা গ্রাম পঞ্চায়েতের হাতে রূপায়ণের দায়িত্ব প্রত্যর্পণ করা, ১০ লক্ষ টাকার বেশী কোনও প্রকল্পের ক্ষেত্রে জেলা পরিষদ মনে করলে জেলা পরিষদের বাস্তুকারের তত্ত্বাবধানে পঞ্চায়েত সমিতিকে দিয়ে কাজ করানো।	২ লক্ষ টাকার অধিক এবং ১০ লক্ষ টাকার কম বাজেটের প্রকল্প নির্বাহ করা এবং ২ লক্ষ টাকার কম বাজেটের প্রকল্পগুলির ব্যাপারে গ্রাম পঞ্চায়েতের হাতে ক্ষমতা প্রত্যর্পণ করা, জেলা পরিষদ দ্বারা দায়িত্বপ্রাপ্ত হলে জেলা পরিষদের বাস্তুকারের তত্ত্বাবধানে ১০ লক্ষ টাকার অধিক প্রকল্প নির্বাহ করা, পঞ্চায়েত সমিতিতে উপযুক্ত দক্ষতাসম্পন্ন কনিষ্ঠ বাস্তুকার বা অবর সহবাস্তুকার থাকলে পঞ্চায়েত সমিতির তহবিল থেকে ১০ লক্ষ টাকার বেশী কাজ যেমন গৃহ নির্মাণের কাজ বা অন্যান্য কাজের নকশা ও প্রাক্কলন জেলা পরিষদের বাস্তুকারের অনুমোদন সাপেক্ষে রূপায়ণ করা, পঞ্চায়েত সমিতি মনে করলে পঞ্চায়েত সমিতির তত্ত্বাবধানে ২ লক্ষ টাকার বেশী কোনও প্রকল্পের কাজ গ্রাম পঞ্চায়েতকে দিয়ে করানো।	২০,০০০ টাকা পর্যন্ত যে-কোনও মাটির কাজ যেমন, মাটির সংযোগকারী রাস্তা, খাল কাটা, পুকুর খনন, নালা খনন ইত্যাদি কাজে গ্রাম উন্নয়ন সমিতি যথেষ্ট সক্ষম হলে গ্রাম পঞ্চায়েতের অনুমোদনক্রমে তাদের দ্বারা রূপায়ণ করা, ২০,০০০ টাকা পর্যন্ত যে-সব সারাই বা পরিকাঠামো রক্ষণাবেক্ষণের কাজে কারিগরী বিষেষজ্ঞ দরকার হয় না সে-সব কাজ গ্রাম উন্নয়ন সমিতি যথেষ্ট সক্ষম হলে গ্রাম পঞ্চায়েতের অনুমোদনক্রমে তাদের দ্বারা রূপায়ণ করানো, ২০,০০১ টাকা থেকে ২ লাখ টাকা পর্যন্ত যাবতীয় প্রকল্প গ্রাম পঞ্চায়েতের দ্বারা রূপায়ণ করা, পঞ্চায়েত সমিতি অথবা জেলা পরিষদ দ্বারা দায়িত্বপ্রাপ্ত হলে জেলা পরিষদের অথবা পঞ্চায়েত সমিতির সংশ্লিষ্ট বাস্তুকারের তত্ত্বাবধানে ২ লক্ষ টাকার বেশী কোনও প্রকল্পের রূপায়ণ

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
			করা যদি ওই গ্রাম পঞ্চায়েত নির্মাণ সহায়ক পদে দক্ষ ব্যক্তি নিযুক্ত থাকেন, গ্রাম পঞ্চায়েতের তহবিল থেকে ২ লক্ষ টাকার বেশী কাজ যেমন গৃহ নির্মাণের কাজ বা অন্যান্য কাজের নকশা ও প্রাক্কলন পঞ্চায়েত সমিতি অথবা জেলা পরিষদের উপযুক্ত বাস্তুকারের অনুমোদন সাপেক্ষে রূপায়ণ করা যদি ওই গ্রাম পঞ্চায়েতে নির্মাণ সহায়ক পদে দক্ষ ব্যক্তি নিযুক্ত থাকেন, একক উপভোক্তার ক্ষেত্রে মোট বরাদ্দকৃত অর্থের ২২.৫ শতাংশ রাজ্য সরকারের আদেশনামা [স্মারক নং ৭৩৪৮-আর ডি (এস জি আর ওয়াই)/ ১ এস-২/২০০২] অনুযায়ী প্রকল্প নির্বাহ করা (সংযোজনী 'খ' দেখতে হবে), একটি সংসদ এলাকায় গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি বা জেলা পরিষদ দ্বারা কোনও প্রকল্প রূপায়ণের সময় গ্রাম উন্নয়ন সমিতি উপভোক্তা কমিটির দায়িত্ব ও কর্তব্য নির্বাহ করবে, দুই বা ততোধিক সংসদ এলাকায় গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতি বা জেলা পরিষদ দ্বারা কোনও প্রকল্প রূপায়ণের সময় প্রতিটি গ্রাম উন্নয়ন সমিতি থেকে কমপক্ষে তিন জন করে সদস্য প্রতিনিধি নিয়ে উপভোক্তা কমিটি তৈরী হবে।
৫। প্রকল্পের কারিগরী অনুমোদন করা।	চার লক্ষ টাকার বেশী আট লক্ষ টাকা পর্যন্ত যে-কোনও প্রকল্পের এবং পাঁচ লক্ষ টাকার বেশী এবং আট লক্ষ টাকা পর্যন্ত মাটির কাজের কারিগরী অনুমোদন দেবেন জেলা পরিষদের সহকারী বাস্তুকার (অ্যাসিসট্যান্ট ইঞ্জিনিয়ার), আট লক্ষ টাকার বেশী পঁচিশ লক্ষ টাকা পর্যন্ত প্রকল্পের কারিগরী অনুমোদন দেবেন জেলা পরিষদের বাস্তুকার (এক্সিকিউটিভ ইঞ্জিনিয়ার), পঁচিশ লক্ষ টাকার বেশী প্রকল্পের কারিগরী অনুমোদন দপ্তর থেকে নিতে হবে।	এই স্তরের প্রকল্পগুলির মধ্যে এক লক্ষ এক টাকা থেকে দুই লক্ষ টাকা পর্যন্ত যে-কোনও কাজ এবং আড়াই লক্ষ টাকা পর্যন্ত মাটির কাজের কারিগর অনুমোদন করবেন অবর সহ-বাস্তুকার (এস.এ.ই.), দুই লক্ষ টাকার বেশী চার লক্ষ টাকা পর্যন্ত যে-কোনও প্রকল্পের এবং আড়াই লক্ষ টাকা থেকে পাঁচ লক্ষ টাকা পর্যন্ত মাটির কাজের কারিগরী অনুমোদন করবেন জুনিয়র ইঞ্জিনিয়ার, পাঁচ লক্ষ টাকার বেশী প্রকল্পের কারিগরী অনুমোদন জেলা পরিষদের সহকারী বাস্তুকার (অ্যাসিসট্যান্ট ইঞ্জিনিয়ার)-কে দিয়ে করিয়ে আনতে হবে।	পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরের কারিগরী নির্দেশিকা মেনে কুড়ি হাজার টাকা পর্যন্ত যে-কোনও প্রকল্প জব অ্যাসিসট্যান্ট তৈরী করবেন। এর জন্যে কোনও কারিগরী অনুমোদনের দরকার নেই, এই স্তরের প্রকল্পগুলির মধ্যে এক লক্ষ টাকা পর্যন্ত যে-কোনও কাজের কারিগরী অনুমোদন করবেন নির্মাণ সহায়ক।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৬। সামাজিক বনসৃজনের প্রকল্পটি নির্বাহ করা।	বন দপ্তরের সহযোগিতায় বড় মাপের সামাজিক বনসৃজন নির্বাহ করা।	সামাজিক বনসৃজন প্রকল্পের আওতায় বন ও ভূমি সংস্কার স্থায়ী সমিতির অনুমতি সাপেক্ষে প্রতিটি গ্রাম পঞ্চায়েতকে চারাগাছ বিতরণ।	সামাজিক বনসৃজন প্রকল্পের আওতায় সাধারণ গাছের নার্সারী তৈরী করা। চারা রোপনের ব্যাপারে খালের ধারে এবং রাস্তার ধারে উদ্যোগ নিতে হবে। এই প্রকল্পের ব্যাপারে স্বনির্ভর দলগুলিকে কাজে লাগানো যেতে পারে, সামাজিক বনসৃজন প্রকল্পের আওতায় সমস্ত রকম রক্ষণাবেক্ষণের গ্রাম পঞ্চায়েত করবে। সামাজিক বনসৃজন থেকে বিক্রির মাধ্যমে পাওয়া লভ্যাংশ থেকে গ্রাম পঞ্চায়েত/পঞ্চায়েত সমিতি/জেলা পরিষদ গাছ লাগানোর খরচটা শুধুমাত্র পাবে, বাকীটা গ্রাম উন্নয়ন সমিতি বা স্বনির্ভর গোষ্ঠী পাবে।
৭। অর্থ সরবরাহ।	আইন মোতাবেক গ্রাম পঞ্চায়েত বা পঞ্চায়েত সমিতির হাতে অর্থ প্রদান, মোট প্রাপ্য অর্থের ২২.৫ শতাংশ একক উপভোক্তার ক্ষেত্রে ব্যয় করা (সংযোজনী 'খ' দেখতে হবে), গ্রামীণ প্রতিবন্ধীদের জন্য যাতে অন্ততঃ ৩ শতাংশ অর্থ ব্যয়িত হয়, সেদিকে লক্ষ্য রাখা।		
৮। অর্থের সদ্ব্যবহার সংক্রান্ত রিপোর্ট তৈরী করা এবং উচ্চ স্তরে অর্থের সদ্ব্যবহার পত্র পাঠানো।	সমস্ত পঞ্চায়েত সমিতির একত্রীকৃত সদ্ব্যবহার পত্র উচ্চ স্তরে পাঠানো।	সমস্ত গ্রাম পঞ্চায়েতের একত্রীকৃত রিপোর্ট এবং অর্থের সদ্ব্যবহার পত্র জেলা পরিষদে পাঠানো।	গ্রাম উন্নয়ন সমিতির কাছ থেকে অর্থের সদ্ব্যবহার পত্র সংগ্রহ করা এবং সমস্ত রিপোর্ট ও অর্থের সদ্ব্যবহার পত্র পঞ্চায়েত সমিতির কাছে পাঠানো।
৩। জল সরবরাহ প্রকল্প ঃ নলকূপ এবং পাইপের জল সরবরাহ ঃ			
১। যাদের জন্য প্রকল্পটি নেওয়া যাবে, সেই উপভোক্তাদের নির্বাচন এবং স্থান নির্বাচন।	পাইপের মাধ্যমে জল সরবরাহ করার বড় প্রকল্প গ্রহণ করা এবং তার জন্য প্রয়োজনীয় স্থান এবং উপভোক্তা পঞ্চায়েত সমিতির সুপারিশ অনুযায়ী নির্বাচন করা।	পাইপের মাধ্যমে এক বা একাধিক জল সরবরাহ করার বড় প্রকল্প রূপায়ণের জন্য প্রয়োজনীয় স্থান এবং উপভোক্তা নির্বাচন সংশ্লিষ্ট গ্রাম পঞ্চায়েতের সাথে আলোচনাক্রমে নির্বাচন করা।	গ্রাম সংসদের কাছ থেকে নলকূপ বসানো এবং তুলে বসানোর ব্যাপারে প্রস্তাব পাওয়া, তার জন্য প্রয়োজনীয় স্থান নির্বাচন।
২। প্রকল্প তৈরী করা এবং তার প্রাক্কলন (এস্টিমেট) তৈরী করা।	জনস্বাস্থ্য কারিগরী দপ্তরের জেলা স্তরের বা মহকুমা স্তরের আধিকারিকরা করবেন।		নির্মাণ সহায়ক প্রকল্প ও তার প্রাক্কলন তৈরী করবেন।
৩। প্রকল্পটি নির্বাহ করা।	বৃহৎ রিগবোর্ড প্রকল্প গ্রহণ করা।	রিগবোর্ড নলকূপ বসানো, উপভোক্তাদের হাতে প্রকল্পটির দায়িত্ব অর্পণ করা এবং কোনও কোনও ক্ষেত্রে অবস্থা বুঝে গ্রাম পঞ্চায়েতের হাতে দায়িত্ব অর্পণ করা।	সমস্ত নলকূপের সারাই এবং রক্ষণাবেক্ষণ এবং এই সংক্রান্ত অল্প ব্যয়ের ক্ষেত্রে গ্রাম উন্নয়ন সমিতির হাতে অর্থ প্রদান করে কাজটি সম্পন্ন কার।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৪। অর্থ সরবরাহ করা।	পঞ্চায়েত সমিতিকে অর্থ বরাদ্দ করা।	গ্রাম পঞ্চায়েতকে অর্থ বরাদ্দ করা।	নলকূপের সারাই এবং রক্ষণাবেক্ষণ সংক্রান্ত অল্প ব্যয়ের ক্ষেত্রে গ্রাম উন্নয়ন সমিতির হাতে অর্থ প্রদান করা।
৫। অর্থের সদ্ব্যবহার পত্র যথাস্থানে পাঠানো।	অর্থের সদ্ব্যবহার পত্র যথাস্থানে পাঠানো।	অর্থের সদ্ব্যবহার পত্র জেলা পরিষদে পাঠানো।	পঞ্চায়েত সমিতিকে অর্থের সদ্ব্যবহার পত্র পাঠানো।
৪। শিশু শিক্ষা কর্মসূচী ঃ গ্রামাঞ্চলে ৫ থেকে ৯ বছর বয়সী শিশুর জন্য প্রাথমিক শিক্ষার সুযোগ সৃষ্টির উদ্দেশ্যে এই প্রকল্প ঃ			
১। বিদ্যালয় নেই এমন মৌজা ও বসতি চিহ্নিতকরণ।	জেলায় বিদ্যালয়হীন মৌজা ও বসতির সংখ্যা ও অবস্থান নিরূপণ করা।	পঞ্চায়েত সমিতি এলাকায় বিদ্যালয়হীন মৌজা ও বসতির সংখ্যা ও অবস্থান গ্রাম পঞ্চায়েতের সাহায্যে নিরূপণ করা।	যে-সব মৌজা ও বসতির ১ কিলোমিটারের মধ্যে প্রাথমিক বিদ্যালয় নেই, সেই মৌজা ও বসিতিগুলিকে গ্রাম উন্নয়ন সমিতির মাধ্যমে চিহ্নিত করা, যে-সব মৌজা ও বসতির কাছাকাছি প্রাথমিক বিদ্যালয় থাকা সত্ত্বেও ভৌগোলিক বাধার কারণে শিশুরা যেতে পারে না সেগুলিকে গ্রাম উন্নয়ন সমিতির মাধ্যমে চিহ্নিত করা।
২। সার্বজনীন প্রাথমিক শিক্ষার পরিকল্পনা গ্রহণ করা।	পঞ্চায়েত সমিতিগুলি থেকে আসা প্রস্তাবের ভিত্তিতে জেলার জন্য সার্বজনীন প্রাথমিক শিক্ষার পরিকাঠামো সুনিশ্চিত করা, জেলার জনগণনার তথ্য অনুযায়ী ৫ থেকে ৯ বছর বয়সী শিশুর সংখ্যার সাথে প্রাথমিক বিদ্যালয়ে, শিশু শিক্ষা কেন্দ্রে এবং বেসরকারী বিদ্যালয়ে ভর্তি হওয়া শিশুর সংখ্যা মিলিয়ে দেখা এবং বিষয়টি তদারকি করা।	সমস্ত গ্রাম পঞ্চায়েত থেকে উঠে আসা প্রস্তাবগুলি একত্রীকৃত করে পঞ্চায়েত সমিতির সার্বজনীন প্রাথমিক শিক্ষার পরিকল্পনা প্রস্তুত করা এবং তা জেলা পরিষদে পাঠানো, সকল শিশুই প্রাথমিক শিক্ষা প্রতিষ্ঠানে ভর্তি হয়েছে কি না এবং একই শিশুর নাম একাধিক প্রতিষ্ঠানে নথিভুক্ত হয়েছে কি না তা তদারকি করা।	বিদ্যালয়হীন মৌজা ও বসতি চিহ্নিত করার পরে কোথায় শিশু শিক্ষা কেন্দ্র খোলা প্রয়োজন বা কোন্ কোন্ শিশু শিক্ষা কেন্দ্রের আর প্রয়োজনীয়তা নেই তা গ্রাম পঞ্চায়েত সভায় আলোচনাক্রমে স্থির করা এবং এই আলোচনার সিদ্ধান্ত পঞ্চায়েত সমিতিকে জানানো।
৩। বিদ্যালয়গৃহ, শৌচাগার, পানীয় জল, মিড-ডে মিলের রান্নাঘর সহ প্রয়োজনীয় পরিকাঠামো নির্মাণ।	জেলায় সমস্ত শিশু শিক্ষা কেন্দ্রের পরিকাঠামো গড়ে তোলার জন্য অর্থের খাত ধরে মোট অর্থ সংগ্রহ করার পরিকল্পনা কার এবং পঞ্চায়েত সমিতি বা গ্রাম পঞ্চায়েত প্রয়োজনীয় নির্দেশ দেওয়া, কিভাবে এই পরিকাঠামো অনুস্তরে তৈরী হবে তার নীতিগত সিদ্ধান্ত নিয়ে তা পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতকে জানানে।	জেলা পরিষদে গৃহীত সিদ্ধান্তের পরিপ্রেক্ষিতে পঞ্চায়েত সমিতি স্তরে স্থানীয় চাহিদা অনুযায়ী সিদ্ধান্ত গ্রহণ এবং পরিকাঠামোর গুণগত মান নিশ্চিত করতে তদারকি ব্যবস্থা গড়ে তোলা।	পরিকাঠামো নির্মাণে মানুষের সম্পদ সংগ্রহ এবং অংশগ্রহণ সুনিশ্চিত করা, নির্দিষ্ট সময়ের মধ্যে গুণগত মানের পরিকাঠামো নির্মিত হচ্ছে কি না তা দেখা, পরিকাঠামো নির্মানের সময় পঠন-পাঠন যাতে ব্যাহত না হয় তা তদারকি করা, পরিকাঠামো নির্মিত হয়ে যাওয়ার সাথে সাথে পঞ্চায়েত সমিতি ও জেলা পরিষদকে তা জানিয়ে দেওয়া।
৪। শিশু শিক্ষা কেন্দ্রকে নিয়মিত চালু রাখার জন্য প্রয়োজনীয় সমস্ত রকম সমর্থন দেওয়া।		শিশু শিক্ষা কেন্দ্রকে নিয়মিত চালু রাখার জন্য প্রয়োজনীয় সমস্ত রকম সমর্থন গ্রাম পঞ্চায়েতকে দেওয়া।	শিশু শিক্ষা কেন্দ্রকে নিয়মিত চালু রাখার জন্য প্রয়োজনীয় সমস্ত রকম সমর্থন দেওয়া।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৫। শিশু শিক্ষা কেন্দ্র নিয়মিত চালু রাখার জন্য স্থানীয় জনগণের অংশগ্রহণকে কার্যকরী করা।			গ্রাম উন্নয়ন সমিতির মাধ্যমে শিশু শিক্ষার লক্ষ্যে স্থানীয় জনগণকে সচেতন করা, গ্রাম উন্নয়ন সমিতির মাধ্যমে শিশুরা যাতে নিয়মিত বিদ্যালয়ে যায় সেই ব্যাপারে অভিভাবকদেরকে বোঝানো এবং স্কুলছুট যাতে না হয় তার সঠিক তদ্বির/তদারকি করা।
৬। নির্বাহী সমিতি গঠন করা			সরকারী নীতি ও নির্দেশ অনুযায়ী পরিচালন সমিতি পুনর্গঠনের ব্যবস্থা করা।
৭। সহায়ক এবং সহায়িকা নির্বাচন।			শিশু শিক্ষা কেন্দ্রের পরিচালন কমিটি সরকারী নির্দেশ অনুসারে সহায়ক, সহায়িকা নির্বাচন করবে।
৮। শিক্ষা তত্ত্বাবধায়ক নির্বাচন।	শিশু শিক্ষা মিশনের নির্দেশিকা মোতাবেক পঞ্চায়েত সমিতির শিক্ষা তত্ত্বাবধায়ক নির্বাচন করা।		
৯। প্রশিক্ষণের আয়োজন করা।	জেলার কর্মসূচীর সাথে সংশ্লিষ্ট সকলের যেমন, পরিচালন সমিতির সদস্য, শিক্ষা তত্ত্বাবধায়ক সহায়িকা, গ্রাম উন্নয়ন সমিতির সদস্য বা সদস্যদের, গ্রাম পঞ্চায়েতের সদস্য বা সদস্যাদের কর্মসূচী অভিমুখীকরণের অথবা প্রশিক্ষণের একটি পরিকল্পনা রচনা করা, এই পরিকল্পনা রূপায়ণের জন্য অর্থের খাত নির্দিষ্ট করা। পশ্চিমবঙ্গ রাজ্য শিশু শিক্ষা মিশন অথবা পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরের সাথে প্রয়োজনে যোগাযোগ রেখে প্রশিক্ষণ কর্মসূচী রূপায়ণ করা, সহায়িকা প্রশিক্ষণের স্থান ও সময় নির্ধারণ করা।	জেলা পরিষদের পরিকল্পনা অনুযায়ী পঞ্চায়েত সমিতি স্তরে শিক্ষা উপ-সমিতি ও স্বাস্থ্য উপ-সমিতির সঞ্চলকদের প্রশিক্ষণ সংগঠিত করা।	পরিচালন সমিতির সদস্য বা সদস্যাদের প্রশিক্ষণ সংগঠিত করা।
১০। অর্থ সরবরাহ ও অর্থ প্রদান।	সহায়ক এবং সহায়িকাদের বেতনের জন্য এবং অন্যান্য নৈমিত্তিক ব্যয়ের জন্য সরাসরি গ্রাম পঞ্চায়েতকে অর্থ প্রদান এবং সেই সংক্রান্ত খবরাখবর পঞ্চায়েত সমিতিকে দেওয়া, শিশু শিক্ষা কেন্দ্র তৈরীর জন্য সম্পূর্ণ গ্রামীণ রোজগার যোজনা, গ্রামীণ পরিকাঠামো উন্নয়ন তহবিল, অর্থ কমিশন ইত্যাদি তহবিল থেকে অর্থের ব্যবস্থা করা।	শিশু শিক্ষা কেন্দ্র তৈরীর জন্য সম্পূর্ণ গ্রামীণ রোজগার যোজনা, গ্রামীণ পরিকাঠামো উন্নয়ন তহবিল, অর্থ কমিশন ইত্যাদি তহবিল থেকে অর্থের ব্যবস্থা করা।	

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
১১। তদারকি ও মূল্যায়ন ঃ (ক) প্রশাসনিক।	বরাদ্দকৃত অর্থ দ্রুততার সাথে ব্যবহার করা এবং সদ্ব্যবহার পত্র পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরে ও রাজ্য শিশু শিক্ষা মিশনে পাঠানো, শিক্ষার্থীদের পঠন-পাঠনের পদ্ধতি ও মান মূল্যায়ন করে তা আরও উন্নত করার নীতি নির্ধারণ করা, জেলায় দূরবর্তী এলাকার শিশুদের জন্য বিশেষ ব্যবস্থা গ্রহণের নীতি নির্ধারণ করা, জেলা পরিষদের নির্বাচিত সদস্যদের দিয়ে নির্দিষ্ট সময়ান্তরে কেন্দ্রগুলি পরিদর্শনের ব্যবস্থা করা, শিক্ষা তত্ত্বাবধায়কগণ নিয়মিত তত্ত্বাবধান করছেন কি না তা তদারক করা এবং তাদের পাঠানো প্রতিবেদনে যে সমস্যাগুলি তুলে ধরেছেন সেগুলি নিরসনের ব্যবস্থা নেওয়া।	বিভিন্ন খাতে বরাদ্দকৃত অর্থ দ্রুততার সাথে ব্যবহার করা এবং সদ্ব্যবহার পত্র জেলা পরিষদে পাঠানো, পঞ্চায়েত সমিতির অন্তর্গত আধিকারিকদের দিয়ে পরিদর্শনের নির্ঘন্ট (Schedule) তৈরী করা ও পরিদর্শন করানো, শিক্ষা কেন্দ্রের বার্ষিক ছুটির তালিকা নিরূপণ করা, সহায়িকাদের উপস্থিতি এবং শ্রেণীকক্ষ সঞ্চালনের মূল্যায়ন। সেইসঙ্গে পরিচালন সমিতি যথেষ্ট কারণ ছাড়াই সহায়িকাদের যাতে ছাঁটাই না করে তা নিশ্চিত করা, শিক্ষা তত্ত্বাবধায়কদের দিয়ে প্রতি মাসে নির্দিষ্ট সংখ্যক (১০টি) কেন্দ্র তত্ত্বাবধান করিয়ে প্রতিবেদন নেওয়া এবং প্রতিবেদনগুলির পরিপ্রেক্ষিতে প্রয়োজনীয় ব্যবস্থা নেওয়া।	সহায়িকারা সঠিক সময়ে সাম্মানিক পাচ্ছেন কি না তা তদারক করা, সহায়িকাদের কোনও অসন্তোষ থাকলে তা স্থানীয়ভাবে সমাধানের ব্যবস্থা নেওয়া। প্রয়োজনে পঞ্চায়েত সমিতিকে জানানো, সহায়িকাদের সময়মতো উপস্থিতি নিশ্চিত করা। এ বিষয়ে পরিচালন সমিতিগুলিকে সক্রিয় করে তোলা, অনিয়মিত হাজিরা দেয় এমন শিশুদের চিহ্নিত করে গ্রাম উন্নয়ন সমিতির মাধ্যমে অভিভাবকদের সচেতন করা।
(খ) পঠন-পাঠন সংক্রান্ত তদারকি ও মূল্যায়ন।	পাঠ্যপুস্তকগুলি যাতে পুস্তক বিতরণের দিন অবশ্যই শিক্ষার্থীদের হাতে তুলে দেওয়া যায় তার আগাম পরিকল্পনা করা এবং নিশ্চিত করা।	সময়মতো পাঠ্যপুস্তক এবং পাঠ্যসামগ্রী সংগ্রহ ও বিতরণ নিশ্চিত করা।	
১২। মিড-ডে মিলের ব্যবস্থা করা।	শিক্ষা কেন্দ্রের মধ্যাহ্নকালীন আহারের চাল এফ.সি.আই. থেকে সংগ্রহ করা, চালের গুণগত মান তদারক করা, মধ্যাহ্নকালীন আহার রান্না করার দায়িত্বে কারা থাকবেন তার নীতিগত সিদ্ধান্ত গ্রহণ করা, মধ্যাহ্নকালীন আহারের জন্য চাল, অর্থ খরচ ও হিসাবনিকাশের দায়িত্ব কার উপর ন্যস্ত হবে তার নীতিগত সিদ্ধান্ত গ্রহণ করা (এই কাজের দায়িত্ব সহায়িকাদের দেওয়া যাবে না), মধ্যাহ্নকালীন আহার গ্রহণের জন্য শিশুদের পঠন-পাঠনের সময় যেন ব্যাহত না হয়, তার জন্য নীতি গ্রহণ করা (প্রয়োজনে পঠন-পাঠন শুরু হবার আগেই খাদ্য পরিবেশন করা যায়), চালের এবং অর্থের সদ্ব্যবহারের শংসাপত্র সংশ্লিষ্ট দপ্তরে প্রতি মাসে পাঠানের ব্যবস্থা করা।	শিক্ষা কেন্দ্রের মধ্যাহ্নকালীন আহারের চালের গুণগত মানের উপর প্রতিবেদন জেলা পরিষদে পাঠানো, জেলা পরিষদের গৃহীত নীতির ভিত্তিতে রান্না করার দায়িত্ব অর্পণ করা (মিড-ডে মিল রান্নার জন্য স্বনির্ভর দলগুলিকে কাজে লাগানো যেতে পারে), চাল এবং অর্থের হিসাবনিকাশ পরীক্ষা করা, চালের এবং অর্থের সদ্ব্যবহারের শংসাপত্র জেলা পরিষদে পাঠানো।	রান্না করা খাবারের গুণগত মান তদারক করা, 'মিড-ডে মিল' যাতে বিতরণ হয় তার তদ্বির তদারকি করা এবং গ্রাম উন্নয়ন সমিতির মাধ্যমে তার প্রয়োজনীয় ব্যবস্থা নেওয়া, মধ্যাহ্নকালীন আহার প্রস্তুত ও পরিবেশনের জন্য শিশুদের পঠন-পাঠনের সময় যেন ব্যাহত না হয় সে দিকে লক্ষ্য রাখা, স্থানীয় সম্পদ সংগ্রহ করে খাদ্যদ্রব্যের মান উন্নত করা, শিক্ষা কেন্দ্রের সাথে জমি থাকলে সেখানে শাকসবজী বাগান করার পরামর্শ দিয়ে বাগান করানো।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
১৪। তথ্য সংগ্রহ করা ও তথ্যের ব্যবহার।	জেলার শিক্ষা কেন্দ্রগুলির তথ্য ডাইস (DISE) সংগঠিত করা, ডাইসের ছকে সঠিক তথ্য তুলে আনা, তথ্য বিশ্লেষণ করে প্রয়োজনীয় সিদ্ধান্ত গ্রহণ করা ও পঞ্চায়েত সমিতি এবং গ্রাম পঞ্চায়েতকে নির্দেশ দেওয়া, প্রতি মাসে EMIS-এর মাধ্যমে শিক্ষা কেন্দ্রগুলির বর্তমান অবস্থা যাচাই করা, EMIS-এর তথ্য বিশ্লেষণ করে সিদ্ধান্ত নেওয়া, দুর্বল শিক্ষা কেন্দ্রগুলি চিহ্নিত করে পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতকে নির্দেশ দেওয়া, এই কর্মসূচী সংক্রান্ত প্রয়োজনীয় যাবতীয় তথ্য রাখা এবং দরকারী খবরাখবর, শিশু শিক্ষা মিশনকে ও সংশ্লিষ্ট বিভাগকে জানানো।	ডাইসের ছকে তথ্য সংগ্রহ করার সময় প্রয়োজনীয় তত্ত্বাবধান করা, ছকগুলি পরীক্ষা করে নির্দিষ্ট সময়সীমার মধ্যে জেলার পাঠানো, প্রতি মাসে EMIS -এর তথ্য যাতে সব শিক্ষা কেন্দ্র থেকে আসে তা দেখা, পঞ্চায়েত সমিতির ছক পূরণ করে জেলা পরিষদে পাঠানো, ডাইস (DISE) এবং EMIS -এর তথ্য বিশ্লেষণ করে দুর্বলতা চিহ্নিত করা এবং তা দূর করার ব্যবস্থা নেওয়া।	শিশু শিক্ষা কেন্দ্রগুলির ছাত্রসংখ্যা, পুস্তক বিতরণ, মধ্যাহ্নকালীন আহার, পরিকাঠামো, সহায়িকা নিয়োগ সংক্রান্ত তথ্য গ্রাম উন্নয়ন সমিতির মাধ্যমে সংগ্রহ করে পর্যালোচনা করা এবং প্রয়োজনীয় সিদ্ধান্ত গ্রহণ করা।
৫। মাধ্যমিক শিক্ষা কর্মসূচী ঃ যে সব অঞ্চলে চাহিদা থাকা সত্ত্বেও ছাত্রারা উচ্চতর প্রাথমিক শিক্ষা থেকে বঞ্চিত তাদের জন্য অষ্টম শ্রেণী পর্যন্ত মাধ্যমিক শিক্ষা কেন্দ্র চালু করার কর্মসূচী ঃ			
১। এলাকা চিহ্নিতকরণ এবং স্থান চিহ্নিতকরণ।	চিহ্নিত এলাকায় মাধ্যমিক শিক্ষা কেন্দ্র চালু করার প্রস্তাব পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরে পাঠানো।	গ্রাম পঞ্চায়েত থেকে আসা প্রস্তাব অনুসারে এবং শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া' স্থায়ী সমিতির পর্যালোচনা ও অনুমোদনক্রমে সিদ্ধান্ত গ্রহণ করা এবং প্রস্তাবগুলি জেলা পরিষদকে পাঠানো।	যে সব এলাকায় ৩ কিলোমিটারের মধ্যে উচ্চ বিদ্যালয় নেই, সেই সব এলাকাগুলিকে চিহ্নিতকরণ এবং মাধ্যমিক শিক্ষা কেন্দ্র স্থাপনের জন্য উদ্যোগ সৃষ্টি করা এবং সেই মতো প্রস্তাব পঞ্চায়েত সমিতিতে পাঠানো।
২। সার্ব্বজনীন প্রারম্ভিক শিক্ষার পরিকল্পনা গ্রহণ করা।	জেলায় ৯ থেকে ১৪ বছর বয়সী সকল শিক্ষার্থীর জন্য কাছাকাছি শিক্ষা কেন্দ্র স্থাপন করার ব্যবস্থা করা, পঞ্চায়েত সমিতির সুপারিশ অনুসারে জেলা স্তরের 'শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া' স্থায়ী সমিতির অনুমোদনক্রমে নতুন বিদ্যালয় প্রতিষ্ঠার জন্য সরকারের কাছে প্রস্তাব প্রেরণ।	পঞ্চায়েত সমিতি এলাকায় ৯ থেকে ১৪ বছর বয়সী সকল শিক্ষার্থীর জন্য কাছাকাছি শিক্ষা কেন্দ্র স্থাপন করার ব্যবস্থা করা, গ্রাম পঞ্চায়েত থেকে পাওয়া প্রস্তাব অনুযায়ী পঞ্চায়েত সমিতি জেলা পরিষদের কাছে সুপারিশ করবে।	মৌজাভিত্তিক ৯ থেকে ১৪ বছর বয়সী শিশুদের তালিকা প্রস্তুত করে সকলে যাতে প্রারম্ভিক শিক্ষা সমাপ্ত করে তা দেখা, শিশুদের মধ্যে কারা প্রথাগত মাধ্যমিক বিদ্যালয়ে আর কারা মাধ্যমিক শিক্ষা কেন্দ্রে পঠন-পাঠন চালাবে তা অভিভাবকদের সাথে আলোচনা করে নির্দিষ্ট করা।
৩। স্থানীয় জনগণের অংশগ্রহণকে কার্যকারী করে এবং স্থানীয় ছাত্রদের উৎসাহিত করে মাধ্যমিক বিদ্যালয় স্থাপন করা।			শিক্ষার সুযোগ পাবার ক্ষেত্রে বিভিন্নরকম বাধার বিষয়ে অভিভাবকদের সচেতন করা এবং স্থানীয় জনগণের অংশগ্রহণকে কার্যকরী করা।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৪। পরিকাঠামো তৈরী করা।	জেলায় যতগুলি মাধ্যমিক শিক্ষা কেন্দ্র আছে বা যত মাধ্যমিক শিক্ষা কেন্দ্রের প্রস্তাব পাঠানো হবে সেই কেন্দ্রগুলির গৃহ নির্মাণ করার অর্থ বরাদ্দের খাত নির্দিষ্ট করা, অর্থ বরাদ্দ করা, পরিকাঠামো তৈরীর নীতি নির্ধারণ করা, নক্সা ও প্রাক্-কলন তৈরী করা।	জেলা পরিষদে গ্রহণ করা নীতির ভিত্তিতে মাধ্যমিক শিক্ষা কেন্দ্রের পরিকাঠামো নির্মাণ।	বিদ্যালয় গৃহ তৈরীর ব্যাপারে এবং অন্যান্য দরকারী বিষয়ে প্রয়োজনীয় সমস্ত রকম সমর্থন দেওয়া, বিদ্যালয়ের জায়গার ব্যবস্থা করা এবং বিদ্যালয় গৃহ তৈরী করা, পরিকাঠামোর গুণগত মান ও তদারকি করা, জনগণের সম্পদ ও অংশগ্রহণ সুনিশ্চিত করা।
৫। পরিচালন সমিতি পুনর্গঠন।	নির্দিষ্ট সময়ান্তরে পরিচালন সমিতি পুনর্গঠন নিশ্চিত করা।	পরিচালন সমিতি পুনর্গঠনের ব্যবস্থা করা।	পরিচালন সমিতি পুনর্গঠন করার জন্য প্রয়োজনীয় উপদেশে ও সহায়তা দেওয়া।
৬। নতুন সম্প্রসারক নির্ণয় করা।	সম্প্রসারক নিয়োগ করার নীতি নির্ধারণ, পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তরের নির্দেশনামা পালন হচ্ছে কি না তা দেখা এবং কঠোরভাবে প্রয়োগ করা	জেলা পরিষদের নীতি অনুযায়ী সম্প্রসারক বাছাই ও নিয়োগ হচ্ছে কি না তা তদারক করা।	সম্প্রসারক নিয়োগ করার ব্যাপারে স্বচ্ছতা নিশ্চিত করা।
৭। প্রশিক্ষণ সংগঠিত করা।	শিক্ষা সম্প্রসারক এবং পরিচালন সমিতির সদস্যদের প্রশিক্ষণ দেওয়ার পরিকল্পনা গ্রহণ করা এবং সম্প্রসারকদের প্রশিক্ষণ সংগঠিত করা।	পরিচালন সমিতির সদস্যদের প্রশিক্ষণ সংগঠিত করা।	
৮। বিদ্যালয়গুলিকে অর্থ বরাদ্দ করা।	মাধ্যমিক শিক্ষা কেন্দ্রের সম্প্রসারকদের সাম্মানিক এবং অন্যান্য খাতের অর্থ যা সরকারী খাত থেকে প্রাপ্ত হবে তা পরিচালন সমিতিকে বরাদ্দ করা, জেলা পরিষদের নিজস্ব তহবিল থেকে প্রয়োজন মতো অর্থ বরাদ্দ করে মাধ্যমিক শিক্ষা কেন্দ্রের পাঠাগার, পরীক্ষাগার স্থাপন করা।	পরিচালন সমিতির মাধ্যমে শিক্ষকদের সাম্মানিক অর্থ প্রদান, বরাদ্দ করা অর্থ মাধ্যমিক শিক্ষা কেন্দ্রগুলি সঠিকভাবে ব্যবহার করছে কি না তা তদারক করা, অর্থের সদ্ব্যবহারের শংসাপত্র জেলায় পাঠানো হচ্ছে কি না তা তদারকি করা।	
৯। বইয়ের ব্যবস্থা করা।	মাধ্যমিক শিক্ষা কেন্দ্রের জন্য সরকারী পাঠ্যপুস্তক সংগ্রহ করে পঞ্চায়েত সমিতিকে জানিয়ে মাধ্যমিক শিক্ষা কেন্দ্রে পাঠানো।	পাঠ্যপুস্তক বন্টন ও তদারকি করা।	নির্বাহী সমিতির সাহায্যে বই সময় মতো বিতরণের ব্যবস্থা নিশ্চিত করা।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
১০। নিয়মিত চালু রাখার জন্য প্রয়োজনীয় পরিদর্শন এবং সঠিক তদ্বির তদারকি করা।	জেলা পরিষদের নির্বাচিত সদস্যদের মধ্যে দায়িত্ব বন্টন করে মাধ্যমিক শিক্ষা কেন্দ্রগুলি নির্দিষ্ট সময়ান্তরে পরিদর্শনের ব্যবস্থা করা, জেলার আধিকারিকদের দায়িত্ব দিয়ে পরিদর্শনের ব্যবস্থা করা, জেলার প্রত্যন্ত এলাকার সমস্যাগুলি দূর করার জন্য নীতি নির্ধারণ করা।	পঞ্চায়েত সমিতির নির্বাচিত সদস্যদের দায়িত্ব দিয়ে মাধ্যমিক শিক্ষা কেন্দ্রগুলির দৈনন্দিন কাজকর্মের তত্ত্বাবধান করা, কীরকম পঠন-পাঠন চলছে তা দেখা এবং স্কুল ছুটের বিষয়গুলি তদন্ত করা ও সেই অনুসারে ব্যবস্থা গ্রহণ করা, পঞ্চায়েত সমিতির আধিকারিকদের দায়িত্ব দিয়ে পরিদর্শনের ব্যবস্থা করা।	সম্প্রসারকরা সময় মতো সাম্মানিকের অর্থ পাচ্ছে কি না তা তদারক করা, সম্প্রসারকদের কোনও অসন্তোষ থাকলে তা স্থানীয়ভাবে সমাধান করা, অনিয়মিত হাজিরা দেয় এমন শিশু বা স্কুলছুট শিশুদের অভিভাবকদের সচেতন করে তোলা, মাধ্যমিক শিক্ষা কেন্দ্রগুলিতে ছাত্ররা নিয়মিত আসছে কি না এবং কেন্দ্রগুলিতে কিরকম পঠন-পাঠন চলছে সে বিষয়ে গ্রাম উন্নয়ন সমিতির মাধ্যমে নিয়মিত তদ্বির-তদারকি করা।
১১। তথ্যভাণ্ডার তৈরী করা ও রক্ষণাবেক্ষণ করা এবং তার ব্যবহার করা।	মাধ্যমিক শিক্ষা কর্মসূচীর সামগ্রিক মূল্যায়ন করে প্রয়োজনীয় নীতি নির্ধারণ করা, মাধ্যমিক শিক্ষা কেন্দ্র সংক্রান্ত তথ্য জেলা পরিষদে বিশ্লেষণ করে প্রয়োজনীয় নীতি নির্ধারণ করা, ডাইস সংগঠিত করা, ডাইসের তথ্য বিশ্লেষণ করে নীতি নির্ধারণ করা, পুরো জেলার মাধ্যমিক শিক্ষা কেন্দ্রগুলির মধ্যে সংযোগ রক্ষার জন্য তথ্য ভাণ্ডার তৈরী করা ও রক্ষণাবেক্ষণ করা।	ডাইস সংগঠিত করা, ডাইসের সঠিক তথ্য সংগ্রহ করার জন্য প্রয়োজনীয় তদারকির ব্যবস্থা তৈরী করা, তথ্যের ভিত্তিতে দুর্বল কেন্দ্রগুলিকে চিহ্নিত করে অতিরিক্ত সহায়তা দেওয়া, মাধ্যমিক শিক্ষা কেন্দ্র সংক্রান্ত তথ্যভাণ্ডার তৈরী করা ও রক্ষণাবেক্ষণ করা এবং প্রয়োজনীয় রিপোর্ট জেলা পরিষদে পাঠানো।	

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৬। স্বর্ণজয়ন্তী গ্রাম স্বরোজগার যোজনা ঃ গরীব মানুষের স্বনির্ভরতার উদ্দেশ্যে স্বনির্ভর দল গঠনের মাধ্যমে তাদের প্রশিক্ষণ, ঋণ, প্রযুক্তি, প্রকৌশল, পরিকাঠামো এবং বাজারের সুবিধার ব্যবস্থা করার কর্মসূচী ঃ			
১। স্বনির্ভর দল তৈরী করা।	স্বনির্ভর দল তৈরী করার জন্য পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতগুলিকে সবরকমের সহায়তা দেওয়া।	স্বনির্ভর দল তৈরী করার জন্য গ্রাম পঞ্চায়েতগুলিকে উৎসাহিত করা, সচেতন করা, বারবার যোগাযোগ করা ইত্যাদি।	দারিদ্রসীমার নীচে বসবাসকারী মানুষদের নিয়ে স্বনির্ভর দল তৈরী করা, এই কাজে গ্রাম উন্নয়ন সমিতিগুলি নিজ নিজ সংসদ এলাকায় স্বনির্ভর গোষ্ঠী গঠন করবে, তাঁদের সচেতনতা বৃদ্ধি করবে, পরিচালনা ও অর্থনৈতিক বিকাশে সহায়তা প্রদান করবে এবং এইসব কাজের মাধ্যমে স্বনির্ভর গোষ্ঠী আন্দোলনকে আগামীতে সংসদ এলাকায় সাফল্যের পথে এগিয়ে নিয়ে যাবে।
২। স্বনির্ভর দলগুলির জন্য ভিত্তিমূল তৈরীর এবং সক্ষমতা বৃদ্ধির প্রশিক্ষণ ও অন্যান্য প্রশিক্ষণের ব্যবস্থা করা।	স্বনির্ভর দলগুলির সক্ষমতা বৃদ্ধির জন্য ব্লকের চাহিদা অনুযায়ী প্রশিক্ষণ পরিকল্পনা তৈরী করা।	স্বনির্ভর দলগুলির সক্ষমতা বৃদ্ধির প্রশিক্ষণ ও দক্ষতা বৃদ্ধির প্রশিক্ষণ সুষ্ঠুভাবে দেওয়ার জন্য গ্রাম পঞ্চায়েত ভিত্তিক প্রশিক্ষণ পরিকল্পনা তৈরী করা এবং তা বাস্তবায়িত করার জন্য জেলা গ্রামোন্নয়ন সেলের কাছে সময় মতো প্রস্তাব পাঠানো।	স্বনির্ভর দলগুলির নিয়মিত তদারকি ও প্রশিক্ষণের ব্যবস্থার জন্য গ্রাম পঞ্চায়েত স্তরে মনিটরিং টিম তৈরী করা এবং এই টিমে অন্তত পক্ষে ৬০ শতাংশ সদস্য যাতে স্বনির্ভর দলের প্রতিনিধি হয়, সে ব্যাপারে উদ্যোগ নেওয়া, সংসদ ধরে ধরে স্বনির্ভর দলগুলির সদস্যদের ভিত্তিমূল তৈরীর প্রশিক্ষণ এবং অন্যান্য প্রশিক্ষণের ব্যবস্থার জন্য ব্লক স্তরে সময় মতো প্রস্তাব পাঠানো।
৩। স্বনির্ভর দলগুলিকে নিয়মিত দেখভাল করা।	নিয়মিত স্বর্ণজয়ন্তী গ্রাম স্বরোজগার যোজনা কমিটির (S.G.S.Y Committee) মিটিং করা, ব্লক স্তরের ভারপ্রাপ্ত আধিকারিকদের নিয়ে নিয়মিত মাসিক মিটিং করা।	নিয়মিত ব্লক স্তরের স্বর্ণজয়ন্তী গ্রাম স্বরোজগার যোজনা কমিটির (S.G.S.Y Committee) মিটিং ডাকা এবং মিটিংয়ে গ্রাম পঞ্চায়েত প্রধানদের উপস্থিতি সুনিশ্চিত করা, সহায়কদের/সংঘের প্রতিনিধিদের নিয়ে মাসে একটা মিটিং করা এবং মিটিংয়ে চিহ্নিত সমস্যাগুলি সম্পর্কে গ্রামপঞ্চায়েতকে অবহিত করানো এবং প্রয়োজনীয় পদক্ষেপ নেওয়া, বছরে একবার যাতে ব্লক এলাকার সমস্ত স্বনির্ভর দলগুলি নিজেদের মধ্যে মিলিত হতে পারে তার ব্যবস্থা করা, বিভিন্ন পরিকাঠামোগুলি যাতে স্বনির্ভর দলগুলির কাজে আসে, এমত প্রস্তাব ডি.আর.ডি. সেলের কাছে সময় মতো পাঠানো।	স্বনির্ভর দলের প্রতিনিধিদের নিয়ে মাসে অন্তত একটি মিটিং করা।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৪। মূল অর্থনৈতিক কাজকর্ম নির্বাচনে স্বনির্ভর দলগুলিকে সাহায্য করা এবং সেইসব বিষয়ে প্রশিক্ষণের ব্যবস্থা করা।	অর্থনৈতিক কাজকর্ম সংক্রান্ত বিভিন্ন প্রশিক্ষণের ব্যবস্থা করা, বিভিন্ন দপ্তরের আধিকারিকদের বিশেষত কৃষি, পশু পালন, মৎস্যচাষ, হস্তশিল্প ও তাঁত ইত্যাদি নিয়ে রিসোর্স টিম তৈরী করা এবং স্বনির্ভর দলগুলির প্রশিক্ষণের গুণগত মান সর্বস্তরে ঠিকমতো হচ্ছে কি না তা পর্যালোচনার জন্য মাসে একবার মিটিং করা।	বিভিন্ন দপ্তরের আধিকারিকদের বিশেষত কৃষি, পশু পালন, মৎস্যচাষ, হস্তশিল্প ও তাঁত ইত্যাদি নিয়ে রিসোর্স টিম তৈরী করা এবং যাতে স্বনির্ভর দলগুলি তাদের চাহিদা অনুযায়ী উন্নত মানের ভিত্তিমূল তৈরীর প্রশিক্ষণ এবং অন্যান্য প্রশিক্ষণ পায় তার ব্যবস্থা করা।	
৫। ঋণ পাওয়ার জন্য ব্যাঙ্কের সথে সংযুক্তি এবং আবর্তনীয় তহবিল Revolving Fund পাওয়ার ক্ষেত্রে স্বনির্ভর দলগুলিকে সাহায্য করা।	সি.সি. (ক্যাশ এবং ক্রেডিট) অ্যাকাউন্ট খোলার ব্যাপারে এবং ভর্তুকিসহ ঋণ সংযুক্তির ব্যাপারে যাতীয় সহায়তা দেওয়া।	সি.সি. অ্যাকাউন্ট খোলার ব্যাপারে এবং ভর্তুকি সহ ঋণ সংযুক্তির ব্যাপারে যাবতীয় সহায়তার ব্যবস্থা করা, স্বনির্ভর দলগুলির মূল অর্থনৈতিক কাজকর্মের প্রকল্প তৈরীর ক্ষেত্রে প্রয়োজনীয় প্রকৌশলগত সাহায্য করা এবং ব্যাঙ্কে প্রস্তাব পাঠানোর ক্ষেত্রে উদ্যোগ নেওয়া, গ্রেডিং-এর কাজ যাতে তাড়াতাড়ি শেষ হয় তার জন্য ব্যাঙ্ক এবং জেলা গ্রাম উন্নয়ন সেলের সথে যোগাযোগ রাখা।	স্বনির্ভর দলগুলির সেভিংস ব্যাঙ্ক অ্যাকাউন্ট খোলার ব্যাপারে ব্যাঙ্কের সাথে কথা বলা, গ্রেডিং-এর কাজ যাতে তাড়াতাড়ি শেষ হয় তার জন্য ব্যাঙ্ক এবং জেলা গ্রাম উন্নয়ন সেলের সথে যোগাযোগ রাখা।
৬। বাজারের যোগাযোগ এবং বিপণনের ব্যবস্থা করা।	বিপণনের ব্যাপারে পরিকাঠামোগত সুযোগ ও প্রশিক্ষণের ব্যবস্থা করা, স্বনির্ভর দলগুলি যাতে বিপণন কেন্দ্রগুলিকে ঠিকমতো চালনা করতে পারে সে ব্যাপারে নজর দেওয়া, স্বনির্ভর দলগুলির উৎপাদিত দ্রব্য বাজারে বিক্রির উদ্দেশ্যে মেলা ইত্যাদিতে দলগুলি যাতে যোগ দিতে পারে তার ব্যবস্থা করা এবং নতুন বাজারের খোঁজ করা ও তার ব্যবস্থা করা, উৎপাদিত দ্রব্যের মান উন্নয়নের ব্যাপারে প্রয়োজনীয় পদক্ষেপ নেওয়া।	উৎপাদিত দ্রব্যের মান উন্নয়নের ব্যাপারে ও বিপণনের ব্যাপারে সহায়তা দেওয়া।	
৭। স্বনির্ভর দলগুলির সংঘ বা মহাসংঘ (Federation) তৈরীর ক্ষেত্রে সাহায্য করা।	স্বনির্ভর দলগুলির কাজকর্ম ভিত্তিক (Activity based) সংঘ বা মহাসংঘ (Federation) তৈরীর উদ্যোগ নেওয়া এবং তার জন্য যাবতীয় সহায়তা দেওয়া। যে সমস্ত স্বনির্ভর দল একই ধরনের দ্রব্য উৎপাদন করছে তাদের নিজেদের মধ্যে সমন্বয় থাকাটা খুবই জরুরী, এতে উৎকৃষ্ট জিনিস ন্যায্য মূল্যে বিক্রি করার সম্ভাবনা বাড়ে,	প্রতিটি গ্রাম পঞ্চায়েতে স্বনির্ভর দলগুলির সংঘ বা মহাসংঘ তৈরীর উদ্যোগ নেওয়া এবং তার জন্য যাবতীয় সহায়তা দেওয়া, সংঘের প্রতিনিধিদের সংঘ পরিচালনার ব্যাপারে প্রশিক্ষণের ব্যবস্থা করা, বিভিন্ন উন্নয়নমূলক কাজকর্মের তদারকি এবং সামাজিক কাজকর্মের দায়িত্ব সংঘকে দেওয়া,	স্বনির্ভর দলগুলির সংঘ তৈরীর উদ্যোগ নেওয়া এবং তার জন্য যাবতীয় সহায়তা দেওয়া, নতুন স্বনির্ভর দল তৈরীর দায়িত্ব সংঘকে (Federal) দেওয়া, বিভিন্ন উন্নয়নমূলক কাজকর্মে স্বনির্ভর দলের অথবা সংঘের প্রতিনিধিদের যুক্ত করা, গ্রাম পঞ্চায়েত বিভিন্ন

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
	প্রতিটি ব্লকের স্বনির্ভর দলগুলির মধ্যে যোগাযোগ (network) থাকাটা বাঞ্ছনীয়। ব্লকগুলির মধ্যে সংঘ গঠনের উদ্যোগ নেওয়া এবং তার জন্য যাবতীয় সহায়তা দেওয়া।	ব্লক এলাকার সম্পদগুলি যেমন, জমি, পুকুর ইত্যাদির সদ্ব্যবহার যাতে স্বনির্ভর দলগুলি করতে পারে সে ব্যাপারে নজর রাখা এবং সবরকম সহায়তা দেওয়া, সংঘের মাধ্যমে দলগুলির যে-সব চাহিদা উঠে আসবে, তা মেটাতে সাহায্য করা।	উপসমিতিতে স্বনির্ভর দলের অথবা সংঘের প্রতিনিধিদের আমন্ত্রিত সদস্য হিসেবে রাখা, পঞ্চায়েত স্তরে দলগঠনের প্রক্রিয়াটিকে মজবুত করার ব্যাপারে উদ্যোগ নেওয়া এবং দল গঠনকে আন্দোলনের পর্যায়ে নিয়ে যাওয়া, পঞ্চায়েতের নিজস্ব তহবিল থেকে প্রয়োজনে সংঘের জন্য পরিকাঠামোর ব্যবস্থা করা।
৮। তথ্য সংগ্রহ করা।	জেলার স্বনির্ভর দলগুলির যাবতীয় তথ্য সংগ্রহে রাখা।	ব্লক এলাকার স্বনির্ভর দলগুলির যাবতীয় তথ্য সংগ্রহে রাখা।	গ্রাম উন্নয়ন সমিতির মাধ্যমে স্বনির্ভর দলগুলির যাবতীয় তথ্য সংগ্রহে রাখা।
৭। গ্রামীণ পরিকাঠামো উন্নয়ন তহবিল ঃ গ্রামাঞ্চলে পরিকাঠামো তৈরী করার কর্মসূচী ঃ			
১। কোনও নির্দিষ্ট এলাকায় পরিকাঠামো তৈরীর প্রকল্প গ্রহণ করা হলে তার ব্যয় ও প্রাপ্যের অনুপাত নির্ধারণ করা।	পঞ্চায়েত সমিতির সুপারিশ অনুযায়ী বিভিন্ন স্থায়ী সমিতির স্ব স্ব ক্ষেত্রের প্রকল্পগুলির মধ্য থেকে প্রকল্প নির্বাচন করা, জেলায় কাজ করছে এমন বিভিন্ন বিভাগীয় দপ্তর থেকে সুপারিশ করে পাঠানো অন্যান্য প্রকল্পগুলির মধ্য থেকে প্রকল্প নির্বাচন করা, নির্বাচিত প্রকল্পগুলির পরিকল্পনা ও প্রাক্কলন তৈরী করা।	প্রকল্প গ্রহণ করা স্থির হলে প্রকল্প নির্বাচন এবং তা অনুমোদনের জন্য জেলা পরিষদের কাছে সুপারিশ করা, দায়িত্ব অর্পিত হলে প্রকল্পটির রূপায়ণ, এইসব ক্ষেত্রে প্রয়োজনীয় বিল তৈরী করা এবং তা জেলা পরিষদের কাছে পেশ করা।	
২। অর্থের ব্যবস্থা করা এবং অর্থের সদ্ব্যবহার দেখা।	অর্থ উন্নয়ন ও পরিকল্পনা স্থায়ী সমিতির অনুমোদন পাবার পরে তা পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর বা সংশ্লিষ্ট দপ্তরে পাঠানো এবং কোনও কোনও ক্ষেত্রে অর্থ দপ্তর বা NABARD-এর কাছে পাঠানো, নির্দিষ্ট দপ্তরের কাছ অনুমোদন পেলে এবং অর্থ বরাদ্দ হলে প্রকল্পটির রূপায়ণ এবং সেক্ষেত্রে জেলার নিজস্ব ইঞ্জিনিয়ারিং পরিকাঠামো অথবা বিভাগীয় দপ্তর বা পঞ্চায়েত সমিতিকে কাজে লাগিয়ে করতে হবে, কাজ সম্পূর্ণ হবার শংসাপত্র সহ অর্থের সদ্ব্যবহার পত্র দপ্তরে পাঠানো।	কাজ সম্পূর্ণ হবার শংসাপত্র সহ অর্থের সদ্ব্যবহার পত্র জেলা পরিষদে পাঠানো।	
৩। প্রকল্পগুলির তদ্বির তদারকি করা।	সমস্ত প্রকল্পের তদ্বির তদারকি করা, সংযোজনী ১ এবং সংযোজনী ২ অনুসারে রিপোর্ট তৈরী করা এবং ব্যয় পূরণ করার জন্য সরকারের কাছে দাবী পেশ করা।		

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৮। সম্পূর্ণ স্বাস্থ্যবিধান কর্মসূচী ঃ গ্রামাঞ্চলে স্বাস্থ্যসম্মত পরিকাঠামো ও সুযোগ সুবিধার মাধ্যমে জীবনযাত্রার মানোন্নয়নের প্রকল্প ঃ			
১। সার্বিক স্বাস্থ্যবিধি সম্পর্কে জনগণকে সচেতন করা এবং উৎসাহিত করা যাতে সার্বিক স্বাস্থ্যবিধান কর্মসূচী সফল হতে পারে।	জেলাস্তরে সমগ্র জেলার জন্য প্রযোজ্য সচেতনতা শিবির বা প্রোগ্রামের উদ্ভাবন করা এবং আয়োজন করা এবং সমাজ সেবক/ সমাজকর্মী/NGO/ক্লাব বা স্বেচ্ছাসেবী সংস্থার মাধ্যমে জনগণকে উৎসাহিত করা যাতে গ্রামের যেসব বাড়ীতে শৌচাগার নেই সেখানে শৌচাগার তৈরী করা হয়।	পঞ্চায়েত সমিতি স্তরে সচেতনতা শিবির বা প্রোগ্রামের আয়োজন করা এবং সমাজ সেবক/সমাজকর্মী/ NGO/ক্লাব বা স্বেচ্ছাসেবী সংস্থার মাধ্যমে জনগণকে উৎসাহিত করা যাতে গ্রামের যেসব বাড়ীতে শৌচাগার নেই সেখানে শৌচাগার তৈরী করা যায়।	সচেতনতা শিবির বা প্রোগ্রামের আয়োজন করা এবং সমাজ সেবক/ সমাজকর্মী/NGO/ক্লাব বা স্বেচ্ছাসেবী সংস্থার মাধ্যমে জনগণকে উৎসাহিত করা যাতে গ্রামের যেসব বাড়ীতে শৌচাগার নেই সেখানে শৌচাগার তৈরী করা হয়, গ্রাম পঞ্চায়েতের জনস্বাস্থ্য উপসমিতি এক্ষেত্রে বিশেষভাবে কাজ করবে, এই উপসমিতির সঞ্চালক হবেন এই কর্মসূচীর মুখ্য নির্দেশক, গ্রাম উন্নয়ন সমিতি সংসদ এলাকায় বসবাসকারী সমস্ত পরিবারগুলিকে স্বাস্থ্যবিধান সম্পর্কে সচেতন করবে, এই প্রোগ্রামের আওতাধীন পরিবারগুলিতে শৌচাগার তৈরীর সময়ে জনস্বাস্থ্য উপসমিতি গ্রাম উন্নয়ন সমিতিকে কাজে লাগিয়ে কাজকর্মের তদ্বির ও তদারকি করবে।
২। স্বাস্থ্যসম্মত ভাল অভ্যাসগুলিকে চালু করা এবং শৌচাগারের সুযোগ জনগণের কাছে পৌঁছে দেওয়া।	জেলা স্তরে এবিষয়ে লোকজনকে সজাগ করে তোলার জন্য দৃষ্টান্তমূলক কাজকর্মগুলিকে (best practices) দেখানো এবং এক্সপোজার ভিজিটের ব্যবস্থা করা।	পঞ্চায়েত সমিতি স্তরে স্বাস্থ্যবিধি ও শৌচাগারের উপর বিশেষ সচেতনতা শিবিরের আয়োজন করা। বিদ্যালয় স্তরে আলোচনা সভা, বিতর্ক, রচনা প্রতিযোগিতা ইত্যাদির আয়োজন করা, এই বিশেষ উদ্যোগে মাধ্যমিক/উচ্চ-মাধ্যমিক বিদ্যালয়ের শিক্ষকগণকে সামিল করা।	বিদ্যালয় স্তরে আলোচনা সভা, বিতর্ক, রচনা প্রতিযোগিতা ইত্যাদির আয়োজন করা। এই বিশেষ উদ্যোগে প্রাথমিক বিদ্যালয়ের শিক্ষকগণকে সামিল করা।
৩। সার্বিক স্বাস্থ্যবিধান কর্মসূচীর পরিকল্পনা তৈরী করা।	সমগ্র জেলার জন্য বার্ষিক পরিকল্পনা তৈরী করা এবং তা দপ্তরে পাঠানো, স্যানিটারী মার্টের উৎপাদন এবং বিপনন সংক্রান্ত পরিকল্পনা তৈরী করা।	বার্ষিক পরিকল্পনা তৈরী করা এবং দারিদ্র সীমার নীচে এবং উপরে বসবাসকারী যেসব পরিবারের বিজ্ঞানসম্মত শৌচাগার নেই তাদের লক্ষ্য করে প্রতি মাসের পরিকল্পনা স্থির করা।	দারিদ্রসীমার নীচে বসবাসকারী পরিবারগুলির তালিকা মার্টকে দেওয়া, প্রতি মাসের প্রোগ্রাম তৈরী করা এবং প্রতি মাসে কোন কোন পরিবারে শৌচাগার তৈরী হয়েছে তার তালিকা তৈরী করা, এই প্রোগ্রাম তৈরীর ব্যাপারে পঞ্চায়েত সমিতি এবং স্যানিটারী মার্টের সঙ্গে যোগাযোগ রক্ষা করে চলা।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৪। শৌচাগার সংক্রান্ত জিনিসপত্র তৈরীর জন্য স্যানিটারি মার্ট চিহ্নিতকরণ এবং অন্যান্য উপকরণ সরবরাহ।	স্যানিটারি মার্ট চালানোর জন্যে/ NGOদের নির্বাচন করা, সঞ্চালকদের (মোটিভেটর) প্রশিক্ষণের আয়োজন করা।	স্যানিটারি মার্ট চালানোর জন্যে/ NGOদের নির্বাচন করা, এবং অনুমোদনের সুপারিশ করা, স্যানিটারি মার্টের সঙ্গে নিয়মিত যোগাযোগ রাখা যাতে মার্টের কাজকর্মের তদ্বির ও তদারকি করা যায় এবং স্যানিটারি মার্টের তৈরী করা শৌচাগার সংক্রান্ত জিনিসপত্রের মান পরীক্ষা করা ও রক্ষা করা।	স্যানিটারি মার্টের সাহায্যে শৌচাগার সংক্রান্ত অন্যান্য উপকরণ সরবরাহ করা এবং শৌচাগার স্থাপনের ব্যবস্থা করা।
৫। প্রশিক্ষণের ব্যবস্থা করা।	জেলাস্তরে ব্লকভিত্তিক প্রশিক্ষণের জন্য প্রশিক্ষকদলের প্রশিক্ষণের আয়োজন করা, সঞ্চালকদের (মোটিভেটর,) প্রশিক্ষণের আয়োজন করা, সমষ্টি উন্নয়ন আধিকারিক এবং সভাপতিকে নিয়ে একদিনের ওয়ার্কশপ করা, মার্ট ম্যানেজারদের প্রশিক্ষণের আয়োজন করা, গানের দলের প্রশিক্ষণের আয়োজন করা।	প্রাথমিক বিদ্যালয়ের প্রধান শিক্ষক ও পঞ্চায়েতের প্রধানদের নিয়ে আলোচনা সভা, রাজমিস্ত্রীদের প্রশিক্ষণের আয়োজন করা, বিদ্যালয় শিক্ষকদের জন্য দুদিনের প্রশিক্ষণের আয়োজন করা।	বিদ্যালয়ের শিক্ষকদের নিয়ে এবং গ্রাম শিক্ষা কমিটির সদস্যদের গ্রাম পঞ্চায়েত স্তরে সচেতনতা শিবির করা।
৬। অর্থ সরবরাহ করা ও তার সদ্ব্যবহার করা।	দারিদ্র্যসীমার নীচে বসবাসকারী পরিবারের জন্য বরাদ্দ ২২.৫ শতাংশ ভরতুকির পরিমাণ নির্ণয় করে পঞ্চায়েত সমিতির মাধ্যমে সরাসরি গ্রাম পঞ্চায়েতকে দেওয়া, সচেতনতা বৃদ্ধি সংক্রান্ত অর্থ পঞ্চায়েত সমিতি, গ্রাম পঞ্চায়েত এবং কখনও কখনও সরাসরি স্যানিটারি মার্টকে দেওয়া, প্রশিক্ষণ খাতের টাকা পঞ্চায়েত সমিতিকে দেওয়া, মানব উন্নয়ন মূলক (HRD) এবং তথ্য, শিক্ষা ও জ্ঞাপন (IEC) সংক্রান্ত বরাদ্দ টাকা যথাক্রমে পঞ্চায়েত সমিতি, গ্রাম পঞ্চায়েত এবং কখনও কখনও সরাসরি স্যানিটারী মার্টকে দেওয়া, স্যানিটারি মার্টের পাওনা মেটানোর জন্য পঞ্চায়েত সমিতিকে অনুদান দেওয়া, দেওয়াল লিখন, গ্রুপ মিটিং, ম্যাজিক শো, ভিডিও শো, কবিগান, পুতুলনাচ, মাইক প্রচার ইত্যাদির জন্য পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতকে জানিয়ে সরাসরি টাকা প্রদান,	ব্লকস্তরের কর্মশালা, পর্যালোচনা, প্রশিক্ষণ, প্রতিযোগিতা ইত্যাদি করার অর্থের সদ্ব্যবহার পত্র জেলা পরিষদে পাঠানো।	দেওয়াল লিখন, গ্রুপ মিটিং, ম্যাজিক শো, ভিডিও শো, কবিগান, পুতুলনাচ, মাইক প্রচার ইত্যাদির জন্য অর্থের সদ্ব্যবহার পত্র পঞ্চায়েত সমিতিকে পাঠানো।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
	জেলা স্তরের কর্মশালা, পর্যালোচনা, জেলা স্তরের প্রশিক্ষণ, হোর্ডিং, ব্যানার, লিফলেট ও পোস্টার তৈরী করা ইত্যাদির জন্য সরাসরি জেলা পরিষদ টাকা খরচ করবে, মহকুমা স্তরের কর্মশালা, পর্যালোচনা ও মনিটরিং এর টাকা সরাসরি মহকুমায় পাঠানো, পঞ্চায়েত সমিতি, গ্রাম পঞ্চায়েত এবং কখনও কখনও সরাসরি স্যানিটারি মার্ট থেকে পাওয়া অর্থের সদ্ব্যবহার পত্র যথাস্থানে পাঠানো।		
৭। তদ্বির তদারকি করা।	সমস্ত প্রোগ্রামের তদ্বির ও তদারকি করা এবং প্রতি ছয় ৪টি সভা করে মূল্যায়ন করা, তিন মাস পরপর সভাপতি, বিডিও, এন.জি.ও প্রধান, নোডাল অফিসারদের নিয়ে ত্রৈমাসিক সভা করা।	জনস্বাস্থ্যের মাসিক সভায় অগ্রগতির মূল্যায়ন করা।	সার্বিক স্বাস্থ্যবিধান কর্মসূচীর প্রতিটি পদক্ষেপে মূল্যায়ন ও তদারকি করা, উপসমিতির সঞ্চালকের দ্বারা মাসিক মূল্যায়ন করা।

৯। জাতীয় বার্ধক্য ভাতা প্রকল্প ঃ গ্রামাঞ্চলে দারিদ্রসীমার নীচে বসবাসকারী বৃদ্ধ, অশক্ত মানুষদের সাহায্যের জন্য ভাতা প্রদানের কর্মসূচী ঃ

১। দারিদ্র্যসীমার নীচে বসবাসকারী মানুষদের তালিকা থেকে সবচেয়ে দরিদ্রতম উপভোক্তাদের চিহ্নিতকরণ এবং অনুমোদন।	গ্রাম পঞ্চায়েত থেকে প্রাপ্ত বার্ধক্য ভাতার অগ্রাধিকার তালিকা সুপারিশ করে অনুমোদনের জন্য মহকুমা শাসকের কাছে পাঠানো, মহকুমা শাসক দ্বারা অনুমোদিত তালিকার কপি জেলায় পাঠানো অর্থ বরাদ্দের জন্য।	গ্রাম উন্নয়ন সমিতির মাধ্যমে গ্রাম সংসদ সভায় দারিদ্র্যসীমার নীচে বসবাসকারী মানুষদের মধ্যে থেকে সবচেয়ে দরিদ্রতম মানুষদের চিহ্নিত করা, সংসদ সভায় অনুমোদিত উপভোক্তাদের অগ্রাধিকার তালিকা গ্রহণ করে প্রতিটি সংসদের কোটা নির্ধারণ করা, গ্রাম উন্নয়ন সমিতির সাহায্যে উপভোক্তাদের দ্বারা নির্ধারিত আবেদন পত্র পূরণ করা, পূরণ করা আবেদন পত্রগুলি প্রধানের সুপারিশ সহ পঞ্চায়েত সমিতিতে পাঠানো।
২। বার্ধক্য ভাতার জন্য অর্থপ্রদান করা এবং তা বিলি ব্যবস্থা করা।	জেলা থেকে পাওয়া আর্থিক অনুদান অনুমোদিত তালিকা অনুযায়ী গ্রাম পঞ্চায়েতগুলিকে বরাদ্দ করা।	অর্থপ্রাপ্তির পর গ্রাম পঞ্চায়েত সদস্যদের উপস্থিতিতে পঞ্চায়েত অফিস থেকে অথবা গ্রাম সংসদের সভায় (মাস্টার রোল)-এর মাধ্যমে উপভোক্তাদের অর্থ প্রদান করা। এক্ষেত্রে সংশ্লিষ্ট গ্রাম পঞ্চায়েত সদস্য বা সদস্যারা উপভোক্তাদের চিহ্নিত করবেন।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
১০। জাতীয় পরিবার সুরক্ষা প্রকল্প ঃ কোনও দুর্ঘটনা জনিত মৃত্যু বা অসময়ে মৃত্যুর কারণে দুর্দশাগ্রস্থ পরিবারগুলির সুরক্ষার কর্মসূচী ঃ			
১। দারিদ্র্যসীমার নীচে বসবাসকারী যেসব পরিবারের প্রধান উপার্জনকারী ব্যক্তি মারা গিয়েছেন তাদের চিহ্নিত করা এবং সহায়তা কর।		গ্রাম পঞ্চায়েত থেকে প্রাপ্ত দুর্দশাগ্রস্ত পরিবারগুলির তালিকা সুপারিশ করে অনুমোদনের জন্য মহকুমা শাসকের কাছে পাঠানো, মহকুমা শাসক দ্বারা অনুমোদিত তালিকা জেলা পরিষদে পাঠানো।	গ্রাম উন্নয়ন সমিতির মাধ্যমে যেকোনও দুর্ঘটনার খবর সংগ্রহ করা, দুর্দশাগ্রস্ত পরিবারগুলিকে চিহ্নিত করে তালিকা প্রস্তুত করা এবং গ্রাম উন্নয়ন সমিতির মাধ্যমে নির্দিষ্ট আবেদন পত্র পূরণ করে সুপারিশের জন্য পঞ্চায়েত সমিতিকে পাঠানো।
২। অর্থ প্রদান এবং তার সদ্ব্যবহার।	সরকারের কাছ থেকে অর্থ বরাদ্দ করা, অনুমোদিত তালিকা অনুযায়ী পঞ্চায়েত সমিতিগুলিতে অর্থ বরাদ্দ করা, পঞ্চায়েত সমিতি থেকে প্রাপ্ত সদ্ব্যবহার পত্রগুলি যথাস্থানে পাঠানো।	জেলা পরিষদের কাছ থেকে পাওয়া অর্থ অনুমোদিত তালিকা অনুযায়ী গ্রাম পঞ্চায়েতগুলিকে বরাদ্দ করা, গ্রাম পঞ্চায়েত থেকে প্রাপ্ত শংসাপত্র জেলা পরিষদে পাঠানো।	''অ্যাকাউন্ট পেয়ী চেক''-এর মাধ্যমে উপভেক্তাদের অর্থ প্রদান করা, প্রাপ্ত অর্থ যথাযথভাবে ব্যবহার করার শংসাপত্র পঞ্চায়েত সমিতিতে পাঠানো।
১১। সজল ধারা ঃ জলবাহিত রোগগুলির প্রতিরোধের উদ্দেশ্যে গ্রামের মানুষজনকে পরিষ্কার ও জীবাণুহীন জল সরবরাহ করার কর্মসূচী ঃ			
১। গ্রামবাসীদের মধ্যে সচেতনতা জাগ্রত করা।			গ্রামবাসীদেরকে পরিষ্কার ও জীবাণুহীন পানীয় জল সম্পর্কে সচেতন করা এবং উদ্যোগী করানো।
২। উপভোক্তাদের তথা ব্যবহারকারীদলকে চিহ্নিতকরণ এবং অনুমোদন।	আবেদনের পরিপ্রেক্ষিতে এবং বিভিন্ন বিচার্য বিষয়ের ভিত্তিতে প্রকল্প অনুমোদন করা।	গ্রাম পঞ্চায়েত কর্তৃক প্রেরিত আবেদন পত্রগুলিকে সুপারিশ করে জেলা পরিষদে অনুমোদনের জন্য পাঠানো।	গ্রাম উন্নয়ন সমিতির মাধ্যমে উপভোক্তাদের তালিকা প্রস্তুত করা এবং ব্যবহারকারী দল তৈরী করা, গ্রাম উন্নয়ন সমিতির সাহায্যে উপভোক্তাদের আবেদন পত্র পূরণ করে সুপারিশের জন্য পঞ্চায়েত সমিতিতে পাঠানো।
৩। পরিষ্কার ও জীবাণুহীন পানীয় জল সরবরাহ করার প্রকল্পটিকে নির্বাহ করা।		জেলা পরিষদ থেকে অনুমোদন পাওয়ার পরে গ্রাম পঞ্চায়েতকে তা জানানো এবং পঞ্চায়েত সমিতির নিজস্ব ইঞ্জিনিয়ারিং পরিকাঠামোকে কাজে লাগিয়ে পানীয় জল সরবরাহ করার প্রকল্পটিকে নির্বাহ করা।	
৪। অর্থ বরাদ্দ করা ও বিলিব্যবস্থা করা এবং তার সদ্ব্যবহার।	সরকারের কাছ থেকে নির্ধারিত প্রকল্পের পর অর্থ বরাদ্দ পাওয়া, পঞ্চায়েত সমিতির গৃহীত এবং অনুমোদিত প্রকল্পগুলির জন্য পঞ্চায়েত সমিতিকে অর্থ বরাদ্দ করা, পঞ্চায়েত সমিতি থেকে প্রাপ্ত সদ্ব্যবহার পত্রগুলি যথাস্থানে পাঠানো।	জেলা পরিষদ থেকে প্রাপ্ত অর্থ প্রকল্প নির্বাহের কাজে যথাযথভাবে ব্যবহার করা এবং অর্থ ব্যবহারের শংসাপত্র জেলা পরিষদে পাঠানো।	
৫। তদ্বির ও তদারকি।	সমগ্র প্রোগ্রামের তদ্বির ও তদারকি করা।	কর্মসূচীর প্রতিটি পদক্ষেপে তদ্বির ও তদারকি করা।	

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
১২। জাতীয় গ্রামীণ কর্মনিশ্চয়তা প্রকল্প ঃ গ্রামাঞ্চলে প্রতিটি পরিবার পিছু ১০০ দিনের কাজের নিশ্চয়তা দানের কর্মসূচী ঃ			
১। কর্মপরিকল্পনা তৈরী করা।	পঞ্চায়েত সমিতি থেকে উঠে আসা সমস্ত প্রস্তাব একত্রিত করে ডিস্ট্রিক্ট প্রোগ্রাম অফিসারের (জেলাশাসক) মাধ্যমে ব্লক ভিত্তিক জেলা পরিকল্পনা তৈরী করা (১৫ দিনের বেশী সময় হয়ে গেলে কর্ম পরিকল্পনাটি অনুমোদিত হয়ে গেছে এবং জেলা পরিষদের কোনও আপত্তি নেই, ধরে নেওয়া হবে)।	গ্রাম পঞ্চায়েত থেকে উঠে আসা কর্ম পরিকল্পনা গ্রহণ এবং গ্রহণের ১৫ দিনের মধ্যে কর্ম পরিকল্পনার অনুমোদন (১৫ দিনের বেশী সময় হয়ে গেলে কর্ম পরিল্পনাটি অনুমোদিত হয়ে গেছে এবং পঞ্চায়েত সমিতির কোনও আপত্তি নেই ধরে নেওয়া হবে)।	গ্রাম উন্নয়ন সমিতির মাধ্যমে সংসদ স্তরে সমস্ত মানুষকে প্রকল্প সম্পর্কে সচেতন করা এবং সমন্বিত করা, গ্রাম উন্নয়ন সমিতির মাধ্যমে গ্রাম সংসদের পরামশক্রমে সর্বস্তরের মানুষকে সমবেত করে নভেম্বর মাসের মধ্যে কর্মপ্রার্থীর একটি তালিকা এবং সম্পদ ও সম্ভাবনা মিলিয়ে একটি কাজের তালিকা প্রস্তুত করা, (কি কি কাজ এই প্রকল্পে পর আওতায় করা যাবে তার তালিকা সংযোজনী 'খ'-তে দেওয়া হল), গ্রাম সংসদ থেকে উঠে আসা কাজের তালিকাগুলিকে একত্রিত করে এবং তার সঙ্গে সমন্বিত উদ্যোগে চালু প্রকল্পগুলিকে মিলিয়ে গ্রাম পঞ্চায়েত স্তরে একটি পঞ্চবার্ষিকী কর্ম পরিকল্পনা তৈরী করা এবং তদনুসারে বার্ষিক কর্ম পরিকল্পনা তৈরী করা, এইগুলি প্রোগ্রাম অফিসারের কাছে পাঠিয়ে অনুমোদন নেওয়া (প্রোগ্রাম অফিসার কোনও প্রস্তাব বাতিল করতে পারবেন না কিন্তু প্রকৌশলগত কারণে তা অন্য কোনও স্তরকে দিতে পারেন। সেইসঙ্গে তিনি গ্রাম পঞ্চায়েতের কাছে অতিরিক্ত কাজের তালিকাও চাইতে পারেন)।
২। উপভোক্তাদের চিহ্নিতকরণ, নথিভুক্তিকরণ এবং কাজের ব্যবস্থা করা।	প্রোগ্রাম অফিসার কোনও আবেদনকারীকে কাজ দিতে না পারলে সেই আবেদনকারীর জন্য কাজের ব্যবস্থা করা।	কাজ না পাওয়া কর্মপ্রার্থীদের আবেদন পত্র গ্রাম পঞ্চায়েতের কাছ থেকে গ্রহণ করা, কাজ না পাওয়া কর্মপ্রার্থীদের অন্য গ্রাম পঞ্চায়েতে অথবা পঞ্চায়েত সমিতিতে কাজ দেওয়ার ব্যবস্থা করা, যদি এইভাবে কাজের ব্যবস্থা না করা যায় তবে তা আবেদন পত্র জমা দেবার ১১ দিনের মধ্যে জেলা প্রোগ্রাম কোঅর্ডিনেটরকে জানানো।	সংসদ থেকে উঠে আসা কর্মপ্রার্থীদের কাছ থেকে রেজিস্ট্রেশনের জন্য আবেদন পত্র গ্রহণ করা, আবেদন পত্র জমা পড়ার ১৫ দিনের মধ্যে আবেদন পত্রগুলি যাচাই করা এবং সন্তোষজনক হলে তার নাম তালিকাভুক্ত করা (ফরম ৩), জব কার্ড ইস্যু করা, ফরম ৪ক-তে কাজের জন্য আবেদন গ্রহণ করা এবং কাজের তালিকা অনুযায়ী কাজ দেওয়া, যদি কোনও আবেদনকারীকে কাজ না দিতে পারা যায় তবে তা আবেদন পত্র জমা পড়ার ৬ দিনের মধ্যে তা প্রোগ্রাম অফিসারকে জানানো।

কার্যাবলী	জেলা পরিষদের দায়িত্ব	পঞ্চায়েত সমিতির দায়িত্ব	গ্রাম পঞ্চায়েতের দায়িত্ব
৩। বেকার ভাতা প্রদান।	বেকার ভাতা দিতে হলে জেলা প্রোগ্রাম অফিসার তা রাজ্য সরকারের নজরে আনবেন।	বেকার ভাতার জন্য আবেদন পত্র গ্রাম পঞ্চায়েতের মাধ্যমে প্রোগ্রাম অফিসার গ্রহণ করবেন, ঐ সব আবেদন পত্র অনুসন্ধান করে প্রয়োজনীয় ব্যবস্থা নেওয়া, বেকার ভাতা দিতে হলে প্রোগ্রাম অফিসার তা জেলা প্রোগ্রাম অফিসারকে জানাবেন।	
৪। অর্থবরাদ্দ করা ও বিলি- ব্যবস্থা করা এবং তার সদ্ব্যবহার।	জেলা প্রোগ্রাম আধিকারিক হিসেবে জেলা শাসক সরকারের কাছ থেকে নির্ধারিত প্রকল্পের অর্থ বরাদ্দ গ্রহণ করবেন, পঞ্চায়েত সমিতির গৃহীত এবং অনুমোদিত প্রকল্পগুলির জন্য জেলা প্রোগ্রাম আধিকারিক হিসেবে সমষ্টি উন্নয়ন আধিকারিককে অর্থ বরাদ্দ করবেন, প্রোগ্রাম আধিকারিকের কাছ থেকে প্রাপ্ত সদ্ব্যবহার পত্রগুলি যথাস্থানে পাঠাবেন জেলা প্রোগ্রাম আধিকারিক।	জেলা প্রোগ্রাম আধিকারিকের কাছ থেকে পাওয়া অর্থ অনুমোদিত তালিকা অনুযায়ী প্রোগ্রাম অফিসার গ্রাম পঞ্চায়েতগুলিকে বরাদ্দ করবেন, গ্রাম পঞ্চায়েত থেকে প্রাপ্ত শংসাপত্র প্রোগ্রাম অফিসার জেলা প্রোগ্রাম আধিকারিককে পাঠাবেন।	বেকার ভাতার জন্য জমা পড়া আবেদন পত্র প্রোগ্রাম অফিসারকে জমা দেওয়া, কাজের বেতন কোনও গ্রাম উন্নয়ন সমিতি বা উপভোক্তা কমিটির সামনে প্রদান করা (এই প্রকল্পে গ্রাম উন্নয়ন সমিতি উপভেক্তা কমিটি হিসেবে কাজ করবে), কেবলমাত্র সরকারী বা পঞ্চায়েত কর্মচারীর সাহায্যে মাস্টার রোলের মাধ্যমে মজুরী প্রদান করা। কোনও কোনও ক্ষেত্রে স্বনির্ভর দলের মাধ্যমেও দেওয়া যেতে পারে (শ্রমিকদের মজুরী ডাকঘরের সঞ্চয় অ্যাকাউন্টের মাধ্যমেও জমা দেওয়া যেতে পারে), প্রাপ্ত অর্থ যথাযথভাবে ব্যবহার করার শংসাপত্র পঞ্চায়েত সমিতিতে পাঠানো।
৫। তদ্বির ও তদারকি।	সমগ্র প্রোগ্রামের তদ্বির ও তদারকি করা।	সমগ্র প্রোগ্রামের তদ্বির ও তদারকি করা।	সমগ্র প্রোগ্রামের তদ্বির ও তদারকি করা। ফরম ১১-তে একটি অভিযোগ বা অসন্তোষ নিরসন ব্যবস্থার রেজিস্টার থাকবে।

সংযোজনী -- ক

সম্পূর্ণ গ্রামীণ রোজগার যোজনায় যে সব কাজ গ্রাম পঞ্চায়েত করতে পারবে ঃ

১। মাটির রাস্তা,

২। পুকুর কাটা,

৩। পুকুর পুনঃখনন,

৪। জল সংরক্ষণের জন্য উঁচু করে আল বা মাটির বাঁধ দেওয়া,

৫। বাঁধ সারাই,

৬। বাঁশ পাইলিং

৭। সেচনালা,

৮। টিউবওয়েল মেরামতি,

৯। টালি পাইলিং,

১০। বনসৃজন প্রকল্প (এলাকার গ্রামীণ সম্পদকে কাজে লাগিয়ে প্রকল্প করতে হবে),

১১। অঙ্গনওয়াড়ী কেন্দ্র তৈরী করা।

সম্পূর্ণ গ্রামীণ রোজগার যোজনায় যে সব কাজ গ্রাম পঞ্চায়েত সমিতি করতে পারবে ঃ

১। খাল কাটা,

২। জেলা পরিষদের অনুমোদন সাপেক্ষে বোরো বাঁধ নির্মাণ,

৩। বিদ্যালয় নির্মাণ,

৪। সেচ ও জলপথ দপ্তরের অনুমোদন সাপেক্ষে খালের মধ্যে ইঁটের বাঁধ নির্মাণ,

৫। একাধিক পথ বা সংযোগকারী রাস্তা নির্মাণ,

৬। গৃহ, ইমারত নির্মাণ,

৭। বড় কালভার্ট নির্মাণ,

৮। বড় পাকা ড্রেন নির্মাণ,

৯। সাঁকো নির্মাণ,

১০। বন্যাত্রাণ শিবির নির্মাণ,

১১। বনসৃজন প্রকল্প (ব্লক এলাকার গ্রামীণ সম্পদকে কাজে লাগিয়ে প্রকল্প করতে হবে)।

সম্পূর্ণ গ্রামীণ রোজগার যোজনায় যে সব কাজ জেলা পরিষদ করতে পারবে ঃ

১। নদীর বাঁধ মেরামতি,

২। সেচ খাল খনন,

৩। বড় পিচের রাস্তা নির্মাণ,

৪। ব্রীজ নির্মাণ,

৫। কালভার্ট নির্মাণ,

৬। বিপণন কেন্দ্র বা বাজার নির্মাণ,

৭। পার্ক নির্মাণ

৮। চড়ুইভাতি কেন্দ্র নির্মাণ,

৯। বনসৃজন প্রকল্প (জেলার গ্রামীণ সম্পদকে কাজে লাগিয়ে প্রকল্প করতে হবে)।

সংযোজনী -- খ

সম্পূর্ণ গ্রামীণ রোজগার যোজনায় দারিদ্রসীমার নীচে থাকা তফশিলি জাতি বা আদিবাসীদের জন্য ব্যক্তিগত সুবিধা প্রকল্পে যে সব কাজ করা যেতে পারে ঃ

১। পাট্টা দেওয়া সরকারী জমির উন্নয়ন,

২। উপভোক্তার জমিতে জ্বালানী কাঠ ও গবাদি পশুর খাদ্য, চাষ আবাদের মতো বনসৃজন কার্য,

৩। উপভোক্তার জমিতে কৃষি উদ্যান করা,

৪। উপভোক্তার জমিতে পুষ্প উদ্যান করা,

৫। যে কোনও স্বনিযুক্তি কর্মসূচীর ক্ষেত্রে কারখানা কিংবা পরিকাঠামো,

৬। সেচের জন্য উন্নত সেচ কূপ করা,

৭। সেচের জন্য উন্নত ছিদ্র কূপ করা,

৮। মৎস্য চাষের জন্য প্রাথমিক সহায়তা নিয়ে পুকুর খনন বা পুনঃখনন,

৯। অন্যান্য উপার্জনক্ষম সম্পত্তির সংস্কার,

১০। বাসগৃহ নির্মাণ,

১১। স্যানিটারী পায়খানা ও ধোঁয়াহীন চুল্লী।

বিঃ দ্রঃ – **ব্যক্তিগত সুবিধাভোগীদের ক্ষেত্রে যেসব কাজে তাদের আর্থিক সংস্থান জোরদার হয় সে সব কাজে অগ্রাধিকার দিতে হবে।**

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
পঞ্চায়েত শাখা, জেশপ বিল্ডিং
৬৩, নেতাজী সুভাষ রোড, কলকাতা-১

নং ৪৯৪৩-পি.এন./ও/এক/৪পি-১/০৫ তাং ১৬/১০/২০০৬

সংশোধনী

এই বিভাগ কর্তৃক প্রচারিত গত ২৫/০৭/২০০৬ তারিখের ৩৯৬৯/পি.এন./ও/এক/৪পি-১/০৫ নং আদেশনামার সাথে সংযোজিত পঞ্চায়েতের ত্রিস্তরে ন্যস্ত দায়িত্বের সারণিতে নিম্নলিখিত সংশোধন করা হলঃ–

পূর্বোক্ত আদেশনামার সাথে সংযোজিত সারণির ৪৮ নম্বর পৃষ্ঠায় সংযোজনী (খ)-তে সম্পূর্ণ গ্রামীণ রোজগার যোজনায় দারিদ্রসীমার নীচে থাকা তফশিলি জাতি বা আদিবাসীদের জন্য ব্যক্তিগত সুবিধা প্রকল্পে নির্ধারিত প্রকল্পগুলির ১০ নং এবং ১১ নং ক্রমে প্রদত্ত বাসগৃহ নির্মাণ, স্বাস্থ্যসম্মত শৌচাগার ও ধোঁয়াহীন চুল্লী প্রকল্প গত ১লা এপ্রিল, ২০০৬ তারিখের পর থেকে স্থগিত বলে পরিগণিত হবে।

রাজ্যপালের আদেশানুসারে,

মানবেন্দ্র নাথ রায়,
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

Government of West Bengal
Department of Panchayats and Rural Development
63, N. S. Road, Jessop Building
Kolkata - 700 001

No. 2360//PN/0/I/1S-1/2003 Dated : 7th July 2003

MEMORANDUM

Sub : **Application of principles of subsidiarity to be followed at different levels of the Panchayat bodies**

The Government in the Panchayat and Rural Development Department had, for some time past, been considering working out a principle of subsidiarity for guiding the distribution of functions among the different tiers of Panchayat bodies. In simple terms, this principle demands that in the matter of assignment of responsibilities, the functions that can be done by Panchayat body at a particular level should be done at that level and should not be assigned to the Panchayat body at a higher level. The general principles of subsidiarity to be followed in the matter of implementation of different schemes and programmes administered by this Department are as follows.

1. No Earthwork Schemes (except those linked to capital intensive projects such as metal roads or buildings) will be taken up at the Zilla Parishads level. All such activities will be taken up at the level of Panchayat Samiti if these are above Rs. 2.00 Lakhs and at the level of Gram Panchayat if these are below Rs. 2.00 Lakhs.

2. Schemes for Culverts and other minor construction works will be executed by the PRI body executing the scheme following the same financial principle enunciated above (i.e. upto Rs.2.00 lakhs by the GP, upto Rs. 10 Lakhs by the Panchayat Samiti and for all amounts exceeding Rs. 10 Lakhs by the Zilla Parishads).

3. In respect of Minor Irrigation schemes the Zilla Parishad will implement all RLI and Deep Tube well schemes. All inter Gram Panchayat canals will be implemented by the Panchayat Samiti and intra Gram Panchayat canals will be excavated by the GPs subject to the financial principles enunciated above. This principle will also apply in respect of all other Surface Flow Schemes and all Water Conservation Schemes.

4. In respect of Swajaldhara-I programme the Gram Panchayat will act as the PIA and respective User Group will maintain the infrastructure developed.

5. In respect of all Individual Beneficiary oriented programmes the identification of the beneficiaries will be initiated at the Gram Sansad level and finalized at the GP level.

6. In respect of Social Forestry Programmes all three PRI bodies can set up progeny orchards. However strip plantation works will be done only by the GPs who will also be entitled to enjoy the usufruct.

7. Under SGRY, ZPs will not implement any scheme directly. Plan will be prepared by the ZP in respect of its share and fund will be transferred to concerned PS/GP depending on the location of the scheme and amount involved. Same policy will be followed in respect of other wage employment related programmes.

8. For implementation of IAY, fund will be transferred to the beneficiaries directly in two installments, with prior briefing about the scheme. Wherever possible such fund will be transferred through bank account of the beneficiary, which will be opened with contribution by the beneficiary. In other individual benefiting schemes also fund will be given to the beneficiaries for direct implementation. Bank account need not be opened for other than IAY schemes.

9. Construction of ICDS/PRY Schools (including SSKs)/MSKs out of PRI funds will be taken up at the Panchayat Samiti level only. The fund will be spent only through VEC in respect of Primary school and SSK managing committee in respect of SSK buildings.

10. For Water Supply schemes PSs will supervise the quality of the work. The scheme will be implemented either by GP/GS/User Group as may be locally determined. For developing spot sources the work should be done by GP for schemes upto Rs.2.00 Lakhs.

11. In districts where the special programme have been launched from SHG Federation the DRD cell of the Zilla Parishad concerned will allot funds to PS for developing block level infrastructure for SHG federation and to GPs for constructing GP level cluster infrastructures. These works will be taken up at their respective leveles only and not at the upper levels.

12. In Agri-Allied Sectors all individual oriented schemes will be initiated at the Gram Sansad level and finalised at the GP level. For schemes requiring engagement of contractor all schemes having estimates above Rs. 10 Lakhs will be implemented by the Zilla Parishad and schemes with lower estimates by the Panchayat Samiti. For schemes not requiring the services of contractors the principles enunciated at para 1 above may be followed. (i.e. upto Rs.2.00 lakhs by the GP, upto Rs. 10 Lakhs by the Panchayat Samiti and for all amounts exceeding Rs. 10 Lakhs by the Zilla Parishads).

13. Decisions relating to construction work pertaining to any particular sector will be taken in the Sthayee Samiti looking after that particular sector and not at the Purta Karya Sthayaee Samiti. Artha Sanstha Sthayee Samiti will approve the expenditure and the work order will be issued under orders of the Sthayee Samiti concerned.

There is a proposal for making enabling provisions in the West Bengal Act for allotment of funds and authorities to Gram Sansad level institutions to take up actual implementation of projects and activities. Orders relating to the application of the principles of subsidiarity to the Gram Sansads level institutions will be issued after the required legislations in this behalf is duly enacted.

The principles enunciated above will come into force with immediate effect.

(M. N. Roy)
Secretary
to the Government of West Bengal

No. 2360/I(550)/PN/O/I/IS-1/2003 **Dated : 07.07. 2003**

Copy forwarded for information and necessary action to :

1) Principal Secretary/Secretary_____Department.

2) Director_____Directorate.

3) District Magistrate and Executive Officer,_____Zilla Parishad.
This may be informed to all concerned in the district.

4) Sub-Divisional Officer,_____ Sub-division.
This may be informed to all concerned in the Sub-division.

5) District Panchayat and Rural Development Officer,_____District.

6) Block Development Officer and Executive Officer, _____Panchayat Samiti,
This may be informed to the all GPs in the Block.

S. S. Maity
Joint Secretary
to the Govt. of West Bengal

Chapter - 19

Recruitment of PRI Employees

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	1368/PN/O/III/2A-18/2002	23.03.2007	GP	The West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007
2	35/PN/O/III/2A-18/2002	03.01.2008	GP	Amendment to the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007
3	8047/PN/O/III/2E-51/07	07.12.2010	GP	Amendment to the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007
4	63/PN/O/III/2A-18/2002	07.01.2011	GP	Amendment to the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007
5	1403/PN/O/III/2E-62/05	27.03.2007	PS	The West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007
6	2960/PN/O/III/2E-61/04 (Part-3)	02.07.2009	PS	Amendment to the West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007
7	2247/PN/O/3R-2/96	20.05.1997	ZP	The West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
8	4092/PN/O/I/3R-1/2003 (Part-1)	04.11.2003	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
9	4094/PN/O/III/2S-1/99	04.11.2003	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
10	5828/PN/O/III/2E-65/03 (Part-1)	26.12.2006	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
11	862/PN/O/III/2E-5 8/2007	28.02.2008	ZP	Draft Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
12	4825/PN/O/III/2E-95/01	01.12.2008	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
13	3141/PN/O/I/O-8/03	13.07.2009	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
14	3161/PN/O/III/2E-83/08	14.07.2009	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
15	4320/PN/O/III/2E-6/05	06.10.2009	ZP	Draft Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
16	873/PN/O/III/2E-84/08 (Part-1)	16.02.2010	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
17	128/PN/O/III/2E-87/09	12.01.2011	ZP	Amendment to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997
18	2225/PN/O/III/2E-12/2012	09.04.2012	GP, PS & ZP	Order relating to reconstitution of the District Level Selection Committee
19	2813/PN/O/III/2E-12/2012	10.05.2012	ZP	Order relating to the Order No. 2225/PN/O/III/2E-12/2012, dt. 09.04.2012
20	4812/PN/O/III/1R-2/04	01.08.2005		Amendment to the Department Notification No. 9578 Panch, dated 08.06.1979
21	415-RD(Block)	18.01.2007		Recruitment to the different posts in the Block Development Offices under the Department of Panchayats & rural development

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PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 1368/PN/O/III/2A-18/2002, dated 23.03.2007 In exercise of the powers conferred by section 35 read with section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make after previous publication as required by.subsection (1) of section 224 of the said Act, the following rules:

RULES

CHAPTER I

Preliminary

1. Short title and commencement.—

(1) These rules may be called the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007.

(2) They shall come into force on the date of their publications in the Official Gazetted

(3) These rules shall not apply, to the Gram Panchayats under the jurisdiction of Darjeeling Gorkha Hill Council.

2. Definitions.—

(1) In these rules, unless the context otherwise requires,—

(a) 'employees' means-the employees in the'establishment of Gram Panchayat"and includes the Executive Assistant, the Nirman Sahayak, the Secretary, the Job Assistant, the Sahayak and the Gram Panchayat Karmee;

(b) District Level Selection Committee means a Committee constituted as such by the State. Government.

(2) The words and expressions used herein and not defined but defined in the Act, shall have the same meaning as respectively assigned to them in the Act.

CHAPTER - II

Method of recruitment

3. Method of, and qualifications required for, recruitment to the post of Executive Assistant.—

(1) Recruitment to the post of Executive Assistant, after the commencement of these rules, shall be made by the following methods:—

(a) Scale of Pay: Rs. 4000-125-4250-150-5300-175-7050-200-8850.

PB-3 - Rs. 7,100 - 37,600 Gr. Pay - Rs. 3,600

(b) Method of recruitment:

(i) 25 per cent of the total number of posts shall be filled up by promotion from amongst: the serving confirmed Secretaries of the Gram Panchayats having not less than six years of continuous and satisfactory service in the said post;

(ii) 25 per cent of the total number of posts shall be filled up by promotion from amongst the serving confirmed Job Assistants of the Gram Panchayats having not less than six years of continuous and satisfactory service in the said post; and

(iii) 50 per cent of the total number of posts shall be filled up by deputation from amongst the serving confirmed Gram Sevaks and as per option exercised by them having not less than six years of continuous and satisfactory service in the said post.

Provided that the posts remaining vacant after filling up the posts through deputation from amongst the Gram Sevaks shall be filled up by direct recruitment through Employment Exchange by the District Level Selection Committee:

Provided further that an employee working in the Gram Panchayat or the Panchayat Samiti or the Zilla Parishad/Siliguri Mahakuma Parishad shall, on application for appointment to the post, be considered as departmental candidate along with the candidates for direct recruitment subject to their fulfilment of qualification and age as laid down in clause (c) and clause (d) respectively.

Explanation.— For the purpose of promotion under sub-clause (i) and sub-clause (ii) each district/Siliguri Mahakuma Parishad shall be taken as a separate unit and the Secretaries or the Job Assistants, as the case may be, working in a district/Siliguri Mahakuma Parishad shall be taken into zone of consideration on the basis of merit-cum-seniority list within the jurisdiction of that district.

(c) Qualification for direct recruitment:

(i) Essential:—

(A) Citizen of India as difined in Part II of the Constitution of India,

(B) Bachelor's Degree from a recognized -University,

(C) Diploma in Computer Application from any institute recognized by State Government or Central Government of State Council or Technical Education of All India Council of Technical Education;

(ii) Desirable:—

(A) Post-graduate Degree .or Diploma m social work or rural development from any recognized Institute or University,

(B) Experience in social work or rural development.

(d) Age for direct recruitment :

(i) The candidates shall be of age not more than 30 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange subject to West Bengal Services (Raising of age limit) Rules, 1981 as subsequently amended;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time:

Provided that in case of promotion there shall be no upper age limit.

(2) All appointments to the post of Executive Assistant shall be made by the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

4. Method of, and qualifications required for, recruitment to the post of Nirman Sahayak.—

(1) Recruitment to the post of Nirman Sahayak, after the commencement of these rules, shall be made by the following methods;-

Revised in PB-4 - Rs. 9,000-40,500 + Gr. Pay – 4400/- vide G.O No. - 3075/PN/O/III/2P - 27/10 dt. 15.06.10.

(a) Scale of Pay: Rs 4500-150-5250-175-7000-200-8800-225-9700. (Scale No.-10)

(P.B.-3 Rs. 7,100 - 37,600 + Gr.P. - Rs. 3900)

(b) Method of recruitment: By direct recruitment through Employment Exchange by the District Level Selection Committee.

Provided that an employee working in the Gram Panchayat or Panchayat Samiti or Zilla Parishad/siliguri Mahakuma Parishad shall, on application for appointment to the post, be considered as Departmental candidate along with the candidates for direct recruitment subject to their fulfilment of qualification and age as laid down in clause (c) and clause (d) respectively.

(c) Qualification for direct recruitment:

(i) The candidate must be a citizen of India as defined in Part II of the Constitution of India;

(ii) Must have a Diploma in Civil Engineering from any Institute recognized by State Government or Central Government.

(d) Age for direct recruitment:

(i) The candidates shall be of age not more than 30 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange subject to West Bengal Services (Raising of age limit) Rules, 1981 as subsequently amended.

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Nirman Sahayak shall be made by the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

5. Method of, and qualifications required to the post of Secretary for, recruitment.—

(i) Recruitment to the post of Secretary, after the commencement of these rules, shall be made by the following methods;-

(a) Scale of Pay : Rs. 3350-90-3800-100-4700-125-6325 - Scale - 6

P.B-2 Rs. 5400-25,000, Gr.P. - Rs. 2,600

(b) Method of recruitment:

(i) 50 percent of the total number of posts shall be filled up by transfer, from amongst, the serving confirmed Job Assistants as per option exercised by them:

Provied that the posts remaining vacant after filling up the posts through transfer from amongst the Job Assistants, shall be filled up by direct recruitment through Employment Exchange by the District Leavel Selection Committee;

(ii) 50 per cent of the total number of posts shall be filled up by promotion from amongst serving confirmed Sahayaks having not less than three years of continuous and satisfactory service in the said post:

Provided that the posts remaining vacant after filling up the posts through promition from amongst the Sahayaks, shall be filled up by direct recruitment through Employment Exchange by the District Level Selection Committee;

Provided further that an employee working in the Gram Panchayat or the Panchayat Samiti or the Zilla Parishad/Siligun Mahakuma Parishad shall, on application for appointment to the post, be considered as Departmental candidate, along with the candidates for direct recruitment subject to their fulfilment of qualification and age as laid down in clause (c) and clause (d) respectively.

(c) Qualification for direct recruitment:

Essential:—

(i) The candidate must be a citizen of India as defined in Part II of the Consititution of India;

(ii) Must have passed the Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent examination from any recongnized Board or Council or University.

Desirable:—

6 months formal training in using Personal Computer from a recognized Institution.

(d) Age for direct recruitment:

(i) The candidates shall be of age not more than 30 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange subject to West Bengal Services (Raising of age limit) Rules, 1981, as subsequently amended.

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time:

Provided that in case of promotion there shall be no upper age limit.

(2) All appointments to the post of Secretary shall be made by the Executive Officer of Zilla Parishad/ Siliguri Mahakuma Parishad.

6. Method of, and qualifications required for, recruitment to the post of Sahayak. (1) Recruitment to the post of Sahayak, after the commencement of these rules, shall be made by the following methods.—

(a) Scale of Pay: Rs. 3150-80-3390-90-4380-100-5680 - Scale No. - 5

PB-2 Rs. - 5,400 - 25,200/- + Gr.P. Rs. - 2,300

(b) Method of recruitment:

(i) 90 per cent of the total number of posts shall be filled up by direct recruitment thruogh Employment Exchange by the District Level Selection Committee;

(ii) 10 per cent of the total number of posts shall be filled up by promotion from amongst the serving confirmed Gram Panchayat Karmees having not less than six years of continuous and satisfactory service in the said post and who have passed the Madhyamik Examination from the West Bengal Board of Secondary Education or Its equivalent examination from any recognized Board or Council or University;

On the 1st January of each year the appointnig authority will obtain the list of all eligible Gram Panchayat Karmees along with their date of joining from all the blocks of his district and promotion shall be made on the basis of their seniority in service.

Provided that the posts remaining vacant after filling up the posts through promotion from amongst the Gram Panchayat Karmees, shall be filled up by direct recruitment through Employment Exchange by the District Level Selection Committee:

Provided further that an employee working in the Gram Panchayat of the Panchayat Samiti or the Zilla Parishad/Siliguri Mahakuma Parishad shall, on application for appointment to the post, be considered as Departmental candidate along with the candidates for direct recruitment subject to their fulfilment of qualification and age as laid down in clause (c) and clause (d) respectively.

(c) Qualification for direct recruitment:

(i) Must be a citizen of India as defined in Part II of the Constitution of India.

(ii) Must have passed the Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent examination from any recognized Board or Council or University.

(d) Age for direct recruitment:

(i) The candidates shall be of age not more than 30 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange subject to West Bengal Services (Raising of age limit) Rules, 1981 as subsequently amended;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time :

Provided that in case of promotion there shall be no upper age limit.

(2) All appointments to the post of Sahayak shall be made by the Executive Officer of Zilla Parishad/ Siliguri Mahakuma Parishad.

7. Method of, and qualifications required for, recruitment to the post of Gram Panchayat Karmee.—

(1) Recruitment to the post of Gram Panchayat Karmee, shall be made by the following methods :—

(a) Scale of Pay: Rs. 2600-55-2985-60-3525-65-4175. - Scale No. - 1.

P.B-1 - Rs. 4,900 - 16,200/- + Gr.P - Rs. - 1,700

(b) Method of recruitment: By direct recruitment through Employment Exchange by the district Level Selection Committee.

(c) Qualification for direct recruitment :

(i) Must be a citizen of India as defined in Part II of the Constitution of India.

(ii) Must have passed the final examination of Class VIII from any recognized institution.

(d) Age for direct recruitment :

(i) The candidates shall be of age not more-than 30 years and not less than 18 years on the 1st

day of January of the year of sending requisition to the Employment Exchange subject to West Bengal Services (Raising of age limit) Rules, 1981 as subsequently amended;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Gram Panchayat Karmee shall be made by the Executive Officer of the Panchayat Samity.

CHAPTER III

Repeal and Savings

8. Repeal and savings.—

(1) All rules, orders corresponding to these rules, in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules.

(2) Notwithstanding such repeal, any order made, or any action taken under the rules, orders so replaced shall be deemed to have been validly done or taken under the provisions of these rules.

By order of the Governor

M. N. Roy

Pr. Secy. to the Govt. of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2008/SAR-4**

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PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 35/PN/O/III/2A-18/2002 Kolkata, the 3rd January, 2008.

In exercise of the power conferred by section 224 read with section 35 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required, the following amendments to the West Bengal (Recruitment of Employees of Gram Panchayat) Rules 2007 (hereinafter referred to as the said rules):-

Amendments

In the said rules,—

(1) in rule 5, in sub-rule (1), in clause (c) under the heading Qualification for direct recruitment, under subheading Essential, for item (ii) substitute the following item :-

"(ii) Must have passed the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from any recognized Board or Council or University"; in place and stead of "Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent examination from any recognized Board or Council or University".

(2) in rule 6, in sub-rule (1), in clause (c), for sub-clause (ii) substitute the following sub-clause:-

"(ii) Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred" in place of the existing clause.

By order of the Governor

M. N. Roy
Pr. Secy. to the Govt. of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2010/SAR-601**

The Kolkata Gazette

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PAUSA 2] THURSDAY, DECEMBER 23, 2010 [SAKA 1932

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 8047/PN/O/III/2E-51/07 dated 07.12.2010.— In exercise of the power conferred by section 224 read with section 35 of the West Bengal Panchayat Act 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required, the following amendments to the West Bengal (Recruitment of Employees of Gram Panchayat) Rules 2007 (hereinafter referred to as the said rules):—

Amendment

In sub-rule (1) of rule 6 of the said rules,

for clause (b), substitute the following clause:-

"(b) Method of recruitment:-

(i) 80% of the total number of posts shall be filled up by direct recruitment through Employment Exchange and on obtaining applications of candidates in response to notice published in this behalf in leading newspapers;

(ii) 10 percent of the total number of posts shall be filled up by promotion on the basis of Seniority-cum-merit from amongst the serving confirmed Gram Panchayat Karmees of Gram Panchayat. The candidates must have rendered not less than 6 (six) years of continuous and satisfactory service in any Gram Panchayat and must have qualification as laid down in sub-clause (i) and (ii) of clause (c).

(iii) 10 percent of the total number of posts shall be filled up by promotion on the basis of Seniority-cum-merit from amongst the serving confirmed peons of the Panchayat Samitis.

The candidates must have rendered not less than 6 (six) years of continuous and satisfactory service in the Panchayat Samitis and must have qualification as laid down in sub-clause (i) and (ii) of clause (c).

Note: On the 1 st January of each year, the appointing authority will obtain the list of all eligible Peons of Panchayat Samitis and Gram Panchayat Karmees of Gram Panchayat alongwith their date of joining from all the blocks within the district and prepare gradation list on the basis of date of joining in the respective cadres. Promotion shall be made on the basis of seniority-cum-merit of the candidates of the gradation lists of the respective cadres:

Provided that the posts remaining vacant after filling up the posts through promotion on the basis of seniority-cum-merit from amongst the Peons of Panchayat Samitis and Gram Panchayat Karmees of Gram Panchayats shall be filled up by direct recruitment as the case may be as per sub-clause (i).”

By order of the Governor,
TRILOCHAN SINGH,
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2011/SAR-17**

The Kolkata Gazette

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MAGHA 4] MONDAY, JANUARY 24, 2011 [SAKA 1932

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 63/PN/O/III/2A-18/2002 dated. 7.1.2011— In exercise of the power conferred by section 224 read with section 35 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required under sub-section (1) of section 224 of the said Act, the following amendment to the West Bengal Panchayat (Recruitment of employees of Gram Panchayat) Rules, 2007 (hereinafter be referred to as the said rules):—

Amendment

In sub-rule (I) of rule 7 of the said rules,—

(1) for clause (b) substitute the following clause:-

(b) Method of recruitment:-

(i) 67% of the total number of posts shall be filled up by direct recruitment on obtaining on requisition, names of eligible candidates from the Employment Exchange and on obtaining applications of candidates in response to notice published in this behalf in leading newspapers;

(ii) 33% of the total number of posts shall be filled up by selection through a recruitment test to be conducted by District Level Selection Committee from the existing eligible Collecting Sarkars, who have rendered satisfactory service as Collecting Sarkar for at least 6 (six) years in any Gram Panchayat under the jurisdiction of the concerned district;

Provided that in the event of non-availability of suitable candidate for appointment through selection, the posts shall be filled up by direct recruitment as mentioned in sub-clause (i) of clause (b)".

(2) in clause (c) for the words "Qualification for direct recruitment" substitute the words "Qualification for direct recruitment and recruitment through selection of Collecting Sarkars";

(3) for clause(d) substitute the following clause—

"(d) Age:-

(i) Direct recruitment, - The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange and publishing advertisement in the newspapers subject to the West Bengal Services (Raising of age limit) Rule, 1981 as subsequently amended;

(ii) Selection of Collecting Sarkars,-The candidates shall be of age not more than 45 years and not less than 18 years on the 1st day of January of the year of recruitment;

(iii) The age limit for direct recruitment shall be relaxable for the Scheduled Castes, Scheduled Tribes and other Backward Classes, Exempted Category, Physically handicapped persons and Ex-Service men in terms of rules and orders issued by the State Government from time to time".

By order of the Governor,

TRILOCHAN SINGH,
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2007/SAR-49**

The Kolkata Gazette

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CAITRA 7] WEDNESDAY, MARCH 28, 2007 [SAKA 1929

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 1403/PN/O/III/2E-62/05 dated the 27th March, 2007.—In exercise of the powers conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. ActXLI of 1973) the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the-said section, the following rules:—

Rules

CHAPTER 1

Preliminary.

1. Short title and commencement.—(1) These rules, may be called the West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007.

(2) They shall come into force on the date of their publications in the Official Gazette.

2. Definition.—(1) In these rules, unless the context otherwise requires,—

(a) 'Act' means the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973);

(b) 'District Level Selection Committee' means a Committee constituted as such by the State Government;

(c) 'employees' means the "employees in the establishment of Panchayat Samiti and includes the Deputy Secretary, the Cashier-cum-Store Keeper, the Block Informatics Officer, the Upper Division Assistant, the Accounts Clerk, the Clerk-cum-Typist, the Data Entry Operator and the Peon.

(2) The words and expressions used herein and not otherwise- defined but defined in the Act, shall have the same meanings as respectively assigned to them in the Act.

CHAPTER II

Method of recruitment.

3. **Method of and qualifications required for, recruitment to the post of Deputy Secretary.**—(1) Recruitment to the post of Deputy Secretary, after the commencement of these rules, shall be made by the following methods:—

(a) Scale of Pay : Rs. 4000-125-4250-150-5300-175-7050-200-8850 with higher initial start at Rs. 4250.

(b) Method of recruitment : (i) 30% of the posts shall be filled up by promotion from amongst the serving confirmed Upper Division Assistants and Cashier-cum-Store Keeper of the Panchayat Samitis within the District.

(ii) 70% of the posts shall be filled up by promotion from amongst the serving confirmed Executive Assistants of Gram Panchayats within the District:

Provided that the promotion to the post shall be made on the basis of merit-cum-seniority:

Provided further that seniority of the Cashier-cum-Store Keeper who will join the post on transfer from the post of Upper Division Assistant will be counted from the date of their joining to the post of Upper Division Assistant.

Explanation.—For the purpose of promotion under clause (b), each district shall be taken as a separate unit and the Upper Division Assistants or the Executive Assistants of the Gram Panchayat, as the case may be, working in a district shall be taken into zone of consideration on the basis of merit-cum-seniority list within the jurisdiction of the said district.

(c) Age for recruitment: There /shall be no upper age limit.

(2) All appointments to the post of Deputy Secretary shall be made by the Executive Officer of Zilla Parishad/ Siliguri Mahakuma Parishad.

4. Method of, and qualifications required for, recruitment to the post of Cashier-cum-Store Keeper.— (1) Recruitment to the post, of Cashier-cum-Store Keeper, after the commencement of these rules, shall be made by the following methods:—

(a) Scale of Pay: Rs. 4000-125-4250-150-5300-175-7050-200-8850.

(b) Method of recruitment: The posts shall be filled up by transfer from amongst the serving confirmed Upper Division Assistants of the Panchayat Samitis within the district on the basis of option exercised by them:

Provided that the posts remaining vacant after filling up the posts through transfer from amongst the Upper Division Assistants, shall be filled up by promotion from,amongst the serving confirmed Accounts Clerk and Clerk-cum-Typist of the Panchayat Samitis within the district on merit-cum-seniority basis:

Provided further that the candidates to be appointed as Cashier-cum-Store Keeper shall have to make a security deposit in favour of the 'Panchayat Samiti at such rate as may be determined by the State Government from time to time in this behalf and such candidate shall have to undergo an in-service training on computer application.

Explanation.—Foi the purpose of appointment through transfer/promotion under clause (b), each district shall be taken as a separate unit and the Upper Division Assistants or the Accounts Clerk,or the Clerk-cum-Typist of the Panchayat Samitis, as the case may be, working

in a district shall be taken into zone of consideration on the basis of merit-cum-seniority list within the jurisdiction of the said district.

(c) Age for recruitment: There shall be no upper age limit.

(2) All appointments to the post of Cashier-cum-Store Keeper shall be made by the Executive Officer, of Zilla Parishad/Siliguri Mahakuma Parishad.

5. Method of, and qualifications required for, recruitment to the post of Block Informatics Officer.— 1) Recruitment to the post of Block Informatics Officer after commencement of these rules, shall be made by the following methods:—

a) Scale of Pay: Rs. 4500-150-5250-175-7000-200-8800-225-9700.

(b) Method of recruitment: Direct recruitment (By selection):

Provided that appointment to the said posts shall be made through selection on the basis, of merit to be determined through written examination and viva-voce test to be conducted by the District Level Selection Committee.

(c) Qualification for direct recruitment: The candidate shall,—

(i) be a citizen of India as defined in Part II of the Constitution of India.

(ii) shall have a Bachelor's degree in computer application or Bachelors' (Honours') degree in Computer Science or Bachelor's degree in any stream with 'A'' level certificate course of DOEACC:

Provided that candidates with qualifications of 'B' level or 'C' level certificate course of DOEACC with three years' Diploma in Computer Science and Engineering/Information Technology/Electronics and Tele-communication shall also be considered.

(d) Age for direct recruitment: (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of publication of advertisement for recruitment;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Block Informatics Officer shall be made by the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

6. Method of, and qualifications required for, recruitment to the post of Upper Division Assistant.— (1) Recruitment to the post of Upper Division Assistant, after commencement of these rules, shall be made by the following methods;—

(a) Scale of Pay: Rs. 4000-125-4250-150-5300-175-7050-200-8850.

(b) Method of recruitment: The posts shall be filled up by promotion from amongst the serving confirmed Clerk-cum-Typist and Accounts Clerk of the Panchayat Samitis within the District:

Provided that promotion to the said posts shall be made through selection on the basis of merit-cum-seniority.

(c) Age for recruitment: There shall be no upper age limit.

(2) All appointments to the post of Upper Division Assistant shall be made by the'Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

7. Method of, and qualifications required for, recruitment to the post of Accounts Clerk.—(1) Recruitment to the post of Accounts Clerk, after commencement of these rules, shall be made by the following methods:—(a) Scale of Pay: Rs. 3350-90-3800-100-4700-125-6325.

(b) Method of recruitment: Direct recruitment (By selection):

Provided that appointment to the said posts shall be made through selection on the basis of merit to.be determined through written examination and viva-voce test to be conducted by the District Level Selection Committee;

(c) Qualification for direct recruitment: (i) Essential:—The candidates shall,—

(A) be a citizen of India as defined in Part II of the Constitution of India,

(B) have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council.

(ii) Desirable:—Diploma in Computer Application from any Institute recognized by State Government or Central Governmentor State Council of Technical Education, or All India Council; of Technical Education.

(d) Age for direct recruitment: (i) The, candidates shall be of age not more than, 37 .years, and not less than 18 years on the 1 st day of January of the year of sending requisition to the Employment Exchange;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward ; Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Accounts Clerk shall be made by the Executive Officer of Zilla Mahakuma Parishad.

8. Method of, and qualifications required for, recruitment to the post of Clerk-cum-Typist.—(1) Recruitment to the post of Clerk-cum-Typist, after commencement of these rules, shall be made by the following methods:—

(a) Scale of Pay: Rs. 3350-90-3800-100-4700-125-6325.

(b) Method of recruitment : Direct recruitment (By selection):

Provided that appointment to the said posts shall be made through selection on the basis of to be determined through written examination and viva-voce test to be conducted by the District Level Selection Committqe:

Provided further that any Group 'C or Group 'D' employees working in the Panchayat Samitis within the District shall, on application for appointment to the post, be considered as Departmental Candidates along with the candidates for direct recruitment subject to their fulfilment of the conditions as laid down in clause (c) and (d).

(c) Qualifications for direct recruitment: The candidate shall,—

(i) be a citizen of India as defined in Part II of the Constitution of India.

(ii) have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali:

Provided that the selected candidates shall have to acquire proficiency in MS word or such other standard computerised word processing applications before confirmation in service.

(d) Age for direct recruitment: (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules" and orders issued by the State Government from time to time.

(2) All appointments to the post of Clerk-cum-Typist shall be made by the Executive Officer of Zilla Parishad/ Siliguri Mahakuma Parishad.

9. Method of, and qualifications required for,recruitment to the post of Data Entry Operator.—(1) Recruitment to the post of Data Entry Operator, after commencement of these rules, shall be made by the following methods:—

(a) Scale of Pay: Rs. 3350-90-3800-100-4700-125-6325.

(b) Method of recruitment: Direct recruitment (By selection):

Provided that appointment to the said, posts shall be made through selection on the basis of merit to be deterrnined through written examination and viva-voce test to be conducted by the District Level Selection Committee.

(c) Qualifications for direct recruitment: (i) Essential:—The candidates shall,—

(A) be a citizen of India as defined in Part-II of the Constitution of India.

(B) have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali,

(C) at least three months formal training in using personal computer from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education,

(D) have a minimum speed of data entry of 6000 key depressions per hour.

(ii) Desirable:—One-year experience of data entry operation in personal computer:

(d) Age for direct recruitment: (i) The candidates shall be of age not more than 37 years and, not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other .Backward Classes and exernpted categories in terms of Rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Data Entry Operator shall be made by the Executive: Officer of Zilla Parishad/ Siliguri Mahakuma Parishad.

10. Method of, and qualifications required for, recruitment to the post of Peon.—(1) Recruitment to the post of Peon, after commencement of these rules, shall be made by the following methods;—

(a) Scale of Pay: Rs. 2600-55-2985-60-3525-65-4175.

(b) Method of recruitment : Direct recruitment (By selection).

(c) Qualification for direct recruitment: The candidate shall,—

(i) be a citizen of India as defined in Part II of the Constitution of India,

(ii) have knowledge of reading and writing in Bengali or Nepali in cases of Hill areas.

(d) Age for direct recruitment: (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange,

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Peon shall be made by the Executive Officer of Zilla Parishad/ Siliguri Mahakuma Parishad.

CHAPTER III

Repeal and Savings.

11. Repeal and savings.—(1) All rules, orders corresponding to these rules, in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules.

(2) Notwithstanding such repeal, any order made or any action taken under the rules, orders so repealed shall be deemed to have been validly done or taken under the provisions of these rules.

By order of the Governor

M. N. Roy
Principle Secy. to the Govt. of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2009/SAR-224**

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ASADHA 11] THURSDAY, JULY 2, 2009 [SAKA 1931

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

No. 2960/PN/O/III/2E-61/04(Pt-III) Kolkata, the 2nd July, 2009.

NOTIFICATION

In exercise of the power conferred by section 224 read with sub-section (3) of section 119 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act) the Governor is pleased hereby to make, after previous publication as required by sub-section (I) of section 224 of the said Act, the following amendments to the West Bengal (Recruitment of Employees of Panchayat Samiti) Rules,2007 (hereinafter referred to as the said rules) :-

Amendment

In the said rules,—

(1) in chapter I, in rule 2, in sub-rule (1), in clause (c), after the wards 'the Block Informatics Officer,' insert the words "Samiti Education Officer".

(2) in chapter II, after rule 5, insert the following rule :—

"5A, Method of and qualifications required for, recruitment to the post of Samiti Education Officer:—

(i) Recruitment to the post of Samiti Education Officer, after the commencement of these rules, shall be made by the following methods :—

(a) Scale of pay : Rs.4000-125-4250-150-5300-175-7050-200-8850/- with higher initial start at Rs.4250/-. [Revised Pay structure (PB-3), Rs.7100—37,600/- (Entry point minimum Pay Rs.7910/- Plus Grade Pay Rs.3600/-)].

(b) Method of recruitment :—

(i) 60% of the posts shall be filled up by direct recruitment on obtaining, on requisition, the names of eligible candidates from Employment Exchange of the District and on obtaining applications in response to notice published in this behalf in leading newspapers and,

(ii) 40% of the posts shall be filled up by selection from Sahayikas, Sahayaks of Shisu Shiksha Kendras, Samprasarikas, Samprasarikas of Madhyamik Shiksha Kendras, Academic Supervisors of Shisu Shiksha Kendras/Madhyamik Shiksha Kendras, State Quality Managers, District Qual ity Manager and Community Moblisers working under PaschimbangaKajya Sishu Shiksha Mission.

(c) Qualification:—

(i) The candidate shall be a citizen of India as defined in part-II of the Constitution of India.

(ii) For both direct recruitment and recruitment by selection candidates must possess Graduate Degree with Post Graduate B. Ed Degree or Graduate Degree with three years' experience of teaching in any Primary or Secondary School or Graduate degree with three years' experience of working in Government sponsored alternative system of education or Graduate Degree with three years experience in management of education.

(d) Age for direct recruitment and recruitment by selection :—

(i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange.

(ii) Age limit for candidates, to be recruited by selection for the posts b(ii) above, will be 45 years.

(iii) The age limit for direct recruitment vide (i) above shall be relaxable for the Scheduled Castes, Scheduled Tribes and other Backward Class and other categories in terms of rules and orders issued by the State Government from time to time.

2. All appointments to the post of Samiti Education Officer shall be made by the Executive Officer of Zilla Parishad/ Siliguri Mahakuma Parishad."

By order of the Governor

M. N. Roy
Principle Secy. to the Govt. of West Bengal

Registered No. WB/SC-247 **No. WB/(DTP)/Pt.I/CPS/07/1034**

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VAISHAKHA 31] THURSDAY, JULY 2, 2009 [SAKA 1919

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 2247/PN/O/3R-2/96 Dated : 20th May, 1997.

In exercise of'the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following rules, namely :-

RULES

The West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997.

CHAPTER - I

Preliminary

1. Short Title — (1) These rules may be called the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997.

(2) They shall come into force on the date of their publications in the Official Gazette.

2. Definitions - In these rules, unless the contcxL otherwise requires, -

(a) "Act-" means the West Bengal Panchayat Act, 1973 (West Ben, Act XLI of 1973);

(b) "Executive Officer" means the Executive Officer of the Zilla Parishad, and includes the Additional Executive Officer of the Zilla Parishad.

(c) "qualifications", in relation to any post mentioned in those rules, means the minimum qualifications for that post.

(d) "qualifying service", in relation to an employee of the Zilla Parishad, means the satisfactory service rendered on regular appointment against a sanctioned post ;

(e) "Recruitement Committee" means the Zilla Parishad Staff Recruitment Committee constituted under rule 5.

(f) "State Government" means the Government of West Bengal in the Department of Panchayats and Rural Development.

(g) "section" means a section of the Act;

(h) "Zilla Parishad" includes Mahakuma Parishad.

3. Application - These rules shall apply to such officers and employees of Zilla Parishad within the meaning of section 166 as are specified in rule 4.

CHAPTER II

Details of Posts of Officers and Employees of a Zilla Parishad.

Scales of Pay and Method of Recruitment

4. Details of posts of officers and emplyees of a Zilla Parishad, scales of pay method of recruitment, etc. The posts of officers and others employees of a Zilla Parishad and the scale of pay method of recruitment, appointing authority, age limit and minimum educational qualifications for each such post, shall be as followes :-

I. Additional Executive Officer

(a)	Scale of pay	:	Grade pay plus special pay as may be made admissible under orders of the Suite Government from time to time.
(b)	Method of recruitment	:	To be appointed, on deputation, by the State Government from amongst officers of the Indian Administrative Service or the West Bengal Civil Service (Executive) of such seniority as may be specified, by order, by the State Government In the Home (Personnel and Administrative Reforms) Department under such terms and conditions as may be specified, by order, by the State Government.
(c)	Appointing authority	:	State Government.

II. Secretary

(a)	Scale of pay	:	Grade pay plus special allowance or deputation allowance as may be admissible under orders of the State Government from time to time.
(b)	Method of recruitment	:	To be appointed, on deputation, by the State Government from amongst the officers of the West Bengal Civil Service (Executive) having at least 10 years seniority in service.
(c)	Appointing autharity	:	State Government.

III. Deputy Secretary

(a) Scale of pay	:	Rs. 2200-80-3000-100-4000 plus special allowance or deputation allowance as may be made admissible under orders of the State Government from time to time.
(b) Method of recruitment	:	To be appointed, on deputation, by the State Government from amongst the officers of the West Bengal Civil Service (Executive) or any other duly constituted State Service having at least six years' seniority in the Service to which the incumbent belongs.
(c) Appointing authority	:	State Government.

IV. Parishad Accounts Officer

(a) Scale of pay	:	Rs. 2200-80-3000-100-4000.
(b) Method of recruitment	:	To be appointed, on deputation, by the State Government from amongst the officers.of the West Bengal Audit and Accounts Service or from the cadre of the Parishad Accounts and Audit Officers.
(c) Appointing authority	:	State Government.

V. Confidential Assistant to the Sabhadhipati

(a) Scale of pay	:	A consolidated pay as may be specified, by order, by the State "Government from" time to time.
(b) Method of recruitment	:	To be selected at the discretion of the Sabhadhipati from among the persons having voting right for election to the Zilla Parishad concerned excluding the members of the Gram Panchayat, Panchayat Sarnili and Zilla Parishad. Appointment shall be on a purely temporary basis and the service of the incumbent shall be held at the pleasure of the Sabhadhipati and shall terminate with the office of the Sabhadhipati. He, for the purpose of drawing pay, shall be regarded as part of the temporary establishment of the Zilla Parishad.
(c) Appointing authority	:	Executive Officer.

VI. Office Superintendent

(a) Scale of pay	:	Rs. 1500-55-1665-65-2250-80-3210-100-3410.
(b) Method of recruitment	:	By promotion from amongst the Head Assistants selected on the basis of merit-cum-senority.
(c) Appointing authority	:	Executive Officer.

VII. Head Assistant

(a) Scale of pay	:	Rs. 1420-45-1555-55-1720-65-2305-75-3130.

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(b) Method of recruitment : By promotion from amongst the "Upper Division Assistants and the Accountants selected on the basis of merit-cum-seniority.

(c) Appointing authority : Executive Officer.

VIII. Upper Division Assistant

(a) Scale of pay

: Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610.

(b) Method of recruitment : By promotion from amongst the Lower Division Assistants selected on the basis of merit-Cum-seniority.

(c) Appointing authority : Executive Officer.

IX. Lower Division Assistant

(a) Scale of pay

: Rs. 1040-25-1215-30-1485-85-1590-40-1670-50-1920.

(b) Method of recruitment

(i) 80 per cent of the total number of-sanctioned posts in a Zilla Parishad by direct-recruitrment on obtaining, on requisition, the names of eligible candidates from the Employment. Exchanges of the district.

(ii) Ten per cent, by promotion, or selection on the basis of merit-cum-seniority, from amongst the eligible group 'D' employees of the Zilla Parishad having put in not less than 10 years' service, in such manner as may be determined by the State Government, or by direct recruitment in the manner specified in item (i), if eligible Group D employee is not available.

(c) Appointing authority : Executive Officer.

(d) Age : (i) 18 to 35 years, uppor age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes nnd ex-Servicemen as per rules and orders of the Government for the time being in force.

(ii) There shall be no upper age limit in the case of promotion.

(e) Qualifications : Passed Madhyamik or equivalent examination, having secured at least fifty per cent marks; in aggregate, of any recognised University, Board or Council Knowledge of Type writing shall be a desirable qualification.

Stenographer-cum-Personal Assistant to Sabhadhipati

(a) Scale of pay : Grade pay with special pay of Rs. 50 per month.

(b) Method of recruitment : By selection on the basis of-merit-cum-seniority from amongst the serving Stenographers of the Zilla Parishad.

(c) Appointing authority : Executive Officer.

XI. Stenographer

(a) Scale of pay : Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of elegibie candidates from employment exchange of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years. Upper age limit, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Scrvicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Bachelor degree from a recognised University and ability to take dictation at a speed of at least eighty words per minute, and typing speed of at least forty words per minute, in English or ability to lake dictation at a speed of at least seventy words per minute, and typing speed of at least thirty words per minute, in Bengali, as the case may be.

XII. Typist

(a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of elcgible candidates from the employment exchanges of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years. Upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Service men as per rules and orders of the Government for the time being in force.

(e) Qualifications : Passed Madhyamik or equvalent examination, having secured at least fifty per cent marks in aggregate of any recognised University, Board or Council, and have typing speed of forty words per minute in English or typing speed of thirty words per minute in Bengali.

XIII. Group D Employees

(a) Scale of pay : Rs. 800-15-920-18-1118-21-1265.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of elegible candidates from ihc employment exchanges of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years. Upper age limit, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Scrvicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Passed at least Class VIII examination of any recognised school.

XIV. District Engineer
(in the rank of Executive Engineer

(a) Scale of pay

: Rs. 3000-100-3500-125-4750.

(b) Method of recruitment :

(i) By promotion on the basis of seniority-cum-merit from amongst the Assistant Engineers working in the Zilla Parishad having at least 10 years' qualifying service as Assistant Engineer, or

(ii) by deputation from Executive Engineers, employed as such in any engineering department of the State Government, on such terms and conditions as may be determined by order by the State Government, or

(iii) by direct recruitment on renewable contract for a maximum period of two years at a time and remuneration as may be specified by the State Government by order in this behalf from time to time. Selection of candidates shall be made by a Committee, to be set up by order by the State Govornment in this behalf from amongst the candidates sponsored by Employment Exchange or from amongst the applicants responding to notice published in this behalf in leading newspapers or from amongst both.

(c) Appointing authority : Executive Officer.

(d) Age : No age limit for appointment an promotion. In the case of contractual appointment, the upper age limit shall be forty years, rolaxable in the ease of Scheduled Castes, Scheduled Tribes, othor backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications :

(i) In the case of promotion, the candidate shall possess the qualifications required for the post of Assistant Engineer as laid down in item (ii) of sub-clause (e) of clause XV of rule 4.

(ii) In the case of direct recruitment, a First Class Bachelor Degree or equivalent qualification in Civil Engineering from any recognised University or Council or Association with at least ten years' experience, as Assistant Engineer or equivalent post.

XV. Assistant Engineer

(a) Scale of pay : Rs. 2200-80-3000-100-4000.

(b) Method of recruitment :

(i) 40% of the posts shall be filled up by promotion frorr amongst Sub-Assistant Engineers having not less than ter years' qualifying service.

(ii) 60% of the posts shall be filled up by direct recruitment on renewable contract for a maximum period of two years fit a lime and on a consolidated remuneration as may be specified by the State Government by order in this behalf from time to time. Selection of candidates shall be made, by the Committee, referred to in item (iii) of sub-clause (b) of clause XIV, from amongst the candidates sponsored by Employment Exchange or from amongst the applicants responding to notices published in this behalf in leading newspapers or from amongst both.

(c) Appointing authority : Executive Officer.

(d) Age :

(i) Not exceeding 35 years in the case of direct recruitment on contract, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen, as per rules and orders of the Government for the time being in force.

(ii) No age limit in the case of appointment on promotion.

(e) Qualifications :

(i) In the case of direct recruitment, a First Class Bachelor Degree or equivalent qualification in Civil Engineering from any recognised University or Councilor Association with minimum two years' working experience.

(ii) In the case of appointment on promotion, a Diploma in Civil. Engineering.from any Council or Board recognised by the Suite Government with ten years' qualifying service as Sub-Assistant Engineer of the Zilla Parishad.

XVI. Sub-Assistant Engineer (Civil) / (Electrical)

(a) Scale of pay : Rs. 1390-45-1615-55-2055-65-2445-75-2970.

(b) Method of recruitment :

(i) By absorption of Draftsman, Tracer, Surveyor, and Estimator, having the qualifications laid down in sub-clause (e) and working against a sanctioned post under the Zilla Parishad on being appointed in a regular manner before the commencement of these rules :

Provided that the employee putting the maximum tenure of service under the Zilla Parashad shall get priority in absorption.

(ii) By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district and/or on obtaining applications in response to notices published in this behalf in leading newspapers.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 yoars, rclaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Diploma in Civil or Electrical Engineering as may be applicable from any Council or Bonrd recognised by the State Government.

XVII. Work Assistant

(a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.

(b) Method of recruitment : (i) 90% par cent of the total number of sanctioned posts in a Zilla Parishad shall be filled up by direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district, and

(ii) the remaining 10% par cent shall be filled up by promotion on solection on the basis of merit-cum-seniority from amongst the eligible Group D employees; of the Zilla Parashad, having put in not less than 10 years qualifying service in the Zilla Parishad, in such manner as may be determined by the State Government or by direct recruitment in the manner laid down in item (i), if eligible Group D employee is not available.

(c) Appointing authority : Executive Officer.

(d) Age : (i) 18 to 35 yours, relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(ii) No age limit in the case of'appointment on promotion.

(e) Qualifications : Passed Madhyamik or equivalent examination of any recognised University, Board, or Council, having secured not less than fifty por cent marks in aggrogtites.

XVIII. Store Keeper

(a) Scale of pay : Rs. 1260-35-1540-45-1680-55-2070-65-2460-75-2610.

(b) Method of recruitment : By promotion from amongst the Work Assistants having put in not less than ten years of qualifying Service, selected on the basis of seniority-cum-merit.

(c) Appointing authority : Executive Officer.

(d) Age : No age limit.

XIX. Accountant

(a) Scale of pay

: Rs. 1390-45-1615-55-2055-65-2445-75-2970.

(b) Method of recruitment : By promotion from amongst the Additional Accountants declared confirmed in service.

(c) Appointing authority : Executive Officer.

(d) Age : No age limit.

XX. Additional Accountant

(a) Scale of pay :

Rs. 1140-30-1440-35-1580-40-1660-50-2160.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Serviccmen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Bachelor degree in Commerce from any recognised University.

XXI. Cashier

(a) Scale of pay : Rs. 1140-30-1440-35-1580-40-1660-50-2160.

(b) Method of recruitment : By promotion from the Assistant Cashier declared confirmed, to be selected on the basis of merit-cum-seniority.

(c) Appointing authority : Executive Officer.

(d) Age : No age limit.

(e) Special condition : Persons appointed as Cashier shall have to make a security deposit in favour of the Zilla Parishad at the rate determined by the State Government in this behalf.

XXII. Assistant Cashier

(a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920, with higher initial start (not more than four increments) as may be determined by the Zilla Parishad.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchanges of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Passed Madhyamik or equivalent examination of-any recognised Univorsity, Board or Council, having secured at least fifty per cent marks in aggregate.

(f) Special condition : Person appointed as Assistant Cashier shall have to make a security deposit in favour of the Zilla Parishad at the rate determined by the State Government in this behalf.

XXIII. Telephone Operator-cum-Receptionist

(a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.

(b) Method of recruitment : By direct recruitment on obtaining on requisitten names of eligible candidates from Employment Exchanges of the district.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Passed Madhyamik or equivalent examination of any recognised University, Board or Council and possesses adequate knowledge of operation of Private Branch Exchange on training from any recognised institution

XXIV. Driver

(a) Scale of pay : Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920.

(b) Method of recruitment : By direct recruitment on obtaining, on requisition names of eligible candidates from Employment Exchanges of the district. The selection shall be made only from amongst the candidates whose proficiency in driving the class of vehicle, for which the recruitment is made, shall be tested by Motor Vehicles Inspector (Technical) or by such other competent technical officer as may be directed by the Recruitment Committee for the purpose.

(c) Appointing authority : Executive Officer.

(d) Age : 18 to 35 years, upper age limit relaxable in the case of Scheduled Castes, Scheduled Tribes, other backward classes and ex-Servicemen as per rules and orders of the Government for the time being in force.

(e) Qualifications : Passad Class VIII examination of any recognised school and possesses driving licence with at least 3 years' experience in driving the class of vehicle for which the recruitment is made.

XXV. Statistician

(a) Scale of pay	:	Rs. 2200-80-3000-100-4000.
(b) Method of recruitment	:	To be appointed on deputation by the State Government from the cadre of Statisticians.
(c) Appointing authority	:	State Government.

XXVI. District information Analyst

(a) Scale of pay		
	:	Rs. 1380-45-1615-55-2035-65-2445-75-2970.
(b) Method of recruitment	:	To be appointed on deputation by the State Government from the cadre of District Information Analyst.
(c) Appointing authority	:	State Government.

XXVII. Computer Assistant

(a) Scale of pay		
	:	Rs. 1260-35-1540-45-1680-55-2070-65-2460-75-2610.
(b) Method of recruitment	:	To be appointed on deputation by the State Government from the cadre of Computer Assistants.
(c) Appointing authority	:	State Government.

5. Zilla Parishad Staff Recruitment Committee — (1) For the purpose or recruitment through Employment Exchange or by promotion or otherwise to fill any post reffered to in rule 4, there shall be a Zilla Parishad Staff Recruitment Committee for each Zilla Parishad. The Committee shall consist of the following members :-

(a) Executive Officer of the Zilla Parishad ;

(b) Additional Executive Officer of the Zilla Parishad ;

(c) Any two Karmadhyakshas to be nominated by the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti ;

(d) District Engineer or Executive Engineer or both as may be nominated by the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti ;

(e) one representative of the State Government, not below the rank of Assistant Secretary to Government; and

(f) Secretary of the Zilla Parishad :

Provided that any four members comprising the Executive Officer or the Additional Executive Officer shall form a quorum.

(2) The Executive Officer or, in his absence, the Additional Executive Officer shall act as the Chairman of the Recruitment Committee.

6. General procedure for recruitment by the Staff Recruitment Committee — (1) Subject to the provisions of rule 4, the Committee shall, as soon as may be within two weeks from the date of receipt of any advice from the Artha, Sanstha, Unnayan O Porikalpana Sthaye Samiti for recruitment against any vacancy in any of thc posts referred to in rule 4, determine the nature of the vacancy following a roster to the maintained for caeh cadre in pursuance, of the statutory provisions and, circulars commensurate with the reservation policy laid down by the State Government from time to time.

(2) On determination of the nature of vacancy under sub-rule (1) the Recruitment Committee shall requisition to the appropriate Employment Exchange or Exchanges within the district for names of candidates or publish notice in leading newspapers, in the manner specified, by order by the State Government, inviving applications from intending candidtaes eligible for recruitment under rule 4 ;

Provided that when candidature of a person, who is entitled to overriding priority for appointment under any order in force issued by the State Government or under any order of a competent court is under consideration for filling a vacant post, the Recruitment Committee shall not send any requisition for that post to the Employment Exchange nor shall publish any notice in newspaper.

(3) Subject to such direction as may be issued by the Director of Panchayats and Rural Developent or in the absence of any such direction by the director Panchayats and Rural Development, by the Zilla Parishad, the Recruitment Comittee shall, in such manner us may be determincd by it prepare, within three months from the date of receipt of the advice of the Artha, Sanstha, Unnayan O Parikalpana Sthaye Samiti under sub-rule (1), a panel of not more than three candidates arranged in order of merit for each vacancy on the basis of a written test or oral interview or both ;

Provided that the total marks assigned for the written test with respect to any selection shall bear, as nearly as may be, the same proportion to the total marks assigned for the oral interview for that selection as the figure of eighty-five bears to the figure of fifteen ;

Provided further that the Recruitment Committee shall, for oral interview, take into consideration, interalia, physical fitness, alertness, sense of discipline and general demeanour of a candidate.

(4) The panel prepared by the Recruitment Committee shall be placed before the **Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti** as early as possible. The **Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti shall** either accept the panel and authorise thc Executive Officer to take steps for appointment in accordance with the provisions of these rules or return the panel to the Recruitment Committee for further action or for preparation of a fresh panel. The Executive Officer or the Recruitment Committee, as the case may be shall take appropriate action as directed by **the Artha, Sanstha, Unnayan O Parikalpana Syhayee Samiti**.

(5) The first candidate in the pannel shall be asked to submit his antecedents, in the verification roll in the proforma to be made available by the **Zilla Parishad**, which shall, then be referred to the District Intelligence Branch of the office of the Superintendent of Police of the district concerned for verification and report.

(6) If the Executive Officer is satisfied on rcceipt of the verification roll from the competent authority, as to the antecedents of the candidate, the candidate shall be advised to appear for medical examination before the Chief Medical Officer of Health of the district or such other Medical Officcr/Medical Board as may be constituted for this purpose by order by the Department of Health and Family Welfare, Government of West Bengal and if the candidate is found medically fit, a letter of appointment shall be issued. If, on the basis of the vcrification roll of the report of medical examination, the candidate is found unsuitable for appointment, the Executive Officer shall inform him accordingly and ask the next person in the panel so submit his antecedents in the verification roll as aforesaid. The process may continue until the panel is exhausted. **The Artha, Sanstha, Unnayan O Parikalpana Syhayee Samiti** shall bo informed of the position in the next meeting.

(7) The panel referred to in sub-rule (3) shall remain valid for a period of one year from the date of preparation of the panel.

7. Appointment on contract - Notwithstanding anything to the contrary contained in these rules, and subject to the provisions of rule 4, in the case of direct appointment to the posts or Executive Engineer and Assistant Engineer, appointments, shall be made on the basis of contract for a maximum period of two years. The agreement for appointment on contract basis shall be entered into between the Zilla Parishad and the selected candidate in such form as may be specified, by order, by the State Government. The contract may be renewed further for a maximum period of two years at a time on satisfaction of both parties on completion of the earlier period of two years, subject to prior approval in writing of the State Government.

8. Appointment on probation and appointment on permanent basis - An employee of a Zilla Parishad appointed to any post under these rules, other than an employee appointed under rule 7.

(a) shall be deemed to be on probation on completion of a continuous temporary service for two years after his joining the post;

(b) shall be confirmed and made permanent on satisfactory completion of a period of probation for one year;

(c) on completion of the period of probation, the appointing authority shall either issue a formal order confirming the probationer in the post or extend the period of probation for a period of one year or initiate disciplinary proceedings if the employee has violated any of the conditions of service, such violation being considered as misconduct ;

Provided that no formal declaration shall be necessary in respect of appointment on probation ;

Provided further that in the case of promotion of a permanent employee, no further order of confirmation in the higher post shall be necessary.

9. Appointment of an employee in another post :- Notwithstanding anything to the contrary contained in these rules, an employee of a Zilla Parishad eligible for appointment to any post may, on his option, be considered, alongwith other candidates sponsored by Employment Exchange or brought under consideration in any olher manner, for appointment to such post ;

Provided that the selection shall be made strictly on the basis of merit.

10. Special power of State Government — (1) In the interest of efficient control and management of the services of Zilla Parishad employees, the Governor may, for dealing with a case in a just and equitable manner, dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as he may consider necessary.

(2) For thc purpose of giving effect to the provisions of these rules, the Governor may, as and when necessary, issue general or special directions not inconsistant with the provisions of these rules.

11. Repeal.- With effect from thc date of coming into force of these rules, such of the provisions of -

(1) the West Bengal Panchayats Rules, 1958.

(2) the West Bengal Zilla Parishads (Recruitment of Stuff) Rules, 1964.

(3) the District Board Manual, and

(4) the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973,

as are inconsistent with the provisions of these rules, shall stand repealed.

By order of the Governor,

S. N. GHOSH
Principal Secy. to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R.D.
63, Netaji Subhas Road :: Kolkata - 700001

No. 4092/PN/O/I/3R-l/2003(Pt-II). Dated : 04.11.2003

NOTIFICATION

In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the West Bengal Panchayat (Recruitment and Conditions, of Appointment of Employees of Zilla Parishad) Rules, 1997, as subsequently amended (hereinafter referred to as the said rules) :—

Amendment

1.(1) These rules may be called the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) (Amendment) Rules, 2003.

(2) The rules shall come into force on the date of their publication in the Official Gazette.

2. In rule 4 of the said rules, for item XXV, substitute the following item :— XXV STATISTICIAN -

(a) Scale of pay : Rs. 8000-275-13500/-.

(b) Method of recruitment : By deputation from the cadre of -

(i) West Bengal Statistical Service holding equivalent posts; or

(ii) Junior Statistician with three years' satisfactory service; (iii) Assistant Statistician with six years' satisfactory service.

(c) Appointing authority : State Government.

By order of the Governor,

M.N.Roy
Secy, to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
63, Netaji Subhas Road :: Kolkata - 700001

No. 4094/PN/O/III/2S-1/1999 Dated : 04.11.2003

NOTIFICATION

In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, as subsequently amended (hereinafter referred to as the said rules) :—

Amendment

1.(1) These rules may be called the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) (Amendment) Rules, 2003.

(2) These rules shall come into force on the date of their publication in the Official Gazette.

2. In rule 4 of the said rules—

(1) for item XXVI , substitute the following item :—

"XXVI DISTRICT INFORMATION ANALYST.—

(a) **Scale of pay :** Rs. 4500--150--5250--175--7000--200--8800--225--9700

(b) **Method of recruitment :** By selection (direct recruitment) through the Employment Exchange or by promotion from the post of Computer- Assistant having not less than six years of service as such in the feeder post.

(c) **Age ;** Not more than 37 years on the 1st day of January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules, 1981.

The age-limit is relaxable for the Scheduled Caste, Scheduled Tribes, and Other Backward Classes candidates under the Orders of the Government as may be issued in this behalf from time to time.

(d) **Essential** Qualification for direct recruitment :

(i) A Bachelor's Degree from a recognised University;

(ii) One-year full-time Post Graduate Diploma in Computer Application Course (P.G.D.C.A.) from an institute recognised by U.G.C./ AICTE/ Government of West Bengal with three years' working experience.

or

'A' level certificate of DOEACC course from an institute recognised by the Department of Electronincs (D.O.E.), Government of India with three years' working experience.

(e) **Appointing authority :** Executive Officer. " ;

(2) for item XXVII , substitute the following item :—"XXVII COMPUTER ASSISTANT —

(a) Scale of pay : Rs. 4000--125--4250--150--5300--175--7050--200--8850/

(b) **Method of recruitment :** By selection (direct recruitment) through the Employment Exchange. Departmental candidaters having requisite qualifications for direct recruitment may also apply.

(c) **Age :** Not more than 37 years on the 1st January of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules, 1981.

The age-limit is relaxable for the Scheduled Caste, Scheduled Tribes, and Other Backward Classes candidates under the Order of the Government as may be issued in this behalf from time to time.

(d) **Essential Qualification for direct recruitment :—**

(i) A Bachelor's Degree from a recognised University;

(ii) One-year full-time Post Graduate Diploma in Computer Application Course (P.G.D.C.A.) from an institute recognised by U.G.C./ AICTE/ Government of West Bengal.

or,

Diploma in Computer Science or Information Technology from a Polytechnic recognised by AICTE;

or,

B.Sc.(Hons.) in Computer Science ;

or,

B.C.A. degree from a recognised University.

(e) Appointing authority : Executive Officer of the Zilla Parishad."

By order of the Governor,

M.N.Roy
Secy, to the Govt. of West Bengal.

Registered No. WB/SC-247 **No. WB(Part-1)/2006/SAR-293**

The Kolkata Gazette

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PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

NOTIFICATION

No. 5828/PN/O/III/2E-65/03(Pt-I) dt. 26.12.2006.—In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of that section, the following amendments to the West Bengal Panchayat (Recruitment and Conditions of Appointment " Employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules):—

Amendments

In the said rules,—

(1) in rule 2, after clause (b), insert the following clause:—

"(ba) 'employment exchange' means an employment exchange as defined in clause (3) of section 2 of the West Bengal Regulation of Recruitment in State Government Establishments and Establishments of Public Undertakings, Statutory Bodies, Government Companies and Local Authorities Act, 1999 (West Ben. Act XIV of 1999);

(2) in rule 4,—

(a) in clause XIV,—

(i) in sub-clause (b), for item (iii), substitute the following item:—

"(iii) by direct recruitment from amongst the candidates sponsored by the employment exchange and from amongst the candidates applying in response to the advertisement for recruitment as published in leading newspapers.";

(ii) for sub-clause (d), substitute the following sub-clause:—

"(d) Age: The upper age limit shall be 37 years which is relaxable for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes. Ex-Serviceman and other exempted categories including persons with disability in terms of rules and orders issued by the State Government from time to time:

Provided that in case of appointment on promotion there shall be no upper age limit."

(iii) after sub-clause (e), insert the following sub-clause:—

"(f) Regularisation: The candidates, who have already been appointed by direct recruitment on renewable contract under any of the provisions of earlier rules on the subject, shall be deemed to have been regularised to their respective posts with effect from such date as may be fixed by the State Government, by notification in the Official Gazette:

Provided that such regularisation shall be made only after the State Government is of opinion that such candidates have rendered uninterrupted and satisfactory service to the said post.";

(b) in clause XV,—

(i) in sub-clause (b), for item (ii), substitute the following item:—

"(ii) 60% of the posts shall be filled up by direct recruitment from amongst the candidates sponsored by the employment exchange and from amongst the candidates applying in response to the advertisement for recruitment as published in lending newspapers.";

(ii) for sub-clause (d), substitute the following sub-clause:—

"(d) Age: The upper age limit shall be 37 years which is relaxable for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Serviceman and other exempted categories including persons with disability in terms of rules and orders issued by the State Government from time to time:

Provided that in case of appointment on promotion there shall be no upper age limit.";

(iii) after sub-clause (c), insert the following sub-clause:—

"(f) Regularisation : The candidates, who have already been appointed by direct recruitment on renewable contract under any of the provisions of earlier rules on the subject, shall be deemed to have been regularised to their respective posts with effect from such date as may be fixed by the State Government, by notification in the Official Gazette;

Provided that such regularisalion shall be made only if the State Government is of opinion that such candidates have rendered uninterrupted and satisfactory service to the said post."

(3) omit rule 7.

By order of the Governor,

M. N. Roy,
Principal Secretary to the Govt. of West Bengal.

Registered No. WB/SC-247 **No. WB(Part-1)/2008/SAR-65**

The Kolkata Gazette

सत्यमेव जयते

Extraordinary
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PHALGUNA 13] MONDAY, MARCH 3, 2008 [SAKA 1929

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 862/PN/O/III/2E—58/2007 dated the 28th February. 2008.— The following draft amendment to amend the West Bengal Panchayat (Recruitment and conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules), which the Governor, in exercise of the power conferred by section 224 read with subsection (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Beng. Act XLI of 1973) (hereinafter referred to as the said Act.), proposes to make, is hereby published as required under subsection (1) of section 224 of the said Act, for information of the persons likely to be affected there by.

The draft will be taken into consideration after the expiry of a period of thirty days from the date of its publication in the Official Gazette and any objection or suggestion with respect thereto, which may be received by the undersigned before the expiry of the said period, shall be duly considered :—

Draft Amendment

In the said rules, in rule 4, after clause XXVII, insert the following clauses :-

(XXVIII) **Laboratory Assistant**

(a) Scale- of pay : Rs. 4000-125-4250-150-5300-175-7050-200-8850;

(b) **Qualification :**

Essential

A degree in Science with Physics as one of the subjects from a recognized University or Institution, and

Desirable

At least one year's working experience in any recognized Government or non-Government organization of repute;

(c) **Age :** 18-30 years on the 1st day of the year of sending requisition to the Employment Exchange office District provided that the provision of the West Bengal Services (Raising of Age limit) Rules, 1981, as amended shall apply so long as the said rules will remain valid;

The upper age limit is is relaxable in the case of Scheduled Castes, Scheduled tribes, Other backward classes and Ex-servicemen candidates as per rules and orders issued by the State Government from time to time ;

(d) **Method of recruitment :** By direct recruitment on obtaining, on requisition, names of eligible candidates from Employment Exchange of the District and on obtaining applications in response to notices published in this behalf in national newspaper;

(e) **Citizenship :** Must be a citizen of India within the meaning of Part-II of the Constitution of India;

(f) **Appointing authority :** Executive Officer of the Zilla Parishad.

(XXIX) **Khalasi :-**

(a) **Scale of Pay.** Rs. 2600-55-2985-60-3525-65-4175;

(b) **Essential Qualifieation :-** Must have knowledge of reading and writing in Bengali, with working knowledge in English and must possess a good physique;

(c) **Mode of recruitment :** By direct recuitment on obtaining on requisition, names of eligible candidates from Employment Exchange of the District and on obtaining applications in response to notices published in this behalf in national newspaper ;

(d) **Age :** 18-30 years on the 1st day of the year of the year of sending requisition to the Employment Exchange of the District provided that the provision of the West Bengal Services (Raising of Age limit) Rules, 1981, as amended shall apply so long as the said rules will remain valid. The upper age limit is relaxable in the caste of Scheduled castes, Scheduled Tribes, other Backward classes and Ex-servicemen candidate as per rules and orders issued by the State Government from time to time;

(e) **Citizenship :** Must be a citizen of India within the meaning of Part-II of the constitution of India;

(f) **Appointing authority :** Executive Officer of the Zilla Parishad.

By order of the Governor,

M. N. Roy,
Principal Secy. to the Govt. of West Bengal.

Registered No. WB/SC-247 **No. WB(Part-1)/2008/SAR-408**

The Kolkata Gazette

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AGRAHAYANA 12] WEDNESDAY, DECEMBER 3, 2008 [SAKA 1930

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building, 63, Netaji Subhas Road,
Kolkata-700 001

NOTIFICATION

No. 4825/PN/N/III/2E-95/01 dated 01.12.2008, In exercise of the powers conferred by section 224 read with subsection (4) of section 166 of the West Bengal Panchayat Act. 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 224 of the said Act, the following amendments to the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishads) Rules, 1997 (hereinafter referred to as the said rules):-

Amendments

1. In rule 4 of the said rules, after clause XXIX, insert the following clause :-

"XXX. Additional Deputy Secretary

(a) Scale of pay: Rs. 5500-200-6300-225-8325-250-11325/-

(b) Method of recruitment : (i) Not less than 70% posts out of 25 posts to be filled up by the Joint Block Development Officers having not less than 5(five) years of continuous and satisfactory service on deputation;

(ii) Not more than 30% of the total posts may be filled up by promotion from amongst the serving Office Superintendents of the Zilla Parishad including Siliguri Mahakuma Parishad having rendered more

than four years of continuous service as Office Superintendent. The candidates, who will come into the zone of consideration as per gradation list to be maintained centrally will be posted anywhere outside the Zilla Parishad where the incumbent worked as Office Superintendent. The selection will be strictly on the basis of merit-cum-seniotity. In case of non-availability of eligible office Superintendents for filling up these 7 (seven) posts, the remaining posts may be filled up on deputation from Joint Block Development Officer:

(c) Appointing Authority: Commissioner of Panchayats & Rural Development, West Bengal."

2. Repeal : with effect from the date of coming into force of these rules, Order No.36/PN/0/III/2E-46/99 dated 05.01.2000 of the Department of Panchayats and Rural Development shall stand repealed,

By order of the Governor,

S. K. GUPTA.

Special Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-1)/2009/SAR-271**

The Kolkata Gazette

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AGRAHAYANA 12] WEDNESDAY, DECEMBER 3, 2008 [SAKA 1930

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing)
Jessop Building, 63, Netaji Subhas Road,
Kolkata-700 001

No. 3141/PN/O/I/O-3/03 Kolkata, the 13th July, 2009

NOTIFICATION

In exercise of the power conferred by Section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, J973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section(l) of that section, the following amendments to the West Bengal Panchayats (Recruitment and Condition of Appointment of Employees of ZillaParishad) Rules, 1997 (hereinafter referred to as the said rules).

Amendments

In rule 4 of the said rides, after clause XXX insert the following clauses:-(XXXI) Assistant Coordinator, Education:-

(a) **Scale of Pay :** Pay Band-4: Rs.9,000/- 40,500/- plus Grade Pay Rs.4700/-

(b) **Method of recruitment :** By selection (Direct recruitment) through the Employment Exchange and also through newspaper advertisement.

(c) **Age :** Not less than 18 years and not more than 30 years on the first day of the year of advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules, 1981.

The age limit is relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes candidates under the orders of the Government as may be issued in this behalf from time to time.

(d) **Essential Qualifications :**

Post Graduate Degree or Honours Graduate from a recognized University having Degree in Bachelor of Education with at least 1(one) year's experience in Management of Elementary Education.

(c) **Citizenship :** Must be a citizen of India within the meaning of Part-II of the Constitution of India.

(d) **Appointing Authority :**

Commissioner, Panchayat & Rural Development, West Bengal.

By order of the Governor,

M. N. Roy,
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-1)/2009/SAR-272**

The Kolkata Gazette

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SRAVANA 5] MONDAY, JULY 27, 2009 [SAKA 1931

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, 1st Floor, Kolkata-700 001

No. 3161/PN/O/III/2E-83/08 Kolkata, the 14th July, 2009

NOTIFICATION

In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act,-1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of that section, the following amendments to the West Bengal Panchayat (Recruitment and Condition of Appointment of Employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules).

Amendments

In the said rules, in rule 4, after clause XXXI, insert the following clauses :-

XXXII) Junior Accounts Officer

a) **Scale of pay :** P.B-4, Rs.9000 - 40500/- plus Grade Pay Rs. 4700/-

b) **Method of recruitment -**
On deputation basis from the post of Samity Accounts & Audit Officer.

c) **Citizenship -** Must be a citizen of India within the meaning of Part II of the Constitution of India.

d) **Appointing Authority -** State Government.

By order of the Governor,

M. N. Roy,
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-1)/2010/SAR-86**

The Kolkata Gazette

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PHALGUNA 14] FRIDAY, MARCH 5, 2010 [SAKA 1931

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building, 63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 874/PN/O/III/2E-6/05 Dated 16.02.2010. In exercise of the power conferred by section 224 read with sub-section (4) of secion 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the section, the following amendments to the West Bengal Panchayats (Recruitment and Condition of Appointment of employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules) :–

Amendments

In rule 4 of the said rules, after clause XXXIII, insert the following clause :-

"XXXIV. **Parishad Public Health Officer.**

(a) **Scale of Pay :** Pay Band-4, Rs.9000-40500/-, Grade Pay-Rs.5400/-

(b) **Method of recruitment :**

i) Direct recruitment through Employment Exchange and newspaper advertisement, or

ii) On deputation by the officers of West Bengal Health Service or West Bengal Health Administrative Service.

(c) **Qualification :**

i) Essential – MBBS degree recognized by Medical Council of India.

ii) Desirable – Post Graduate Degree or Diploma in Public Health.

(d) **Citizenship :** Must be a citizen of India within the meaning of Part-II of the Constitution of India.

(e) **Age :** 18 to 37 years on the first day of January of the year of advertisement, subject to provisions of the West Bengal services (Raising of Age limit) Rules, 1981 as amended.

The age limit is relaxable for the Scheduled Castes, Scheduled Tribes and other Backward Classes candidates under the order of the Government as may be issued in this behalf from time to time.

(f) **Appointing Authority :** Commissioner of Panchayat & Rural Development, West Bengal."

By order of the Governor,

M. N. ROY,
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-1)/2010/SAR-62**

The Kolkata Gazette

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MAGHA 28] WEDNESDAY, FEBRUARY 17, 2010 [SAKA 1931]

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing)
Jessop Building, 63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 873/PN/O/III/2E-84/08 (Pt-I) Dated the 16.02.2010. In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 224 the following amendments to the West Bengal Panchayats (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997(hereinafter referred to as the said rules):—

Amendments

In of the said rules, in rule 4 after clause XXXII, insert the following clause:—

"XXXIII. System Manager:—

(a) Scale of pay : PB-4, Rs.9000-40500/- plus Grade Pay Rs.5400/- ;

(b) Method of recruitment :

(i) By selection (Direct recruitment) through Employment Exchange and also through newspaper advertisement or

(ii) by promotion on seniority-cum-merit basis from amongst the District Information Analyst having essential qualification as mentioned in item (i) of sub-clause (c) and having 5 years of service as District Information Analyst.

Provided that not more than 50% of posts of System Manager shall be filled by promotion.

Provided also that in the event of non-availability of suitable candidate for promotion, the posts shall be filled up by direct recruitment as mentioned in item (i) of sub-clause (b);

(c) Qualification : Essential

(i) Master of Computer Applications Or M. Tech with specialization in Computer Application) Or BE Or B.Tech in Computer Engineering Or Computer-Science Or Computer Technology from a recognized University Or Passed 'B' or 'C' level course of DOEACC, Government of India in Computer Engineering Or Computer Science Or Computer Technology Or Master Degree in Physics or Mathematics or Statistics or Electronics or Operational Researchfrom a recognized University with Post Graduate Diploma (2 years) in Computer Application,

(ii) 5 years experience in Electronic Database management including experience of actual programming or Database Administration;

(d) Age for direct recruitment : Not less than 18 years and not more than 30 years on the first day of January of the year advertisement, subject to the provisions of the West Bengal Service (Raising of Age limit) Rules 1981, as subsequently amended, till the said rule remains in force.

The upper age limit is relaxable for the Scheduled Castes, Scheduled Tribes and other Backward classes candidates and Ex-Servicemen as per rules and orders of the Government ;

(e) Citizenship : Must be a citizen of India within the meaning of Part II of the Constitution of India.

(f) Appointing Authority : Commissioner, Panchayat & Rural Development, West Bengal."

By order of the Governor,

M. N. ROY,
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 **No. WB(Part-1)/2011/SAR-18**

The Kolkata Gazette

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MAGHA 4] MONDAY, JANUARY 24, 2011 [SAKA 1932]

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing)
Jessop Building, 63, Netaji Subhas Road, Kolkata-700 001

No. 128/PN/O/III/2E-87/09 Kolkata, the 12th January, 2011

NOTIFICATION

In exercise of the power conferred by section 224 read with sub-section (4) of section 166 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of that section, the following amendments to the West Bengal Panchayats (Recruitment and conditions of Appointment of employees of Zilla Parishad) Rules, 1997 (hereinafter referred to as the said rules):-

Amendments

In rule 4 of the said rules, after clause XXXIV, insert the following clause:-

"XXXV. DATA ENTRY OPERATOR

(a) Pay Band:- Rs.5400-25200/- (PB-2) plus Grade Pay Rs.2600/-.

(b) Method of recruitment: Direct recruitment through Employment Exchange and newspaper advertisement.

(c) Qualification: (i) Essential:- The candidate shall have,

(A) passed the Madhyamik or its equivalent examination from any recognized Board or Council.

(B) at least three months formal training in using personal Computer from any Institute recognized

by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education.

(C) a minimum speed of data entry of 6000 key depressions per hour.

(ii) Desirable:- One-year experience of data entry operation in personal computer.

(d) **Citizenship :** Must be a citizen of India within the meaning of Part II of the Constitution of India.

(e) **Age:**

(i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange and newspaper advertisement.

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(f) **Appointing Authority:-** Executive Officer of the Zilla Parishad."

By order of the Governor,

TRILOCHAN SINGH,
Principal Secretary to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No.2225/PN/O/III/2E-12/2012 **Dated : 09.04.2012**

O R D E R

In suitable modification of this Deptt.'s previous order nos. 84-PN/O/III/2A-18/2002 dated 06.01.2006 and 184/PN/O/III/2E-61/04 dated 16.01.2006, the undersigned is directed by order of the Governor to say that for the purpose of recruitment through Employment Exchange or open advertisement in the newspapers or by the promotion or otherwise to fill up the posts under the establishment of Gram Panchayats, Panchayat Samitis and Zilla Parishads of this State, the District Level Selection Committee has been re-constituted in the following manner:-

For Gram Panchayats and Panchayat Samitis:-

1.	Executive Officer, Zilla Parishad/ Mahakuma Parishad	- Chairman
2.	Additional Executive Officer	- Member
3.	District Panchayats & Rural Development Officer	- Member Secretary
4.	Executive Engineer, Zilla Parishad/ Mahakuma Parishad	- Member
5.	Woman WBCS (Exe) Officer nominated by the District Magistrate	- Member
6.	One WBCS (Exe) from Minority Community (if none in the Committee) nominated by the District Magistrate	- Member
7.	One S.D.O of the District to be nominated by the District Magistrate	- Member
8.	One nodal officer not below the rank of Assistant Secretary/ Deputy Director to be nominated by the Secretary/ Principal Sercretary, Panchayats & Rural Development Department	- Member

For Zilla Parishad:-

1. Executive Officer, Zilla Parishad/ Mahakuma Parishad - Chairman
2. Additional Executive Officer - Member
3. Secretary of Zilla Parishad (Deputy Secretary if the post of Secretary is vacant) - Member Secretary
4. Executive Engineer, Zilla Parishad - Member
5. Woman WBCS (Exe) Officer nominated by the District Magistrate - Member
6. One WBCS (Exe) from Minority Community (if none in the Committee) nominated by the District Magistrate - Member
7. One S.D.O of the District to be nominated by the District Magistrate - Member

8. One nodal officer not below the rank of Assistant Secretary/ Deputy Director to be nominated by the Secretary/ Principal Sercretary, Panchayats & Rural Development Department - Member

- In case of recruitment in non technical posts in Gram Panchayats and Panchayat Samitis, Executive Engineer shall be replaced with the Secretary, Zilla Parishad.
- In the event of the post of Executive Engineer remaining vacant, an Engineer from Zilla Parishad nominated by the Executive Officer, Zilla Parishad shall be a member.
- If an officer belonging to the minority Community is not available in the district, any other officer of the state Government/ Zilla Parishad drawing salary in the pay scale of PB-4 Rs. 9000/- - 40,500/- + Gr. Pay Rs. 7000/- shall be recommended by the Executive Officetr, Zilla Parishad.
- One member in the District Level Selection Committee must be a representative from SC/ST/ OBC Community - in terms of Order No. 3254-BCW/MR-137/2005 dated 06.09.2005 of BCWDeptt.
- Presence of any four members shall form a quorum, but the meeting shall be void, if both the Chairman and the the Member Secretary are not present.
- In the absence of the Executive Officer, AEO shall chair the meeting.

Other contents of the orders mentioned above and order no. 2775/PN/O/III/2A-18/2002 dated 07.04.2006 (except SI. No. 1 in Annexure) remain unchanged.

The Order takes effects from the date of issue.

By Order of the Governor,

Principal Secretary
to the Govt. of West Bengal

No.2225/PN/O/III/2E-12/2012 **Dated : 09.04.2012**

Copy forwarded for information and necessary action to:-

1. The Sabhadhipati, ...Zilla Parishad/ Mahakuma Parishad(All)
2. The Commissioner, Panchayats and Rural Development
3. The Joint Secretary (Policy Cell), P& RD Department
4. The Joint Secretary (Law), P& RD Department
5. The District Magistrate, ...(All)
6. The Executive Officer, Zilla Parishad/ Mahakuma Parishad.....(All)
7. The Additional Executive Officer, ...Zilla Parishad/ Mahakuma Parishad with a request to circulate the copy of this order among all SDOs and BDOs.
8. The Secretary, Zilla Parishad/Mahakuma Parishad (All)
9. The Sub-Divisional Officer,.....(All)
10. The District Panchayats & Rural Development Officer, ...(All)
11. PS to Hon'ble MIC
12. The BDO & E.O. Executive Officer, Panchayat Samiti.....(All)
13. The Guard File

OSD & Ex Officio Deputy Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

Memo. No.2813/PN/O/III/2E-12/2012 **Dated :10.05.2012**

O R D E R

The undersigned is directed by the order of the Governor to say that the portion dealing with re-constitution of District Level Selection Committee (DLSC) in respect of Zilla Parishad in the order No.2225/PN/O/2E-12/ 2012 dated 09.04.12 shall not take effect until further order.

All other contents of the aforesaid order remain unchanged. This order takes effect from 09.04.12.

By Order of the Governor

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo. No.2813/PN/O/III/2E-12/2012 **Dated :10.05.2012**

Copy forwarded for information & necessary action to:-

1. The Sabhadhipati, ...Zilla Parishad/Mahakuma Parishad (All).
2. The Commissioner, Panchayats & Rural Development.
3. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department.
4. The Joint Secretary (Law), Panchayats & Rural Development Department.
5. The District Magistrate, ...(All).
6. The Executive Officer, ...Zilla Parishad/Mahakuma Parishad (All).
7. The Additional Executive Officer, ...Zilla Parishad/ Mahakuma Parishad (All) with a request to circulate the copy of this order among all SDOs and BDOs.
8. The Secretary,.....Zilla Parishad/Mahakuma Parishad (All).
9. The Sub-Divisional Officer, ...(All).
10. The District Panchayats & Rural Development Officer, ...(All).
11. PS to Hon'ble MIC, Panchayats & Rural Development Department.
12. The BDOs & E.O. Executive Officer, Panchayat Samiti.....(All).
13. The Guard File.

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Registered No. WB/SC-247 **No. WB(Part-1)/2005/SAR-299**

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SRAVANA 11] TUESDAY, AUGUST 2, 2005 [SAKA 1927]

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

No. 4811-PN/O/III/1R-2/04 dated the 1st day of August, 2005.—In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the rules regulating the recruitment to the different posts under the Panchayat Accounts and Audit Organisation, published with this Department notification No. 9578 Panch., dated the 8th June, l979, as subsequently amended (hereinafter referred to as the said rules):—

Amendments

In the said rules, in rule 2, after sub-clause (e) of clause (i), insert the following clause:—

"(f) Recruitment (1) A competitive examination for direct recruitment to the post of Samity Accounts and Audit Officer under the Panchayat and Rural Development Department shall be held in two successive stages, namely:—

(i) Preliminary Examination (Objective Type); and

(ii) Main Examination,—

(a) Written Test (Conventional Type); and

(b) Personality Test.

(2) A number of candidates to be selected on the result of the Preliminary Examination will be allowed admission to the Main Examination and a number of candidates to be selected on the results of the Main Examination (Written Test) will be summoned to appear for the Main Examination (Personality Test).

(3) The scheme of the examination, lists of prescribed papers are detailed below:—

(i) Preliminary Examination (Objective Type).—The Preliminary Examination will consist of only one paper on "General Studies and Arithmetic". The question paper will be of an objective type consisting of 200 multiple-choice questions. The paper will carry 200 marks and will be of two and half hours duration. The paper will include questions covering the following fields of knowledge:—

SI. No.	Subject	Marks
1.	English Composition.	30
2.	General Knowledge including Information Technology and current events of national and international importance.	30
3.	General mental ability.	25
4.	Indian Economics including Planning Commission and Indian political system.	25
5.	Elementary knowledge on Book Keeping and Accountancy.	30
6.	Arithmetic.	30
7.	Constitution of India with special reference to 73rd Amendment, Finance Commission, Finance, Audit.	30
		Total : 200

The Preliminary Examination is meant to serve as a screening test only for the purpose of selection of candidates for the Main Examination. The marks obtained in this examination by the candidates will not be considered for final selection. Only those candidates who will be declared qualified at the Preliminary Examination in a year will be eligible for admission to the Main Examination of that year.

(ii) Main Examination.—(a) Written Test (Conventional Type) —The Written Test of the Main Examination will consist of five Compulsory papers. The examinations in each of papers will be of three hours duration for 100 marks and one and half hours duration for 50 marks.

Paper	Subject	Marks
I.	English Essay, Precis Writing and Composition.	50
II.	Bengali or Hindi or Urdu or Nepali Essay, Precis Writing and Composition.	50
III.	Business Mathematics (Arithmetic, Algebra) and Statistics.	100 (40+30+30)
IV.	Principles and practice of Accountancy.	100
V.	Auditing and Income Tax.	100 (70+30)
		Total : 400

Answers in all the papers may be written either in English or in Bengali or in Nepali.

Candidates should write their answer to all the questions in only one and the same language in any particular paper.

(b) Personality Test.—-There shall be a personality test carrying 100 marks. For this purpose a number of candidates selected in order of merit on the results of the Main Examination (Written Test), will have to appear for the Main Examination (Personality Test). The object of the test will be to assess the candidate's personal qualities, e.g. alertness of mind, power of clear and logical exposition, intellectual and moral integrity, leadership and also the candidates' range of interest.

The Public Service Commission, West Bengal shall have the discretion to fix qualifying marks in all or any of the papers and in the aggregate. If a candidate fails to secure qualifying marks in any paper, the marks in that paper will not be considered in calculating his/her aggregate. The final merit list will be prepared on the basis of the total marks obtained in the Written Test and the Personality Test of the Main Examination.

(g) Detailed Syllabus

(1) Syllabi for Preliminary Examination.—(i) Question of General Knowledge will cover general appreciation and understanding of science, including Information technology and current events of National and International importance covering observation and experience as may be expected of a well educated person who has not made a special study of any scientific discipline. General mental ability will relate to logical perception, understanding and natural conclusion. Questions of Indian Polity and Economy will test the knowledge of the country's Political system, Panchayati Raj, Community Development and Planning in India.

(ii) The standard of papers in respect of the English Composition and Arithmetic will be of the level of Madhyamik examination of the Board of Secondary Education, West Bengal, and the standard of papers in respect of Indian Economics including Planning Commission and Indian political system, Elementary knowledge on Book Keeping and Accountancy and Constitution of India with special reference to 73rd Amendment, Finance Commission, Finance, Audit will be of the level of degree examination of Commerce of the University of Calcutta.

(2) Syllabi for Main Examination (Written Test).—(i) The standard of papers in respect of the Paper I and Paper II will be of the level of Madhyamik examination of the Board of Secondary Education, West Bengal, and the standard of papers in respect of the Paper III, Paper IV and Paper V will be of the level of degree examination of Commerce of the University of Calcutta.

(ii) Paper III.—Business Mathematics (Arithmetic, Algebra) and Statistics.

Business Mathematics

Arithmetic

Madhyamik examination of the Board of Secondary Education, West Bengal standard.

Algebra

(a) Ratios and proportions—variation—laws of indices—elementary ideas of surds;

(b) Arithmetic progression and geometric progression—elementary ideas of convergence and divergence of some simple series AM ≥ GM;

(c) Equations-solutions of simultaneous equations involving two and three unknowns, quadratic equations—theory of quadratic equation (proofs not needed);

(d) Permutations and combinations—binomial theorem—logarithms;

(e) Compound interest and annuities—stocks and shares.

Statistics

(a) Introduction—definition of statistics, importance and scope of statistics, types and sources of data, limitations of statistics;

(b) Analysis of univariate data—summarization of data, features of a frequency distribution, charts and diagrams, different measures of central tendency, different measure of dispersion, moments, different measures of skewness and kurtosis;

(c) Theory of Probability—basic concept, three definitions of probability, addition and multiplication theorems of probability, concept of random variable and probability distribution;

(d) Linear correlation—rank correlation.

(iii) Paper IV.—Principles and practice of Accountancy

(a) Nature of Accounting—accounting as an information system—basic concepts and conventions of accounting;

(b) Double entry system of book-keeping and operation of book-keeping cycle. Transactions—journals—ledger accounts—trial balance;

(c) Cash Book and Bank Reconciliation Statement—capital and revenue receipts—expenditure,

(d) Accounting for Inventory—meaning of inventory—methods of valuation—inventory system;

(e) Preparation of final accounts and balance sheet;

(f) Accounting from incomplete records (including conversion into double entry system);

(g) Accounting for Local Governments;

(h) Accounting for consignment and joint venture accounts;

(i) Partnership Accounts—profit and loss appropriation account—dividing profit and maintaining equity—dissolution of partnership.

(iv) Paper V—Auditing and Income Tax

Auditing

(a) Introduction—definition—nature—object and scope of auditing—errors (different types and their detection)—frauds—manipulation of accounts with or without misappropriation of cash and goods—auditor's role in the detection and prevention of errors and frauds—advantages and limitations of auditing;

(b) Classification of audit—procedure of audit;

(c) Internal control and internal check system;

(d) Social audit—investigation—special audit—audit committee;

(e) The Structure—nature and special features of Government audit;

(f) Auditor's report and certificate.

Income Tax

(a) Important definitions—persons—assessee income—previous year— assessment year—casual income—gross total income—dividend— agricultural income;

(b) Residential Status-—tax incidence;

(c) Income exempt from tax;

(d) Computation of income under the head salaries—under the head, income from house property;

(e) Deduction from gross total income;

(f) Assessment of individuals and ascertainment of tax liabilities;

By order of the Governor,

M. N. ROY,

Secretary to the Govt. of West Bengal

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PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
Jessop Building
63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 415-RD(Block).—18th January, 2007—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased hereby to make the following rules regulating the recruitment to the posts of Women Development Officer, Head Clerk-cum-Accountant, Upper Division Clerk, Cashier-cum-Store Keeper, Lower Division Clerk, Typist Clerk (Basic Grade), Gram Sevika, Driver (Basic Grade) in the Block Development Offices under the Department of Panchayats and Rural Development, Government of West Bengal:—

Rules

The method of, and the qualification required for, recruitment and other conditions of service to the posts of Women Development Officer, Head Clerk-cum-Accountant:, Upper Division Clerk, Cashier-cum-Store Keeper, Lower Division Clerk, Typist Clerk (Basic Grade), Gram Sevika, Driver (Basic Grade) in the Block Development Offices under the Department of Panchayats and Rural Development, Government of West Bengal, shall be as detailed below:—

1. (a) Name of the Post: Women Development Officer;

   (b) Appointing authority: District Magistrate;

   (c) Method of recruitment: On promotion from the existing Gram Sevikas under Block Development Offices within the District, who have rendered at least five years' continuous and satisfactory service as Gram Sevikas, through a limited departmental examination comprising a written test followed by oral test and successful completion of a training on Women Development;

   (d) Scale of pay; Rs. 4000-125-4250-150-5300-175-7050-200-8850/-.

2. (a) Name of the Post: Head Clerk-cum-Accountant;

(b) Appointing authority: District Magistrate,;

(c) Method of recruitment: By promotion from the Upper Divison Clerks of the Block Development Offices within the District on the basis of seniority-cum-merit;

(d) Scale of pay: Rs, 4000-125-4250-150-5300-175-7050-200-8850/-; with higher initial start at . Rs, 4550/-(5th stage).

3. (a) Name of the Post: Upper Division Clerk;

(b) Appointing authority: District Magistrate;

(c) Method of recruitment: By promotion from amongst the confirmed Lower Division Clerks under 1 : 1 promotion policy and Cashier-cum-Store Keepers of the Block Development Offices within the District selected on the basis of seniority-cum-merit;

(d) Scale of pay: Rs. 4000-125-4250-150-5300-175-7050-200-8850/-.

4. (a) Name of the Post: Cashier-cum-Store Keeper;

(b) Appointing authority: District Magistrate;

(c) Method of recruitment: By promotion from the serving confirmed Lower Division Clerks of Block Development Offices within the district on the basis of seniority-cum-merit;

Note: Selected candidates for the post shall have to make a security deposit in favour of the District Magistrate concerned on behalf of the State Government for the amount to be determined by the State Government in this regard from time to time.

(d) Scale of pay: Rs. 3350-90-380O-100-470O-125-6325/- with higher initial start at Rs. 3530/-.

5. (a) Name of the Post: Lower Division Clerk;

(b) Appointing authority: District Magistrate;

(c) Method of recruitment: By selection (direct recruitment) subject to provisions of the West Bengal Services (Promotion Prospect of Class-IV Employees) Rules, 1974 as amended by Finance Department Notification No. 1375-F dated 21.2.77;

(d) Scale of pay: Rs. 3350-90-3800-100-4700-125-6325/-;

(e) Qualifications: (For direct recruitment as well as for promotion under above rules): Passed Madhyamik or its equivalent examination from any recognized Board or Council;

(f) Age: Between 18 to 30 years on the 1st day of January of the year of recruitment, subject to the provisions of the West Bengal Service (Raising of Age Limit) Rules, 1981, as amended from time to time.

6. (a) Name of the Post: Typist Clerk (Basic Grade);

(b) Appointing authority: District Magistrate;.

(c) Method of recruitment: By selection (direct recruitment);

(d) Scale of pay: Rs. 3350-90-3800-100-4700-125-6325/-;

(e) Qualifications : Essential: (I) Passed Madhyamik or its equivalent examination of any recognized Board or Council, (ii) having speed of 30 (thirty) words per minute in English Typewriting and 20 (twenty) words per minute in Bengali Typewriting where necessary;

Desirable : Diploma in computer application from any institute recognized by any Department of State or Central Government, State Council of Technical Education or All India Council of Technical Education;

(f) Age: Between 18 to 30 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Service (Raising of Age Limit) Rules, 1981, as amended from time to time.

7. (a) Name of the Post: Gram Sevika (only women are eligible);

(b) Appointing authority: District Magistrate;

(c) Method of recruitment: By selection (direct recruitment);

(d) Scale of pay: Rs. 3350-90-3800-100-4700-125-6325/-;

(e) Qualifications: (i) Essential: Passed Madhyamik or its equivalent examination, having secured at least fifty percent marks in aggregate, of any recognized Board or Council;

(ii) Desirable: (A) A minimum of two years' field experience in implementation of women/ children development work at the village level, organizing rural women towards attainment of self-reliance, specially empowering rural women of below poverty line, and having experience of work with either a non-Government organization of repute or different Government/semi-Government agencies in appropriate capacity, (B) Diploma in computer application from any institute recognized by any Department of State or Central Government, State Council of Technical Education or All India Council of Technical Education;

(f) Age: Between 18 to 30 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Service (Raising of Age Limit) Rules, 1981, as amended from time to time.

8. (a) Name of the Post: Driver (Basic Grade);

(b) Appointing authority: District Magistrate;

(c) Method of recruitment: By selection (direct recruitment);

(d) Scale of pay : Rs. 3350-90-3800-100-4700-125-6325/-;

(e) Qualifications: (i) Essential: (A) Reading upto Class VIII, (B) Licence for Driving for both light and medium vehicles/M.M. vehicles, (C) Experience: Driving for 5 years;

(ii) Desirable: Knowledge in running repairs of vehicles, practical experience of driving heavy vehicles for 2 years;

(f) Age: Between 18 to 30 years on the 1st day of January of the year of recruitment subject to the provisions of the West Bengal Service (Raising of Age Limit) Rules, 1981, as amended from time to time.

By order of the Governor,

M. N. ROY,

Principal Secretary
to the Government of West Bengal

Chapter - 20

Service Matter of PRI Employees

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	4097/PN/O/III/2A-63/2014	29-Sep-14	GP,PS,ZP	Appoinment on compassionate ground in PRI Bodies
2	322/PN/O/III/4T-3/2014	22-Jan-14	GP,PS	Transfer policy for the employees of GP & PS
3	251-Emp.	3-Dec-13	GP,PS,ZP	Appoinment on compassionate ground in PRI Bodies
4	54/PN/O/I/2A-2/06(pt-III)	3-Jan-14	Office of the DPR & DO	Regarding Data Entry Operator
5	80/PN/O/II 1/2E-135/12	2-Jan-13	GP,PS	Regarding recruitment test for the post of GP & PS
6	5854/PN/O/III/2E-120/12	20-Nov-12	GP,PS,ZP	Regarding voluntary retirement benefit
7	4974/PN/O/III/2S-42/12	20-Sep-12	GP,PS,ZP	Clarification for direct recruitment of PR Bodies employees
8	4159(18)/PN/O/III/2E-12/2012	25-Jul-12	GP,PS,ZP	Lifting embargo in ordr to fill up vacant posts under PR Bodies
9	3791/PN/O/III/2E-75/12	5-Jul-12	GP,PS,ZP	Departmental / Service matter cases
10	3734/PN/O/III/2E-62/09	7-Mar-12	ZP	Promotional aspects of employees of Zilla Parishad
11	3536/PN/O/III/2S-29/12	25-Jun-12	GP,PS,ZP	Clarification on non acceptance of promotion and entitlement of CAS benefit thereof- PR Bodies
12	2431/PN/O/III/2S-17/12	17-Apr-12	GP,PS,ZP	Instruction regarding preparation, cancellation, appoinment out of panel and validity of panel for filling of the non PSC post
13	7196-F(P)	2-Jul-10	GP,PS,ZP	Instruction regarding preparation, cancellation, appoinment out of panels for filling of the non PSC post
14	1386/PN/O/III/2S-29/09	2-Mar-12	GP,PS	Inter District transfer of the employees of Gram Panchayats & Panchayat Samitis
15	1831/PN/O/III/2S-29/09	22-Mar-12	GP,PS;ZP	Inter district transfer of the employees of GP & PS
16	11794/F(P)	22-Dec-10	Government establishment	Benefit to the casual, dailyrated & contractual workers
17	2966-F(P)	23-Apr-10	Government establishment	Engagement of casual & daily rated workers in various Departments

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
18	5676(18)/PN/O/lll/2E-70/10(pt-l)	23-Jul-10	GP,PS,ZP	Clarification regarding preparation of graduation list
19	2238(18)/PN/O/lll/2E-38/10	26-Apr-10	GP,PS,ZP	Relaxation of upper age limit for the persons having disabilities for appointment to the posts under PRI Bodies
20	2122/PN/O/III/2E-06/10	19-Apr-10	GP,PS,ZP	Engagement & transfer policy of panchayat employees
21	1803/PN/O/III/2S-14/10	1-Apr-10	GP,PS,ZP	Upper age limit for direct recruitmenmt to the posts under Zilla Parishads, Panchayat Samitis and Gram Panchayats
22	770/PN/O/III/2E-08/10	11-Feb-10	GP,PS,ZP	Validity period of Panel for recruitment of Staff of Panchayati Raj Bodies
23	5636/PN/O/III/2P-59/08	30-Dec-09	GP,PS,ZP	Benefit of family pension
24	3941/PN/O/III/2P-39/09	3-Sep-09	GP,PS,ZP	Revision of pension/family pension
25	3942/PN/O/III/2P-39/09	3-Sep-09	GP,PS,ZP	Revision of pension/family pension
26	3943/PN/O/III/2P-39/09	3-Sep-09	GP,PS,ZP	Grant of relief of pension to the pensioners/ family pensioners
27	854/PN/O/III/2P-27/09	27-Feb-09	GP,PS,ZP	Revision of Pay & Allowances for employees of Panchayat Bodies
28	3981/PN/O/III/2P-60/09	4-Sep-09	GP,PS,ZP	Release of arrear pay and allowances arisen due to revision of pay and allowances of the employees of Panchayat Bodies-2009
29	3950-F	27-May-09	GP,PS,ZP	Arrear of Pay & allowances
30	2579/PN/O/III/2P-59/08	10-Jun-08	GP,PS,ZP	Extension of benefit of family pension to unmarried daughters of expired employees of PRI Bodies
31	2582(18)/PN/lll/2A-8/07	23-Jun-07	GP,PS,ZP	Varification of character and antecedents selected for appointment to different posts under PRI Bodies
32	2465/PN/O/III/2E-137/06	ll-Jun-08	GP,PS,ZP	Clarification regarding benefits of Career Advancement Scheme for thwe employees of PRI Bodies
33	413/PN/O/III/2P-15/07	18-Jan-08	GP,PS,ZP	Elegibility of unmarried daughter/pensioner under PRI Bodies for family pensionuntil she attains the age of 25 years of marriage, whichever is earlier
34	2214/PN/O/2A-2/07	18-May-07	GP,PS,ZP	Constitution of cadre of officials for three tires of Panchayati Raj Institutions
35	3791/PN/O/III/2E-75/12	5-Jul-12	GP,PS,ZP & other Departments	employees under suspension for indefinite period

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
36	1249/PN/O/I/1A-I/2006	15-Mar-07	GP	Clarification for transfer order for the employees of a GP other than GP Karmees
37	5739/PN/O/III/1R-02/04	15-Dec-06	GP,PS,ZP	Posts under disabilities
38	5418/PN/O/III/2A-38/03	20-Nov-06	GP,PS,ZP	Clarification regarding filling up the posts in the PRI Bodies from promotion quota on merit cum seniority basis
39	5045/PN/O/III/2E-24/2000	24-Oct-00	GP,PS,ZP	Photo Identity Cards for the employees of Panchayat Bodies
40	3190/PN/O/lll/2E-53/03(pt-I)	24-May-06	GP,PS,ZP	Group Savings Lanked Insurance Scheme for the Employees of Panchayati Raj Bodies
41	2933/PN/O/III/Z-1/06	24-Apr-06	GP,PS,ZP	Offering of Diploma in Civil Engineering through distance learning mode for employed supervisory personnel
42	4877/PN/O/III/2E-137/06	5-Oct-06	GP,PS,ZP	Benefits of Carrier Advancement Scheme
43	3719/PN/O/lll/2p-42/05	5-Jul-06	GP,PS,ZP	Scheme for payment of pension and gratuity on the date of superannuation to the employees of the three tire PRI Bodies
44	2429/PN/O/III/2A-18/2002	20-Mar-06	District	Regarding district level selection committee
45	2775/PN/O/III/2A-18/2002	7-Apr-06	District	Regarding district level selection committee
46	2129/PN/O/III/2E-37/06	2-Mar-06	GP,PS,ZP	Posts under disabilities
47	6862/PN/O/III/2E-53/03	27-Dec-05	GP,PS,ZP	Comprehensive Forms Booklet for sanction of Retirement Benefits to the Employees of Panchayats
48	6451/PN/O/III/2E-124/05	l-Dec-05	GP,PS,ZP	Posts under disabilities
49	6220/PN/O/lll/2P-24/2003(part-IV)	16-Nov-05	GP,PS,ZP	Payment of Pension to the retired employees
50	8797-F	27-Oct-05	GP,PS,ZP	Scheme for Payment of Pension through Public Sector Banks to the retired employees
51	5773/PN/O/III/2P-36/03	5-Oct-05	G.P,PS,ZP	Regarding Provident Fund
52	5269/PN/O/V/2A-01/05	30-Aug-05	ZP & Mahakuma Parishad	Creation & fill up of post of Financial Controller & Chief Accounts Officer in each Zilla Parishad
53	2052/PN/O/III/2P-53/2001	25-May-05	GP,PS,ZP	Settlement of Family Pension to the eligible family members
54	4842/PN/O/III/2P-24/03	2-Aug-05	GP,PS,ZP	Settlement of Pension for retired employees

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
55	3086/PN/O/l 11/2 A-73/04	8-Sep-04	GP	Authority to issue the order of Service verification and confirmation in respect of GP Employees
56	3179/PN/O/III/2P-33/98	15-Sep-04	GP	Protection of Pay of the employees of Gram Panchayats
57	858(78)-P.S.	8-Jun-05	GP,PS,ZP	Verification of character & antecedents of candidates selected underr Government/ Government undertaking
58	1186/PN/O/III/2A-9/03	22-Mar-05	GP,PS,ZP	Clarification regarding filling up of vacancy rerserved for Exempted Category candidates
59	155(361)/PN/O/Cell-3/2E-65/2004	12-Jan-05	PS,ZP	Regarding performance report of panchayat employees
60	4195/PN/O/III/2A-41/04	16-Dec-04	GP,PS,ZP	Order relating to any employees of PRI bodies as departmental candidate for appoinment in higher post
61	4293/PN/O/III/2P-88/04	28-Dec-04	GP,PS,ZP	Recovery of Income Tax, Provident Fund, Professional Tax etc from the salaries of employees of Panchayat bodies.
62	1438/PN/O/III/2L-7/04	22-Apr-04	GP,PS,ZP	Sanction of loan/advance from the balance standing at the credit in the General Provident Fund Account of an Employeeof Panchayat bodies
63	5773/PN/O/III/2P-36/03	5-Oct-05	GP,PS,ZP	Sanction of loan/advance from the balance standing at the credit in the General Provident Fund Account of an Employeeof Panchayat bodies
64	4386/PN/O/III/2P-18/99	1-Dec-99	GP,PS,ZP	Revision of Pensionary Benefits to the Employees
65	854/PN/O/III/2E-101/02	15-Mar-04	ZP	Creation of Posts of Financial Controller & Chief Accounts Officer in each Zilla Parishad & Mahakuma Parishad
66	4599/PN/O/I/3S-114/2003	12-Dec-03	GP,PS,ZP	Regularisation of casual workers/irregular appointments in PR Bodies
67	4339/PN/O/I/3S-27/96 (Pt.-l)	4-Sep-97		Matter related to career advancement scheme for the PRI employes
68	1216/PN/O/V/lP-l/2002(pt.-ll)	2-Apr-03	PS	Duties and functions of the Head Clerk-cum Accountant
69	4247/PN/N/III/L-4/97 (pt.-2)	2-Aug-02		Clarification relating to earned leave encashment

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
70	4620/PN/O/III/2E-101/2002	15-Dec-03	ZP	Creation of post of Financial Controller & Chief Accounts Officer for each Zilla Parishad and Siliguri Mahakuma Parishad
71	3158/PN/O/lll/2E-51/2002(pt.-ll)	1-Sep-03	GP,PS,ZP	Clarification regarding single post cadre
72	4411/PN/O/III/2E-51/2002	19-Aug-02	GP,PS,ZP	Exclusion ot single post cadre from the purview ot the reservation act.
73	1211/PN/O/III/2S-4/99	15-Mar-02	GP,PS,ZP	Determination of vacancies in the 100 point Roster
74	4300/PN/Cell-lll/3L-4/97 (pt.-2)	8-Oct-01	GP,PS,ZP	Clarification relating to earned leave
75	3507(17)/PN/O/III/2E-46/99(pt.-l)	29-Aug-01	ZP	Service conditions of Additional Deputy Secretary of Zilla Parishads & Siliguri Mahakuma Parishad
76	2017/PN/O/III/2E-32/01	16-May-01	GP,PS,ZP	Procedure for submission and maintenance of Annual Asset Statements in respect of officers of Internal Audit Wing of this Department
77	960/PN/N/III/2E-49/98	23-Feb-01	GP,PS,ZP	Regarding West Bengal Regulation in State Government Establishments of Public undertakings, Statutory bodies, Government bodies, Government companies
78	3598/PN/O/I/3S-114/2003	8-Oct-03	GP,PS,ZP	Regarding absorbtion of casual workers
79	350/PN/O/III/3S-1/2000	18-Jan-01	GP,PS,ZP	Merge of erstwhile District Rural Development Agency/Mahakuma Rural Development Agency and Tamluk Sub-Agency with the respective Zilla Parishads
80	5534/PN/N/III/2P-21/97	30-Nov-00	GP,PS,ZP	Restoration of commuted portion of pension of the pensioners ofPanchayat Bodies
81	5525/PN/N/III/2P-18/99	29-Nov-00	GP,PS,ZP	Revision of Family Pension in respect of Employees of Panchayat Raj Bodies who retired or died between 1.1.86 & 31.12.1995
82	4870/P&RD(DRDA)/5M-5/98(pt.-l)	7-Sep-00	ZP	Winding up of the CRDA Darjeeling and merge with the Rural Development Department of Darjeeling Gorkha Hill Council(DGHC) creation of posts and other formalities incidental to the merger
83	3873/PN/O/III/3C-9/96(pt.-l)	25-Jul-OO	ZP	Extension of jurisdiction of vigilance commission over Zilla Parishad

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
84	3039/PN/N/III/2P-17/2000	25-May-00	ZP	Maintenance of GPFforthe Employees of DRD Cell of the Zilla Parishad/Mahakuma Parishad with effect from 01.04.2001
85	1904/PN/N/II/4A-2/00	6-May-OO	GP,PS,ZP	Regarding Head of Accounts
86	1138/PN/O/III/2E-52/99	22-Mar-OO	GP,PS,ZP	Winding up of the DRDAs and merge with the Zilla Parishads Posts and other formalities incidental to the merger
87	430/PN/O/III/2E-34/99	3-Feb-00	ZP	Authority to grant periodical incrementr and leave(other than casual leave) to the staff under Zilla Parishad
88	38/PN/N/III/2A-24/97	5-Jan-00	ZP	Regarding Appointment of Employees of Zilla Parishad
89	4638/PN/N/ll 1/3 L-4/97	16-Dec-99	GP,PS,ZP	Encashment of accumulated earned leave in respect of employees of all the three tire of panchayats
90	2507/PN/O/III/3L-5/99	9-Jul-99	GP,PS,ZP	Raising the existing limit of earned leave from 240 days to 300 days in respect of employees of Zilla Parishad and Panchayaat Samitis
91	742/PN/O/III/2P-8/98	4-Mar-99	GP,PS,ZP	Interpretation of the character of Pension Deposit Account of the Panchayat bodies
92	882/PN/N/III/4A-2/99	12-Mar-99	GP,PS,ZP	Revision of scale of various Allowances admissible to the whole time employees under panchayat bodies
93	881/PN/N/III/4A-2/99	12-Mar-99	GP,PS,ZP	sanction of Medical Allowance to the Pensioners of Panchayat Bodies
94	242/PN/N/III/2P-33/98	27-Jan-99	GP,PS,ZP	Regarding Carrier Advancement Scheme
95	4105/Pn/N/lll/2P-29/98	12-Nov-98	GP,PS,ZP	Revision of Pay & Allowances for employees of Panchayat Bodies
96	3338/PN/N/III/2A-24/97	7-Sep-98	ZP	Regarding recruitment and conditions of appointment of mployees
97	2962/PN/O/III/2E-30/97	ll-Aug-98	ZP	Extension of Pay of employees of Zilla Parishad
98	2554/PN/N/lll/2E-95/97(pt.-l)	17-Jul-98	GP,PS,ZP	Clarification on the benefit of Carrier Advancement Scheme for he Employees of Paanchayat Bodies
99	1788/PN/O/3R-2/98	20-May-98	GP,PS,ZP	aising of age of retirement of employees of Panchayat Bodies

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
100	4864/PN/O/III/2E-95/97	28-Oct-97	GP,PS,ZP	Clarification on Career Advancement Scheme for the Employees of Panchayat Bodies
101	4339/PN/O/l/39-27/96(pt.-l)	4-Sep-97	GP,PS,ZP	Clarification of Carrier Advancement Scheme
102	2974/PN/N/HI/2P-17/96	23-Jul-97	GP,PS,ZP	Admissibility of family pension when wife/ son/daughter of an employee is appointed in die-in-harness quota
103	2788(17)/PN/O/ll/2E-60/95	8-Jul-97	ZP	Condition of overage/underage of employees in regular establishment of Zilla/Mahakuma parishad
104	2762(17)/PN/N/III/4A-l/97	7-Jul-97	GP,PS,ZP	Extending bthe financial benefits automatically to the employees of PR Bodies
105	1455/PN/O/III/3L-2/97	24-Apr-97	GP,PS,ZP	Leave salary for the relevant period of refused leave
106	1142/PN/N/III/2P-16/94	19-May-95		Provident Fund Scheme for the Gram Panchayat Karmee
107	104/PN/N/III/2E-16/94	17-Jan-95		Provident Fund Scheme for the Employees of Panchayat Bodies
108	2121/III/Panch/2P-18/91	26-Jun-92		Provident Fund Scheme for the Employees of Panchayat Bodies
109	330/VIII/Panch/2P-2/85	11-Feb-91	GP,PS,ZP	Provident Fund Scheme for the Employees of Panchayat Bodies excluding Choukidar/ Dafadar
110	23402/VIII/Panch/2P-3/85	11-Sep-89	GP,PS,ZP	Group Savings Lanked Insurance Scheme for the Employees of Panchayati Raj Bodies
111	8556/Cell-8/Panch/2P-6/85	8-May-90	GP,PS,ZP	Group Savings Lanked Insurance Scheme for the Employees df Panchayati Raj Bodies
112	20124/VIII/Panch/2P-10/89	22-Aug-89	GP,PS,ZP	Proposal for submission of pension cases in respect of Panchayat Employees direct to the pension Cell of finance department
113	19262/III/Panch/2E-150/88	7-Aug-89	GP,PS,ZP	Date of Birth record on the basis of Matriculation Certificate
114	23402/VIII/Panch/2P-6/85	ll-Sep-89	GP,PS,ZP	Group Savings Lanked Insurance Scheme for the Employees of Panchayati Raj Bodies

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
115	1194/I/Panch/3R-4/88	16-Jan-89	ZP	Regarding Power conferred by section 224
116	3610/I/Panch/lE49/88	7-Feb-89	ZP	Regarding Power conferred by clause(19) of section 2 of the West Bengal Panchayat Act, 1973
117	7/III/Panch/2E-143/88	5-Jan-89	GP,PS,ZP	Question of given effect of the declaration of permanent disablement on medical grounds in respect of an employee of the Panchayat body
118	4354/III/Panch/2A-61/82	18-Feb-89	PS	Appoinment of a qualified dependent son/ daughter/nearrelation of clerk-cum-Typist and Peon of the Panchayat Samiti who die-in-harness
119	443/VIII/Panch/2P-4/87	8-Jan-88		Payment of salary on account of refused leave
120	8698/III/Panch/2A-103/81	22-May-87	GP,PS,ZP	Miedical Examination in respect of the employees of PanchayatiRaj Bodies declared permanently incapacited for urther service
121	9090/VIII/Panch/3B-2/86	25-May-87	GP,PS,ZP	Head of account and accounting procedure for payment of pensionary benefits of Panchayat employees (other than Chowkidars and Dafadars under GP)
122	21516/lll/Panch/2P-7/85	30-Aug-86		Death-cum Retirement Benefit Scheme, 1985 for Panchayat employees
123	100/VIII/Panch/2P-7/85	4-Jan-86	GP,PS,ZP	Clarification regarding Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats
124	101/VIII/Panch/2P-7/85	4-Jan-86	GP,PS,ZP	Death-cum Retirement Benefit Scheme, 1985 for Panchayat employees-Medical Examination
125	460(14)/lll/Panch/2E-53/85	14-Jan-86	ZP	Granting of extension of service/re-employment in respect of the employees of Zilla Parishad
126	30314/VIII/Panch/2P-4/1985	30-Aug-85	GP,PS,ZP	Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats
127	37657/VIII/Panch/2P-4/85	5-Dec-85	GP,PS,ZP	Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats
128	40451/VIII/Panch/2P-4/85(pt.-l)	26-Dec-85	GP,PS,ZP	Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
129	2401/lll/Panch/2A-51/83	16-Feb-84	GP,PS,ZP	Re-employment of superannuated employees
130	2932/lll/Panch/2A-71/82	l-Feb-83	PS	Sanction for taking into account the past services rendered by Panchayat Samiti Clerk-cum-Typist as Peon under the Samiti
131	10028-F	7-Nov-79	ZP	Grant of Hill Compensatory Allowance to Primary School Teachers and to other employees working in the hill areas of Darjeeling District
132	22514/AZP/1Z-19/74	4-Jan-77	ZP	Determination of the age of Candidates at the time of entry into service under Zilla Parishads- procedures regarding
133	1751/Panch/2P-73/76	4-Apr-77	GP	Prescription of uniform office hours for offices of Anchal Panchayats
134	2517/Panch/2P-21/76	17-Feb-78	GP	Holding of charge of more than one Anchal Panchayat by one Anchal Panchayat Secretary and Panchayat of additional remuneration to such Anchal Panchayat Secretary for purpose
135	374.TW/EC	16-Aug-76	GP,PS,ZP & other Departments	Regarding power conferred by section 13 of the West Bengal Schedule Castes and Schedule Tribes
136	176/TW/EC	17-Apr-90	GP,PS,ZP & other Departments	Filling up of vacancies reserved for SC/ST by promotion with retrospective effect- Determination of elegibility of SC/ST incumbents for the purpose of -procedure for
137	10929/AZP	18-Jul-73	GP, PS,ZP	West Bengal Zilla Parishad (leave & Recruitment of Staff) Rules, 1973

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
1	3299/PN/O/III/2E-33/2014	30.07.2014	(PS)	Certification regarding direct recruitment of Clerk-cum- Typist of Panchayat Samiti
2	3368/PN/O/III/3E-1/2014	06.08.2014	(GP, PS)	Allocation of fund for recruitment process of PRI Bodies
3	4066/PN/O/III/2S-26/2014	25.09.2014	(GP, PS, ZP)	Clarification regarding principle to be followed when total Marks (written & viva-voce together) secured by two candidates are same and only one candidate is to be selected
4	5038/PN/O/III/2A-63/2014	16.12.2014	(GP, PS, ZP)	Clarification on appointment on compassionate ground
5	53(08)/RD/13E-20/2006	03.01.2014	(ZP)	Filling up the post of District Engineer in eight districts
6	5666/RD/O/13E-20/2006	8/11/2013	(ZP)	Creation of eight Government posts of District Engineer
7	3686/PN/O/III/2S-42/12	30/10/2013	(GP, PS)	Order regarding standard of question for filling up different post of Gram Panchayat and Panchayat Samiti
8	3808/PN/O/III/2E-12/2012	08/11/2013		Clarification regarding eligibility criteria for the recruitment of Executive Assistant and Nirman Sahayak in Gram Panchayats
9	4040(2)/PN/O/III/2E-12/2012	28/11/2013	(PS)	Representative of the Principal Secretary, Deptt of Panchayats and Rural Development in the District Level Selection Committee
10	3685/PN/O/III/2S-03/10 Pt.	30/10/2013	(PS)	Order regarding Teaching experience of Samiti Education Officer
11	5639/PN/O/III/2S-27/10	21/07/2010	(PS)	Clarification regarding eaching experience of Samiti Education Officer
12	3217/PN/O/III/Z02/2013	12/08/2013	(ZP)	Clarification regarding credit of Earned Leave in respect of a ZP/SMP Emplyee
13	1980/PN/O/III/2E-40/13	20/05/2013	(GP, PS, ZP)	Applicability of the orders of Finance Department for employees of PR bodies
14	3291-F(P)	19/04/2012	(GP, PS, ZP)	Memorandum of Finance Department regarding applicability of the orders of Finance Department for employees of PR bodies
15	1537/PN/O/III/2A-59/09	16/04/2013	(ZP)	Order regarding filling up of the post of LDA in Zilla Parishad/ Siliguri Mahakuma Parishad
16	1091/PN/O/III/2S-04/13	15/03/2013	(GP)	Clarification iregarding joining of Nirman Sahayak in Gram Panchayat

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
17	394/PN/O/III/2E-12/2012	18/01/2013	(GP, PS, ZP)	Order regarding imposition of embargo in all types of compassionate appointment
18	398/PN/O/III/2S-42/12	18/01/2013	(GP, PS)	Computer Application test in connection with recruitment of employees of Gram Panchayat & Panchayat Samiti
19	733/PN/O/III/2E-12/12	19/02/2013	(GP, PS)	Representative of the Principal Secretary, Department of Panchayats & Rural Development in the District Level Selection committee
20	80/PN/O/III/2E-135/12	02/01/2013	(GP, PS)	Order regarding type of question in written test for recruitment in Gram Panchayat and Panchayat Samiti
21	7357/PN/O/III/2E-135/12	24.12.2014	(GP, PS)	Recruitment of Staff in the vacant posts of Panchayats Samitis and Gram Panchayats
22	3368/PN/O/III/3E-1/2014	06.08.2014	(GP PS)	Clarification regarding counting of past service of Executive Assistant
23	4066/PN/O/III/2S-26/2014	25.09.2014	(GP, PS, ZP)	Clarification regarding expenditure to be incurred per candidate for recruitment
24	4935/PN/O/III/2P-60/09 (Part-II)	19.09.2012	(GP, PS, ZP)	Release of arrear pay and allowances arisen due to revision of pay and allowances of the employees of Panchayat Bodies, 2009. Balance 50% of 3rd instalments
25	4976/PN/O/III/2S-30/10	14.09.2012	(PS)	Clarification in the matter of qualification for the post of Block Informatics Officer
26	4853/PN/O/III/2E-102/12	13/09/2012	(GP, PS, ZP)	Clarification regarding degree and extent of disability which is admissible for facilities for the physically handicapped employees of the P.R. Bodies
27	4150/PN/O/III/2S-35/12	25/07/2012	(GP, PS, ZP)	Clarification regarding promotional in the PRI Vacancies
28	4365/PN/O/III/2S-38/12	06/08/2012	(GP, PS)	Clarification regarding recruitment of employees in Gram Panchyats and Panchayat Samitis
29	4644/PN/O/III/2S-55/10	30/08/12	(GP, PS, ZP)	Clarification on interin allowance I terms of DCRB scheme, 1985 for employees of Panchayat
30	4053/PN/O/III/2S-34/12	18/07/2012	(PS)	Clarification for propotion of clerk-cum-typist and Accounts Clerk of Panchayat Samiti at the time of filling up the posts of Cashier-cum-Store Keeper and UDA of Panchayat Samiti

Sl. No.	Memo No.	Date	Tier of Panchayats	Subject
31	3939/PN/O/III/2S-21/12	11/07/2012	(GP, PS, ZP)	Clarification regarding Child Care Leave for the employees of P.R. Bodies
32	2813/PN/O/III/2E-12/20/12	10/05/2	(ZP)	Date of effect of the order related to re-consitution of DLSC in espect of Zilla Parishad
33	2860/PN/O/III/2E-/6/09	11/05/2012	(ZP)	Order regarding filling up the posts of PR bodies from promotional quota1
34	2936/PN/O/III/2E-12/20/12	17/05/2012	(GP, PS, ZP)	Date of effect of the order related to re-constitution of recruitment committee in espect of Zilla Parishad
35	2958/PN/O/III/2S-2/12	18/05/2012	(GP, PS, ZP)	Clarification on status of Employees of PR Bodies coming under the purview of Vigilance Commission
36	3176/PN/O/III/2E-III/II	31/05/2012	(GP)	Head of account for remuneration of the retired Govt. employee engaged in GP on contract basis
37	3361/PN/O/III/4T-6/II	15/06/2012	(ZP)	Order regarding transfer of Assistant Co-ordinator Education of Zilla Parishad
38	3637/PN/O/III/2E-74/12	29/06/2012	(GP)	Revocatiion of the suspension order of Shri Indra Narayan Hazra, GP Karmee of Bardhaman Gram Panchayat
39	3774/PN/O/III2S-0/11	04/07/2012	(GP)	Clarification regarding recruitment of GP Karmee from Tax Collectors

Government of West Bengal
Department of Panchayats & Rural Development
PRI Wing, Joint Administrative Building, HC-07, Sector III,
Bidhannagar, Kolkata - 700 106

Memo No. 4097/PN/O/III/2A-63/2014 **Dated : 29.09.2014**

NOTIFICATION

At present appointment on compassionate ground of the dependents of employees of Panchayati Raj Bodies who die-in-harness or who retire pre-maturely on being declared permanently incapacitated for further service has been laid down in different orders and circulars issued in this regard from time to time. At present appointment on compassionate ground in PRI bodies is governed by this Deptt's Memo. No. 433/PN/O/III/ 2E-10/07 (Pt - I) dated 03.12.2009 read with Labour Department Notification No. 301-Emp. & 303-Emp. Dated 21.08.2002, 30-Emp dated 20.04.2008 and 114-Emp dated 14.08.2008. Meanwhile Labour Department has issued a Notification No. 251-Emp. dated 03.12.2013 regulating the appointment on compassionate ground in suppression of all previous orders in this respect. In pursuance of the said notification, the Government in this Department has now been pleased to consider necessity of issuance of a new notification for compassionate appointment under P.R. Bodies as specifically mentioned hereunder.

1. One of the dependants of an employee of PRI bodies who dies-in-harness or who retires prematurely on being declared permanently incapacitated may be offered appointment on compassionate ground subject to the fulfilment of the under mentioned conditions:

   i. The family of the deceased or the retired employee as the case may be, is in need of immediate financial assistance and

   ii. In case of pre-mature retirement of the employee at least two years of service is left to reach the normal age of superannuation.

Provided that in case of appointment of a dependant of an employee of PRI Body who retires prematurely on being declared permanently incapacitated all other conditions laid down in para - 6 (b) of Labour Deptt.'s Notification No. 251-Emp dated 03.12.2013 shall have to fulfilled.

2. For the purpose of appointment on compassionate ground, a dependant of an employee of PRI body shall mean

   a) Spouse, or

   b) Son (including legally adopted son before death or incapacitation); or

   c) Unmarried daughter (including legally adopted unmarried daughter before death or incapacitation); or

   d) Married daughter who on date of death or incapacitation was unmarried; or

e) Brother or sister in case of death in harness of an unmarried employee provided his/her parent, all the brothers and sisters were fully dependent on him/her.

- who was wholly dependent on the PRI employee at the time of his death in harness or incapacitation as the case may be, and is in need of immediate financial assistance at the time of making application and also at the time of consideration.

3. One of the under noted conditions that needs to be fulfilled for offering appointment on compassionate ground is that the family of the deceased or pre-maturely retired employees is in need of immediate financial assistance.

The family of a deceased or pre-maturely retired employee shall be considered to be in need ol immediate financial assistance, if any of the two under noted conditions are satisfied,

a) The monthly income of the family falls below 90 percent of the gross monthly salary of the employee before death or pre-mature retirement.

b) The monthly income of the family falls below the minimum salary of a Group - D employee (in ease of Group - D employee) or the minimum salary of a Lower Division Clerk (in case of employees other than those belonging to the Group - D)

The gross monthly salary for this purpose of this definition shall mean basic pay (band pay I grade pay), dearness allowance, house rent allowance and medical allowance. Again the monthly income of the family shall mean the aggregate of

i. Total family pension per month (Basic Pension, Dearness Relief and Medical Allowance)

ii. Monthly interest income @ 8% p.a. on the total amount received by the family after death of the employee or retirement of the incapacitated employee (Gratuity, Leave Encashment, any other payments excepting G.P.F.)

Provided that where an ex-employee had to incur medical expenses as indoor patient prior to and leading to his death/incapacitation ; such expenses may be deducted from the amount received. All such expenses must be supported by original receipt/cash memo, hospital discharge certificate)

iii. Monthly income from movable and immovable properties (the family members are expected to submit a declaration on the matter).

iv. Monthly income of the dependents of the ex-employee named in the application (the family members are expected to submit a declaration on the matter)

4. The dependant of an employee seeking appointment on compassionate ground shall make an, application in the prescribed proforma within 6 (six) months from the date of death of the deceased employee or his retirement on permanent disablement. If, no application is submitted within the stipulated period, it will be presumed that the family does not require immediate financial assistance.

5. Appointment authority will constitute three men Screening-cum-Enquiry Committee with his immediate subordinate officer and two other senior officials as members to ascertain the financial condition of the family. The committee will submit its report within a period of three months from the date of making of application.

6. Appointing authority shall forward the application in the prescribed proforma along with relevant documents to the Commissioner of Panchayats & Rural Development who inturn will examine each case with reference to the eligibility criteria for appointment on compassionate ground and thereafter forward the same with his recommendation to the Deptt. for placing the case before the MOS/MIC for final approval.

7. All appointments on compassionate ground should be made against vacancies reserved for EC (Exempted Category) candidates in the 100 point roster of vacancies prescribed in terms of Labour Deptt's notification no. 50-Emp/1M-25/98 dated 01.03.2011.

8. A person appointed on compassionate ground must give an undertaking initially and every year therafter by 15th January in writing that he will properly maintain the other family members who were dependent on the employee in question and in case it is proved subsequently at any time that the family members are being neglected or are not being maintained properly by him/her, service may be terminated for violation of such undertaking.

Such yearly declaration should contain an undertaking signed by all the dependent family members that they are being maintained by the person so appointed on compassionate ground to the utmost satisfaction and there is no complaint in this regard.

9. An appointment offered/ made on compassionate ground cannot be transferred to any other person and any such request shall be rejected.

10. This Department will have the right to sanction order to a dependent either to a Group C or Group D post ever if the dependent is qualified for Group C post.

11. This notification shall come into force immediately.

12. All the previous orders and circulars issued by this department in this respect will be deemed to have been replaced with effect from the date of publication of this notification.

Sd/-

Soumya Purkait

Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department

Memo No. 4097/1 (500)/PN/O/III/2A-63/2014 **Dated : 29.09.2014**

Copy forwarded for information and necessary action to:-

1. The Joint Secretary, Finance (Audit) Department, Nabanna, Howrah
2. The Joint secretary. Labour Department, East India House, 2nd Floor, 20 B, Abdul Hameed Street. Kolkata - 69
3. The Commissioner, Panchayts & Rural Development, West Bengal
4. The District Magistrate,.....(All)
5. The Executive Officer, Zilla Parishad,.....(All)
6. The Block Development officer, ...(All), He is requested to circulate the copies of this order meant for GP Pradhan
7. The Executive Officer, Panchayat Samiti,.....(All)
8. The District Pancahayts & Rural Development Officer,.....(All)
9. The Private Secretary, Hon'ble MIC, P & R D Department
10. The Sub-Divisional Officer,.....(All)
11. The Pradhan,.....Gram Panchayat
12. Establishment Cell/ Law Cell/ Policy Cell of this Department
13. Guard File.

Sd/-

Soumya Purkait

Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Department of Panchayats & Rural Development
PRI Wing,
Joint Administrative Building (8th Floor), HC-07, Sector III,
Bidhannagar, Kolkata - 700 106

Memo. No. 322/PN/O/l11/4T-3/2014 Dated : 22.01.2014

ORDER

Whereas it appears that there is no uniform transfer policy for the employees posted at Gram Panchayats & Panchayat Samitis.

Whereas formulation of a uniform transfer policy for the employees of Gram Panchayats & Panchayat Samitis has long been felt essential to streamline functional aspects.

Whereas the District Magistrate & Executive Officer, Zilla Parishad is the appointing authority in respect of all the employees posted in Gram Panchayat & Panchayat Samitis except GP Karmee.

Whereas the gradation list of the employees in these two tiers are maintained by the District Magistrate and Executive Officer, Zilla Parishad.

Whereas it appears that efficiency at work place suffers due to same employee remaining posted at same place for a considerable duration.

Now the Governor is pleased to frame a transfer policy for the employees posted in Gram Panchayats & Panchayat Samitis as stated hereunder;

- All employees in G.P and P.S. except G.P. Karmee and P.S. Peon are required to be transferred in another Panchayat Samity area within the same district where he / she has been working or remained on deputation for more than three years as on 31.12.2013.
- Computer knowledge of the employees being transferred and position of the employee with similar scale at the proposed place of transfer must be considered before the order is issued by the District Magistrate, so that works of GPMS and other IT related interventions are not affected.
- **First ever such transfer exercise should be completed before 28.02.2014.**

This order is issued in supercession of any other order on identical subject issued earlier.

This order takes immediate effect.

By order of the Governor,

Sd/- Soumya Purkait

Joint Secretary
to the Govt. of West Bengal

Government of West Bengal
Labour Department

No. 251-Emp. **Dated, Kolkata, the 3rd December, 2013**

NOTIFICATION

The Governor is pleased hereby to make the following scheme regulating the appointment on compassionate ground in supersession of all previous orders in this respect :

Scheme :

1) Short title and commencement -

This scheme may be called the West Bengal Scheme for Compassionate Appointment, 2013, This will come into, force with effect from the date of issue.

2) Application -

This shall apply to a dependent family member of a Government employee who –

(a) dies while in service; or

(b) is disabled permanently or otherwise incapacitated rendering him unfit to continue in service prematurely on being declared permanently incapacitated by a Medical Board formed by the Government,

3) Definition -

"Dependent Family Member" means

(a) spouse; or

(b) son (including legally adopted son before death or incapacitation); or

(c) unmarried daughter (including legally adopted unmarried daughter before death or incapacitation); or

(d) married daughter who on date of death or incapacitation was unmarried; or

(e) brother or sister in case of death in harness of an unmarried employee provided his/her parent, all the brothers and sisters were fully dependent on him/her,

- who was wholly dependent on the Government employee at the time of his death in harness or incapacitation,. as the case may be, and is in need of immediate financial assistance at the time of making application and also at the time of consideration.

(f) **"Government employee"** for the purpose of this scheme means a employee appointed on regular basis and not the one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis,

4) Posts to which such appointments can be made –

Such appointments can be made to Group-C and Group-D posts only in the exempted category vacancies,

5) Authority competent to make compassionate appointment -

Respective appointing authorities for Group-C and Group-D employees shall be the appointing authority to the eligible candidates after observance of the procedure in this scheme. However, approval of the Minister-in-Charge or Minister-of-State in charge of the respective Departments would be necessary in all cases of compassionate appointment.

6) Eligibility -

(a) The family is indigent and deserves immediate assistance for relief from financial destitution. For this any of the following two conditions is to be satisfied,

(i) The monthly income of the family falls below 90 per cent of the gross monthly salary of the employee before death or premature retirement.

(ii) The monthly income of the family falls below the minimum salary of a Group-D employee (in ease of Group-D employees) or the minimum salary of a Lower Division Clerk (in case of employees other than those belonging to the Group-D.

The gross monthly salary, for the purpose of this definition shall mean, basic pay (Band Pay + Grade Pay), deaness allowance, house rent allowance and medical allowance.

The monthly income of the family shall mean the aggregate of :

(I) Total family pension per month (Basic Pension and Dearness Relief, Medical Allowance).

(II) Monthly interest income @ 8% p.a, on the total, amount received by the family after death of the employes or retirement of the incapacitated employee (Gratuity, Leave Encashment, any other payments excepting GPF).

Provided that, where an ex-employee had to incur medical expenses as indoor patient prior to and leading to: his death/incapacitation. such expenses is deducted from the amount received. All such expenses must be supported'by original receipt/Cash memo, hospital discharge Certificates.

(III) Monthly income from movable and immovable properties (the family members shall submit declaration on the matter).

(IV) Monthly income of the dependents of the ex-employee named in the application (the family members shall submit declaration on. the matter).

(b) In case of premature retirement the concerned employee had at least two years of service left to reach the normal age of superannuation and should fulfill the following conditions.

(i) On premature retirement he/she would not be entitled to the full pensionaiy benefits to which he/she would have been entitled if he/she had retired at his/her normal age of superannuation.

(ii) He/she has fully exhausted all kinds of leave with pay including commuted leave on medical ground;

(iii) The financial conditions of the family is so acute as to make, the appointment essential consequent upon the fall in income due to such retirement.

(c) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant recruitment rules.

Note : (a) Condonation of excess in age in case of eligible cases will be made by the respective head of the department or their subordinate Officer who are competent to make the compassionate appointment as per existing provision.

(b) Relaxation in educational qualification may be granted in eligible cases for appointment to Group 'D' post in consultation with the Finance Department.

(c) The dependent member shall invariably attain the minimum age for recruitnient within six months from the date of death or incapaeitation of the concerned employee.

7) Each department will set up a data bank in consultation with the NIC and assign identification no to each case so that the cases are taken up on the basis of date of death or incapacitation.

8) Exemption -

Compassionate appointments are exempted form observance of the following requirements :-

(a) Recruitment procedure i.e. without the agency of the Public Service Commission/Staff Selection Commission/West Bengal Police Recruitment Board/West Bengal Health Recruitment Board or the Employment Exchange.

(b) Clearance from the Finance Department as applicable for regular filling up.

9) Determination/Availability of vacancies -

(a) Appointment on compassionate ground to Group-C post should be made only on probation as per existing rules and to Group-D post on regular basis and that is only after vacancies meant for in the exempted categories are available. The appointing authority will have the right to appoint a dependent either to a Group-C or a Group-D post even if the dependent is qualified for Group-C post.

(b) A person, selected for appointment on compassionate ground should be adjusted in the recruitment roster against the appropriate category viz, SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC category he will be adjusted against the reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.

(c) Appointment and posting : Posting on such appointment shall be made in the offices at the following levels :

1. At Gram Panchayat
2. At Block
3. At Sub-division
4. At District

It would be first considered for Gram Panchayat level offices and then in Sub^divisional level offices in case: of non-availability of 'vacancy in former level offices and so on, In no case a candidate would be appointed in any: Upper level offices if vacancy is available in the lower level.

Appointment is to be made in the exempted category vacancies under the concerned Department. In case of non-availability of the same, appointment in other Departments may be made.

10) Procedure -

(a) If the family of the deceased or the employee retired on being permanently incapacitated is in need of financial assistance and the same is absolutely necessary to support the family, application for employment is to be submitted within six month from the date of death or retirement on -permanent incapacitation. If no application is submitted within, the said period it will be presumed that the family does not require any financial assistance. In no case application submitted after expiry of the above period will be entertained.

(b) Application is to be submitted in the prescribed proforma as in Annexure 'A' and 'B' as applicable through the Head of office. In case of death in harness such application must accompany copy of death certificate.

(c) Appointing authority will constitute three men Screening-cum-Enquiry Committee with his immediate subordinate officer and two other senior officials as members.

(d) While examining and enquiring the application for employment on compassionate ground, the Screening-cum-Enquiry Committee will take into consideration the financial condition of the family: of the deceased or disabled or incapacitated employee following the provisions in this scheme to ascertain, if there is any immediate need of financial assistance for the family in the shape of employment. Such enquiry report is to be submitted as per Annexure 'A' and 'B' as applicable to the appointing authority within a period of three months from the date of making of application.

(e) The appointing authority will forward the case together with his views recorded in Annexure 'A' or 'B' as applicable to the Administrative Department concerned for consideration. If it is decided by the Administrative Department to be a fit case for offering employment suitable vacancy is to be identified as per para 9 hereinbefore and send the case to the concerned appointing authority thereafter for offering appointment.

11) Undertaking -

A person appointed on compassionate ground under this scheme must give an undertaking initially and every year thereafter by 15th January, in writing that he will properly maintain the other family members who were dependent on the Government employee in question and in case it is proved subsequently at any time that the family members are being neglected or are not being maintained properly by him/her, service may be terminated for violation of such undertaking following the procedure In West Bengal Services (Classification, Control and Appeal) Rules, 1971.

Such yearly declaration should contain an undertaking signed by all the dependent family members that they are being maintained by the person so appointed on compassionate ground to the utmost satisfaction and there is no complaint in this regard. (Annexure 'C')

12) Request for change in post/person -

(a) When a person has been appointed on compassionate ground to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist and he will be guided by the service rales, orders, guidelines etc. as are applicable to other employee of the State Government.

(b) An appointment offered/made on compassionate ground cannot be transferred to any other person and any such request shall be rejected.

13) Missing Government Servant -

Cases of missing Government servants are also covered under this scheme for compassionate appointment subject to the following conditions :-

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:

(i) an FIR to this effect has been lodged with the police.

(ii) the missing person is not traceable as per report of the police and

(iii) the competent authority feels that the case is genuine.

(b) This benefit will not be applicable to the case of a Government servant.

(i) who had less then 5 years to retire on the date from which he has been missing; or

(ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone aboard or suspected to have gone missing for having employment of a dependent on compassionate ground.

(c) Pro forma at Annexure 'E' may be used for application. The three men Committee will submit enquiry report as per the said Annexure and decision on the same is to be taken following the procedure stated in the preceding paragraphs.

14) General -

(a) All the departments will furnish number of all undisposed cases in the proforma at Annexure 'D' within 15 days from the date of issue of this scheme and submit the same in every year by 15lh of January of the concerned year. Application submitted more than two years after death/incapacitation prior to issue of Notification No. 30-EMP. dated 02.04.2008 will not be entertained.

(b) The undisposed cases before 01.01.2005 excepting those which are covered in sub-para (a) of this para above will be enquired into afresh to ascertain, if need for financial assistance in the form of compassionate ground still exists. Such enquiry is to be completed within a period of three months.

(c) Compassionate appointment in any case would not be a matter of right but it will be subject to fulfillment of all the conditions, enquiries, availability of vacancy at the appropriate level etc.

(d) Final approval for appointment on compassionate ground shall be taken only at the level of the Secretary/Principal Secretary/Additional Chief Secretary of the Department with the approval of the concerned Minister-in-Charge or Minister-of-State in charge of the concerned Department.

15) Seniority -

The inter-se seniority of persons, appointed on compassionate ground will be fixed with reference to their date of joining the post.

16) This order issues with the concurrence of Finance Department vide their uo No. 2942 G-r-P(2) dated 03.12.2013.

By order of the Governor,

Sd/- Sanjay Mitra

Chief Secretary to the
Government of West Bengal

Memo No. 251/1(100)–Emp Dated : 03.12.2013

Copy forwarded for information and necessary action to the :

1. PS to Chief Secretary, Government of West Bengal
2. Additional Chief Secretary/Principal Secretary/Secretary to the Govt. of West Bengal, _____ Department.
3. Accountant General (A & E), West Bengal, Treasury Building, Kolkata -1.
4. Commissioner, _____ Division.
5. District Magistrate, _____.
6. Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2/ Phears Lane,Kolkata-1.
7. Pay and Accounts Officers Kolkata Pay and Accounts Office-II, P-1 Hyde Lane, Jawhar Building, Kolkata - 73.
8. Director of Treasuries and Accounts, West Bengal, 7 Lyons Rage, 2nd & 3rd Floor, Kolkata-700001.
9. _____

   _____

Sd/-
Amarnath Mallick

Joint Secretary to the Govt. of West Bengal

(Re. Labour Department Notification No. 251-Emp. dated, Kolkata the 3rd December, 2013

ANNEXURE - A

PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS
OF GOVT. EMPLOYEES DYING WHILE IN SERVICE

Part I
(To be filled in by the Applicant)

1.	(a)	Name of the deceased employee	:		
	(b)	Designation of the ex-employee	:		
	(c)	Name of the office with address	:		
	(d)	Date of birth of the deceased	:		
	(e)	Date of death of the deceased (Attested copy of death certificate to be enclosed)	:		
	(f)	Date of joining the Govt. service	:		
	(g)	Total length of service rendered	:		
	(h)	Whether belonging to SC/ST/BC (Attested copy of death certificate to be enclosed)			
	(i)	Monthly salary drawn by the deceased in the last month-—Total emoluments (Pay & other allowances)	:	Basic pay :	Total
2.	(a)	Name of the candidate praying for appointment on compassionate ground.	:		
	(b)	His/Her relationship with the ex-employee	:		
	(c)	Date of birth of the applicant	:		
	(d)	Educational Qualifications	:		
	(e)	Whether fully dependent on the ex-employee	:		
	(f)	Whether any other dependent has been appointed on compassionate ground	:		
	(g)	Particulars of Employment Exchange Card (if registered)	:		
	(h)	Whether received any financial assistance under any Self Employment Scheme such as SESRU, SEP, etc.	:		
	(i)	Two passport size photographs of the candidate duly authenticated by the competent authority, (one of which to be affixed on the space marked).			

Part II

(To be filled in by the Applicant)

1. Particulars of total assets left (owned/received/entitled to)

(a)	Family Pension :	Basic :	Total :	as on :
(b)	(i) Death gratuity		:	
	(ii) G.P.F. Balance		:	
	(iii) Group Insurance		:	
	(iv) Encashment of Leave		:	
	(v) L.I. Policies (including P.L.I.)		:	
	(vi) Movable and immovable properties and annual income therefrom by the family		:	
	(vii) Any other assets		:	

2. Brief particulars of Liabilities, if any documentary evidence to be enclosed)

3. Particulars of all dependants of the deceased :

Sl. No.	Name	Age	Educational Qualifications	Relationship with the deceased	Living separately or with the family
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					

Marital Status	Particulars of occupation/employment. (if already employed)	Gross Salary (if employed)
(7)	(8)	(9)

4. Signature/L.T.I. of the other dependents of the family given the "No Objectioin" in favour of this application for employment on compassionate ground.

(i)

(ii)

(iii)

DECLARATION

I do herebydeclare that partieulars given by me above are correct. If any of the particulars herein mentioned are found to be incorrect or false at the future date, my service may be terminated.

Date :

Address of the Candidate : _____ Signature of the Candidate

Shri/Smt, ... is known to me and the parriculars mentioned are correct.

_____ Signature of a permanent Govt. employee of the same office

Date :

Office Address : Designation :

Part III

(To be filled in by the Office)

1. Report of Enquiry Committee regarding particulars furnished by the applicant in Part I & Part II proforma.

2. Comments of Controlling Officer :

Part IV

1.	(a)	Name of the deceased	:	
	(b)	Designation	:	
	(c)	Total emoluments last drawn (Pay & Allowances)	:	..... as on .....
2.	(a)	Name of the candidate	:	
	(b)	His/Her relation with the deceased	:	
3.	(a)	Family Person : Basic	:	Total : as on .....
	(b)	Amounts received/entitled to receive from Govt. as death benefits including others (in total)	:	
	(c)	Amounts received/entitled to receive from other sources such as L.I. Policies/P.L.I./Personal Savings, etc.	:	
	(d)	Movable and immovable properties and annual income earned thereform by the family.	:	
4.	(a)	Educational Qualification of the Candidate	:	
	(b)	Date of birth	:	
	(c)	Wheather S.C./S.T./B.C.	:	
	(d)	Post for which employment for S.C./S.T./B.C.	:	
	(e)	Is the vacancy reserved for E.C.	:	
	(f)	Whether the post reserved for S.C./S.T./B.C.	:	
	(g)	Is the post supposed to be filled up by promotion or by direct recruitment through the P.S.C. ?	:	
	(h)	Whether the candidate fulfils the requirements of the Recruitment Rules for the post	:	
	(i)	Is any relaxation of rule ets, required ?	:	
	(j)	Have the particulars mentioned in Part I, Part II and Part III and above been verified by the office ? If so, indicate the reports	:	
	(k)	Decision of the appointing authority	:	

Date :

Signature of the Appointing Authority

Seal :

(Re. Labour Department Notification No. 251-Emp. dated, Kolkata the 3rd December, 2013

ANNEXURE - B

APPLICATION FOR PREMATURE RETIREMENT DUE TO PERMANENT INCAPACITATION AND APPOINTMENT FOR SON/DAUGHTER/WIFE/NEAR RELATION ON COMPASSIONATE GROUND

Part I

(IN CAPITAL LETTER)

1.	Name of employee	:
2.	Name of office where employed at present	:
3.	Designation	:
4.	Dale of birth of the employee	:
5.	Date of joining the Government service	:
6.	Total length of service	:
7.	Date of normal retirement	:
8.	Whether belongs to SC/ST/BC	:
9.	Total emoluments (Pay & Other allowances)	:
10.	The reasons for being permanently incapacitated	:
11.	Name of the Medical Practioner, whose certificate is enclosed	:
12.	Registration No. and address of the registered medical practitioner whose certificate is enclosed	:
13.	Is son/daughter/wife/husband/near relation seeking Government job on compassionate grounds ?	:

NOTE : If answer to Sl. No. 13 is 'No', **Part II** need not be filled up.

_____

(Signature / LTI of the employee)

Part II

1. Details about financial condition of the family members (son/daughter/wife/husband/near relation) :

Sl. No.	Name	Age	Educational qualification	Relationship with the employee	Living separately or with the employee

Sl. No.	Marital Status	Particulars of occupation/ employment	Particulars of income from movable/immovable property

2. Particulars of total assets of the employee (Owned/received/entitled to) as on the date of application including the amount of :

   (a) Pension :

   (b) Gratuity :

   (c) GPF Balance :

   (d) Group Insurance :

   (e) LIC Policies :

   (f) Leave encashment benefit :

   (g) Movable & Immovable Properties and income from it :

   (h) Others :

3. (a) Name of the Candidate seeking employment :

   (b) Relationship with the Government employee :

4. Whether fully dependent on the employee :

5. Particulars of Employment :

   (a) Exchange Card (if registered) :

   (b) One Passport-size photograph of the candidate duly authenticated by the competent authority to be affixed on the space marked. :

6. Educational qualification and experience of the candidate :

7. Date of Birth :

8. Has the candidate been financed under any employment scheme like SESRU/SEPUP, etc. :

9. Has any dependent been appointment on compassionate ground :

10. Enclose two copies of photograph of the candidate duly :

11. Have other members of the family given No OBJECTION in favour of the candidate (Attested copies to be enclosed)

12. Particulars of liabilities (if any)
(Documentary evidence to be enclosed).

Declaration : I/We do hereby declare that the particulars given by me/us above are correct. If, any of the above particulars are found incorrect or false at a future date. I/We shall be liable to disciplinary/penal action including termination of service.

_____ _____
(Signature of the employee) (Signature of the candidate)

DECLARATION BY THE CANDIDATE

I further declare that after my employment on compassionate ground I shall maintain

Shri/Sm..... and his/her family.
(Name of incapacitated emmployee)

Witnesses : Signature of the candidate
(Two permanent employees of the same office).

(1) Signature Name & Address
Name & Designation

(2) Signature
Name & Designation

Part III

Report of the Inquiry Comittee.

Part IV

Comments of the Controlling Officer.

Part V

Report of medical examination arranged by DHS or conducted by Medical Officer/Board authorised by him.
(Report to be enclosed)

2. Date of retirement due to permanent incapitation .....
(Attested copy of the order issued by the Deptt/Office to be enclosed)

(To be filled by the Officer)

Part VI

1.	Is any leave due to the employer	:	
2.	If so, details thereof	:	
3.	Details of retirement benefits	:	
		As on the date of application	As on the normal date of retirement
	a) Pension :		
	b) Gratuity :		
	c) Others :		
4.	Post for employment is proposed	:	
5.	Is the post supposed to the filled up by promotion or by direct recruitment on recommendation of the Public Service Commission ?	:	
6.	Is the vacency reserved for SC/ST/BC ?	:	
7.	Does a vacancy under exempted category exist ?	:	
8.	Name of the candidate	:	
9.	Does the candidate fulfil requirements of the recruitment rules for the post ?	:	
10.	Is any relaxation of rule etc. required ?	:	
11.	Have the facts mentioned in parts I, II and above been verified by the office ? If so, indicate the reports	:	
12.	Personal recommendation of the appointing authority	:	

(Signature of the appointing authority)
Designation

Annexure-C

(Ref: Notification no : 251-emp dated 3.12.2013)

Declaration

(Part-I)

I, Shri / Smt _____, S/D of _____ residing at _____ hereby solemnly affirm / declare that I shall properly maintain the other family members who were dependent on _____ (name of Ex - Employee) and in case it is proved subsequently at any time that the family members are being neglected or are not being maintained properly by me, my service may be terminated for violation of such undertaking / declaration following the procedures as laid down In West Bengal Services (CCA) rules, 1971

_____
(Signature of the person employed on Compassionate Ground)

Part-II

We, the undersigned dependent family members of Shri / Smt. _____ (name of Ex Employee) hereby declare that we are being properly maintained by Shri / Smt _____ _____ (name of Person employed on compassionate ground), to the ultmost satisfaction and there is no complaint in this regards.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Signature of all dependent family members)

(Re. Labour Department Notification No. 251-Emp. dt. 03.12.2013)

ANNEXURE - D

Name of the Department :

Sl No.	Name of the deceased/ Incapaciatated employee	Date of death/ Incapacita-tion	Date of submission of Application	Name of dependant Applicants	Relationship with the deceased/ incacitated employee	Remarks

ANNEXURE - E

(Re. Labour Department Notification No. 251-Emp. dt. 03.12.2013)

PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS OF MISSING GOVT. EMPLOYEES WHILE IN SERVICE

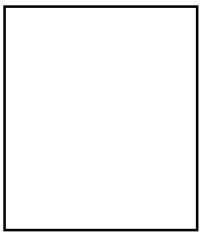
Part I

(To be filled in by the Applicant)

1.	(a)	Name of the missing employee	:		
	(b)	Designation of the missing employee	:		
	(c)	Name of the office with address	:		
	(d)	Date of birth of the employee	:		
	(e)	Date of missing of the employee (A report from S.P., DIB to be enclosed)	:		
	(f)	Date of joining the Government service	:		
	(g)	Total length of service rendered	:		
	(h)	Whether belonging to SC/ST/BC (Attested copy of certificate to be enclosed)	:		
	(i)	Monthly salary drawn by the missing employes in the last month Total emoluments (Pay & other allowances)	:	Basic Pays	Total :
2.	(a)	Name of the candidate praying for appointment on compassioaate ground	:		
	(b)	His/Her relationship with the missing employee	:		
	(c)	Date of birth of the applicant	:		
	(d)	Educational Qualifications	:		
	(e)	Whether fully dependent on the missing employee	:		
	(f)	Whether any other dependent has been appointed on compassioaate ground.	:		
	(g)	Particulars of Employment Excahange Card (if registered)	:		
	(h)	Whether received any financial assistance under any Self Emplyment Scheme such as SESRU, SEP, etc.			

Contd./2

(i) Two passport size photographs of the candidate duly authenticated by the competent authority, (one of which to be affixed on the space marked) :



Part II
(To be filled in by the Applicant)

1. Particulars of total assets left (owned/received/entitled to) :

(a) Family Pension : Basic : Total : as on :

(b) (i) Gratuity :

(ii) G.D.F. Balance :

(iii) Group Insurance :

(iv) Encashment of Leave :

(v) L.I. Policies (including P.L.I.) :

(vi) Movable and immovable properties and annual income thereform by the family :

(vii) Any other assets :

2. Brief particulars of Liabilities if any (Documentary evidence to be enclosed) :

3. Particulars of all dependants of the missing Govt. employee :

Sl. No.	Name	Age	Educational qualifications	Relationship with the missing employee
1	2	3	4	5
1. 2. 3. 4.				

Living seperately or with the family	Marital Status	Particulars of occupation/employ-ment (if already employed)	Gross Salary (if employee)
6	7	8	9

Contd./3

4. Signature/L.T. I. of the other dependants of the family given the "No Objection" in favour of this application for employment on compassionate ground.

(i)

(ii)

(iii)

DECLARATION

I do hereby declare that particulars given by me above are correct. If any of the particulars herein mentioned are found to be incorrect or false at the future date, my service may be terminated.

Date :

Address of the Candidate : Signature of the candidate

Shri/Smt. _____ is Knwon to me arid the particulars mentioned are correct.

Signature of the permanent Govt. employee of the same office

Date :

Office Address : Designation :

Part III
(To be filled in by the office)

1. Report of enquiry committee regaraing particulars furnished by the applicant in Part I & Part II of the Proforma :

2. Comments of controlling Officer :

Part IV

1. (a) Name of the missing employee :

(b) Designation :

(c) Total emoluments last drawn (Pay & Allowances) : _____ as on _____

Contd./4

2. (a) Name of the Candidate :

(b) His/Her relation with the missing employee :

3. (a) Family Pension Basic : Total : as on _____

(b) Amounts received/entitled to receive from Govt. after the incident of missing :

(c) Amounts received/entitled to receive from other sources such as L.I. Policies/P.L.I./ Personal Savings, etc. :

(d) Movable and immovable properties and annual income earnad there from by the family :

4. (a) Educational qualification of the candidate :

(b) Date of birth :

(c) whether S.C./S.T./B.C. :

(d) post for which employment is proposed :

(e) Is the vacancy reserved for E.C.? :

(f) whether the post reserved for S.C./S.T./B.C. :

(g) Is the post supposed to be filled up by promotion or by direct recruitraeat through the P.S.C. ? :

(h) whether the candidate fulfils the requirements of the Racruitinent Rules for the post. :

(i) Is any relaxation of rule etc. required ? :

(j) Have tilie particulars mentioned in Part-I, Part-II and Pert-III and above been verified by the office? If so, indicate ths reports

(k) Decision of the appointing authority :

Date :

_____

Signature of the Appointing Authority

Seal :

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Joint Administrative Building, HC-7 Block
Sector III, Salt Lake City, Kolkata - 700 106

No. 54/PN/O/I/2A-2/06(Pt-III) **Date : 03.01.2014**

O R D E R

Whereas a Data Entry Operator was engaged vide this Department's Order No, 63/PN/O/ dated 04. 01. 07 to assist the District Panchayats & Rural Development Officer in each District on contractual basis for one year with effect from 1st January, 2007 on a consolidated remuneration of Rs.4500/-(Four thousand and five hundred) only per month;

And whereas the consolidated remuneration for the Data Entry Operators was enhanced to Rs.6000 (Six thousand) only per month vide this Department's Order No. 107/PN/O/ dated 11. 03. 2008 and again to Rs. 9000/-(Nine thousand) only per month (for Data Entry Operators who entered into their 2nd year of Contract or more) vide this Department's Order No. 3815/PN/O/ dated 22. 08. 2009;

And whereas the present remuneration structure of the Data Entry Operators is as follows-

i) During 1st year of service Rs. 6000/-(Six thousand) only

ii) After completion of one year Rs. 9000/- (Nine thousand) only

iii) After completion of three years Enhancement @ 3%

iv) After completion of six years Enhancement @ 6%

And whereas the engagement of the Data Entry Operators on contractual basis was last approved for a period of 1 (one) year with effect from 1st August, 2013 vide this Department's Order No. 2568/PN/O/ dated 28. 06. 2013;

And whereas the term of the present contract will terminate on the 31st July, 2014; And whereas the enhancement of consolidated remuneration for Data Entry Operators engaged in the offices of District Panchayats & Rural Development Officers has been under active consideration of this Department for some time past;

Now, therefore, in cancellation of all previous orders of this Department in this regard, the Governor is pleased hereby to accord approval to the enhancement of the consolidated remuneration of the Data Entry Operators engaged on contractual basis in the offices of the District Panchayats & Rural Development Officers with effect from Ist December, 2013 in the following manner :-

i) During the first year of service - Rs. 9000/-(Nine thousand) only per month;

ii) After completion of one year of service- Rs. 11000/-(Eleven thousand) only per month.

The enhanced remuneration will be paid from the "Award money" under PEAIS received from the Ministry of Panchayati Raj, Government of India or from other sources as may be decided by the State Government and will remain effective till the present term of engagement of the respective Data Entry Operator.

By order of the Governor,

D.K. Pal
Special Secretary
to the Government of West Bengal.

No. 54/1(7)/PN/O/I/2A-2/06(Pt-III) **Date : 03.01.2014**

Copy forwarded for information and necessary action to the -

1. The Commissioner, Panchayats & Rural Development, West Bengal.
2. The Director, SIPRD, Kalyani, Nadia.
3. The District Magistrate,.....
4. The Additional District Magistrate,.....
5. The Financial Controller, WBSRDA.
6. The District Panchayats & RD Officer, ----------
7. The Private Secretary to Hon'ble Minister-in-Charge, Panchayats & Rural Development Department.

D.K. Pal
Special Secretary
to the Government of West Bengal.

Government of West Bengal
Department of Panchayats and Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 80/PN/O/III/2E-135/12 **Dated : 02.01.2013**

O R D E R

Whereas number of candidates in recruitment test for the post of Gram Panchayats and Panchayat Samitis have gone up manifold over the years as district authorities are publishing advertisement for candidates in news papers for wide publicity and transparency as also many candidates are being sponsored by the Employment Exchange.

And whereas it is a herculean task for the District Level Selection Committee to conduct recruitment test through conventional descriptive written test for such a large no of candidates.

And whereas the need to bring an objectivity in the selection process through critical/objective scoring system is felt imperative.

Now there fore after careful consideration of all aspects, the undersigned is directed to say that the Governor is pleased to order that written test for recruitment in Gram Panchayats and Panchayat Samitis shall henceforth be conducted only through Objective and multiple choice question (MCQ) method keeping existing syllabus and scoring pattern for both these tiers unchanged. Negative marking for wrong answer should also be in place but to be fixed by the District Level Selection Committee.

By Order of the Governor

Soumya Purkait

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.

Memo No. 80/l(41)/PN/O/III/2E-135/12 **Dated : 02.01.2013**

Copy forwarded for information & necessary action to :-

1. The Commissioner of Panchayats & Rural Development Officer, West Bengal.
2. The Joint Secretary (Policy), PRDD.
3. The District Magistrate/ The Executive Officer, ... Zilla Parishad (All)/ S.M.P.
4. The P. S to Hon'ble M. I. C, PRDD.
5. The District Panchayats & Rural Development Officer, ...(All) with a request to circulate the copy of this order to the B. D. O s.

Sd/- Soumya Purkait

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.

Government of West Bengal
Panchayats & Rural Development Department
63, N. S. Road, Jessop Building, Kolkata - 700 001

No. 5854/PN/O/III/2E-120/12 **Dated : 20.11.2012**

Memorandum

Sub : Procedure for voluntary retirement benefit for the employees of Panchayati Raj Bodies

The undersigned is directed to say that voluntary retirement benefit in respect of the employees of Panchayati Raj Bodies will be allowed after completion of 20 years of qualifying service or attaining the age of 50 years in terms of paragraph 7(ii) of the Death-cum-Retirement Benefit scheme 1985 for the Employees of Panchayats.

The following procedures will be maintained in order to allow voluntary retirement, to the employees of Panchayati Raj Bodies.

1) Generally a notice of clear ninety days from the date of desired V.R. has to be given by the employee concerned. But a notice of less than ninety days may also be accepted by the appointing authority in rare cases with the concurrence of the Administrative Department.

2) If an employee of Panchayati Raj Bodies applies for V.R. while he is on leave not due without returning to his place of posting, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave not due shall be recovered.

3) a) A notice of V.R. after completion of 20 years or attaining the age of 50 years, as (he case may be, may be withdrawn subsequently only with the approval of the appointing authority provided the request for such withdrawal is made before the expiry of the notice period.

4) b) The notice should clearly specify that he/she intends to retire voluntarily on expiry of 90 days from the date of notice or thereafter.

5) A notice of V. R. given after completion of 20 years of qualifying service or attaining the age of 50 years, as the case may be, will require acceptance by the appointing authority. Such acceptance may be generally given in all cases except those :

   a) In which disciplinary proceedings are pending or contemplated against, the concerned employee of P. R. body for the imposition of a major penalty and the removal or dismissal from services would be warranted in the case.

   b) In which prosecution is contemplated or may have been launched in Court of law against the employee of P. R. Body.

   c) Where a criminal case is pending against the retiring employee.

6) The head of office will issue a 'No Dues' certificate to the effect that the retiring employee docs not owe to the Gram Panchayat, Panchayat Samiti, Zilla Parishad, Government or any Bank or Cooperative Society.

7) No employment will be provided on compassionate ground to the family member of the employee of the P. R. Body who has taken voluntary retirement from service.

8) Full retirement benefits, as admissible for the employees of P. R. Bodies having completed qualifying period of service will be paid to the employee accepting voluntary retirement from the service of P. R. Body.

9) The V. R. will be accepted by the appointing authority if the incumbent concerned has fulfilled all the conditions as mentioned above and after obtaining certificate from DPPG to the effect that he/ she has completed .....(actual service period) years of Qualifying service.

All concerned are informed accordingly.

Sd/- Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.

No. 5854/1 (56)/PN/O/III/2E-120/12 **Dated : 20/11/2012**

Copy forwarded for information and necessary action :

1. The Joint Secretary, Law Cell, P & R D Department
2. The Joint Secretary, Policy Cell, P & R D Department
3. The District Magistrate,.....,,.....(All)
4. The Additional Executive Officer,.....,Zilla Parishad(Ail)/ Siliguri Mahakima Parishad
5. The District Panchayat & Rural Development Officer,.....(All)

Sd/- Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4974/PN/O/III/2S-42/12 **Dated : 20.09.20l2**

From : Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The Additional Executive Officer
North 24 Parganas Zilla Parishad

Sub : Clarification for direct recruitment of P.R. Bodies employees

The undersigned is to clarify the following points for direct recruitment of P.R. Body employees, for which queries have been received from various district authorities.

Points	Clarifications
1. What is the upper age limit for recruitment of P.R. Body employees	1. As per Memo. No.l 1653-F(P) dated 30.12.2011 of Finance Department the upper age limit for recruitment to any post under P.R. Body has been raised to 40 years, as all the posts are non-PSC.
2. Whether the upper age limit of SC/ ST and OBC will be 45 years and 43 years respectively after relaxing age limit by 5 years for SC/ST and 3 years of OBC.	2. Policy of relaxation of upper age limit policy of as admissible in the State for SC/ST and OBC remain unchanged. Therefore, the candidates, belonging to SC/ ST and OBC or physically handicapped will get relaxation in age as per order issued by this Government from time to time.
3. Whether distribution of marks for direct recruitment to the post of Nirman Sahayak, Secretary, Sahayak and Executive Assistant will be followed as per Memo No. 3088/III/DP/2A-23/05 dated 21.11.05 of the Commissioner, P&RD.	3. Distribution of Marks for Written Examination as per Memo. No.3088 /III/DP/2A-23/05 dated 24.11.05 of the Commissioner of P&RD will be followed in the following manner : i) Nirman Sahayak a) Engineering (Civil) 65 Marks b) English 13 Marks c) G.K. 07 Marks ii) Gram Panchayat Secretary & Sahayak & Executive Assistant a) English 25 Marks b) Bengali 25 Marks c) Arithmetic 25 Marks d) G.K. (Emphasis on Rural Life & Rural Development) 10 Marks

Points	Clarifications
4. Whether Syllabus for direct recruitment to the post of G.P. Karmee will be followed as per Memo. No.936/PN/O/ III/2E-126/08 dated 18.06.10	4. As per Memo No. 936/PN dated 18.06.10 the syllabus for G.P. Karmee for direct recruitment will be followed in the following manner : a) English 10 Marks Class VIII Std. b) Bengali 13 Marks Class VIII Std. c) Arithmetic 10 Marks Class VIII Std. d) G.K. 10 Marks Class VIII Std.
5. Whether syllabus for direct recruitment for Block Informatics Officer & Data Entry Operator will be followed as per Memo. NO.184/PN/O/III/2E-61/04 dated 16.01.06	5. Yes. The syllabus will be as follows:- i) Block Informatics Officer (Panchayat Samitl) a) English-10 Marks (General Academic Standard of H.S) b) Bengali-10 Marks (General Academic Standard of H.S) c) Arithmetic-10 Marks(General Academic Standard of Madhyamik) d) G.K. (Emphasis on Rural Life & Rural Development) 10 Marks e) Computer Application-45 Marks (25 Marks for Theoretical Examination of B.C.S. Standard & 20 Marks for Practical Test) ii) Data Entry Operator (Panchayat Samiti) a) English-20 Marks (General Academic Standard of Madhyamik) b) Bengali-20 Marks (General Academic Standard of Madhyamik) c) Arithmetic-25 Marks(General Academic Standard of Madhyamik) d) G.K. (Emphasis on Rural Life & Rural Development) 20 Marks
6. Whether the syllabus prescribed in Memo. No.6318/PN/O/III/2E-61/04 dated 21.11.05 will be followed for direct recruitment of Accounts Clerk of Panchayat Samiti	6. Yes. The syllabus will be as follows:- a) English-20 Marks (General Academic Standard of Madhyamik) b) Bengali-20 Marks (General Academic Standard of Madhyamik) c) Arithmetic-25 Marks(General Academic Standard of Madhyamik) d) G.K. (Emphasis on Rural Life & Rural Development) 20 Marks

The candidates shall have to undergo a test on Computer Application simultaneously and answer script of written test will be evaluated only if qualified in the Computer Test.

All concerned be informed.

Sd/- Soumya Purkait

OSD & Ex-Officio Deputy Secretary

Memo No. 4974/1(40)PN/O/III/2S–42/12 Dated : 20.09.2012

Copy forwarded for information & necessary action to:-

1) The Commissioner, P&RD West Bengal.

2) The Executive Officer,.....(All) ZP /Siliguri Mahakuma Parishad.

3) The District Panchayats & Rural Development Officer,.....(All).

Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4159(18)/PN/O/III/2E-12/2012 **Dated : 25.07.2012**

From : Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The Executive Officer
.....Zilla Parishad (All) /Siliguri Mahakuma Parishad

Sub : Lifting of embargo in order to fill up all vacant posts under P.R. Bodies.

In continuation of this Deptt's. Memo. No. 2238/PN/0/III/2e-12/2012 dt. 10.04.2012 the undersigned is directed to say that embargo on fresh recruitment in all the vacant posts of Gram Panchayats and few posts of Panchayat Samitis was lifted from 2nd May, 2012. We have been getting requests for lifting of embargo on recruitment in remaining vacant posts and tier.

Now, after careful consideration of all the aspects and for the interest of public service and service delivery, the Governor has been pleased to lift the embargo on fresh recruitment in all the vacant posts of the Panchayat Samitis and all the vacant posts of Zilla Parishads.

The order takes immediate effect.

Sd/-
Soumya Purkait

Memo No. 4159(18)/l(7) /PN/O/III/2E-12/2012 **Dated : 25.07.2012**

Copy forwarded for information & necessary action to:-

1. The Commissioner, Panchayats & Rural Development.
2. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department.
3. The Additional Executive Officer, ... Zilla Parishad (All)/ Siliguri Mahakuma Parishad.
4. The District Panchayats & Rural Development Officer..... District (All) with request to circulate the order to the B.D.Os in the-district.
5. The PS to Hon'ble MIC, Panchayats & Rural Development Department.
6. The BDO & E.O. Executive Officer, Panchayat Samiti.....(All).
7. The PA to the Principal Secretary, Panchayats & Rural Development Department.

Sd/-
Soumya Purkait

Government of West Bengal
Department of Panchayats & Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 3791/PN/O/III/2E-75/12 **Dated: 05.07.2012**

ORDER

Whereas the Apex Court/Hon'ble High Court has observed in various departmental/ service matter cases that there is no point in keeping an employee under suspension for indefinite period.

And whereas, the criminal charges do not have official nexus and the employee is not in a position to interfere in the judicial process through misuse of his official position.

And whereas, there is a drain on public exchequer as the incumbent continues to receive subsistence allowance without giving any service in return to the employer.

And whereas, there is no scope to initiate D.P. against an employee for charges not related to his official position.

And whereas, the employee is released on bail against criminal charges.

And whereas, placement of the employee under suspension for indefinite period has an adverse bearing on the livelihood of the family of the employee.

And whereas, the convicted employee can be dismissed or terminated from service after the criminal case has reached its finality without initiation of D.P. if charges pertain to extra official matters.

Now, after careful consideration of all aspects, the undersigned is directed by order of the Governor to say that suspension order of P.R. employees under aforesaid circumstances can be revoked and be allowed to join. The decision on period spent on suspension and consequential benefits will depend on the outcome of the criminal case.

All concerned being informed.

By Order of the Governor

(Soumya Purkait)

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.

Memo No. 3791/1(7)/PN/O/III/2E-75/12 **Dated : 05.07.2012**

Copy forwarded for information & necessary action to:-

1) The Commissioner, Panchayats & Rural Development Department.

2) The District Magistrate & Executive Officer,.....Zilla Parishad (All)/Siliguri Mahakuma Parishad.

3) The Joint Secretary, Policy Cell, Panchayats & Rural Development Department.

4) The Joint Secretary, Law Cell, Panchayats & Rural Development Department.

5) The District Panchayats & Rural Development Officer, ... (All).

   He is requested to circulate to copy of this order to the BDOs.

6) The Block Development Officer,.....(All).

7) The PA to Principal Secretary, Panchayats & Rural Development Department.

Sd/- Soumya Purkait

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats and Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 3734/PN/O/III/2E-62/09 **Dated : 03 .07.2012**

ORDER

Whereas promotional aspects in respect of the employees of Zilla Parishad has been dealt with in the Chapter - II of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997;

And whereas promotion is allowed on the basis of merit-cum-seniority as envisaged in the said recruitment rule;

And whereas method and policy of assessing merit of the prospective candidates has not been defined in the said rule;

And whereas a well-defined and clear cut guideline on extending promotion on merit-cum-seniority basis is required for the employees of Zilla Parishad;

Now, therefore after careful consideration of all aspects and in exercise of power conferred under Rule 10 of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, the Governor is pleased to frame the following policy for assessing the merit of Z.P. employees in Gr. B and C posts for promotion on merit-cum-seniority basis.

1) The eligible candidates shall be required to appear in a written test for 50 (fifty) marks for the purpose of screening. The syllabus of such test will be as follows:-

a. The W.B. Panchayat Act, 1973.

b. The W.B. Zilla Parishad (Leave & Recruitment of Staff) Rules, 1973.

c. D.C.R.B Scheme, 1985.

d. ROPA Rules for PRI Employees.

e. Reservation Policy.

f. Provident Fund rules for the employees of P.R.bodies,1991.

2) The qualifying marks required for promotion shall be 15 out of 50 in the written screening test.

3) The APR of the candidates for last three years (1st April to 31st March) shall be considered at the time of preparation of panel of prospective candidates.

4) 50 point roster shall be maintained strictly.

5) There should not be any break in service, vigilance case or any adverse report including Disciplinary/ Criminal proceedings against the employee.

6) The prospective candidate must have submitted the 'Declaration of Assets as on January' for last three years before the competent authority within scheduled date.

7) Number of candidates for the post will be five times of the available vacancies. In case of insufficiency in number of eligible candidates, the minimum requirement may be waived off by the appointing authority.

8) The written examination shall be only for the purpose of screening and not for the purpose of elimination nor for determining their seniority in the promotional post. The seniority of promoted candidates shall be determined solely on the basis of the position of the qualifying candidate in the existing gradation list of the feeder post.

9) If a candidate, being senior in gradation list, fails to secure qualifying marks in the written test, shall not be considered for promotion.

This order issues in supercession of previous orders/clarifications in similar matter including memo no. 155(361) P.N./O/cell III/2E-65/2004 dated 12th January 2005 of this Deptt.

By order of the Governor,

Sd/-

(Saurabh Kumar Das)
Principal Secretary
to the Govt. of West Bengal.

Memo No. 3734/1(39)/PN/O/III/2E-62/09 **Dated : 03.07.2012**

Copy forwarded for information & necessary action to:-

1. The Commissioner, Panchayats & Rural Development Department.
2. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department
3. The Joint Secretary (Law), Panchayats & Rural Development Department.
4. The Executive Officer, ...Zilla Parishad(All)/Siliguri Mahakuma Parishad.
5. The Additional Executive Officer, ... Zilla Parishad (All)/Siliguri Mahakuma Parishad.

(Soumya Purkait)

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Department of Panchayats and Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

No. 3536/PN/O/III/2S-29/12 **Date : 25/06/2012**

From : Soumya Purkait, WBCS (Exe.)
OSD & Ex-officio Deputy Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department.

To : The District Panchayats & Rural Development Officer, Hooghly.

Sub : **Clarification on non acceptance of promotion and entitlement of CAS benefit there of P.R. bodies**

In response to your memo. no. 1062/P&RD dated 20/06/2012 on above subject, the undersigned is directed to issue the following clarifications :-

a) If an employee wilfully delays / refuses the promotion benefit particularly when promotion involves transfer from one station to another, within the span of 10 years or 20 years, as the case may be, he / she will not be entitled to any benefit under CAS as the case may be in future.

b) If an employee of P.R. Bodies refuses promotion due to physical disability or other conditions personal to him / her, he / she will not be entitled to any benefit under CAS in future, if the benefit is due to him within a span of 10 or 20 years of CAS benefit.

c) If the refusal is not linked to physical disability and is for reasons temporary in nature, in that case che promotion may be offered to him again after a period of one year from written refusal.

Refusal by the incumbent and decision of the appointing authority on non-entitlement of 10 or 20 years CAS benefit whichever be the case, must be recorded in the service book.

Sd/-
(Soumya Purkait)

No. 3536/l(6)/PN/O/III/2S-29/12 **Date : 25/06/2012**

Copy forwarded for information and necessary action to :

1) Commissioner, P & RD, West Bengal.
2) Joint Secretary (Law), Panchayats & Rural Development Department.
3) Joint Secretary (Policy), Panchayats & Rural Development Department.
4) District Magistrate (All).....
5) Additional Executive Officer (All).....Z.P. / Siliguri M.P.
6) District Panchayats & Rural Development Officer (All) _____

(He / She is requested to communicate to all the BDOs.)

Sd/-
(Soumya Purkait)

Government of West Bengal
Department of Panchayats and Rural Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 2431/PN/O/III/2S-17/12 **Dated : 17.04.2012**

From : Soumya Purkait, WBCS (Exe)
OSD & Ex-officio Deputy Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department.

To : The Executive Officer
..... Zilla Parishad (All) /Siliguri Mahakuma Parishad

Sub : Instruction regarding preparation, cancellation, appoiutincm out of panel and validity of panel for filling of the non PSC post

Ref : FD order No. 7196-F(P) dated 02.07.2010

Sir/Madam,

I am directed to forward the order of the finance Department (Audit Branch;) vide No. 7196-F(P) dated 02.07.2010 with a request to circulate a copy to all concerned for guidance and appropriate compliance on all the instructions.

I am further directed to inform that validity of all panels shall expire automatically on completion of one year for the date of publication of the same, as has been direetcd by the Finance Department in the order under reference.

Yours faithfully,

Enclo : As stated

Sd/-
(Soumya Purkait)

Government of West Bengal
Finance Department
Audit Branch

No. 7196-F(P) **Kolkata, the 2nd July 2010**

Subject : **Instruction regarding preparation, cancellation, appointment out of panels for filling up of the non-PSC posts.**

It has been observed that in many of the Departments / Directorate / Regional Offices, the panel of reserve / wait-listed candidates prepared in connection with recruitment of different category of erstwhile non-PSC posts, is not being cancelled even after a considerable period of time has elapsed. As a result, the said panels are sometimes interpreted to be remaining virtually valid and various legal complications are arising in subsequent period. At times, the position regarding wait-listed/reserve list candidates is not shown clearly. Similarly, the manner of filling up of posts out of the said panel also needs clarifications. The following points need to be, therefore, clarified :

1. In a number of cases involving erstwhile non-PSC posts panels are prepared without mentioning any period of validity beyond which the panel will be cancelled. This practice, has given rise to a number of court cases causing embarrassment for the Government.

2. It may be noted that selection process is always initiated for a particular number of vacancies against particular posts. A panel should not remain valid for more than a year. The panel will automatically stand cancelled when all the notified vacant posts are filled up from the panel within the said one year validity period of the panel.

3. The methodology of selection, criteria of minimum qualifying individual parameters & aggregate may also be detected before initiating the selection process. Number of vacancies to be filled up along with SC, ST, OBC (all kinds of reserved categories) etc. break up must be clearly mentioned in the advertisement for recruitment.

4. The panel should show clearly the list of successful candidates & the waitlisted / reserve candidates separately. Number of wait-listed candidates may not exceed 10% of the total vacancies subject to minimum one and also subject to the condition that such candidates have scored minimum qualifying marks as determined prior to initiation of selection process. The panel is for appointing only so much number of posts for which selection procedure has been commenced and, hence, should reflect this position very clearly. At the time of publishing the panel it is to be clearly mentioned that this panel will remain valid till all the posts as notified are filled up or for a period of one year whichever is earlier.

5. Appointment letters are to be issued to the empanelled successful candidates against specified vacancies strictly in terms of serial order of the panel.

6. In so far as successful candidates are concerned, successful'candidates corresponds to the number of successful candidates corresponds to the number of vacancies. Hence, appointment letters may be issued on completion of the requisite formalities, which may be essential as per the serial order of the list of successful candidates. However, a candidate out of waiting list should not be selected merely because PVR or other formalities have been completed for a particular number/numbers of the successful candidates. Candidates out of waiting list will only be considered for appointment when a

Contd./2

particular candidate from the main panel has declined in writing not to join the post or has not responded to join despite several notices having been issued to him and intimation regarding cancellation of his candidature has duly been notified to the said candidate as per law. It is to be noted that when appointment letter is to be issued to any candidate out of waiting list, the same will be done strictly maintaining serial order in the said list. It is reiterated that issue of appointment letters overlooking the serial order of the empanelled candidates will be a serious violation of the procedure of appointment and will be an illegal act, The officers concerned taking such a decision will be held responsible for the said illegality.

7. Vacancies created or allowed & be filled up after the notification of the selection process should not be filled up from the panel prepared for previous vacancies. This would mean depriving potential future candidates of an equal opportunity to employment.

8. No candidate from any waiting-list to any panel should be appointed to a vacancy which may not fall under the originally notified selection process i.e., future vacancies are not expected to be filled out of the waiting list for earlier examination. This would, again, mean depriving potential future candidates of an equal opportunity to employment.

9. A panel prepared for a particular category of posts cannot be used for recruitment to some other category of posts. This would again mean depriving potential candidates of an equal opportunity to employment.

10. Under the above circumstances, if the notified vacancies have already been filled up from the panel of successful candidates, the remaining list of candidates of the panel as well as the waiting list should be cancelled forthwith without waiting for completion of one year.

11. All panels which are liable to be cancelled as per the above guidelines at the materials point of time, will be treated as cancelled with immediate effect unless there is specific direction of any court of law to the contrary including a direction to keep the concerned panel alive and to make appointment out of such panel.

12. This guideline will be applicable to all departments, directorates and offices under the control of Government of West Bengal and to the posts which have been exempted from the purview of PSC unless there is any specific statutory provision to the contrary. In case of any dispute with reference to these guidelines, same may be referred to the Finance Department for necessary clarification which will be binding on all concerned.

Sd/- C.M. Bachhawat

Principal Secretary to the
Government of West Bengal,
Finance Department

Government of West Bengal
Department of Panchayats and Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No. 1386/PN/O/III/2S-29/09 **Dated: 2.3.12.**

From : Shri S. Purkait,
O.S.D. & Ex-Officio Deputy Secretary to the Govt. of West Bengal.

To : The Commissioner of Panchayats & R. D., West Bengal.

Sub : **Inter district transfer of the employees of Gram Panchayats & Panchayat Samitis.**

In supercession of this Deptt.'s orders on the subject noted above the undersigned is directed to say that inter district transfer of the employees of Panchayat Samitis and Gram Panchayals except Gram Panchayat Karmee may be allowed in respect of the permanent employees with at least three years service in the district from where transfer is sought provided that there should be no departmental proceeding against such employees.

Mutual transfer in respect of the employees of Gram Panchayat and Panchayat Samiti may be allowed for those employees who have served at the place for at least two years and were not posted in places where transfer has been sought during last five years of service from the date of joining at current place of Posting.

Sd/- Soumya Purkait

OSD & Ex-officio Dy. Secy. to the
Govt. of West Bengal

No. 1386/l(36)/PN/O/III/2S-29/09 **Dated : 2.3.12.**

Copy forwarded for information and necessary action to :

1. Executive Officer, _____(All) Zilla Parishad. Similar Policy will apply for intra-district transfers.
2. District Panchayats and Rural Development Officer, _____(All).

Sd/- Soumya Purkait

OSD & Ex-officio Dy. Secy. to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

NO.1831/PN/O/III/2S-29/09 **Dated : 22.3.12**

CORRIGENDUM

Please read "this Department's Order No. 6680/PN/O/III/2S-29/09 dated 10.09.10" in place-of "this' Deptt.'s Order" in the first line of the 1st Paragraph of this Deptt.'s Memo'No. 1386/PN/O/III/2S-29/09 dated 2.3.12.

Sd/- S. Purkait

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

No. 1831/l(3)/PN/O/III/2S-29/09 **Dated : 22.3.12**

Copy forwarded for information and necessary action to :

1. The Commissioner of Panchayat & R. D., West Bengal,
2. Executive Officer,_____ (All) Zilla Parishad.
3. District Panchayats and Rural Development Office _____ (All)

Soumya Purkait

OSD & Ex-officio Dy. Secy. to the
Govt. of West Bengal

Government of West Bengal
Finance Department
Audit Branch

No. 11794-F(P) **Kolkata the 22nd December, 2010**

MEMORANDUM

For implementation of this Department's Memo No. 2966-F(P), dated 23.04.2010 under which it has been decided to give some financial and other benefits to the Casual/Dailyrated/Contractual Workers who are rendering service for a substantial period remaining attached to various Government Establishments the undersigned is directed by order of the Governor to prescribe the following modalities for due observance of all concerned:-

1) The benefits detailed at Sl. Nos. 1 to 4 of the aforesaid order will be available w.e.f. 1st January, 2011 to those casual, daily-rated, contractual workers who have rendered at least 10 years of service as on 01.04.2010 with 240 days of work each year.

2) The continuity of service shall have to be certified by a Competent Officer not below the rank of Assistant Secretary in case of a Secretariat Department, Director in case of a Directorate and Assistant Engineer / S.D.O. / B.D.O. in case of regional offices. The conoerned Officer who certifies may be advised to exercise extreme precautionua and take assistance of an Officer of WBA &AS, if necessary.

3) As entry point basic pay in PB-1 i.e. 6,600 p.m. will be admissible to casual, daily rated, Gr - 'D' workers as consolidated remuneration, similar entry point basic pay plus Grade Pay will be admissible to Casual, Dailyrated Group - 'C' worker and other categories of Casual Workers as consolidated remuneration, if they fulfil the prescribed conditions.

4) When such Casual Workers are allowed the entry point basic pay, they will not get any other allowances like dearmess allowance, house rent allowance etc. However, their basic pay will be enhanced by 5% after every 3 (three) ycars.

5) The benefit of the G.O. No. 2966-F(P), dated 23.04.2010 will be applicable mutatis mutandis to the Panchayat Bodies / ULBs / Statutory Bodies etc.

6) A Casual / Dailyrated / Contractual Worker who will fulfil the conditions as laid down in para (1) above will continue to be engaged in such a manner till he or she attains the age of 60 years.

7) A Casual / Dailyrated Worked when given a security of tenure may be allowed a benefit of 30 (thirty) off days a year.

8) Maternity Leave to the Female Workers may be allowed in addition to 30 (thirty) of days a year.

9) A Casual / Dailyrated Worker who is engaged in two different Government Departments but has rendered services for 10 years without a break will come under the purview of the G.O. No. 2966-F(P), dated 23.04.2010.

10) The benefit of the G.O. No. 2966-F(P), dated 23.04.2010 will be a one time benefit for the Casual / Dailyrated Workers who have completed 10 (ten) years of service as on 31.03.2010.

11) It is reiterated that such Casual Workers will continue to remain in the status of Casual Workers.

The undersigned is further directed to say that henceforth no further engagement of Gr.- 'D' employees who are engaged in the manner as laid down in Finance Department's Memo No. 3727-F, dated 20.05.2009 and paid out of contingencies will be done. Officer / Officers responsible for such engagement will be personally liable for violation of this Government Order.

A proforma statement is hereby annexed for supplying information by the respective appointing authorities to the Administrative Departments who will examine the same and forward it to this Department for approval.

Sd/- S.K. Chattopadhyay
O.S.D. & E.O. Special Secretary to the
Government of West Bengal

No. : 11794/1(600)-F(P) **Kolkata the 22nd December, 2010**

Copy forwarded for information and taking necessary action to :

01. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Jahar Buildings, Kolkata-700 073.
05. The Accounts Officer, West Bengal Secretariat, Writers Buildings, Kolkata-700 001.
06. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata-700 091
07. The Sub-Divisional Officer,.....
.....
08. The District Magistrate/Judge,.....
.....
09. The Treasury Officer,.....
.....
10. The .....
.....Deptt./Dtc.
11. The Commissioner, ...
.....

12. The Principal, Industrial Training Institute, ...
.....
13. The Superintendent of Police, ...
.....
14. The Superintending Engineer/Ex. Engineer, ...
.....
15. All Special Secretary/ Joints Secretary/Dy Secretary/Assistant Secretary, ...
.....
16. All Group/Cell/Branches, ...

Sd/- S.K. Chattopadhyay

O.S.D. & E.O. Special Secretary to the
Government of West Bengal

Government of West Bengal
Finance Department
Audit Branch

No. 2966-F(P) **Kolkata, the 23rd April, 2010**

MEMORANDUM

It has come to the notice of the Government for some time, past that for Implementation of various schemes/projects of the various Departments of the Government the controlling. authorities have been compelled to engaged casual, daily rated workers, in many cases, these employees render service for a substantial period time even for more than 10 years remaining attached to various Departments of Government, The issue of security of tenure, appropriate emoluments and certain retirement benefits In respect of these employees so engaged on long term basis has been under consideration of the Government for some time past.

After careful consideration of the matter the-Governor has now been- pleased to order, that these casual/ daily rated workers who are remaining attached to various establishments, of the Government Deparfments/ Direcforates/Regional (Office's for not less than 10 years as on 01.04.2010 and have rendered service for at: least 240 days each year will be allowed the following benefits -

1. These casual/daily rated workers may remain engaged till their a attaining the age of 60.

2. They will be paid remuneration which will be the minimum pay with corresponding category of worker's of Pay Band - 1 (PB-1) i.e. Rs. 6,600/- p.m. with enhancement @ 5% every 3 (Three) years. They will not be entitled to any other allowances.
   An employee of any other category, If he/she fulfils, the required condition will be entitled to a monthly remuneration which will be minimum entry level pay of Pay Band and Grade Pay corresponding to his/ her category and the remuneration may be determined in consultation with the Finance Department in the same manner as mentioned above.

3. After the period of engagement of such an employee ceaseson his attaining 60 years of age, he/she will be paid an amount of Rs. 1 lakh as one time cessation of-engagement benefit.

4. During the period of engagement, the service of such an employee may be terminated because of involvement in criminal case/misconduct/delinquency/incapitation etc. or if the employee intends to opt out of the engagement on his own.
   The enhanced remuneration will be paid w.e.f, 01.06.2010.
   The detailed modalities will be worked out soon for implementation of this order.

5. From the date of issue of this order no. further engagement of such casual/daily rated worker shall be entertained, Officer/Officers responsible for any further engagement of such casual/daily rated worker will be personally liable for violation of this Government order.

By order of the Governor,

Sd/- C.M. Bachhawat

Principal Secretary to the
Government of West Bengal,
Finance Department

No. 2966/1(500)-F(P) **Kolkata, the 23rd April, 2010**

Copy forwarded for information and necessary action to :

1. The Principal Acountant General (A&E), West Bengal, Treasury Building, Kolkata - 700 001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700 073.
4. The Accounts Officer, West Bengal Secretariat, Writes' Buildings, Kolkata - 1.
5. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata - 700 091.
6. The Sub-Divisional Officer, _____

   _____
7. The District Magistrate/Judge _____

   _____
8. The Treasury Officer _____

   _____
9. The _____

   _____ Department/Dte.
10. The Commissioner, _____

    _____
11. The Principal, Industrial Training Institute, _____

    _____
12. The Superintendent of Police, _____

    _____
13. The Supdt. Engineer/Exe. Engineer, _____

    _____

Special Secretary to the
Government of West Bengal,
Finance Department

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No. 5676(18)/PN/O/III/2E-70/10(Pt-I) **Dated 23.07.10**

From : Shri S.K. Pal
Assistant Secretary to the Government of West Bengal.

To : The District Magistrate,
.....(All).

Subject : Clarification regarding preparation of gradution list.

The undersigned is directed to say that several district authorities have sought for clarification as to procedure to be followed for preparation of gradation list of the employees of P.R.Bodies. After careful consideration of all aspects the undersigned is directed to say that since there is no seniority rules for the employees of P.R. Bodies, the WBS (Determination of Seniority) Rules. 1981 is to be followed mutatis-mutandis for preparation of gradation list of the employees of P.R. Bodies until further order.

S.K. Pal

Assistant Secretary
to the Government of West Bengal

No. 5676(18)/PN/O/III/2E-70/10(Pt-I) **Dated 23.07.10**

Copy forwarded for information & necessary action to :

1. The Commissioner, Panchayats & Rural Development, West Bengal.
2. District Panchayats & R.D. Office .....(All).
3. Additional Executive Officer, ... Zilla Parishad/Mahakuma Parishad (All)

S.K. Pal

Assistant Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No. 2238(18)/PN/O/III/2E-38/10. **Dated : 26.04.10.**

From : Shri S.K. Pal,
Assistant Secretary to the Government of West Bengal

To : The Executive Officer,
_____ Zilla Parishad (All).

Subject : Relaxation of upper age limit for the persons having disabilities for appointment to the posts under P.R.I. Bodies.

The undersigned is directed to state that for direct recruitment to the posts of P.R. Bodies, the physically handicapped candidates will be entitled to the relaxation of upper age limit as per rules and orders of the State Government issued from time to time.

Sd/-

Assistant Secretary
to the Government of West Bengal

No. 2238(18)/(360)/PN/O/III/2E-38/10. **Dated : 26.04.10.**

Copy forwarded for information & necessary action to the :-

1. Commissioner, Panchayats & Rural Development, West Bengal.
2. District Panchayats & Rural Development Officer,.....(All).
   He is requested to circulate the copies to the B.D.O.(s) within his district.
3. Block Development Officer,.....(All).

S.K. Pal

Assistant Secretary
to the Government of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
৬৩, নেতাজী সুভাষ রোড, জেশপ বিল্ডিং (২য় তল),
কোলকাতা-৭০০০০১

নং ঃ ২১২২/পি.এন/ও/তিন/২ই-০৬/১০ তাং ঃ ১৯.০৪.২০১০

স্মারকলিপি

বিষয় : পঞ্চায়েত কর্মচারীদের নিয়োগ ও বদলি নীতি।

গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতি কর্মচারীদের নিয়োগ ও বদলি সংক্রান্ত সুস্পষ্ট নির্দেশিকা প্রকাশের বিষয়ে এই দপ্তর বেশ কিছুদিন সচেষ্ট ছিল। বিভিন্ন দিক বিবেচনা করে গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতি কর্মচারীদের নিয়োগ ও বদলি সংক্রান্ত বিষয়টি সুচারু রূপে রূপায়নের লক্ষ্যে সংযোজনী 'ক' তে উল্লিখিত নিয়োগ ও বদলি নীতি প্রকাশ করা হল। প্রকাশের দিন থেকে এই নির্দেশিকা কার্যকর হবে।

সংযোজনী 'ক'

যুগ্ম-সচিব,
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
পশ্চিমবঙ্গ সরকার।

নং : ২১২২/পি.এন/ও/তিন/২ই-০৬/১০ তাং ঃ ১৯.০৪.২০১০

অবগতি ও যথাযথ ব্যবস্থা গ্রহনের জন্য প্রেরিত হল ঃ -

১) মহাধ্যক্ষ, পঞ্চায়েত ও গ্রামোন্নয়ন, পশ্চিমবঙ্গ সরকার।
২) জেলা শাসক ও নির্বাহী আধিকারিক.....।
৩) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক .....।
৪) সমষ্টি উন্নয়ন আধিকারিক .....।
৫) জেলা মহকুমা পরিষদ .....।

স্বর্ণকমল পাল
সহসচিব,
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
পশ্চিমবঙ্গ সরকার।

সংযোজনী - 'ক'

নং ঃ ২১২২/পি.এন/ও/তিন/২ই-০৬/১০ তাং ঃ ১৯.০৪.২০১০

গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতি কর্মচারীদের নিয়োগ ও বদলি সংক্রান্ত নীতি

১) প্রথম নিয়োগ করা হবে জেলার মধ্যে প্রাপ্ত যে কোন শূন্য পদে।

২) পাঁচ বছর পর পর বদলি করা হবে।

৩) যে ব্লকে কর্মচারীর বাড়ি যথা সম্ভব তার কাছাকাছি ব্লকে বদলি করা হবে।

৪) গ্রাম পঞ্চায়েত কর্মী হলে যে গ্রাম পঞ্চায়েতে বাড়ি যথা সম্ভব তার কাছাকাছি গ্রাম পঞ্চায়েতে বদলি করা হবে।

৫) চাকুরি জীবনে শেষ পাঁচ বছর কর্মচারীর পছন্দ মত/নিজস্ব ব্লকে নিজস্ব গ্রাম পঞ্চায়েত বাদে) বদলি করা যাবে।

৬) পঞ্চায়েত কর্মীর ক্ষেত্রে চাকুরি জীবনের শেষ পাঁচ বছর কর্মীর পছন্দ মত/বাড়ির নিকটতম গ্রাম পঞ্চায়েতে বদলি করা যাবে।

৭) যে সমস্ত কর্মচারীর ছেলে/মেয়ে নবম, দশম ও একাদশ বা দ্বাদশ শ্রেণীতে পড়ে, তাঁদের বিশেষ ছাড়ের প্রয়োজন বিবেচিত হতে পারে, তবে তাতে তিনি কখনোই এক জায়গায় ছয় বছরের বেশি থাকতে পারবেন না।

৮) স্বামী ও স্ত্রী দুজনে চাকুরীজীবী হলে যথা সম্ভব কাছাকাছি স্থানে বদলি বিবেচিত হতে পারে।

৯) তুলনামূলকভাবে যাঁদের বয়স বেশি তাঁরা তুলনামূলকভাবে কাছাকাছি স্থানে বদলি হওয়ার যোগ্য হবেন, কম বয়সীরা দুরে যাবেন।

১০) প্রশাসনিক বা অন্য জরুরী প্রয়োজনে জেলার যে কোন স্থানে বদলি করা যাবে।

১১) একসঙ্গে সর্বাধিক এক তৃতীয়াংশ কর্মচারীকে বদলি করা যাবে। বয়স্কদের অগ্রাধিকার দেওয়া হবে।

যুগ্ম-সচিব,
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No. 1803/PN/O/III/2S-14/10 **Dated: 01.04.2010**

Sub : **Upper age limit for direct recruitment to the-posts under the Zilla Parishads Panchayat Samitis and Gram Panchayats.**

The undersigned is directed to say that in the West Bengal Panchayat (Recruitment and conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, the West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007, there are different versions as to the admissible age limit for direct recruitment to different posts under Zilla Parishad, Panchayat Samiti and Gram Panchayat. It has created a confusion as to the upper age limit for direct recruitment to the aforesaid posts of P.R.I, bodies.

With a view to averting this confusion, it is clarified that the upper age limit direct recruitment to all for the posts of P.R.I, bodies as mentioned in the aforesaid Rules 37 years as per the provisions of W.B.S. (Raising of age limit) Rules, 1981 as amended vide Finance Department Memo No, 3900-F dated 19.05.98 (copy enclosed).

The relaxation in age for S.C., S.T. O.B.C, Ex-servicemen and physically handicapped persons as prescribed in the said Rules shall apply mutatis mutandis.

Joint Secretary to the
Government of West Bengal

No. 1803/l(405)/PN/O/III/2S-14/10 **Dated : 01.04.2010**

Copy forwarded for information & necessary action to the: -

1) Commissioner, Panchayats & Rural Development, West Bengal.
2) District Magistrate & Executive Officer, _____ District Zilla Parishad (all).
3) Additional Executive Officer, _____ Zilla Parishad (all).
4) Block Development Officer, _____ (all).
5) The Principal Accountant General (Audit) West Bengal, Treasury Building, Kolkata-1
6) The Accountant General (L.B. Budget), West Bengal, C.G.O. complex, M.S.O. Buildings, D.F. Block, Salt Lake, Kolkata-64.
7) The Examiner of Local Accounts G.G.O. complex, M.S.O. Buildings, DF-Block/ Salt Lake, Kolkata-64.
8) The Director of Treasuries and Accounts, West Bengal, Kolkata.
9) Finance (Internal Audit) Department, Todi Mansion (8th floor), P-15 India Exchange Place Extension, Kolkata.
10) Guard File.
11) Cell-I of this Department.

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
63, N. S. Road, Jessop Building (1st Floor),
Kolkata - 700 001

Memo No. 770/PN/O/III/2E-08/10 **Date : 11/02/2010**

From : Sri Liakat Ali.
Joint Secretary to the Govt. of West Bengal.

To : The District Magistrate.....(All),
P.O : .....
Dist. .....

Sub : Validity period of Panel for recruitment of Staff of Panchayati Raj Bodies.

As per provisions laid down in this Department No. 5652/PN, dt 31.12.07. the maximum period of time for which a panel prepared for filling up of vacancies remains valid, shall not exceed 1 (one) year. Since then several proposals had been received in this Department for extending the validity period of Panel for recruitment in Panchayati Raj Bodies. The matter was under active consideration of this Department.

The undersigned is now directed to say that in partial modification of this Department Order No. 5652/ PN, dated 31.12.2007 the panels for recruitment of staff of Panchayati Raj Bodies shall remain valid for a maximum period of for 2 (two) years from the date of Publication of the Panels.

(Liakat Ali)
Joint Secretary to the
Government of West Bengal

No. 770 /I(38)/PN/O/III/2E-129/06 **Date : 11/02/2010**

Copy forwarded for information and necessary action to

1. The Commissioner,
   Panchayat & Rural Development Deptt. West Bengal.
2. The Executive Officer,
   ..... Zilla Parishad (All).
3. DPRDO ..... (All).
4. Labour Department, Writers' Buildings.

(Liakat Ali)
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing, Jessop Building,
63, Netaji Subhas Road, Kolkata-700 001

No. 5636/PN/O/III/2P-59/08 **Dated 30.12.09.**

MEMORANDUM

In continuation of this Department's Memo No. 2579/PN/O/III/2P-59/08 dated 10.06.09 the undersigned is directed to clarify that the unmarried daughter of the employees of the P.R.Bodies who retired or died, as the case may be before the issue of the Memo No. mentioned above, will be entitled to the benefit of family pension even after attaining the age of 25 years till their marriage or death with effect from the date of issue of the said Memo that is 10.6.09 or the date of occurrence of eligibility whichever is later.

S. K. Pal
Assistant Secretary to the
Govt. of West Bengal

No. 5636/1(12)/PN/O/III/2P-59/08 **Dated 30.12.09.**

Copy forwarded for information & necessary action to :

1. Joint Secretary, Finance Deptt., (Pension Branch), Writers Buildings, Kolkata-1.
2. Commissioner of Panchayat & R.D., West Bengal.
3. District Magistrate,_____(All)
4. Executive Officer,_____Zilla Parishad/Mahakuma Parishad (All).
5. Addl. Executive Officer,_____Zilla Parishad/Mahakuma Parishad (All).
6. Pr. Secretary, Darjeeling Gorkha Hill Council.
7. District Panchayat & Rural Development Officer,_____(All).
   He is requested circulate the copies meant for B.D.O. within his District.
8. Block Development Officer,_____(All).
9. S. I. P. R. D., Kalyani.
10. Directorate fo Pension Provident Fund & Group Insurance, Purta Bhavan, Salt lake, Kol.-91.
11. Establishment Cell.
12. Guard File.

S. K. Pal
Assistant Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
(Panchayat Wing)

Jessop Building, 63, N. S. Road, Kolkata - 700 001

MEMORANDUM

1) Revision of pension / family pension of Pre-01.01.2006 Pensioners / Family Pensioners of Panchayat Bodies-Implementation of the Government decision on the recommendations of the Fifth Pay Commission.

2) Revision of pension/family pension, gratuity and commutation of Pension of post 01.01.2006 pensioners of Panchayat Bodies.

3) Grant of relief on Pension to the Pensioners/Family Pensioners of Panchayat Bodies with effect from 01.04.2008, 01.06.2008, 01.11.2008, 01.03.2009 and 01.04.2009.

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building, 63, N. S. Road, Kolkata - 700 001

No.3941/PN/O/III/2P-39/09 Dated: the 3rd September, 2009

MEMORANDUM

Subject : Revision of pension / family pension of Pre-01.01.2006 Pensioners / Family Pensioners of Panchayat Bodies-Implementation of the Government decision on the recommendations of the Fifth Pay Commission.

The undersigned is directed to state that in pursuance of State Government's decision on the recommendations of the Fifth Pay Commission, the Governor has been pleased to revise the Pension / Family Pension of Pre-2006 Panchayat Pensioners / Family Pensioners with effect from 01.04.2008 of all pre-01.01.2006 Pensioners / Family Pensioners in the manner indicated in the succeeding paragraphs.

2. These orders will apply to all Pre-2006 pensioners / family pensioners who were drawing Pension / Family Pension on 31.12.2005 under the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats.

3. In these orders -

(a) "Existing pensioners" or "Existing family pensioners" means Pensioners who were drawing / entitled to pension / family pension on 31.12.2005.

(b) "Existing pension" means the basic pension inclusive of commuted portion, if any, due on 31.12.2005. It covers all classes of Pension under the Death- cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats.

"Existing family pension means the basic family pension due on 31.12.2005 under the Death-cum-Retirement Benefit Scheme, 1985 for the employee of Panchayats.

(c) "Dearness pension" means dearness relief equal to 50% of the basic pension.

4.1. The pension / family pension of existing pre-2006 pensioners / family pensioners will be consolidated with effect from 01.01.2006 by adding together-

(a) The existing pension / family pension;

(b) Dearness Pension, where applicable, @ 50% of basic pension/family pension on notional basis;

(c) Dearness Relief upto AICPI (IW) average index 536 (base year 1982=100), i.e. @ 24% of basic pension / basic family pension plus Dearness Pension @ 50% of the basic pension / basic family pension where applicable, on notional basis;

(d) Fitment weightage @ 40% of the existing pension / family pension:

Provided the total amount so arrived at is less than Rs.3,300/-, the same shall be stepped up to Rs.3,300/-.

The amount so arrived at will be regarded as consolidated pension / family pension notionally with effect from 01.01.2006 with actual effect from 01.04.2008.

4.2. In the case of pensioners who are in receipt of more than one pension, the overall ceiling of Rs.3,300/- will apply to the total of all pensions taken together.

4.3. The upper ceiling on pension / family pension laid down in Memo No. 4386/PN/N/III/ 2P-18/99 dated 01.12.99 has been increased from Rs.11,200/- and Rs.6,720/- to Rs.24,050/- and Rs. 14,430/- respectively.

4.4. The quantum of pension/family pension available to the old pensioners/family pensioners shall be increased as follows:

Age of Pensioners	Additional Quantum of Pension
From 80 years to less than 85 years	20% of revised basic pension / family pension.
From 85 years to less than 90 years	30% of revised basic pension / family pension.
From 90 years to less than 95 years	40% of revised basic pension / family pension.
From 95 years to less than 100 years	50% of revised basic pension / family pension.
100 years or more	100% of revised basic pension / family pension.

The amount of additional pension will be shown distinctly in the pension payment order.

5. The pensioners / family pensioners who are re-employed / employed are not getting relief on pension in terms of the existing rules / orders. In their cases, the notional relief which would have been admissible to them but for their re-employment / employment will be taken into account for consolidation of their pension in terms of paragraph 4.1 above, as if they were drawing the relief. Their pay on re-employment will be re-fixed with effect from 01.04.08 with reference to consolidated pension becoming admissible to them. Relief beyond 01.04.2008 will, however, not be admissible to them during the period of re-employment/employment.

6. All the Treasury Officers disbursing pension to the Panchayat pensioners / family pensioners are hereby authorized to pay pension / family pension, etc. to the existing pensioner / family pensioner at the consolidated rates without any further authorization from the Director of Pension, Provident Fund and Group Insurance. The Director of Pension, Provident Fund & Group Insurance, West Bengal will issue authority for this payment to all Public Sector Banks in Kolkata and also to the Accountant Generals of other states. A table indicating the existing pension / family pension and consolidated pension / family pension is enclosed at Annexure-I with this memorandum for ready reference. This table may be used where the pensioner is in receipt of a single pension only. Where a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of para 4.1 and as indicated in para 4.2, the overall ceiling of Rs.3,300/- may be applied to total pension from all sources taken together.

7. A suitable entry regarding the revised consolidated pension shall be made by the Treasury Officer in both halves of the Pension Payment Order. An intimation regarding-the disbursement of revised pension may be sent by the Treasury Officer to the Director of Pension, Provident Fund & Group Insurance who issued the Pension Payment Order in the form given at Annexure-II to this memorandum to enable the latter to update the Pension Payment Order Register maintained by them.

The Public Sector Banks in Kolkata will also send such intimation in the prescribed form to the Director of Pension, Provident Fund & Group Insurance. An acknowledgement shall be obtained by all Pension Disbursing Officers from the Director of Pension, Provident Fund & Group Insurance in this respect.

8. The consolidated pension / family pension as worked out in accordance with para 4.1 to 4.4 above shall be treated as final "Basic Pension" with effect from 01.04.2008 and shall qualify for grant of relief on pension sanctioned thereafter.

9. The arrears of pension in respect of the period from 01.04.2008 to 31.03.2009 on account of consolidation of pension / family pension shall be paid in 8 (eight) instalments beginning with monthly pension from the 1st August, 2009. The arrear payments should be completed by the 31st March, 2010. If any pensioner/ family pensioner has expired during this period, the arrear pension may be paid to his /her nominee(s) or in case if there is no nomination to his / her legal heir(s).

10. Where the Pension is increased due to consolidation, such increased pension will not be considered for further commutation.

11. This order issues with the concurrence of Finance Department vide Pension Branch U.O. No.460F(Pen) dated 01.09.09.

M.N. Roy,

Principal Secretary to the Government of West Bengal.

No.3941/l(500)/PN/O/III/2P-39/09 Dated, the 3rd September, 2009

Copy forwarded for information & necessary action to the :-

1. Pr. Accountant General (A & E), W. B., Treasury Buildings, Kolkata.
2. Accountant General (Audit-I), W. B. ,4, Brabourne Road, Kolkata.
3. Accountant General (Audit-II), W. B., 18, Rabindra Sarani, Kolkata.
4. Examiner of Local Accounts, W. B., 4, Brabourne Road, Kolkata.
5. Finance (Budget-1) Deptt.
6. Finance Deptt. (Pension Branch) Hemanta Bhavan, B.B.D. Bag(East).
7. Financial Advisor, P & R.D. Deptt.
8. Director of Pension, Provident fund & Group Insurance, Purta Bhavan, Bidhan Nagar, Kolkata-700 091.
9. Director of Panchayats & R.D., W. B., Panchayat Bhavan, 11A, K. S. Roy Road, Kolkata-1.
10. Deptt. of Panchayat & R. D. (R.D. Wing), Kolkata.
11. Director, State Institute of Panchayats & R. D., Kalyani, Nadia.
12. District Magistrate,_____(All).
13. Treasury Officer,_____(All).
14. Executive Officer,_____Zilla/Mahakuma Parishad.
15 Addl. Executive Officer,_____Zilla/Mahakuma Parishad.
16. Sub-Divisional Officer,_____(All).
17. District Panchayat & R. D. Officer,
18. Block Development Officer.

Sd/- S.K. Pal
Assistant Secretary to the
Government of West Bengal

MEMORANDUM

No. 3942/PN/O/III/2P-39/09 Dated, the 3.9.2009

Sub : Revision of pension/family pension, gratuity and commutation of Pension of post 01.01.2006 pensioners of Panchayat Bodies.

The undersigned is directed to state that the question of modification of scheme granting pensionary benefits to the Panchayat employees consequent on the revision of pay structure of the employees under Panchayat Bodies in this State with effect from 01.01.2006 in terms of this Department Memo No.854/PN/N/III/2P-27/09 dated 27.2.2009 has been under consideration of the Government.

After careful consideration of the matter, the governor has been pleased to decide that the pensionary benefits in respect of the Panchayat employees who retire after coming into force of this Department Memo No. 854/PN/N/III/2P-27/09 dated 27.2.2009 and whose pay has been fixed under the said Memo actually or in whose favour such revised pay has been allowed notionally shall be determined as follows:-

A. Pension

(i) A Panchayat employee retiring in accordance with the provisions of Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats and before completion of minimum qualifying service of ten year shall not be entitled to pension, but he shall continue to be entitled to gratuity.

(ii) Linkage of full pension with 33 years of qualifying service shall be dispensed with. Once a Panchayat employee has rendered a minimum qualifying service of 20 (twenty) years, pension shall be paid at 50% of the last basic pay drawn. For Panchayat employees who at the time of retirement have rendered qualifying service for 10 (ten) years or more but less than 20 (twenty) years, proportionate reduction shall be made while calculating the amount of pension.

This provision, however, shall be applicable to the Panchayat employees retiring on or after the date of issue of this memorandum and should not be made applicable in respect of those employees who have retired on or after the 1st day of January, 2006, but before issue of this memorandum.

(iii) The existing maximum amount of monthly pension of Rs. 11,200/- (Rupees eleven thousand two hundred) only per month as laid down in Memo No. 4386/PN/N/III/2P-18/99 dated 1.12.99 shall be raised to Rs.24,050/-(Rupees twenty four thousand and fifty) only per month.

(iv) The existing minimum amount of monthly pension/family pension of Rs. 1300/- (Rupees one thousand three hundred) only as laid down in Memo No. 4386/PN/N/III/2P-18/99 dated 1.12.99 shall be raised to Rs.3300/-(Rupees three thousand three hundred) only per month.

(v) Additional Pension

The quantum of pension available to the old pensioners shall be increased as indicated in the following table with effect from 01.04.2008:

Age of Pensioners	Additional Quantum of Pension
From 80 years to less than 85 years	20% of the basic pension
From 85 years to less than 90 years	30% of the basic pension
From 90 years to less than 95 years	40% of the basic pension
From 95 years to less than 100 years	50% of the basic pension
100 years or more	100% of the basic pension

The Pension Sanctioning Authority shall ensure that the date of birth and the age of pensioner is invariably indicated in the Single Comprehensive Form to facilitate the Director of Pension, Provident fund and Group Insurance, West Bengal to record the same in the Pension Payment Order (P.P.O) to be issued in favour of the pensioners for payment of additional pension by the Pension Disbursing Authority as soon as it becomes due. The amount of additional pension will be shown distinctly in the P.P.O.

B. Family Pension

(i) Family pension shall be calculated @30% of the basic pay drawn last actually or notionally under this Department Memo No. 854/PN/N/III/2P-27/09 dated 27.2.2009. The maximum ceiling of family pension of Rs.6720/- (Rupees six thousand seven hundred twenty) only per month as laid down in Memo No. 4386/PN/N/III/2P-18/99 dated 1.12.99 shall be raised to Rs. 14,430/.- (Rupees fourteen thousand and four hundred thirty) only per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.

(ii) Additional Family Pension

In addition to the Family Pension calculated in para (i) above, the quantum of family Pension available to the old Family Pensioners shall be increased as indicated in the following table with effect from 01.04.2008 :

Age of Pensioners	**Additional Quantum of Pension**
From 80 years to less than 85 years	
From 80 years to less than 85 years	20% of the basic family pension
From 85 years to less than 90 years	30% of the basic family pension
From 90 years to less than 95 years	40% of the basic family pension
From 95 years to less than 100 years	50% of the basic family pension
100 years or more	100% of the basic family pension

C. Gratuity

The maximum amount of Death/Retiring Gratuity of Rs.2.5 lakh (Rupees two lakh fifty thousand) only as laid down in Memo No. 4386/PN/N/III/2P-18/99 dated 1.12.99 shall be raised to Rs.4,15,000/- (Rupees four lakhs fifteen thousand) only.

D. Regulation of the cases of pensioners/family pensioners during the period from 01.01.2006 to 31.03.2008

(i) Panchayat employees who retired during the period from 01.01.2006 to 31.03.2008 are also entitled to have their pensionary benefits revised notionally in terms of this Department Memo No. 854/PN/N/III/2P-27/09 dated 27.2.2009 for the period prior to 01.04.2008. They shall not get any arrears representing the difference between revised pension and existing pension for the period upto 31.03.2008. They shall continue to draw the existing amount of pension which was fixed without taking into account the benefit of notional fixation of pay upto 31.03.2008. They shall get actual payment of revised pensionary benefits, i.e. pension, death/retiring gratuity and family pension arrived at on the basis of emolument allowed notionally as a special case. In their cases pensionary benefits shall be calculated on the basis of notional pay fixed under this Department No. 854/PN/N/III/2P-27/09 dated 27.2.2009 and also on the basis of certificate of notional emoluments (in lieu of Pay Certificate) to be issued by the respective Pension Sanctioning Authority on the date of retirement/death based on initial notional pay, as a special case and in relaxation of normal rules.

(ii) The Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authority for payment of revised pensionary benefits with effect from 01.04.2008 onwards on the basis of certificate of notional emoluments as stated above without insisting on issuing of pay certificate. The Pension Sanctioning Authority will prepare pension papers in these cases as usual on the basis of notional emoluments and submit

the same to the Director of Pension, Provident Fund and Group Insurance, West Bengal for issue of authority for payment of pensionary benefits at the revised rate as stated.

(iii) In the cases of the Panchayat employees who are already in receipt of pension, the Pension Sanctioning Authority in their cases, will send previous pension papers along with Service Book, certificate of notional emoluments, revised calculation sheets showing the calculation of revised pensionary benefits and application, if submitted, for further Commutation of Pension. The Director of Pension, Provident Fund and Group Insurance, West Bengal will authorize payment of pensionary benefits at revised rate accordingly to the Pension Disbursing Officer concerned.

(iv) The amount of gratuity, if any, paid earlier in respect of employees of this category according to the rules prevailing at the material time will be adjusted against the revised gratuity calculated on the basis of notional emoluments now authorized by the Director of Pension, Provident Fund and Group Insurance, West Bengal on the basis of this order.

(v) In the cases of Pensioners who are otherwise eligible to have their pay fixed notionally under this Department Memo No. 854/PN/N/III/2P-27/09 dated 27.2.2009 and who died on any date before or after being eligible to get actual payment of revised pension and gratuity determined on the basis of notional emoluments, pension/ family pension and gratuity in respect of them shall also be determined as stated above and Life-time Arrear of such benefits with effect from 01.04.2008 shall be paid to the nominee(s)/legal heir(s)/ family members as usual after adjustment of the amount already paid on this account earlier.

E. Commutation of Pension

(i) A Panchayat employee shall continue to be entitled to commute for a lump sum payment upto 40% of his pension.

(ii) The existing table of commutation value for pension shall be substituted by a new Table at Annexure I.

(iii) The revised table of commutation value for pension will be used for all commutations of pension which become absolute after the date of issue of this memorandum.

(iv) In the case of those pensioners, in whose case commutation of pension become absolute on or after the 1st day of January, 2006, but before the issue of this memorandum, the pre-revised table of commutation value for pension will be used for Payment of Commutation of Pension based on pre-revised pay/pension. Such pensioners shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay/pension on implementation of the recommendations of the Fifth Pay Commission. On exercising such option by the pensioner, the revised table of commutation value of pension will be used for the commutation of the additional amount of pension that has become commutable on account of retrospective revision ofpay/pension.

(v) In all cases where the date of retirement/commutation of pension is on or after the date of issue of this memorandum, the revised table of commutation for pension will be used for commutation of pension.

2. The relevant provisions in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats shall be deemed to have been amended to the extent indicated in these orders. Formal amendments to the said rules will be made in due course.

This order issued with the concurrence of the Finance Department vide Pension Branch U/O No. 460-F(Pen) dated 01.09.09.

M.N. Roy

Principal Secretary to the Govt. of West Bengal
Department of Panchayats & R.D.

ANNEXURE-I

REVISED COMMUTATION VALUE FOR A PENSION OF Re. 1 PER ANNUM

in terms of Memo No. No.3942/PN/O/III/2P-39/09 dated, the 3rd September,2009

Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

[Basis LIC(94-96) Ultimate Tables and 8.00% interest]

No.3942/1 (500)/PN/O/III/2P-39/09 Dated, the 3rd September 2009

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1. Pr. Accountant General (A & E), W. B., Treasury Buildings, Kolkata.
2. Accountant General (Audit-I), W. B.,4, Brabourne Road, Kolkata.
3. Accountant General (Audit-II), W. B., 18, Rabindra Sarani, Kolkata.
4. Examiner of Local Accounts, W. B., 4, Brabourne Road, Kolkata.
5. Finance (Budget-I) Deptt.
6. Finance Deptt. (Pension Branch), Hemanta Bhavan, B.B.D. Bag(East).
7. Financial Advisor, P & R.D. Deptt.
8. Director of Pension, Provident fund & Group Insurance, Purta Bhavan, Bidhan Nagar, Kolkata-700 091.
9. Director of Panchayats & R.D., W. B., Panchayat Bhavan, 11 A, K. S. Roy Road, Kolkata-1.
10. Deptt. of Panchayat & R. D. (R.D. Wing), Kolkata.
11. Director, State Institute of Panchayats & R. D., Kalyani, Nadia.
12. District Magistrate,_____(All).
13. Treasury Officer,_____(All).
14. Executive Officer,_____Zilla/Mahakuma Parishad.
15. Addl. Executive Officer,_____Zilla/Mahakuma Parishad.
16. Sub-Divisional Officer,_____(All).
17. District Panchayat & R. D. Officer,
18. Block Development Officer.

Sd/- S.K. Pal
Assistant Secretary to the
Government of West Bengal

Swb-C2-3942-Revision of Pension-Panchayat employees

MEMORANDUM

No.3943/PN/O/III/2P-39/09 Dated 3rd September 09.

Subject : Grant of relief on Pension to the Pensioners/Family Pensioners of Panchayat Bodies with effect from 01.04.2008, 01.06.2008, 01.11.2008, 01.03.2009 and 01.04.2009.

The undersigned is directed to State that consequent upon the revision of Pensionary benefits of the pensioners/family pensioners of Panchayat Bodies in terms of Memo No. 3941/PN/O/III/2P-39/09 dated 03.09.09 and Memo No.3942/PN/O/III/2P-39/09 dated 03.09.09 the Governor has been placed to decide that relief to the Panchayat Pensioners/Family Pensioners shall be paid according to the revised formula as follows:-

Period for which payable	Rate of Dearness Relief per month
01.04.2008 to 31.05.2008	2 %
01.06.2008 to 31.10.2008	6%
01.11.2008 to 28.02.2009	9%
01.03.2009 to 31.03.2009	12%
01.04.2009 onwards	16%

For this purpose of this order:

(i) Pension/family pension in respect of a Panchayat employees who retired or died prior to the 1st day of January, 2006, means the consolidated pension or consolidated family pension, as the case may be, effective from 01 04.2008 in terms of order issued in this Department Memo No.3941 /PN/O/III/2P-39/09 dated 3rd September 2009.

(ii) In Case of pensioner who retire or will retire from service on or after the 1st day of January, 2006 or where family pension is sanctioned for the first time on or after the 1st day of January, 2006, pension/family pension means the basic pension/basic family pension, as the case may be, in terms of this Department Memo No.3942/PN/O/III/2P-39/09 dated 3rd September '09.

(iii) Payment of relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

(iv) Other provisions governing grant of relief to pensioners not mentioned in this order, such as regulation of relief during re-employment, regulation of relief where more than one pension is drawn, etc. will remain unchanged.

(v) For the purpose of payment of relief sanctioned herein the Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authority to Public Sector Banks in Kolkata and the Accountant Generals of other States.

The Treasury Officer will give effect of this order without the authority of the Director of Pension, Provident Fund and Group Insurance, West Bengal.

This order issues with the concurrence of Finance Department, Pension Branch vide U/O. No. 460-F (Pen) dated 01.09.09.

M.N. Roy

Principal Secretary to the Govt. of West Bengal

No. 3943/1(500)/PN/O/III/2P-39/09 Dated, the 3rd September 2009

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17. District Panchayat & R. D. Officer,
18. Block Development Officer.

Sd/- S.K. Pal
Assistant Secretary to the
Government of West Bengal

ANNEXURE - I

Memo No. 3941/PN/O/III/2P-39/09 **Dated : the 3rd September, 2009**

Table showing existing Pension / Family Pension, etc. and consolidated Pension / Family Pension, etc. as on 01.04.2008

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
1300	3300	1356	3300	1412	3300	1468	3318
1301	3300	1357	3300	1413	3300	1469	3320
1302	3300	1358	3300	1414	3300	1470	3323
1303	3300	1359	3300	1415	3300	1471	3325
1304	3300	1360	3300	1416	3300	1472	3327
1305	3300	1361	3300	1417	3300	1473	3329
1306	3300	1362	3300	1418	3300	1474	3332
1307	3300	1363	3300	1419	3300	1475	3334
1308	3300	1364	3300	1420	3300	1476	3336
1309	3300	1365	3300	1421	3300	1477	3339
1310	3300	1366	3300	1422	3300	1478	3341
1311	3300	1367	3300	1423	3300	1479	3343
1312	3300	1368	3300	1424	3300	1480	3345
1313	3300	1369	3300	1425	3300	1481	3348
1314	3300	1370	3300	1426	3300	1482	3350
1315	3300	1371	3300	1427	3300	1483	3352
1316	3300	1372	3300	1428	3300	1484	3354
1317	3300	1373	3300	1429	3300	1485	3357
1318	3300	1374	3300	1430	3300	1486	3359
1319	3300	1375	3300	1431	3300	1487	3361
1320	3300	1376	3300	1432	3300	1488	3363
1321	3300	1377	3300	1433	3300	1489	3366
1322	3300	1378	3300	1434	3300	1490	3368
1323	3300	1379	3300	1435	3300	1491	3370
1324	3300	1380	3300	1436	3300	1492	3372
1325	3300	1381	3300	1437	3300	1493	3375
1326	3300	1382	3300	1438	3300	1494	3377
1327	3300	1383	3300	1439	3300	1495	3379
1328	3300	1384	3300	1440	3300	1496	3381
1329	3300	1385	3300	1441	3300	1497	3384
1330	3300	1386	3300	1442	3300	1498	3386
1331	3300	1387	3300	1443	3300	1499	3388
1332	3300	1388	3300	1444	3300	1500	3390
1333	3300	1389	3300	1445	3300	1501	3393
1334	3300	1390	3300	1446	3300	1502	3395
1335	3300	1391	3300	1447	3300	1503	3397
1336	3300	1392	3300	1448	3300	1504	3400
1337	3300	1393	3300	1449	3300	1505	3402
1338	3300	1394	3300	1450	3300	1506	3404
1339	3300	1395	3300	1451	3300	1507	3406
1340	3300	1396	3300	1452	3300	1508	3409
1341	3300	1397	3300	1453	3300	1509	3411
1342	3300	1398	3300	1454	3300	1510	3413
1343	3300	1399	3300	1455	3300	1511	3415
1344	3300	1400	3300	1456	3300	1512	3418
1345	3300	1401	3300	1457	3300	1513	3420
1346	3300	1402	3300	1458	3300	1514	3422
1347	3300	1403	3300	1459	3300	1515	3424
1348	3300	1404	3300	1460	3300	1516	3427
1349	3300	1405	3300	1461	3302	1517	3429
1350	3300	1406	3300	1462	3305	1518	3431
1351	3300	1407	3300	1463	3307	1519	3433
1352	3300	1408	3300	1464	3309	1520	3436
1353	3300	1409	3300	1465	3311	1521	3438
1354	3300	1410	3300	1466	3314	1522	3440
1355	3300	1411	3300	1467	3316	1523	3442

Table showing existing Pension / Family Pension, etc. and consolidated Pension / Family Pension, etc. as on 01.04.2008

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated BP Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
1524	3445	1580	3571	1636	3698	1692	3824
1300	3300	1356	3300	1412	3300	1468	3318
1301	3300	1357	3300	1413	3300	1469	3320
1302	3300	1358	3300	1414	3300	1470	3323
1303	3300	1359	3300	1415	3300	1471	3325
1304	3300	1360	3300	1416	3300	1472	3327
1305	3300	1361	3300	1417	3300	1473	3329
1306	3300	1362	3300	1418	3300	1474	3332
1307	3300	1363	3300	1419	3300	1475	3334
1308	3300	1364	3300	1420	3300	1476	3336
1309	3300	1365	3300	1421	3300	1477	3339
1310	3300	1366	3300	1422	3300	1478	3341
1311	3300	1367	3300	1423	3300	1479	3343
1312	3300	1368	3300	1424	3300	1480	3345
1313	3300	1369	3300	1425	3300	1481	3348
1314	3300	1370	3300	1426	3300	1482	3350
1315	3300	1371	3300	1427	3300	1483	3352
1316	3300	1372	3300	1428	3300	1484	3354
1317	3300	1373	3300	1429	3300	1485	3357
1318	3300	1374	3300	1430	3300	1486	3359
1319	3300	1375	3300	1431	3300	1487	3361
1320	3300	1376	3300	1432	3300	1488	3363
1321	3300	1377	3300	1433	3300	1489	3366
1322	3300	1378	3300	1434	3300	1490	3368
1323	3300	1379	3300	1435	3300	1491	3370
1324	3300	1380	3300	1436	3300	1492	‘ 3372
1325	3300	1381	3300	1437	3300	1493	3375
1326	3300	1382	3300	1438	3300	1494	3377
1327	3300	1383	3300	1439	3300	1495	3379
1328	3300	1384	3300	1440	3300	1496	3381
1329	3300	1385	3300	1441	3300	1497	3384
1330	3300	1386	3300	1442	3300	1498	3386
1331	3300	1387	3300	1443	3300	1499	3388
1332	3300	1388	3300	1444	3300	1500	3390
1333	3300	1389	3300	1445	3300	1501	3393
1334	3300	1390	3300	1446	3300	1502	3395
1335	3300	1391	3300	1447	3300	1503	3397
1336	3300	1392	3300	1448	3300	1504	3400
1337	3300	1393	3300	1449	3300	1505	3402
1338	3300	1394	3300	1450	3300	1506	3404
1339	3300	1395	3300	1451	3300	1507	3406
1340	3300	1396	3300	1452	3300	1508	3409
1341	3300	1397	3300	1453	3300	1509	3411
1342	3300	1398	3300	1454	3300	1510	3413
1343	3300	1399	3300	1455	3300	1511	3415
1344	3300	1400	3300	1456	3300	1512	3418
1345	3300	1401	3300	1457	3300	1513	3420
1346	3300	1402	3300	1458	3300	1514	3422
1347	3300	1403	3300	1459	3300	1515	3424
1348	3300	1404	3300	1460	3300	1516	3427
1349	3300	1405	3300	1461	3302	1517	3429
1350	3300	1406	3300	1462	3305	1518	3431
1351	3300	1407	3300	1463	3307	1519	3433
1352	3300	1408	3300	1464	3309	1520	3436
1353	3300	1409	3300	1465	3311	1521	3438
1354	3300	1410	3300	1466	3314	1522	3440
1355	3300	1411	3300	1467	3316	1523	3442

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
1524	3445	1580	3571	1636	3698	1692	3824
1525	3447	1581	3574	1637	3700	1693	3827
1526	3449	1582	3576	1638	3702	1694	3829
1527	3452	1583	3578	1639	3705	1695	3831
1528	3454	1584	3580	1640	3707	16%	3833
1529	3456	1585	3583	1641	3709	1697	3836
1530	3458	1586	3585	1642	3711	1698	3838
1531	3461	1587	3587	1643	3714	1699	3840
1532	3463	1588	3589	1644	3716	1700	3842
1533	3465	1589	3592	1645	3718	1701	3845
1534	3467	1590	3594	1646	3720	1702	3847
1535	3470	1591	3596	1647	3723	1703	3849
1536	3472	1592	3598	1648	3725	1704	3852
1537	3474	1593	3601	1649	3727	1705	3854
1538	3476	1594	3603	1650	3729	1706	3856
1539	3479	1595	3605	1651	3732	1707	3858
1540	3481	1596	3607	1652	3734	1708	3861
1541	3483	1597	3610	1653	3736	1709	3863
1542	3485	1598	3612	1654	3739	1710	3865
1543	3488	1599	3614	1655	3741	1711	3867
1544	3490	1600	3616	1656	3743	1712	3870
1545	3492	1601	3619	1657	3745	1713	3872
1546	3494	1602	3621	1658	3748	1714	3874
1547	3497	1603	3623	1659	3750	1715	3876
1548	3499	1604	3626	1660	3752	1716	3879
1549	3501	1605	3628	1661	3754	1717	3881
1550	3503	1606	3630	1662	3757	1718	3883
1551	3506	1607	3632	1663	3759	1719	3885
1552	3508	1608	3635	1664	3761	1720	3888
1553	3510	1609	3637	1665	3763	1721	3890
1554	3513	1610	3639	1666	3766	1722	3892
1555	3515	1611	3641	1667	3768	1723	3894
1556	3517	1612	3644	1668	3770	1724	3897
1557	3519	1613	3646	1669	3772	1725	3899
1558	3522	1614	3648	1670	3775	1726	3901
1559	3524	1615	3650	1671	3777	1727	3904
1560	3526	1616	3653	1672	3779	1728	3906
1561	3528	1617	3655	1673	3781	1729	3908
1562	3531	1618	3657	1674	3784	1730	3910
1563	3533	1619	3659	1675	3786	1731	3913
1564	3535	1620	3662	1676	3788	1732	3915
1565	3537	1621	3664	1677	3791	1733	3917
1566	3540	1622	3666	1678	3793	1734	3919
1567	3542	1623	3668	1679	3795	1735	3922
1568	3544	1624	3671	1680	3797	1736	3924
1569	3546	1625	3673	1681	3800	1737	3926
1570	3549	1626	3675	1682	3802	1738	3928
1571	3551	1627	3678	1683	3804	1739	3931
1572	3553	1628	3680	1684	3806	1740	3933
1573	3555	1629	3682	1685	3809	1741	3935
1574	3558	1630	3684	1686	3811	1742	3937
1575	3560	1631	3687	1687	3813	1743	3940
1576	3562	1632	3689	1688	3815	1744	3942
1577	3565	1633	3691	1689	3818	1745	3944
1578	3567	1634	3693	1690	3820	1746	3946
1579	3569	1635	3696	1691	3822	1747	3949

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated BP Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
1748	3951	1804	4078	1860	4204	1916	4331
1749	3953	1805	4080	1861	4206	1917	4333
1750	3955	1806	4082	1862	4209	1918	4335
1751	3958	1807	4084	1863	4211	1919	4337
1752	3960	1808	4087	1864	4213	1920	4340
1753	3962	1809	4089	1865	4215	1921	4342
1754	3965	1810	4091	1866	4218	1922	4344
1755	3967	1811	4093	1867	4220	1923	4346
1756	3969	1812	4096	1868	4222	1924	4349
1757	3971	1813	4098	1869	4224	1925	4351
1758	3974	1814	4100	1870	4227	1926	4353
1759	3976	1815	4102	1871	4229	1927	4356
1760	3978	1816	4105	1872	4231	1928	4358
1761	3980	1817	4107	1873	4233	1929	4360
1762	3983	1818	4109	1874	4236	1930	4362
1763	3985	1819	4111	1875	4238	1931	4365
1764	3987	1820	4114	1876	4240	1932	4367
1765	3989	1821	4116	1877	4243	1933	4369
1766	3992	1822	4118	1878	4245	1934	4371
1767	3994	1823	4120	1879	4247	1935	4374
1768	3996	1824	4123	1880	4249	1936	4376
1769	3998	1825	4125	1881	4252	1937	4378
1770	4001	1826	4127	1882	4254	1938	4380
1771	4003	1827	4130	1883	4256	1939	4383
1772	4005	1828	4132	1884	4258	1940	4385
1773	4007	1829	4134	1885	4261	1941	4387
1774	4010	1830	4136	1886	4263	1942	4389
1775	4012	1831	4139	1887	4265	1943	4392
1776	4014	1832	4141	1888	4267	1944	4394
1777	4017	1833	4143	1889	4270	1945	43%
1778	4019	1834	4145	1890	4272	1946	4398
1779	4021	1835	4148	1891	4274	1947	4401
1780	4023	1836	4150	1892	4276	1948	4403
1781	4026	1837	4152	1893	4279	1949	4405
1782	4028	1838	4154	1894	4281	1950	4407
1783	4030	1839	4157	1895	4283	1951	4410
1784	4032	1840	4159	1896	4285	1952	4412
1785	4035	1841	4161	1897	4288	1953	4414
1786	4037	1842	4163	1898	4290	1954	4417
1787	4039	1843	4166	1899	4292	1955	4419
1788	4041	1844	4168	1900	4294	1956	4421
1789	4044	1845	4170	1901	4297	1957	4423
1790	4046	1846	4172	1902	4299	1958	4426
1791	4048	1847	4175	1903	4301	1959	4428
1792	4050	1848	4177	1904	4304	1960	4430
1793	4053	1849	4179	1905	4306	1961	4432
1794	4055	1850	4181	1906	4308	1962	4435
1795	4057	1851	4184	1907	4310	1963	4437
1796	4059	1852	4186	1908	4313	1964	4439
1797	4062	1853	4188	1909	4315	1965	4441
1798	4064	1854	4191	1910	4317	1966	4444
1799	4066	1855	4193	1911	4319	1967	4446
1800	4068	1856	4195	1912	4322	1968	4448
1801	4071	1857	4197	1913	4324	1969	4450
1802	4073	1858	4200	1914	4326	1970	4453
1803	4075	1859	4202	1915	4328	1971	4455

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated BP Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
1972	4457	2028	4584	2084	4710	2140	4837
1973	4459	2029	4586	2085	4713	2141	4839
1974	4462	2030	4588	2086	4715	2142	4841
1975	4464	2031	4591	2087	4717	2143	4844
1976	4466	2032	4593	2088	4719	2144	4846
1977	4469	2033	4595	2089	4722	2145	4848
1978	4471	2034	4597	2090	4724	2146	4850
1979	4473	2035	4600	2091	4726	2147	4853
1980	4475	2036	4602	2092	4728	2148	4855
1981	4478	2037	4604	2093	4731	2149	4857
1982	4480	2038	4606	2094	4733	2150	4859
1983	4482	2039	4609	2095	4735	2151	4862
1984	4484	2040	4611	2096	4737	2152	4864
1985	4487	2041	4613	2097	4740	2153	4866
1986	4489	2042	4615	2098	4742	2154	4869
1987	4491	2043	4618	2099	4744	2155	4871
1988	4493	2044	4620	2100	4746	2156	4873
1989	4496	2045	4622	2101	4749	2157	4875
1990	4498	2046	4624	2102	4751	2158	4878
1991	4500	2047	4627	2103	4753	2159	4880
1992	4502	2048	4629	2104	4756	2160	4882
1993	4505	2049	4631	2105	4758	2161	4884
1994	4507	2050	4633	2106	4760	2162	4887
1995	4509	2051	4636	2107	4762	2163	4889
1996	4511	2052	4638	2108	4765	2164	4891
1997	4514	2053	4640	2109	4767	2165	4893
1998	4516	2054	4643	2110	4769	2166	48%
1999	4518	2055	4645	2111	4771	2167	4898
2000	4520	2056	4647	2112	4774	2168	4900
2001	4523	2057	4649	2113	4776	2169	4902
2002	4525	2058	4652	2114	4778	2170	4905
2003	4527'	2059	4654	2115	4780	2171	4907
2004	4530	2060	4656	2116	4783	2172	4909
2005	4532	2061	4658	2117	4785	2173	4911
2006	4534	2062	4661	2118	4787	2174	4914
2007	4536	2063	4663	2119	4789	2175	4916
2008	4539	2064	4665	2120	4792	2176	4918
2009	4541	2065	4667	2121	4794	2177	4921
2010	4543	2066	4670	2122	47%	2178	4923
2011	4545	2067	4672	2123	4798	2179	4925
2012	4548	2068	4674	2124	4801	2180	4927
2013	4550	2069	4676	2125	4803	2181	4930
2014	4552	2070	4679	2126	4805	2182	4932
2015	4554	2071	4681	2127	4808	2183	4934
2016	4557	2072	4683	2128	4810	2184	4936
2017	4559	2073	4685	2129	4812	2185	4939
2018	4561	2074	4688	2130	4814	2186	4941
2019	4563	2075	4690	2131	4817	2187	4943
2020	4566	2076	4692	2132	4819	2188	4945
2021	4568	2077	4695	2133	4821	2189	4948
2022	4570	2078	4697	2134	4823	2190	4950
2023	4572	2079	4699	2135	4826	2191	4952
2024	4575	2080	4701	2136	4828	2192	4954
2025	4577	2081	4704	2137	4830	2193	4957
2026	4579	2082	4706	2138	4832	2194	4959
2027	4582	2083	4708	2139	4835	2195	4%1

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
2196	4963	2252	5090	2308	5217	2364	5343
2197	4966	2253	5092	2309	5219	2365	5345
2198	4968	2254	5095	2310	5221	2366	5348
2199	4970	2255	5097	2311	5223	2367	5350
2200	4972	2256	5099	2312	5226	2368	5352
2201	4975	2257	5101	2313	5228	2369	5354
2202	4977	2258	5104	2314	5230	2370	5357
2203	4979	2259	5106	2315	5232	2371	5359
2204	4982	2260	5108	2316	5235	2372	5361
2205	4984	2261	5110	2317	5237	2373	5363
2206	4986	2262	5113	2318	5239	2374	5366
2207	4988	2263	5115	2319	5241	2375	5368
2208	4991	2264	5117	2320	5244	2376	5370
2209	4993	2265	5119	2321	5246	2377	5373
2210	4995	2266	5122	2322	5248	2378	5375
2211	4997	2267	5124	2323	5250	2379	5377
2212	5000	2268	5126	2324	5253	2380	5379
2213	5002	2269	5128	2325	5255	2381	5382
2214	5004	2270	5131	2326	5257	2382	5384
2215	5006	2271	5133	2327	5260	2383	5386
2216	5009	2272	5135	2328	5262	2384	5388
2217	5011	2273	5137	2329	5264	2385	5391
2218	5013	2274	5140	2330	5266	2386	5393
2219	5015	2275	5142	2331	5269	2387	5395
2220	5018	2276	5144	2332	5271	2388	5397
2221	5020	2277	5147	2333	5273	2389	5400
2222	5022	2278	5149	2334	5275	2390	5402
2223	5024	2279	5151	2335	5278	2391	5404
2224	5027	2280	5153	2336	5280	2392	5406
2225	5029	2281	5156	2337	5282	2393	5409
2226	5031	2282	5158	2338	5284	2394	5411
2227	5034	2283	5160	2339	5287	2395	5413
2228	5036	2284	5162	2340	5289	23%	5415
2229	5038	2285	5165	2341	5291	2397	5418
2230	5040	2286	5167	2342	5293	2398	5420
2231	5043	2287	5169	2343	5296	2399	5422
2232	5045	2288	5171	2344	5298	2400	5424
2233	5047	2289	5174	2345	5300	2401	5427
2234	5049	2290	5176	2346	5302	2402	5429
2235	5052	2291	5178	2347	5305	2403	5431
2236	5054	2292	5180	2348	5307	2404	5434
2237	5056	2293	5183	2349	5309	2405	5436
2238	5058	2294	5185	2350	5311	2406	5438
2239	5061	2295	5187	2351	5314	2407	5440
2240	5063	2296	5189	2352	5316	2408	5443
2241	5065	2297	5192	2353	5318	2409	5445
2242	5067	2298	5194	2354	5321	2410	5447
2243	5070	2299	5196	2355	5323	2411	5449
2244	5072	2300	5198	2356	5325	2412	5452
2245	5074	2301	5201	2357	5327	2413	5454
2246	5076	2302	5203	2358	5330	2414	5456
2247	5079	2303	5205	2359	5332	2415	5458
2248	5081	2304	5208	2360	5334	2416	5461
2249	5083	2305	5210	2361	5336	2417	5463
2250	5085	2306	5212	2362	5339	2418	5465
2251	5088	2307	5214	2363	5341	2419	5467

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
2420	5470	2476	5596	2532	5723	2588	5849
2421	5472	2477	5599	2533	5725	2589	5852
2422	5474	2478	5601	2534	5727	2590	5854
2423	5476	2479	5603	2535	5730	2591	5856
2424	5479	2480	5605	2536	5732	2592	5858
2425	5481	2481	5608	2537	5734	2593	5861
2426	5483	2482	5610	2538	5736	2594	5863
2427	5486	2483	5612	2539	5739	2595	5865
2428	5488	2484	5614	2540	5741	2596	5867
2429	5490	2485	5617	2541	5743	2597	5870
2430	5492	2486	5619	2542	5745	2598	5872
2431	5495	2487	5621	2543	5748	2599	5874
2432	5497	2488	5623	2544	5750	2600	5876
2433	5499	2489	5626	2545	5752	2601	5879
2434	5501	2490	5628	2546	5754	2602	5881
2435	5504	2491	5630	2547	5757	2603	5883
2436	5506	2492	5632	2548	5759	2604	5886
2437	5508	2493	5635	2549	5761	2605	5888
2438	5510	2494	5637	2550	5763	2606	5890
2439	5513	2495	5639	2551	5766	2607	5892
2440	5515	2496	5641	2552	5768	2608	5895
2441	5517	2497	5644	2553	5770	2609	5897
2442	5519	2498	5646	2554	5773	2610	5899
2443	5522	2499	5648	2555	5775	2611	5901
2444	5524	2500	5650	2556	5777	2612	5904
2445	5526	2501	5653	2557	5779	2613	5906
2446	5528	2502	5655	2558	5782	2614	5908
2447	5531	2503	5657	2559	5784	2615	5910
2448	5533	2504	5660	2560	5786	2616	5913
2449	5535	2505	5662	2561	5788	2617	5915
2450	5537	2506	5664	2562	5791	2618	5917
2451	5540	2507	5666	2563	5793	2619	5919
2452	5542	2508	5669	2564	5795	2620	5922
2453	5544	2509	5671	2565	5797	2621	5924
2454	5547	2510	5673	2566	5800	2622	5926
2455	5549	2511	5675	2567	5802	2623	5928
2456	5551	2512	5678	2568	5804	2624	5931
2457	5553	2513	5680	2569	5806	2625	5933
2458	5556	2514	5682	2570	5809	2626	5935
2459	5558	2515	5684	2571	5811	2627	5938
2460	5560	2516	5687	2572	5833	2628	5940
2461	5562	2517	5689	2573	5815	2C29	5942
2462	5565	2518	5691	2574	5818	2630	5944
2463	5567	2519	5693	2575	5820	2631	5947
2464	5569	2520	5696	2576	5822	2632	5949
2465	5571	2521	5698	2577	5825	2633	5951
2466	5574	2522	5700	2578	5827	2634	5953
2467	5576	2523	5702	2579	5829	2635	5956
2468	5578	2524	5705	2580	5831	2636	5958
2469	5580	2525	5707	2581	5834	2637	5960
2470	5583	2526	5709	2582	5836	2638	5962
2471	5585	2527	5712	2583	5838	2639	5965
2472	5587	2528	5714	2584	5840	2640	5967
2473	5589	2529	5716	2585	5843	2641	5969
2474	5592	2530	5718	2586	5845	2642	5971
2475	5594	2531	5721	2587	5847	2643	5974

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated BP Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
2644	5976	2700	6102	2756	6229	2812	6356
2645	5978	2701	6105	2757	6231	2813	6358
2646	5980	2702	6107	2758	6234	2814	6360
2647	5983	2703	6109	2759	6236	2815	6362
2648	5985	2704	6112	2760	6238	2816	6365
2649	5987	2705	6114	2761	6240	2817	6367
2650	5989	2706	6116	2762	6243	2818	6369
2651	5992	2707	6118	2763	6245	2819	6371
2652	5994	2708	6121	2764	6247	2820	6374
2653	5996	2709	6123	2765	6249	2821	6376
2654	5999	2710	6125	2766	6252	2822	6378
2655	6001	2711	6127	2767	6254	2823	6380
2656	6003	2712	6130	2768	6256	2824	6383
2657	6005	2713	6132	2769	6258	2825	6385
2658	6008	2714	6134	2770	6261	2826	6387
2659	6010	2715	6136	2771	6263	2827	6390
2660	6012	2716	6139	2772	6265	2828	6392
2661	6014	2717	6141	2773	6267	2829	6394
2662	6017	2718	6143	2774	6270	2830	6396
2663	6019	2719	6145	2775	6272	2831	6399
2664	6021	2720	6148	2776	6274	2832	6401
2665	6023	2721	6150	2777	6277	2833	6403
2666	6026	2722	6152	2778	6279	2834	6405
2667	6028	2723	6154	2779	6281	2835	6408
2668	6030	2724	6157	2780	6283	2836	6410
2669	6032	2725	6159	2781	6286	2837	6412
2670	6035	2726	6161	2782	6288	2838	6414
2671	6037	2727	6164	2783	6290	2839	6417
2672	6039	2728	6166	2784	6292	2840	6419
2673	6041	2729	6168	2785	6295	2841	6421
2674	6044	2730	6170	2786	6297	2842	6423
2675	6046	2731	6173	2787	6299	2843	6426
2676	6048	2732	6175	2788	6301	2844	6428
2677	6051	2733	6177	2789	6304	2845	6430
2678	6053	2734	6179	2790	6306	2846	6432
2679	6055	2735	6182	2791	6308	2847	6435
2680	6057	2736	6184	2792	6310	2848	6437
2681	6060	2737	6186	2793	6313	2849	6439
2682	6062	2738	6188	2794	6315	2850	6441
2683	6064	2739	6191	2795	6317	2851	6444
2684	6066	2740	6193	2796	6319	2852	6446
2685	6069	2741	6195	2797	6322	2853	6448
2686	6071	2742	6197	2798	6324	2854	6451
2687	6073	2743	6200	2799	6326	2855	6453
2688	6075	2744	6202	2800	6328	2856	6455
2689	6078	2745	6204	2801	6331	2857	6457
2690	6080	2746	6206	2802	6333	2858	6460
2691	6082	2747	6209	2803	6335	2859	6462
2692	6084	2748	6211	2804	6338	2860	6464
2693	6087	2749	6213	2805	6340	2861	6466
2694	6089	2750	6215	2806	6342	2862	6469
2695	6091	2751	6218	2807	6344	2863	6473
26%	6093	2752	6220	2808	6347	2864	6473
2697	6096	2753	6222	2809	6349	2865	6475
2698	6098	2754	6225	2810	6351	2866	6478
2699	6100	2755	6227	2811	6353	2867	6480

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
2868	6482	2924	6609	2980	6735	3036	6862
2869	6484	2925	6611	2981	6738	3037	6864
2870	6487	2926	6613	2982	6740	3038	6866
2871	6489	2927	6616	2983	6742	3039	6869
2872	6491	2928	6618	2984	6744	3040	6871
2873	6493	2929	6620	2985	6747	3041	6873
2874	6496	2930	6622	2986	6749	3042	6875
2875	6498	2931	6625	2987	6751	3043	6878
2876	6500	2932	6627	2988	6753	3044	6880
2877	6503	2933	6629	2989	6756	3045	6882
2878	6505	2934	6631	2990	6758	3046	6884
2879	6507	2935	6634	2991	6760	3047	6887
2880	6509	2936	6636	2992	6762	3048	6889
2881	6512	2937	6638	2993	6765	3049	6891
2882	6514	2938	6640	2994	6767	3050	6893
2883	6516	2939	6643	2995	6769	3051	6896
2884	6518	2940	6645	2996	6771	3052	6898
2885	6521	2941	6647	2997	6774	3053	6900
2886	6523	2942	6649	2998	6776	3054	6903
2887	6525	2943	6652	2999	6778	3055	6905
2888	6527	2944	6654	3000	6780	3056	6907
2889	6530	2945	6656	3001	6783	3057	6909
2890	6532	2946	6658	3002	6785	3058	6912
2891	6534	2947	6661	3003	6787	3059	6914
2892	6536	2948	6663	3004	6790	3060	6916
2893	6539	2949	6665	3005	6792	3061	6918
2894	6541	2950	6667	3006	6794	3062	6921
2895	6543	2951	6670	3007	6796	3063	6923
2896	6545	2952	6672	3008	6799	3064	6925
2897	6548	2953	6674	3009	6801	3065	6927
2898	6550	2954	6677	3010	6803	3066	6930
2899	6552	2955	6679	3011	6805	3067	6932
2900	6554	2956	6681	3012	6808	3068	6934
2901	6557	2957	6683	3013	6810	3069	6936
2902	6559	2958	6686	3014	6812	3070	6939
2903	6561	2959	6688	3015	6814	3071	6941
2904	6564	2960	6690	3016	6817	3072	6943
2905	6566	2961	6692	3017	6819	3073	6945
2906	6568	2962	6695	3018	6821	3074	6948
2907	6570	2963	6697	3019	6823	3075	6950
2908	6573	2964	6699	3020	6826	3076	6952
2909	6575	2965	6701	3021	6828	3077	6955
2910	6577	2966	6704	3022	6830	3078	6957
2911	6579	2967	6706	3023	6832	3079	6959
2912	6582	2968	6708	3024	6835	3080	6961
2913	6584	2969	6710	3025	6837	3081	6964
2914	6586	2970	6713	3026	6839	3082	6966
2915	6588	2971	6715	3027	6842	3083	6968
2916	6591	2972	6717	3028	6844	3084	6970
2917	6593	2973	6719	3029	6846	3085	6973
2918	6595	2974	6722	3030	6848	3086	6975
2919	6597	2975	6724	3031	6851	3087	6977
2920	6600	2976	6726	3032	6853	3088	6979
2921	6602	2977	6729	3033	6855	3089	6982
2922	6604	2978	6731	3034	6857	3090	6984
2923	6606	2979	6733	3035	6860	3091	6986

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
3092	6988	3148	7115	3204	7242	3260	7368
3093	6991	3149	7117	3205	7244	3261	7370
3094	6993	3150	7119	3206	7246	3262	7373
3095	6995	3151	7122	3207	7248	3263	7375
3096	6997	3152	7124	3208	7251	3264	7377
3097	7000	3153	7126	3209	7253	3265	7379
3098	7002	3154	7129	3210	7255	3266	7382
3099	7004	3155	7131	3211	7257	3267	7384
3100	7006	3156	7133	3212	7260	3268	7386
3101	7009	3157	7135	3213	7262	3269	7388
3102	7011	3158	7138	3214	7264	3270	7391
3103	7013	3159	7140	3215	7266	3271	7393
3104	7016	3160	7142	3216	7269	3272	7395
3105	7018	3161	7144	3217	7271	3273	7397
3106	7020	3162	7147	3218	7273	3274	7400
3107	7022	3163	7149	3219	7275	3275	7402
3108	7025	3164	7151	3220	7278	3276	7404
3109	7027	3165	7153	3221	7280	3277	7407
3110	7029	3166	7156	3222	7282	3278	7409
3111	7031	3167	7158	3223	7284	3279	7411
3112	7034	3168	7160	3224	7287	3280	7413
3113	7036	3169	7162	3225	7289	3281	7416
3114	7038	3170	7165	3226	7291	3282	7418
3115	7040	3171	7167	3227	7294	3283	7420
3116	7043	3172	7169	3228	7296	3284	7422
3117	7045	3173	7171	3229	7298	3285	7425
3118	7047	3174	7174	3230	7300	3286	7427
3119	7049	3175	7176	3231	7303	3287	7429
3120	7052	3176	7178	3232	7305	3288	7431
3121	7054	3177	7181	3233	7307	3289	7434
3122	7056	3178	7183	3234	7309	3290	7436
3123	7058	3179	7185	3235	7312	3291	7438
3124	7061	3180	7187	3236	7314	3292	7440
3125	7063	3181	7190	3237	7316	3293	7443
3126	7065	3182	7192	3238	7318	3294	7445
3127	7068	3183	7194	3239	7321	3295	7447
3128	7070	3184	7196	3240	7323	32%	7449
3129	7072	3185	7199	3241	7325	3297	7452
3130	7074	3186	7201	3242	7327	3298	7454
3131	7077	3187	7203	3243	7330	3299	7456
3132	7079	3188	7205	3244	7332	3300	7458
3133	7081	3189	7208	3245	7334	3301	7461
3134	7083	3190	7210	3246	7336	3302	7463
3135	7086	3191	7212	3247	7339	3303	7465
3136	7088	3392	7214	3248	7341	3304	7468
3137	7090	3193	7217	3249	7343	3305	7470
3138	7092	3194	7219	3250	7345	3306	7472
3139	7095	3195	7221	3251	7348	3307	7474
3140	7097	3196	7223	3252	7350	3308	7477
3141	7099	3197	7226	3253	7352	3309	7479
3142	7101	3198	7228	3254	7355	3310	7481
3143	7104	3199	7230	3255	7357	3311	7483
3144	7106	3200	7232	3256	7359	3312	7486
3145	7108	3201	7235	3257	7361	3313	7488
3146	7110	3202	7237	3258	7364	3314	7490
3147	7113	3203	7239	3259	7366	3315	7492

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
3316	7495	3372	7621	3428	7748	3484	7874
3317	7497	3373	7623	3429	7750	3485	7877
3318	7499	3374	7626	3430	7752	3486	7879
3319	7501	3375	7628	3431	7755	3487	7881
3320	7504	3376	7630	3432	7757	3488	7883
3321	7506	3377	7633	3433	7759	3489	7886
3322	7508	3378	7635	3434	7763	3490	7888
3323	7510	3379	7637	3435	7764	3491	7890
3324	7513	3380	7639	3436	7766	3492	7892
3325	7515	3381	7642	3437	7768	3493	7895
3326	7517	3382	7644	3438	7770	3494	7897
3327	7520	3383	7646	3439	7773	3495	7899
3328	7522	3384	7648	3440	7775	3496	7901
3329	7524	3385	7651	3441	7777	3497	7904
3330	7526	3386	7653	3442	7779	3498	7906
3331	7529	3387	7655	3443	7782	3499	7908
3332	7531	3388	7657	3444	7784	3500	7910
3333	7533	3389	7660	3445	7786	3501	7913
3334	7535	3390	7662	3446	7788	3502	7915
3335	7538	3391	7664	3447	7791	3503	7917
3336	7540	3392	7666	3448	7793	3504	7920
3337	7542	3393	7669	3449	7795	3505	7922
3338	7544	3394	7671	3450	7797	3506	7924
3339	7547	3395	7673	3451	7800	3507	7926
3340	7549	3396	7675	3452	7802	3508	7929
3341	7551	3397	7678	3453	7804	3509	7931
3342	7553	3398	7680	3454	7807	3510	7933
3343	7556	3399	7682	3455	7809	3511	7935
3344	7558	3400	7684	3456	7811	3512	7938
3345	7560	3401	7687	3457	7813	3513	7940
3346	7562	3402	7689	3458	7816	3514	7942
3347	7565	3403	7691	3459	7818	3515	7944
3348	7567	3404	7694	3460	7820	3516	7947
3349	7569	3405	7696	3461	7822	3517	7949
3350	7571	3406	7698	3462	7825	3518	7951
3351	7574	3407	7700	3463	7827	3519	7953
3352	7576	3408	7703	3464	7829	3520	7956
3353	7578	3409	7705	3465	7831	3521	7958
3354	7581	3410	7707	3466	7834	3522	7960
3355	7583	3411	7709	3467	7836	3523	7962
3356	7585	3412	7712	3468	7838	3524	7965
3357	7587	3413	7714	3469	7840	3525	7967
3358	7590	3414	7716	3470	7843	3526	7969
3359	7592	3415	7718	3471	7845	3527	7672
3360	7594	3416	7721	3472	7847	3528	7974
3361	7596	3417	7723	3473	7849	3529	7976
3362	7599	3418	7725	3474	7852	3530	7978
3363	7601	3419	7727	3475	7854	3531	7981
3364	7603	3420	7730	3476	7856	3532	7983
3365	7605	3421	7732	3477	7859	3533	7985
3366	7608	3422	7734	3478	7861	3534	7987
3367	7610	3423	7736	3479	7863	3535	7990
3368	7612	3424	7739	3480	7865	3536	7992
3369	7614	3425	7741	3481	7868	3537	7994
3370	7617	3426	7743	3482	7870	3538	7996
3371	7619	3427	7746	3483	7872	3539	7999

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
3540	8001	3596	8127	3652	8254	3708	8381
3541	8003	3597	8130	3653	8256	3709	8383
3542	8005	3598	8132	3654	8259	3710	8385
3543	8008	3599	8334	3655	8261	3711	8387
3544	8010	3600	8136	3656	8263	3712	8390
3545	8012	3601	8139	3657	8265	3713	8392
3546	8014	3602	8141	3658	8268	3714	8394
3547	8017	3603	8143	3659	8270	3715	83%
3548	8019	3604	8146	3660	8272	3716	8399
3549	8021	3605	8148	3661	8274	3717	8401
3550	8023	3606	8150	3662	8277	3718	8403
3551	8026	3607	8152	3663	8279	3719	8405
3552	8028	3608	8155	3664	8281	3720	8408
3553	8030	3609	8157	3665	8283	3721	8410
3554	8033	3610	8159	3666	8286	3722	8412
3555	8035	3611	8161	3667	8288	3723	8414
3556	8037	3612	8164	3668	8290	3724	8417
3557	8039	3613	8166	3669	8292	3725	8419
3558	8042	3614	8168	3670	8295	3726	8421
3559	8044	3615	8170	3671	8297	3727	8424
3560	8046	3616	8173	3672	8299	3728	8426
3561	8048	3617	8175	3673	8301	3729	8428
3562	8051	3618	8177	3674	8304	3730	8430
3563	8053	3619	8179	3675	8306	3731	8433
3564	8055	3620	8182	3676	8308	3732	8435
3565	8057	3621	8184	3677	8311	3733	8437
3566	8060	3622	8186	3678	8313	3734	?8439
3567	8062	3623	8188	3679	8315	3735	8442
3568	8064	3624	8191	3680	8317	3736	8444
3569	8066	3625	8193	3681	8320	3737	8446
3570	8069	3626	8195	3682	8322	3738	8448
3571	8071	3627	8198	3683	8324	3739	8451
3572	8073	3628	8200	3684	8326	3740	8453
3573	8075	3629	8202	3685	8329	3741	8455
3574	8078	3630	8204	3686	8331	3742	8457
3575	8080	3631	8207	3687	8333	3743	8460
3576	8082	3632	8209	3688	8335	3744	8462
3577	8085	3633	8211	3689	8338	3745	8464
3578	8087	3634	8213	3690	8340	3746	8466
3579	8089	3635	8216	3691	8342	3747	8469
3580	8091	3636	8218	3692	8344	3748	8471
3581	8094	3637	8220	3693	8347	3749	8473
3582	8096	3638	8222	3694	8349	3750	8475
3583	8098	3639	8225	3695	8351	3751	8478
3584	8100	3640	8227	3696	8353	3752	8480
3585	8103	3641	8229	3697	8356	3753	8482
3586	8105	3642	8231	3698	8358	3754	8485
3587	8107	3643	8234	3699	8360	3755	8487
3588	8109	3644	8236	3700	8362	3756	8489
3589	8112	3645	8238	3701	8365	3757	8491
3590	8114	3646	8240	3702	8367	3758	8494
3591	8116	3647	8243	3703	8369	3759	84%
3592	8118	3648	8245	3704	8372	3760	8498
3593	8121	3649	8247	3705	8374	3761	8500
3594	8123	3650	8249	3706	8376	3762	8503
3595	8125	3651	8252	3707	8378	3763	8505

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated BP Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
3764	8507	3820	8634	3876	8760	3932	8887
3765	8509	3821	8636	3877	8763	3933	8889
3766	8512	3822	8638	3878	8765	3934	8891
3767	8514	3823	8640	3879	8767	3935	8894
3768	8516	3824	8643	3880	8769	3936	8896
3769	8518	3825	8645	3881	8772	3937	8898
3770	8521	3826	8647	3882	8774	3938	8900
3771	8523	3827	8650	3883	8776	3939	8903
3772	8525	3828	8652	3884	8778	3940	8905
3773	8527	3829	8654	3885	8781	3941	8907
3774	8530	3830	8656	3886	8783	3942	8909
3775	8532	3831	8659	3887	8785	3943	8912
3776	8534	3832	8661	3888	8787	3944	8914
3777	8537	3833	8663	3889	8790	3945	8916
3778	8539	3834	8665	3890	8792	3946	8918
3779	8541	3835	8668	3891	8794	3947	8921
3780	8543	3836	8670	3892	8796	3948	8923
3781	8546	3837	8672	3893	8799	3949	8925
3782	8548	3838	8674	3894	8801	3950	8927
3783	8550	3839	8677	3895	8803	3951	8930
3784	8552	3840	8679	3896	8805	3952	8932
3785	8555	3841	8681	3897	8808	3953	8934
3786	8557	3842	8683	3898	8810	3954	8937
3787	8559	3843	8686	3899	8812	3955	8939
3788	8561	3844	8688	3900	8814	3956	8941
3789	8564	3845	8690	3901	8817	3957	8943
3790	8566	3846	8692	3902	8819	3958	8946
3791	8568	3847	8695	3903	8821	3959	8948
3792	8570	3848	8697	3904	8824	3960	8950
3793	8573	3849	8699	3905	8826	3961	8952
3794	8575	3850	8703	3906	8828	3962	8955
3795	8577	3851	8704	3907	8830	3963	8957
3796	8579	3852	8706	3908	8833	3964	8959
3797	8582	3853	8708	3909	8835	3965	8961
3798	8584	3854	8711	3910	8837	3966	8964
3799	8586	3855	8713	3911	8839	3967	8966
3800	8588	3856	8715	3912	8842	3968	8968
3801	8591	3857	8717	3913	8844	3969	8970
3802	8593	3858	8720	3914	8846	3970	8973
3803	8595	3859	8722	3915	8848	3971	8975
3804	8598	3860	8724	3916	8851	3972	8977
3805	8600	3861	8726	3917	8853	3973	8979
3806	8602	3862	8729	3918	8855	3974	8982
3807	8604	3863	8731	3919	8857	3975	8984
3808	8607	3864	8733	3920	8860	3976	8986
3809	8609	3865	8735	3921	8862	3977	8989
3810	8611	3866	8738	3922	8864	3978	8991
3811	8613	3867	8740	3923	8866	3979	8993
3812	8616	3868	8742	3924	8869	3980	8995
3813	8618	3869	8744	3925	8871	3981	8998
3814	8620	3870	8747	3926	8873	3982	9000
3815	8622	3871	8749	3927	8876	3983	9002
3816	8625	3872	8751	3928	8878	3984	9004
3817	8627	3873	8753	3929	8880	3985	9007
3818	8629	3874	8756	3930	8882	3986	9009
3819	8631	3875	8758	3931	8885	3987	9011

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
3988	9013	4044	9140	4100	9266	4156	9393
3989	9016	4045	9142	4101	9269	4157	9395
3990	9018	4046	9144	4102	9271	4158	9398
3991	9020	4047	9147	4103	9273	4159	9400
3992	9022	4048	9149	4104	9276	4160	9402
3993	9025	4049	9151	4105	9278	4161	9404
3994	9027	4050	9153	4106	9280	4162	9407
3995	9029	4051	9156	4107	9282	4163	9409
3996	9031	4052	9158	4108	9285	4164	9411
3997	9034	4053	9160	4109	9287	4165	9413
3998	9036	4054	9163	4110	9289	4166	9416
3999	9038	4055	9165	4111	9291	4167	9418
4000	9040	4056	9167	4112	9294	4168	9420
4001	9043	4057	9169	4113	9296	4169	9422
4002	9045	4058	9172	4114	9298	4170	9425
4003	9047	4059	9174	4115	9300	4171	9427
4004	9050	4060	9176	4116	9303	4172	9429
4005	9052	4061	9178	4117	9305	4173	9431
4006	9054	4062	9181	4118	9307	4174	9434
4007	9056	4063	9183	4119	9309	4175	9436
4008	9059	4064	9185	4120	9312	4176	9438
4009	9061	4065	9187	4121	9314	4177	9441
4010	9063	4066	9190	4122	9316	4178	9443
4011	9065	4067	9192	4123	9318	4179	9445
4012	9068	4068	9194	4124	9321	4180	9447
4013	9070	4069	9196	4125	9323	4181	9450
4014	9072	4070	9199	4126	9325	4182	-9452
4015	9074	4071	9201	4127	9328	4183	9454
4016	9077	4072	9203	4128	9330	4184	9456
4017	9079	4073	9205	4129	9332	4185	9459
4018	9081	4074	9208	4130	9334	4186	9461
4019	9083	4075	9210	4131	9337	4187	9463
4020	9086	4076	9212	4132	9339	4188	9465
4021	9088	4077	9215	4133	9341	4189	9468
4022	9090	4078	9217	4134	9343	4190	9470
4023	9092	4079	9239	4135	9346	4191	9472
4024	9095	4080	9221	4136	9348	4192	9474
4025	9097	4081	9224	4137	9350	4193	9477
4026	9099	4082	9226	4138	9352	4194	9479
4027	9102	4083	9228	4139	9355	4195	9481
4028	9104	4084	9230	4140	9357	4196	9483
4029	9106	4085	9233	4141	9359	4197	9486
4030	9108	4086	9235	4142	9361	4198	9488
4031	9111	4087	9237	4143	9364	4199	9490
4032	9113	4088	9239	4144	9366	4200	9492
4033	9115	4089	9242	4145	9368	4201	9495
4034	9117	4090	9244	4146	9370	4202	9497
4035	9120	4091	9246	4147	9373	4203	9499
4036	9122	4092	9248	4148	9375	4204	9502
4037	9124	4093	9251	4149	9377	4205	9504
4038	9126	4094	9253	4150	9379	4206	9506
4039	9129	4095	9255	4151	9382	4207	9508
4040	9131	4096	9257	4152	9384	4208	9511
4041	9133	4097	9260	4153	9386	4209	9513
4042	9135	4098	9262	4154	9389	4210	9515
4043	9138	4099	9264	4!55	9391	4211	9517

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated BP Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
4212	9520	4268	9646	4324	9773	4380	9899
4213	9522	4269	9648	4325	9775	4381	9902
4214	9524	4270	9651	4326	9777	4382	9904
4215	9526	4271	9653	4327	9780	4383	9906
4216	9529	4272	9655	4328	9782	4384	9908
4217	9531	4273	9657	4329	9784	4385	9911
4218	9533	4274	9660	4330	9786	4386	9913
4219	9535	4275	9662	4331	9789	4387	9915
4220	9538	4276	9664	4332	9791	4388	9917
4221	9540	4277	9667	4333	9793	4389	9920
4222	9542	4278	9669	4334	9795	4390	9922
4223	9544	4279	9671	4335	9798	4391	9924
4224	9547	4280	9673	4336	9800	4392	9926
4225	9549	4281	9676	4337	9802	4393	9929
4226	9551	4282	9678	4338	9804	4394	9931
4227	9554	4283	9680	4339	9807	4395	9933
4228	9556	4284	9682	4340	9809	4396	9935
4229	9558	4285	9685	4341	9811	4397	9938
4230	9560	4286	9687	4342	9813	4398	9940
4231	9563	4287	9689	4343	9816	4399	9942
4232	9565	4288	9691	4344	9818	4400	9944
4233	9567	4289	9694	4345	9820	4401	9947
4234	9569	4290	9696	4346	9822	4402	9949
4235	9572	4291	9698	4347	9825	4403	9951
4236	9574	4292	9700	4348	9827	4404	9954
4237	9576	4293	9703	4349	9829	4405	9956
4238	9578	4294	9705	4350	9831	4406	9958
4239	9581	4295	9707	4351	9834	4407	9960
4240	9583	4296	9709	4352	9836	4408	9963
4241	9585	4297	9712	4353	9838	4409	9965
4242	9587	4298	9714	4354	9841	4410	9967
4243	9590	4299	9716	4355	9843	4411	9969
4244	9592	4300	9718	4356	9845	4412	9972
4245	9594	4301	9721	4357	9847	4413	9974
4246	9596	4302	9723	4358	9850	4414	9976
4247	9599	4303	9725	4359	9852	4415	9978
4248	9601	4304	9728	4360	9854	4416	9981
4249	9603	4305	9730	4361	9856	4417	9983
4250	9605	4306	9732	4362	9859	4418	9985
4251	9608	4307	9734	4363	9861	4419	9987
4252	9610	4308	9737	4364	9863	4420	9990
4253	9612	4309	9739	4365	9865	4421	9992
4254	9615	4310	9741	4366	9868	4422	9994
4255	9617	4311	9743	4367	9870	4423	9996
4256	9619	4312	9746	4368	9872	4424	9999
4257	9621	4313	9748	4369	9874	4425	10001
4258	9624	4314	9750	4370	9877	4426	10003
4259	9626	4315	9752	4371	9879	4427	10006
4260	9628	4316	9755	4372	9881	4428	10008
4261	9630	4317	9757	4373	9883	4429	10010
4262	9633	4318	9759	4374	9886	4430	10012
4263	9635	4319	9761	4375	9888	4431	10015
4264	9637	4320	9764	4376	9890	4432	10017
4265	9639	4321	9766	4377	9893	4433	10019
4266	9642	4322	9768	4378	9895	4434	10021
4267	9644	4323	9770	4379	9897	4435	10024

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
4436	10026	4492	10152	4548	10279	4604	10406
4437	10028	4493	10155	4549	10281	4605	10408
4438	10030	4494	10157	4550	10283	4606	10410
4439	10033	4495	10159	4551	10286	4607	10412
4440	10035	4496	10161	4552	10288	4608	10415
4441	10037	4497	10164	4553	10290	4609	10417
4442	10039	4498	10166	4554	10293	4610	10419
4443	10042	4499	10168	4555	10295	4611	10421
4444	10044	4500	10170	4556	10297	4612	10424
4445	10046	4501	10173	4557	10299	4613	10426
4446	10048	4502	10175	4558	10302	4614	10428
4447	10051	4503	10177	4559	10304	4615	10430
4448	10053	4504	10180	4560	10306	4616	10433
4449	10055	4505	10182	4561	10308	4617	10435
4450	10057	4506	10184	4562	10311	4618	10437
4451	10060	4507	10186	4563	10313	4619	10439
4452	10062	4508	10189	4564	10315	4620	10442
4453	10064	4509	10191	4565	10317	4621	10444
4454	10067	4510	10193	4566	10320	4622	10446
4455	10069	4511	10195	4567	10322	4623	10448
4456	10071	4512	10198	4568	10324	4624	10451
4457	10073	4513	10200	4569	10326	4625	10453
4458	10076	4514	10202	4570	10329	4626	10455
4459	10078	4515	10204	4571	10331	4627	10458
4460	10080	4516	10207	4572	10333	4628	10460
4461	10082	4517	10209	4573	10335	4629	10462
4462	10085	4518	10211	4574	10338	4630	10464
4463	10087	4519	10213	4575	10340	4631	10467
4464	10089	4520	10216	4576	10342	4632	10469
4465	10091	4521	10218	4577	10345	4633	10471
4466	10094	4522	10220	4578	10347	4634	10473
4467	10096	4523	10222	4579	10349	4635	10476
4468	10098	4524	10225	4580	10351	4636	10478
4469	10100	4525	10227	4581	10354	4637	10480
4470	10103	4526	10229	4582	10356	4638	10482
4471	10105	4527	10232	4583	10358	4639	10485
4472	10107	4528	10234	4584	10360	4640	10487
4473	10109	4529	10236	4585	10363	4641	10489
4474	10112	4530	10238	4586	10365	4642	10491
4475	10114	4531	10241	4587	10367	.4643	10494
4476	10116	4532	10243	4588	10369	4644	10496
4477	10119	4533	10245	4589	10372	4645	10498
4478	10121	4534	10247	4590	10374	4646	10500
4479	10123	4535	10250	4591	10376	4647	10503
4480	10125	4536	10252	4592	10378	4648	10505
4481	10128	4537	10254	4593	10381	4649	10507
4482	10130	4538	10256	4594	10383	4650	10509
4483	10132	4539	10259	4595	10385	4651	10512
4484	10134	4540	10261	4596	10387	4652	10514
4485	10137	4541	10263	4597	10390	4653	10516
4486	10139	4542	10265	4598	10392	4654	10519
4487	10141	4543	10268	4599	10394	4655	10521
4488	10143	4544	10270	4600	10396	4656	10523
4489	10146	4545	10272	4601	10399	4657	10525
4490	10148	4546	10274	4602	10401	4658	10528
449!	10150	4547	10277	4603	10403	4659	10530

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
4660	10532	4716	10659	4772	10785	4828	10912
4661	10534	4717	10661	4773	10787	4829	10914
4662	10537	4718	10663	4774	10790	4830	10916
4663	10539	4719	10665	4775	10792	4831	10919
4664	10541	4720	10668	4776	10794	4832	10921
4665	10543	4721	10670	4777	10797	4833	10923
4666	10546	4722	10672	4778	10799	4834	10925
4667	10548	4723	10674	4779	10801	4835	10928
4668	10550	4724	10677	4780	10803	4836	10930
4669	10552	4725	10679	4781	10806	4837	10932
4670	10555	4726	10681	4782	10808	4838	10934
4671	10557	4727	30684	4783	10810	4839	10937
4672	10559	4728	10686	4784	10812	4840	10939
4673	10561	4729	10688	4785	10815	4843	10941
4674	10564	4730	10690	4786	10817	4842	10943
4675	10566	4731	10693	4787	10819	4843	10946
4676	10568	4732	10695	4788	10821	4844	10948
4677	10571	4733	10697	4789	10824	4845	10950
4678	10573	4734	10699	4790	10826	4846	10952
4679	10575	4735	10702	4791	10828	4847	10955
4680	10577	4736	10704	4792	10830	4848	10957
4681	10580	4737	10706	4793	10833	4849	10959
4682	10582	4738	10708	4794	10835	4850	10961
4683	10584	4739	10711	4795	10837	4851	10964
4684	10586	4740	10713	4796	10839	4852	10966
4685	10589	4741	10715	4797	10842	4853	10968
4686	10591	4742	10717	4798	10844	4854	10971
4687	10593	4743	10720	4799	10846	4855	10973
4688	10595	4744	10722	4800	10848	4856	10975
4689	10598	4745	10724	4801	10851	4857	10977
4690	10600	4746	10726	4802	10853	4858	10980
4691	10602	4747	10729	4803	10855	4859	10982
4692	10604	4748	10731	4804	10858	4860	10984
4693	10607	4749	10733	4805	10860	4861	10986
4694	10609	4750	10735	4806	10862	4862	10989
4695	10611	4751	10738	4807	10864	4863	10991
4696	10613	4752	10740	4808	10867	4864	10993
4697	10616	4753	10742	4809	10869	4865	10995
4698	10618	4754	10745	4810	10871	4866	10998
4699	10620	4755	10747	4811	10873	4867	11000
4700	10622	4756	10749	4812	10876	4868	11002
4701	10625	4757	10751	4813	10878	4869	11004
4702	10627	4758	10754	4814	10880	4870	11007
4703	10629	4759	10756	4815	10882	4871	11009
4704	10632	4760	10758	4816	10885	4872	11011
4705	10634	4761	10760	4817	10887	4873	11013
4706	10636	4762	10763	4818	10889	4874	11016
4707	10638	4763	10765	4819	10891	4875	11018
4708	10641	4764	10767	4820	10894	4876	11020
4709	10643	4765	10769	4821	108%	4877	11023
4710	10645	4766	10772	4822	10898	4878	11025
4711	10647	4767	10774	4823	10900	4879	11027
4712	10650	4768	10776	4824	10903	4880	11029
4713	10652	4769	10778	4825	10905	4881	11032
4714	10654	4770	10781	4826	10907	4882	11034
4715	10656	4771	10783	4827	10910	4883	11036

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
4884	11038	4940	11165	4996	11291	5052	11418
4885	11041	4941	11167	4997	11294	5053	11420
4886	11043	4942	11169	4998	11296	5054	11423
4887	11045	4943	11172	4999	11298	5055	11425
4888	11047	4944	11174	5000	11300	5056	11427
4889	11050	4945	11176	5001	11303	5057	11429
4890	11052	4946	11178	5002	11305	5058	11432
4891	11054	4947	11181	5003	11307	5059	11434
4892	11056	4948	11183	5004	11310	5060	11436
4893	11059	4949	11185	5005	11312	5061	11438
4894	11061	4950	11187	5006	11314	5062	11441
4895	11063	4951	11190	5007	11316	5063	11443
4896	11065	4952	11192	5008	11319	5064	11445
4897	11068	4953	11194	5009	11321	5065	11447
4898	11070	4954	11197	5010	11323	5066	11450
4899	11072	4955	11199	5011	11325	5067	11452
4900	11074	4956	11201	5012	11328	5068	11454
4901	11077	4957	11203	5013	11330	5069	11456
4902	11079	4958	11206	5014	11332	5070	11459
4903	11081	4959	11208	5015	11334	5071	11461
4904	11084	4960	11210	5016	11337	5072	11463
4905	11086	4961	11212	5017	11339	5073	11465
4906	11088	4962	11215	5018	11341	5074	11468
4907	11090	4963	11217	5019	11343	5075	11470
4908	11093	4964	11219	5020	11346	5076	11472
4909	11095	4965	11221	5021	11348	5077	11475
4910	11097	4966	11224	5022	11350	5078	11477
4911	11099	4967	11226	5023	11352	5079	11479
4912	11102	4968	13228	5024	11355	5080	11481
4913	11104	4969	11230	5025	11357	5081	11484
4914	11106	4970	11233	5026	11359	5082	11486
4915	11108	4971	11235	5027	11362	5083	11488
4916	11111	4972	11237	5028	11364	5084	11490
4917	11113	4973	11239	5029	11366	5085	11493
4918	11115	4974	11242	5030	11368	5086	11495
4919	11117	4975	11244	5031	11371	5087	11497
4920	11120	4976	11246	5032	11373	5088	11499
4921	11122	4977	11249	5033	11375	5089	11502
4922	11124	4978	11251	5034	11377	5090	11504
4923	11126	4979	11253	5035	11380	5091	11506
4924	11129	4980	11255	5036	11382	5092	11508
4925	11131	4981	11258	5037	11384	5093	11511
4926	11133	4982	11260	5038	11386	5094	11513
4927	11136	4983	11262	5039	11389	5095	11515
4928	11138	4984	11264	5040	11391	50%	11517
4929	11140	4985	11267	5041	11393	5097	11520
4930	11142	4986	11269	5042	U395	5098	II522
4931	11145	4987	11271	5043	11398	5099	11524
4932	11147	4988	11273	5044	11400	5100	11526
4933	11149	4989	11276	5045	11402	5101	11529
4934	11151	4990	11278	5046	11404	5102	11531
4935	11154	4991	11280	5047	11407	5103	11533
4936	11156	4992	11282	5048	11409	5104	11536
4937	11158	4993	11285	5049	11411	5105	11538
4938	11160	4994	11287	5050	31413	5106	11540
4939	11163	4995	11289	5051	11416	5107	11542

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
5108	11545	5164	11671	5220	11798	5276	11924
5109	11547	5165	11673	5221	11800	5277	11927
5110	11549	5166	11676	5222	11802	5278	11929
5111	11551	5167	11678	5223	11804	5279	11931
5112	11554	5168	11680	5224	11807	5280	11933
5113	11556	5169	11682	5225	11809	5281	11936
5114	11558	5170	11685	5226	11811	5282	11938
5115	11560	5171	11687	5227	11814	5283	11940
5116	11563	5172	11689	5228	11816	5284	11942
5117	11565	5173	11691	5229	11818	5285	11945
5118	11567	5174	11694	5230	11820	5286	11947
5119	11569	5175	11696	5231	11823	5287	11949
5120	11572	5176	11698	5232	11825	5288	11951
5121	11574	5177	11701	5233	11827	5289	11954
5122	11576	5178	11703	5234	11829	5290	11956
5123	11578	5179	11705	5235	11832	5291	11958
5124	11581	5180	11707	5236	11834	5292	11960
5125	11583	5181	11710	5237	11836	5293	11963
5126	11585	5182	11712	5238	11838	5294	11965
5127	11588	5183	11714	5239	11841	5295	11967
5128	11590	5184	11716	5240	11843	5296	11969
5129	11592	5185	11719	5241	11845	5297	11972
5130	11594	5186	11721	5242	11847	5298	11974
5131	13597	5187	11723	5243	11850	5299	11976
5132	11599	5188	11725	5244	11852	5300	11978
5133	11601	5189	11728	5245	11854	5301	11981
5134	11603	5190	11730	5246	11856	5302	11983
5135	11606	5191	11732	5247	11859	5303	11985
5136	11608	5192	11734	5248	11861	5304	11988
5137	11610	5193	11737	5249	11863	5305	11990
5138	11612	5194	11739	5250	11865	5306	11992
5139	11615	5195	11741	525I	11868	5307	11994
5140	11617	5196	11743	5252	11870	5308	11997
5141	11619	5197	11746	5253	11872	5309	11999
5142	11621	5198	11748	5254	11875	5310	12001
5143	11624	5199	11750	5255	11877	5311	12003
5144	11626	5200	11752	5256	11879	5312	12006
5145	11628	5201	11755	5257	11881	5313	12008
5146	11630	5202	11757	5258	11884	5314	12010
5147	11633	5203	11759	5259	11886	5315	12012
5148	11635	5204	11762	5260	11888	5336	12015
5149	11637	5205	11764	5261	11890	5317	12017
5150	11639	5206	11766	5262	11893	5318	12019
5151	11642	5207	11768	5263	11895	5319	12021
5152	11644	5208	11771	5264	11897	5320	12024
5153	11646	5209	11773	5265	11899	5321	12026
5154	11649	5210	11775	5266	11902	5322	12028
5155	11651	5211	11777	5267	11904	5323	12030
5156	11653	5212	11780	5268	11906	5324	12033
5157	11655	5213	11782	5269	11908	5325	12035
5158	11658	5214	11784	5270	11911	5326	12037
5159	11660	5215	11786	5271	11913	5327	12040
5160	11662	5216	11789	5272	11915	5328	12042
5161	11664	5217	11791	5273	11917	5329	12044
5162	11667	5218	11793	5274	11920	5330	12046
5163	11669	5219	11795	5275	11922	5331	12049

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
5332	12051	5388	12177	5444	12304	5500	12430
5333	12053	5389	12180	5445	12306	5501	12433
5334	12055	5390	12182	5446	12308	5502	12435
5335	12058	5391	12184	5447	12311	5503	12437
5336	12060	5392	12186	5448	12313	5504	12440
5337	12062	5393	12189	5449	12315	5505	12442
5338	12064	5394	12191	5450	12317	5506	12444
5339	12067	5395	12193	5451	12320	5507	32446
5340	12069	5396	12195	5452	12322	5508	12449
5341	12071	5397	12198	5453	12324	5509	12451
5342	12073	5398	12200	5454	12327	5510	12453
5343	12076	5399	12202	5455	12329	5511	12455
5344	12078	5400	32204	5456	12331	5512	12458
5345	12080	5401	12207	5457	12333	5513	12460
5346	12082	5402	12209	5458	12336	5514	12462
5347	12085	5403	12211	5459	12338	5515	12464
5348	12087	5404	12214	5460	12340	5516	12467
5349	12089	5405	12216	5461	12342	5517	12469
5350	12091	5406	12218	5462	12345	5518	12471
5351	12094	5407	12220	5463	12347	5519	12473
5352	12096	5408	12223	5464	12349	5520	12476
5353	12098	5409	12225	5465	12351	5521	12478
5354	12101	5410	12227	5466	12354	5522	12480
5355	12103	5411	12229	5467	12356	5523	12482
5356	12105	5412	12232	5468	12358	5524	12485
5357	12107	5413	12234	5469	12360	5525	12487
5358	12110	5414	12236	5470	12363	5526	12489
5359	12112	5415	12238	5471	12365	5527	12492
5360	12114	5416	12241	5472	12367	5528	12494
5361	12116	5417	12243	5473	12369	5529	12496
5362	12119	5418	12245	5474	12372	5530	12498
5363	12121	5419	12247	5475	12374	5531	12501
5364	12123	5420	12250	5476	12376	5532	12503
5365	12125	5421	12252	5477	12379	5533	12505
5366	12128	5422	12254	5478	12381	5534	12507
5367	12130	5423	12256	5479	12383	5535	12510
5368	12132	5424	12259	5480	12385	5536	12512
5369	12134	5425	12261	5481	12388	5537	12514
5370	12137	5426	12263	5482	12390	5538	12516
5371	12139	5427	12266	5483	12392	5539	12519
5372	12141	5428	12268	5484	12394	5540	12521
5373	12143	5429	12270	5485	12397	5541	12523
5374	12146	5430	12272	5486	12399	5542	12525
5375	12148	5431	12275	5487	12401	5543	12528
5376	12150	5432	12277	5488	12403	5544	12530
5377	12153	5433	12279	5489	12406	5545	12532
5378	12155	5434	12281	5490	12408	5546	12534
5379	12157	5435	12284	5491	12410	5547	12537
5380	12159	5436	12286	5492	12412	5548	12539
5381	12162	5437	12288	5493	12415	5549	12541
5382	12164	5438	12290	5494	12417	5550	12543
5383	12166	5439	12293	5495	12419	5551	12546
5384	12168	5440	12295	5496	12421	5552	12548
5385	12171	5441	12297	5497	12424	5553	12550
5386	12173	5442	12299	5498	12426	5554	12553
5387	12175	5443	12302	5499	12428	5555	12555

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
5556	12557	5612	12684	5668	12810	5724	12937
5557	12559	5613	12686	5669	12812	5725	12939
5558	12562	5614	12688	5670	12815	5726	12941
5559	12564	5615	12690	5673	12817	5727	12944
5560	12566	5616	12693	5672	12819	5728	12946
5561	12568	5617	12695	5673	12821	5729	12948
5562	12571	5618	12697	5674	12824	5730	12950
5563	12573	5619	12699	5675	12826	5731	12953
5564	12575	5620	12702	5676	12828	5732	12955
5565	12577	5621	12704	5677	12831	5733	12957
5566	12580	5622	12706	5678	12833	5734	12959
5567	12582	5623	12708	5679	12835	5735	12962
5568	12584	5624	12711	5680	12837	5736	12964
5569	12586	5625	12713	5681	12840	5737	12966
5570	12589	5626	12715	5682	12842	5738	12968
5571	12591	5627	12718	5683	12844	5739	12971
5572	12593	5628	12720	5684	12846	5740	12973
5573	12595	5629	12722	5685	12849	5741	12975
5574	12598	5630	12724	5686	12851	5742	12977
5575	12600	5631	12727	5687	12853	5743	12980
5576	12602	5632	12729	5688	12855	5744	12982
5577	12605	5633	12731	5689	12858	5745	12984
5578	12607	5634	12733	5690	12860	5746	12986
5579	12609	5635	12736	5691	12862	5747	12989
5580	12611	5636	12738	5692	12864	5748	12991
5581	12614	5637	12740	5693	12867	5749	12993
5582	12616	5638	12742	5694	12869	5750	12995
5583	12618	5639	12745	5695	12871	5751	12998
5584	12620	5640	12747	5696	12873	5752	13000
5585	12623	5641	12749	5697	12876	5753	13002
5586	12625	5642	12751	5698	12878	5754	13005
5587	12627	5643	12754	5699	12880	5755	13007
5588	12629	5644	12756	5700	12882	5756	13009
5589	12632	5645	12758	5701	12885	5757	13011
5590	12634	5646	12760	5702	12887	5758	13014
5591	12636	5647	12763	5703	12889	5759	13016
5592	12638	5648	12765	5704	12892	5760	13018
5593	12641	5649	12767	5705	12894	5761	13020
5594	12643	5650	12769	5706	12896	5762	13023
5595	12645	5651	12772	5707	12898	5763	13025
5596	12647	5652	12774	5708	12901	5764	13027
5597	12650	5653	12776	5709	12903	5765	13029
5598	12652	5654	12779	5710	12905	5766	13032
5599	12654	5655	12781	5711	12907	5767	13034
5600	12656	5656	12783	5712	12910	5768	13036
5601	12659	5657	12785	5713	12912	5769	13038
5602	12661	5658	12788	5714	12914	5770	13041
5603	12663	5659	12790	5715	12916	5771	13043
5604	12666	5660	12792	5716	12919	5772	13045
5605	12668	5661	12794	5717	12921	5773	13047
5606	12670	5662	12797	5718	12923	5774	13050
5607	12672	5663	12799	5719	12925	5775	13052
5608	12675	5664	12801	5720	12928	5776	13054
5609	12677	5665	12803	5721	12930	5777	13057
5610	12679	5666	12806	5722	12932	5778	13059
5611	12681	5667	12808	5723	12934	5779	13061

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
5780	13063	5836	13190	5892	13316	5948	13443
5781	13066	5837	13192	5893	13319	5949	13445
5782	13068	5838	13194	5894	13321	5950	13447
5783	13070	5839	13197	5895	13323	5951	13450
5784	13072	5840	13199	5896	13325	5952	13452
5785	13075	5841	13201	5897	13328	5953	13454
5786	13077	5842	13203	5898	13330	5954	13457
5787	13079	5843	13206	5899	13332	5955	13459
5788	13081	5844	13208	5900	13334	5956	13461
5789	13084	5845	13210	5901	13337	5957	13463
5790	13086	5846	13212	5902	13339	5958	13466
5791	13088	5847	13215	5903	13341	5959	13468
5792	13090	5848	13217	5904	13344	5960	13470
5793	13093	5849	13219	5905	13346	5961	13472
5794	13095	5850	13221	5906	13348	5962	13475
5795	13097	5851	13224	5907	13350	5963	13477
5796	13099	5852	13226	5908	33353	5964	13479
5797	13102	5853	13228	5909	13355	5965	13481
5798	13104	5854	13231	5910	13357	5966	13484
5799	13106	5855	13233	5911	13359	5967	13486
5800	13108	5856	13235	5912	13362	5968	13488
5801	13111	5857	13237	5913	13364	5969	13490
5802	13113	5858	13240	5914	13366	5970	13493
5803	13115	5859	13242	5915	13368	5971	33495
5804	13118	5860	13244	5916	13371	5972	13497
5805	13120	5861	13246	5937	13373	5973	13499
5806	13122	5862	13249	5918	13375	5974	13502
5807	13124	5863	13251	5919	13377	5975	13504
5808	13127	5864	13253	5920	13380	5976	13506
5809	13129	5865	13255	5921	13382	5977	13509
5810	13131	5866	13258	5922	13384	5978	13511
5811	13133	5867	13260	5923	13386	5979	13513
5812	13136	5868	13262	5924	13389	5980	13515
5813	13138	5869	13264	5925	13391	5981	13518
5814	13140	5870	13267	5926	13393	5982	13520
5815	13142	5871	13269	5927	13396	5983	13522
5816	13145	5872	13271	5928	13398	5984	13524
5817	13147	5873	13273	5929	13400	5985	13527
5818	13149	5874	13276	5930	13402	5986	13529
5819	13151	5875	13278	5931	13405	5987	13531
5820	13154	5876	13280	5932	13407	5988	13533
5821	13156	5877	13283	5933	13409	5989	13536
5822	13158	5878	13285	5934	13411	5990	13538
5823	13160	5879	13287	5935	13414	5991	13540
5824	13163	5880	13289	5936	13416	5992	13542
5825	13165	5881	13292	5937	13418	5993	13545
5826	13167	5882	13294	5938	13420	5994	13547
5827	13170	5883	13296	5939	13423	5995	13549
5828	13172	5884	13298	5940	13425	5996	13551
5829	13174	5885	13301	5941	13427	5997	13554
5830	13176	5886	13303	5942	13429	5998	13556
5831	13179	5887	13305	5943	13432	5999	13558
5832	13181	5888	13307	5944	13434	6000	13560
5833	13183	5889	13310	5945	13436	6001	13563
5834	13185	5890	13312	5946	13438	6002	13565
5835	13188	5891	13314	5947	13441	6003	13567

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
6004	13570	6060	13696	6116	13823	6172	13949
6005	13572	6061	13698	6117	13825	6173	13951
6006	13574	6062	13701	6118	13827	6174	13954
6007	13576	6063	13703	6119	13829	6175	13956
6008	13579	6064	13705	6120	13832	6176	13958
6009	13581	6065	13707	6121	13834	6177	13961
6010	13583	6066	13710	6122	13836	6178	13963
6011	13585	6067	13712	6123	13838	6179	13965
6012	13588	6068	13714	6124	13841	6380	13967
6013	13590	6069	13716	6125	13843	6181	13970
6014	13592	6070	13719	6126	13845	6182	13972
6015	13594	6071	13721	6127	13848	6183	13974
6016	13597	6072	13723	6128	13850	6184	13976
6017	13599	6073	13725	6129	13852	6185	13979
6018	13601	6074	13728	6130	13854	6186	13981
6019	13603	6075	13730	6131	13857	6187	13983
6020	13606	6076	13732	6132	13859	6188	13985
6021	13608	6077	13735	6133	13861	6189	13988
6022	13610	6078	13737	6334	13863	6190	13990
6023	13612	6079	13739	6135	13866	6191	13992
6024	13615	6080	13741	6136	13868	6192	13994
6025	13617	6081	13744	6137	13870	6193	13997
6026	13619	6082	13746	6138	13872	6194	13999
6027	13622	6083	13748	6139	13875	6195	14001
6028	13624	6084	13750	6140	13877	6196	14003
6029	13626	6085	13753	6141	13879	6197	14006
6030	13628	6086	13755	6142	13881	6198	14008
6031	13631	6087	13757	6143	13884	6199	14010
6032	13633	6088	13759	6144	13886	6200	14012
6033	13635	6089	13762	6145	13888	6201	14015
6034	13637	6090	13764	6146	13890	6202	14017
6035	13640	6091	13766	6147	13893	6203	14019
6036	13642	6092	13768	6148	13895	6204	14022
6037	13644	6093	13771	6149	13897	6205	14024
6038	13646	6094	13773	6150	13899	6206	14026
6039	13649	6095	13775	6151	13902	6207	14028
6040	13651	6096	13777	6152	13904	6208	14031
6041	13653	6097	13780	6153	13906	6209	14033
6042	13655	6098	13782	6154	13909	6210	14035
6043	13658	6099	13784	6155	13911	6211	14037
6044	13660	6100	13786	6156	13913	6212	14040
6045	13662	6101	13789	6157	13915	6213	14042
6046	13664	6102	13791	6158	13918	6214	14044
6047	13667	6103	13793	6159	13920	6215	14046
6048	13669	6104	13796	6160	13922	6216	14049
6049	13671	6105	13798	6161	13924	6217	14051
6050	13673	6106	13800	6162	13927	6238	14053
6051	13676	6107	13802	6163	13929	6219	14055
6052	13678	6108	13805	6164	13931	6220	14058
6053	13680	6109	13807	6165	13933	6221	14060
6054	13683	6110	13809	6166	13936	6222	14062
6055	13685	6111	13811	6167	13938	6223	14064
6056	13687	6112	13814	6168	13940	6224	14067
6057	13689	6113	13816	6169	13942	6225	14069
6058	13692	6114	13818	6170	33945	6226	14071
6059	13694	6115	13820	6171	13947	6227	14074

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
6228	14076	6284	14202	6340	14329	6396	14455
6229	14078	6285	14205	6341	14331	6397	14458
6230	14080	6286	14207	6342	14333	6398	14460
6231	14083	6287	14209	6343	14336	6399	14462
6232	14085	6288	14211	6344	14338	6400	14464
6233	14087	6289	14214	6345	14340	6401	14467
6234	14089	6290	14216	6346	14342	6402	14469
6235	14092	6291	14218	6347	14345	6403	14471
6236	14094	6292	14220	6348	14347	6404	14474
6237	14096	6293	14223	6349	14349	6405	14476
6238	14098	6294	14225	6350	14351	6406	14478
6239	14101	6295	14227	6351	14354	6407	14480
6240	14103	6296	14229	6352	14356	6408	14483
6241	14105	6297	14232	6353	14358	6409	14485
6242	14107	6298	14234	6354	14361	6410	14487
6243	14110	6299	14236	6355	14363	6411	14489
6244	14112	6300	14238	6356	14365	6412	14492
6245	14114	6301	14241	6357	14367	6413	14494
6246	14116	6302	14243	6358	14370	6414	14496
6247	14119	6303	14245	6359	14372	6415	14498
6248	14121	6304	14248	6360	14374	6416	14501
6249	14123	6305	14250	6361	14376	6417	14503
6250	14125	6306	14252	6362	14379	6418	14505
6251	14128	6307	14254	6363	14381	6419	14507
6252	14130	6308	14257	6364	14383	6420	14510
6253	14132	6309	14259	6365	14385	6421	14512
6254	14135	6310	14261	6366	14388	6422	.14514
6255	14137	6311	14263	6367	14390	6423	14516
6256	14139	6312	14266	6368	14392	6424	14519
6257	14141	6313	14268	6369	14394	6425	14521
6258	14144	6314	14270	6370	14397	6426	14523
6259	14146	6315	14272	6371	14399	6427	14526
6260	14148	6316	14275	6372	14401	6428	14528
6261	14150	6317	14277	6373	14403	6429	14530
6262	14153	6318	14279	6374	14406	6430	14532
6263	14155	6319	14281	6375	14408	6431	14535
6264	14157	6320	14284	6376	14410	6432	14537
6265	14159	6321	14286	6377	14413	6433	14539
6266	14162	6322	14288	6378	14415	6434	14541
6267	14164	6323	14290	6379	14417	6435	14544
6268	14166	6324	14293	6380	14419	6436	14546
6269	14168	6325	14295	6381	14422	6437	14548
6270	14171	6326	14297	6382	14424	6438	14550
6271	14173	6327	14300	6383	14426	6439	14553
6272	14175	6328	14302	6384	14428	6440	14555
6273	14177	6329	14304	6385	14431	6441	14557
6274	14180	6330	14306	6386	14433	6442	14559
6275	14182	6331	14309	6387	14435	6443	14562
6276	14184	6332	14311	6388	14437	6444	14564
6277	14187	6333	14313	6389	14440	6445	14566
6278	14189	6334	14315	6390	14442	6446	14568
6279	14191	6335	14318	6391	14444	6447	14571
6280	14193	6336	14320	6392	14446	6448	14573
6281	14196	6337	14322	6393	14449	6449	14575
6282	14198	6338	14324	6394	14451	6450	14577
6283	14200	6339	14327	6395	14453	6451	14580

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
6452	14582	6508	14709	6564	14835	6620	14962
6453	14584	6509	14711	6565	14837	6621	14964
6454	14587	6510	14713	6566	14840	6622	14966
6455	14589	6511	14715	6567	14842	6623	14968
6456	14591	6512	14718	6568	14844	6624	14971
6457	14593	6513	14720	6569	14846	6625	14973
6458	14596	6514	14722	6570	14849	6626	14975
6459	14598	6515	14724	6571	14851	6627	14978
6460	14600	6516	14727	6572	14853	6628	14980
6461	14602	6517	14729	6573	14855	6629	14982
6462	14605	6518	14731	6574	14858	6630	14984
6463	14607	6519	14733	6575	14860	6631	14987
6464	14609	6520	14736	6576	14862	6632	14989
6465	14611	6521	14738	6577	14865	6633	14991
6466	14614	6522	14740	6578	14867	6634	14993
6467	14616	6523	14742	6579	14869	6635	14996
6468	14618	6524	14745	6580	14871	6636	14998
6469	14620	6525	14747	6581	14874	6637	15000
6470	14623	6526	14749	6582	14876	6638	15002
6471	14625	6527	14752	6583	14878	6639	15005
6472	14627	6528	14754	6584	14880	6640	15007
6473	14629	6529	14756	6585	14883	6641	15009
6474	14632	6530	14758	6586	14885	6642	15011
6475	14634	6531	14761	6587	14887	6643	15014
6476	14636	6532	14763	6588	14889	6644	15016
6477	14639	6533	14765	6589	14892	6645	15018
6478	14641	6534	14767	6590	14894	6646	15020
6479	14643	6535	14770	6591	14896	6647	15023
6480	14645	6536	14772	6592	14898	6648	15025
6481	14648	6537	14774	6593	14901	6649	15027
6482	14650	6538	14776	6594	14903	6650	15029
6483	14652	6539	14779	6595	14905	6651	15032
6484	14654	6540	14781	6596	14907	6652	15034
6485	14657	6541	14783	6597	14910	6653	15036
6486	14659	6542	14785	6598	14912	6654	15039
6487	14661	6543	14788	6599	14914	6655	15041
6488	14663	6544	14790	6600	14916	6656	15043
6489	14666	6545	14792	6601	14919	6657	15045
6490	14668	6546	14794	6602	14921	6658	15048
6491	14670	6547	14797	6603	14923	6659	15050
6492	14672	6548	14799	6604	14926	6660	15052
6493	14675	6549	14801	6605	14928	6661	15054
6494	14677	6550	14803	6606	14930	6662	15057
6495	14679	6551	14806	6607	14932	6663	15059
6496	14681	6552	14808	6608	14935	6664	15061
6497	14684	6553	14810	6609	14937	6665	15063
6498	14686	6554	14813	6610	14939	6666	15066
6499	14688	6555	14815	6611	14941	6667	15068
6500	14690	6556	14817	6612	14944	6668	15070
6501	14693	6557	14819	6613	14946	6669	15072
6502	14695	6558	14822	6614	14948	6670	15075
6503	14697	6559	14824	6615	14950	6671	15077
6504	14700	6560	14826	6616	14953	6672	15079
6505	14702	6561	14828	6617	14955	6673	15081
6506	14704	6562	14831	6618	14957	6674	15084
6507	14706	6563	14833	6619	14959	6675	15086

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
6676	15088	6732	15215	6788	15341	6844	15468
6677	15091	6733	15217	6789	15344	6845	15470
6678	15093	6734	15219	6790	15346	6846	15472
6679	15095	6735	15222	6791	15348	6847	15475
6680	15097	6736	15224	6792	15350	6848	15477
6681	15100	6737	15226	6793	15353	6849	15479
6682	15102	6738	15228	6794	15355	6850	15481
6683	15304	6739	15231	6795	15357	6851	15484
6684	15106	6740	15233	6796	15359	6852	15486
6685	15109	6741	15235	6797	15362	6853	15488
6686	15111	6742	15237	6798	15364	6854	15491
6687	15113	6743	15240	6799	15366	6855	15493
6688	15115	6744	15242	6800	15368	6856	15495
6689	15118	6745	15244	6801	15371	6857	15497
6690	15120	6746	15246	6802	15373	6858	15500
6691	15122	6747	15249	6803	15375	6859	15502
6692	15124	6748	15251	6804	15378	6860	15504
6693	15127	6749	15253	6805	15380	6861	15506
6694	15129	6750	15255	6806	15382	6862	15509
6695	15131	6751	15258	6807	15384	6863	15511
6696	15133	6752	15260	6808	15387	6864	15513
6697	15136	6753	15262	6809	15389	6865	15515
6698	15138	6754	15265	6810	15391	6866	15518
6699	15140	6755	15267	6811	15393	6867	15520
6700	15142	6756	15269	6812	15396	6868	15522
6701	15145	6757	15271	6813	15398	6869	15524
6702	15147	6758	15274	6814	15400	6870	15527
6703	15149	6759	15276	6815	15402	6871	15529
6704	15152	6760	15278	6816	15405	6872	15531
6705	15154	6761	15280	6817	15407	6873	15533
6706	15156	6762	15283	6818	15409	6874	15536
6707	15158	6763	15285	6819	15411	6875	15538
6708	15161	6764	15287	6820	15414	6876	15540
6709	15163	6765	15289	6821	15416	6877	15543
6710	15165	6766	15292	6822	15418	6878	15545
6711	15167	6767	15294	6823	15420	6879	15547
6712	15170	6768	15296	6824	15423	6880	15549
6713	15172	6769	15298	6825	15425	6881	15552
6714	15174	6770	15301	6826	15427	6882	15554
6715	15176	6771	15303	6827	15430	6883	15556
6716	15179	6772	15305	6828	15432	6884	15558
6717	15181	6773	15307	6829	15434	6885	15561
6718	15183	6774	15310	6830	35436	6886	15563
6719	15185	6775	15312	6831	15439	6887	15565
6720	15188	6776	15314	6832	15441	6888	15567
6721	15190	6777	15317	6833	15443	6889	15570
6722	15192	6778	15319	6834	15445	6890	15572
6723	15194	6779	15321	6835	15448	6891	15574
6724	15197	6780	15323	6836	15450	6892	15576
6725	15199	6781	15326	6837	15452	6893	15579
6726	15201	6782	15328	6838	15454	6894	15581
6727	15204	6783	15330	6839	15457	6895	15583
6728	15206	6784	15332	6840	15459	6896	15585
6729	15208	6785	15335	6841	15461	6897	15588
6730	15210	6786	15337	6842	15463	6898	15590
6731	15213	6787	15339	6843	15466	6899	15592

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
6900	15594	6956	15721	7012	15848	7068	15974
6901	15597	6957	15723	7013	15850	7069	15976
6902	15599	6958	15726	7014	15852	7070	15979
6903	15601	6959	15728	7015	15854	7071	15981
6904	15604	6960	15730	7016	15857	7072	15983
6905	15606	6961	15732	7017	15859	7073	15985
6906	15608	6962	15735	7018	15861	7074	15988
6907	15610	6963	15737	7019	15863	7075	15990
6908	15613	6964	15739	7020	15866	7076	15992
6909	15615	6965	15741	7021	15868	7077	15995
6910	15617	6966	15744	7022	15870	7078	15997
6911	15619	6967	15746	7023	15872	7079	15999
6912	15622	6968	15748	7024	15875	7080	16001
6913	15624	6969	15750	7025	15877	7081	16004
6914	15626	6970	15753	7026	15879	7082	16006
6915	15628	6971	15755	7027	15882	7083	16008
6916	15631	6972	15757	7028	15884	7084	16010
6917	15633	6973	15759	7029	15886	7085	16013
6918	15635	6974	15762	7030	15888	7086	16015
6919	15637	6975	15764	7031	15891	7087	16017
6920	15640	6976	15766	7032	15893	7088	16019
6921	15642	6977	15769	7033	15895	7089	16022
6922	15644	6978	15771	7034	15897	7090	16024
6923	15646	6979	15773	7035	15900	7091	16026
6924	15649	6980	15775	7036	15902	7092	16028
6925	15651	6981	15778	7037	15904	7093	16031
6926	15653	6982	15780	7038	15906	7094	16033
6927	15656	6983	15782	7039	15909	7095	16035
6928	15658	6984	15784	7040	15911	7096	16037
6929	15660	6985	15787	7041	15913	7097	16040
6930	15662	6986	15789	7042	15915	7098	16042
6931	15665	6987	15791	7043	15918	7099	16044
6932	15667	6988	15793	7044	15920	7100	16046
6933	15669	6989	15796	7045	15922	7101	16049
6934	15671	6990	15798	7046	15924	7102	16051
6935	15674	6991	15800	7047	15927	7103	16053
6936	15676	6992	15802	7048	15929	7104	16056
6937	15678	6993	15805	7049	15931	7105	16058
6938	15680	6994	15807	7050	15933	7106	16060
6939	15683	6995	15809	7051	15936	7107	16062
6940	15685	6996	15811	7052	15938	7108	16065
6941	15687	6997	15814	7053	15940	7109	16067
6942	15689	6998	15816	7054	15943	7110	16069
6943	15692	6999	15818	7055	15945	7111	16071
6944	15694	7000	15820	7056	15947	7112	16074
6945	15696	7001	15823	7057	15949	7113	16076
6946	15698	7002	15825	7058	15952	7114	16078
6947	15701	7003	15827	7059	15954	7115	16080
6948	15703	7004	15830	7060	15956	7116	16083
6949	15705	7005	15832	7061	15958	7117	16085
6950	15707	7006	15834	7062	15961	7118	16087
6951	15710	7007	15836	7063	15963	7119	16089
6952	15712	7008	15839	7064	15965	7120	16092
6953	15714	7009	15841	7065	15967	7121	16094
6954	15717	7010	15843	7066	15970	7122	16096
6955	15719	7011	15845	7067	15972	7123	16098

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
7124	16101	7180	16227	7236	16354	7292	16480
7125	16103	7181	16230	7237	16356	7293	16483
7126	16105	7182	16232	7238	16358	7294	16485
7127	16108	7183	16234	7239	16361	7295	16487
7128	16110	7184	16236	7240	16363	7296	16489
7129	16112	7185	16239	7241	16365	7297	16492
7130	16114	7186	16241	7242	16367	7298	16494
7131	16117	7187	16243	7243	16370	7299	16496
7132	16119	7188	16245	7244	16372	7300	16498
7133	16121	7189	16248	7245	16374	7301	16501
7134	16123	7190	16250	7246	16376	7302	16503
7135	16126	7191	16252	7247	16379	7303	16505
7136	16128	7192	16254	7248	16381	7304	16508
7137	16130	7193	16257	7249	16383	7305	16510
7138	16132	7194	16259	7250	16385	7306	16512
7139	16135	7195	16261	7251	16388	7307	16514
7140	16137	7196	16263	7252	16390	7308	16517
7141	16139	7197	16266	7253	16392	7309	16519
7142	16141	7198	16268	7254	16395	7310	16521
7143	16144	7199	16270	7255	16397	7311	16523
7144	16146	7200	16272	7256	16399	7312	16526
7145	16148	7201.	16275	7257	16401	7313	16528
7146	16150	7202	16277	7258	16404	7314	16530
7147	16153	7203	16279	7259	16406	7315	16532
7148	16155	7204	16282	7260	16408	7316	16535
7149	16157	7205	16284	7261	16410	7317	16537
7150	16159	7206	16286	7262	16413	7318	16539
7151	16162	7207	16288	7263	16415	7319	16541
7152	16164	7208	16291	7264	16417	7320	16544
7153	16166	7209	16293	7265	16419	7321	16546
7154	16169	7210	16295	7266	16422	7322	16548
7155	16171	7211	16297	7267	16424	7323	16550
7156	16173	7212	16300	7268	16426	7324	16553
7157	16175	7213	16302	7269	16428	7325	16555
7158	16178	7214	16304	7270	16431	7326	16557
7159	16180	7215	16306	7271	16433	7327	16560
7160	16182	7216	16309	7272	16435	7328	16562
7161	16184	7217	16311	7273	16437	7329	16564
7162	16187	7218	16313	7274	16440	7330	16566
7163	16189	7219	16315	7275	16442	7331	16569
7164	16191	7220	16318	7276	16444	7332	16571
7165	16193	7221	16320	7277	16447	7333	16573
7166	16196	7222	16322	7278	16449	7334	16575
7167	16198	7223	16324	7279	16451	7335	16578
7168	16200	7224	16327	7280	16453	7336	16580
7169	16202	7225	16329	7281	16456	7337	16582
7170	16205	7226	16331	7282	16458	7338	16584
7171	16207	7227	16334	7283	16460	7339	16587
7172	16209	7228	16336	7284	16462	7340	16589
7173	16211	7229	16338	7285	16465	7341	16591
7174	16214	7230	16340	7286	16467	7342	16593
7175	16216	7231	16343	7287	16469	7343	16596
7176	16218	7232	16345	7288	16471	7344	16598
7177	16221	7233	16347	7289	16474	7345	16600
7178	16223	7234	16349	7290	16476	7346	16602
7179	16225	7235	16352	7291	16478	7347	16605

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
7348	16607	7404	16734	7460	16860	7516	16987
7349	16609	7405	16736	7461	16862	7517	16989
7350	16611	7406	16738	7462	16865	7518	16991
7351	16614	7407	16740	7463	16867	7519	16993
7352	16616	7408	16743	7464	16869	7520	16996
7353	16618	7409	16745	7465	16871	7521	16998
7354	16621	7410	16747	7466	16874	7522	17000
7355	16623	7411	16749	7467	16876	7523	17002
7356	16625	7412	16752	7468	16878	7524	17005
7357	16627	7413	16754	7469	16880	7525	17007
7358	16630	7414	16756	7470	16883	7526	17009
7359	16632	7415	16758	7471	16885	7527	17012
7360	16634	7416	16761	7472	16887	7528	17014
7361	16636	7417	16763	7473	16889	7529	17016
7362	16639	7418	16765	7474	16892	7530	17018
7363	16641	7419	16767	7475	16894	7531	17021
7364	16643	7420	16770	7476	16896	7532	17023
7365	16645	7421	16772	7477	16899	7533	17025
7366	16648	7422	16774	7478	16901	7534	17027
7367	16650	7423	16776	7479	16903	7535	17030
7368	16652	7424	16779	7480	16905	7536	17032
7369	16654	7425	16781	7481	16908	7537	17034
7370	16657	7426	16783	7482	16910	7538	17036
7371	16659	7427	16786	7483	16912	7539	17039
7372	16661	7428	16788	7484	16914	7540	17041
7373	16663	7429	16790	7485	16917	7541	17043
7374	16666	7430	16792	7486	16919	7542	17045
7375	16668	7431	16795	7487	16921	7543	17048
7376	16670	7432	16797	7488	16923	7544	17050
7377	16673	7433	16799	7489	16926	7545	17052
7378	16675	7434	16801	7490	16928	7546	17054
7379	16677	7435	16804	7491	16930	7547	17057
7380	16679	7436	16806	7492	16932	7548	17059
7381	16682	7437	16808	7493	16935	7549	17061
7382	16684	7438	16810	7494	16937	7550	17063
7383	16686	7439	16813	7495	16939	7551	17066
7384	16688	7440	16815	7496	16941	7552	17068
7385	16691	7441	16817	7497	16944	7553	17070
7386	16693	7442	16819	7498	16946	7554	17073
7387	16695	7443	16822	7499	16948	7555	17075
7388	16697	7444	16824	7500	16950	7556	17077
7389	16700	7445	16826	7501	16953	7557	17079
7390	16702	7446	16828	7502	16955	7558	17082
739!	16704	7447	16831	7503	16957	7559	17084
7392	16706	7448	16833	7504	16960	7560	17086
7393	16709	7449	16835	7505	16962	7561	17088
7394	16711	7450	16837	7506	16964	7562	17091
7395	16713	7451	16840	7507	16966	7563	17093
7396	16715	7452	16842	7508	16969	7564	17095
7397	16718	7453	16844	7509	16971	7565	17097
7398	16720	7454	16847	7510	16973	7566	17100
7399	16722	7455	16849	7511	16975	7567	17102
7400	16724	7456	16851	7512	16978	7568	17104
7401	16727	7457	16853	7513	16980	7569	17106
7402	16729	7458	16856	7514	16982	7570	17109
7403	16731	7459	16858	7515	16984	7571	17111

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
7572	17113	7628	17240	7684	17366	7740	17493
7573	17115	7629	17242	7685	17369	7741	17495
7574	17118	7630	17244	7686	17371	7742	17497
7575	17120	7631	17247	7687	17373	7743	17500
7576	17122	7632	17249	7688	17375	7744	17502
7577	17125	7633	17251	7689	17378	7745	17504
7578	17127	7634	17253	7690	17380	7746	17506
7579	17129	7635	17256.	7691	17382	7747	17509
7580	17131	7636	17258	7692	37384	7748	17511
7581	17134	7637	17260	7693	17387	7749	17513
7582	17336	7638	17262	7694	17389	7750	17515
7583	17138	7639	17265	7695	17391	7751	17518
7584	17140	7640	17267	7696	17393	7752	17520
7585	17143	7641	17269	7697	17396	7753	17522
7586	17145	7642	17271	7698	17398	7754	17525
7587	17147	7643	17274	7699	17400	7755	17527
7588	17149	7644	17276	7700	17402	7756	17529
7589	17152	7645	17278	7701	17405	7757	17531
7590	17154	7646	17280	7702	17407	7758	17534
7591	17156	7647	17283	7703	17409	7759	17536
7592	17158	7648	17285	7704	17412	7760	17538
7593	17161	7649	17287	7705	17414	7761	17540
7594	17163	7650	17289	7706	17416	7762	17543
7595	17165	7651	17292	7707	17418	7763	17545
7596	17167	7652	17294	7708	17421	7764	17547
7597	17170	7653	17296	7709	17423	7765	17549
7598	17172	7654	17299	7710	17425	7766	17552
7599	17174	7655	17301	7711	17427	7767	17554
7600	17176	7656	17303	7712	17430	7768	17556
7601	17179	7657	17305	7713	17432	7769	17558
7602	17181	7658	17308	7714	17434	7770	17561
7603	17183	7659	17310	7715	17436	7771	17563
7604	17386	7660	17312	7716	17439	7772	17565
7605	17188	7661	17314	7717	17441	7773	17567
7606	17190	7662	17317	7718	17443	7774	17570
7607	17192	7663	17319	7719	17445	7775	17572
7608	17195	7664	17321	7720	17448	7776	17574
7609	17197	7665	17323	7721	17450	7777	17577
7610	17199	7666	17326	7722	17452	7778	17579
7611	17201	7667	17328	7723	17454	7779	17581
7612	17204	7668	17330	7724	17457	7780	17583
7613	17206	7669	17332	7725	17459	7781	17586
7614	17208	7670	17335	7726	17461	7782	17588
7615	17210	7671	17337	7727	17464	7783	17590
7616	17213	7672	17339	7728	17466	7784	17592
7617	17215	7673	17341	7729	17468	7785	17595
7618	37217	7674	17344	7730	17470	7786	17597
7619	17219	7675	17346	7731	17473	7787	17599
7620	17222	7676	17348	7732	17475	7788	17601
7621	17224	7677	17351	1133	17477	7789	17604
7622	17226	7678	17353	7734	17479	7790	17606
7623	17228	7679	17355	7735	17482	7791	17608
7624	17231	7680	17357	7736	17484	7792	17610
7625	17233	7681	17360	7737	17486	7793	17613
7626	17235	7682	17362	7738	17488	7794	17615
7627	17238	7683	17364	7739	17491	7795	17617

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
7796	17619	7852	17746	7908	17873	7964	17999
7797	17622	7853	17748	7909	17875	7965	18001
7798	17624	7854	17751	7910	17877	7966	18004
7799	17626	7855	17753	7911	17879	7967	18006
7800	17628	7856	17755	7912	17882	7968	18008
7801	17631	7857	17757	7913	17884	7969	18010
7802	17633	7858	17760	7914	17886	7970	18013
7803	17635	7859	17762	7915	17888	7971	18015
7804	17638	7860	17764	7916	17891	7972	18017
7805	17640	7861	17766	7917	17893	7973	18019
7806	17642	7862	17769	7918	17895	7974	18022
7807	17644	7863	17771	7919	17897	7975	18024
7808	17647	7864	17773	7920	17900	7976	18026
7809	17649	7865	17775	7921	17902	7977	18029
7810	17651	7866	17778	7922	17904	7978	18031
7811	17653	7867	17780	7923	17906	7979	18033
7812	17656	7868	17782	7924	17909	7980	18035
7813	17658	7869	17784	7925	17911	7981	18038
7814	17660	7870	17787	7926	17913	7982	18040
7815	17662	7871	17789	7927	17916	7983	18042
7816	17665	7872	17791	7928	17918	7984	18044
7817	17667	7873	17793	7929	17920	7985	18047
7818	17669	7874	17796	7930	17922	7986	18049
7819	17671	7875	17798	7931	17925	7987	18051
7820	17674	7876	17800	7932	17927	7988	18053
7821	17676	7877	17803	7933	17929	7989	18056
7822	17678	7878	17805	7934	17931	7990	18058
7823	17680	7879	17807	7935	17934	7991	18060
7824	17683	7880	17809	7936	17936	7992	18062
7825	17685	7881	17812	7937	17938	7993	18065
7826	17687	7882	17814	7938	17940	7994	18067
7827	17690	7883	17816	7939	17943	7995	18069
7828	17692	7884	17818	7940	17945	7996	18071
7829	17694	7885	17821	7941	17947	7997	18074
7830	17696	7886	17823	7942	17949	7998	18076
7831	17699	7887	17825	7943	17952	7999	18078
7832	17701	7888	17827	7944	17954	8000	18080
7833	17703	7889	17830	7945	17956	8001	18083
7834	17705	7890	17832	7946	17958	8002	18085
7835	17708	7891	17834	7947	17961	8003	18087
7836	17730	7892	17836	7948	17963	8004	18090
7837	17712	7893	17839	7949	17965	8005	18092
7838	17714	7894	17841	7950	17967	8006	18094
7839	17717	7895	17843	7951	17970	8007	180%
7840	17719	7896	17845	7952	17972	8008	18099
7841	17721	7897	17848	7953	17974	8009	18101
7842	17723	7898	17850	7954	17977	8010	18103
7843	17726	7899	17852	7955	17979	8011	18105
7844	17728	7900	17854	7956	17981	8012	18108
7845	17730	7901	17857	7957	17983	8013	18110
7846	17732	7902	17859	7958	17986	8014	18112
7847	17735	7903	17861	7959	17988	8015	18114
7848	17737	7904	17864	7960	17990	8016	18117
7849	17739	7905	17866	7961	17992	8017	18119
7850	17741	7906	17868	7962	17995	8018	18121
7851	17744	7907	17870	7963	17997	8019	18123

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
8020	18126	8076	18252	8132	18379	8188	18505
8021	18128	8077	18255	8133	18381	8189	18508
8022	18130	8078	18257	8134	18383	8190	18510
8023	18132	8079	18259	8135	18386	8191	18512
8024	18135	8080	18261	8136	18388	8192	18514
8025	18137	8081	18264	8137	18390	8193	18517
8026	18139	8082	18266	8138	18392	8194	18519
8027	18142	8083	18268	8139	18395	8195	18521
8028	18144	8084	18270	8140	18397	8396	18523
8029	18146	8085	18273	8141	18399	8197	18526
8030	18148	8086	18275	8142	18401	8198	18528
8031	18151	8087	18277	8143	18404	8199	18530
8032	18153	8088	18279	8144	18406	8200	18532
8033	18155	8089	18282	8145	18408	8201	18535
8034	18157	8090	18284	8146	18410	8202	18537
8035	18160	8091	18286	8147	18413	8203	18539
8036	18162	8092	18288	8148	18415	8204	18542
8037	18164	8093	18291	8149	18417	8205	18544
8038	18166	8094	18293	8150	18419	8206	18546
8039	18169	8095	18295	8151	18422	8207	18548
8040	18171	8096	18297	8152	18424	8208	18551
8041	18173	8097	18300	8153	18426	8209	18553
8042	18175	8098	18302	8154	18429	8210	18555
8043	18178	8099	18304	8155	18431	8211	18557
8044	18180	8100	18306	8156	18433	8212	18560
8045	18182	8101	18309	8157	18435	8213	18562
8046	18184	8102	18311	8158	18438	8214	18564
8047	18187	8103	18313	8159	18440	8215	18566
8048	18189	8104	18316	8160	18442	8216	18569
8049	18191	8105	18318	8161	18444	8217	18571
8050	18193	8106	18320	8162	18447	8218	18573
8051	18196	8107	18322	8163	18449	8219	18575
8052	18198	8108	18325	8164	18451	8220	18578
8053	18200	8109	18327	8165	18453	8221	18580
8054	18203	8110	18329	8166	18456	8222	18582
8055	18205	8111	18331	8167	18458	8223	18584
8056	18207	8112	18334	8168	18460	8224	18587
8057	18209	8113	18336	8169	18462	8225	18589
8058	18212	8114	18338	8170	18465	8226	18591
8059	18214	8115	18340	8171	18467	8227	18594
8060	18216	8116	18343	8172	18469	8228	18596
8061	18218	8117	18345	8173	18471	8229	18598
8062	18221	8118	18347	8174	18474	8230	18600
8063	18223	8119	18349	8175	18476	8231	18603
8064	18225	8120	18352	8176	18478	8232	18605
8065	18227	8121	18354	8177	18481	8233	18607
8066	18230	8122	18356	8178	18483	8234	18609
8067	18232	8123	18358	8179	18485	8235	18612
8068	18234	8124	18361	8180	18487	8236	18614
8069	18236	8125	18363	8181	18490	8237	18616
8070	18239	8126	18365	8182	18492	8238	18618
8071	18241	8127	18368	8183	18494	8239	18621
8072	18243	8128	18370	8184	18496	8240	18623
8073	18245	8129	18372	8185	18499	8241	18625
8074	18248	8130	18374	8186	18501	8242	18627
8075	18250	8131	18377	8187	18503	8243	18630

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
8244	18632	8300	18758	8356	18885	8412	19012
8245	18634	8301	18761	8357	18887	8413	19014
8246	18636	8302	18763	8358	18890	8414	19016
8247	18639	8303	18765	8359	18892	8415	19018
8248	18641	8304	18768	8360	18894	8416	19021
8249	18643	8305	18770	8361	18896	8417	19023
8250	18645	8306	18772	8362	18899	8418	19025
8251	18648	8307	18774	8363	18901	8419	19027
8252	(8650	8308	18777	8364	18903	8420	19030
8253	18652	8309	18779	8365	18905	8421	19032
8254	18655	8310	18781	8366	18908	8422	19034
8255	18657	8311	18783	8367	18910	8423	19036
8256	18659	8312	18786	8368	18912	8424	19039
8257	18661	8313	18788	8369	18914	8425	19041
8258	18664	8314	18790	8370	18917	8426	19043
8259	18666	8315	18792	8371	18919	8427	19046
8260	18668	8316	18795	8372	18921	8428	19048
8261	18670	8317	18797	8373	18923	8429	19050
8262	18673	8318	18799	8374	18926	8430	19052
8263	18675	8319	18801	8375	18928	8431	19055
8264	18677	8320	18804	8376	18930	8432	19057
8265	18679	8321	18806	8377	18933	8433	19059
8266	18682	8322	18808	8378	18935	8434	19061
8267	18684	8323	18810	8379	18937	8435	19064
8268	18686	8324	18813	8380	18939	8436	19066
8269	18688	8325	18815	8381	18942	8437	19068
8270	18691	8326	18817	8382	18944	8438	19070
8271	18693	8327	18820	8383	18946	8439	19073
8272	18695	8328	18822	8384	18948	8440	19075
8273	18697	8329	18824	8385	18951	8441	19077
8274	18700	8330	18826	8386	18953	8442	19079
8275	18702	8331	18829	8387	18955	8443	19082
8276	18704	8332	18831	8388	18957	8444	19084
8277	18707	8333	18833	8389	18960	8445	19086
8278	18709	8334	18835	8390	18962	8446	19088
8279	18711	8335	18838	8391	18964	8447	19091
8280	18713	8336	18840	8392	18966	8448	19093
8281	18716	8337	18842	8393	18969	8449	19095
8282	18718	8338	18844	8394	18971	8450	19097
8283	18720	8339	18847	8395	18973	8451	19100
8284	18722	8340	18849	8396	18975	8452	19102
8285	18725	8341	18851	8397	18978	8453	19104
8286	18727	8342	18853	8398	18980	8454	19107
8287	18729	8343	18856	8399	18982	8455	19109
8288	18731	8344	18858	8400	18984	8456	19111
8289	18734	8345	18860	8401	18987	8457	19113
8290	18736	8346	18862	8402	18989	8458	19116
8291	18738	8347	18865	8403	18991	8459	19118
8292	18740	8348	18867	8404	18994	8460	19120
8293	18743	8349	18869	8405	18996	8461	19122
8294	18745	8350	18871	8406	18998	8462	19125
8295	18747	8351	18874	8407	19000	8463	19127
82%	18749	8352	18876	8408	19003	8464	19129
8297	18752	8353	18878	8409	19005	8465	19131
8298	18754	8354	18881	8410	19007	8466	19134
8299	18756	8355	18883	8411	19009	8467	19136

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
8468	19138	8524	19265	8580	19391	8636	19518
8469	19140	8525	19267	8581	19394	8637	19520
8470	19143	8526	19269	8582	19396	8638	19522
8471	19145	8527	19272	8583	19398	8639	19525
8472	19147	8528	19274	8584	19400	8640	19527
8473	19149	8529	19276	8585	19403	8641	19529
8474	19152	8530	19278	8586	19405	8642	19531
8475	19154	8531	19281	8587	19407	8643	19534
8476	19156	8532	19283	8588	19409	8644	19536
8477	19159	8533	19285	8589	19412	8645	19538
8478	19161	8534	19287	8590	19414	8646	19540
8479	19163	8535	19290	8591	19416	8647	19543
8480	19165	8536	19292	8592	19418	8648	19545
8481	19168	8537	19294	8593	19421	8649	19547
8482	19170	8538	19296	8594	19423	8650	19549
8483	19172	8539	19299	8595	19425	8651	19552
8484	19174	8540	19301	8596	39427	8652	19554
8485	19177	8541	19303	8597	19430	8653	19556
8486	19179	8542	19305	8598	19432	8654	19559
8487	19181	8543	19308	8599	19434	8655	19561
8488	19183	8544	19310	8600	19436	8656	19563
8489	19186	8545	19312	8601	19439	8657	19565
8490	19188	8546	19314	8602	19441	8658	19568
8491	19190	8547	19317	8603	19443	8659	19570
8492	19192	8548	19319	8604	19446	8660	19572
8493	19195	8549	19321	8605	19448	8661	19574
8494	19197	8550	19323	8606	19450	8662	19577
8495	19199	8551	19326	8607	19452	8663	19579
8496	19201	8552	19328	8608	19455	8664	19581
8497	19204	8553	19330	8609	19457	8665	19583
8498	19206	8554	19333	8610	19459	8666	19586
8499	19208	8555	19335	8611	19461	8667	19588
8500	19210	8556	19337	8612	19464	8668	19590
8501	19213	8557	19339	8613	19466	8669	19592
8502	19215	8558	19342	8614	19468	8670	19595
8503	19217	8559	19344	8615	19470	8671	19597
8504	19220	8560	19346	8616	19473	8672	19599
8505	19222	8561	19348	8617	19475	8673	19601
8506	19224	8562	19351	8618	19477	8674	19604
8507	19226	8563	19353	8619	19479	8675	19606
8508	19229	8564	19355	8620	19482	8676	19608
8509	19231	8565	19357	8621	19484	8677	19611
8510	19233	8566	19360	8622	19486	8678	19613
8511	19235	8567	19362	8623	19488	8679	19615
8512	19238	8568	19364	8624	19491	8680	19617
8513	19240	8569	19366	8625	19493	8681	19620
8514	19242	8570	19369	8626	19495	8682	19622
8515	19244	8571	19371	8627	19498	8683	19624
8516	19247	8572	19373	8628	19500	8684	19626
8517	19249	8573	19375	8629	19502	8685	19629
8518	19251	8574	19378	8630	19504	8686	19631
8519	19253	8575	19380	8631	19507	8687	19633
8520	19256	8576	19382	8632	19509	8688	19635
8521	19258	8577	19385	8633	19511	8689	19638
8522	19260	8578	19387	8634	19513	8690	19640
8523	19262	8579	19389	8635	19516	8691	19642

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
8692	19644	8748	19771	8804	19898	8860	20024
8693	19647	8749	19773	8805	19900	8861	20026
8694	19649	8750	19775	8806	19902	8862	20029
8695	19651	8751	19778	8807	19904	8863	20031
8696	19653	8752	19780	8808	19907	8864	20033
8697	19656	8753	19782	8809	19909	8865	20035
8698	19658	8754	39785	8810	19911	8866	20038
8699	19660	8755	19787	8811	19913	8867	20040
8700	19662	8756	19789	8812	19916	8868	20042
8701	19665	8757	19791	8813	19918	8869	20044
8702	19667	8758	19794	8814	19920	8870	20047
8703	19669	8759	19796	8815	19922	8871	20049
8704	19672	8760	19798	8816	19925	8872	20051
8705	19674	8761	19800	8817	19927	8873	20053
8706	19676	8762	19803	8818	19929	8874	20056
8707	19678	8763	19805	8819	19931	8875	20058
8708	19681	8764	19807	8820	19934	8876	20060
8709	19683	8765	19809	8821	19936	8877	20063
8710	19685	8766	19812	8822	19938	8878	20065
8711	19687	8767	19814	8823	19940	8879	20067
8712	19690	8768	19816	8824	19943	8880	20069
8713	19692	8769	19818	8825	19945	8881	20072
8714	19694	8770	19821	8826	19947	8882	20074
8715	19696	8771	19823	8827	19950	8883	20076
8716	19699	8772	19825	8828	19952	8884	20078
8717	19701	8773	19827	8829	19954	8885	20081
8718	19703	8774	19830	8830	19956	8886	20083
8719	19705	8775	19832	8831	19959	8887	20085
8720	1970S	8776	19834	8832	19961	8888	20087
8721	19710	8777	19837	8833	19963	8889	20090
8722	19712	8778	19839	8834	19965	8890	20092
8723	19714	8779	19841	8835	19968	8891	20094
8724	19717	8780	19843	8836	19970	8892	20096
8725	19719	8781	19846	8837	19972	8893	20099
8726	19721	8782	19848	8838	19974	8894	20101
8727	19724	8783	19850	8839	19977	8895	20103
8728	19726	8784	19852	8840	19979	8896	20105
8729	19728	8785	19855	8841	19981	8897	20108
8730	19730	8786	19857	8842	19983	8898	20110
8731	19733	8787	19859	8843	19986	8899	20112
8732	19735	8788	19861	8844	19988	8900	20114
8733	19737	8789	19864	8845	19990	8901	20117
8734	19739	8790	19866	8846	19992	8902	20119
8735	19742	8791	19868	8847	19995	8903	20121
8736	19744	8792	19870	8848	19997	8904	20124
8737	19746	8793	19873	8849	19999	8905	20126
8738	19748	8794	19875	8850	20001	8906	20128
8739	19751	8795	19877	8851	20004	8907	20130
8740	19753	8796	19879	8852	20006	8908	20133
8741	19755	8797	19882	8853	20008	8909	20135
3742	19757	8798	19884	S854	20011	8910	20137
8743	19760	8799	19886	8855	20013	8911	20139
8744	19762	8800	19888	8856	20015	8912	20142
8745	19764	8801	19891	8857	20017	8913	20144
8746	19766	8802	19893	8858	20020	8914	20146
8747	19769	8803	19895	8859	20022	8915	20148

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
8916	20151	8972	20277	9028	20404	9084	20530
8917	20153	8973	20279	9029	20406	9085	20533
8918	20155	8974	20282	9030	20408	9086	20535
8919	20157	8975	20284	9031	20411	9087	20537
8920	20160	8976	20286	9032	20413	9088	20539
8921	20162	8977	20289	9033	20415	9089	20542
8922	20164	8978	20291	9034	20417	9090	20544
8923	20166	8979	20293	9035	20420	9091	20546
8924	20169	8980	20295	9036	20422	9092	20548
8925	20171	8981	20298	9037	20424	9093	20551
8926	20173	8982	20300	9038	20426	9094	20553
8927	20176	8983	20302	9039	20429	9095	20555
8928	20178	8984	20304	9040	20431	9096	20557
8929	20180	8985	20307	9041	20433	9097	20560
8930	20182	8986	20309	9042	20435	9098	20562
8931	20185	8987	20311	9043	20438	9099	20564
8932	20187	8988	20313	9044	20440	9100	20566
8933	20189	8989	20316	9045	20442	9101	20569
8934	20191	8990	20318	9046	20444	9102	20571
8935	20194	8991	20320	9047	20447	9103	20573
8936	20196	8992	20322	9048	20449	9104	20576
8937	20198	8993	20325	9049	20451	9105	20578
8938	20200	8994	20327	9050	20453	9106	20580
8939	20203	8995	20329	9051	20456	9107	20582
8940	20205	8996	20331	9052	20458	9108	20585
8941	20207	8997	20334	9053	20460	9109	20587
8942	20209	8998	20336	9054	20463	9110	20589
8943	20212	8999	20338	9055	20465	9111	20591
8944	20214	9000	20340	9056	20467	9112	20594
8945	20216	9001	20343	9057	20469	9113	20596
8946	20218	9002	20345	9058	20472	9114	20598
8947	20221	9003	20347	9059	20474	9115	20600
8948	20223	9004	20350	9060	20476	9116	20603
8949	20225	9005	20352	9061	20478	9117	20605
8950	20227	9006	20354	9062	20481	9118	20607
8951	20230	9007	20356	9063	20483	9119	20609
8952	20232	9008	20359	9064	20485	9120	20612
8953	20234	9009	20361	9065	20487	9121	20614
8954	20237	9010	20363	9066	20490	9122	20616
8955	20239	9011	20365	9067	20492	9123	20618
8956	20241	9012	20368	9068	20494	9124	20621
8957	20243	9013	20370	9069	20496	9125	20623
8958	20246	9014	20372	9070	20499	9126	20625
8959	20248	9015	20374	9071	20501	9127	20628
8960	20250	9016	20377	9072	20503	9128	20630
8961	20252	9017	20379	9073	20505	9129	20632
8962	20255	9018	20381	9074	20508	9130	20634
8963	20257	9019	20383	9075	20510	9131	20637
8964	20259	9020	20386	9076	20512	9132	20639
8965	20261	9021	20388	9077	20515	9133	20641
8966	20264	9022	20390	9078	20517	9134	20643
8967	20266	9023	20392	9079	20519	9135	20646
8968	20268	9024	20395	9080	20521	9136	20648
8969	20270	9025	20397	9081	20524	9137	20650
8970	20273	9026	20399	9082	20526	9138	20652
8971	20275	9027	20402	9083	20528	9139	20655

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
9140	20657	9196	20783	9252	20910	9308	21037
9141	20659	9197	20786	9253	20912	9309	21039
9142	20661	9198	20788	9254	20915	9310	21041
9143	20664	9199	20790	9255	20917	9311	21043
9144	20666	9200	20792	9256	20919	9312	21046
9145	20668	9201	20795	9257	20921	9313	21048
9146	20670	9202	20797	9258	20924	9314	21050
9147	20673	9203	20799	9259	20926	9315	21052
9148	20675	9204	20802	9260	20928	9336	21055
9149	20677	9205	20804	9261	20930	9317	21057
9150	20679	9206	20806	9262	20933	9318	21059
9151	20682	9207	20808	9263	20935	9319	21061
9152	20684	9208	20811	9264	20937	9320	21064
9153	20686	9209	20813	9265	20939	9321	21066
9154	20689	9210	20815	9266	20942	9322	21068
9155	20691	9211	20817	9267	20944	9323	21070
9156	20693	9212	20820	9268	20946	9324	21073
9157	20695	9213	20822	9269	20948	9325	21075
9158	20698	9214	20824	9270	20951	9326	21077
9159	20700	9215	20826	9271	20953	9327	21080
9160	20702	9216	20829	9272	20955	9328	21082
9161	20704	9217	20831	9273	20957	9329	21084
9162	20707	9218	20833	9274	20960	9330	21086
9163	20709	9219	20835	9275	20962	9331	21089
9164	20711	9220	20838	9276	20964	9332	21091
9165	20713	9221	20840	9277	20967	9333	21093
9166	20716	9222	20842	9278	20969	9334	21095
9167	20718	9223	20844	9279	20971	9335	21098
9168	20720	9224	20847	9280	20973	9336	21100
9169	20722	9225	20849	9281	20976	9337	21102
9170	20725	9226	20851	9282	20978	9338	21104
9171	20727	9227	20854	9283	20980	9339	21107
9172	20729	9228	20856	9284	20982	9340	21109
9173	20731	9229	20858	9285	20985	9341	21111
9174	20734	9230	20860	9286	20987	9342	21113
9175	20736	9231	20863	9287	20989	9343	21116
9176	20738	9232	20865	9288	20991	9344	21118
9177	20741	9233	20867	9289	20994	9345	21120
9178	20743	9234	20869	9290	20996	9346	21122
9179	20745	9235	20872	9291	20998	9347	21125
9180	20747	9236	20874	9292	21000	9348	21127
9181	20750	9237	20876	9293	21003	9349	21129
9182	20752	9238	20878	9294	21005	9350	21131
9183	20754	9239	20881	9295	21007	9351	21134
9184	20756	9240	20883	9296	21009	9352	21136
9185	20759	9241	20885	9297	21012	9353	21138
9186	20763	9242	20887	9298	21014	9354	21141
9187	20763	9243	20890	9299	21016	9355	21143
9188	20765	9244	20892	9300	21018	9356	21145
9189	20768	9245	20894	9301	21021	9357	21147
9190	20770	9246	20896	9302	21023	9358	21150
9191	20772	9247	20899	9303	21025	9359	21152
9192	20774	9248	20901	9304	21028	9360	21154
9193	20777	9249	20903	9305	21030	9361	21156
9194	20779	9250	20905	9306	21032	9362	21159
9195	20781	9251	20908	9307	21034	9363	21161

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
9364	21163	9420	21290	9476	21416	9532	21543
9365	21165	9421	21292	9477	21419	9533	21545
9366	21168	9422	21294	9478	21421	9534	21547
9367	21170	9423	21296	9479	21423	9535	21550
9368	21172	9424	21299	9480	21425	9536	21552
9369	21174	9425	21301	9481	21428	9537	21554
9370	21177	9426	21303	9482	23430	9538	21556
9371	21179	9427	21306	9483	21432	9539	21559
9372	21181	9428	21308	9484	21434	9540	21561
9373	21183	9429	21310	9485	21437	9541	21563
9374	21186	9430	21312	9486	21439	9542	21565
9375	21188	9431	21315	9487	21441	9543	21568
9376	21190	9432	21317	9488	21443	9544	21570
9377	21193	9433	21319	9489	21446	9545	21572
9378	21195	9434	21321	9490	21448	9546	21574
9379	21197	9435	21324	9491	21450	9547	21577
9380	21199	9436	21326	9492	21452	9548	21579
9381	21202	9437	21328	9493	21455	9549	21581
9382	21204	9438	21330	9494	21457	9550	21583
9383	21206	9439	21333	9495	21459	9551	21586
9384	21208	9440	21335	9496	21461	9552	21588
9385	21211	9441	21337	9497	21464	9553	21590
9386	21213	9442	21339	9498	21466	9554	21593
9387	21215	9443	21342	9499	21468	9555	21595
9388	21217	9444	21344	9500	21470	9556	21597
9389	21220	9445	21346	9501	21473	9557	21599
9390	21222	9446	21348	9502	21475	9558	21602
9391	21224	9447	21351	9503	21477	9559	21604
9392	21226	9448	21353	9504	21480	9560	21606
9393	21229	9449	21355	9505	21482	9561	21608
9394	21231	9450	21357	9506	21484	9562	21611
9395	21233	9451	21360	9507	21486	9563	21613
9396	21235	9452	21362	9508	21489	9564	21615
9397	21238	9453	21364	9509	21491	9565	21617
9398	21240	9454	21367	9510	21493	9566	21620
9399	21242	9455	21369	9511	21495	9567	21622
9400	21244	9456	21371	9512	21498	9568	21624
9401	21247	9457	21373	9513	21500	9569	21626
9402	21249	9458	23376	9514	21502	9570	21629
9403	21251	9459	21378	9515	21504	9571	21631
9404	21254	9460	21380	9516	21507	9572	21633
9405	21256	9461	21382	9517	21509	9573	21635
9406	21258	9462	21385	9518	21511	9574	21638
9407	21260	9463	21387	9519	21513	9575	21640
9408	21263	9464	21389	9520	21516	9576	21642
9409	21265	9465	21391	9521	21518	9577	21645
9410	21267	9466	21394	9522	21520	9578	21647
9411	21269	9467	21396	9523	21522	9579	21649
9412	21272	9468	21398	9524	21525	9580	21651
9413	21274	9469	21400	9525	21527	9581	21654
9414	21276	9470	21403	9526	21529	9582	21656
9415	21278	9471	21405	9527	21532	9583	21658
9416	21281	9472	21407	9528	21534	9584	21660
9417	21283	9473	21409	9529	21536	9585	21663
9418	21285	9474	21412	9530	21538	9586	21665
9419	21287	9475	21414	9531	21541	9587	21667

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
9588	21669	9644	21796	9700	21922	9756	22049
9589	21672	9645	21798	9701	21925	9757	22051
9590	21674	9646	21800	9702	21927	9758	22054
9591	21676	9647	21803	9703	21929	9759	22056
9592	21678	9648	21805	9704	21932	9760	22058
9593	21681	9649	21807	9705	21934	9761	22060
9594	21683	9650	21809	9706	21936	9762	22063
9595	21685	9651	21812	9707	21938	9763	22065
9596	21687	9652	21814	9708	21941	9764	22067
9597	21690	9653	21816	9709	21943	9765	22069
9598	21692	9654	21819	9710	21945	9766	22072
9599	21694	9655	21821	9711	21947	9767	22074
9600	21696	9656	21823	9712	21950	9768	22076
9601	21699	9657	21825	9713	21952	9769	22078
9602	21701	9658	23828	9714	21954	9770	22081
9603	21703	9659	21830	9715	21956	9771	22083
9604	21706	9660	21832	9716	21959	9772	22085
9605	21708	9661	21834	9717	21961	9773	22087
9606	21710	9662	21837	9718	21963	9774	22090
9607	21712	9663	21839	9719	21965	9775	22092
9608	21715	9664	21841	9720	21968	9776	22094
9609	21717	9665	21843	9721	21970	9777	22097
9610	21719	9666	21846	9722	21972	9778	22099
9611	21721	9667	21848	9723	21974	9779	22101
9612	21724	9668	21850	9724	21977	9780	22103
9613	21726	9669	21852	9725	21979	9781	22106
9614	21728	9670	21855	9726	21981	9782	22108
9615	21730	9671	21857	9727	21984	9783	22110
9616	21733	9672	21859	9728	21986	9784	22112
9617	21735	9673	21861	9729	21988	9785	22115
9618	21737	9674	21864	9730	21990	9786	22117
9619	21739	9675	21866	9731	21993	9787	22119
9620	21742	9676	21868	9732	21995	9788	22121
9621	21744	9677	21871	9733	21997	9789	22124
9622	21746	9678	21873	9734	21999	9790	22126
9623	21748	9679	21875	9735	22002	9791	22128
9624	21751	9680	21877	9736	22004	9792	22130
9625	21753	9681	21880	9737	22006	9793	22133
9626	21755	9682	21882	9738	22008	9794	22135
9627	21758	9683	21884	9739	22011	9795	22137
9628	21760	9684	23886	9740	22013	9796	22139
9629	21762	9685	21889	9741	22015	9797	22142
9630	21764	9686	21891	9742	22017	9798	22144
9631	21767	9687	21893	9743	22020	9799	22146
9632	21769	9688	21895	9744	22022	9800	22148
9633	21771	9689	21898	9745	22024	9801	22151
9634	21773	9690	21900	9746	22026	9802	22153
9635	21776	9691	21902	9747	22029	9803	22155
9636	21778	9692	21904	9748	22031	9804	22158
9637	21780	9693	21907	9749	22033	9805	22160
9638	21782	9694	21909	9750	22035	9806	22162
9639	21785	9695	21911	9751	22038	9807	22164
9640	21787	9696	21913	9752	22040	9808	22167
9641	21789	9697	21916	9753	22042	9809	22169
9642	21791	9698	21918	9754	22045	9810	22171
9643	21794	9699	21920	9755	22047	9811	22173

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
9812	22176	9868	22302	9924	22429	9980	22555
9813	22178	9869	22304	9925	22431	9981	22558
9814	22180	9870	22307	9926	22433	9982	22560
9815	22182	9871	22309	9927	22436	9983	22562
9816	22185	9872	22311	9928	22438	9984	22564
9817	22187	9873	22313	9929	22440	9985	22567
9818	22189	9874	22316	9930	22442	9986	22569
9819	22191	9875	22318	9931	22445	9987	22571
9820	22194	9876	22320	9932	22447	9988	22573
9821	22196	9877	22323	9933	22449	9989	22576
9822	22198	9878	22325	9934	22451	9990	22578
9823	22200	9879	22327	9935	22454	9991	22580
9824	22203	9880	22329	9936	22456	9992	22582
9825	22205	9881	22332	9937	22458	9993	22585
9826	22207	9882	22334	9938	22460	9994	22587
9827	22210	9883	22336	9939	22463	9995	22589
9828	22212	9884	22338	9940	22465	9996	22591
9829	22214	9885	22341	9941	22467	9997	22594
9830	22216	9886	22343	9942	22469	9998	22596
9831	22219	9887	22345	9943	22472	9999	22598
9832	22221	9888	22347	9944	22474	10000	22600
9833	22223	9889	22350	9945	22476	10001	22603
9834	22225	9890	22352	9946	22478	10002	22605
9835	22228	9891	22354	9947	22481	10003	22607
9836	22230	9892	22356	9948	22483	10004	22610
9837	22232	9893	22359	9949	22485	10005	22612
9838	22234	9894	22361	9950	22487	10006	22614
9839	22237	9895	22363	9951	22490	10007	22616
9840	22239	9896	22365	9952	22492	10008	22619
9841	22241	9897	22368	9953	22494	10009	22621
9842	22243	9898	22370	9954	22497	10010	22623
9843	22246	9899	22372	9955	22499	10011	22625
9844	22248	9900	22374	9956	22501	10012	22628
9845	22250	9901	22377	9957	22503	10013	22630
9846	22252	9902	22379	9958	22506	10014	22632
9847	22255	9903	22381	9959	22508	10015	22634
9848	22257	9904	22384	9960	22510	10016	22637
9849	22259	9905	22386	9961	22512	10017	22639
9850	22261	9906	22388	9962	22515	10018	22641
9851	22264	9907	22390	9963	22517	10019	22643
9852	22266	9908	22393	9964	22519	10020	22646
9853	22268	9909	22395	9965	22521	10021	22648
9854	22271	9910	22397	9966	22524	10022	22650
9855	22273	9911	22399	9967	22526	10023	22652
9856	22275	9912	22402	9968	22528	10024	22655
9857	22277	9913	22404	9969	22530	10025	22657
9858	22280	9914	22406	9970	22533	10026	22659
9859	22282	9915	22408	9971	22535	10027	22662
9860	22284	9916	22411	9972	22537	10028	22664
9861	22286	9917	22413	9973	22539	10029	22666
9862	22289	9918	22415	9974	22542	10030	22668
9863	22291	9919	22417	9975	22544	10031	22671
9864	22293	9920	22420	9976	22546	10032	22673
9865	22295	9921	22422	9977	22549	10033	22675
9866	22298	9922	22424	9978	22551	10034	22677
9867	22300	9923	22426	9979	22553	10035	22680

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
10036	22682	10092	22808	10148	22935	10204	23062
10037	22684	10093	22811	10149	22937	10205	23064
10038	22686	10094	22813	10150	22939	10206	23066
10039	22689	10095	22815	10151	22942	10207	23068
10040	22691	10096	22817	10152	22944	10208	23071
10041	22693	10097	22820	10153	22946	10209	23073
10042	22695	10098	22822	10154	22949	10210	23075
10043	22698	10099	22824	10155	22951	10211	23077
10044	22700	10100	22826	10156	22953	10212	23080
10045	22702	10101	22829	10157	22955	10213	23082
10046	22704	10102	22831	10158	22958	10214	23084
10047	22707	10103	22833	10359	22960	10215	23086
10048	22709	10104	22836	10160	22962	10216	23089
10049	22711	10105	22838	10161	22964	10217	23091
10050	22713	10106	22840	10162	22967	10218	23093
10051	22716	10107	22842	10163	22969	10219	23095
10052	22718	10108	22845	10164	22971	10220	23098
10053	22720	10109	22847	10165	22973	10221	23100
10054	22723	10110	22849	10166	22976	10222	23102
10055	22725	10111	22851	10167	22978	10223	23104
10056	22727	10112	22854	10168	22980	10224	23107
10057	22729	10113	22856	10169	22982	10225	23109
10058	22732	10114	22858	10170	22985	10226	23111
10059	22734	10115	22860	10171	22987	10227	23114
10060	22736	10116	22863	10172	22989	10228	23116
30061	22738	10117	22865	10173	22991	10229	23118
10062	22741	10118	22867	10174	22994	10230	23120
10063	22743	10119	22869	10175	22996	10231	23123
10064	22745	10120	22872	10176	22998	10232	23125
10065	22747	10121	22874	10177	23001	10233	23127
10066	22750	10122	22876	10178	23003	10234	23129
10067	22752	10123	22878	10179	23005	10235	23132
10068	22754	10124	22881	10180	23007	10236	23134
10069	22756	10125	22883	10181	23010	10237	23136
10070	22759	10126	22885	10182	23012	10238	23138
10071	22761	10127	22888	10183	23014	10239	23141
10072	22763	10128	22890	10184	23016	10240	23143
10073	22765	10129	22892	10185	23019	10241	23145
10074	22768	10130	22894	10186	23021	10242	23147
10075	22770	10131	22897	10187	23023	10243	23150
10076	22772	10132	22899	10188	23025	10244	23152
10077	22775	10133	22901	10189	23028	10245	23154
10078	22777	10134	22903	10190	23030	10246	23156
10079	22779	10135	22906	10191	23032	10247	23159
10080	22781	10136	22908	10192	23034	10248	23161
10081	22784	10137	22910	10193	23037	10249	23163
10082	22786	10138	22912	10194	23039	10250	23165
10083	22788	10139	22915	10195	23041	10251	23168
10084	22790	10140	22917	10196	23043	10252	23170
10085	22793	10141	22919	10197	23046	10253	23172
10086	22795	10142	22921	10198	23048	10254	23175
10087	22797	10143	22924	10199	23050	10255	23177
10088	22799	10144	22926	10200	23052	10256	23179
10089	22802	10145	22928	10201	23055	10257	23181
10090	22804	10146	22930	10202	23057	10258	23184
10091	22806	10147	22933	10203	23059	10259	23186

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension
10260	23188	10316	23315	10372	23441	10428	23568
10261	23190	10317	23317	10373	23443	10429	23570
10262	23193	10318	23319	10374	23446	10430	23572
10263	23195	10319	23321	10375	23448	10431	23575
10264	23197	10320	23324	10376	23450	10432	23577
10265	23199	10321	23326	10377	23453	10433	23579
10266	23202	10322	23328	10378	23455	10434	23581
10267	23204	10323	23330	10379	23457	10435	23584
10268	23206	10324	23333	10380	23459	10436	23586
10269	23208	10325	23335	10381	23462	10437	23588
10270	23211	10326	23337	10382	23464	10438	23590
10271	23213	10327	23340	10383	23466	10439	23593
10272	23215	10328	23342	10384	23468	10440	23595
10273	23217	10329	23344	10385	23471	10441	23597
10274	23220	10330	23346	10386	23473	10442	23599
10275	23222	10331	23349	10387	23475	10443	23602
10276	23224	10332	23351	10388	23477	10444	23604
10277	23227	10333	23353	10389	23480	10445	23606
10278	23229	10334	23355	10390	23482	10446	23608
10279	23231	10335	23358	10391	23484	10447	23611
10280	23233	10336	23360	10392	23486	10448	23613
10281	23236	10337	23362	10393	23489	10449	23615
10282	23238	10338	23364	10394	23491	10450	23617
10283	23240	10339	23367	10395	23493	10451	23620
10284	23242	10340	23369	10396	23495	10452	23622
10285	23245	10341	23371	10397	23498	10453	23624
10286	23247	10342	23373	10398	23500	10454	23627
10287	23249	10343	23376	10399	23502	10455	23629
10288	23251	10344	23378	10400	23504	10456	23631
10289	23254	10345	23380	10401	23507	10457	23633
10290	23256	10346	23382	10402	23509	10458	23636
10291	23258	10347	23385	10403	23511	10459	23638
10292	23260	10348	23387	10404	23514	10460	23640
10293	23263	10349	23389	10405	23516	10461	23642
10294	23265	10350	23391	10406	23518	10462	23645
10295	23267	10351	23394	10407	23520	10463	23647
10296	23269	10352	23396	10408	23523	10464	23649
10297	23272	10353	23398	10409	23525	10465	23651
10298	23274	10354	23401	10410	23527	10466	23654
10299	23276	10355	23403	10411	23529	10467	23656
10300	23278	10356	23405	10412	23532	10468	23658
10301	23281	10357	23407	10413	23534	10469	23660
10302	23283	10358	23410	10414	23536	10470	23663
10303	23285	10359	23412	10415	23538	10471	23665
10304	23288	10360	23414	10416	23541	10472	23667
10305	23290	10361	23416	10417	23543	10473	23669
10306	23292	10362	23419	10418	23545	10474	23672
10307	23294	10363	23421	10419	23547	10475	23674
10308	23297	10364	23423	10420	23550	10476	23676
10309	23299	10365	23425	10421	23552	10477	23679
10310	23301	10366	23428	10422	23554	10478	23681
10311	23303	10367	23430	10423	23556	10479	23683
10312	23306	10368	23432	10424	23559	10480	23685
10313	23308	10369	23434	10425	23561	10481	23688
10314	23310	10370	23437	10426	23563	10482	23690
10315	23312	10371	23439	10427	23566	10483	23692

Table showing existing basic Pension / Family Pension without Dearness Pension / Family Dearness Pension (Column 1) and Revised Consolidated Pension / Family Pension (Column 2)

BP (Pre2006) without DP	Revised Consolidated Pension	BP (Pre2006) without DP	Revised Consolidated Pension	(Pre2006) without DP	Revised Consolidated Pension
10484	23694	10540	23821	10596	23947
10485	23697	10541	23823	10597	23950
10486	23699	10542	23825	10598	23952
10487	23701	10543	23828	10599	23954
10488	23703	10544	23830	10600	23956
10489	23706	10545	23832	10601	23959
10490	23708	10546	23834	10602	23961
10491	23710	10547	23837	10603	23963
10492	23712	10548	23839	10604	23966
10493	23715	10549	23841	10605	23968
10494	23717	10550	23843	10606	23970
10495	23719	10551	23846	10607	23972
10496	23721	10552	23848	10608	23975
10497	23724	10553	23850	10609	23977
10498	23726	10554	23853	10610	23979
10499	23728	10555	23855	10611	23981
10500	23730	10556	23857	10612	23984
10501	23733	10557	23859	10613	23986
10502	23735	10558	23862	10614	23988
10503	23737	10559	23864	10615	23990
10504	23740	10560	23866	10616	23993
10505	23742	10561	23868	10617	23995
10506	23744	10562	23871	10618	23997
10507	23746	10563	23873	10619	23999
10508	23749	10564	23875	10620	24002
10509	23751	10565	23877	10621	24004
10510	23753	10566	23880	10622	24006
10511	23755	10567	23882	10623	24008
10512	23758	10568	23884	10624	24011
10513	23760	10569	23886	10625	24013
10514	23762	10570	23889	10626	24015
10515	23764	10571	23891	10627	24018
10516	23767	10572	23893	10628	24020
10517	23769	10573	23895	10629	24022
10518	23771	10574	23898	10630	24024
10519	23773	10575	23900	10631	24027
10520	23776	10576	23902	10632	24029
10521	23778	10577	23905	10633	24031
10522	23780	10578	23907	10634	24033
10523	23782	10579	23909	10635	24036
10524	23785	10580	23911	10636	24038
10525	23787	10581	23914	10637	24040
10526	23789	10582	23916	10638	24042
10527	23792	10583	23918	10639	24045
10528	23794	10584	23920	10640	24047
10529	23796	10585	23923	10641	24049
10530	23798	10586	23925		
10531	23801	10587	23927		
10532	23803	10588	23929		
10533	23805	10589	23932		
10534	23807	10590	23934		
10535	23810	10591	23936		
10536	23812	10592	23938		
10537	23814	10593	23941		
10538	23816	10594	23943		
10539	23819	10595	23945		

ANNEXURE-II

To

The Director of Pension, Provident Fund & Group Insurance,

Salt Lake, Kolkata.

Form of intimation by the Pension Disbursing Authority to the P.P.O. issuing authority regarding Consolidation of Pension in terms of the Panchayats & R.D. Department Memo No - 3941/PN/O/III/2P-39/09 dated the 3rd Sept.,'09.

1. Name of pensioner / family pensioner:
2. Pension Payment Order No. :
3. Computation of consolidated pension and/or family pension

	Pension	**Family Pension (Normal)**	**Family Pension (Enhanced)**
(i) Existing Pension (inclusive of Commuted portion/ family pension)			
(ii) Dearness pension, where applicable @ 50% of basic pension/ family pension.			
(ii) Dearness relief @ 24% of basic pension/ basic family pension + dearness pension @ 50% of the basic pension/ basic family pension, where applicable.			
(iii) Fitment weightage @ 40% of the existing pension/ family pension			
(iv) Consolidated pension/ family pension (i+ii+iii+iv)			

N.B.: If not applicable, draw a line across

4. Additional remarks, if any:

Signature of the Pension Disbursing Authority

Copy forwarded for information & necessary action to the :.-

1. Pr. Accountant General (A & E), W. B., Treasury Buildings, Kolkata.
2. Accountant General (Audit-I), W. B.,4, Brabournc Road, Kolkata.
3. Accountant General (Audit-II), W. B., 18, Rabindra Sarani, Kolkata.
4. Examiner of Local Accounts, W. B., 4, Brabourne Road, Kolkata.
5. Finance (Budget-I) Deptt.
6. Finance Deptt. (Pension Branch), Hemanta Bhavan, B.B.D. Bag(East).
7. Financial Advisor, P & R.D. Deptt.
8. Director of Pension, Provident fund & Group Insurance, Purta Bhavan, Bidhan Nagar, Kolkata-700 091
9. Director of Panchayats & R.D., W. B., Panchayat Bhavan, 11A, K. S. Roy Road, Kolkata-1.
10. Deptt. of Panchayat & R. D. (R.D. Wing), Kolkata.
11. Director , State Institute of Panchayats & R. D., Kalyani, Nadia.
12. District Magistrate,_____(All).
13. Treasury Officer,_____(All).
14. Executive Officer,_____Zilla/Mahakuma Parishad.
15. Addl. Executive Officer,_____Zilla/Mahakuma Parishad.
16. Sub-Divisional Officer,_____(All).
17. District Panchayat & R. D. Officer,
18. Block Development Officer.

Sd/- S.K. Pal

Assistant Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL

Department of Panchayats & R.D. Panchayat Wing,
Jessop Building, 63, Netaji Subhas Road, Kolkata - 700001.

Memorandum

on

Revision of Pay & Allowances for the employees of Panchayat Bodies - 2009

The 27th February, 2009

Registered No. WB/SC-320 No. WB/CPS/Raj-8 (Part I)/2009

The

Kolkata Gazette

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Publiahed by Authority

PHALGUNA 21] THURSDAY, MARCH 12, 2009 [SAKA 1930

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Department of Panchayats & R.D. Panchayat Wing,

Jessop Building, 63, Netaji Subhas Road, Kolkata - 700001.

No. 854/PN/N/III/2P-27/09 Dated : 27/02/2009

Sub : Revision of Pay and Allowance of the employees of Panchayat Bodies following West Bengal Services (Revision of Pay and Allowance) Rules, 2009 and the attendant orders.

MEMORANDUM

The Government of West Bengal in terms of Finance Department Resolution No.6020-F dated 28.08.2008 constituted Fifth Pay Commission with terms of reference which included, inter-alia, examination of the existing structure of pay and allowances of the employees of Gram Panchayat, Panchayat Samiti and Zilla Parishad in this State and recommendation for changes which would be desirable and feasible, with due regard, inter-alia, to the financial resources of the State Government.

The Commission has submitted its report to Government.

After careful consideration of the recommendation of the Pay Commission, the Governor is pleased to decide that the revised scales of pay and allowances of the Panchayat employees shall be admissible in the manner as set out in the following paragraphs:

1. **Date of effect -**

The revised scales of pay and allowances for the Panchayat employees shall be deemed to have come into force on the 1st day of January, 2006.

2. **Application -**

This shall apply to Panchayat employees.

3. **Definitions-**

(a) 'Panchayat employees' means all whole time and regular employees under Gram Panchayats, Panchayat Samitis-and Zilla Parishad/Siliguri Mahakuma Parishad in the State of West Bengal.

(b) "existing basic pay" means the pay drawn in the prescribed existing scale of pay, including stagnation increment(s), if any, but does not include any other type of pay;

(c) "existing scale" means, the existing scale applicable to the post held by the Panchayats employee or, as the case may, the personal scale applicable to him on account of his advancement to a higher scale under specific or general orders of the Government as on the 1st January, 2006, whether in a substantive or officiating or temporary capacity.

(d) 'existing emoluments' mean the aggregate of-

i) existing basic pay,

ii) dearness pay appropriate to the basic pay, and

iii) dearness allowance appropriate to the basic pay plus dearness pay at index average 536(1982=100);

(e) "Present scale", in relation to any post specified in column (2) of Part D of Schedule I, means the scale of pay specified against that post in column (3) thereof;

(f) "Pay in the pay band" means pay drawn in the running pay bands specified in column (5) of Part D of Schedule I;

(g) "Grade pay" means a fixed amount corresponding to the pre-revised pay scales/posts;

(h) "revised pay structure", in relation to any post specified in column (2) of Part D of Schedule I, means the pay band scale and grade pay specified against column (5) and column (6) ofthat Part, unless a different revised pay in the pay band and grade pay is notified separately for that post;

(i) "basic pay in the revised pay structure" means the pay drawn in the prescribed pay band plus applicable grade pay but does not include any other type of pay;

(j) "Schedule" means the Schedule appended to these memorandum

4 **Scale of pay of post -**

The pay band and grade pay of every post specified in column (2) of Part D of Schedule I, shall be as specified in column (5) and column (6) respectively thereof.

5. **Drawal of pay in revised pay structure -**

Every Panchayat employee shall draw pay in the revised pay structure applicable to the post to which he is appointed:

Provided that a Panchayat employee may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale:

Provided further that in case where a Panchayat employee has been placed in a higher pay scale between the period from I st January, 2006 to the date of notification of these rules on account of promotion, upgradation of pay scales etc, such Panchayat employee may elect to switch over to the revised pay structure from the date of such promotion or upgradation, as the case may be.

Explanation I - The option to retain the existing scale shall be admissible only in respect of one existing scale.

Explanation II - The aforesaid option shall not be admissible to any person appointed to a post on or after the 1st day of January, 2006 whether for the first time in Service under Panchayati Raj Bodies or by transfer from another post and he shall be allowed pay only in the revised pay structure.

Explanation III - Where a Panchayat employee exercises the option to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under the existing rules or order applicable to that post, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing scale in respect of the permanent post or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

Detailed Fixation Tables for each stage in each of the pre-revised scales have been worked out and annexed herewith (Annexure-III).

6. **Exercise of option.-**(1) The option under the provisos as laid down in para 5 shall be exercised in writing in the Form appended to Schedule II so as to reach the authority mentioned in sub-para(2) within three months of the date of issue ofthis Memorandum.

Provided that -

(i) a Panchayat employee, who on the date of issue ofthis Memorandum is on leave or deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of his return from such leave or deputation or foreign service, as the case may be; and

(ii) a Panchayat employee, who is under suspension on the date of publication of these Memorandum, shall exercise the said option within three months of the date of his return to his duty or within three months of the date of publication of these Memorandum whichever is later.

(2) The option shall be subm itted by the Panchayat employee to the Head of his Office.

(3) If the option undere sub-para (1) has not been received by the Head of his Office within the time mentioned in that sub-rule, the Panchayat employee shall be deemed to have elected to be governed by the revised pay structure with effect from the 1st day of January, 2006.

(4) The option once exercised shall be final.

Note 1. - A Panchayat employee whose service is terminated on or after the 1st day of April, 2008 and who is unable to exercise the option on account of discharge on the expiry of the sanctioned posts, resignation, dismissal of discharge on disciplinary grounds within the prescribed period, shall be entitled to the benefits of exercising option.

Note 2.- A Panchayat employee, who died on or after 1st day of January, 2006 and could not exercise the option within the prescribed period, shall be deemed to have exercised option for the revised pay structure on and from the 1st day of January, 2006 or from such subsequent date as is considered most beneficial to him, if he was alive.

Note 3. - A Panchayat employee who was on leave on the 1st January, 2006 and is entitled to leave salary, shall be allowed the benefits of exercising option.

Note 4. - A Panchayat employee whose existing scale of the post was revised with effect from any date notionally before publication of these Memorandum may be allowed the benefits of exercising option on the basis of notional basic pay in the existing scale.

7. **Fixation of initial pay in revised pay structure.** - The initial pay of a Panchayat employee who elects or is deemed to have elected under para 6 above to be governed by the revised pay structure on and from the 1 st day of January, 2006, shall, unless in any case the Government by special order or otherwise directs, be fixed in the manner mutates mutandis as laid down in rule 7 of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009.

Relevant extract of rule 7 of the West Bengal Services (Revision of Pay and Allowances) Rules, 2009 is annexed herewith (Annexure -(I). Some illustrations showing fixation of pay in the revised pay structure are appended herewith Annexure-(II).

8. **Fixation of pay in revised pay structure of employees appointed as fresh recruits on or after 1st day of January, 2006.** - (1) The pay of direct recruits to a particular post carrying a specific grade pay shall be fixed on or after the 1st day of January, 2006, at the entry level pay in the pay band as indicated in Part D or Part E, as the case may be, of Schedule I to this Memorandum.

(2) The provisions of sub-para (1) above shall also be applied in the case of those recruited between the 1st day of January, 2006 and the date of issue of this memorandum.

Provided that where the emoluments in the pre-revised pay scale(s) i.e., sum total ofthe basic pay in the pre-revised pay scale(s), deamess pay, if any, plus deamess allowance applicable from the date ofjoining, exceeds the sum ofthe pay fixed in the revised pay structure and the applicable deamess allowance thereon, the difference shall be ignored upto the 31 st day of March, 2008 and such difference in total emoluments for the period from 1 st day of April, 2008 to the date of issue of this memorandum shall be regulated in accordance with the provisions para [12].

9. **Rate of increment in revised pay structure.** —(1) The rate of increment in the revised pay structure shall be three per centum (3%) ofthe sum ofthe pay in the pay band and grade pay applicable and the resulting amount shall be rounded off to the next multiple of 10.

(2) The amount of increment shall be added to the existing pay in the pay band.

Provided that in case a Panchayat employee, who reaches the maximum of his pay band after addition ofthe amount of increment to the existing pay in the pay band, shall be placed in the next higher pay band after one year of reaching such a maximum and the time of placement in the higher pay band, benefit of one increment shall be allowed while the grade pay shall remain the same in the higher Pay Band (PB-4)and such Panchayat employee shall continue to move in the higher pay band till his pay in the pay band reaches the maximum of Pay Band 4 (PB-4):

Provided further that in case a Panchayat employee, who reaches the maximum of his pay band after add ition ofthe amount of increment to the existing pay in the Pay Band 4 (PB-4), neither further increment shall be granted to such a Panchayat employee nor such an amount of increments shall be added to the existing pay in the pay band.

10. **Date of increment in revised pay structure.**—(1) In respect of all Panchayat employees, there shall be a uniform date of annual Increment and such date of annual increment shall be the 1 st day July of every year:

Provided that in case of Panchayat employee who had been drawing maximum ofthe existing scale

of pay for more than a year on the 1 st day of January, 2006, the next increment in the unrevised pay scale shall be allowed on the 1 st day of January, 2006 and thereafter the provision of this rule shall apply.

Note 1. - In case of Panchayat employees completing six (6) months and above in the revised pay structure as on 1 st day of July, shall be eligible to be granted the increment. The first increment after fixation of pay on the 1st day of January, 2006 in the revised pay structure shall be granted notionally on the 1st day of July, 2006 for those employee for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

Note 2. - In case ofthe Panchayat employees who earned their last increment between the period commencing from the 2nd day of of January, 2005 and ending on the 1 st day of January, 2006, after fixation of their pay under revised pay structure, such Panchayat Employee should get next increment on the 1st day of July, 2006.

Note 3. - In case ofthe Panchayat employees whose date of next increment falls on the 1st day of January, 2006, after granting an increment in the pre-revised pay scale as on the 1st day of January, 2006, their pay in the revised pay structure should be fixed on the 1st day of January, 2006 and such employees should get their next increment on the 1st day of July, 2006.

Note 4. - If a Panchayat employee opts to come under revised pay structure after any date between the 1st day of January, 2006 to the 1st day of July, 2006, his pay in the revised pay structure should be fixed accordingly, but his date of next increment should be 1st day of July, 2007.

11. **Fixation of pay on promotion on or after 1st day of January, 2006.** - (1) In case of promotion from one grade pay to another in the revised pay structure on or after the 1st day of January, 2006, the fixation of pay of a Panchayat employee shall be made in the following manner, namely :-

(a) One increment equal to three per centum (3%) of the sum of the Pay in the pay band and the existing grade pay shall be computed and rounded off to the next multiple of 10;

(b) the amount arrived at in clause (a) shall be added to the existing pay in the pay band and in case the pay in the pay band after adding the increment is less that the minimum of the higher pay band to which promotion is taking place, pay in the pay band shall be stepped up to such minimum;

(c) after the pay in the pay band so determined, grade pay corresponding to the promotional post shall be granted in addition to this pay in the pay band.

(2) In case where promotion of a Panchayat employee involves change in the pay band, the same methodology as mentioned in clause (a) to clause (c) of sub-para (1) for fixation of pay, shall be applicable.

(3) The benefit of fixation of pay available at the time of normal promotion under this rule shall be allowed in case of non-functional elevation to higher scales.

Note I. - In case the Panchayat employee opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the pay band shall continue to be unchanged, but grade pay of the higher post shall be granted. Further re-fixation shall be done on the date of his next increment, i.e. 1 st day of July. On the day, such a Panchayat employee shall be granted two increments, one annual increment and the second on account of promotion. While computing these two increments, basic pay priorto the date of promotion and grade pay corresponding to such pay in the pay band shall be taken into account. After allowing such increments, grade pay of the higher post/scale shall be allowed.

Note 2. - In case the Panchayat employee opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1 st July, if he was

promoted between the periods from the 2nd July to 1st January. However, if he was promoted between periods commencing from the 2nd January and ending on the 30th June of a particular year, he shall get his increment on the 1st July of the next year.

Note 3. - If a Panchayat employee after getting non-functional movement to higher scale gets promotion in the same existing pre-revised scale, he shall get only one incremental benefit for the higher post without any change in the grade pay.

12. **Payment of arrears. -** (1) Notwithstanding anything contained elsewhere in the order or in any other rules/orders for the time being in force, no arrears of pay to which a Panchayat employee may be entitled in respect of the period from the 1st day of January, 2006 to the 31st day of March, 2008, shall be paid to the Panchayat employee.

(2) (a) The arrears of pay to which the Panchayat employee may be entitled to in respect of the period from the 1st day of April, 2008 to the 31st day of March, 2009, shall be paid in three consecutive equal yearly instalments in cash from the year 2009-2010.

(b) A Panchayat employee, who retired on any date between the 1st day of January, 2006 to the 31st day of March, 2008, shall not be entitled to any arrears of pay for the period upto the 31st March, 2008.

(c) A Panchayat employee, who retired between the periods from the 31st day of March, 2008 to the 1st day of April, 2009, but before publication of this Memorandum shall receive arrears pay for the period from the 1st April, 2008 to the date of his retirement, in cash.

Explanation.- "arrears of pay", in relation to a Panchayat employee, means the difference between the aggregate of pay and allowances to which he is entitled on account of the revision of pay and allowances for the period in question and the aggregate of the pay and allowances to which he would have been entitled forthat period had his pay and allowances not been so revised. The revised allowance (except for dearness allowance) shall be payable only with effect from the 1 st day of April, 2009.

13. **Dearness Allowances -**

Consequent upon revision of pay of Panchayat employees, the dearness allowance to which a Panchayat employees is entitled from time to time since the 1 st January, 2006 needs to be related to pay in the revised scales of pay. Accordingly, it has since been decided that the Dearness Allowance payable to a Panchayat employee with effect from the 1st April, 2008 shall be at the following rates :-

Period for which payable	Rate of Dearness Allowance per Month on Basic Pay
01.04.2008 to 31.05.2008	2%
01.06.2008 to 31.10.2008	6%
01.11.2008 to 28.02.2009	9%
01.03.2009 to 31.03.2009	12%
01.04.2009 onwards	16%

14. **House Rent Allowance -**

With effect from the 1st April, 2009, the house rent allowance admissible to a Panchayat employees shall be 15% of his basic pay in the revised pay structure, subject to a maximum of Rs.6000/- per month. The ceiling of house rent allowances drawn by husband and wife together shall also be revised to Rs.6000/ - per month. The existing terms and conditions of drawl of house rent allowance by the employees living in their own house or in a rented house shall continue to apply.

15. **Medical and other allowances -**

The Existing rate of Medical allowances, will be revised to Rs.300/- per month in respect of Panchayat Employees and Panchayat Pensioners.

This order issues with the concurrence of the Finance Department of this Government vide their Unofficial No. 697 Group-P (Pay) dated 27/02/2009.

Date: 27/02/2009

Sd/-(Dr. M. N. Roy)

27/02/2009

Principal Secretary to the Govt. of West Bengal

PART D

Correspondence between the Existing Scales and the Revised Scales

Existing Pay Structure			Revised Pay Structure		
Pre-Revised Pay Scale No.	POSTS	Existing Pay Scales (Rs.)	Name of PAY BAND	PAY BAND SCALE	GRADE PAY
1	All Posts carrying existing Scales shown in Col.(3)	2600-55-2985-60-3525-65-4175	PB-1	Rs. 4900-16200	Rs. 1700
2	-DO-	2700-60-3120-65-3770-70-4400	PB-1	Rs. 4900-16200	Rs. 1800
3	-DO-	2850-65-3305-70-4005-75-4680	PB-2	Rs. 5400-25200	Rs. 1900
4	-DO-	3000-75-3450-80-4330-90-5230	PB-2	Rs. 5400-25200	Rs. 2100
5	-DO-	3150-80-3390-90-4380-100-5680	PB-2	Rs. 5400-25200	Rs. 2300
6	-DO-	3350-90-3800-100-4700-125-6325	PB-2	Rs. 5400-25200	Rs. 2600
7	-DO-	3600-100-4200-125-5700-150-7050	PB-2	Rs. 5400-25200	Rs. 2900
8	-DO-	3800-100-4100-125-4725-150-6375-175-7775	PB-3	Rs. 7100-37600	Rs. 3200
9	-DO-	4000-125-4250-150-5300-175-7050-200-8850	PB-3	Rs. 7100-37600	Rs. 3600
9(b)	-DO-	4000-125-4250-150-5300-175-7050-200-8850 with higher initial start at Rs.4250)	PB-3	Rs. 7100-37600 Entry point minimum Pay Rs.7910)	Rs. 3600
10	-DO-	4500-150-5250-175-7000-200-8800-225-9700	PB-3	Rs. 7100-37600	Rs. 3900
11	-DO-	4650-150-5100-175-6325-200-7925-225-10175	PB-3	Rs. 7100-37600	Rs. 4100
12	-DO-	4800-175-5850-200-6650-225-8675-250-10925	PB-4	Rs. 9000-40500	Rs. 4400
13	-DO-	5000-175-5700-200-6500-225-8525-250-11275	PB-4	Rs. 9000-40500	Rs. 4600
14	-DO-	5500-200-6300-225-8325-250-11325	PB-4	Rs. 9000-40500	Rs. 4700
15	-DO-	6000-225-7800-250-9800-275-12000	PB-4	Rs. 9000-40500	Rs. 4800
16	-DO-	8000-275-13500	PB-4	Rs. 9000-40500	Rs. 5400
17	-DO-	10000-325-15525	PB-4	Rs. 9000-40500	Rs. 6600
18	-DO-	12000-375-18000	PB-4	Rs. 9000-40500	Rs. 7600

PART E

Entry Pay in the Revised Structure for direct recruits appointed on or after 01.01.2006

	PAY BAND - 1 (Rs. 4900-16200)	
GRADE PAY	PAY IN THE PAY BAND (Rs.)	TOTAL (Rs.)
1700	4900	6600
1800	5030	6830

	PAY BAND - 2 (Rs. 5400-25200)	
GRADE PAY	PAY IN THE PAY BAND (Rs.)	TOTAL (Rs.)
1900	5400	7300
2100	5580	7680
2300	5860	8160
2600	6240	8840
2900	6700	9600

	PAY BAND - 3 (Rs. 7100-37600)	
GRADE PAY	PAY IN THE PAY BAND (Rs.)	TOTAL (Rs.)
3200	7100	10300
3600	7440	11040
3900	8370	12270
4100	8650	12750

	PAY BAND - 4 (Rs. 9000-40500)	
GRADE PAY	PAY IN THE PAY BAND (Rs.)	TOTAL (Rs.)
4400	9000	13400
4600	9300	13900
4700	10230	14930
4800	11160	15960
5400	15600	21000
6600	18600	25200
7000	18600	25600
7600	22320	29920
8000	23250	31250

SCHEDULE II

PART A

Form of option

(See para 5 and 6 of the Memorandum)

*(i) I.....hereby elect the revised pay structure with effect from 1st January, 2006.

*(ii) I.....hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until:

(a) the date of my next increment

(b) the date of my subsequent increment raising my pay to Rs .....in the existing scale.

(c) The date of my promotion to.....in theexisting scale of pay of Rs.....

Declaration.- I hereby undertake to refund to the Government any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of pay in the-revised pay structure as soon as the fact of such excess drawal comes/brought to my notice.

Date : _____

Station : _____

Signature _____

Name _____

Designation _____

Office in which employed _____

Block/District _____

To be scored out, if not applicable

PART B

Form of fixation of initial pay in the revised pay structure under the Panchayats and Rural Development Department's Memo No.:854/PN/N/III/2P-27/09 Dated 27/02/2009.

1. Name of the Office :

2. Name and designation of Panchayat Employee :

3. Status (substantive/officiating) :

4. Existing scale of pay as on 01/01/2006

   (a) in substantive post :

   (b) in officiating/temporary post :

5. Existing Basic Pay as on :

   .....
   (the date of option)

6. Pay after multiplication by a factor 1.86 and rounded off to next multiple of 10. :

7. Revised Pay Band and Grade Pay corresponding to existing scale (as shown at SI. No. 4 above) :

8. Pay in the revised Pay Band / Scale in which pay is to be fixed. :

9. Grade Pay to be applied in terms of Panchayats and Rural Development Department's Memo No.: 854/PN/N/III/2P-27/09 Dated 27/02/2009. :

10. Revised Basic Pay (SI. No. 8 + SI. No. 9) :

11. Date of effect :

12. Date of Next increment :

Signature of Head of Office

Designation

ANNEXURE-I

Fixation of initial pay in revised pay structure.- (1) The initial pay of a Panchayat employee who elects or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2006, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien, or would have held a lien had his lien not been suspended and in respect of his pay in the officiating post held by him in the following manner nameiy:-

(a) in case of all employees,-

(i) the pay in the pay band of a Panchayat employee who continued in service after 31st December, 2005, shall be determined notionally as on 1st day of January, 2006, by way of multiplying his existing basic pay by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.

Provided that if the minimum of the revised pay band is higher than the amount so arrived at in accordance with the provisions of this item, the pay shall be fixed at the minimum of the revised pay band; (ii) after the pay in the pay band so determined, grade pay corresponding to the existing scale shall be added;

(b) in case of medical officers and veterinarians who are in receipt of non-practising allowance, the pay in the revised pay structure shall be fixed notionally in accordance with the provisions of clause (a).

Provided that the pre-revised dearness allowance appropriate to the existing non-practising allowance admissible at index average of 536 (1982=100) shall be added while fixing the pay in the revised pay band, and the amount of non-practising allowance at the rate as specified in Part F of Schedule I shall be drawn with effect from the 1st day of January, 2006 or the date of option for revised pay structure notionally, in addition to the pay so fixed in the revised pay structure.

Note 1 - A Panchayat employee who is on leave on the date of commencement of these rules and is entitled to leave salary, shall become entitled to pay in the revised pay structure from the date of actual effect of the revised emoluments. Similarly, where a Panchayat employee is on study leave shall get the benefit of these rules.

Note 2- A Panchayat employee under suspension, shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay structure shall be subject to the final order of the pending disciplinary proceedings.

Note 3 - Where the amount of existing emoluments exceeds the revised emoluments in respect of any government employee, the difference amount shall be allowed as personal pay to be absorbed in future increases in pay.

Note 4 - Where in the fixation of pay under sub-rule (1), the pay of a Panchayat employee, who, immediately before the 1st day of January, 2006 was drawing more pay in the existing scale than another Panchayat employee junior to him in the same cadre, gets fixed in the revised pay band at astage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.

Note 5 - In the case where a senior Panchayat employee promoted to a higher post before the 1st day of January, 2006, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2006, the pay in the pay band of senior Panchayat employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up shall be done by the Government with effect from the date of promotion of the junior Panchayat employee subject to the fulfillment of the following conditions :-

(i) both the junior and the senior Panchayat employees should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;

(ii) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be identical;

(iii) the senior Panchayat employee at the time of promotion should have been drawing equal or more pay than the junior;

(iv) the anomaly should arise directly as a result of the application of the provisions of the normal rule or any other rule or order regulating fixation of pay on such promotion in the revised pay structure. If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, the provisions of this Note shall not be applicable to step up the pay of the senior officer.

Note 6 - Where a Panchayat employee is in receipt of personal pay on the 1st day of January, 2006, which together with his existing emoluments exceeds the revised emoluments, the difference representing such excess shall be allowed to such Panchayat employee as personal pay to be absorbed in future increases of the pay.

(2) Subject to provisions of rule 5, if the pay as fixed in the officiating post under sub-rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as the substantive pay.

Annexure - II

Illustration showing the fixation of Pay under revised pay structure Issued under this Department Memo No. Dated.

Illustration 1 : A Panchayat employee with basic Pay of Rs. 2820/- p.m. in the existing scale of pay of Rs. 2600 - 4175/- opted for fixation of his Pay in the revised Pay Structure w.e.f. 01.01.2006.

1.	Existing Scale of Pay	: Rs. 2600-55-2985-60-3525-65-4175/-
2.	Pay Band (revised applicable)	: PB-1 Rs. 4900 - 16200/-
3.	Existing Basic Pay as on 01.01.2006	: Rs. 2820/-p.m.
4.	Pay after multiplication by a factor of 1.86 (to be rounded off to the next multiple of 10)	: Rs. 5250/-
5.	Pay in the Pay Band (PB-1)	: Rs. 5250/-
6.	Grade Pay attached to the Scale	: Rs. 1700/-
7.	Revised Basic Pay total of Pay in the Pay Band and Grade Pay (5 + 6)	: Rs. 6950/- (as on 01.01.06)
8.	Date of Next increment	: Rs. 01.07.06.

Illustration 2 : A Panchayat employee with basic Pay of Rs. 3120/-p.m. in the existing scale of pay of Rs. 2700 - 4400/- opted for fixation of his pay in the revised Pay Structure w.e.f. 01.04.2006.

1.	Existing Scale of Pay	: Rs. 2700-60-3120-65-3770-70-4400/-
2.	Pay Band (revised) applicable	: PB-1 Rs. 4900 - 16200/-
3.	Existing Basic Pay as on 01.04.2006	: Rs. 3120/- p.m.
4.	Pay after multiplication by a factor of 1.86 (to be rounded off to the next multiple of 10)	: Rs. 5810/-
5.	Pay in the Pay Band (PB -1)	: Rs. 5810/-
6.	Grade Pay attached to the Scale	: Rs. 1800/-
7.	Revised Basic Pay total of Pay in the Pay Band and Grade Pay (5 + 6)	: Rs. 7610/- (as on 01.04.06)
8.	Date of Next increment	: Rs. 01.07.07

Illustration 3 : A Panchayat employee with basic Pay of Rs. 4000/- p.m. in the existing scale of pay of Rs. 3350-6325/- opted for fixation of his pay in the revised Pay Structure w.e.f. 01.01.2006.

1.	Existing Scale of Pay	: Rs. 3350-90-3800-100-4700-6325/-
2.	Pay Band (revised) applicable	: PB-2 Rs. 5400-25200/-
3.	Existing Basic Pay as on 01.01.2006	: Rs. 4000/-p.m.
4.	Pay after multiplication by a factor of 1.86 (to be rounded off to the next multiple of 10)	: Rs. 7440/-
5.	Pay in the Pay Band (PB-2)	: Rs. 7440/-
6.	Grade Pay attached to the Scale	: Rs. 2600/-
7.	Revised Basic Pay total of pay in (as on 01.01.06) the Pay Band and Grade Pay (5 + 6)	: Rs. 10040/-
8.	Date of Next increment	: Rs. 01.07.06.

Annexure - II

Illustration 4 : A Panchayat employee with basic Pay of Rs. 7000/-p.m. in the existing scale of pay of Rs. 4500-9700/-opted for fixation of his Pay in the revised Pay Structure w.e.f. 01.01.2006.

1.	Existing Scale of Pay	: Rs. 4500-150-5250-175-7000-200-8800-225-9700/-
2.	Pay Band (revised) applicable	: PB-3 Rs. 7100-37600/-
3.	Existing Basic Pay as on 01.01.2006	: Rs. 7000/-p.m.
4.	Pay after multiplication by a factor of 1.86 (to be rounded off to the next multiple of 10)	: Rs. 13020/-
5.	Pay in the Pay Band (PB-3)	: Rs. 13020/-
6.	Grade Pay attached to the Scale	: Rs. 3900/-
7.	Revised Basic Pay total of Pay in the Pay Band and Grade Pay (5 + 6)	: Rs. 16920/- (as on 01.01.06)
8.	Date of Next increment	: Rs. 01.07.06

Illustration 5A Panchayat employee with basic Pay of Rs. 16300/- p.m. in the existing scale of pay of Rs. 14300-400-18300/- opted for fixation of his Pay in the revised Pay Structure w.e.f. 01.01.2006.

1.	Existing Scale of Pay	: Rs. 14300-400-18300/-
2.	Pay Band (revised) applicable	: PB-5 Rs. 37400-60000/-
3.	Existing Basic Pay as on 01.01.2006	: Rs. 16300/-p.m.
4.	Pay after multiplication by a factor of 1.86 (to be rounded off to the next multiple of 10)	: Rs. 30320/-
5.	Pay in the Pay Band (PB-5)	: Rs. 37400/- (minimum)
6.	Grade Pay attached to the Scale	: Rs. 8700/-
7.	Revised Basic Pay total of Pay in (as on 01.01.06) the Pay Band and Grade Pay (5+6)	: Rs. 46100/-
8.	Date of Next increment	: Rs. 01.07.06.

Illustration 6:A Panchayat employee with basic Pay of Rs. 6700/-p.m. in the existing scale of pay of Rs. 4000-8850/- as on 01.01.2006 was promoted to a post in the existing scale of pay of which is Rs. 4500-9700/- with higher initial at Rs. 6300/-w.e.f 01.04.2006. He opted for fixation of his pay in the revised Pay Structure w.e.f. 01.01.2006 and he also exercised for promotional fixation w.e.f. 01.07.06.

A.

1.	Existing Scale of Pay	: Rs. 4000-125-4250-150-5300-175-7050-200-8850/-
2.	Pay Band (revised) applicable	: PB-3 Rs. 7100-37600/-
3.	Existing Basic Pay as on 01.01.2006	: Rs. 6700/-p.m.
4.	Pay after multiplication by a factor of 1.86 (to be rounded off to the next multiple of 10)	: Rs. 12470/-
5.	Pay in the Pay Band (PB-3)	: Rs. 12470/-
6.	Grade Pay attached to the Scale	: Rs. 3600/-
7.	Revised Basic Pay total of Pay in the Pay Band and Grade Pay (5+6)	: Rs. 16070/- (as on 01.01.06)
8.	Date of Next increment	: Rs. 01.07.06.

B.

1.	Existing Scale of Pay of the promotion post	: Rs. 4500-150-5250-175-7000-200-8800-225-9700/- with higher initial start at Rs. 6300/-
2.	Date of Promotion	: 01.04.06
3.	Option exercised for Promotional fixation	: 01.07.06
4.	Pay Band (revised) applicable in promotion post	: PB-3 Rs. 7100-37600/-
5.	Pay in the Pay Bandon the date of promotion	: Rs. 12470/-
6.	Grade Pay attached to the promotion post	: Rs. 4220/-
7.	Pay initially fixed in the promotion post w.e.f. 01.04.06	: (Rs. 12470+4220) = Rs. 16990/-
8.	Pay finally fixed in the promotion post	: Pay in the Pay Band+ Grade Pay= Total Rs.13460/- + Rs. 4220/- = Rs. 17680/-

(as per option exercised) as on 01.07.06

(normal increment@ 3% on pay at item No. A-7 above amounting to Rs. 490+ promotional increment, i.e., @ 3% on the whole amount so arrived at amounting to Rs. 500)

9.	Date of Next increment	: Rs. 01.07.06.

ANNEXURE-III

FITMENT TABLES IN THE REVISED PAY BAND

PRE-REVISED SCALE NO. 1	REVISED PAY BAND+GRADE PAY		
Rs. 2600-55-2985-60-3525-65-4175	PB-1	Rs. 4900-16200	Rs. 1700
PRE-REVISED BASIC PAY	PAY IN THE BAND	Revised Pay GRADE PAY	REVISED BASIC PAY
2600	4900	1700	6600
2655	4940	1700	6640
2710	5050	1700	6750
2765	5150	1700	6850
2820	5250	1700	6950
2875	5350	1700	7050
2930	5450	1700	7150
2985	5560	1700	7260
3045	5670	1700	7370
3105	5780	1700	7480
3165	5890	1700	7590
3225	6000	1700	7700
3285	6120	1700	7820
3345	6230	1700	7930
3405	6340	1700	8040
3465	6450	1700	8150
3525	6560	1700	8260
3590	6680	1700	8380
3655	6800	1700	8500
3720	6920	1700	8620
3785	7050	1700	8750
3850	7170	1700	8870
3915	7290	1700	8990
3980	7410	1700	9110
4045	7530	1700	9230
4110	7650	1700	9350
4175	7770	1700	9470
4240	7890	1700	9590
4305	8010	1700	9710
4370	8130	1700	9830
4435	8250	1700	9950
4500	8370	1700	10070
4565	8500	1700	10200

PRE-REVISED SCALE NO. 2	REVISED PAY BAND+GRADE PAY		
Rs. 2700-60-3120-65-3770-70-4400	PB-1	Rs. 4900-16200	Rs. 1800
PRE-REVISED BASIC PAY	PAY IN THE BAND	Revised Pay GRADE PAY	REVISED BASIC PAY
2700	5030	1800	6830
2760	5140	1800	6940
2820	5250	1800	7050
2880	5360	1800	7160
2940	5470	1800	7270
3000	5580	1800	7380
3060	5700	1800	7500
3120	5810	1800	7610
3185	5930	1800	7730
3250	6050	1800	7850
3315	6170	1800	7970
3380	6290	1800	8090
3445	6410	1800	8210
3510	6530	1800	8330
3575	6650	1800	8450
3640	6780	1800	8580
3705	6900	1800	8700
3770	7020	1800	8820
3840	7150	1800	8950
3910	7280	1800	9080
3980	7410	1800	9210
4050	7540	1800	9340
4120	7670	1800	9470
4190	7800	1800	9600
4260	7930	1800	9730
4330	8060	1800	9860
4400	8190	1800	9990
4470	8320	1800	10120
4540	8450	1800	10250
4610	8580	1800	10380
4680	8710	1800	10510
4750	8840	1800	10640
4820	8970	1800	10770

PRE-REVISED SCALE NO. 3	REVISED PAY BAND+GRADE PAY		
2850-65-3305-70-4005-75-4680	PB-2	Rs. 4900-16200	Rs. 1800
PRE-REVISED BASIC PAY	PAY IN THE BAND	Revised Pay GRADE PAY	REVISED BASIC PAY
2850	5400	1900	7300
2915	5430	1900	7330
2980	5550	1900	7450
3045	5670	1900	7570
3110	5790	1900	7690
3175	5910	1900	7810
3240	6030	1900	7930
3305	6150	1900	8050
3375	6280	1900	8180
3445	6410	1900	8310
3515	6540	1900	8440
3585	6670	1900	8570
3655	6800	1900	8700
3725	6930	1900	8830
3795	7060	1900	8960
3865	7190	1900	9090
3935	7320	1900	9220
4005	7450	1900	9350
4080	7590	1900	9490
4155	7730	1900	9630
4230	7870	1900	9770
4305	8010	1900	9910
4380	8150	1900	10050
4455	8290	1900	10190
4530	8430	1900	10330
4605	8570	1900	10470
4680	8710	1900	10610
4755	8850	1900	10750
4830	8990	1900	10890
4905	9130	1900	11030
4980	9270	1900	11170
5055	9410	1900	11310
5130	9550	1900	11450

PRE-REVISED SCALE NO. 4	REVISED PAY BAND+GRADE PAY		
3000-75-3450-80-4330-90-5230	PB-2	Rs. 5400-25200	Rs. 2100
PRE-REVISED BASIC PAY	PAY IN THE BAND	Revised Pay GRADE PAY	REVISED BASIC PAY
3000	5580	2100	7680
3075	5720	2100	7820
3150	5860	2100	7960
3225	6000	2100	8100
3300	6140	2100	8240
3375	6280	2100	8380
3450	6420	2100	8520
3530	6570	2100	8670
3610	6720	2100	8820
3690	6870	2100	8970
3770	7020	2100	9120
3850	7170	2100	9270
3930	7310	2100	9410
4010	7460	2100	9560
4090	7610	2100	9710
4170	7760	2100	9860
4250	7910	2100	10010
4330	8060	2100	10160
4420	8230	2100	10330
4510	8390	2100	10490
4600	8560	2100	10660
4690	8730	2100	10830
4780	8900	2100	11000
4870	9060	2100	11160
4960	9230	2100	11330
5050	9400	2100	11500
5140	9570	2100	11670
5230	9730	2100	11830
5320	9900	2100	12000
5410	10070	2100	12170
5500	10230	2100	12330
5590	10400	2100	12500
5680	10570	2100	12670
5770	10740	2100	12840

PRE-REVISED SCALE NO. 5	REVISED PAY BAND+GRADE PAY		
3150-80-3390-90-4380-100-5680	PB-2	Rs. 5400-25200	Rs. 2300
PRE-REVISED BASIC PAY	PAY IN THE BAND	Revised Pay GRADE PAY	REVISED BASIC PAY
3150	5860	2300	8160
3230	6010	2300	8310
3310	6160	2300	8460
3390	6310	2300	8610
3480	6480	2300	8780
3570	6650	2300	8950
3660	6810	2300	9110
3750	6980	2300	9280
3840	7150	2300	9450
3930	7310	2300	9610
4020	7480	2300	9780
4110	7650	2300	9950
4200	7820	2300	10120
4290	7980	2300	10280
4380	8150	2300	10450
4480	8340	2300	10640
4580	8520	2300	10820
4680	8710	2300	11010
4780	8900	2300	11200
4880	9080	2300	11380
4980	9270	2300	11570
5080	9450	2300	11750
5180	9640	2300	11940
5280	9830	2300	12130
5380	10010	2300	12310
5480	10200	2300	12500
5580	10380	2300	12680
5680	10570	2300	12870
5780	10760	2300	13060
5880	10940	2300	13240
5980	11130	2300	13430
6080	11310	2300	13610
6180	11500	2300	13800
6280	11690	2300	13990

PRE-REVISED SCALE NO. 6	REVISED PAY BAND+GRADE PAY		
3350-90-3800-100-4700-125-6325	PB-2	Rs. 5400-25200	Rs. 2600
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
3350	6240	2600	8840
3440	6400	2600	9000
3530	6570	2600	9170
3620	6740	2600	9340
3710	6910	2600	9510
3800	7070	2600	9670
3900	7260	2600	9860
4000	7440	2600	10040
4100	7630	2600	10230
4200	7820	2600	10420
4300	8000	2600	10600
4400	8190	2600	10790
4500	8370	2600	10970
4600	8560	2600	11160
4700	8750	2600	11350
4825	8980	2600	11580
4950	9210	2600	11810
5075	9440	2600	12040
5200	9680	2600	12280
5325	9910	2600	12510
5450	10140	2600	12740
5575	10370	2600	12970
5700	10610	2600	13210
5825	10840	2600	13440
5950	11070	2600	13670
6075	11300	2600	13900
6200	11540	2600	14140
6325	11770	2600	14370
6450	12000	2600	14600
6575	12230	2600	14830
6700	12470	2600	15070
6825	12700	2600	15300
6950	12930	2600	15530
7075	13160	2600	15760

PRE-REVISED SCALE NO. 7	REVISED PAY BAND+GRADE PAY		
3600-100-4200-125-5700-150-7050	PB-2	Rs. 5400-25200	Rs. 2900
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
3600	6700	2900	9600
3700	6890	2900	9790
3800	7070	2900	9970
3900	7260	2900	10160
4000	7440	2900	10340
4100	7630	2900	10530
4200	7820	2900	10720
4325	8050	2900	10950
4450	8280	2900	11180
4575	8510	2900	11410
4700	8750	2900	11650
4825	8980	2900	11880
4950	9210	2900	12110
5075	9440	2900	12340
5200	9680	2900	12580
5325	9910	2900	12810
5450	10140	2900	13040
5575	10370	2900	13270
5700	10610	2900	13510
5850	10890	2900	13790
6000	11160	2900	14060
6150	11440	2900	14340
6300	11720	2900	14620
6450	12000	2900	14900
6600	12280	2900	15180
6750	12560	2900	15460
6900	12840	2900	15740
7050	13120	2900	16020
7200	13400	2900	16300
7350	13680	2900	16580
7500	13950	2900	16850
7650	14230	2900	17130
7800	14510	2900	17410
7950	14790	2900	17690

PRE-REVISED SCALE NO. 8 3800-100-4100-125-4725-150-6375-175-7775	REVISED PAY BAND+GRADE PAY		
	PB-3	Rs. 7100-37600	Rs. 3200
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
3800	7100	3200	10300
3900	7260	3200	10460
4000	7440	3200	10640
4100	7630	3200	10830
4225	7860	3200	11060
4350	8100	3200	11300
4475	8330	3200	11530
4600	8560	3200	11760
4725	8790	3200	11990
4875	9070	3200	12270
5025	9350	3200	12550
5175	9630	3200	12830
5325	9910	3200	13110
5475	10190	3200	13390
5625	10470	3200	13670
5775	10750	3200	13950
5925	11030	3200	14230
6075	11300	3200	14500
6225	11580	3200	14780
6375	11860	3200	15060
6550	12190	3200	15390
6725	12510	3200	15710
6900	12840	3200	16040
7075	13160	3200	16360
7250	13490	3200	16690
7425	13820	3200	17020
7600	14140	3200	17340
7775	14470	3200	17670
7950	14790	3200	17990
8125	15120	3200	18320
8300	15440	3200	18640
8475	15770	3200	18970
8650	16090	3200	19290
8825	16420	3200	19620

PRE-REVISED SCALE NO. 9	REVISED PAY BAND+GRADE PAY		
4000-125-4250-150-5300-175-7050-200-8850	PB-3	Rs. 7100-37600	Rs. 3600
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
4000	7440	3600	11040
4125	7680	3600	11280
4250	7910	3600	11510
4400	8190	3600	11790
4550	8470	3600	12070
4700	8750	3600	12350
4850	9030	3600	12630
5000	9300	3600	12900
5150	9580	3600	13180
5300	9860	3600	13460
5475	10190	3600	13790
5650	10510	3600	14110
5825	10840	3600	14440
6000	11160	3600	14760
6175	11490	3600	15090
6350	11820	3600	15420
6525	12140	3600	15740
6700	12470	3600	16070
6875	12790	3600	16390
7050	13120	3600	16720
7250	13490	3600	17090
7450	13860	3600	17460
7650	14230	3600	17830
7850	14610	3600	18210
8050	14980	3600	18580
8250	15350	3600	18950
8450	15720	3600	19320
8650	16090	3600	19690
8850	16470	3600	20070
9050	16840	3600	20440
9250	17210	3600	20810
9450	17580	3600	21180
9650	17950	3600	21550
9850	18330	3600	21930
10050	18700	3600	22300

PRE-REVISED SCALE NO. 9	REVISED PAY BAND+GRADE PAY		
4000-125-4250-150-5300-175-7050-200-8850	PB-3	Rs. 7100-37600	Rs. 3600
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
4000	7440	3600	11040
4125	7680	3600	11280
4250	7910	3600	11510
4400	8190	3600	11790
4550	8470	3600	12070
4700	8750	3600	12350
4850	9030	3600	12630
5000	9300	3600	12900
5150	9580	3600	13180
5300	9860	3600	13460
5475	10190	3600	13790
5650	10510	3600	14110
5825	10840	3600	14440
6000	11160	3600	14760
6175	11490	3600	15090
6350	11820	3600	15420
6525	12140	3600	15740
6700	12470	3600	16070
6875	12790	3600	16390
7050	13120	3600	16720
7250	13490	3600	17090
7450	13860	3600	17460
7650	14230	3600	17830
7850	14610	3600	18210
8050	14980	3600	18580
8250	15350	3600	18950
8450	15720	3600	19320
8650	16090	3600	19690
8850	16470	3600	20070
9050	16840	3600	20440
9250	17210	3600	20810
9450	17580	3600	21180
9650	17950	3600	21550
9850	18330	3600	21930
10050	18700	3600	22308

PRE-REVISED SCALE NO. 10	REVISED PAY BAND+GRADE PAY		
4500-150-5250-175-7000-200-8800-225-9700	PB-3	Rs. 7100-37600	Rs. 3900
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
4500	8370	3900	12270
4650	8650	3900	12550
4800	8930	3900	12830
4950	9210	3900	13110
5100	9490	3900	13390
5250	9770	3900	13670
5425	10100	3900	14000
5600	10420	3900	14320
5775	10750	3900	14650
5950	11070	3900	14970
6125	11400	3900	15300
6300	11720	3900	15620
6475	12050	3900	15950
6650	12370	3900	16270
6825	12700	3900	16600
7000	13020	3900	16920
7200	13400	3900	17300
7400	13770	3900	17670
7600	14140	3900	18040
7800	14510	3900	18410
8000	14880	3900	18780
8200	15260	3900	19160
8400	15630	3900	19530
8600	16000	3900	19900
8800	16370	3900	20270
9025	16790	3900	20690
9250	17210	3900	21110
9475	17630	3900	21530
9700	18050	3900	21950
9925	18470	3900	22370
10150	18880	3900	22780
10375	19300	3900	23200
10600	19720	3900	23620
10825	20140	3900	24040
11050	20560	3900	24460

PRE-REVISED SCALE NO. 11	REVISED PAY BAND+GRADE PAY		
4650-150-5100-175-6325-200-7925-225-10175	PB-3	Rs. 7100-37600	Rs. 4100
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
4650	8650	4100	12750
4800	8930	4100	13030
4950	9210	4100	13310
5100	9490	4100	13590
5275	9820	4100	13920
5450	10140	4100	14240
5625	10470	4100	14570
5800	10790	4100	14890
5975	11120	4100	15220
6150	11440	4100	15540
6325	11770	4100	15870
6525	12140	4100	16240
6725	12510	4100	16610
6925	12890	4100	16990
7125	13260	4100	17360
7325	13630	4100	17730
7525	14000	4100	18100
7725	14370	4100	18470
7925	14750	4100	18850
8150	15160	4100	19260
8375	15580	4100	19680
8600	16000	4100	20100
8825	16420	4100	20520
9050	16840	4100	20940
9275	17260	4100	21360
9500	17670	4100	21770
9725	18090	4100	22190
9950	18510	4100	22610
10175	18930	4100	23030
10400	19350	4100	23450
10625	19770	4100	23870
10850	20190	4100	24290
11075	20600	4100	24700
11300	21020	4100	25120
11525	21440	4100	25540

PRE-REVISED SCALE NO. 12	REVISED PAYBAND+GRADE PAY		
4800-175-5850-200-6650-225-8675-250-10925	PB-4	Rs. 9000-40500	Rs. 4400
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
4800	9000	4400	13400
4975	9260	4400	13660
5150	9580	4400	13980
5325	9910	4400	14310
5500	10230	4400	14630
5675	10560	4400	14960
5850	10890	4400	15290
6050	11260	4400	15660
6250	11630	4400	16030
6450	12000	4400	16400
6650	12370	4400	16770
6875	12790	4400	17190
7100	13210	4400	17610
7325	13630	4400	18030
7550	14050	4400	18450
7775	14470	4400	18870
8000	14880	4400	19280
8225	15300	4400	19700
8450	15720	4400	20120
8675	16140	4400	20540
8925	16610	4400	21010
9175	17070	4400	21470
9425	17540	4400	21940
9675	18000	4400	22400
9925	18470	4400	22870
10175	18930	4400	23330
10425	19400	4400	23800
10675	19860	4400	24260
10925	20330	4400	24730
11175	20790	4400	25190
11425	21260	4400	25660
11675	21720	4400	26120
11925	22190	4400	26590
12175	22650	4400	27050
12425	23120	4400	27520

PRE-REVISED SCALE NO. 13	REVISED PAYBAND+GRADE PAY		
5000-175-5700-200-6500-225-8525-250-11275	PB-4	Rs. 9000-40500	Rs. 4600
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
5000	9300	4600	13900
5175	9630	4600	14230
5350	9960	4600	14560
5525	10280	4600	14880
5700	10610	4600	15210
5900	10980	4600	15580
6100	11350	4600	15950
6300	11720	4600	16320
6500	12090	4600	16690
6725	12510	4600	17110
6950	12930	4600	17530
7175	13350	4600	17950
7400	13770	4600	18370
7625	14190	4600	18790
7850	14610	4600	19210
8075	15020	4600	19620
8300	15440	4600	20040
8525	15860	4600	20460
8775	16330	4600	20930
9025	16790	4600	21390
9275	17260	4600	21860
9525	17720	4600	22320
9775	18190	4600	22790
10025	18650	4600	23250
10275	19120	4600	23720
10525	19580	4600	24180
10775	20050	4600	24650
11025	20510	4600	25110
11275	20980	4600	25580
11525	21440	4600	26040
11775	21910	4600	26510
12025	22370	4600	26970
12275	22840	4600	27440
12525	23300	4600	27900
12775	23770	4600	28370

PRE-REVISED SCALE NO. 14	REVISED PAYBAND+GRADE PAY		
5500-200-6300-225-8325-250-11325	PB-4	Rs. 9000-40500	Rs. 4700
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
5500	10230	4700	14930
5700	10610	4700	15310
5900	10980	4700	15680
6100	11350	4700	16050
6300	11720	4700	16420
6525	12140	4700	16840
6750	12560	4700	17260
6975	12980	4700	17680
7200	13400	4700	18100
7425	13820	4700	18520
7650	14230	4700	18930
7875	14650	4700	19350
8100	15070	4700	19770
8325	15490	4700	20190
8575	15950	4700	20650
8825	16420	4700	21120
9075	16880	4700	21580
9325	17350	4700	22050
9575	17810	4700	22510
9825	18280	4700	22980
10075	18740	4700	23440
10325	19210	4700	23910
10575	19670	4700	24370
10825	20140	4700	24840
11075	20600	4700	25300
11325	21070	4700	25770
11575	21530	4700	26230
11825	22000	4700	26700
12075	22460	4700	27160
12325	22930	4700	27630
12575	23390	4700	28090
12825	23860	4700	28560

PRE-REVISED SCALE NO. 15	REVISED PAYBAND+GRADE PAY		
6000-225-7800-250-9800-275-12000	PB-4	Rs. 9000-40500	Rs. 4800
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
6000	11160	4800	15960
6225	11580	4800	16380
6450	12000	4800	16800
6675	12420	4800	17220
6900	12840	4800	17640
7125	13260	4800	18060
7350	13680	4800	18480
7575	14090	4800	18890
7800	14510	4800	19310
8050	14980	4800	19780
8300	15440	4800	20240
8550	15910	4800	20710
8800	16370	4800	21170
9050	16840	4800	21640
9300	17300	4800	22100
9550	17770	4800	22570
9800	18230	4800	23030
10075	18740	4800	23540
10350	19260	4800	24060
10625	19770	4800	24570
10900	20280	4800	25080
11175	20790	4800	25590
11450	21300	4800	26100
11725	21810	4800	26610
12000	22320	4800	27120
12275	22840	4800	27640
12550	23350	4800	28150
12825	23860	4800	28660
13100	24370	4800	29170
13375	24880	4800	29680
13650	25390	4800	30190

PRE-REVISED SCALE NO. 16	REVISED PAYBAND+GRADE PAY		
8000-275-13500	PB-4	Rs. 9000-40500	Rs. 5400
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
8000	15600	5400	21000
8275	15600	5400	21000
8550	15910	5400	21310
8825	16420	5400	21820
9100	16930	5400	22330
9375	17440	5400	22840
9650	17950	5400	23350
9925	18470	5400	23870
10200	18980	5400	24380
10475	19490	5400	24890
10750	20000	5400	25400
11025	20510	5400	25910
11300	21020	5400	26420
11575	21530	5400	26930
11850	22050	5400	27450
12125	22560	5400	27960
12400	23070	5400	28470
12675	23580	5400	28980
12950	24090	5400	29490
13225	24600	5400	30000
13500	25110	5400	30510
13775	25630	5400	31030
14050	26140	5400	31540
14325	26650	5400	32050
14600	27160	5400	32560
14875	27670	5400	33070
15150	28180	5400	33580

PRE-REVISED SCALE NO. 17	REVISED PAYBAND+GRADE PAY		
10000-325-15525	PB-4	Rs. 9000-40500	Rs. 6600
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
10000	18600	6600	25200
10325	19210	6600	25810
10650	19810	6600	26410
10975	20420	6600	27020
11300	21020	6600	27620
11625	21630	6600	28230
11950	22230	6600	28830
12275	22840	6600	29440
12600	23440	6600	30040
12925	24050	6600	30650
13250	24650	6600	31250
13575	25250	6600	31850
13900	25860	6600	32460
14225	26460	6600	33060
14550	27070	6600	33670
14875	27670	6600	34270
15200	28280	6600	34880
15525	28880	6600	35480
15850	29490	6600	36090
16175	30090	6600	36690
16500	30690	6600	37290
16825	31300	6600	37900
17150	31900	6600	38500
17475	32510	6600	39110

PRE-REVISED SCALE NO. 18	REVISED PAYBAND+GRADE PAY		
12000-375-18000	PB-4	Rs. 9000-40500	Rs. 7600
PRE-REVISED BASIC PAY	PAY IN THE BAND	REVISED PAY GRADE PAY	REVISED BASIC PAY
12000	22320	7600	29920
12375	23020	7600	30620
12750	23720	7600	31320
13125	24420	7600	32020
13500	25110	7600	32710
13875	25810	7600	33410
14250	26510	7600	34110
14625	27210	7600	34810
15000	27900	7600	35500
15375	28600	7600	36200
15750	29300	7600	36900
16125	30000	7600	37600
16500	30690	7600	38290
16875	31390	7600	38990
17250	32090	7600	39690
17625	32790	7600	40390
18000	33480	7600	41080
18375	34180	7600	41780
18750	34880	7600	42480
19125	35580	7600	43180
19500	36270	7600	43870
19875	36970	7600	44570
20250	37670	7600	45270

No. 854/1 (600)/PN/N/III/2P-27/09 **Dated : 27/02/2009**

Copy forwarded for information and necessary action to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1.
2. Accountant General (Audit-1), West Bengal, Treasury Buildings, Kolkata-700 001.
3. Accountant General (Audit-II), West Bengal, Treasury Buildings, Kolkata-1.
4. Examiner of Local Accounts, West Bengal, CGO Complex, MSO Building, 5th floor, DF-Block, Sector-I, Salt Lake City, Kolkata-700 064.
5. Finance (Budget) Department of th is Government.
6. Finance Department (Group-P) (Pay).
7. Director of Panchayats & R.D., West Bengal.
8. Joint Secretary, Panchayat & R.D. Department (R.D. Wing).
9. Executive Officer / District Magistrate,_____Zilla Parishad / Siliguri Mahakuma Parishad.
10. Sub-Divisional Officer, _____.
11. Treasury Officer,_____.
12. District Panchayat / Rural Development Officer,_____number of spare copies are enclosed for distribution among the Block Development Officers and Executive Officer of Panchayat Sammitis within the district.
13. Executive Officer / Block Development Officer,_____Panchayat Samiti, P.O.,_____, Dist._____.

Date: 27/02/2009.

Assistant Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata-700001

No. 3981 PN/O/III/2P-60/09 **Date : 04/09/09**

From : Shri L. Ali
Joint Secretary to the
Government of West Bengal.

To : The Commissioner,
Panchayats & Rural Development,
West Bengal.

Sub : Release of arrear pay and allowances arisen due to revision of pay and allowances of the employees of Panchayat Bodies-2009.

The undersigned is directed to say that in terms of para 12 of this Departments Memo No. 854/PN/N/III/2P-27/09 dated 27.02.2009 the arrears pay & allowances for revision of pay & allowances of the employees of Panchayat Bodies during the period from 1st April 2008 to 31st March,2009 shall be paid in cash to the employees of P.R. Bodies in three consecutive equal yearly instalments beginning from the year 2009-2010.

1st instalment of arrear pay and allowances of the employees of P.R. Bodies will be paid in the manner as applicable for the State Government Employees in terms of Finance Department, Audit Branch Memo No. 3950 F dated 27.5.2009 (copy enclosed).

This order issues with the concurrence of Finance Department vide their U/O. No. 1897 Group-P (Pay) dated 3.9.2009.

(L. Ali)
Joint Secretary to the
Government of West Bengal.

No. 3981/1 (450) PN/O/III/2P-60/09 **Date : 04/09/09**

Copy forwarded for information & necessary action to the :-

1. Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-1.
2. Accountant General (Audit), West Bengal Treasury Buildings, Kolkata-700001.
3. Office of the Accountant General (Receipts, Works & Local Bodies Audit) West Bengal, C.G.O Complex, M.S.O Building, 5th Floor, DF Block, Sector-I, Salt Lake City, Kolkata-700064.
4. Finance (Budget) Department of this Government.
5. Finance Department, Group-P (Pay).
6. District Magistrate/Executive Officer, _____Zilla Parishad/Siliguri Mahakuma Parishad.
7. Director of SIPRD, Kalyani, Nadia.
8. Sub-Divisional Officer,_____(All).
9. Treasury Officer,_____(All).
10. District Panchayats & Rural Development Officer, _____(All).

    Number of spare copies are enclosed for distribution among the Block Development Officer & Executive Officer of Panchayat Samitis within the district.

11. Block Development Officer & Executive Officer of Panchayat Samitis, _____ _____All).

S. K. Pal

Assistant Secretary to the
Government of West Bengal.

Government of West Bengal
Finance Department
Audit Branch

No. 3950-F **Kolkata, the 27th May, 2009**

M E M O R A N D U M

In terms of rule 12 of the WBS (ROPA) Rules, 2009, the arrears of pay and allowances during the period from the 1st April, 2008 to 31st March, 2009 shall be paid in cash to the employees in three consecutive equal yearly instalments beginning from the year 2009-2010.

A question has been raised as to when the 1st instalment of the arrear pay and allowances will be released.

2. After careful consideration of the matter, the undersigned is directed by order of the Governor to state that the first instalment of arrear pay and allowances, calculated as per item No.6 of this Department's Memo. No.2728-F dated 07.04.2009 will be paid to the State Government employees beginning on and from 1st August, 2009.

3. In terms of Sub-rule (2) (c) of Rule 12 of the WBS (ROPA) Rules, 2009, a Government employee, who retired between the period from 31.03.2008 to 01.04.2009, but before the publication of WBS (ROPA) Rules, 2009 on 23.02.2009, shall receive arrears of pay and allowances in cash for the period from 01.04.2008 to the date of his retirement.

In partial Modification of the aforesaid provision of the rule, the undersigned is directed to state that the entire amount of arrears of pay and allowances for the period from 01.04.2008 to 31.3.2009 in terms of rule 12 of the WBS (ROPA) Rules, 2009, will be released in cash to a State Government employee when he retires from service.

4. A question has been raised from different quarters whether a Government employee who retired on and after 1st January'06 will be entitled to cash equivalent of leave salary on the revised pay structure. The undersigned is further directed to state that as the employees who retired on and after 01.04.2008 would be entitled to draw actual benefit of enhanced pay and allowances under the revised pay structure, they only would be entitled to draw the difference of cash equivalent of leave salary on the basis of their refixed pay and allowances and the benefit they draw under the unrevised pay and allowances.

Sd/- B.Lahiri
Deputy Secretary to the
Government of West Bengal
Finance Department

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata-700001

NO.2579/PN/O/III/2P-59/08 **Dated: 10.6.2009**

M E M O R A N D U M

Sub : Extension of the benefit of family pension to unmarried daughters of expired employees of P.R. Bodies.

As per existing provisions of the Government unmarried daughters of expired employees of P.R. Bodies are eligible for grant of family pension till they attain the age of 25 years or upto the date of their marriage whichever is earlier.

Now this Department was in receipt of some representations from the Zilla Parishads to extend the scope of family pension to unmarried daughters of the deceased employees of the Zilla Parishads and Siiiguri Mahakuma Parishad even after attaining the age of 25 years which was already allowed in case of Government employees vide G.O. NO.138-F (Pen) dated 3.3.08.

The matter was under active consideration of Government for sometime past.

After careful consideration of the matter Government has been pleased to decide that the benefit of family pension shall be extended to the unmarried daughters of expired employees of P.R. Bodies even after attaining the age of 25 years till their marriage or death subject to the condition that the incumbent has monthly income less than Rs.2600/- from any employment in government, semi Government, Statutory Bodies, Corporation, Private Sector, Self employment etc. Salary/income certificate may be obtained from the employer in case when the incumbent is under the employment in government/Semi Government/Corporation/Private Sector etc. In case they are self-employed or are in receipt of income from sources other than employment, any Central government Officers/State Government Officer belonging to Group A service shall be the competent authority to issue such income certificate.

Formal amendment to the relevant rule will be made in due course.

This benefit will be effective from the date of issue of this memorandum.

This memorandum issues with the concurrence of the Finance Department (Pen Branch) vide their U.O. No.213 F(Pen) dated 21.5.09.

Liakat Ali

Jt. Secy. to the Govt. of West Bengal

No.2579/1(450)/PN/O/III/2P-59/08 **Dated : 10.6.2009**

Copy forwarded for information and necessary action to the:

1. Joint Secretary, Finance Department (Pension Branch), Writers' Building, Kol-1.
2. Commissioner, Panchayats & R.D., West Bengal, Kolkata-1.
3. District Magistrate,_____(All)
4. Executive Officer,_____Zilla Parishad/Siliguri Mahakuma Parishad (All).
5. Additional Executive Officer,_____Zilla Parishad/Siliguri Mahakuma Parishad (All).
6. Principal Secretary, Darjeeling Gorkha Hill Council.
7. District Panchayat & R.D. Officer,_____(All).
8. Block Development Officer,_____(All)
9. S.I.P.R.D., Kalyani.
10. D.P.P.G., Finance Department, Government of West Bengal, Purta Bhavan, Salt Lake.
11. Establishment Cell.
12. Guard File.

Liakat Ali

Jt. Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

No. 2214-PN/O/I/2A-2/07 Dated : 18.05.2007

O R D E R

The State Government in the Panchayat and Rural Development Department has been considering for some time past the matter of constitution of cadre of officials for three tiers of Panchayati Raj Institutions. The West Bengal Panchayat (Second Amendment) Act, 2006 (West Ben. Act II of 2006) has been enacted and the Executive Officer of Panchayat Samiti has been made appointing authority for Gram Panchayat Karmees within the jurisdiction of concerned Block whereas the Executive Officer of a Zilla Parishad has been made appointing authority in respect of all other employees of a Gram Panchayat and all employees of a Panchayat Samiti as well as Zilla Parishad within the jurisdiction of concerned District.

After careful consideration of all aspects of the matter, the Governor, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act) is pleased hereby to direct that -

(a) the Gram Panchayat Karmees appointed to Gram Panchayats within a Block under sub-section (I) of section 35 of the said Act shall form a Block Panchayat Cadre,

(b) other employees of Gram Panchayats appointed under sub-section (2) of section 35 of the said Act within a District shall form District Panchayat Cadres for respective posts,

(c) employees appointed to Panchayat Samitis within a District under sub-section (2) of section 119 shall constitute District Panchayat Cadres for respective posts,

(d) in a Zilla Panshad, employees appointed under sub-section (3) of section 166 shall constitute District Panchayat Cadres for respective posts,

(e) for appointment of officers to Zilla Parishad under sub-section (2) of section 166 there shall be two sets of officers, namely, (i) officers deputed to Zilla Parishad from constituted State Services or All India Services and (ii) officers appointed for services to the Zilla Parishads only. The officers as mentioned at serial (ii) shall belong to the State Panchayat Cadres for respective posts.

The Governor is further pleased to declare that appointing authority for the officers belonging to the State Panchayat Cadres as mentioned at serial (ii) of para (e) shall be the Commissioner of Panchayats and Rural Development, West Bengal. For the purpose of supervising the Sishu Siksha Karmasuchi and Madhyamik Siksha Karmasuchi and also for undertaking different activities relating to such Programmes, the State Government in the Panchayat and Rural Development Department shall appoint an Assistant Co-ordinator for each Zilla Parishad / Mahakuma Parishad and the post of the Assistant Co-ordinator shall belong to the State Panchayat Cadre. The officers belonging to the State Panchayat Cadres may be transferred to any Zilla Parishad / Mahakuma Parishad within the State at any time on administrative ground by the Panchayat and Rural Development Department.

By order of the Governor,

Sd/- M. N. Roy

Principal Secretary to the
Govt. of West Bengal

No. 2214/1(8) - PN/O/I/2A-2/07 Date : 18. 05. 2007

Copy forwarded for information and necessary action to the:

1) Commissioner, Panchayat & Rural Development, West Bengal.

2) Director, SIPRD, Kalyani, Nadia.

3) Savadhipati, ...Zilla Parishad (All)

4) District Magistrate & Executive Officer,.....Zilla Parishad (All)

5) Additional Executive Officer,.....Zilla Parishad (All)

6) Dist. Panchayat & Rural Dev. Officer, ...(All)

7) PS. to MIC / MOS, Panchayat & Rural Dev. Deptt, Govt, of West Bengal.

8) Zilla Parishad / Panchayat Samiti / Gram Panchayat

9) Estb. Cell / Budget Cell of this Department.

M. Ray

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayat & Rural Development
(Panchayat Wing), Jessop Building
63, Netaji Subhas Road, Kolkata - 700001

No. 2582(18)/PN/O/III/2A-8/07 Dated : 23/06/08

From : Joint Secretary to the
Government of West Bengal

To : The Executive Officer

_____ Zilla Parishad (All)

Subject : Verification of character and antecedents selected for appointement to different posts P.R. Bodies

The undersigned is directed to say that a question has been raised as to whether any candidate selected for direct appointment to a post of Panchayati Raj Body can be appointed to the said pos without prior verification of his antecedents from the police authority. After careful exination of the matter the undersigned is directed to say that as per Home (Political) Department's Memo No. 858(78) F.B. dated 8.6.07 (copy enclesed) the existing procedure regarding police verification must be followed in cases of all fresh appointments and no appointment order can be issued without prior verification of antecedents in order to avoid any future complications.

In case of an emergency, after sending the Verification Rolls of the candidates to the concerned Superintendent of Police, the list of such cases with necessary details may be sent to this Department for onward transmission of the same to the Home (Political) Department Secret Section, for quick disposal of those cases.

This order issues with the concurrence of Home (Poll) Department vide their U/O No. 18750 16.5.08 and cancels this Department's Memo No.4699(18)/PN/O/III/2A-8/07 dated 16.10.07 and No. 5311/PN/O/III/ 2A-08/07 dated 30.11.07

This order will take effect from the date of issue of the order

Joint Secretary to the
Government of West Bengal

No. 2582(18)/1(40)/PN/O/III/2A-8/07 Dated : 23/06/08

Copy forwarded for information & necessary action to the :

1. Commissioner, Panchayats & Rural Development, West Bengal.
2. The District Panchayats & R.D. Officer, ...(All)
3. Additional Executive Officer Zilla Parishad/Mahakuma Parishad, ... (All)

Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata - 700001

No. 2465/PN/O/III/2E-137/06 Dated : 11/06/08

From : Joint Secretary to the Govt. of West Bengal

To : The Commissioner of Panchayats & R.D.
Government of West Bengal

Subject : Clarification regarding benefits of Career Advancement Scheme for the employees of P.R. Bodies, revised in terms of this Deptt's G.O. No. 4877/PN dated 05.10.2006

Sir,

I am directed to say that the benefits of Career Advancement Scheme with effect from 01.04.1989 have already allowed in favour of the employees of Zilla Parishads Siliguri Mahakuma Parishad, Pachayat Samitis and Gram Panchayats within the state with some conditions in terms of this Deptt.'s No. 4877/PN dated 05.10.2006

I am Now directed by order of the Governor to say that the Governor has been pleased to decide that the employees of the Zilla Parishad, Siliguri Mahakuma Parisad, Panchayat Samitis and Gram Panchayats within the state, who retired/expired during the period from 01.04.1989 to 22.08.1996 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally in terms of G.O.No.4877/PN dated 05.10.2006

2. The emloyees of the P.R.Bodies who retired/expired during the period from 01.04.1989 to 22.08.1996 shall not get any arrears representing the difference between revised pension and existing pension up to 22.08.1996.

3. The employees in question, shall, however, be entitled to get actual payment of revised pension w.e.f. 23.08.1996

4. The employees of P.R. Bodies who retired from 01.04.89 to 22.08.96 shall not be entitled to have Revised Gratuity and Commutation of Pension and Leave Salary on the basis of revised pay fixed notionally in terms of G.O.No. 4877/PN dated 05.10.2006

5. This order issues with the concurrence of Fin Deptt vide their U/o No. 150-F, dated 12.05.08

Yours faithfully

Joint Secretary
to the Govt of West Bengal

No. 2465/1(500)/PN/0/III/2E-137/06 Dated : 11.06.08

Copy forwarded for information and necessary action to the :

1. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1
3. Office of the Accountant General (Receipts, Works & Local Bodies Audit) West Bengal, CGO Complex MSO Buildings, DF-Block Sector-1, Salt Lake, Kolkata-64
4. Examiner of Local Accounts, CGO Complex, MSO Buildings, DF-Block Sector-1, Salt Lake, Kolkata-64
5. Executive Office _____Zilla Parishad (All)
6. Executive Officer Siliguri Mahakuma Parishad
7. Additional Executive Officer, _____ Zillla Parishad (All)/Siliguri Mahakuma Parishad
8. Secretary, _____ Zilla Parishad/Siliguri Mahakuma Parishad
9. District Panchayat & R.D. Officer, _____ (All)
10. Director of Pension, Provident Fund and Group Insurance & Ex-Officio Joint Secretary, Finance Department, Purta Bhaban, Bidhan Nagar, Kolkata.
11. Executive Officer, _____ Panchayat Samiti (All)
12. Finance (Internal Audit) Department 8th floor, Tody Mansion
13. Treasury Officer, _____ (All)
14. Director SIP & R.D. Kalyani
15. Deputy Secretary, PRI Establishment Cell
16. Joint Secretary Law Cell

Assistant Secretary
to the of West Bengal

Government of West Bengal
Department of Panchayat & Rural Development
(Panchayat Wing)
Jessop Building 63, Netaji Subhas Road, Kolkata - 1

No. 413(18)/PN/O/III/2P-15/07 Dated : 18/01/2008

From : Joint Secretary to the
Government of West Bengal

M E M O R A N D U M

Subject : Eligibility of unmarried daughter/pensioner under P.R. Body for familoy pension until she attains the age of 25 years of marriage. Whichever is earlier

The undersigned is directed to say that at present in terms of provio in Para 29(c) under chapter-VII of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats, family pension is admissible to unmarried daughter of a pensioner under P.R. Body until she attains the age of 21 years or marriage, which ever is earlier

2. The question of extending the benefit of family pension to an unmarried daughter of a pensioner under Panchayati Raj Body until she attains she attains the age of 25 or marriage, whichever is earller, has been under consideration of Government for some time past.

3. After careful consideration of the matter, the undersigned is directed to say that the Governor is plased in terms of para 4(b) unde chapter of Death-cum-Retirement Benefit Scheme 1985 for the employees of Panchayats to relax the Proviso in para 29(c) under chapter-VII of the scheme ibid and to extend the benefit of family pension to the unmarried daughter of pensioner under P.R.Body until she attains the age of 25 years or marriage whichever is earlier.

4. Formal amendment of the relevant rule will be made in due course.

5. This order will take effect from the date of issue of the memorandum.

6. This order issues with concurrence of Finance Department (Pension Branch) vide their U/O No.821 F (Pen) Dated 04.01.2008

B. GHOSH
O S D & Ex-Officio Deputy Secretary
to the Government of West Bengal

No. 413/1(500)/PN/O/III/2P-15/07 Dated : 18/01/2008

Copy forwarded for information and necessary action to the :

i) District Magistrate, _____
ii) Executive Officer, _____
iii) Additional Executive Officer, _____
iv) Sabhadhipati, _____
v) Director of Pension, Providend Fund, Group Insurance & Ex-Officio Joint Secretary, Finance Department, West Bengal
vi) Commissioner, Panchayats & Rural Development West Bengal
vii) District Panchayat & Rural Development Officer, _____
viii) Executive Officer, _____ Panchayat Samiti
ix) Block Development Officer, _____
x) Guard File

Government of West Bengal
Department of Panchayats & Rural Development
Jessop Building (1st Floor), 63, N. S. Road
Kolkata - 700 001

Memo No. 1249- PN/O/I/1A-1/2006 Date : 15. 03. 2007

From Smt. M. Ray
OSD and Ex-officio Deputy Secretary to the
Govt. of West Bengal

To The Executive Officer
Malda Zilla Parishad
Malda

Sub : **Clarification for transfer order for the employees of a Gram Panchayat other than Gram Panchayat karmees.**

Sir,

I am directed to enclose herewith a copy of letter dated 02. 02. 07 of Muralidhar Sarkar, Executive Assistant, Mangalbari Gram Panchayat, Malda on the above-mentioned subject and to inform you that as per sub-rule (5) of rule 52 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 amended in August, 2006 vide this Department's Notification No. 4163/PN/O/I/3R-7/04 dated 09. 08. 2006, the Executive Officer of a Zilla Parishad will transfer employees of a Gram Panchayat within the district other than the Gram Panchayat Karmees. So, the order No. 2007/O.M. dated 31. 10. 2006 issued by the Block Development Officer of Old Malda Panchayat Samiti will require confirmation and ratification of Executive Officer of Malda Zilla Parishad.

Under the circumstances, I am directed to request you kindly to do the needful in terms of amended sub-rule (5) of rule 52 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004.

Yours faithfully,

(M. Ray)
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Enclo : As stated.

Memo No. 1249/1-PN/O/1A-1/2006 Date : 15.03.2007

Copy forwarded for information to :

Block Development Officer and Ex-officio Executive Officer
Old Malda Panchayat Samiti, Malda.

(M. Ray)
OSD & Ex-Officio Deputy Secretary to the
Govt. of West Bengal

Registered No. WB/SC-247 **No. WB(Part-I)2007/SAR-4**

The Kolkata Gazette

सत्यमेव जयते

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
Panchayat Wing, Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 5739/PN/O/III/1R-02/04 Kolkata, the 15th December, 2006.

NOTIFICATION

In terms of Sections 32 & 33 of Persons with Disabilities (Equal Opportunities—Protection of Rights and Full Participation) Act, 1995, it is a statutory obligation for the Government in the Department of Panchayats & Rural Development to identify and reserve certain posts not less than 3% in each establishment for persons with disabilities of which one per cent shall be reserved, for persons suffering from:

1. Blind or Low Vision,
2. Hearing Impairment,
3. Locomotor Disability or Cerebral Palsy.

Job identification is a pre-requisite to facilitate employment for persons with disabilities in respect of 12th, 42nd and 72nd vacancies in the 100 point roster kept reserved for persons with disabilities in terms of Labour Department Notification No. 240 Emp dated 02.08.2001.

After careful consideration of the same with regard to the nature of job performed by the Samity Accounts and Audit Officer, the Governor is pleased hereby to notify that twenty-six (26) posts of Samity Accounts and Audit Officer to be recruited afresh through Public Service Commission, West Bengal will be filled up by the categories of disabled candidate as noted below :—

Name of the Post	Categories of Disability suitable for jobs
Samity Accounts and Audit Officer	One leg, Partially deaf (with suitable aid), One arm.

This order issues with the concurrence of Women & Child Development and Social Welfare Department vide their U/O No. 302 dated 30.11.06.

This order will take immediate effect.

By order of the Governor,
M. N. ROY,
Principal Secy, to the Govt. of West Bengal.

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(Government of West Bengal Enterprise), Kolkata 700 056

Government of West Bengal
Department of Panchayats & R. D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata - 1

No. 5418/PN/O/111/2A-38/03 Dated : 20.11.2006

From : Dy. Secy, to the Govt.of West Bengal.

To : The Commissioner of Panchayats & R. D., West Bengal,

Sub : Clarification regarding filling up the posts in the P. R. Bodies from promotion quota on merit cum seniority basis.

The undersigned is directed to say that in case of promotion for the employees of Panchayati Raj Bodies on merit cum seniority basis the following procedure will be adopted. A qualifying marks will be fixed at first and a list of candidates securing the qualifying marks will be prepared and according to the position of the candidates in their original gradation list promotion will be awarded to the candidates according to their position in the said list. The test is only for screening of candidates and not for determining their seniority in the promotional post, seniority of promoted candidates will be determined taking into account the existing gradation list of the candidates in the feeder posts. In case of determining inter seniority of candidates belonged to two separate feeders date of joining in the feeder cadre will be the index of seniority.

Dy. Secy. to the Govt. of West Bengal

No. 5418/1 (450)/PN/O/lIl/2A-38/03 Dated : 20.11.2006

Copy forwarded for information and necessary action to the :

1. Executive Officer of Zilla Parishad, _____ (All).
2. Additional Executive Officer, _____ Mahakuma Parishad.
3. District Panchayat & R. D. Officer, _____ (All).
4. B.D.O. & Ex-Officio Executive Officer, _____
   Panchayat Sarniti, P.O._____, Dist_____(All)

Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Development Department
11 A, Kiran Sankar Roy Road
Kolkata-700 001

No. 5045/PN/O/III/2E-24/2000 Date : 24.10.2000

From : Dy. Secy, to the Govt. of West Bengal.

To : The Director of Panchayat & R.D.
(For attention of Sri M. Bhattacharyya, Jt. Director)

Subject : Photo Identity Cards for the employees of Panchayat Bodies

Sir,

I am directed to refer to your letter no. 1370/III/DP/IC-1/2000 dated 29.05.2000 on the above subject and to say that Panchayat Bodies have been given the status of a selfgovernment. For the employees of such a body, the Photo Identity Cards should be issued by the respective Panchayat Bodies to their regular employees only. The expenditure on this account should be borne by the concerned Panchayat Body. There should not be any emblem of the Govt. on the body of the Identity Card.

Yours faithfully,

Dy. Secy, to the Govt. of N. Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63. N. S. Road, Kolkata - 700 001

No. 3190/PN/O/III/2E-53/03 (Pt-I) Dated : 24.05.06

From : B. K. Dasgupta
Deputy Secretary to the Govt. of West Bengal.

To : Shri P. Dasgupta
Manager (P&GS)
LIC of India
Jeevan Prakash. 9th floor
16, Chittaranjan Avenue,
Kolkata - 700072.

Sub : Group Savings Linked Insurance Scheme for the employees of Panchayati Raj Bodies.

Ref : His No. EZO/P&GS/l0:01.06/1216.

Apropos of the meeting held on the 6th March 2006 with the representatives of Life Insurance Corporation of India and the members of Central Committee of the Paschim Banga Panchayat Karmachari Samiti Samuhar Joutha Committee the undersigned is directed to forward following particulars about the employees of three tier Panchayati Raj Bodies for consideration and preparing a draft guideline for introduction of new Group Savings Linked Insurance Scheme (GSLI) for the employees of three tier Panchayati Raj Bodies of this state.

I) Number of sanctioned posts under three tier P.R. Body : 30,000 (Approximate)

(i)	Staff strength of the rank of Upper Division Clerk and above (Scale of Pay Rs. .4000-8850/-)	:	8000
(ii)	Lower Division Clerk and above (Scale of Pay Rs. 3350-6325/-)	:	13,000
(iii)	Group 'D' (Scale of Pay Rs. 2600-4175/-)	:	9,000

2) Number of Posts which are already filled up : 22,000

3) Age Group of the working employees :

	Age Group	Staff Strength
(a)	18-25 years	2000
(b)	26-35 years	4000
(c)	36-45 years	5000
(d)	46-55 years	6000
(e)	above 55 years	5000

4) Number of Posts newly created : 5631.

5) Two separate scheme under G.S.L.I. Scheme may be introduced in the following manner :

Income Group		Sum Assured Value
(1)	Group 'D'	Rs. 50,000/-
(2)	L.D.C. and above	Rs. 1,00,000/-

6) The risk amount and savings amount may be divided into the proportion of 30% and 70% respectively.

7) The amount deposited in the existing G.S.L.I. Scheme of the employees may be refunded, as it will be convenient to maintain new G.S.L.I. Scheme.

8) Death rate of the employees of three tier Panchayati Raj Bodies, who died in harness is not more than 0.5% in the last three years.

9) It is suggested that there should have necessary provision for continuing the policy in respect of the employee who is transferred to other Block within the district either on promotion or otherwise.

10) In this connection it is also suggested that each Panchayat Samiti in the District may be treated as a separate unit and the Block Development Officer & Ex-Officio Executive Officer of Panchayat Samiti will maintain an account of the amount to be deposited for G.S.L.I. Scheme of the employees of Gram Panchayats and Panchayat Samiti under his control and premium collected from the employees under his control will be deposited to L.I.C. of India by him yearly at one time.

Zilia Parishad in the District may be treated as another unit. Similar procedure will be maintained by the Additional Executive Officer of Zilla Parishad in order to maintain the account of the amount to be deposited for G.S.L.I. Scheme in respect of the employees of Zilla Parishad. Respective D.D.O. of 3 tier P.R. Body will deduct premium from monthly salary of the employees.

A draft guideline in the above perspective may kindly be sent to this department at the earliest.

Sd/-
Deputy Secretary to the
Government of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata - 1

No. 2933/PN/O/III/Z-I/06 Dated : 24.04.2006

From : Dy. Secy, to the Govt. of West Bengal.

To : The Commissioner, Panchayat & R.D., West Bengal.

Sub : Offering of diploma in Civil Engineering through distance learning mode for employed supervisory personnel.

In enclosing a copy of Memo No. CTTC/TRG/06 dated 28.03.06. of Construction Industry Development Council alongwith enclosure the undersigned is directed to say that Construction Industry Development Council in collaboration with Indira Gandhi National Open University have launched the programme of offering Diploma in Civil Engineering through distance learning mode for employed supervisory personnel for acquiring right kind of knowledge and skill to become better professionals.

The undersigned is directed to request him to kindly disseminate this information to the Job Assistants of Gram Panchayats so that they can avail of this opportunity.

Sd/-
Dy. Secy, to the
Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
63, Netaji Subhas Road, Kolkata - 700 001

No. 4877/PN/O/III/2E-137/06 Dated : 05.10.2006

From : Principal Secretary to the Govt. of West Bengal

To : The Commissioner of Panchayats & R.D.
Government of West Bengal

Sir,

I am directed to say that since allowing the benefits of Career Advancement Scheme from a date prior to 04.09.1997 in favour of some of the employees of Burdwan Zilla Parishad and Hooghly Parishad in compliance with the orders of the Hon'ble High Court at Calcutta, several court cases have been initiated by the employees of different Zilla Parishads claiming extension of similar benefits of Career Advancement Scheme at par with the employees of Burdwan and Hooghly Zilla Parishad. Government in this Department, incidentally, has been also, for sometimes past, considering the proposal for extending the aforesaid benefits towards all the employees of the three tier Panchayat Bodies with effect from the date at par with the date of effect of the scheme as allowed in favour of the said employees of Burdwan and Hooghly Zilla Parishads to comploy with the order of the Hon'ble High Court.

After careful consideration, the Governor has now been pleased to order that the employees of Zilla Parishads, Siliguri Mahakuma Parishad, Panchayat Samitis and Gram Panchayats within the State shall be entitled to the benefits of Career Advancement Scheme with effect from 01.04.1989 following the pattern of Career Advancement Schemes as laid down in this Department's Memo No. 4339/PN/O/I/3S-27/96 (Pt-i) dated 04.09.1997 but no arrear of pay excepting notional fixation shall be allowed for the period from 01.04.1989 to 22.08.1996 to the employees concerned and the arrear claim on the basis of notional fixation shall be admissible to the employees with effect from 23.08.1996 only.

Yours faithyfully,
Sd/-
Principal Secretary to the
Govt. of West Bengal

No. 4877/1/(434)PN/O/III/2E-137/06 Dated : 05.10.2006

Copy forwarded for information and necessary action to the :

1. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1
3. Office of the Accountant General (Receipts, Works & Local Bodies Audit), West Bengal, CGO Complex, MSO Buildings, DF-Block, Sector-1, Salt Lake, Kolkata-64
4. Examinar of Local Accounts, CGO Complex, MSO Buildings, DF-Block, Sector-1, Salt Lake, Kolkata-64
5. Executive Officer, Jalpaiguri Zilla Parishad (All)
6. Executive Officer, Siliguri Mahakuma Parishad.
7. Additional Executive Officer, _____ Zilla Parishad (All) Siliguri Mahakuma Parishad
8. Secretary, _____ Zilla Parishad / Siliguri Mahakuma Parishad
9. District Panchayat & R.D. Officer, _____ (All)
10. Executive Officer, _____ Panchayat Samiti (All)
11. Director of Pension, Provident Fund and Group Insurance & Ex-Officio Joint Secretary, Finance Department, Purta Bhaban, Bidhan Nagar, Kolkata
12. Finance (Internal Audit) Department, 8th floor, Tody Mansion.
13. Treasury Officer, _____ (All)
14. Director, SIP & R.D., Kalyani
15. Deputy Secretary, PRI Establishment Cell
16. Deputy Secretary, Law Cell

OSD & Ex-Officio Dy. Secy.
to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing, Jessop Building,
63, Netaii Subhas Road, Kolkata-1

No. 3719 /PN/O/III/2P-42/05 Dated : 05.07.2006

Memorandum

Sub : **Scheme for payment of pension and gratuity on the date of superannuation to the employees of three tier Panchayati Raj Bodies in the State of West Bengal.**

The undersigned is directed to state that it is cherished dream of the State Government to expedite settlement of pensionary claims of the employees of three tier Panchayati Raj Bodies. Various steps have already been taken to quicken the process for payment of pension.

Now, in exercise of power conferred in paragraph 57 of Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats the Governor ia pleased to modify the following paragraphs in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats and lay down the following procedures to be followed by various authorities for settlement of pensionary claims of the employees of three tier Panchayati Raj Bodies with a view to handing over the copy of intimation letter regarding issue of pension payment order, payment of gratuity and commuted value of pension, where applicable to the retiring employee of three tier Panchayati Raj Bodies on the date of superannuation.

1. 34, Procedure relating to application for and sanction of pension - list, of employees due to retire :

Each Head of office shall have a list of its employees prepared every six months, i.e. on 1st January and the 1st July of each year, of all employees who are to retire within the next 30 months and a copy and Group Insurance, under Finance Department of the State Government and another copy shall be sent to the Competent Authority not later than the 31st January or the 31st July as the case may be of that year.

In the case of persons retiring for the reasons other than by way of superannuation the Competent Authority shall promptly inform the Director of Pension, Provident Fund and Group Insurance as the impending retirement becomes known to him.

2. 36(l)(a) A notice shall be issued by the Head of office to every retiring employee eligible for pension under this Scheme two years in advance from the date of his superannuation as per records in the Service Book or before the date, of his anticipated retirement, if earlier, and enclosing along with the notice, Formal

Application for Pension (PART-A), Form for Commutation of Pension (Forrn C) and Forms for nomination for payment of life time Arrear of Pension and Death-cum-Retirement Gratuity shall be sent to the retiring employee with the direction to submit the said Forms duly completed along with other documents as indicated in the Comprehensive Forms Booklet for sanction of Retirement Benefits to the employees of Panchayats under Death cum Retirement Benefit Scheme, 1985 for the employeen of Panchayats, ore year in advance from the date of superannuation.

36.1(b) The Head of office, on receipt of Formal application for pension (Part A) and Form for Commutation of Pension etc along with other documents from the retiring employee shall immediately start the work of preparation of pension papers after due scrutiny and verification of the service claimed and the emoluments actually drawn eight months in advance from the date of superannuation. He shall simultaneously prepare a pay certificate in the proforma specified in the Comprehensive Forms Booklet and also prepare a calculation sheet showing admissible pension and gratuity of the retiring employee and family pension, where payable and forward the same along with the following documents to the competent authority : -

i) The Service Book duly completed and the entries duly verified and signed by the head of office.

ii) A certificate to be given by the Head of office stating that the services claimed have been verified and that the emoluments have been coirectly recoixied.

iii) Recommendation of the Head of office stating whether the pension should be admitted or not in the form at Annexure X,

2. The competent authority on receipt of pension papers completed from all respects from the Head of office shall forward the same after due scrutiny to the Director of Pension, Provident Fund and Group Insurance under the Finance Department of the State Government six months in advance from the date of superannuation of the employee for issue of Pension payment order, authority for payment of retiring gratuity and authority for payment of commuted value of pension, if any.

3. If, after the pension papers have been forwarded to Director of pension, Provident Fund and Group Insurance within the specified period, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Director of Pension, Provident Fund and Group Insurance.

4. The Head of office shall promptly issue reply to any observation made by the Director of Pension, Provident Fund and Group Insurance in connection with disposal of any pension

case to enable the Director of Pension, Provident Fund and Group Insurance for issue of Pension payment order in time.

3.37. On receipt of pension paper from the competent authority the Director of Pension, Provident Fund and Group Insurance under the Finance Department or an officer or officers authorized by him on this behalf shall scrutinize and determine the admissibility a Pension/ Family Pension/ Gratuity and Commuted value of Pension and issue, authority for payment in the shape of Pension Payment Order, order for payment of commuted value of Pension and Payment of Gratuity. The sanction of die Director of Pension, Provident Fund and Group Insurance will be communicated to the Head of Office, the Competent authority, the Treasury from where the employee opts to draw pension after retirement. The admissibility of Family Pension in the event of death of the employee concerned shall be indicated in the Pension Payment Order of the employee concerned to facilitate immediate payment of Family Pension when occasion arises.

4.38 (a) On the basis of the pension payment order pensionary benefit and the amount of commuted value of pension shall be paid the Treasury Officer.

(b) Before Death/Retiring Gratuity is paid, the Treasury Officer concerned should ensure that every Panchayat Pensioner has cleared till his dues to the Government/Panchayat.

5.53. The following proviso shall be incorporated -

If any disciplinary proceedings has been instituted during the Director of pension, Provident Fund and Group Insurance and the date of retirement of the employee the Head of Office shall not deliver the copy of intimation letter regarding issue of Pension Payment. Order etc, if received from the Director of Pension, Provident Fund and Group Insurance to the retiring employee so long as the retiring employee is not honorably acquitted by the charges where disciplinary proceeding is pending even after the employee attained the age of superannuation, the Head of Office shall contirme payment of Provisional Pension as authorized by the Director of Pension, Provident Fund and Group Insurance till conclusion of the disciplinary proceedings. No gratuity or commuted value of pension shall be paid during this peiiod. On completion of disciplinary proceedings, if any. the employee is honorably acquitted, the head of office shall hand over the pensioner's, copy of intimation letter regarding issue of pension payment order etc to the concerned employee and issue a direction to the Treasury Officer concerned indicating therein the amount of provisional pension sanctioned in favour of the employee concerned and also the peiiod of such payment for adjustment of the same against final pension.

If there is no case pending against a retiring employee, the head of office shall issue a certificate on the date of superannuation of the concerned employee to the effect that (i) no provisional pension has been authorized; (ii) that the retiring employee does not owe to the. Gram Panchayat, Panchayat Samity or Zilla Parishad or Government as the case may be, in any way and hand over the said certificate to the retiring employee on the date of superannuation.

6.60. On receipt of sanction of pensionery benefits from the pension sanctioning authority as provided in paragraph 36(2) of the Scheme, the Audit Officer will issue authority (Pension Payment Order, Gratuity Payment Order and authority for payment of commuted value of pension) as provided in paragraph 37 and 46 of the scheme and send both the pensioner's portion and the disburser's portion authority to the Treasury Officer of the Treasury from where the Panchayat Pensioner opted to draw pension in issuing the PPO/GPO the provisions of TR4.161 of West Bengal Treasury Rules 2005, will be observed by the Audit Officer. The Audit Officer will also instruct the concerned Treasury Officer to issue cheque(s) not encashable before the first working day following the date of superannuation ot the employee.

Pensioner's copy of intimation letter regarding issue of Pension Payment Order already received from Director of Pension, Provident Fund and Group Insurance shall be handed over by the Head *of* office to the retiring employee at the close of the day of his retirement or on the next working day, if the day of retirement falls on a holiday.

The following paras shall be incorporated :-

7.63. Procedure to be followed by the head of office.

1) The Head of office shall issue pay certificate in the specified format not. later than a fortnight from the date of receipt of the formal application for pension from the retiring employee.

2) He shall prepare a calculation sheet of gratuity and commuted value of pension as authorized by the Director of Pension, Provident Fund and Group Insurance.

8.64. Procedure to be followed, by the Treasury Officer: -

On receipt of calculation sheet for payment of Gratuity and commuted vatue of pension from the Head of office, he shall take steps for issue of cheque(s) encasliable on the 1st working day following the date of retirement of the concerned employee.

9.65. Procedure to be followed by the retiring employee : -

1) On receipt of intimation along with Forms from the Head of office as described in para 36 the retiring employee shall submit the required Forms along with Form C (if he intends to commute a portion of his/her pension) duly filled in, to the Head of office not less than one year in advance from the date of his superannuation.

2) On filled the date of superannuation he shall hand over official charge including charge of store, cash, stamp, account etc if any, in accordance with such orders may be issued by the Head of office for the purpose.

3) On receipt of Pensioner's copy of intimation letter regarding issue of Pension Payment Order etc and certificate from the Head of office, he shall personally appear before the Treasury as chosen by him earlier and submit the pensioner's copy of intimation letter regarding issue *of* pension payment order and the certificate issued by the Head of office,

10.66. Procedure to be followed by the Director of Pension, Provident

Fund imd Group Insurance:-

1) On receipt of pension papers complete in all respects from the Competent Authority six months in advance from the date of superannuation of the employee the Director of Pension, Provident Fund and Group Insurance shall apply requisite checks for determining the admissibility of pension and gratuity and also family pension cases.

2) If any information/clarification is wanted, the Head of office shall be contacted within 3 months from the date of receipt of pension papers.

3) Where no information/clarification is desired or where necessary claaification has been received from the Head of office, the Director of Pension, Provident Fund and Group Insurance shall straightway issue (i) Pension Payment Order, (ii) authority for payment of gratuity, (iii) authority for payment of commuted value of pension one months in advance from the date of superannuation of the employee.

4) He shall send pensioner's copy of intimation letter regarding issue of payment order and the authority for payment of retiring gratuity and commuted value of pension to the concerned Head of office under whom the retiring employee is serving and the both halves of Pension Payment Order to the Treasury Officer of the Treasury from where the Panchayat Pension opted to draw pension, with the direction to start payment from the specific date as fixed therein.

5) When the retiring employee is in receipt of higher pay on the basis of interim orders passed by the Hon'ble High Court/Hon'ble Supreme Court of India, West Bengal Administrative Tribunal or where, if any, preferred by the Government is pending, such higher pay may be taken into account for calculation of pension only on provisional basis till finalization of the case. No gratuity or commuted value of pension, shall be authorized in. such cases, till finalization of the court case and issue of consequential government instruction

6) The commuted value of pension in respect of those commutation application which will not be submitted along with pension cases as well as revised pensionery benefits (including revised gratuity and revised commuted value) will be paid through the Treasuiy from where the Panchayat pension opted to draw pension, as usual after receiving authority from the Director of Pension, Provident Fund and Group Insurance,

11.67. Statutory pension : -

1) The procedure outlined in paragraphs shall be followed mutatis mutandis, in case of (a) settlement of pensionary claims arising on grounds other than ground of superannuation and (b) settlement of family pension and death gratuity in the event of death in harness of an employee,

2) Failure to comply with the provisions as stated above by the officers who are under Administrative Control of the State Government shall be seriously viewed and may make such officers liable for disciplinary action, Inparticular, the Head of office shall be held personally responsible for non-compliance with the procedure required to be followed by him for payment of pension. Any lapse on his part may, apart from making him liable for disciplinary action, require him to pay to the Government such additional expenditure which Government may have to incur by way of payment of interest for delayed payment of retiring benefits to the employees.

This order issues with the concurrence of Finance (Pension) Department vide their U/O No,289 dated 12.06.06.

This will take effect from the date of issue of the order.

By order of the Governor,
M. N. Roy
Principal Secretary to the Govt. of West Bengal

No. 3719 /1(700)PN/O/III/2P-42/05 Dated : 05.07.2006

Copy forwarded for information and necessary action to :

1. Sub-Divisional Officer, _____ P.O. _____
   District _____
2. District Magistrate _____ (All)
3. Block Development (Officer & Ex-Officio Executive Officer,
   _____ Panchayat Samiti, P.O. _____
   District _____ (All)
4. Executive. Officer, _____ Zilla Parishad / Mahakuma Parishad
5. Additional executive Officer, _____ Zilla Paiishad / Mahakuma Parishad
6. P.S. to M.I.C, Government of West. Bengal.
7. District Panchayat & R.D. Officer, _____
   Number of spare copies of the order are sent for distribution amongst the SDOs and BDOs within the District.
8. Treasury Officer, _____ (All)
9. The Director of SIPRD, Kalyani, Nadia, West Bengal.
10. Commissioner, Panehayats & R.D., West Bengal.
11. Finance Departmeut (Group N/G/F) of Govt. of West Bengal.
12. Director of Pension, Provident Fund & Group Insurance, Purba Bhavan, Bidhan Nagar, Kolkata-91.
13. Director of Treasuries, West Bengal, 4, Lyons Range, New India Assurance Building, 2nd & 3rd floor, Kolkata-700001.
14. Accountant General (Audit), W.B., Treasuiy Building, Kolkata-1.
15. Piincipal Accountant General (A&E), West Bengal, Treasury, Building, Kolkata-1.
16. Accountant General (Rcccipts, Works & Local Bodies Audit), West Bengal, CGO Complex, MSO Buildings, DF Block, Sector-1, Salt Lake, Kolkata-64.
17. Budget Cell, Panchayats & R.D. Department.
18. Law Cell, Panchayats & R.D. Department.
19. Policy Planning Cell, Panchayats & R.D. Department.

Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building 63, Netaji Subhas Road, Kolkata - 700001.

No. 2429/PN/O/III/2A-18/2002 Dated : 20.03.2006

ORDER

In continuation of this Department's G.O.No. 84/PN/0/III/2A-18/2002 dated 6.1.06 read with the G.O.No. 211/PN/O/1I1/2A-I8/2002 dated 18.01.06 the Governor is pleased to direct that the the District Level Selection Committee constituted in terms of G.O.No. 84/PN dated 06.1.2006 must have one member belonging to minority community. Hence after formation of the District Level Selection Committee in terms of this Department No. 84/PN dated 6.1.06 if it is found that none of the members with whom the Selection Committee has been constituted belongs to the minority community, in such case one additional member belonging to minority community will have to be co-opted in the Selection Committee. Such member belonging to minority community will be nominated by the District Magistrate of the concerned district from among the officers under West Bengal Civil Service Cadre working in the district. However, if no such officer is available in the district, District Magistrate will then nominate any other officer of State Govt./Zilla Parishad of the concerned district drawing salary in the Pay Scale of Rs. 8000-13500/-.

This will take effect from the date of issue of the order.

By order of the Governor
Sd/- M.N.Roy
Principal Secretary to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D
Panchayat Wing :: Jessop Building
63, Netaji Subhas Road, Kolkata - 700001.

No. 2775/PN/O/III/2A-18/2002 Dated : 07.04.2006

ORDER

Consequent upon creation of a good number of technical posts in the three tier Panchayat Raj Bodies it is felt necessary to include a technical expert having good knowledge of work in the related technical field, in the District Level Selection Committee for proper selection to the said posts.

After careful consideration of all aspects and in continuation of this Department's G.O.No. 84/PN/2A-18/02 dated06.01.06 read with G.O.Nos. 211/ PN/2A-18/02 dated 18.01.06 and 2429/PN/O/2A-18/02 dated 20.03.06 the Governor is pleased to allow the District Level Selection Committee constituted in terms of this Department's G.O.No. 84/PN dated 06.01.06 to co-opt one additional member having technical qualification as stated in the column 4 of the Annexure enclosed herewith when recruitment against each of the posts noted in column 2 of the annexure will be made.

This order will take immediate effect.

By order of the Governor,

Sd/- M. N. Roy
Principal Secretary to the Govt. of West Bengal

Annexure to G.O. No. 2775/PN/O/III/2A-18/02 dated 07.04.06

Sl. No.	Name of the post P.R. Body	Concerned tier of co-opted in the District Level Selection Committee	Technical Expert to be
(1)	(2)	(3)	(4)
1.	Nirman Sahayak	Gram Panchayat	One Govt. employee, not below the rank of Assistant Engineer
2.	Junior Engineer	Panchayat Samiti	A Govt. officer, not below the rank of Executive Engineer
3.	Block Informatics Officer	-Do-	A suitable officer from the National Informatics Centre or any teacher of Engineering College/Polytechnic with B.E/ B.Tech in Computer Science/ Electronics or MCA qualification
4.	Data Entry Operator	-Do-	Any suitable expert to be decided by the Executive Officer, ZillaParishad
5.	District Engineer	ZillaParishad	A Govt. officer not below the rank of Superintending Engineer
6.	Assistant Engineer	-Do-	A Govt. officer, not below the rank of Executive Engineer.
7.	Sub Assistant Enginecr (Civil/Elect.)	-Do-	A Govt. employee, not below the rank of Assistant Engineer.
8.	District Information Analyst	-Do-	As slated for Block Informatics Officer at SI.No.3 above
9.	Computer Assistant	-Do-	As stated for Data Entry Operator al SI.No.4 above.

Government of West Bengal
Department of Panchayats and R. D.
Panchayat Wing, Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

No. 2129/PN/O/III/2E-37/06 Dated : 02.03.2006

In terms of section 32 & 33 of Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act, 1955 it is a statutory obligation for the State Government in the Department of Panchayats & Rural Development to identify and reserve certain posts not less than 3% in each establishment for persons with Disabilities of which one percent shall be reserved, for persons suffering from :

1. Blind or Low vision
2. Hearing Impairment
3. Locomotr Diability or Cerebral Palsy

Job identification is a pre-required to facilitate employment for persons with disabilities in respect of 12th, 42nd and 72nd vacancies in the 100 point roster kept reserved for persons with disabilities in terms of Labour Department notification No. 240 Em dated 02.08.2001.

After careful consideration of the same with regard to the nature of job performed by the employees of Panchayat Samitis the Governor is pleased to notify hereby that the posts which are non-PSC, non-promotional, non-Common Cadre in Panchayat Samiti establishments as per list annexed, are identified for the above purpose.

This order will take immediate effect.

By order of the Governor,
Sd/-
Principal Secretary to the Govt. of West Bengal

No. 2129/1(500)/PN/O/III/2E-37/06 Dated : 02.03.2006

Copy forwarded for Information and necessary action to the :

1. Principal Secretary, Women & Child Development & Social Welfare Department.
2. Commissioner of Panchayats & R.D., West Bengal.
3. Commissioner of (Disabilities), West Bengal, 45., Ganesh Chandra Avenue, Kolkata-12
4. Executive Officer, _____ Zilla Parishad / Siliguri Mahakuma Parishad (All)
5. Additiona Executive Officer, _____ Zilla Parishad / Siliguri Mahakuma Parishad (All)
6. District Panchayat & R. D. Officer, _____ (All)
7. Block Development Officer, _____ (All)
8. All Cells of this Department.

Dy. Secy. to the Govt. of West Bengal

Annexure to the Notifcation No. 2129/PN/O/III/2E-27/06 dated 2.03.2006

Sl. No.	Name of the post	Categories of disabled suitable for Jobs
1.	Block Informatics Officer	Both legs, one leg, partially deaf low vision
2.	Data Entry Operator	” ” ” ” ”
3.	Accounts Clerk	” ” ” ” ”
4.	Clerk-cum-Typist	” ” ” ” ”
5.	Group D (Peon)	One leg, partially deaf, low vision

Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D
Panchayat Wing :: Jessop Building
63, Netaji Subhas Road, Kolkata - 700001.

No. 6862/PN/O/III/2E-53/03 Dated : 27.12.2005

MEMORANDUM

Sub : Comprehensive Forms Booklet for sanction of Retirement Benefits to the Employees of Panchayats under Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats'.

The undersigned is directed to say that preparation of a Booklet containing the relevant paper/forms for convenience of the retired employees of three-tier-Panchayat Raj Bodies was inculcated in the Government of this Department a few years ago.

Now, after careful consideration of all aspects, in order to facilitate the retired employees of three-tire Panchayat Raj Bodies as well as Pension Sanctioning Authorities, the Governor is pleased to publish a "Comprehensive Forms Booklet for sanction of Retirement Benefits to the employees of Panchayats under Death-cum-Retirement Benefit Scheme, 1985".

This Booklet will be helpful to the retired employees of three-tire Panchayat Raj Bodies to provide them different forms/declarations which are required to be filled up during retirement from service under Panchayat Raj Bodies.

Secondly, it will facilitate the work of Pension Sanctioning Authorities to gather all relevant papers required for preparing pension of the retired employees of three-tier Panchayat Raj Bodies inside a single folder.

Thirdly, it will also be helpful to the Directorate of Pension, Provident Fund & Group Insurance, Finance Department, Purta Bhavan (2nd Floor), Salt Lake, Kolkata-700071, for quick disposal of each case and reduction of the number of cases with audit objection from their end for want of relevant papers.

This has concurrence of Finance Department of this Government Pension Branch under their U/O No. 851(F)(Pen) dated 9.11.05.

M. N. Roy
Secretary to the Govt. of West Bengal

Government of West Bengal
Department of Panchayat & R.D.
Panchayat Wing , Jessop Building
63 Netaji Subhas Road, Kolkata - 70001

No. 6451/PN/O/III/2E-124/05 Dated 01.12.2005

N O T I F I C A T I O N

In terms of Section 32 & 33 of Persons With Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act, 1995 it is a statutory obligation for the State Government in the Department of Panchayats & Rural Development to identify and reserve certain posts not less than 3% in each establishement for Persons With Disabilities of which one percent shall be reserved, for persons suffering from:

1. Blind or Low Vision
2. Hearing Impairment
3. Locomotor Disability or Cerebral Palsy

Job identification is a pre-requisite to facilitate employment for Persons With Disabilities in respect of 12th, 42nd and 72nd vacancies in the 100 point roster kept reserved for persons with disabilities in terms of Labour Department notification No.240 Emp dated 02.08.2001. After careful consideration of the same with regard to the nature of job performed by the employees of the Zilla Parishads the Governor is pleased to notify hereby that the posts which are non-PSC, non promitional, non-common cadre and excluding the posts of Driver, Roller Driver, etc. in different Zilla Parishad Establishments as per list annexed as marked 'A' are identified for the above purpose.

Further, with concurrence of the Commissioner (Disability) W.B., U.O. No. Nil dated 17.11.05, the Governor is pleased to notify hereby that for the establishment of Blocks and Gram Panchayats the system of reservation @3% as per Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 laid down in Section 32 & 33 will be followed in all posts except the four posts in the Block office and five posts in the Gram Panchayat office, as mentioned the annexure 'B'.

This order will take immediate effect.

By order of the Governor
M.N. Roy
Secretary to the Govt. of West Bengal

ANNEXTURE - 'A'

Sl. No.	Name of the post	Categories of disabled suitable for jobs
1.	Assistant Engineer	Partially Deaf, one arm
2.	Sub Asstt. Engineer	-Do-
3.	L.D. Assistant	Both legs, one leg, one arm, partially deaf, low vision.
4.	Stenographer	-Do-
5.	Typiest	Both legs, one leg, partlally deaf, low vision.
6.	Group-D	One leg, partially deaf, blind, low vision.

ANNEXTURE - 'B'

Sl. No.	Name of the post	Name of the establishment
1.	Joint B.D.O.	Block Office
2.	Panchayats Development Officer	-Do-
3.	Block Livelihood Development Officer.	-Do-
4.	Panchayats Accounts & Audit Officer.	-Do-
5.	Executive Assistant	Gram Panchayat Office
6.	Secretary	-Do-
7.	Job Assistant/Nirman Sahayak	-Do-
8.	Sahayak	-Do-
9.	Gram Panchayat Karmee	-Do-

No. 6451/1(450) /PN/O/III/2E-124/05 Dated 01.12.2005

Copy forwarded for information & necessary action to the :

1. The Commissioner (Disabilities), West Bengal, 45, Ganesh Chandra Avenue, Kolkata-700013.
2. The Commissioner, Panchayats & R.D. West Bengal, Panchayat Bhavan, Kolkata-700001.
3. The District Magistrate, _____(All)
4. Additional E.O., _____Zilla Parishad (All)
5. The District Panchayats & R.D. Officer, _____(All)
6. The Block Development Officer, _____(All)
7. The Secretary, Public Service Commission, West Bengal.
8. All Cells of this Department.

Deputy Secretary to the Govt. of West Bengal

Government of West Bengal
Panchayat & Rural Department
Panchayat Wing,
Jessop Buildings
63 Netaji Subhas Road, Kolkata - 700 001

No. 6220/PN/O/III/2P-24/2003 (Part - IV) Dated 16.11.2005

MEMORANDUM

Sub : Payment of Pension to the retired employees of Three-Tire-Panchayat Raj bodies through the Nationalised Banks

In continuation of this Department's G.O.No.4842/PN/O/III/2P-24/2003 (Part IV) dated 02.08.2005 the undersigned is directed to enclose Finance (Audit) Department's G.O.No.8797-F dated 27.10.05 and to say that this Department's G.O.No.4842/PN/O/III/2P-24/2003 (Part IV) dated 02.08.2005 on the subject noted above will come into force from effect from 1st December, 2005.

Deputy Secretary to the
Government of West Bengal

Finance Department
Audit Branch

No. 8797-F

Kolkata, the 27th Oct., 2005

MEMORANDUM

Sub : Scheme for payment of pension through the Public Sector Banks to the retired employees of Panchayat Bodies in the State of West Bengal

The undersigned is directed to state that at present payment of pension, gratuity and commuted value of pension to retired employees of Panchayat Bodies is governed by a scheme known as "Death-cum-Retirement Benefit Scheme, 1985 for the employees Panchayats".

Pension in respect of Panchayat Bodies are being paid from the office of Sub-divisional officer concerned through Treasury according to the option of the employees concerned

For the purpose of further simplification of the procedure, the question of payment of pension to the retired eligible employees of Three-Tire-Panchayat Raj Bodies through Sector Banks has been under consideration of the Govt. for sometime past.

After careful consideration of all aspects and to ensure timely and regular payment of pensionary benefits to eligible retired employees of Panchayat Bodies the Governor is pleased to decide that expenditure towards payment of DCRB of employees of Panchayat Bodies shall be met from the grant under the Head 2071-Pension and other Retirement Benefits with the Sub-detailed Head of A/c. mentioned below.

The Governor is further pleased to decide that such payment of pension, gratuity and commuted value of pension, to an employee of Panchayat Body who retires on superannuation or otherwise or dies-inharness shall be made through Public Sector Banks, by framing an identical Scheme as Part B Scheme-under Appendix-15 of West Bengal Treasury Rules 2005.

Amendment of para 2,37, 38(a) and (b), 40, 53, 54(1), replacement of paras 59 and 60 and inclusion of new paras 61(a) and (b), 62(a) and (b) to the DCRB Scheme, 1985, have duly been made by the Panchayat and Rural Development Deptt.

Suitable Amendment in West Bengal Treasury Rules, 2005 will be made in due course.

The sub-detailed Head of Account is, "2002-Payment of Pension to the employees of Panchayat Bodies-04-Pension/Gratuity" under the major Head "2071-Pension and other recruitment benefits-01-Civil-110-Pension of employees of Local Bodies".

This order issues with the approval of Pr.AG(A&E), West Bengal issued under No.AM-1/3-35/53, dt. 26.4.05.

This order will take effect from 1st December, 2005.

Sd/- Samar Ghosh

Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D
(Panchayat Wing)
Jessop Building
63 N.S. Road, Kolkata - 700 001

No. 5773/PN/O/III/2P-36/03 Dated 5.10.05

MEMORANDUM

In terms of paragraph 15, of the Provident Fund Scheme for the employees of the Panchayat bodies, 1991 issued under this Department No.330/VIII/Panch/2P-2/85 dated 11.02.1991, a subscriber is entitled to get part final withdrawal at any time after the completion of 20 years of services (including broken period of service, if any) or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit to the Fund, for one or more of the purpose as detailed therein.

2. Now, in view of the recommendations of the 4th Pay Commission for the State Govt. employees and after careful consideration of the matter the Governor is pleased to decide, in partial modification of paragraph 15 of the Provident Fund Scheme for the employees of the Panchayat bodies, 1991, that withdrawals may be sanctioned by the authorities competent to sanction an advance at any time after the completion of 15 years of service (including broken period of service, if any) of the subscriber, who is an employee of the Panchayat body, or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for one or more of the purposes mentioned in paragraph 15 of the Scheme ibid.

3. This Order issues with concurrence of the Finance Department. Vide their un official No. 113 Gr- J dated 26.09.2005.

4. Formal amendment in the Provident Fund Scheme for the employees of the Panchayat bodies, 1991 will be made in due course.

Sd/- D. Bandyopadhyay

Deputy Secretary to the
Government of West Bengal.

No. 5773/1(550)/PN/O/III/2P-36/03 Dated 5.10.05

Copy forwarded for information & necessary action to the :

1) Principal Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata-1.

2) Principal Accountant General (Audit), West Bengal,
Treasury Building, Kolkata-1.

3) Accountant General (Local Bodies Audit), West Bengal
3rd M.S.O. Building (5th floor), C.G.O. Complex DF Block, Salt Lake, Kol-64

4) Finance Department, Group-G of this Government.

5) Finance Department, Group-J of this Government.

6) Commissioner of Panchayats & R.D., West Bengal.

7) Joint Secretary, Department of Panchayats & R.D. (R.D.Wing)1

8) Director of Pension, Provident Fund & Group
Insurance, Purta Bhavan, Bidhan Nagar, Kolkata.

9) Executive Officer,_____Zilla Parishad/
Siliguri Mahakuma Parishad.

10) District Magistrate, _____.

11) Additional Executive Officer, _____Zilla Parishad/
Siliguri Mahakuma Parishad.

12) Sub-Divisional Officer, _____ Sub- Division,
P.O._____, Dist._____.

13) District Panchayats & Rural Development Officer, _____

14) Block Development Officer & Ex-Officio Executive Officer _____
_____Panchayat Samiti, P.O._____Dist._____
Copies of this Memorandum may please be sent to all Gram Panchayats within his jurisdiction.

15) All Cells of this Department.

Deputy Secretary to
Government of West Bengal

Government of West Bengal
Department of Panchayats and Rural Development
Jessop Building (1st Floor), 63 N. S. Road
Kolkata - 700 001

No. 5269/PN/O/V/2A-01/05 Dated 30.08.2005

O R D E R

Whereas the State Government has created one post of Financial Controller and Chief Accounts Officer in each Zilla Parishad and Siliguri Mahakuma Parishad, to be filled up by transfer of officers having at least 10 (ten) years' satisfactory service from the cadre of the West Bengal Audit and Accounts Service, for the purpose of, *interalia*, maintaining accounts and all records relating to financial implication in the concerned Zilla Parishad and Siliguri Mahakuma Parishad;

And whereas it is necessary and expedient to declare the said Financial Controller and Chief Accounts Officer as Drawing and Disbursing Officer in respect of the concerned Zilla Parishad and Siliguri Mahakuma Parishad for the said purpose;

Now, therefore, the Governor is pleased to direct that the Executive Officer of the Zilla Parishad and Siliguri Mahakuma Parishad in exercise of the power conferred by section 179 (5) of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), as subsequently amended from time to time, may authorize the Financial Controller and Chief Accounts Officer of the Zilla Parishad and Siliguri Mahakuma Parishad, wherever the post has been filled up, to act as the Drawing and Disbursing Officer in respect of the fund of the concerned Zilla Parishad and Siliguri Mahakuma Parishad.

The Governor is further pleased to order that the Financial Controller and Chief Accounts Officer of the Zilla Parishad and Siliguri Mahakuma Parishad in discharge of his delegated responsibility shall, *interalia*, sign the Cash Books and all ancillary registers of accounts maintained by the Zilla Parishad and Siliguri Mahakuma Parishad. All financial and accounting matters including proposal for payment in a Zilla Parishad and Siliguri Mahakuma Parishad shall be routed through the Financial Controller and Chief Accounts Officer.

The Governor is also pleased to order that the Financial Controller and Chief Accounts Officer of the Zilla Parishad and Siliguri Mahakuma Parishad shall exercise other duties, responsibilities and funtions as envisaged in this Department's order **No. 854 / PN / O / III / 2E-101 / 02 dated 15.03.04.**

The West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003 is being modified accordingly.

This order shall take immediate effect and remain valid until further order.

By order of the Governor

Sd/- M. N. Roy
Secretary to the
Govt. of West Bengal

No. 5269/1(12)/PN/O/III/2A-01/05

Dated 30.08.2005

Copy forwarded for information & necessary action to the :

1. Principal Secretary, Finance Department, Audit Branch, Govt. of West Bengal, Writers Buildings, Kolkata-700 001.
2. Principal Accountant General (A & E), W.B., Treasury Buildings, Kolkata-1.
3. Commissioner, Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11A, Roy Road, Kolkata-700 001.
4. Director, SIPRD, Kalyani, Nadia.
5. Sabhadhipati,.....ZP/SMP (all)
6. District Magistrate & Executive Officer, ...P (all)
7. Addl. Executive Officer, ...ZP/SMP (all)
8. Secretary, ...ZP/SMP (all)
9. Financial Controller and Chief Accounts Officer, ...ZP/SMP (all)
10. Dist. Panchayat and Rural Dev. Officer,.....(all)
11. Private Secretary to the Minister-in-Charge, P & RD Department.
12. .....Cell, P & RD Department (all)

OSD & Ex-officio Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing
Jessop Building, 63 N.S. Road, Kolkata - 700001

No. 2052/PN/N/III/2P-53/2001 Dated 25.05.05

M E M O R A N D U M

Sub : Settlement of family pension etc. to the eligible family members of the employees of Panchayati Raj Bodies/Pensioners of P.R.Body who have suddenly disappeared and whose whereabouts are not known.

The undersigned is directed to say that a proposal for granting family pension, gratuity, etc. to the eligible family members of the employees of all the three tiers of Panchayats in this State or Pensioners of P.R.Body who have suddenly disappeared and whose whereabouts are not known are under consideration of the Government for some time past.

In the normal cases unless a period of 7 (seven) years has elapsed since the date of disappearane of the employee of the P.R.Body or Pensioners of P.R.Body as the case may be, he can not be deemed to be dead and the retirement benefit can not be paid to the family.

2. Now, after careful consideration of the matter from all aspects the Governor has been pleased to decide that when an employee of Panchayat Raj Body/Pensioner of P.R.Body disappears leaving his family, in the lurch, family pension etc. may be granted to the family concerned, after 7 (seven) years from the date of missing of the employee of P.R.Body/Pensioner of P.R.Body concerned subject to the fulfilment of the following conditions :

(i) The family must lodge a report with the concerned Police Station and obtain a report that the employee of P.R. Body/Pensioner of P.R. Body has not been traced after all efforts had been made by the Police.

(ii) An indemnity Bond should be taken from beneficiaries concerned to the effect that all payments received from Government shall be refunded to Government in the event the missing employee of P.R. Body/Pensioner of P.R. Body re-appears and claims his dues.

3. The proposal alongwith relevant documents referred hereinabove under para 2(i) and 2(ii) shall be forwarded to the Administrative Department for consideration and sanction of the aforesaid benefit.

4. All Government dues outstanding against the employees of P.R. Body/Pensioners of P.R. Body shall be recovered under formal rules / orders.

5. The family concerned shall apply to the concerned Head of Office (Explained in Chapter II para 6(h) of Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats) of the employee of P.R. Body/Pensioner of P.R. Body for grant of family pension etc.,after one year from the date of disappearance of the employee of P.R. Body/Pensioner of P.R. Body.

6. The Head of Office, after scrutiny of the case, will recommend for nction of family pension etc. to the Administrative Department concerned.

7. This order issues with the concurrence of Finance Department Group P (Pen) vide their u/o No. 161 dated 18.05.05.

Sd/- M. N. Roy
Secretary to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Development Department
Jessop Buildings 1st Floor
63, Netaji Subhas Road, Kolkata - 700001

No. 4842/PN/O/III/2P-24/03 (Part - IV) Dated 02.08.2005

M E M O R A N D U M

Sub : Panchayat of Pension to the retired employees of Three Tier Panchayat Raj Bodies through the Nationalised Banks

The question of Payment of Pension to through retired employees of Three Tier Panchayati Raj bodies through Nationalised Banks has been under consideration of the Government for sometime past. After careful consideration of all aspects the Governor is pleased to make payment of Pension to the retired empolyees of Panchayati Raj Bodies through Nationalised Banks, notwithstanding anything contained in the Death-cum-Retirement Benefit scheme, 1985, for an employee of Panchayat, who retires, on superanuation or otherwise, dies in harness or is declared missing in terms of this Deparment's Memo No. 2025/PN dt. 25.05.05.

In exercise of power conferred in Para 57 of the Death-cum-Retirement Benefit Schem, 1985, for the employees of Panchayats, the Governor is also pleased to make following amendments or modification in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats, to facilitate the modified scheme for payment of Pension through Nationalised Banks.

1. Para - 2 : "the fund of the Zilla Parishad" in the last line shall be replaced with the pharse "the State Government".

2. Item - 2 of Annexure - 1 : The phrase "the fund of the Zilla Parishad" shall be replaced with the phrase "the State Government".

3. Para - 37 : The phrase "Sub-Divisional Officer of the subdivision" in the 9th (ninth) line shall be deleted. The phrase "the Treasury or Sub-Treasury" in the 9th (ninth) line shall be replaced with the phrase "the Treasury from where the employee opts to draw pension after retirement". The phrase "as the case may be" in the 9th (ninth) and the 10th (tenth) line shall be deleted.

4. Para - 38 (a) : The phrase in the 2nd (second) and the 3rd (third) line "Sub-Divisional Officer concerned through Treasury/Sub-Treasury" shall be replaced with the phrase "the Treasury Officer".

   (b) The first sentence "Before Death/Retiring Gratuity is paid, the Sub-Divisional Officer concerned should ensure that every employee clears all his dues", shall be replaced with the sentence "Before Death/Retiring Gratuity is paid, the Treasury Officer concerned should ensure that every Panchayat pensioner has cleared all his dues to the Government/Panchayat".

5. Para - 40 : The phrase "the Sub-divisional officer concerned. Treasury and Sub-Treasury as the case may be, and the pensioner" in the last sentence shall be replaced with the phrase "the Treasury Officer concerned, the Account General (A&E), West Bengal and the pensioner".

6. Para - 46 : The phrase "the Sub-divisional officer of the subdivision the Treasury and Sub-Treasury as the case may be" in the 6th (sixth) and the 7th (seventh) line of the para shall be replace with the phrase "the Treasury Officer concerned". The words "the Sub-divisional Officer" in the 8th (eighth) and the 10th (tenth) line of the para shall be replaced with the word "the Treasury Officer concerned".

7. Para 53 : The words and phrase "Sub-divisional Officer concerned" and "or Sub-Treasury" occuring in the 7th (seventh) and the 8th (eighth) line repectively of the para shall be deleted.

8. Para - 64 (1) : The words and phrase "Sub-Divisional Officer concerned" and "or Sub-Treasury" occuring in the 14th (fourteennth) and the 15th (fifteenth) line respectively of the para shall be deleted

9. Para - 59 : The existing para and the provisions contained therein shall be replaced with the following provisions :

"The employer's share of contribution with the interest accrued thereon for the employees who have opted to come under this pension scheme shall be withdrawn from the Provident Fund Deposit A/c. and refunded to Government by depositing the money under head 0071-01-101-003-10 in the treasury by the head of office concerned. The treasury Officer concerned shall act as the DDO for the drawal and disbursement of the panchayat pension unless otherwise directed in the PPO/GPO by the PPO issuing authority".

10. Para - 60 : The existing provision shall be replaced with the following: "On receipt of sanction of pensionery benefits from the pension sanctioning authority as provided in paragraph 36(2) of the scheme the Audit Officer will issue authority (Pension Payment Order, Gratuity Payment Order and authority for the Payment of Commuted Value of Pension) as provided in paragraph 37 and 46 of the Scheme and send both the Pensioner's portion and the Disburser's portion of the authority to the Treasury Officer of the Treasury from where the Panchayat pensioner opted to draw pension in issuing the PPO/GPO the provisions of TR 4.161 of West Bengal Treasury Rules, 2005, will be observed by the Audit Officer".

The following paras shall be incorporated :

11. Para - 61 (a) : Procedure for Payment of Pension :

"On receipt of a pension payment order at the treasury, Treasury Officer concerned will make over the pensioner's portion to the pensioner after proper identification when the pensioner after proper identification when the pensioner appears to receive his/her pension for the first time. The speciman signature or the left thumb impression as the case may be, of the pensioner will be taken in the space provided for the purpose in the Tresury Officer's portion of the PPO.

The Treasury Officer concerned will disburse pension to the Panchayat to the Panchayat pensioners in terms of the provisions in TR 4.177 of West Bengal Treasury Rules, 2005.

In Drawing and disbursing pension and other retirement benefits the provisions as laid down in TR 4.162 to TR 4.193 of West Bengal Treasury Rules 2005 should be observed by all concerned".

(b) Head of A/c. : The pension to be drawn for the Panchayat pensioners will be debited to the head A/c. "2071-Pension & other Retirement Benefits-01-Civil-110-Pension of Employees of Local Bodies-002-Payment of pension to the Employees of Panchayat Bodies-04-Pension/Gratuity".

12. Para - 62 (a) : The PPO's of the Panchayat Pensioners for which payment authorities were issued to the SDO's for payment by drawal of cheque of the Pension Fund maintained in the treasuries u/h "8448-00-109-004/005" shall be sent by the S.D.O to the Treasury Officer concerned with a certificate of payment noted on each PPO in the following form :

"Certified that Payment of pension on the P.P.O has been made upto ..... (mention the month, year) to Shri/Smt. ..... (name of the Pensioner)".

The certificate should be signed be signed by the S.D.O who acted, as the Pension Disbursing Officer under the old scheme of pension dusbursement to the Panchayat pensioners from Pension Fund.

While sending all such PPO's to the Treasury Officer the New Scheme of Payment of Pension to the Panchayat Pensioners should be quoted in the covering letter of the PPO's.

(b) The credit balance in the Pension Fund maintained in the Treasury by the S.D.O should be transfer-credited to the receipt head corresponding to the payment head from which the fund was initially drawn for credit to the Pension Fund A/c., now being closed. For the purpose of transfer credit of the balance in the Pension Fund A/ c. to the receipt head as mentioned above a cheque for the amount shall be drawn by the S.D.O. The cheque shall be discharged by the S.D.O. in the reverse of the cheque in the following manner.

"Received Payment by transfer-credit to Head of A/c. ..... (mention the head in full)". Two copies of duly filled in challan should be attached to the cheque and submitted to the Treasury concerned for transfer of the balance and closure of the Pension Fund A/c. at the Treasury. A copy of the challan rerurned by the Treasury should be preserved by the S.D.O for checking and verification.

13. Para below item(s) of Annexure-X-

"The pension and gratuity are payable at ..... Treasury and are chargable to the Head of A/c 2071-Pension & other Retirement Benefits-01-Civil-110-Pension of Employees of Local Bodies-002-Payment of Pension to the Employees of Panchayat Bodies-04-Pension/Gratuity.

14. Para-3 of Part II of Annexure - XI -

The existing provision shall be replaced with the following :

"The sums will be charged to the head 2071-01110-002-04 Rs. .....

This order issues with the concurrence of Finance (Audit) Department of this Government under their U/O No. 624 G. T dated

14.06.05 and 948 Gr. T dated 21.07.05 and this has approval of Indian Audit and Accounts Department Principal Accountant General (A&E), West Bengal, issied under No. A.M.-1/3-35/53 dated 26.04.2005.

Secretary
to the Government of W. B.

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing
Jessop Building, 63, N.S.Road, Kolkata - 700 001

No. 2052/PN/N/III/2P-53/2001 Dated : 25.05.05

MEMORANDUM

Sub : Settlement of family pension etc. to the eligible family members of the employees of Panchayati Raj Bodies/Pensioners of P.R.Body who have suddenly disappeared and whose whereabouts are not known.

The undersigned is directed to say that a proposal for granting family pension, gratuity, etc. to the eligible family members of the employees of all the three tiers of Panchayats in this State or Pensioners of P.R.B/ody who have suddenly disappeared and whose whereabouts are not known /ire under consideration of the Government for some time past.

In the normal cases unless a period of 7 (seven) years has elapsed since the date of disappearane of the employee of the P.R.Body or Pensioners of P.R.Body, as the case may be, he can not be deemed to be dead and the retirement benefit can not be paid to the family.

2. Now, after careful consideration of the matter from all aspects the Governor has been pleased to decide that when an employee or Panchayat Raj Body/Pensioner of P.R.Body disappears leaving his family, in the lunch, family pension etc. may be granted to the family concerned, after 7 (seven) years from the date of missing of the employee of P.R.Body/Pensioner of P.R.Body concerned subject to the fulfilment of the following conditions :

(i) The family must lodge a report with the concerned Police Station and obtain a report that the employee of P.R. Body/Pensioner of P.R. Body has not been traced after all efforts had been made by the Police.

(ii) An indemnity Bond should be taken from beneficiaries concerned to the effect that all payments received from Government shall/be refunded to Government in the event the missing employee of P.R. Body/ Pensioner of P.R. Body re-appears and claims his dues.

3. The proposal alongwith relevant documents referred hereinabove under para 2(i) and 2(ii) shall be forwarded to the Administrative Department for consideration and sanction of the aforesaid benefit.

4. All Government dues outstanding against the/employees of P.R. Body/ Pensioners of P.R.Body shall be recovered under normal rules/orders.

5. The family concerned shall apply to the/concerned Head of Office (Explained in Chapter II para 6(h) of Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats) of the employee of P.R. Body/Pensioner of P.R. Body for grant of family pension etc., after one year from the date of disappearance of the employee of P.R. Body/PenSioner of P.R. Body.

6. The Head of Office, after scrutiny of the case, will recommend for sanction of family pension etc. to the Administrative Department concerned.

7. This order issues with the concurrence of Finance Department Group P (Pen) vide their u/o No. 161 dated 18.05.05.

Sd/- M. N. Roy
Secretary to the Govt. of West Bengal.

Government of West Bengal
Panchayats & Rural Development Department
Jessop Buildings 1st Floor
63, Netaji Subhas Road, Kolkata - 700001.

No. 4842/PN/O/1II/2P-24/03 (Part - IV) Dated : 02.08.2005

MEMORANDUM

Sub : Panchayat of Pension to the retired employees of Three Tier Panchayat Raj Bodies through the Nationalised Banks

The question of Payment of Pension to the retired employees of Three Tier Panchayati Raj bodies through Nationalised Banks nas been under consideration of the Government for sometime past. After careful consideration of all aspects the Governor is pleased to make payment of Pension to the retired employees of Panchayati Raj Bodies through Nationalised Banks, notwithstanding anything contained in the Death-cum-Retirement Benefit Scheme, 1985, for an employee of Panchayat, who retires, on superanuation or otherwise, dies in harness or is declared missing in terms of this Deparment's Memo No. 2025/PN dt. 25.05.05. In exercise of power conferred in Para 57 of the Death-cum-Retirement Benefit Scheme, 1985,\for the employees of Panchayats, the Governor is also pleased to make following amendments or modification in the Death-cum-Retirement Benefit Scheme. 1985 for the employees of Panchayats, to facilitate the modified scheme for payment of Pension through Nationalised Banks.

1. Para - 2 : "the fund of the Zilla Parishad" in the last line shall be replaced with thfe phrase "the State Government".

2. Item - 2 of AnnexWe - 1 : The phrase "the fund of the Zilla Parishad" shall be replaced with the phrase "the State Government".

3. Para - 37 : The phrase "Sub-Divisional Officer of the subdivision" in the 9th (ninth) line shall be deleted. The phrase "the Treasury or Sub-Treasury" in the 9th (ninth) line shall be replaced with the phrase "the Treasury from where the employee opts to draw pension after retirement". The phrase "as the case may be" in the 9th (ninth) and the 10th (tenth) line shall be deleted.

4. Para - 38 (a): The phrase in the 2nd (second) and the 3rd (third) line "Sub-Divisional Officer concerned through Treasury/Sub-Treasury" shall be replaced with the phrase "the Treasury Officer".

(b) The first sentence "Before Death/Retiring Gratuity is paid, the Sub-Divisional Officer concerned should ensure that every employee clears all his dues", shall be replaced with the sentence "Before Death/ Retiring Gratuity is paid, the Treasury Officer concerned should ensure that every Panchayat pensioner has cleared all his dues to the Government/Panchayat".

5. Para - 40 : The phrase "the Sub-divisional officer concerned, Treasury and Sub-Treasury as the case may be and the pensioner" in the last sentence shall be replaced with the phrase "the Treasury Officer concerned, the Account General (A&E), West Bengal and the pensioner".

6. Para - 46 : The phrase "the Sub-divisional officer of the subdivision, the Treasury and Sub-Treasury as the case "may be" in the 6th (sixth) and the 7th (seventh) line of the para shall be replace with the phrase "the Treasury Officer concerned". The word "the Sub-divisional Officer" in the 8th (eighth) and the 10th (tenth) line of the para shall be replaced with the word "the Treasury Officer concerned".

7. Para 53 : The words and phrase "Sub-divisional Officer concerned" and "or Sub-Treasury" occuring in the 7th (seventh) and the 8th (eighth) line respectively of the para shall be deleted.

8. Para - 54 (1) : The words and phrase "Sub-Divisional Officer concerned" and "or Sub-Treasury" occuring in the 14th (fourteennth) and the 15th (fifteenth) line respectively of the para shall be deleted.

9. Para - 59 : The Existing para and the provisions contained therein shall be replaced with the following provisions :

"The employer's share of contribution with the interest accrued thereon for the employees who have opted to come under this pension scheme shall be withdrawn fron the Provident Fund Deposit A/c. and refunded to Government by depositing the money under head '0071-01-101-003-10' in the treasury by the head of office concerned. The treasury Officer concerned shall act as the DDO for the drawal and disbursement of the panchayat pension unless otherwise directed in the PPO/GPO by the PPO issuing authority".

10. Para - 60 : The existing provision shall be replaced with the following: "On receipt of sanction of pensionery benefits from the pension sanctioning authority, as provided in paragraph 36(2) of the scheme, the Audit Officer will issue authority (Pension Payment Order, Gratuity Payment Order and authority for the Payment of Commuted Value of Pension) as provided in paragraph 37 and 46 of the Scheme and send both the Pensioner's portion and the Disburser's portion of the authority to the Treasury Officer of the Treasury from where the Panchayat pensioner opted to draw pension, in issuing the PPO/ GPO the provisions of TR 4.161 of West Bengal Treasury Rules, 2005, will be observed by the AudmOfficer".

The following paras shall be incorporated

11. Para - 61 (a) : Procedure for Payment of Pension :

"On receipt of a pension payment order at the treasury, Treasury Officer concerned will make over the, pensioner's portion to the pensioner after proper identification when the pensioner after proper identification when the pensioner appears to receive his/her pension for the first time. The speciman signature or the left thumb impression, as the case may be, of the pensioner will be taken in the space provided for the purpose in the Treasury Officer's portion of the PPO.

The Treasury Officer concerned will disburse pension to the Panchayat to the Panchayat pensioners in terms of the provisions in TR 4.177 of West Bengal Treasury Rules, 20O5. In drawing and disbursing pension and other retirement benefits the provisions as laid down in TR 4.162 to TR 4.193 of West Bengal Treasury Rules, 2005 should be observed by all concerned", (b) Head of A/c. : The pension to be drawn for the Panchayat pensioners will be debited to the head A/a "2071-Pension & other Retirement Benefits-01-Civil-l 10-Pension of Employees of Local Bodies-002-Payment of pension to the Employees of Panchayat Bodies-04-Pension/Gratuity".

12. Para - 62 (a) The PPO's of the Panchayat Pensioners for which payment authorities were issued to the SDO's for payment by drawal of cheque of the Pension Fund maintained in the treasuries u/h "8448-00-109-004/005 shall be sent by the S.D.O to the Treasury Officer concerned with a certificate of payment noted on each PPO in the following form

"Certified that Payment of pension on the P.P.O has been made upto (mention the month, year) to Shri/Smt..... (name of the Pensioner)".

The certificate should be signed by the S.D.O who acted, as the Pension Disbursing Officer under the old scheme of pension dusbursement to the Panchayat pensioners from Pension Fund. While sending all such PPO's to the Treasury Officer the New Scheme of Payment of Pension to the Panchayat Pensioners should be quoted in the covering letter of the PPO's.

(b) The credit balance in the Pension Fund maintained in the Treasury by the S.D.O should be transfer-credited to the receipt head. corresponding to the payment head from which the fund was initially drawn for credit to the Pensictn Fund A/c, now being closed. For the purpose of transfer credit of the balance in the Pension Fund A/c. to the receipt head as mentioned above a cheque for the amount shall be drawn by the S.D.O. The cheque shall be discharged by the S.D.O in the reverse of the cheque\in the following manner. "Received Payment by transfer-credit to Head of A/c. ..... (mention the head in full)".

Two copies of duly filled in challan should be attached to the cheque and submitted to the Treasury concerned for transfer of the balance and closure of the Pension Fund A/c. at the Treasury. A copy of the challan rerurned by the Treasury shoulqbe preserved by the S.D.O for checking and verification.

13. Para below item(s) of Annexure-X-

"The pension and gratuity are payable at ..... Treasury hnd are chargable to the Head of A/c/ "2071-Pension & other Retirement Benefits-01-Civil 10-Pension of Employees of Local Bodies-002-Payment of Pension to the Employees of Panchayat Bodies-04-pension/Gratuity".

14. Para-3 of Part Fl of Annexure - XI -

The existing provision shall be replaced with Hie following :

"The sums will be charged to the head "2071 -01-110-002-04" Rs. .....".

This order issues with the concurrence of finance (Audit) Department of this Government under their U/O No. 624 Gr. T dated 14.06.05 and 948 Gr. T dated 21.07.05 and this has Approval of Indian Audit and Accounts Department, Principal Accountant General (A&E), West Bengal, issied under No. A.M.-1/3-35/53 dated 26.04.2005.

Secretary
To the Government of W.B.

Government of West Bengal
Panchayats & Rural Development Department
(Panchayat Wing)
Jessop Buildings
63, Netaji Subhas Road, Kolkata - 700001.

No. 6220/PN/O/1II/2P-24/2003 (Part - IV) Dated : 16.11.2005

MEMORANDUM

Sub : Payment of Pension to the retired employees of Three-Tire-Pahchayat Raj Bodies through the Nationalised Banks

In continuation of this Department's G.O.No.4842/PN/O/IlI/2P-24/2003 (Part IV) dated 02.08.2005 the undersigned is directed to enclose Finance (Audit) Department's G.O.No. 8797-F dated 27.10.05 and to say that this Department's G.O.No.4842/PN/O/III/2P-24/2003 (Part IV) dated 02.08.2005 on the subject noted above will come into force with effect from 1st December, 2005.

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Fianance Department
Audit Branch

No. 8797-F Kolkata, the 27th Oct., 2005

MEMORANDUM

Sub : Scheme for payment of pension through the Public Sector Banks to the retired employees of Panchayat Bodies in the State of West Bengal

The undersigned is directed to state that at present payment of pension, gratuity and commuted value of pension to retired employees of Panchayat Bodies is governed by a scheme known as "Death-curn-Retirement Benefit Scheme, 1985 for the employees Panchayats".

Pension in respect of Panchayat Bodies are being paid from the office of Sub-divisional officer concerned through Treasury according to the option of the employees concerned.

For the purpose of further simplification of the procedure, the question of payment of pension to the retired eligible employees of Three-Tire-Panchayat Raj Bodies through Public Sector Banks has been under consideration of the Govt. for sometime past.

After careful consideration of all aspects and to ensure timely and regular payment of pensionary benefits to eligible retired employees of Panchayat Bodies, the Governor is pleased to decide that expenditure towards payment of DCRB of employees of Panchayat Bodies shall be met from the grant under the Head 2071-Pension and other Retirement Benefits with the Sub-detailed Head of A/c. mentioned below.

The Governor is further pleased to decide that such payment of pension, gratuity and commuted value of pension, to an employee of Panchayat Body who retires on superannuation or otherwise or dies-in harness, shall be made through Public Sector Banks, by framing an identical Scheme as Part B Scheme-under Appendix-15 of West Bengal Treasury Rules 2005.

Amendment of para 2,37, 38(a) and (b), 40, 46, 53, 54(1), replacement of paras 59 and 60 and inclusion of new paras 61 (a) and (b), 62(a) and (b) to the DCRB Scheme, 1985, have duly been made by the Panchayat and Rural Development Deptt.

Suitable Amendment in West Bengal Treasury Rules, 2005 will be made in due course.

The sub-detailed Head of Account is, "2002-Payment of Pension to the employees of Panchayat Bodies-04-Pension/Gratuity" under the major Head "2071 -Pension and other recruitment benefits-01-Civil-110-Pension of employees of Local Bodies".

This order issues with the approval of Pr.AG(A&E), West Bengal issued under No.AM-I/3-35/53, dt. 26.4.05.
This order will take effect from 1st December, 2005.

Sd/- Samar Ghosh
Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, N. S. Road, Kolkata-1

No. 3086/PN/O/II1/2A-73/04. Dated : 8.09.04

From : S. N. Ray,
Dy. Secy, to the Govt. of West Bengal.

To : District Panchayat and Rural Development
Officer, South 24 Parganas, Alipur.

Sub : Authority to issue the order of service verification and confirmation in respect of G.P. employees.

Ref : His memo no. 513/Panch dated 12.07.04.

The undersigned is directed to inform him that the Block Development Officer and Executive Officer of the Panchayat Samiti is the authority to maintain the service records in respect of employees of the Gram Panchayats and he is also competent to issue the orders of their confirmation on receipt of report of satisfactory service from the Prodhan of concerned Gram Panchayat.

Deputy Secy. to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, N. S. Road, Kolkata-1

No. 3I79/PN/O/III/2P-33/98 Dated :- 15.9.2004

From : Jt. Secy, to the Govt. of West Bengal.

To : The Director of Panchayats & R.D., West Bengal.

Sub : Protection of pay of the employees of Gram Panchayats.

Ref : His memo No. 2170/III/DP/1M-1/95 dated 03.09.2004.

The undersigned is directed to say that the duplicate Service Book of both the senior and junior employees of the Panchayat Bodies duly attested may be sent to this Department, instead of the Original Service Books along with the other connected papers as called for in this Department Memo No. 242/PN dated 27.01.1999; Original Service Books of incumbents concerned need not be sent.

Jt. Secy, to the
Govt. of West Bengal

Government of West Bengal
Hom (Political) Department
Secret Section

From : B. Kundu

Special Secretary to the Govt. of West Bengal

To : (1) The Principal Secretary/Secreatry,

_____

_____

(2) The District Magistrate,_____,

P.O._____, Dist_____.

No. 858 (78) - P.S. Dated , Kolkata, the 8th June, 2005.

Sub: Verification of character and antecedents of candidates selected under Government/ Government Undertakings

Sit,

In inviting a reference to the subject mentioned above, I am directed to say that a large number of verification cases are received by this Department where the candidates have already been employed before obtaining clearance in the form of a positive report on their antecedents which is highly irregular.

I am, therefore, directed to request you kindly to ensure that the existing procedure is strictly adhered to by all concerned under your kind control and also to request you not to give any appointment to anybody without prior verification of antecedents to avoid any future complications.

Yours faithfully,

Sd/- B. Kundu

Spl. Secy. to the Govt. of West Bengal

No. 858 (78) - P.S. Dated , 08.06.2005.

Copy forwarded for information to :

The Dy. inspector
13, Lord Sinha Road, Kolkata-700 071

Sd/- B. Kundu

Spl. Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kol - 1

No. 1186/PN/O/III/2A-9/03. (78) - P.S. Dated , 22.03.2005

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Commissioner of Panchayats & R.D.

Sub: Clarification regarding filling up of vacancy reserved for Exempted Category candidates.

The undersigned is directed to say that several queries have been received from District Officers as to how vacancies reserved for SC(E.C.), ST (E.C.), BC (EC) and General (E.C) candidates will be filled up in case of nonavailability of candidates belonging to the aforesaid category within the district. After careful examination of the matter undersigned is directed to say that if the Directorate of employment could not furnish any suitable candidate having residence within the district for filling up of any such vacancy reserved for SC (E.C), ST (EC), BC (EC) or General (E.C), the said vacancy may be filled up by a non-Exempted Category Candidate belonging to SC, ST, BC or General as the case may be but the said candidate must be resident of the concerned District.

Deputy Secy. to the Govt.
of West Bengal

No. 1186/PN/O/III/2A-9/03. Dated , 22.03.2005

Copy forwarded to the District Panchayat & Rural Development Officer, _____
(All)
for information and necessary action.

Deputy Secy. to the Govt.
of West Bengal

Sov.
22.3.05.

i) Such employee is working as a regular employee.

ii) The appointing authority of the employee and that of the higher post in question is the same and

iii) Such employee fulfil the conditions of eligibilities as laid down in the recruitment rules prescribed for the direct recruitment to the said higher post.

This order issues with the concurrence of the Labour Department vide their U/O No. 217 .... dated 18.10.04.

Jt. Secy. to the
Govt. of West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ১৫৫-(৩৬১)/পি.এন/ও/সেল-৩/২ই-৬৫/২০০৪ তারিখ ঃ ১২ই জানুয়ারী, ২০০৫

প্রেরক ঃ উপসচিব,
পশ্চিমবঙ্গ সরকার

প্রাপক ঃ (১) নির্বাহী আধিকারিক,.....
জেলা পরিষদ / মহকুমা পরিষদ।

(২) নির্বাহী আধিকারিক, ... পঞ্চায়েত সমিতি।

বিষয় ঃ পঞ্চায়েত সংস্থার কর্মচারীদের কর্মসম্পাদন প্রতিবেদন।

মহাশয়,

পঞ্চায়েত সংস্থায় কর্মরত কর্মচারীদের পদোন্নতি সংশ্লিষ্ট কর্মচারীর জ্যেষ্ঠতা ও যোগ্যতার ভিত্তিতে বিবেচিত হয়ে থাকে। ইতিপূর্বে জিলা পরিষদ ও পঞ্চায়েত সমিতির কর্মচারীদের যোগ্যতা নির্ধারণের জন্য কোন পদ্ধতি ঘোষিত হয়নি। বিষয়টি সরকারে সক্রিয় বিবেচনাধীন ছিল।

এক্ষণে আদেশানুসারে জানানো যাচ্ছে যে প্রতিটি কর্মচারীর পদোন্নতির ক্ষেত্রে জ্যেষ্ঠতা ছাড়াও যোগ্যতার মূল্যায়ণ আবশ্যক। সেই উদ্দেশ্যে পঞ্চায়েত সংস্থায় কর্মরত 'ক' শ্রেণীভুক্ত কর্মচারীদের ক্ষেত্রে গোপন বার্ষিক প্রতিবেদন **(A.C.R.)** -এর সঙ্গে উপস্থিতির মূল্যায়ণ রাখতে হবে এবং 'খ', 'গ' ও 'ঘ' শ্রেণীভুক্ত কর্মচারীদের বার্ষিক প্রতিবেদন **(A.C.R.)** রাখতে হবে। বার্ষিক ভিত্তিতে (প্রতি ছরের ১লা এপ্রিল থেকে পরবর্তী বছরের ৩১শে মার্চ পর্যন্ত) এই প্রতিবেদন তৈরী করতে হবে এবং ০১-০৪-২০০৫ তারিখ থেকে তা কার্য্যকর করতে হবে। ইতিমধ্যে গ্রাম পঞ্চায়েত কর্মচারীদের ক্ষেত্রে এই সম্পর্কিত সিদ্ধান্ত গ্রাম পঞ্চায়েত অ্যাডমিনিষ্ট্রেশন রুল, ২০০৪-এর ৫৬(১২) ধারায় উল্লেখ করা হয়েছে।

এই উদ্দেশ্যে পঞ্চায়েত সংস্থার জেলা পরিষদ ও পঞ্চায়েত সমিতির 'ক', 'খ', 'গ' ও 'ঘ' শ্রেণীভূক্ত কর্মচারীর কর্মসম্পাদনের বার্ষিক প্রতিবেদন নীচে উল্লেখিত নির্দেশানুসারে প্রস্তুত করতে হবে এবং সেগুলি যথাযথভাবে সংরক্ষণের ব্যবস্থা করতে হবে।

জেলা পরিষদ কর্মচারী	ছকের শ্রেণী	প্রতিবেদনকারী আধিকারিক (Reporting Officer)	প্রতিস্বাক্ষরকারী আধিকারিক (Countersigning Officer)	গ্রহণকারী কর্তৃপক্ষ (Accepting Authority)
ক শ্রেণীভূক্ত	১নং	অতিরিক্ত কার্য্যনির্বাহী আধিকারিক	কার্য্যনির্বাহী আধিকারিক	সভাধিপতি
খ শ্রেণীভূক্ত	২নং	সচিব	অতিরিক্ত কার্য্যনির্বাহী আধিকারিক	সভাধিপতি
গ শ্রেণীভূক্ত	২নং	সচিব	অতিরিক্ত কার্য্যনির্বাহী আধিকারিক	কার্য্যনির্বাহী আধিকারিক
ঘ শ্রেণীভূক্ত	৩নং	সচিব	অতিরিক্ত কার্য্যনির্বাহী আধিকারিক	কার্য্যনির্বাহী আধিকারিক
পঞ্চায়েত সমিতি	৩নং	সচিব	অতিরিক্ত কার্য্যনির্বাহী আধিকারিক	কার্য্যনির্বাহী আধিকারিক
পঞ্চায়েত সমিতি কর্মচারী	ছকের শ্রেণী	প্রতিবেদনকারী আধিকারিক (Reporting Officer)	প্রতিস্বাক্ষরকারী আধিকারিক (Countersigning Officer)	গ্রহণকারী কর্তৃপক্ষ (Accepting Authoriry)
খ শ্রেণীভূক্ত	২নং	পঞ্চায়েত সম্প্রসারণ আধিকারিক	ব্লক উন্নয়ন আধিকারিক ও কার্য্যনির্বাহী আধিকারিক	সভাপতি
গ শ্রেণীভূক্ত	২নং	পঞ্চায়েত সম্প্রসারণ আধিকারিক	ব্লক উন্নয়ন আধিকারিক ও কার্য্যনির্বাহী আধিকারিক	সভাপতি
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আপনার বিশ্বস্ত
সুকুমার রায়
উপ-সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর
পশ্চিমবঙ্গ সরকার।

সংযোজনী ঃ উপরিলিখিত তিন শ্রেণীর ছক

Govemment ol West Bengal
Department of Panchayats & R.D,
Panchayat Wing
Jessop Building
63, Netaji Subhas Road. Kolkata -1.

No. 4I95/PN/O/I1I/2A-4I/04 Dated :- 16.12.2004

From : Jt. Secy, to the Govt. of West Bengal.

To : The Director of Panchayat & R.D., West Bengal.

The undersigned is directed to state that an employee,works in any tier of P.R.bodies also be considered as Departmental candidate on application for appointment in higher post in any P.R.body along with the candidates sponsored by the Employment Exchange Provided that -

i) Such employee is working as a regular employee.

ii) The appointing authority of the employee and that of the higher post in question is the same and

iii) Such employee fulfil the conditions of eligibilities as laid down in the recruitment rules prescribed for the direct recruitment to the said higher post.

This order issues with the concurrence of the Labour Department vide their U/O No. 217 .... dated 18.10.04.

Jt. Secy, to the
Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & Rural Development
63, Netaji Subhas Road. Kolkata - 700001

No. 4293-PN/O/II1/2P-88/04 Dated :- 28th December, 2004

From : Secretary to the Govt. of West Bengal.

To

The Executive Officer,

.....Zilla Parishad/Mahakuma Parishad

Subject : Recovery of Income Tax, Provident Fund, Profession Tax, etc. from the salaries of employees of Panchayat bodies — procedure regarding :

The undersigned is directed to say that where salary is disbursable from PL/ LF Accounts of different bodies / Non-Government Institutions fully funded by the Government, the recovery of Income Tax, Provident Fund, Profession Tax and other recoverables should be done by deduction from the Gross amount due for disbursement of the salary. The amount to be recovered by deduction will be transfer credited to the respective receipt head of Accounts by the Treasury and for which sufficient number of challans properly filled in should be submitted by the operators concerned to the concerned Treasury Officer with the salary cheques. The date of credit in the respective Head of Account by transfer from the PL/LF Account will be taken as the date of recovery. All the Treasury Officers have been instructed accordingly by the Director of Treasuries & Accounts, West Bengal with his Memo No. D1/O/27/P-04/1893(84) dated 13-09-2004 (copy enclosed).

The Governoris nowpleased to direct that henceforth, all the recoveries including Provident Fund subscriptions of the employees of Panchayat bodies from their pay bills shall be deposited by transfer credit to the appropriate head of Account in the manner as prescribed in Director of Treasuries and Accounts Memo dated 13-09-2004 as referred to above.

It has been brought to the notice of Government that Annual Statement of Account in respect of General Provident Fund of employees of Panchayat bodies is not provided regularly to the concerned employees after the close of each financial year. The undersigned is therefore to request the respective “Accounts Officer” for the employees of Panchayat bodies as defined in the Provident Fund Scheme for the employees of the Panchayat bodies, 1991 to take steps for the issuance of the Annual Statement of Provident Fund Accounts to the employees of Panchayat bodies in the proforma already prescribed in Appendix-’D’ in terms paragraph 31(1) of the Scheme ibid published with this Department No. 3.30/VIlI/Panch/2P-2/85 dated 11-02-1991.

This order will come into force with effect from the 1st April, 2005.

Secretary to the
Govt. of West Bengal.

End : As stated

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
Jessop Building
63, Netaji Subhas Road, Kolkata - 700001

No. 1438/PN/O/II1/2L-7/04 Dated : 22.04.2004

From : S. S. Maity, Joint Secretary to the Govt. of West Bengal.

To : The Director of Panchayats & R.D., West Bengal,
11 A, K.S.Roy Road, PANCHAYAT BHAVAN, Kolkata - 700001.

Sub : Sanction of loan/advance from the balance standing at the credit in the General Provident Fund Account of an employee of panchayat bodies who is put under suspension.

Ref. : His memo No. 553/III/DP/2P-1/2002 (Pt.ll) Dated : 25.02.2004

Sir,

I am directed by order of the Governor to say that the Governor is pleased to allow the respective authority competent to sanctioa advance/loan to the employees of Panchayat bodies to grant advance/loan to such employee, who is put under suspension, from the amount standing to his credit to the General Provident Fund under terms and conditions as laid down in paragraph 12 of the Provident Fund Scheme for Employees of P.R.Bodies during the period of suspension. But recovery cannot be made without the subscriber's consent during the period of suspension.

This Order issues with the concurrence of the Finance Department vide their U/O No. 83 Group-J dated 08.04.2004.

Necessary amendments in the Provident Fund Scheme.for Employees of P.R.Bodies shall amended in due course.

Sd/-
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing :: Jessop Building
63, Netaji Subhas Road, Kolkata - 700001.

No. 5773/PN/O/III/2P-36/03 Dated : 05.10.2005

MEMORANDUM

In terms of paragraph 15, of the Provident Fund Scheme for the employees of the Panchayat bodies, 1991 issued under this Department No. 330/VlII/Panch/ 2P-2/85 dated 11.02.1991, a subscriber is entitled to get part final withdrawal at any time aftet the completion of 20 years of services (including broken period of service, if any) or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit to the Fund, for one or more of the purpose as detailed therein.

2. Now, in view of the recommendations of the 4th Pay Commission for the State Govt. employees and after careful consideration of the matter the Governor is pleased to decide, in partial modification of paragraph 15 of the Provident Fund Scheme for the employees of the Panchayat bodies, 1991, that withdrawals may be sanctioned by the authorities competent to sanction an advance at any time after the completion of 15 years of service (including broken period of service, if any) of the subscriber, who is an employee of the Panchayat body, or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for one or more of the purposes mentioned in paragraph 15 of the Scheme ibid.

3. This Order issues with concurrence of the Finance Department. Vide their unofficial No. 113-Gr-J dated 26.09.2005.

4. Formal amendment in the Provident Fund Scheme for the employees of the Panchayat bodies, 1991 will be made in due course.

Sd/- D. Bandyopadhyay
Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
11 A, K.S.Roy Road, Kolkata - 700001

No. 4386/PN/N/III/2P-18/99 Dated : 1.12.99

Sub : Revision of Pensionary Benefits to the employees in 3-tier Panchayat bodies consequent on the revision of pay, 1998.

MEMORANDUM

The undersigned is directed to say that consequent on the revision of pay of regular employees under Panchayat Bodies in this State with effect from the 1st January, 1996 in terms of this Deptt. Memo. No. 4105/PN/N/IU/2P-29/98 dated 12.11.98, the question of modification of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies has been under consideration of the Government in this Department. After careful consideration, the Governor is pleased to decide that the pensionary benefit in respect of the said employees who retire after 1st January, 1996 and whose pay has been fixed under the said order 4105/PN/N/1U/2P-29/98 dated 12.11.98 or in whose favour such revised pay has been allowed shall be determined as follows :-

(i) Pension shall continue to be calculated at the rate of 50% of last drawn "emoluments" as defined in paragraph 6(e) of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies [excepting Dearness Pay as shown in 6(e)(iv) of the said scheme] with proportionate reduction for less than 33 years of qualifying service as at present.

(ii) The existing minimum amount of pension/famify pension of Rs. 400/-(Rupees four hundred) only per month as laid down in this Deptt. Memo No.-3218/VIII/Panch/2P-2/89 dated 18.10.93 shall be raised to Rs. I300/-(Rupees one thousand and three hundred) only per month,

(iii) The existing maximum amount of pension of Rs. 1859/- (Rupees one thousand eight hundred and fifty nine) only per month as laid down in Memo No. I/VIII/Panch/2P-2/89 dated 1.1,1990 shall be raised to Rs. 11,200/-(Rupees eleven thousand and two hundred) only per month.

(iv) Family pension shall be calculated @30% of the pay drawn last actually or notionally in terms of this Deptt. Memo No. 4105/PN dated 12.11.98 instead of being determined by pay ranges as shown in paragraph 3(i) of this Deptt. Memo No. 1/VIlI/Panch dated 1,1.90. The maximum ceiling of Rs. 600/- (Rupees Six hundred) only per month as laid down in this Deptt, Memo No. 1/VIII/Panch dated 1.1.90 shall be raised to Rs. 6,720/- (Rupees six thousand *seven* hundred and twenty) only per month at normal rate. However, the existing provision for calculation of

family pension at enhanced rate for a specific period as enumerated in paragraph 3(ii) of this Deptt. Memo No. 1/ VIII/Panch dated 1.1.90 will continue to remain in force.

(iva) The maximum amount of death/retiring gratuity shall be raised to Rs. 2.5 lakhs (Rupees two lakhs fifty thousand) oniy. While calculating the amount of death/retiring gratuity, dearness allowance drawn immediately before death/ retirement shall be taken into account in addition to existing emoluments as defined in paragraph 6(e) of the DCRB Scheme, 1985.

(v) The amount of pension that can be commuted as per paragraph under Chapter XI of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies, shall be raised to 40% of the amount of pension. Other conditions in the said paragraph will continue to remain in force.

(vi) The regular employees of Panchayat Bodies who retired during the period from 1.1.96 to 31.3.97 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally in terms of this Deptt. Memo No. 4105/PN dated 12.11.98. They shall not get any arrears representing the difference between revised pension and the existing pension for the period from 1.1.96 to 31.3.97 and shall continue to draw the existing amount of pension during that period. They shall get actual payment of revised pensionary benefits i.e. pension, death/ retiring gratuity and family pension arrived at on the basis of "emoluments" allowed notionally, as a special case, with effect from 1.4.97. In such cases pensionary benefits shall be calculated on the basis of notional pay fixed in terms of this Deptt. Memo No. 4105/PN dated 12.11.98 and also on the basis of certificate of notional "emoluments" (in lieu of pay certificate) to be issued by the respective pension sanctioning authority on the date of retirement/death based on initial notional pay, as a special case, and in relaxation of normal rules. The Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authority for payment of revised pensionary benefits with effect from 1.4.97 onwards on the basis of certificate of notional "emoluments" as stated above without insisting on issuing of Pay Certificate. The pension sanctioning authority will prepare pension papers in those cases as usual on the basis of notional "emoluments" and submit the same to the Director of Pension, Provident Fund and Group Insurance, West Bengal for issue of authority for payment of pensionary benefits at revised rate as stated in this Order.

In the cases of employees of Panchayat bodies who are already in receipt of pension, the pension sanctioning authority in their cases, will send previous pension papers along with Service Book, Certificate of notional "emoluments", revised Calculation Sheet showing the calculation of revised pensionary benefits and application, if submitted by the employee concerned, for further commutation of pension as mentioned in para (vii) below. The Director of Pension, Provident Fund and Group Insurance, West Bengal will authorise pension disbursing authority concerned for payment of pensionary benefits at revised rate accordingly. The amount of gratuity, if any, which is already paid to such employees in accordance with the existing rules, shall be adjusted against the revised gratuity calculated on the basis of notional "emoluments" as stated in this Order.

In the cases of pensioners who are otherwise eligible to have their pay fixed notionally in terms of this Deptt. Memo No. 4105/PN dated 12.11.98 and who died on any date before or after being eligible to get actual payment of

revised pension and gratuity determined on the basis of notional "emoluments" pension/ family pension and gratuity in respect of them shall also be determined as stated above and Life Time Arrears of such benefits with effect from 1.4.1997 shall be paid to the nominee(s)/legal heir(s)/family members as usual after adjustment of the amount already paid on this account earlier.

(vii) The Pensioners who have already commuted a portion of their pension not exceeding one-third of pension without medical examination are also entitled to commute, if they so desire, the difference between 40% of revised pension and the amount of pension already commuted without medical examination provided they did not mention specific amount in the application for commutation of pension submitted previously. They are required to submit an application in plain paper for further commutation of pension as dated above .to the respective pension sanctioning authority. The Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authority for commuted value of pension as stated above on the basis of application of the pensioner received through the pension sanctioning authority. The commutation in cash cases shall become absolute on the date from which the pension has been received, in other cases, where the pensioner mentions the specific amount in the application for commutation of pension submitted earlier, he/she shall appiy a fresh in the prescribed form and in such cases commutation of pension shall become absolute from the date of application.

(viii) The relevant paragraphs of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies shall be deemed to have been amended to the extent indicated in this order. Forma! amendments to the said scheme will be made in due course.

(ix) This Order issues with the concurrence of the Finance Deptt. vide Pension Branch U/O No. F(Pen) 794 dated 29.11.99.

Sd/- S. N. Ghosh
Principal Secretary to the Govt. of West Bengal
Department of Panchayats & Rural Development.

Governmenl of West Bengal
Department of Panchayals and Rural Development
63, Nelaji Subhas Road, Kolkata-700 001

No. 854 - PN/O/III/2E-1 01/02 Dated : 15th Match, 2004

ORDER

Whereas the Stale Government has created one post of Financial Controller and Chief Accounts Officer in each Zilla Parishad and Mahakuma Parishad for the purpose of, interalia, maintaining proper accounts and matter relating to financial implication in the concerned Zilla Parishads and Mahakuma Parishad.

And whereas it is necessary and expedient to delineate and specify the duties and functions of a Financial Controller and Chief Accounts Officer within the functional ambit of a Zilla Parishad and Mahakuma Parishad and in relation to duties and functions of oilier employees in the establishment;

Now, therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) the Governor is pleased hereby to issue the following directions for information and guidance of all concerned

Notwithstanding anything contained in other rules, order or notification the Financial Controller and Chief Accounts Officer shall subject to the direction and control of the Zilla Parishad and the Executive Officer, perform the following duties:-

1. He shall be in charge of a pre-audit system in the Zilla Parishad / Mahakuma Parishad. For this purpose, all proposals having financial implications shall be examined by him in regard to the availability of fund and financial propriety with reference to the budget of the Zilla Parishad / Mahakuma Parishad as also Government rules, guidelines and other terms and conditions governing the related programme, scheme and the fund before the proposal is placed through Iho Additional Executive Officer and the Executive Officer to the Subhadhipati in the general meeting of the Zilla Parishad / Mahakuma Parishad of the Sthayee Samiti having jurisdiction,

2. All financial and accounting matters including payment orders in a Zilla Parishad / Mahakuma Parishad shall be routed through the Financial Controller and Chief Accounts Officer. Under the general guidance and control of the Zilla Parishad / Mahakuma Parishad he shall be entrusted with the following functions and responsibilities:-

   A. As Financial Controller:

   i) He shall provide assistance to the Zilla Parishad / Mahakuma Parishad in the preparation of Annual Action Plan, Budget, Supplementary Budget and Revised Budget,

   ii) He shall examine the progress of expenditure with special reference to Plan Schemes, Centrally Sponsored Schemes etc. and shall assist suitably towards timely utilization of fund so that any Central Government Fund should not lapse or the district is not deprived of additional fund as may be admissible;

   iii) He shall monitor the utilization of ttie resources of the Zilla Parishad / Mahakuma Parishad collection of revenue for mobilization of internal resources for building up own fund and shall assist in taking measures towards exploring new areas and avenues for pulling up additional resources and revenues;

iv) He shall enforce economy measures specially in respect of Non-Plan expenditure;

v) He shall assist on all matters involving financial implication including service matters and issues relating to pension benefits of the employees of the Zilla Parishad / Mahakuma Parishad ; creation / abolition of posts in the Zilla Parishad / Mahakuma Parishad; purchases to be made and tenders to be invited by the Zilla Parishad / Mahakuma Parishad etc before a decision is taken by the Zilla Paiishad / Mahakuma Parishad in this regard;

B. As Chief Accounts Officer :-

i) He shall maintain accounts and records in terms of the West Bengal Panchayal (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003;

ii) He shall prepare Receipts and Payment Accounts with all supporting documents as prescribed in the Rules;

iii) He shall monitor the issues relating to retirement benefits including Provident Fund and fixation matters of the employees of the Zilla Parishad / Mahakuma Parishad;

iv) He shall advise under direction of the Zilla Parishad / Mahakuma Parishad to the Panchayat Samitis within the jurisdiction of the Zilla Parishad / Mahakuma Parishad on matters relating to maintaining accounts;

v) He shall compile the accounts ol Panchayat Samitis in such formats as may be prescribed by the Government;

vi) He shall discharge any other function as may be assigned by the Zilla Parishad / Mahakuma Parishad from time to time.

3. The Financial Controller and Chief Accounts Officer will be an Ex-officio member of the Artha-Sanstha-Unnayan-O-Parikalpana Sthayee Samiti of the Zilla Parishad / Mahakuma Parishad.

This Order issues in continuation of this Department's order No. 4620-PN dated I 5-12-2003.

By Order ot the Governor
Sd/-M. N. Roy
Secretary to the
Govl. of West Bengal

No. 854/1 (57)-PN/O/lll/2E-l01/02 Dated: 15th March,2004

Copy forwarded for information and necessary action to the:

I. Director of Panchayat and Rural Development, West Bengal

2-19. District Magistrate _____.

20-37. District Panchayat and Rural Development Officer,_____

38-55. Sabhadhipati,_____Zilla / Mahakuma Parishad

56. Joint Secretary, Panchayats and Rural Development Department, R.D. Wing

57. Director, State Institute of Panchayat and Rural Development, Kalyani. Nadia

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing :: Jessop Building
63, Netaji Subhas Road, Kolkata - 700001.

No. 4599(18)/PN/O/I/3S-114/2003 Dated : 12.12.2003

From : S.N.Ray, Dy. Secy, to the Govt. of West Bengal.

To : The District Magistrate.....

Sub : Regularisation of Casual Workers/irregular appointments in Panchayati Raj Bodies

The undersigned is directed to state that guiding principles for the purpose of regularising casual workers/ irregular appointments, if any, in the three tier Panchayati Raj Bodies have been set forth in this Deptt. Notification No. 3598/ PN/O/1/3S-114/003 dated 08.10.2003. Respective appointing authorities of Panchatyati Raj Bodies shall consider and dispose of all the pending cases of casual workers/irregular appointments, if any, in the light of the said Notification.

The undersigned is also directed to request him to kindly advise all the appointing authorities in three tier Panchayati Raj Bodies to consider and dispose of all the pending cases of casual workers/irregular appointments in the light of the said Notification immediately, preferably by February, 2004, and also to send report on the action taken by them in this respect to this Department through him by 1st week of March, 2004.

Since all the cases of casual workers/irregular appointments in Panchayati Raj Bodies are to be considered and disposed of by the respective appointing authorities, proposal for regularisation of casual workers/irregular appointments need not be sent to this Department in future. If any further clarification is required the same may please be referred to this Department.

(S.N.Ray)
Deputy Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
11 A, K.S.Roy Road, Calcutta - 1

No. 4339/PN/O/I/3S-27/96 (Pt-1) Dated : 4.9.97

From : Shri S.N.Ghosh, Pr. Secy, to the Govt. of West Bengal.

To : The Director of Panchayats & Rural Development, West Bengal.

Sir,

I am directed to say that since issue of order No. 1414/PN/O/I/3S-27/ 96(Pt~I) dated 22.4.97 allowing benefits of Career Advancement Scheme to some employees of Burdwan Zilla Parishad in compliance of the orders of the Hon'ble High Court at Calcutta, several Court cases have been instituted by the employees of different Zilla Parishads claiming extension of similar benefit of Career Advancement Scheme for them. Incidentally, the Government has been, for sometime past, already considering the proposal for extending the aforesaid benefits to the employees of three-tier Panchayats.

After careful consideration the Governor has now been pleased to order that employees of Zilla Parishads, Siliguri Mahakuma Parishad, Panchayat Samitis and Gram Panchayats within the State shall be entitled to the benefit of Career Advancement Scheme following the pattern of the Career Advancement Scheme for the employees of the State Government introduced in Memo No. 6075-F dated 21.6.90 of the Finance (Audit) Deptt. of this Govt. The extent and manner of applicability of such Career Advancement Scheme for the aforesaid employees will be governed by the conditions laid down in the following paragraphs.

I am further directed by order of the Governor to say that the Governor has been pleased to issue the following directions under Section 166(3) of the West Bengal Panchayat Act, 1973 for implementation of the Career Advancement Scheme for the aforesaid employees of the three-tier Panchayats.

i) Employees borne on the revised pay scale of Rs. 800-1265/- to Rs. 2200-4000/- will be allowed advancement to the next higher satisfactory scale of pay (hereinafter called the first higher scale of pay) on completion of 10 years continuous and satisfactory service in the same pay scale and to the scale of pay next above the first higher scale of pay (hereinafter called the second higher scale of pay) after 10 years service in the first higher scale of pay provided that in the intervening period they have not been promoted/appointed to any higher scale of pay. But in case of an employee who had already moved to the next heigher scale after 18 years of service will be deemed to pay have got the benefit of movement to the first higher scale. On completion of his total service of 20 years without then get an advancement to the second higher scale. The existing system of movement to higher scale of pay stands abolished on implementation of this scheme.

ii) employees directly recruited to a post borne on the revised pay scale of Rs. 3000-4750/- (of its unrevised equivalent) may be allowed advancement to the first higher scale of pay on completion of 10 years continuous and satisfactory service. They will not be eligible for second higher scale of pay under the scheme.

iii) Employees who have completed 10 years of service on the date of implementation will be taken to be on the first higher scale of pay and will be eligible for advancement to second higher scale of pay on completion of total service of 20 years.

iv) Employees who have completed 10 years or more service without any promotion/appointment to higher scale of pay on the date of implementation of the scheme will advance to the first higher scale of pay immediately and after service of atleast two years in the first higher scale of pay will get advancement to the second higher scale of pay provided that total period of service is not less than 20 years.

v) An employee who has got normal promotion to a post in the first higher scale of pay within 10 years of service will have to complete total service of 20 years before he gets advancement to the second higher scale of pay.

vi) Where the first higher scale of pay is the scale of pay of the first level promotion post and the second higher scale of pay is the scale of pay of the second level promotion post of an employee, he will get advancement to second higher scale of pay after he gets promotion to the first level promotion past and serves in the post for atleast 2 years during a total service of not less than 20 years.

vii) Where an employee who has got the benefit of promotion for appointment to a scale similer to or above the second higher scale of pay, he will not get any further advancement under the scheme except fixation benefit on completion of 20 years of service.

viii) Where the scale of pay^ of promotional post is the same as that of the feeder post, it will be treated on the pay scale of the feeder post for promoted employees and the scheme will apply as if no promotion has taken place.

ix) The initial pay of an employee in the first or second higher scale of pay will be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower scale of pay by one increment at the stage at which such pay has accrued. In case of advancement from Group 'A' post to another Group 'A' post the fixation of pay will be in the manner as laid down in Finance (Audit) Deptt. Memo No. 12504-F dated 12.12.1995.

x) The first higher scale of pay and the second higher scale of pay in respect of an employee under the Scheme will be in accordance with the hierarchical order of the revised scale of pay as shown in Part C of Schedule 1 of this Deptt. No. 8250/III/Panch/2P-8/90 dated 12.4.1990 read with Part 6 of Schedule I of No. 432-F dt. 12.1.1990 of the Finance (Audit) Department.

xi) Special pay attached to a post will continue as a separate element in the first higher scale of pay and the second higher scale of pay and will not be merged at the time of pay fixation in higher scale of pay. -

xii) The Career Advancement Scheme as detailed in the foregoing paragraphs shall be deemed to have come into force with effect from the date of issue of this order.

This order issue with the concurrence of the Finance Deptt. of this Government communicated with their U/O No. Group-P (Service) 2639 dated 1.9.97.

Yours faithfully
Pr. Secy, to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
63, Netaji Subhas Road, Kolkata - 700 001

No. 1216/PN/O/V/1P-1/2002.(Pt.II) Dated: 2.4.2003

From : The Secy. to the Govt. of West Bengal.

To : The District Magistrate,

Sub : Duties and functions of the Head Clerk-cum-Accountant.

The undersigned is directed to say that in terms of Notification No. 3696-CDP dated 19.03.1979 the services of the Head Clerk-cum-Accountant along with some other staff posted in each Development Block were placed at the disposal of the respective Panchayat Samiti. The Governor is now pleased to appoint the Head Clerk-cum-Accountant posted in each Development Block were placed at the disposal of the respective Panchayat Samiti. The Governor is now pleased to appoint the Head Clerk-cum-Accoutant posted in each Development Block to exercise the powers, performing the functions and discharging the duties as Accounts Officer of respective Panchayat Samiti for proper implementation of the West Bengal Panchayat (Maintenance of funds and Accounts of Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003 in respect of the Accounts of the respective Panchayat Samiti in addition to their own duties.

Secy. to the Govt. of
West Bengal

No. 1216/1(800)/PN/O/V/1P-1/2002(Pt.II). Dated, 2.4.2003

Copy forwarded for information and necessary action to the :-

1) Pr. Accountant General (A&E) West Bengal.
2) Pr. Accountant General (Audit), West Bengal,
   4, Brabourne Road, Kolkata.
3) Accountant General (Local) Bodies Audit, West Bengal,
   18, Rabindra Sarani, Kolkata.
4) Examiner of Local Accounts, West Bengal,
   4, Brabourne Road, Kolkata.
5) Finance Department, Group N/G.
6) Jt. Secretary, Deptt. Panchayats & R.D. (R.D. Wing).
7) Director of Panchayats & R.D., West Bengal.
8) Block Development Officer & Executive Officer,
   _____ Panchayat Samiti,
   P.O. _____ Dist. _____
9) Head Clerk-cum-Accountant, _____ Block,
   P.O. _____ Dist. _____

Jt. Secy. to the Govt. of
West Bengal.

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
৬৩, নেতাজী সুভাষ রোড, কলকাতা-৭০০০০১

নং ঃ ৪২৪৭-পি.এন/এন/৩/এল-৪/৯৭ (খন্ডাংশ - ২) তারিখ ঃ ০২.০৮. ০২

প্রেরক ঃ যুগ্ম-সচিব, পশ্চিমবঙ্গ সরকার

প্রাপক ঃ পঞ্চায়েত ও গ্রমোন্নয়ন অধিকর্তা, পশ্চিমবঙ্গ সরকার

বিষয় ঃ পঞ্চায়েত সংস্থার কর্মচারীদের সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ প্রদান সংক্রান্ত প্রশ্নের ব্যাখ্যা

আদেশানুশারে জানানো হচ্ছে যে গত ০৮/১০/২০০১ তারিখে এই দপ্তরের প্রচারিত ৪৩০০/পি.এন/এল/সেল-৩/৩এল-৪/৯৭ (খন্ড - ২) আদেশানামায় ৪নং প্রশ্নের উত্তর নিম্নলিখিতভাবে পড়তে হবে।

প্রশ্ন ঃ

গ্রাম পঞ্চায়েত কর্মী পদে নিয়োজিত পূর্বতন চৌকিদার অথবা দফাদারগণের সঞ্চিত অর্জিত ছুটির হিসাব কিভাবে নির্ধারিত হবে।

সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ প্রদান বিষয়টি গ্রাম পঞ্চায়েত কর্মীগণের ক্ষেত্রে সরকার অনুমোদিত পদে নিযুক্তির তারিখ থেকে অর্থাৎ ১/৪/১৯৯৪ থেকে বিবেচিত হবে। ১/৪/১৯৯৪ তারিখের আগে চৌকিদার বা দফাদারগণের ক্ষেত্রে অর্জিত ছুটির বিধি এবং তাহা সঞ্চয়ের কোনরূপ সরকারী আদেশ প্রচলিত না থাকায় ১/৪/১৯৯৪ তারিখের আগের সময়ের জন্য অর্জিত ছুটির বিনিময়ে অর্থ প্রদানের কোন প্রশ্ন ওঠে না।

স্বাঃ-

যুগ্ম-সচিব,

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata -1

No. 4620/PN/O/III/2E-101/2002 Dated: 15.12.03

Sub: Creation of post of Financial Controller and Chief Accounts Officer for each Zilla Parishad and Siliguri Mahakuma Parishad.

The Governor is, for sometime past, seized with the question of engagement of Senior Accounts Officer in the Zilla Parishad including Siliguri Mahakuma Parishad with a view to improving their Financial Adminstration.

2 After careful consideration, the Governor is pleased to approve creation of 18 (eighteen) posts of Financial Controller and Chief Accounts Officer for each Zilla Parishad and Siliguri Mahakuma Parishad in the scale of pay of Rs. 12000-375-18000/- plus other allowances, as admissible.

The posts hereby created will be filled up by transfer of Senior Officers having at least 10 (ten) years' of satisfactory service from the cadre of the West Bengal Audit and Accounts Service.

3. The services of such officers shall be placed at the disposal of the Zilla Parishad and Siliguri Mahakuma Parishad in terms of Section 167 of the West Bengal Panchayat Act. 1973 (West Ben. Act XLI of 1973) Executive Officer of Zilla Parishad /Siliguri Mahakuma Parishad will be the Controlling Officer of such Officers.

4. This Order issues with the concurrence of the Finance Department vide their un-Official No. G-249 dated 03.09.2003.

Sd/- M.N. Roy
Secretary to the Gopvernment of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
Panchayat Wing
Jessop Building
63, Netaji Subhas Road, Kolkata -1

No. 5138/PN/O/III/2E-51/2002(Pt-II) Dated: 1.9.2003

From : Jt.Secy. to the Govt. of West Bengal.

To : The Director of Panchayats & Rural Development, West Bengal.

Sub: Clarification regarding 'single post cadre'.

The undersigned is directed to say that several district authorities have sought for clarification as to which of the posts in Gram Pachayat will be treated as 'Single post cadre'. Backward Classes Welfare Department was consulted in this regard. In consultation with that Department the undersigned is directed to say that none of the posts of Gram Panchayat (viz Executive Assistant Gram Panchayat Secretary), Job Assistant, Sahayak and Gram Panchayat Karmee) will be treated as 'single'.

The District Magistrate will determine the roster point for filling up the vacancies in the post of Executive Assistant within the District and the Block Development Officer & Executive Officer of Panchayat Samiti will determine the roster point for filling up the vacancies in other posts of Gram Panchayat within the Block.

Jt. Secy. to the Govt. of West Bengal.

No. 3158/1(450)/PN/O/III/2E-51/2002(Pt-II) Dated: 1.9.2003

Copy forwarded for information to the :-

1) Executive Officer,_____ Zilla Parishad/
(All)
Mahakuma Parishad.
2) District Magistrate,_____
(All)
3) District Panchayats & Rural Development Officer _____
(All)
4. Block Development Officer & Executive Officer of Panchayat Samiti _____
(All)

Jt. Secy. to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & R.D. (Panchayats)
63, N. S. Road, Kolkata -700001

No. 4411/PN/O/III/2E-51/2002 Dated : 19.08.2002

From : The Joint Secretary to the Government of West Bengal.

To : The Director of Panchayats & Rural Development West Bengal

Sub: Exclusion of 'single post cadre' from the purview of the Reservation Act.

The undersigned is directed to say that for smometime post a question has been frequetly raised by some appointing authorities of Panchayati Raj Bodies as to whether the 'single post cadre' i.e. cadre which consists of only one post should come under the purview of the Reservation Act (The West Bengal Act XXVII of 1976). Various correspondences were made with the Backward Classes Welfare Deptt. on this issue. Recently that Deptt. has taken clear decision in this regard. The observation of Backward Classes Welfare Deptt. as received from them under U/o No. 39 dated 20.7.2002 is reproduced below :-

"Hon'ble Supreme Court has held in this matter of Post Graduate Institution of Madical Education and Research-Chandigarh-VS-Faculty Association and others (1998 ATRSCW 1535) that there cannot be reservation in single post cadre either directly or by rotaion of roster point.

The undersigned is, therefore, directed by order of the Governor to say that the Governor is pleased to exclude the single post cadre in the Panchayati Raj Bodies from the purview of the West Bengal Scheduled castes and scheduled Tribes (Reservation of vacancies in services and posts) Act 1976.

This guideline should be followed with immediate effect for filling up of all existing and future which means a cadre which consists of only one post within a single unit of self goverment i.e. a Gram Panchayat a Panchayat Samiti or a Zilla/Mahakuma Parishad.

In case of direct recruitment where selection of candidate has been duly completed following 100-point roster and has been ratified by the selecting or by the selection committee, The said selection need not be disturbed.

This supersedes earlier circulars issued by this Deptt. preseribing roster point for lling up the vacancies to the single post cadres.

Sd/-
Jt. Secy. to the Govt. of West Bengal.

No. 4411/1(500)/PN/O/III/2E-51/2002 Dated : 19.08.2002

Copy forwarded for information nessary action to the :-

1) Executive Officer,_____ Zilla Parishad/Siliguri Mahakuma Parishad (All)

2) Addiional Executive Officer,_____ Zilla Parishad/Siliguri Mahakuma Parishad (All)

3) District Panchayats & Rural Development Officer _____(All)
Spare copies are enclosed for distribution among the BDO in his dist.

4. Bolck Development Officer & Executive Officer of Panchayat_____ Samiti (All)

Sd/-
Jt. Secy. to the Govt. of West Bengal.

Government of West Bengal
Department of Panchayats & R.D.
63, K. S. Road, Callcutta -700001

No. 1211/PN/O/III/2S-4/99 Dated: 15.03.2002

From : S.S.Maity, Joint Secretary to the Govt. of West Bengal.

To : The District Panchayat and R.D Officer, Burdwan

Sub : Determination of the vacancies in the 100-point Roster.

The undersigned is directed to refer to his memo no. 1272/Pan dt. 22.11.2001 on the above subject and to say that when two or more vacancies in the same post/cadre arise on the same day in two or more different Gram Panchayats but within the jurisdiction of the same Block Level Selection Committee in the Block the sequence of vacancies in the 100-Point Roster shall be determined on application of the consecutive serial number of these Gram Panchayat assigned for election of the Pradhans at the time of last general election to the Gram Panchayats. Vacancy in the lower/lowest serial number of the Gram Panchayat shall be determined as first vacancy and so on.

2. When two or more vacancies in the same cadre/post arise on the same day in a single Gram Panchayat, the sequence of the vacancies shall be determined on the basis of the length service rendered by the incumbents concern. The vacancy a post which an employee rendered longer service shall be put furst in the 100-int Roster or determination of the nature of vacancy.

Sd/- S.S.Maity

Joint Secretary to the
Govt. of West Bengal

পশ্চিমবঙ্গ সরকার
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ
১১এ, কিরণ রায় রোড, কলকাতা-৭০০০০১

নং ঃ ৪৩০০। পি.এন। এন। সেল- ৪।৯৭ (খন্ড-২) তারিখ ঃ ৮.১০. ২০০১

প্রেরক ঃ উপ সচিব,
পশ্চিমবঙ্গ সরকার।

প্রাপক ঃ পঞ্চায়েত ও গ্রামোন্নয়ন অধিকর্তা,
পশ্চিমবঙ্গ সরকার।

বিষয় ঃ পঞ্চায়েত সংস্থার কর্মচারীদের সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ প্রদান করার ক্ষেত্রে কিছু প্রশ্নোত্তর।

পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের ১৬। ১২। ১৯৯৯ তারিখের ৪৬৩৮ । পি. এন। এন। সেল -৩। ৩ এল - ৪। ৯৭ নং আদেশনামা বলে ত্রিস্তর পঞ্চায়েত সংস্থার কর্মচারীদের অর্জিত ছুটির বিনিময়ে প্রদানের ব্যবস্থা চালু হয়েছে। উপর্যুক্ত আদেশনামা কার্য্যকর করার ক্ষেত্রে বিভিন্ন জেলা কর্তৃপক্ষের থেকে কিছু প্রশ্ন উথাপিত হয়েছে। প্রশ্নগুলি এবং তার ব্যাখ্যা সমূহ আদেশানুসারে নিম্নে উল্লেখ করা হল :-

প্রশ্ন	ব্যাখ্যা
১। ত্রিস্তর পঞ্চায়েত সংস্থার কর্মচারীদের সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ মঞ্জুরী কে করবেন	১। সংশ্লিষ্ট পঞ্চায়েত সংস্থার কর্মচারীদের নিধারিত আহরণ ও ব্যয়জ আধিকারিক (ডি.ডি.ও) কর্মচারীর সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ মঞ্জুরী করবেন
২। কোন বাজেট শীর্ষক ও বরাদ্দ থেকে এই অর্থ মঞ্জুর করা হবে	২। যে বাজেট শীর্ষক ও বরাদ্দ থেকে কর্মচারী বেদন ও ভাতা মেটান হয় সেই খাত থেকে এই অর্থ মঞ্জুর করা হবে
৩। ১লা জানুয়ারী, ২০০০ তারিখের পূর্বে অবসর প্রাপ্ত কর্মরত অবস্থায় মৃত গ্রাম পঞ্চায়েত কর্মীরা সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ পাবেন কি না	৩। না
৪। গ্রাম পঞ্চায়েতের কর্মী পদে নিয়োজিত পূর্বতন চৌকিদার অথবা দফাদার গনের সঞ্চিত অর্জিত ছুটির হিসাব কি ভাবে নির্ধারিত হবে	৪। সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ প্রদান বিষয়টি কর্মচারীদের অবসর গ্রহনকালীন সুবিধা হিসাবে পরিগণিত। সুতরাং যে সকল চৌকিদার অথবা দফাদার গ্রাম পঞ্চায়েত কর্মী হিসাবে অবসর গ্রহণ করেছেন তাঁদের সঞ্চিত অর্জিত ছুটির হিসাব বিভাগের ২। ৭। ৯৭ তারিখের ২৭৩০ । পি. এন । ও সেল - ১। ৩ এস-১।০১। ৯৭ নং আদেশনামায় বর্ণিত নিয়মানুসারে ধার্য হবে

৫। পঞ্চায়েত সংস্থার কোন কর্মচারী শারীরিক অক্ষমতা জনিত কারণে অবসর গ্রহন করলে তিনি সঞ্চিত অর্জিত ছুটির বিনিময়ে অর্থ পাবেন কি না ?	৫। পঞ্চায়েত সংস্থার কর্মচারীর নিধারিত প্রাপ্যসকল ধরণের জমা ছুটি (যথা : নৈমিত্তিক, অর্জিত ও অসুস্থতা জনিত কারণে) সম্পূর্ণভাবে শেষ না হওয়া পর্য্যন্ত আইনানুসারে শারীরিক অক্ষমতা জনিত কারণে অবসর গ্রহনের জন্য তার কোন আবেদন মঞ্জুর করা যায় না। সুতরাং সঞ্চিত অর্জিত ছুটির বিনিময়ে তাঁর অর্থ পাবার প্রশ্ন উঠে না।

উপ-সচিব।

নং : ৪৩০০। ১ (৪১০) পি.এন/এন/সেল/৩/৩ এল-৪/৯৭ (খন্ড - ২) তাং : ৮.১০.২০০১

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহনের জন্য প্রতিলিপি নিম্নলিখিত আধিকারিকগনের নিকট প্রেরিত হ'ল :-

১। জেলা শাসক .....

২। অতিরিক্ত নির্বাহী আধিকারিক..... জেলা / মহকুমা পরিষদ।

৩। জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক .....।

৪। নির্বাহী আধিকারিক ..... জেলা / মহকুমা পরিষদ।

৫। ব্লক উন্নয়ন আধিকারিক, ...
জেলা .....

৬। পেনশন প্রভিডেন্ট ফান্ড ও গ্রুপ ইন্সুরেন্স অধিকর্তা , প: বঙ্গ
কলকাতা।

স্বাঃ- সুকুমার রায়

সহ-সচিব।

সংশ্লিষ্ট জেলার অধীনে সকল ব্লক উন্নয়ন আধিকারিকের কাছে এই পত্রের প্রতিলিপি প্রেরণের জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণ করতে জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিককে অনুরোধ করা হচ্ছে এবং এই বিষয়ে প্রয়োজনীয় সংখ্যক পত্র-প্রতিলিপি মহাশয়ের কাছে পাঠানো হ'ল।

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Panchayat Bhavan,
Kolkata- 700001 .

No. 3507 (17) PN/O/III/2E-46/99 (Pt.I) Dated: 29.08.2001

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Executive Officer,

_____Zilla Parishad, P.O.

Dist. _____

Sub: Service conditions of Additional Deputy Secretary of Zilla Parishads & Siliguri Mahakuma Parishad.

Sir,

I am directed to say that the following points have been raised by different Zilla Parishads in regard to the Service conditions of Additional Deputy Secretary posted at Zilla Parishad and Siliguri Mahakuma Parishad. After careful consi-deration I am directed to clarify the points, which are as follows :-

Sl.	Points raised	Departmental Clarification
(1)	Whether pension and leave salary contributions in - favour of Addl.Dy.Secy. posted at different Zilla Parishads/Siliguri Mahakuma Parishad who are deputed from the cadre of Jt. B.D.O., are to be deposited to the Pr. Accountant General (A&E) West Bengal by the concerned Zilla Parishad like other Govt. Officers deputed to local bodies	(1) The reply is in the affirmative
(2)	Govt. in the Department of Panchayats and Rural Development at Raj Bhaban. The pension proposal of such Officers along with all connected papers are to be forwarded by the concerned Zilla Parishad or Siliguri Mahakuma Parishad, as the case may be, be fore 36 (thirty six) months from the date of retirement of the incumbent conerned and 1	(2) Who is the competent authority in regard to sanction of pension to the Addl. Dy.Secy. of Zilla Pd. Siliguri Mahakuma Parishad who are deputed from the cadre of Jt. B.D.O. and

(3) Who is the competent authority in regard to sanction of pension to the Addl.Dy.Secy. of Zilla Pd./ Siliguri Mahakuma Parishad who are appointed on promotion from the eligible Office Superintendent of Zilla parishads/Siliguri Mahakuma Parishad ?

(3) District Magistrate of the respective District in accordance with the procedures as laid down in the Death-cum-Retirement Benefit Scheme, 1985 for the Employees of Panchayat Bodies.

Yours faithfully,

Sd/- S. S. Maity

Dy. Secy. to the Govt. of W. Bengal

No. 3507/1(40)/PN/O/III/2E-46/99(Pt-I) Dated: 29.08.2001

Copy forwarded for information nessary action to the :-

1. Principal Accountant General (A&E), West Bengal
   Treasury Buildings, Kolkata
2. Jt. Secy. Deptt. of Panchayats & R.D., Raj Bhavan, Kolkata. (All)
3. Director of Pension, Provident Fund and Group Insurance,
   Purta Bhaban, Bidhan Nagar, Kolkata.
4. District Magistrate, _____

   P.O._____Dist._____
5. Additional Executive Officer _____

   Zilla/Mahakuma Parishad.

Sm/-
29-08-2001

Asstt. Secy. to the Govt. of W. B.

Government of West Bengal
Panchayats & R. D. Department
11A, K. S. Roy Road, Kolkata-1 .

No. 2017/PN/O/III/2E-32/01 Dated: 16.05.2001

MEMORANDUM

Sub: Procedure for submission and maintenance of Annual Asset statements in respect of Officers of Internal Audit Wing of this Department.

The procedure for submission and maintenance of Annual Asset Statement in respect of officers of Internal Audit Wing of this Department was under consideration of this Department for sometime past. After careful consideration of the matter the following decisions have been taken in this behalf.

Designation of the Officer.	Procedure for submission and maintenance of Annual Asset Statements.
(1)	(2)
1. Regional Accounts & Audi Officer. 2. Parishad Accounts & Audit Officer	The Officer will submit his asset statement to the Commissioner of the Di. concerned who will send the same to the Principal Secretary Finance Deptt. for custody. The Officer will submit his asset statement to the D.M. of the Dist. concerned. On receipt of the asset statement the D.M. will forward those of the officers belonging to the Panchayat & R.D. Deptt. to the Principal Secretary of the Panchayat & R.D. Deptt. and those of the officeres belonging to WBA & AS to the Principal Secretary, Finance Deptt. for custody.

(1)	(2)
Samiti Accounts & Audit Officer	The Officer will submit his asset statement to the S.D.O. of the Sub-Division concerned on receipt of the asset statement, the S.D.O. will forward those of the officers belonging to the Deptt. of Panchayat & R.D. to the Principal Secretary, Panchayat & R.D. Deptt. for custody and those of the officers belonging to W.B. A. & A.S. to the Principal Secretary, Fianance Deptt. for custody.
Panchayat Accounts & Audit Officer.	The Officer will submit his asset statement to the B.D.O. who will send the same to the D.P. & D.P. & R.D., W.B. for custody.

Deputy Secretary to the
Govt. of West Bengal

No. 2017/1(500)/PN/O/III/2E-32/01 Dated: 16.5.2001

Copy forwarded for information nessary action to the :-

1) Principal Sec retary, Finance Deptt.
2) The Commissioner _____ Division.
3) The District Magistrats, _____
4. Director of Panchayats & R.D., West Bengal.
5. The Sub-Divisional Officer, _____ P.O._____ Dist._____
6. The Block Dev. Officer, _____
   P.O._____
   Dist._____

Deputy Secretary to the
Govt. of West Bengal

Sov.
17.5.01.

Government of West Bengal
Pepartment of Panchayats & Rural Development
UA, K.S. Roy Road, Kolkata - 700 001

No. 960/PN/N/III/2E-49/98 Dated : 23.02.2001

Whereas in terms of section 4 of the West Bengal Regulation in State Government Establishments of Public Undertakings, Statutory Bodies, Government Companies and local Authorities Act 1999 (West Ben Act XIV of 1999), all vacancies inter alia, in the posts in the Panchayat Bodies that is Zilla Parishads, Panchayat Samities and Gram Panchayats within the State, shall be filled up by such persons as may be sponsored by an employment exchange;

And whereas appropriate orders to that effect have been issued by this Department to various recruiting authorities;

And whereas in appears that there are a number of persons who are engaged under unavoidable circumstances albeit in a irregular manner as casual worker on payment of daily wages of consolidated weekly or monthly remunerations, by various Panchayat bodies in the State, some of them working for three or more continuous year within that is for at least two hundred and forty days in each such continuous year within the last five years preceeding the date of notifying the vacancy to the employment exchange;

And whereas the State Government has taken a policy decision to the effect that such persons who are working for three or more years in such manner in a Panchayat body, should be allowed a reasonable opportunity to be considered, on the basis of their qualifications and other eligibility criteria with relaxation of maximum age limits prescribed for the purpose only in the event that such persons started working in the Panchayat body before attaining the prescribed maximum age, for appointment in suitable vacant posts in the Panchayat bodies within the same district along with other candidates available and in pursuance of such policy, a communication was made to all concerned through No. 739/PN/N/ 1II/2E-49/98 dated 23.2.2000 of this Department.

Now, therefore, in exercise of the power conferred by section 12 of the said Act read with section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) as subsequently amended, I am directed to say that the Governor is pleased hereby to direct that for the purpose of recruitment to any post in a Panchayat body, the recruiting authority shall consider in the same manner along with the candidates sponsored, on requisition, by the employment exchange, the candidature of any such person who has worked for three or more consecutive years and for at least two hundred and forty days in each such year within the last five years preceeding the date of notifying the vacancy to the employment exchange his work being perennial nature and in the nature of clerk-cum-typist, after commencing his work at an age within the maximum age limit prescribed for such recruitment, in a Panchayat body within the same district and who satisfies the eligibility criteria prescribed in this behalf except for the maximum age limit, prescribed for the post provided that the submit an application to the recruiting authority for such consideration along with a certificate granted by a competent authority on the basis of verifiable record maintained in his office, showing his working experience as referred to earlier and if found suitable strictly on the basis of merit, may be appointed for the said post on condition that he has his name registered in the employment exchange and to direct further that any excess in age of such candidate shall be condoned by the competent authority in terms of the rules in force after he joins in his post.

By order of the Governor
P.Roy
Principal Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Wing :: Jessop Building
63, Netaji Subhas Road :: Kol - 700 001

No. 3598/PN/O/I/3S-114/2003 Dated : 8th October, 2003

NOTIFICATION

Whereas Panchayat bodies that is Zilla Parishad, Panchayat Samities and Gram Panchayats have been allowed to absorb casual workers, in some cases who have been engaged, in perennial type of work for a continuous period of more that three years in the concerned Panchayat bodies and orders in this behalf were issued by this Department, from time to time, in accordance with the principles prescribed by the Labour Department of the State Government in their Memo No. 100-EMP dated 13.03.96 read with Memo No. 1700-EMP dated 03.08.97 and Memo No. 1650-EMP dated 28.08.80 in the matter of absorption of casual workers. And whereas, Hon'ble High Court at Calcutta in W.P.No. 766(W) of 2002 Subir Chandra Mahato Vs-State of West Bengal passed an order dated 02.12.02 directing State Government to issue an appropriate well considered circular by way of notification to regularise the irregular appointments, if any, given by the respective Gram Panchayats, Panchayat Samities and Zilla Parishads in different occasions. It has also been directed that the due consideration will be made in respect of the best parts of the existing circulars and the scheme will be formulated as far as practicable with the guidelines given in the paragraph 25 of the judgement reported in AIR 1992 SC 2130 (supra).

Now, therefore, in exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 (West Ben.'XLI of 1973), as subsequently amended, and in supression of all earlier orders issued in this behalf, I am directed to say that the Governor is pleased hereby to direct that for the purpose of regularising the irregular appointments, if any, given by the respective Gram Panchayats, Panchayat Samities and Zilla Parishad, as the case may be, the concerned recruiting/appointing authority shall consider the following guiding principles;

i) the following casual and such other categories like contingent, work-charged, seasonal, etc. of eligible workers, only shall be considered who have been engaged in a perennial nature of work on the strength of a resolution in a meeting of the concerned Panchayat bodies in favour of such engagement and has rendered services for a continuous period of more that three years (for at least two hundred and forty days of work in each such calendar year for three consecutive years) within the last five years before 13.03.96 and has commenced his work at an age within the maximum age limit prescribed for such recruitment. Such period of works shall be five years or more in case of seasonal workers and they have been continuing as such till the date of their regularisation;

ii) such workers must possess the requisite qualification prescribed for the posts in the respective recruitment rules. Requirement of minimum fifty percent marks in aggregate in the Madhyamik or equivalent examination is not, however, necessary for regularisation of casual and such other categories of workers in a Group 'C post in the concerned Panchayat bodies;

iii) such irregular appointments can only be regularised on availability of suitable vacancies in the regular establishments of the concerned Panchayat bodies;

iv) at the time of engagement of casual and such other categories of workers their age should be within the age limit prescribed for the post in the respective recruitment rules. Over-age of such workers, if any, at the time of their regularisation shall be condoned by the respective appointing authorities themselves;

v) wages of casual and such other categories of workers must have been paid out of the own fund of the concerned Panchayat bodies and not out of scheme contingencies;

vi) the service records of casual and such other categories of workers must be satisfactory;

vii) priority amongst the casual and such other categories of workers for regularisation in the establishment shall be given only on the basis of the length of services rendered by them;

viii) verification of anteceedents and medical fitness of casual and such other categories of workers are required before regularisation;

ix) regularisation of casual and such other categories of workders does not run counter to the prevailling reservation policy of the State Government. If, however, in case of necessity, the order in respect of de-reservation of the post shall be obtained from the competent authority in terms of Section 6 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies Services and Posts) Act, 1973 read with guidelines for initiation of proposal, for de-reservation as forwarded under Memo No. 98(91)-BCW/MRD-156/99 dated 07-01-2000 of the Backward Classes Welfare Department of the State Government;

x) all vacancies, inter alia, in the post in the Panchayat Bodies shall normally be filled up by such candidates as may be sponsored by an employment exchange in accordance with the relevant recruitment rules, if in exigencies of administration and ad hoc or temporary employment are made by the Panchayat bodies after 13-03-96, efforts shall be given always to replace such an adhoc/temporary employee by a regularly selected employee as early as possible. Employees appointed on ad hoc or temporary basis after 13-03-96 who areotherwise eligible and have worked for at least three years shall, however, be allowed to compete along with other candidates sponsored by an employment exchange in the selection tests to be hald by the selection committee for regular selection or appointment to the post. If such an ad hocor temporary employee does not quality himself in the selection test for the purpose, he must give way to the regular selected candidate. The concerned recruiting/appointing authority shall not withhold or keep in abeyance of appointment of the regularly selected candidate for the sake of ad hoc or temporary employee;

xi) an ad hoc or temporary employee should not be replaced by another ad hoc or temporary employee, such employee must be replaced only by a selected candidate. Prior to the replacement of casual workers orders contained in this Department Notification No. 3597/PN dated 08-10-2003 shall, however, be kept in mind of the recruiting/appointing authority;

xii) if an when casual and such other categories of worker is regularised he/she should be placed immediately below the last regularly appointed employee in that category, class or service, as the case may be, of the concerned establishments;

xiii) after due observation of all the principles laid down hereinabove, the recruitment/appointing authority of the concerned Panchayat bodies, shall forward its recommendation to the respective Panchayat bodies for taking immediate resolution for consideration and the effect of regularisation, if any, of such worker shall take place from the due on which the resolution of the concerned Panchayat bodies has been adopted.

By order of the Governor
M. N. Ray
Secretary to the Govt. of West Bengal

Government of West Bengal
Panchayats & R. D. Department
11A, K. S. Roy Road, Kolkata-1.

No. 350/PN/O/III/3S-1/2000 Dated: 18.1.2001

O R D E R

The undersigned is directed by the order of the Governor to state that consequent upon the merger of the erstwhile District Rural Development Agency/Mahakuma Rural Development Agency and Tamluk Sub-Agency with the respective Zilla Parishads/Mahakuma Parishads in terms of this Departments Memo No. 1138/PN/O/III/2E-52/99 dated 22.3.2000 and that of the Council Rural Development Agency (CRDA) with the Darjeeling Gorkha Hill Council in terms of Memo No. 4870-P&RD(DRDA)/SM-5/98 (Pt.I) dated 7.9.2000 the directly recruited employees of the abovenoted organisations who have joined the DRD Cell of the respective Zilla Parishads/Mahakuma Parishads or Darjeeling Gorkha Hill Council as the case may be, are entitled to the usual service benefits admissible to the employees of the Zilla Parishads/Mahakuma Parishads and the Darjeeling Gorkha Hill Council with effect from 1.4.2000 and 1.11.2000 respectively (in case of CRDA) and accordingly necessary Government orders regarding introduction of Death-Cum-Retirement benefit Schemes, 1985 for the employees of DRD Cell of Zilla Parishad/ Mahakuma Parishad have been issued in term of this Department's Order No. 1753/PN/N/III/2P-17/2000 dated 25.4.2000, 3039/PN/N/III 2P-17/2000 dated 25-5-2000 and 3572//PN/N/III 2P-17/2000 dated 25-5-2000 dated 4.7.2000.

Now, the undersigned is directed by the order of the Governor to state that with a view to maintaining seperate identity of the amount as the employers contribution deposited for the employees of DRD Cell of Zilla Parishad/ Mahakuma Parishad in the Contributory Provident Fund/General Provident Fund w.e.f. 1.4.2000 and 1.11.2000 (in case of CRDA) the Governor has been pleased to open

(i) One new head of account for deposit of the EMPLOYER'S Share of contribution of DRD Cell in the style of K-Deposits and Advances Deposits Not Bearing internal 8448 & -(b)/Deposits of Local Funds- 00-109-Panchayat Bodies Fund-005- Pension Deposit Fund for DRD Cell of Zilla Parishad/Mahakuma Parishad-07 Deposits and (ii) EMPLOYEES' Share of contribution of DRD Cell may be deposited under the head K-Deposits and Advances-(a)-Deposits bearing Interest-8336-Civil Deposits - 00-800 Other Deposits-007- Provident Fund for Employees of Panchayats Bodies-03-Incoming in the Public Account of the State.

The Order issues with the concurence of Finance Department vide their U/o No. 146 (FA, Panchayats & R.D) dated 14-12-2000.

The Principal Accountant General (A&E), West Bengal is being informed.

Officer on Special Duty &
Ex-Officio-Deputy Secretary
to the Govt. of West Bengal.

ACS : 19/1/2001/N/O

No. 350/1(130)/PN/O/III/3S-1/200 Dated: 18.1.2001

Copy forwarded for information nessary action to :-

1. Principal Accountant General (A&E), West Bengal, Treasury Building, Calcutta - 1.
2. Accountant General (Audit-I), West Bengal, 18, Rabindra Sarani, Calcutta - 1.
3. Accountant General, (Audit-II), West Bengal, 4, Brabourne Road, Calcutta - 1
4. Examiner of Local Accounts, West Bengal, 4, Brabourne Road (4th Floor), Calcutta- 1.
5. Director of Panchayats & Rural Development, West Bengal,
   Panchayat Bhavan, 11A, K.S. Roy Road, Calcutta- 1
6. Sabhadhipati, _____

   Zilla Parishad/Mahakuma Parishad.
7. District Magistrate, _____
8. Principal Secretary, Darjeeling Korkha Hill Council.
9. Executive Officer, _____ Zilla Parishad/Mahakuma Parishad.
10. Additional Executive Officer, Siliguri Mahakuma Parishad.
11. Project Director, DRD Cell/Z.P./M.P.,DGHC Darjeeling.
12. Additional Project Director, Tamluk Sub-Agency.
13. Treasury Officer, _____
14. P.S. to MIC, Panchayat & R.D. Deptt.
15. P.S. to MOS, Panchayat & R.D. Deptt.
16. Finance (Audit) Deptt. of this Govt.
17. Finance (Budget) Deptt. of this Govt.
18. Financial Advisor, Panchayat & R.D. Deptt.
19. Director, SIPRD, Kalyani
20. J.S. of this Deptt. Raj Bhavan (Atten:- to Shri D. Ghosh).
21. D.S. of this Deptt. Rajbhawan (Atten :- to Shri P. N.Bose
22. Budget Cell of this Deptt.
23. DRDA Establishment Cell/SGSY Cell/JRY Cell/EAS Cell/Estb. Cell of this Deptt. at Rajbhavan.

Government of West Bengal
Department Panchayats & R. D.
11A, K. S. Roy Road, Kolkata-1 .

No. 5534/PN/N/III/2P-21/97 Dated: 30.11.2000

From : The Principal Secretary to the
Govt. of West Bengal.

To : The Director of Panchayats & Rural Development,
West Bengal.

Sub: Restoration of Commuted portion of pension
of the pensioners of Panchayat Bodies.

The undersigned is directed to state that Chapter IX of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies deals with the commutation of pension of the pensioners of Panchayat Bodies. In terms of paragraph 41(a) of the said scheme read with this Department Memo. No. 4386/PN/N/III/2P-18/99 dated 1.12.99 an employee who is eligible to the benefit of pension under the said scheme shall be entitled to commute any portion thereof not exceeding forty percent of the amount of his pension.

2. The question of restoration of the commuted portion of pension of the pensioners of Panchayat Bodies has been under active considera-tion of the State Government for some time past. After careful consideration it has been decided that a pensioner of Panchayat Bodies who on the date of issue of this order or thereafter have completed or will complete 15 years from his/her respective dates of retirement is eligible for having the commuted portion of his pension restored with effect from the date of issue of this order or after completion of 15 (fifteen) years from the date of retirement, whichever is later.

3. Now in exercise of the power conferred by paragraph 57 of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies, the Governor is pleased hereby to decide that a Panchayat pensioner or his/her legal heir(s) may apply to the pension disbursing officer in the enclosed proforma for restoration of the commuted portion of pension on satisfaction of the conditions laid down at foregoing paragraph 2.

4. Pension disbursing officer with respect to a pensioner of a Panchayat Body will mean the Sub-Divisional Officer of the respective Sub-Division from where his pension is being drawn.

5. The pension disbursing officer after being satisfied about the correctness of the claim, will restore the commuted portion of pension with an intimation to the Director of Pension, Provident Fund and Group Insurance.

6. This order will apply to all pensioners of Panchayat Bodies irrespective of the date of retirement.

7. This order issues with the concurrence of the Finance Deptt., Pension Branch vide their u/o No. P(Pen) 287 dated 22.11.2000.

8. This order takes immediate effect. Necessary modifications in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies shall be made in due course.

No. 5534/1(700)PN/N/III/2P-21/97 Dated: 30.11.2000

Copy forwarded for information nessary action to the :-

1. Principal Accountant General (A&E), West Bengal,
   Treasury Building, Calcutta- 700001.
2. Accountant General (Audit-I), West Bengal,
   4, Brabourne Road, Calcutta- 700001.
3. Accountant General, (Audit-II), West Bengal,
   18 Rabindra Sarani, Calcutta- 700001.
4. Examiner of Local Accounts, West Bengal,
   4, Brabourne Road (4th Floor), Calcutta- 700001.
5. Finance (Budget) Development, of this Govt.
6. Finance Department, Pension Branch, Hemanta Bhavan (Top Floor)
   12, B.B.D. Bag, Calcutta-700001.
7. Financial Advisor, Panchayat & R.D. Deptt.
8. Director of Pension, Provident Fund and Group Insurance,
   Purta Bhavan, Bidhan Nagar, Calcutta-700091.
9. Department of Panchayats & R.D. (R.D. Wing),
   Raj Bhavan, Calcutta-700001.
10. District Magistrate, _____
11. Executive Officer, _____ Zilla/Mahakuma Parishad.
12. Addl. Executive Officer, _____Zilla/Mahakuma Parishad.
13. Sub-Divisional Officer, _____
    P.O. _____, Dist. _____
14. Treasury Officer, _____
15. District Panchayat & Rural Development Officer, _____
    number of spare copies of the order are sent herewith for distribution amongst the Block Development Officers and Executive Officer of Panchayat Samiti within the district.

    He is requested to depute an authorised person to this Department for collection of copies of the order.
16. Block Development Officer & Executive Officer,
    _____ Panchayat Samiti,
    P.O. _____, Dist. _____

Sd/- D. Chakraborty
Dy. Secy. to the Govt. of
West Bengal.

Enclosure to memo No. 5534/PN/N/III/2P-21/97
dated 30.11.2000 vide paragraph 3

P R O R O R M A

To

The .....

.....

Head of the office as defined in sub-para(h) of paragraph 6 of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats.

Sub : Restoration of Commuted portion of pension after 15 years.

Sir,

Kindly restore my commutted portion in terms of Govt. of West Bengal, Deptt. of Panchayats & Rural Development Memo No. 5534-PN dated 30th November, 2000.

Requisite particulars are given below :

1. Name in Block Letters :
2. Date of retirement :
3. P.P.O. No. :
4. Amount of original pension :
5. Amount of pension commuted :
6. Name of Office of the S.D.O. through which the pension in now being paid :
7. Name of Treasury/sub-Treasury/Bank through which pension is now being drawn

Dated :

Full address of correspondence
of the pensioner :

Signature of Pensioner.

Government of West Bengal
Department Panchayats & R. D.
11A, K. S. Roy Road, Kolkata-700001.

No. 5525/PN/N/III/2P-18/99 Dated: 29.11.2000

MEMORANDUM

Sub : Revision of Family Pension in respect of employees of Panchayat Raj Bodies who retired/died between 1.1.86 & 31.12.95.

The undersigned is directed to say that in terms of this Deptt. Memo No. 4386/PN/N/III/2P-18/99 dated 1.12.99 family pension shall be calculated at a uniform rate of 30% in all cases instead of slab system in respect of employees of Panchayati Raj Bodies whose pay have been fixed consequent upon revision of pay in terms of this Deptt. Memo No. 4105/PN/N/III/2P-29/98 dated 12.11.1998 effective from 1.1.96. It has also been decided by the Government that the benefit of the aforesaid enhanced rate of family pension may also be extended in the case of pre-1.1.96 pensioners. Accordingly, it has been provided in paras 9 and 10 of this Deptt. Memo No. 4387/PN/N/III/2P-18/99 dated 01.12.1999 regarding revision of pension/family pension of pre-1.1.96 retirees that the consolidated family pension worked out in accordance with the provisions of para 4.1 shall be final in case of only those family pensioners who became entitled for family pension during the period from 1.1.86 to 31.12.95 and were sanctioned family pension at the rate of 30% of the last pay drawn by the deceased employee and that in case of other pensioners/family pensioners, consolidation of pension should be treated as an interim measure to provide them immediate relief. Orders have been issued separately of revision of pension/family pension of pre-1.1.86 pensioners/family pensioners vide this Deptt. Memo No. 5524 /PN/N/III/2P-18/99 dated 29.11.2000 wherein provision for sanction of family pension @ 30% has been made.

2. In continuation of instruction contained in para 10 of this Deptt. Memo No. 4387/PN/N/III/2P-18/99 dated 01.12.1999 the Governor is now pleased to decide that in respect of those Govt. employees who retired/died between 1.1.86 to 31.12.95 and in whose case the last pay drawn exceeded Rs. 1500/- p.m., their family pension may be revised in the following manner :-

i) The existing family pension shall be consolidated with effect from 1.4.97 in accordance with the provisions contained in para 4.1 of this Deptt. Memo No. 4387/PN/N/ III/2P-18/99 dated 01.12.1999.

ii) Family pension shall be recalculated at the rate of 30% of the last pay drawn by the pensioner/deceased employee and the difference between the fimily pension already admissible under slab system and @ 30% of last pay drawn shall be worked out ;

iii) The additional family pension becoming due on account of the difference between family pension already admissible under slab system and at a rate of 30% of last pay shall be added to be consolidated family pension worked out as at (i) above. The total of these two amounts, i.e. the consolidated family pension plus additional family pension shall be basic family pension with effect from 1.4.97 and shall be subject to the prescribed limits. The basic family pension so calculated shall not be less than 30 per cent of the minimum of the revised scale of pay introduced with effect from 1.1.96 for the post last held by the concerned pensioner/deceased employee.

iv) Relief on the basic family pension as at (iii) above shall be admissible in accordance with the orders issued by the Govt. from time to ttme.

v) A Few examples of calculation of family pension in the manner prescribed above are given in annexure-I to this Memo.

3. Arrears already paid on account of consolidation of family pension as an interim measure in accordance with the provisions contained in para 10 of this Deptt's Memo No. 4387/PN/N/III/2P-18/99 dated 01.12.1999 as also relief admissible thereon shall be adjusted by pension disbursing authorities against arrears becoming due on the revision of family pension and relief admissible on the basis of this order.

4. In cases where the family pensioner was alive as on 1.4.97 and died subsequently, his/her legal heir(s) or nominee(s) as the case may be, is/are also entitled to life time arrears with effect from 1.4.97 till the date of death of the family pensioner. For this purpose, legal heir(s) or nominee(s), as the case may be, may also apply to the Head of Office.

5. Each pensioner/family pensioner who is entitled for the benefit of revision of family pension in terms of this order is required to apply for revision of family pension in the prescribed form, in duplicate, as at Annexure-II to his/her pension Sanctioning Authority, i.e. the Head of Office under whose control the employee/pensioner had retired or was working last before his death, within a period of 180 days from the date of issue of these orders. Those who fail to submit appli-cation within the stipulated period will be deemed to have opted to continue to draw their existing family pension.

6. It shall be the responsibility of the Head of Office under whose control the employee had retired or was working last before his/her death to revise the family pension and the Director of Pension, P.F. & Group Insurance, West Bengal, to issue revised payment authority after due check at hiis end in accordance with these orders. On receipt of application, in duplicate, from the pensioner/family pensioner, the Head of Office concerned will take steps for revision of family pension. The Head of Office will forward a copy of application in Annexure-II along with a detailed calculation showing fixation of revised family pension along with previous pension papers to the Director of Pension, P.F. & Group Insurance, West Bengal for issue of revised PPO. No formal sanction in single Comprehensive Form is necessary in such cases. The Director of Pension, P.F. & Group Insurance, West Bengal, after applying due check at his end will issue revised authority to the Pension Disbursing Authority concerned.

7. The Director of Panchayats & R.D., West Bengal is requested to bring the contents of these orders to the notice of all Heads of Offices under him. All Pension Disbursing Authorities are also advised to prominently display these orders on their Notide Boards for the benefit of the pensioners/family pensioners.

8. This order shall be deemed to have taken effect from 1.4.97.

9. This order issues with the concurrence of Finance Deptt. (Pension Branch) Vide their u/o No. P(Pen) 191 dt. 22.11.2000.

Sd/- P. Roy,
Principal Secretary to the Govt.
of West Bengal.

No. 5525/1(600)/PN/O/III/2P-18/99 Dated: 29.11.2000

Copy forwarded for information nessary action to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta- 700001.
2. Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Calcutta- 700001.
3. Accountant General, (Audit-II), West Bengal, 18, Rabindra Sarani, Calcutta- 700001.
4. Director of Panchayat & R.D., West Bengal.
5. Director of Pension, Provident Fund & Group Insurance, Purta Bhaban, Bidhannagar, Calcutta- 700001.
6. District Magistrate, _____
7. District Panchayat & R.D. Officer _____

   P.O. _____ number of soare copies are enclosed for districbution amongst B.D.O s within his district.
8. B.D.O. _____, P.O. _____, Dist. _____
9. A.E.O., _____ Zilla Parishad, P.O. _____ P.O. _____
10. A.D.O., Siliguri Mahakuma Parishad, P.O. Siliguri, Dist. Darjeeling.
11. Panchayat & R.D. Deptt. (R.D. Wing), Raj Bhaban, Calcutta.
12. Finance Deptt. (Pension Cell) (with 10 spare copies), Hemanta Bhaban, B.B.D. Bag (East), Calcutta.
13. Finance (Budget) Deptt., Writers Buildings, Calcutta.
14. S.D.O., _____, P.O. _____, Dist. _____
15. Treasury Officer, _____, P.O. _____,

    Dist. _____
16. Director, State Institute of Panchayats & R.D., P.O. Kalyani, Dist. Nadia.
17. Examiner of Local Accounts, West Bengal, 4, Brabourne Road, Calcutta-700001.
18. F.A. Panchayats & R.D. Deptt., Writers' Buildings, Calcutta-1.
19. Guard File of Cell-III/Cell-II.

Sd/- D. Chakraborty
Dy. Secy. to the Govt. of
West Bengal.

ANNEXURE - I

Reference para 2(v) of Memo. No 5525/PN/N, dated 29.11.2000

		1	2	3
i)	Date of retirement	31.1.86	-	30.6.94
ii)	Date of death, in case of death while in service	-	31.3.90	-
iii)	Scale of pay at the time of retirement/death	1260-2610/-	1560-3570/-	3700-5700/-
iv)	Pay last drawn	1685/-	2530/-	4575/-
v)	Existing family pension	450/-	506/-	687/-
vi)	Consolidated family pension under para 4.1 of 4387/PN/N/III/2P-18/99 dt. 01.12.1999.	1396/-	1559/-	2098/-
vii)	Family pension @ 30% of pay as at para (iv)	506/-	759/-	1373/-
viii)	Additional Family Pension Column (vii) - Column (v)	506-450 = 56/-	759-506 = 253/-	1373-687 = 686/-
ix)	Total Family pension Column (vi) + Column (viii)	1396+56 = 1452/-	1559+253 = 1812/-	2098+686 = 2784/-
x)	30% of the minimum of the corresponding scale introduced w.e.f. 1.1.96	1200/- (In the scale of 4000 - 8850/-)	1500/- (In the scale of 5000-11275)	3600/- (In the scale of 12000-18000)
xi)	Family pension admissible on 1.4.97 The amount at (ix) or (x) above, which is greater	1452/-	1812/-	3600/-

ANNEXURE - II

(To be submitted in duplicate)
Para 6 of Memo. No 5525/PN/N, dated 29.11.2000

FORM OF APPLICATION

To

_____
_____
_____
(Head of Office)

Subject : Revision of family pension in terms of Panchayat & R.D. Department's Memo. No . 5525/PN/N, dated 29.11.2000

Sir,

Kindly revise my family pension entitlement shown in my PPO in terms of Deptt. of Panchayat & R.D. Memo. No. 5525/PN/N, dated 29.11.2000.
The requisite particulars are given below :

1. Name of the Applicant in Block Letters and full postal address.
2. Name of the deceased employee/ pensioner.
3. Date of retirement/death of the employee.
4. Date from which family pension is being drawn.
5. Pension Payment Order No. (P.P.O.) .
6. Office in which the pensioner/ deceased employee/pensioner served last and the post held by him.
7. Scale of pay of the post last held and the last pay drawn.
8. Name of the authority who issued P.P.O.
9. Name of the Pension Disbursing Authority (i.e. Treasury)

Signature of Pensioner/Family Pensioner.

Date :

Applicable only in cases where the applicant is a family pensioner.

Government of West Bengal
Panchayat & Rural Development Department
(R. D. Branch)
Raj Bhavan, Calcutta-62

No. 4870-P&RD(DRDA) / 5M-5/98(Pt.1) Dated, Calcutta, the 7th Sept., 2010

MEMORANDUM

Subject : Winding up of the CRDA Darjeeling and merger with the Rural Development Department of Darjeeling Gorkha Hill Council (DGHC) creation of posts and other formalities incidental to the merger.

I am directed to state that in terms of section 153 of the West Bengal Panchayat Act, 1973 (West Bengal Act. XLI of 1973), as subsequently amended read with Art. 243G of the Constitution of India, the Zilla Pashad has been empowered to draw up and implement programmes for economic development of the people and for Socio Economic upliftent of individual members of the community within their respecve jurisdictions. In pursuance of the aforesaid provisions the State Government, after due deliberations, has come to the decision that the power and responsibility for implementation of the Self-Employment programmes since renamed as Swarnajayanti Gram Swrojgar yojana (SGSY) components of Poverty Alleviation Programme currently being executed by the Council Rural Dev. Agency in the hill areas of the district of Darjeeling should henceforth be entrusted upon the Rural Development Department at the Darjeeling Gorkha Hill Council (DGHC). In the event of entrustment of aforesaid power and responsibility upon the Rural Development Deptt. of the DGHC the Council Rural Development Agency (CRDA) and which was constituted for the specific purpose of impletation of self-employment programmes no longer justify its separate identity and existence and further continuance for the aforesaid purpose.

2. On the above background and facts, the question of winding of CRDA and its subsequent merger with the Rural Development Deptt. of the DGHC with all assets and liabilities was under active consideration in this Department for sometime past.

3. After careful consideration of all aspects, I am directed to state that the State Government in the panchayats and Rural Development Department has decided to entrust the Darjeeling Gorkha Hill Council with the responsibility of implementing Swarnajayanti Gram Swarojgar yojana (SGSY) and other Poverty Alleviation Programmes (PAPS) with effect from 1st November 2000.

It has simultaneously been decided by the State Government that the Council Rural Development Agency earlier constituted for the purpose of implementation of the aforesaid schemes shall be merged with the Rural Development Deptt. of the DGHC. Consequent upon the proposed merger of the Council Rural Development Agency (CRDA) with the R.D. Deptt. of DGHC it is considered necessary to absorb the officers and employees of the CRDA on creation of equal number of equivalent posts in the R.D. Deptt. of the DGHC.

4. I am now directed by order of the Governor to say that the Governor is pleased hereby to accord sanction to the creation of a District Rural Development Cell and also creation of such posts in different categories as shown in the Schedule appended hereto in the said District Rural Development Cell of R.D. Deptt. of DGHC with immediate effect.

file : amr/memoRK

5. The posts created in terms of this order shall be filled up only by absorption of the serving officers and employees of the CRDA. On such absorption, a separate Cadre-wise gradation list maintaining the inter-se-seniority as obtained presently of these absorbed personnel shall be maintained in the R.D. Deptt. of the DGHC. In the event there is no incumbent against any particular post created herein, that post will remain vacant until further order.

6. In exercise of the power conferred under Rule 10 of W.B. Panchayat (Recruitment & Conditions of Appointment of Employees of ZPs) Rules, 1997 the Governor is further pleased to direct that the State Government will act as the appointing authority in respect of the posts of Project Director/Deputy Project Director of all disciplines and also the Finance Officers created in terms of this order. The Principal Secretary, DGHC will act as the appointing authority in respect of other categories of posts created in terms of this order.

7. The Governor is further pleased to direct that a new "District Rural Development) DRD) Cell" consisting of the officers and members of staff absorbed in the posts created under the order in the R.D. Deptt. of DGHC be constituted to look after SGSY and other related PAP programmes. The DRD Cell shall be headed by the Project Director assisted by the Deputy Project Directors of all disciplines and shall function under the overall control and supervision of the Principal Secretary, DGHC. The Finance Officer shall function under control and supervision of the Project Director and through him under the Principal 1 Secretary DGHC. The unutilised fund as also the bank accounts of the CRDA as on 31.10.2000 will be under the control of the District Rural Development (DRD) Cell of R.D. Deptt. of the DGHC for the purpose for which each component of such fund was placed. The funds to be so transferred will continue to remain lodged in the same bank account to be administered in the same manner by (i) the Chairman DGHC (formerly President CRDA) and Project Director (DRD cell) (formerly Project Officer, CRDA (ii) the District Magistrate (formerly Vice President, CRDA) and the Project Director (DRD Cell) or (iii) Project Director (DRD Cell) as the case may be. All expenditure out of these funds should be made in accordance with the guidelines of the respective schemes already issued from this Department in these behalf. The funds admissible on account of Administrative Cost under DRDA Administration Scheme should be spent exclusively for the DRD Cell of the R.D. Deptt. of DGHC. No portion of the funds out of the Administrative Cost of the DRDA Administration Scheme should be spent for any other purpose of the DGHC except in terms of the order of the State Govt. in this Department. The Accounts of DRD Cell should be maintained separately from the accounts of other fund of the DGHC in such a manner as to keep the accounts clearly distinguishable and capable of being audited separately.

8. Although the procedure for management of finance and the accounting system relating to DRD Cell of theR.D. Deptt. of DGHC will for the present remain in conformity with the mechanism as laid down in the foregoing paragraph 7, the State Govt. is of the view that in the wake of merger of CRDA with the R.D. Deptt. of DGHC it is also appropriate to amalgamate the accounts of the fund of the DRD Cell with the general fund of the DGHC in terms of the rules and procedure in force albeit keeping the accounts of each individual scheme distinctly identifiable. The Govt. in this Department is seized with the matter and shall issue appropriate directions in due course.

9. The cost involved for creation of the new posts and filling up of them in the manner detailed hereinabove shall be met out of Administrative Cost under DRDA Administration Scheme to be shared between the Central Govt. and the State Govt. on 75 : 25 basis during the respective financial year. The emoluments and other service benefits of the concerned employees shall be guided by the relevant rules now in force in the DGHC without any prejudice to the existing pay and other service benefits admissible at present in the establishment of CRDA with effect from 1st November, 2000.

10. The Governor is further pleased to direct that with effect from November 1,2000 the assets and liabilities of the CRDA Darjeeling shall devolve upon the R.D. Deptt. of the DGHC and the latter institution shall be deemed to be the successors-in-interest of the CRDA. The CRDA Darjeeling shall prepare a statement showing the assets and liabilities of the Agency as on 31.10.2000 and will make it over to the DGHC.

This order issues with the concurrence of the Finance Department vide U/O No. 100 dated 11.5.99 of the FA, Panchayats & R.D. Deptt. and with the approval of the Cabinet vide No. 1262 dated 19.7.2000.

(P. Ray)
Principal Secretary to the
Government of West Bengal

No. 4870/1(36)-P&RD (DRDA)/ Dated: 07.9.2000

Copy forwarded for information and necessary action to the :-

1. Principal Accountant General (A&E), W.B. Treasury Buildings, Cal-700 001.
2. Accountant General (Audit-I) W.B., 18, Rabindra Sarani, Calcutta-700001.
3. Accountant General (Audit-II), W.B. 4, Brabourne Road, Calcutta-70001.
4. Examinar of Local Accounts, W.B.4, Brabourne Road (4th Floor) Cal.-1
5. Director of Panchayats & Rural Development, W.B. Panchayat Bhavan, Cal.
6. Chairman, Darjeeling Gorkha Hill Council.
7. District Magistrate, Darjeeling District.
8. Principal Secretary, Darjeeling Gorkha Hill Council.
9. Project Officer, CRDA Darjeeling.
10. Theasury Officer, Darjeeling.
11. Joint Secretary to the Govt. of India, Ministry of Rural Development, Krishi Bhavan, New Delhi.
12. Deputy Secretary to the Govt. of India, Ministry of Rural Development, Department of Rural Development (IRD Divesion), Krishi Bhavan, New Delhi-110 001.
13. Secretary to the Chief Minister, West Bengal.
14. P.S. to MIC, Panchayat & Rural Development Deptt.
15. P.S. to MOS, Panchayat & Rural Development Deptt.
16. Finance (Audit) Department of this Govt.
17. Finance (Budget) Department of this Govt.
18. Financial Adviser, Panchayats & Rural Development Deptt.
19. Principal Secretary/Secretary, Home (P&AR) Deptt./Finance Deptt. / Cooperation Deptt./Cottage & Small Industries Deptt.
20. Register of Firms, Societies & Non-Trading Corporation, West Bengal Todi Mansion, 16, India Exchange Place Extn. Calcutta-700 073.
21. Registrar of Co-operative Societies, West Beangal, New Sectt. Buildings.
22. Director, C & SSI., West Bengal, New Sectt. Buildings.
23. Director of Agriculture, West Bengal, Writers Building, Calcutta.
24. Director, National Institute of Rural Development, Rajendranagar, Hyderabad.
25. Director, S.I.P.R.D. Kalyani.
27. Joint Secretary of this Deptt. at Raj bhavan (Attn. Shri Dilip Ghosh).
28. Home (Pol) Deptt. of this Government.
29. Budget Cell of this Deptt. at Panchayat Bhavan & Raj Bhavan.
30. DRD Estt. Cell/SGSY Cell/JRY Cell/EAS Cell/Estt. Cell of this Deptt. at Raj Bhavan.
31. OSD & Ex-Officio Deputy Secretary at Raj Bhavan. (Attn. Shri Shymal Kanti Sarkar).
32. The Secretary to the Govt. of West Bengal, Hill Affairs Deptt. Writers Buildings, Calcutta.
33. Shri Tapan Bandyopadhyay, Deputy Secretary of this Deptt. at Panchayat Bhavan.

Deputy Secretary to the
Government of West Bengal

Enclosure to G.O. No. 4870-P&RD(DRDA) /5M-5/98(Pt.1). Date : 7.9.2000

The Schedule

Rural Development Deptt. of DGHC.

1.	Project Director DRD Cell	Grade Pay of WBCS (Ex)	1 (One)
2.	Deputy Project Director DRD Cell (Monitoring)	Grade Pay of WBCS (Ex)	1 (One)
3.	Deputy Project Director DRD Cell (Women Dev.)	Grade Pay of WBCS (Ex)	1 (One)
4.	Deputy Project Director DRD Cell (Credit)	Grade Pay of W. B. Coop Service	1 (One)
5..	Deputy Project Director DRD Cell (Trysem & Rural Industries)	Grade Pay of SR. Manager DIC	1 (One)
6.	Finance Officer, DRD Cell A. S Officer	Grade Pay of W.B.A &	1 (ONE)
7.	Head Clerk, DRD Cell	Rs. 4500-9700/-	1 (Two)
8.	Accountant DRD Cell	Rs. 4000-8850/-	2 (Two)
9.	Statistical Investigator	Rs. 4500-9750/-	2 (Two)
10.	Stenographer Sch. (B)	Rs. 4000-8850/-	1 (One)
11.	LDC-Typist, DRD Cell	Rs. 3350-6325/-	4 (Four)
12.	Driver, DRD Cell	Rs. 3350/6325/-	2 (Two)
13.	Record Supplier DRD Cell	Rs. 2850-4680/-	1 (One)
14.	Group-D, DRD Cell	Rs. 2600-4175/-	4 (Four)
15.	Chowkidar, DRD Cell	Rs. 2600-4175/-	1 (One)

amar/en

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
11A, K. S. Roy Road, Panchayat Bhavan
Calcutta-700001 .

No. 3873/PN/O/III/3C-9/96(I). Dated: 25.7.2000

O R D E R

Whereas 16 (sixteen) Zilla Parishads in 16 districts and Siliguri Mahakuma Parishad in Darjeeling district have since adopted resolutions in their respectve meetings that they are agreeable to accept Jurisdiction of the Vigillance Commission, West Bengal over such bodies

And whereas Home (Personnel and Administrative Refoms) Department had in their No. 1411-P & A.R. (Vig) dated December 17, 1976 intimated that on adoption of resolution as referred to in foregoing paragraph, Vigilance Commission Wes Bengal would be in a position to extend its jurisdiction over these bodies

Now, therefore, in consideration of the aforesaid position, the Governor is pleased hereby to decide that the Vigilance Commission, West Bengal shall with immediate effect extend its jurisdiction over 16 (sixteen) Zilla Parishads as also Siliguri Mahakuma Parishad.

Sd/- P.Raj
Pr.Secy. to the Govt. of West Bengal.

No. 3873/1(37)/PN/O/III/3C-9/96(I). Dated: 25.7.2000

Copy forwarded for information and nessary action to the :-

1. Secretary, Vigolance Commission
2. Home (P&AR) Department (Vig. Cell) Writers Buildings
3. Executive Officer, Zilla Parishad (All)
4. Executive Officer, Siliguri Mahakuma Parishads
5. Director of Panchayats & Rural Development, West Bengal
6. District Panchayats & Rural Development Officr, (all)

sm/-
26/7/2000

Sd/- T. Bandyopadhyay
Dy Secy. to the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
11A, K. S. Roy Road, Calcutta-700 001 .

No. 3039/PN/N/III/2P-17/2000 Dated: 25.5.2000

CORRIGENDUM

Sub : Maintenance of G. P. F. for the employees of D.R.D. Cell of the Zilla Parishad/Mahakuma Parishad with effect from 1-4-2000.

The last para of this Department Memorandum No.1753/PN/N/III/2P-17/ 2000 dated 25.4.2000 on the above noted subject may be substituted as follows :-

"For the employees who will opt to come under the purview of DCRD Scheme 1985, their contribution to the C.P.F. will be discontinued forthwith and they will be required to contribute to the G.P.F. Their contributions towares G.P.F. shall be deposited in each month and also the entire accumulated amount of their own subscription along with the interest accrued thereon in their previous C.P.F. Account shall be transferred to the Provident Fund Deposit Account of the employees of the respective Zilla Parishad/Mahakuma Parishad maintained in the respective Treasury. Zilla/Mahakuma Parishad maintained in the respective Treasury. Zilla/Mahakuma Parishad shall miantain individual account of each employee. The employee's share of the contribution with interest accrued thereon in the contributory Provident Fund of these employees shall be credited to the Pension Deposit Account at the respective Treasury. The employer's share of the contribution with interest accrued thereon in the contributory Provident Fund of these employees shall be credited to the Pension Deposit Account at the respective Treasury. The Provident Fund Scheme for the employees of the panchayat bodies 1991, circulated under this Department No. 330/VIII/Panch/2P-2/85 dated 11-2-1991 is applicable to these employees also."

D. Chakrabarti
Deputy Secretary to the
Govt. of West Bengal

No. 3039/1(130)/PN/N/III/2P-17/2000 Dated: 25.5.2000

Copy forwarded for information and necessary action to :-

1. Principal Accountant General (A&E), West Bengal, Treasury Building, Calcutta-1.
2. Accountant General (Audit-I), West Bengal, 18, Rabindra Sarani, Calcutta- 1.
3. Accountant General (Audit-II), West Bengal, 4, Brabourne Road, Calcutta- 1
4. Examiner of Local Accounts, West Bengal, 4, Braboune Road (4th Floor), Calcuutta- 1.
5. Director of Panchayat & Rural Development, West Bengal, Panchayat Bhavan, 11A, K. Roy Road, Calcutta- 1.

Government of West Bengal
Department of Panchayats & Rural Development
Panchayat Bhavan, 11A, K. S. Roy Road,
Calcutta-700 001

No. 1904/PN/N/II/4A-2/00 Dated: 06.05.00

CLARIFICATION

It appears that there is some confusion at some corners as to whether fund placed to the -----

1. Zilla Parishad under the Head of Account, "2515-Other Rural Development Programmes (Panchayati Raj)- 00-101- Panchayati Raj-NP-Non Plan–014-Grants-in-aid/contributions to the Zilla Parishads for meeting the cost of TA, DA, etc. of their members and remuneration of office bearers and other contingent expenditure [PN]-V-31-Grants-in-aid-02-Other grants",

2. Panchayat Samitis under the Head of Account, -"2515-Other Rural Development Programmes (Panchayati Raj)-00-101- Panchayati Raj-NP-Non Plan–011 -Grants-in-aid/contributions to the Panchayat Samitis for meeting the cost of TA, DA, etc. of their members and remuneration of office bearers and other contingent expenditure [PN]- V-31 -Grants-in-aid-02-Other grants" and

3. Gram Panchayats under the Head of Account, 2515-Other Rural Development Programmes (Panchayati Raj)- 00-001-Panchayati Raj-NP-Non Plan–009-Grants-in-aid/Contributions to the Gram Panchayats for meeting the cost of TA, DA, etc. of their members and remuneration of office bearers and other contingent expenditure [PN]-V-31-Grants-in-aid-02-Other grants should be utilised only to meet the TA, DA, etc., of the members and remuneration of office bearers of the Panchayat body concerned and for no other purposes.

I am directed to clarify in this context that these detailed heads also include "other contingent expenditure" of the Panchayat body concerned and since the entire fund is placed with the Panchayat body concernded as grant-in-aid, "other contingent expenditure" shall be deemed to include expenditure on travelling expenses (TE) also, As such, the fund may also be utilesed for meeting the contingent expenditures of the office concerned inclusive of TE of the officers and employees of the concerned body borne or deputed in the establishment of the body and no separate allotment for TE is made on account of such employees deputed to the body.

Sd/-
(S Bhattacharyya)
OSD & Ex-officio Deputy Secretary to the
Government of West Bengal

No. 1904/1(60) PN/N/II/4A-2/00 Dated: 06.05.00

Copy forwarded for information necessary action to the :-

1) Principal Accountant General (A&E), Treasury Buildings, Calcutta-700001;

2) Accountant General (Audit)-I, West Bengal, 4 Maharaja Troilokyanath Sarani, Calcutta-700001

3) Accountant General (Audit)-II, West Bengal, 18, Rabindra Sarani, Calcutta-700001

4) Finance (Budget) Department of this Government

5) Financial Adviser, Panchayats & Rural Development, Writers Buildings, Calcutta-700001

6) Examiner of Lacal Funds, 4, Kaharja roilokyanath Sarani, Calcutta-700001

7) Director of Treasuries, West Bengal, Calcutta

8) Director of Panchayats and Rural Development, West Bengal, Calcutta

9-25) District Magistrate, ... District (all) with a requet to suitably advise the District Panchayat and RD Officer, Block Development Officers and the Treasury Officers

26-42) Additional Executive Officer, ... Zilla/Mahakuma Parishad (all)

43-59) Treasury Officer, ... (District Headquarters -all

60) Cell-III/V, Guard File of Cell-II and Audit & Verification Cell of this Department.

Sd/-

(S Bhattacharyya)

OSD & Ex-officio Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Bhavan)
11A, K. S. Roy Road, Calcutta-700 001

No. 1138/PN/O/III/2E-52/99 Dated, Calcutta, the 22nd March, 2000.

M E M O R A N D U M

Subject : Winding up of the DRD As and merger with the Zilla Parishads of posts and other formalities incidental to the merger.

I am directed to state that in terms of section 153 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), as subsequently amended, read with Art. 243G of the Constitution of India, the Zilla Parishad has been empowered to draw up and implement programmes for economic development of the people and for Socioo-economic up liftment of individual members of the community within their respective jurisdictions. In pursuance of the aforesaid provisions, the State Government, after due deliberations, has come to the decision that the power and responsibility for implementation of the Self-employment programmes since renamed as Swarnajayanti Gram Swarojgar Yojana (SGSY) components of Poverty Alleviation Programme should henceforth be entrusted upon the Zilla Parishads including Siliguri Mahakuma Parishad (hereinafter collectively referred to as Zilla Parishad) within their respective Jurisdictions. In the event of entrustment of aforesaid power and responsibility upon the Zilla Parishads the District Rural Development Agencies (DRDA), Mahakuma Rural Development Agency (MRDA) at Siliguri and Tamluk Sub-Agency of DRDA, Midnapore (hereinafter collectively referred to as DRDA) which were constituted for the specific purpose of implementation of self-employment programmes no longer justify their existence and further continuance for the aforesaid purpose.

2. On the above background and facts, the question of winding of DRDAs (except CRDA Darjeeling) and their subsequent merger with the respective Zilla Parishad with all assets & liabilities was under active consideration in this Department for sometime past.

3. After careful consideration of all aspects, I am directed to state that the Sate Government in the Panchayats & Rural Develop-ment Department has decided to entrust the Zilla Parishads including Siliguri Mahakuma Parishad with the responsibility of implementing Swarnajayanti Gram Swarojgar Yojana (SGSY) & other Poverty Alleviation Programmes (PAP) with effect from 1st April, 2000.

It has simultaneously been decided by the State Government that the District Rural Development Agency earlier constituted for the purpose of implemantation of the aforesaid schemes shall be merged with the respective Zilla Parishad. Consequent upon the proposed merger of the District Rural Development Agencies (DRDAs) with

the Zilla Parishad it is considered necessary to absorb the officers and employees of the DRDA and MRDA on creation of equal number of equivalent posts in the corresponding Zilla Parishad.

4. I am now directed by order of the Governor to say that the Governor is pleased hereby to accord sanction to the creation of a District Rural Development Cell and also creation of such posts in different categories as shown in the Schedule appended hereto in the said District Rural Development Cell of 16 (Sixteen) Zilla Parishads and Siliguri Mahakuma Parishad within this State with immediate effect.

5. The posts created in terms of this order shall be filled up only by absorption of the serving officers and employees of the DRDAs of the district concerned. On such absorption, a separate Cadre-wise gradation list maintaining the inter-se-seniority as obtained presently of these absorbed personnel shall be maintained in the concerned Zilla Parishad/Mahakuma Parishad. In the event there is no incumbent any particular post created herein, that post will remain vacant until further order.

6. In exercise of the power conferred under Rule 10 of W.B. Panchayat (Recruitment & Conditions of Appointment of Employees of ZPs) Rules, 1997 the Governor is further pleased to direct that the State Government will act as the appointing authority in respect of the posts of Project Director/Additional Project Director/Deputy. Project Director of all disciplines and also the Finance Officers created in terms of this order. The Executive Officer/A.E.O. of the concerned ZP/M.P. will act as the appointing authority in respect of other categories of posts created in terms of this order.

7. The Governor is further pleased to direct that a new "District Rural Development (DRD) Cell" consisting of the officers and members of staff absorbed in the posts created under this order in the ZP s/MP be set up in the respective ZP s/MP s/MP to look after SGSY and other related PAP programmes. The DRD Cell shall be headed by the Project Director/Additional Project Director assisted by the Deputy Project Directors of all disciplines and shall function under the overall control & supervision of the Executive Officer/Additional Executive Officer. The Finance officer shall function under control and supervision of the Project Director & through him to the E.O./Additional Executive Officer. The unutilised fund as also the bank accounts of the DRD/MRDA as on 31.3.2000 will be under the control of the District Rural Development (DRD) Cell of the Zilla Parishad for the purpose for which each component of such fund was placed. The funds to be so transferred will continue to remain lodged in the same bank account to be administared in the same manner by (i) the Sabhadhipati (formerly Chairman of DRDA) of the Z.P. and Project Director (DRD Cell) (formerly Project Officer, DRDA (ii) the District Magistrate (formerly Vice-Chairman, DRDA) & Excutive Officer Zilla Parishad and the Project Director (DRD Cell) or (iii) Project Director (DRD Cell) as the case may be. All expenditure out of these funds should be made in accordance with the guidelines of the respective schemes already issued from this Department in these behalf. The funds admissible on account of Administrative Cost under DRDA Administration Scheme should be spent exclusively for the DRD Cell of the respective ZPa. No portion of the funds out of the Administrative Cost of the drda Administration Scheme should be spent for any other purpose of the Zilla Parishad except in terms of the order of the State Govt. in this Department. The accounts of DRD Cell should be maintained separately from the account of other fund of the Zilla Parishad in such a manner as to keep the accounts capable of being audited separately.

8. Although the procedure for management of finance and the accounting system relating to DRD Cell of the Zilla Parishad will for the present remain in conformity with mechanism as laid down in the foregoing paragraph 7, the State Govt. is of the view that in the wake of merger of DRDA with the Zilla Parishad, it is also appropriate to amalgamate the accounts of the fund of the DRD Cell with the general fund of the Zilla Parishad in terms of the rules and procedure in force alboit keeping the accounts of each individual scheme distinkly identifiable. The Govt. in this Department is ceased the matter and shall issue appropriate directions in due course.

9. The cost involved for creation of the new posts and filling up of them in the manner detailed hereinabove shall be met out of Administrative Cost under DRDA Administration Scheme to be shared between the Central Govt. and the Sate Govt. on 75:25 basis during the respective financial year. The emoluments and other service benefits of the concerned employees shall be guided by the relevant rules now in force in the Zilla Parishad without any prejudice to the existing pay and other service benefits admissible at present in the establishment of DRD As/MRDA with effect from 01.04.2000.

10. The Governor is further pleased to direct that with effect from 1st April 2000, the assets and liabilities of the existing DRD As/MRDA shall devolve upon the Zilla Parishad/Mahakuma Parishad and the latter institutions shall be decmed to be the successors-in-interest of the DRDAs. The DRD As shall prepare a statement showing the assets and liabilities of the Agency as on 31.3.2000 and will make it over to the concerned ZP s/MP.

11. The directly recruited employees of the erstwhile DRD As/MRDA/ Tamluk SA on their absorption under the Zilla Parishad/Mahakuma Parishad will be entitled to the benefits of WBS(ROPA) Rules 1998 with effect from the date of merger i.e. 1st April, 2000. A detailed G.O. regarding fixation of their pay in the reviesed scale of pay in terms of WBS(ROPA) 98 is being issued separately.

This order issues with the concurrence of the Finance Department vide U/O No. 100 dated 11.5.99 of the FA, Panchayats & R.D. Deptt. and with the approval of the Cabinet vide No. 979 dated 19.7.99.

Sd/-
(P. Ray)
Principal Secretary to the
Government of West Bengal

No. 1138/1 (80) /PN/O/III/2E-52/99 Dated: 22.0.2000

Copy forwarded for information necessary action to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta-700001
2. Accountant General (Audit)-I, West Bengal, 18, Rabindra Sarani, Calcutta-700001
3. Accountant General (Audit)-II, West Bengal, 4, Brabourne Road, Calcutta-700001
4. Examiner of Local Accounts, West Bengal, 4, Brabourne Road (4th floor), Calcutta-700 001
5. Director of Panchayats & Rural Development, West Bengal, Panchayat Bhawan, Calcutta.
6. Sabhadhipati, _____ Zilla Parishad/Mahakuma Parishad.
7. Director Magistrate, _____ District.
8. Executive Officer, _____ Zilla Parishad.
9. Additional Executive Officer, Siliguri Mahakuma Parishad, P.O. Siliguri, Dsit. Darjeeling.
10. Project Officer, _____ MRDA/Tamluk SA.
11. Treasury Officer, _____
12. Joint Secretary to the Govt. of India,

    Ministry of Rural Development, Krishi Bhavan, New Delhi.
13. Deputy Secretary to the Govt. of India Ministry of Rural Development, Department of Rural Development (IRD Division), Krishi Bhavan, New Delhi-110 001.
14. Secretary to the Chief Minister, West Bengal.
15. P.S. to MIC, Panchayat & Rural Development Deptt.
16. P.S. to MOS, Panchayat & Rural Development Deptt.
17. Finance (Audit) Deptt. of this Govt.
18. Finance (Budget) Deptt. of this Govt.
19. Financial Adviser, Panchayats & Rural Development Deptt.
20. Principal Secretary/Secretary, Home (P&AR) Deptt./Finance Deptt. /Co-operation Deptt./Agriculture Deptt./ Cottage & Samll Scale Industries Deptt.
21. Register of Firms, Societies & Non-Trading Corporation, West Bengal, Todi Mansion, 16, India Exchange Place Extn. Calcutta-700 073.
22. Registrar of Co-operative Societies, West Bengal, New Sectt. Buildings.
23. Director, C & SSI., West Bengal, New Sectt. Buildings.

24. Director of Agriculture, West Bengal, Writers Buildings.
25. Director, National Institute of Rural Development, Rajendranagar, Hyderabad.
26. Director, S.I.P.R.D. Kalyani.
27. Joint Secretary of this Deptt. at Raj Bhavan (Attn. Shri Dilip Ghosh).
28. Deputy Secretary of the Deptt. of Panchayats & R.D. Raj Bhavan (Attn. Shri A.K. Chandra).
29. Budget Cell of this Deptt. at Panchayat Bhavan & Raj Bhavan
30. DRDA Estt. Cell/SGSY Cell/JRY, Cell/EAS Cell/Estt. Cell of this Deptt. at Raj Bhavan.
31. OSD & Ex-Office Dy. Secy. of this Deptt. at Raj Bhavan (Attn. Shri Syamal Kanti Sarkar).

Sd/-

(Tapan Bandyopadhyay)

Deputy Secretary to the Govt.
of West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta- 1

No. 430/PN/O/III/2E-34/99 Dated 3.2.2000.

From : Shri Tapan Bandyopadhyay,
Dy. Secy. to the Govt. of West Bengal.

To : The Executive Officer,
Purulia Zilla Parishad, Purulia.

Sub : Authority to grant periodical increment and leave (other than casual leave) to the staff under Zilla Parishad.

Sir,

I am directed to refer to your No. 1010/PZP dated 30.8.1999 on the above subject and on careful consideration of the provisions under section 165(1), 168(1) and (2) of the West Bengal Panchayat Act. 1973 as subsequently amended read with rule 4(3) (b) of the West Bengal Panchayat (Powers, Functions and Duties of the Executive Officer and the Secretary of the Zilla Parishad) Rules, 1978, to state in clarification as follows :

1. Subject to directions of the Zilla Parishad in a meeting, Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti may determine various service condition, privileges and benefit of the employees of the Zilla Parishad without any prejudice to the rules and orders applicable for the purpose.

2. All decisions in this respect will be implemented through the Executive Officer/Additional Executive Officer and/or any other officer authorised in the behalf by the Executive Officer.

3. Since annual increment in the scale of pay is not subject to any condition, such increment cannot be with held except in pursuance of a departmental proceeding against the employee concerned.

4. Competent authority may on any particular occasion, withhold sanction of leave prayed for if service of the incumbent concerned is considered indispensable in the public interest for the period in question.

5. Admissibility of leave and the leave account of an employee is governed by the rules in this behalf and no direction of any authority can be applied for this purpose.

6. The Executive officer/Additional Executive officer and any other officer authorised in this behalf, are competent to grant annual increment in the scale of pay of an employee.

7. The Executive Officer/Aditional Executive Officer and any other officer authorised in this behalf, are competent to grant leave of any kind to the employees of the Zilla Parishad subject to any decision of the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti.

Yours faithfully,

Sd/- T. Bandyopadhyay
Dy. Secy. to the Govt. of
West Bengal.

No. 430/1(33)-PN/O/III/2E-34/99 dated 3.2.2000

Copy forwarded for information necessary action to the :-

1. Executive Officer, _____ Zilla/Mahakuma Parishad,
   P.O. _____ Dist. _____. (all except Purulia).
2. Additional Executive Officer, _____ P.O. _____
   Dist. _____.

Sd/- T. Bandyopadhyay

Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta- 1

No. 38/PN/N/III/2A-24/97 Dated 5.1.2000.

O R D E R

In sterms of Clause V(a) of rule 4 of the West Bengal Panchayat (Recritment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 read with this Deptt. No. 988/(17)/PN/N/III/2E 91/95 dated 21.3.1997 creating interalia the post of Confidential Assistant to the Sabhadhipati of Zilla Parishad / Mahakuma Parishad in each district and in partial modification of this Department no. 3335/PN/III/2A-24/97 dated 7.9.1998, the Governor is pleased hereby to specify by order that the consolidated pay of the said Confidential Assistant shall be fixed at Rs. 6500/- (Rupees Six thousand and five hundred) only per month w.e.f. 1st December, 1998.

This order issues with the concurrence of the Finance Deptt. vide F.A. Panchayat & C.D. Deptt. u/o no. 197 dated 02.12.99.

This Accountant General, West Bengal is being informed.

By order of the Governor,
S.N. Ghosh
Principal Secretary to the
Govt. of West Bengal.

No. 38/1(73)/PN/N/III/2A-24/97 Dated 5.1.2000.

Copy forwarded for information necessary action to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta-1
2. Accountant General (Audit)-I, West Bengal, 4, Brabourne Road, Calcutta-1
3. Accountant General (Audit)-II, West Bengal, 18, Rabindra Sarani, Calcutta-1
4. Sabhadhipati, _____ Zilla Parisad/Siliguri Mahakuma Parishad.
5. Executive Officer, _____ Zilla Parisad.
6. Addl. Executive Officer, _____ Zilla Parishad.
7. Finance (Budget) Deptt. of this Govt.
8. Financial Advisor, Panchayat & R.D.
9. Finance (Audit) Deptt. of this Govt.
10. Joint Secy., Deptt. of Panchayats & R.D., R.D. Wing, Raj Bhavan, Calcutta.
11. Director of Panchayats & R.D., West Bengal.
12. Director of Pension, Provident Fund & Group Insurance and Ex-Officio Jt. Secy., Finance Deptt., Puta Bhavan, Bidhan Nagar, Calcutta-700001.
13. Treasury Officer Officer, _____

Sd/- T. Bandyopadhyay
Dy. Secy. to the Govt. of
West Bengal.

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta- 1

No. 4638/PN/N/III/3L-42/97. (Pt-II) Dated 16.12.99.

MEMORANDUM

Sub : Encashment of accumulated Earned Leave in respect of employees of all the three tiers of Panchayats in this State.

The undersigned is directed to say that a proposal for encashment of accumilated Earned Leave in respect of employees of all the three tiers of Panchayats in this State has been under consideration of Government for some time past. After careful consideration of the recommendation of the Pay Commission on the maximum limit of accumulation of earned leave in respect of employees of all the three tiers of Panchayats, has been enhanced to 300 daya with effect from 1.7.1998 under this Deptt. Memo No. 2507/PN/O/III/3L-5/99 dated 9.7.99. In terms of rule 32(1) of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981 the employees under Gram Panchayat/are, however, entitled to earned leave, casual leave, half-pay leave, etc. at per with the State Govt. employees for similar categories as admissible to them under the WBSR Pt.-I.

2. The Governor is now pleased to allow the benefit of maximum accumulation, and encashment of 300 days unutilised earned leave to the employees of all the three tiers of Panchayats at the time of retirement/death while in service. Aa Panchayat employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

3. Employees of all the three tiers of Panchayat who retire on being permanently incapaciated for futher service are not entitled to the benefit of encashment of earned leave.

4. This order shall take effect from 1st January, 2000.

5. Necessary amendments in the West Bengal Zilla Parishad (Leave and Retirement of staff) Rules, 1973 and the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981 will be made in due courese.

6. This order issues with the concurrence of the Finance Deptt. vide their u/o No. 425 Group 'P' dated 8.12.99.

Sd/-
S.N. GHOSH
Principal Secretary to the
Govt. of West Bengal.

No. 4638/1(600)PN/N/III/3L-42/97. (Pt-II) Dated 5.1.2000.

Copy forwarded for information necessary action to the :-

1. Pr. Accountant General (A&E), West Bengal, Treasury Building, Calcutta.
2. Accountant General (Audit)-I, 4, Brabourne Road, Calcutta-1.

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta- 1

No. 4386/PN/N/III/2P-18/99. Dated 1.12.99.

Sub : Revision of Pensionary Benefits to the employees in 3-tier Panchayat bodies consequent of the revision of pay, 1998.

M E M O R A N D U M

The undersigned is directed to say that consequent on the revision of pay of regular employees under Panchayat Bodies in this State with effect from the 1st January, 1996 in terms of this Deptt. Memo. No. 4105/PN/N/III/2P-29/98 dated 12.11.98 the question of modification of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies has been under consideration of the Government in this Department. After careful consideration, the Governor is pleased to decide that the pensionary benefits in respect of the said employees who retire after 1st January, 1996 and whose pay has been fixed under the said order actually or in whose favour such revised pay has been allowed notionally shall be determined as follows :-

(i) Pension shall continue to be calculated at the rate of 50% of last drawn "emoluments" as defined in paragraph 6(e) of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies excepting Dearness Pay as shown in 6(e) (iv) of the said scheme with proportionate reduction for less than 33 years of qualifying service as at present.

(ii) The existing minimum amount of pension/family pension of Rs. 400/- (Rupees four hunderd) only per month as laid down in this Deptt. Memo No.3218/VIII/Panch/2P-2/89 dated 18.10.93 shall be raised to Rs. 1300/- (Rupees one thousand and three hundred) only per month.

(iii) The existing maximum amount of pension of Rs. 1859/- (Rupees one thousand eight hundred and fiftynine) only per month as laid down in Memo No. 1/VIII/Panch/2P-2/89 dated 1.1.1990 shall be raised to Rs. 11,200/- (Rupees eleven thousand and two hundred) only per month.

(iv) Family pension shall be calculated @ 30% of the pay drawn last actually or notionally in terms of this Dept. Memo No. 4105/PN dated 12.11.98 instead of being determined by pay ranges as shown in paragraph 3(i) of this Deptt. Memo No. 1/VIII/Panch dated 1.1.90. The maximum ceiling of Rs. 600/- (Rupees six hunderd) only per month as laid down in this Deptt. Memo No. 1/VIII/Panch dated 1.1.90 shall be raised to Rs. 6,720/- (Rupees six thousand seven hundred and twenty) only per month at normal rate. However, the existing privision for calculation of family pension at enhanced rate for a specific period as enumerated in paragraph 3(ii) of this Deptt. Memo No. 1/VIII/Panch dated 1.1.90 will continue to remain in force.

(iva) The maximum amount of death/retiring gratuity shall be raised to Rs. 2.5 lakhs (Rupees two lakhs fifty thousand) only. While calculating the amount of death/retiring gratuity dearness allowance drawn immediately before death retirement shall be taken into account in addition to existing emoluments as defined in paragraph 6(e) of the DCRB Scheme, 1985.

(v) The amount of pension that can be commuted as per para-graph under Chapter XI of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies, shall be raised to 40% of the amount of pension. Other conditions in the said paragraph will continue to remain in force.

(vi) The regular employees of Panchayat Bodies who retired during the period from 1.1.96 to 31.3.97 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally in terms of this Deptt. Memo No. 4105/PN dated 12.11.98. They shall not get any arrears representing the difference between revised pension and the existing pension for the period from 1.1.96 to 31.3.97 and shall continue to draw the existing amount of pension during that period. They shall get actual payment of revised pensionary benefits i.e. pension, death/ retiring gratuity and family pension arrived at on the basis of "emoluments" allowed notionally, as special case, with effect from 1.4.97. In such cases pensionary benefits shall be calculated on the basis of notional pay fixed in terms of this Deptt. Memo No. 4105/PN dated 12.11.98 and also on the basis of certificate of notional "emoluments" (in lieu of pay certificate) to be issued by the respective pension snctioning authority on the date of retirement/death based on initial notional pay, as a special case, and in relaxation of normal rules. The Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authoritty for payment of revised pensionary benefits with effect from 1.4.97 onwards on the basis of certificate of notional "emolument" as stated above without insiting on issuing of Pay Certificate. The pension sanctioning authority will prepare pension papers in those cases as usual on the basis of notional "emoluments" and submit the same to the Director of Pension, Provident Fund and Group Insurance, West Bengal for issue of authority for payment of pensionary benefits at revised rate as stated in this Order.

In the cases of employees of Panchayat bodies who are already in receipt of pension, the pension sanctioning authority in their-cases, will send previous pension papers along with Service Book, Certificate of notional "emoluments", revised Calculation Sheet showing the calculation of revised pensionary benefits and application, if submitted by the employee concerned, for further commutation of pension as mentioned in para (vii) below. The Director of Pension, Provident Fund and Group Insurance, West Bengal will authorise pension disbursing authority concerned for payment of Pensionary benefits at revised rate accordingly. The amount of gratuity, if any, which is already paid to such employees in accordance with the existing rules, shall be adjusted against the revised gratuity calculated on the basis of notional "emoluments" as stated in this Order.

In the cases of pensioners who are otherwise eligible to have their pay fixed notionally in terms of this Deptt. Memo No. 4105/PN dated 12.11.98 and who died on any date before or after being eligible to get actual payment of revised pension and gratuity determined on the basis of notional "emoluments" pension/family pension and gratuity in respect of them shall also be determined as stated above and Life Time Arrears of such benefits with effect from 1.4.1997 shall be paid to the nominee(s) / legal heir(s)/family members as usual after adjustment of the amount already paid on this account earlier.

(vii) The pensioners who have already commuted a portion of their pension not exceeding one-third of pension without medical examination are also entitled to commute, if they so desire, the difference between 40% of revised pension and the amount of pension already commuted without medical examination provided they did not mention specific amount in the application for commutation of pension submitted previously. They are requird to submit an application in plain paper for further commutation of pension as stated above to the respective pension sanctioning authority. The Director of Pension, Provident Fund and Group Insurance, West Bengal will issue authority for commuted value of pension as stated above on the basis of application of the pensioner received through the pension sanctioning authority. The commutation in such cases shall become absolute on the date from which the pension has been received. In other cases, where the pensioner mentions the specific amount in the application for commutation of pension submitted earlier, he/she shall apply a fresh in the prescribed form and in such cases commutation of pension shall become absolute from the date of application.

(viii) The relevant paragraphs of the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies shall be deemed to have been amended to the extent indicated in this Order. Formal amedments to the said scheme will be made in due course.

(ix) This Order issues with the concurrence of the Finance Deptt. Vide Pension Branch U/O No. F(Pen) dated 29.11.99.

Sd/- S.N. GHOSH
Principal Secretary to the Govt. of
West Bengal
Department of Panchayats
&
Rural Development.

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta- 1

No. 2507/PN/N/III/3L-5/99. Dated 9.7.99.

From : The Dy. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats & R.D. West Bengal.

Sub : Raising the existing limit of earned leave from 240 days to 300 days in respect of employees of Zilla Parishad and Panchayat Samitis.

The undersigned is directed to say that on the recommendation of the Fourth Pay Commission the maximum limit of accumulation of earned leave in respect of the State Govt. employees has been enhanced from the existing ceiling of 240 days to 300 days.

2. The question of extending similar benefit to all categories of employees of Zilla Parishad and Panchayat Samitis has been under active consideration of Govt. After careful consideration it has been decided that the benefit of maximum limit of accumulation of earned leave from 240 days to 300 days shall be extended to all categories of employees of Zilla Parishad and Panchayat Samitis.

3. The undersigned is, therefore, directed by order of the Governor to say that in partial modification of this Deptt. Order No. 16503-III/Pancha/3R-1/87 (Pt-I) dated 11.8.87, the Governor is pleased to relax under rule 2(2) of the West Bengal Zilla Parishad (Leave & Retire-ment of Staff) Rules, 1973, the requirement of proviso (i) to rule 11 ibid in respect of the employees of a Zilla Parishad/Panchayat Samiti and to allow a Zilla Parishad/Panchayat Samiti to permit an employee under it whether borne in the superior or in the subordinate service to avail of the benefit of accumulation of earned leave upto the limit of 300 days to his credit.

4. This order shall be deemed to have come into force from the 1st July, 1998.

5. The employees of Panchayat bodies who retired on supera-nnuation or otherwise during the period from the 1st July, 1998 to the date of issue of this order shall be entitled to get the benefit of this order.

6. Necessary amedments in the West Bengal Zilla Parishad (Leave & Retirement of staff) Rules, 1973, will be made in due courese.

Sd/- T. Bandyopadhyay

Dy. Secy. to the Govt. of
West Bengal.

No. 2507/1(400) -PN/N/III/3L-5/99. Dated 9.7.99.

Copy forwarded for information necessary action to the :-

1. District Magistrate & Executive Officer _____

2. Addl. Executive Officer, _____ Zilla/Mahakuma Parishad,
P.O. _____ Dist. _____

3. Block Development Officer & Executive Officer, Panchayat Samiti,
_____ P.O. _____ Dist. _____

4. Deptt. of Panchayats & R.D. (R.D. Wing), Raj Bhavan.

5. Director of Pension Provident Fund and Group Insurance, Purta Bhavan,
Bidhan Nagar, Calcutta-91.

Asstt. Secy. to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta- 1

No. 742/PN/N/III/2P-8/98 Dated 4.3.99

From : Principal Secretary to the Govt. of West Bengal.

To : The Principal Accountant General (A&E),
West Bengal, Treasury Building, Calcutta - 700001.

Sub : Interpretation of the character of "Pension Deposit Account of the Panchayat Bodies under the head 8448. Deposit of local funds -00-109- Panchayat Bodies Fund" operated by the SDOs.

Sir,

Certain points have been raised from different quarters seeking clarifications on this Deptt. Memo No. 9090/VIII/ Panch dated 27.5.87 for operationalisation of its provisions in terms of the Death cum Retirement Benefit Scheme 85 of the employees of P.R. Bodies. On examination, it now appears that certain modification and substitution by way of clarification is necessary to remove any ambiguity in the matter.

After careful consideration of the matter, the undersigned is directed by order of the Governor to issue the following modification and clarifications in this Deptt. Memo No. 9090/VIII/Panch dated 27.5.87

In the aforesaid memo,-

(i) in para 1, in the last sentence, delete the word "Sub-Treasury"

(ii) in sub-para (b) of para 3, for the words "a Personal Ledger Account", substituts the words "an account in the name of"

(iii) (a) omit sub-para (b) of Para 4, and
(b) renumber sub-para (a) of para 4 as para 4,

(iv) after para 4 so renumbered and before existing sub-pars (c) of para 4, insert sub-para (a) of pars 5 as follows :-
"5 (a) The Governor is also pleased to declare the said Deposit Account as Local Fund Account within the concept and meaning of SR 439 of West Bengal Treasury Rules, Vol-I"

(v) renumber existing sub-para (c) of Para 4 as sub-para (b) of para 5

(vi) renumber existing sub-para (d) of para 4 as sub-para (c) of para 5 and in the sub-para so renumbered, -

(a) omit the word "Sub-Treasury" occuring in three places, and
(b) omit the letters "P.L." occuring in the last sentence

(vii) renumber para 5 as para 6.

This clarificatory order issues with the concurrence of Finance Department vide their minutes dated 26.8.98 in this Deptt. File No. PN/O/III/2P-8/98.

Yours faithfully,
Principal Secretary to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R. D.
"Panchayat Bhavan" 11A, K. S. Roy Road, Cal - 1

No. 882/PN/N/III/4A-2/99 Dated 12.3.99

From : The Dy. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats & R.D. West Bengal.

Sub : Revision of scale of various Allowances admissible to the whole time employees under Panchayat bodies on the recommendation of the Fourth Pay Commission.

M E M O

The undersigned is directed to say that on the recommendation of the Fourth Pay Commission Finance Department issued Order in their No. 2063-F dated 3.3.99 revising the scale of Medical/Winter/Hill Compensatory Allowance with effect from 1.4.99 admissible to all wholetime Government and non-Government employees.

After careful consideration the Governor is pleased to accord approval in continuation of this Department Memo No. 4105-PN-N/III/2P-29/98 dated 12.11.98 to the payment of the following allowances at the revised reates to all wholetime employees of Panchayat bodies with effect from 1.4.1999 :

(1) Medical Allowance :

All wholetime employees under Panchayat bodies who are getting Medical Allowance of Rs. 30/- per month shall draw Medical Allowance at the rate of Rs. 100/- per month.

(2) Winter Allowance :

All whole-time employees under Panchayat bodies posted in the hill sub divisions of Darjeeling District Viz. Sadar, Kalimpong and Kurseong shall draw Winter Allowance at the uniform rate of Rs. 1500/- per annum.

(3) Hill Compensatory Allowance :

All whole time employees under Panchayat bodies posted in the hill sub-divisions of Darjeeling District Viz. Sadar, Kalimpont and Kurseong shall draw Hill Compensatory Allowance at the rate of 15% of the revised basic pay per month subject to the maximum of Rs. 1000/- per month.

Sd/- T. Bandyopadhyay
Dy. Secy. to the Govt. of
West Bengal

No. 882/1(600)/PN/N/III/4A-2/99 Dated 12.3.99

Copy forwarded for information necessary action to the :-

1. Pr. Accountant General (A&E) West Bengal, Treasury Buildings, Cal-1.
2. Accountant General (Audit-I) West Bengal, 4, Brabourne Road, Cal-1.
3. Accountant General (Audit-II) West Bengal, 18, Rabindra Sarani, Cal-1.
4. Examiner of Local Accounts, West Bengal, 4, Brabourne Road, Cal-1.
5. Finance (Budget) Department.
6. Financial Advisor, Panchayat & R.D. Deptt.
7. Panchayat & R.D. Deptt. (R.D. Wing), Raj Bhavan, Cal-1.
8. District Magistrate _____
9. Executive Officer _____ Zilla/Mahakuma Parishad.
10. Addl. Executive Officer _____ Zilla/Mahakuma Parishad.
11. Treasury Officer _____.
12. District Panchayat & Rural Development Officer _____.

    _____ number of spare copies are encloes for distribution among the Block Dev. Officers & Treasury Officers within the district.

13. Block Dev. Officer _____ P.O._____ Dist _____
14. Head Assistant (Budget Cell) of this Department

Subimal/12.3.99.

Asstt. Secy. to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R. D.
"Panchayat Bhavan", 11A, K. S. Roy Road, Cal - 1

No. 881/PN/N/III/4A-2/99 Dated 12.3.99

From : The Dy. Secy. to the Govt. of West Bengal.

To : The Director of Pension, Privident Fund &
Group Insurance and Ex-Officio Jt.Secy.,
Finance Department, Purta Bhavan,
Bidhan Nagar, Calcutta-700 091.

Sub : Sanction of Medical Allowance to the Pensioners of Panchaya bodies.

M E M O

The undersigned is directed to say that on the recommedndation of the Fourth Pay Commission Finance Department issued order in their No. 2063-F dated 3.3.99 sanctioning Medical Allowance at the rate of Rs. 100/- per month with effect from 1.4.1999 to the non-Government Pensioners.

The Governor is accordingly pleased to accord sanction Medical Allowance at the rate of Rs. 100/- (Rupees one hundred) only per month to all Pensioners of Panchayat bodies.

The charge is debitable to the Head of Account "2515-Other Rural Development Programmes (Panchayati Raj)- 00-101- Assistance to Panchayati Raj Institutions-NP-Non-Plan-Grants-in-aid/Contributions to Pension Deposit Accounts of Panchayat Bodies".

This order shall take effect from 1.4.1999

Sd/- T. Bandyopadhyay
Dy. Secy. to the Govt. of
West Bengal

No. 881(600)/PN/N/III/4A-2/99 Dated 12.3.99

Copy forwarded for information necessary action to the :-

1. Pr. Accountant General (A&E) West Bengal, Treasury Buildings, Cal-1.
2. Accountant General (Audit-I) West Bengal, 4, Brabourne Road, Cal-1.
3. Accountant General (Audit-II) West Bengal, 18, Rabindra Sarani, Cal-1.
4. Examiner of Local Accounts, West Bengal, 4, Brabourne Road, Cal-1.
5. Finance (Budget) Deptt. of this State Govt.
6. Financial Advisor, Panchayat & R.D. Deptt.
7. Panchayat & R.D. Deptt. (R.D. Wing), Raj Bhavan, Cal-1.
8. District of Panchayat & R.D., West Bengal.
9. District Magistrate, _____
10. Executive Officer _____ Zilla/Mahakuma Parishad.
11. Addl. Executive Officer _____
12. Treasury Officers within the district.
13. Sub-Divisional Officer _____ P.O._____ Dist _____
14. District Panchayat & Rural Development Officer _____

    _____ number of spare copies are enclosed for distribution

    among the Block Dev. Officers, Sub-Divisional Officers and Treasury Officer within the district.
15. Block Development (Budget Cell) of this Department.
16. Head Assistant (Budget Cell) of this Department.

Subimal/12.3.99.

Asstt. Secy. to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Cal - 1

No. 242/PN/N/III/2P-33/98 Dated 27.1.1999

M E M O R A N D U M

The benefit of Carrer Advancement Scheme was allowad to the employees of Panchayat bodies with effect from 4.9.1997 in terms of order issued under this Deptt. No. 4339/PN/O/I/3S-27/96 (Part-I) dated 4.9.97. It has now been brought to the notice of Government that consequent upon of the said Career Advancement Scheme there has been disparity of pay of the senior and junior employee of the same cadre under Panchayat bodies. The senior employees of Panchayat bodies are, therefore praying for protection of their pay. Various factors are responsible for causing a senior employees to draw less pay than that of his junior and in all cases such pay disparity is not necessarily reguired to be removed only on the ground of seniority. It is therefore, necessary to look into the factors responsible for the senior employee draw less pay than his junior, though both of them belong to the same cadre.

In the circumstances the undersigned is directed to say that each individual case of disparity of pay of the senior Panchayat employees caused due to introduction of the Career Advancement Scheme be examined carefully on merit with reference to the service particulars of both the senior and junior employee of the same cadre under Panchayat bodies.

The undersigned is accordingly directed to request that after examining such cases of disparity of pay of the senior and junior employees of the Panchayat bodies belonging to the same cadre, in the above light, a proposal for protection of pay of senior employees may be forwarded to the Govt. for consideration with the specific views of the concerned authority on the proposal along with the following papers :-

(i) Service Book(s) of both the senior and junior employees of Panchayat bodies belonging to the same cadre and

(ii) Satement showing the particulars in detail in respect service rendered and pay drawn both by the senior and junior employees right from the date of their appointment/ joning.

Sd/-

T. Bandyopadhyay
Deputy Secretary to the
Government of West Bengal

No. 242/1(1000)/PN/N/III/2P-33/98 Dated 27.1.1999

Copy forwarded for information necessary action to the :-

1. Director of Panchayats & R.D. West Bengal.

2. District Magistrate, _____

3. Executive Officer _____ Zilla/Mahakuma Parishad.

4. Addl. Executive Officer _____ Zilla/Mahakuma Parishad.

5. Sub-Divisional Officer _____
P.O. _____ Dist._____

6. District Panchayat & Development Officer _____
number of spare copies are sent herewith for distribu-tion among Block Development Officers and Executive of Panchayat Samitis with the district.

7. Block Development Officer _____ P.O. _____

Dist. _____.

8. Executive Officer _____ Panchayat Samit

P.O. _____, Dist. _____

Asstt. Secy. to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta - 1

No. 4105/PN/N/III/2P-29/98 Dated 12.11.98

Sub : Revision of Pay and Allowance of the employees of Panchayat bodies following West Bengal Services (Revision of Pay and Allowance) Rules 1998 and attendant Orders

M E M O R A N D U M

The Govt. of West Bengal in terms of Finance Department Resolution No. 11831-F dated 27.11.95 Constituted Fourth Pay Commission with terms of reference which included inter alia examination of the existing structure of pay and allownaces of the employees of Gram Panchayat, Panchayat Samiti and Zilla Parishad in this State including Chowkidars and Dafadars under the Gram Panchayats and recommendation for changes which would be desireable and feasible, with due regard, inter alia, to the financial resources of the State Government.

The Commission has submitted its report to Govt.

After careful consideration of the recommendation of the Pay Commission, the Governor is pleased to decide that the revised scales of pay and allowances of the Panchayat employees shall be admissible in the manner as set out following paragraphs :

1. Date of effect -

The revised scales of pay and allowances for the Panchayat employees shall be deemed to have come into force on the 1st day of January, 1996.

2. Application -

This shall apply to Panchayat employees.

3. Definitions -

(a) 'Panchayat employees' means all whole time and regular employees under Gram Panchayats, Panchayat Samitis and Zilla Parishad/Siliguri Mahakuma Parishad in the State of West Bengal excepting Chowkidars and Dafadars under Gram Panchayats.

(b) existing emoluments means the aggregate of -

(i) the basic pay in the existing scale including stagnation increments if any

(ii) Special pay, if any

(iii) Dearness Allowance appropriate to basic pay including stagnation increments if any admissible at the All India Consumer Price Index (AICPI) average 1510 (1960 = 100)

(iv) the amount of the first instalment of the interim relief of Rs. 100 per month and

(v) the amount equivalent to the second instalment of the interim relief at the rate of 10% of basic pay including stagnation increments, if any, subject to a minimum of Rs. 100 per month.

(c) 'existing scale' means -

(i) in relation of any post specified in Column (2) of Part D of Schedule - I, the scale of pay specified against that post in column (3) thereof and

(ii) in relation to a Panchayat employee, the existing scale applicable to the post held by him or, as the case may be, the scale applicable to him on account of his advancement to a higher scale by an order of the Panchayat concerned under specific or general orders of the Government as on the 1st January, 1996 whether in a substantive or officiating or temporary capacity.

(d) 'revised scale applicable to a Panchayat employee' means -

(i) the revised scale of pay of the post held by him if he is drawing pay in the existing scale of pay of the post, or

(ii) the revised scale corresponding to the existing scale applicable to him, if otherwise.

(e) 'revised scale corresponding to the existing scale' means the scale of pay showing against the existing scale in Part C of schedule - 1.

(f) 'revised scale or pay' in relation to any post specified in Column (2) of Part - D of Schedule - I means the scal of pay specified against that post in Column (4) there

(g) 'Schedule' means a schedule appended to this memorandum.

4. Scale of pay of post -

(i) the scale of pay of every post as specified in column (2) Part-D of Scedule-I shall be as specified in Column (4) thereof

(ii) No Special pay shall be drawn in addition to pay in the revised scale.

5. Drawal of pay in the revised scale -

(a) Except Chowkidars and Dafadars under Gram Panchayats, every Panchayat employee shall draw pay in the revised scale applicable to the post to which he is appointed

(b) A Panchayat employee may elect to draw pay in the revised scale from any date between the

1st January, 1996 and the 1st January, 1997 both days inclusive, and continue to draw pay in the existing scale prior to that date.

Note - (i) The aforesaid option shall not be admissible to a Panchayat employee who has been appointed to a post on or after the 1st January, 1996 for the first time in service.

(ii) The aforesaid option shall be applicable only in respect of the existing scale of the Panchayat employee as on 1st January, 1996. If the Panchayat employee has got advancement to a higher scale of pay

with effect from any date prior to the 1st January, 1997, be shall exercise option to come over to the revised scale corresponding to his existing scale (as on the 1st January, 1996) from a date not later than the date with effect from which he got advancement to the higher scale. His pay in the revised higher scale shall be fixed under normal rules.

(iii) A ready reckoner for fixation of pay in the revised scales annexed herewith (Annexure-I) .

6. Exercise of Option -

(i) option as provided in paragraph 5 above shall be exercised in writing in the form set out in Part of Schedule-II so as to reach the respec-tive Head of Offices Viz. ( ) in the cases of employees of Zilla/ Mahakuma Parishads, to the Executive Officer/Adl. Executive Officer of the respective Zilla/ Mahakuma Parishad, (B) in the cases of employees of Panchayat Samitis, to the Executive Officer of the respective Panchayat Samiti and (C) in the cases of employees of Gram Panchayats, to the Block Development Officer of the respective Block, within one hundred and the eighty days from the date of issue of this memorandum.

(ii) It is provided that –

(a) A Panchayat employee, who on the date of issue of this memorandum is on leave, shall exercise the said option in writing so as to reach the respective Head of Offices within one hundred and eighty days from the date of his return from such leave

(b) A Panchayat employee, who is under suspen-sion on the date of issue of this memorandum, shall exercise the said option so as to reach the respective Heads of Offices within one hundred and eighty days from the date of his return to duty/reinstalment.

(iii) The option once exercised shall be final.

(iv) If a Panchayat employee, who was in service on the 31st Devember, 1995, does not exercise option within the period as mentioned in paragraph 5 above, he shall be deemed to have exercised option for the revised scale from the 1st January, 1996.

Note –

A Panchayat employee, who died on or after the 1st January 1996 and could not exercise option with the prescribed time shall be deemed to have exercised option for the revised scale from the 1st January, 1996, or from such subsequent date as is considered most beneficial to him.

7. Fixation of initial pay in the revised scales of pay -

The initial pay of a Panchayat employee who elects to draw pay in the revised scale of pay from the date between the 1st January, 1996 and the 1st January, 1997 or who is deemed to have elected under paragraph 6 (IV) above to be governed by the revised scale of pay on and from the 1st January, 1996, shall be fixed in the manner as laid down in rule 7 of the West Bengal services (Revision of Pay and Allowances) Rules, 1998.

Relevant extract of rule 7 of the West Bengal Services (Revision of Pay and Allowance) Rules, 1998 as annexed herewith (Annexure-II). Some illustrations showing fixation of pay in the revised scales are appended herewith (Annexure-III).

8. Date of increment in the revised scale -

The next increment in the revised scale of pay of a Panchayat employee, whose pay has been fixed in the revised scale shall be granted after completion of twelve months of qualifying service from the date of fixation of initial pay in the revised scale of pay.

9. Stagnation increment -

A Panchayat employee, whose pay has been fixed in the revised scale of pay and who reaches the maximum of the scale, shall draw annual increment for stagnation beyond the maximum of the scale at the same rate at which it was last drawn, subject to a maximum of six such increments.

10. (A) Payment of arrears –

(i) No arrears of pay to which a Panchayat employee may be entitled in respect of the period from the 1st January, 1996 to the 31st March, 1997, shall be paid to the Panchayat employee. The arrears of pay to which the Panchayat employee may be entitled to in respect of the period from the 1st April, 1997 to the 31st October, 1998, shall be paid to the Panchayat employee by crediting the same to his Provident Fund Account. Revised pay with ellect from the November, 1998, shall be paid in each.

(ii) A Panchayat employee, who retired on any date between the 1st January, 1995 and the 31st March, 1997, shall not be entitled to any ariears of pension for the period upto the 31st March, 1997.

(iii) A Panchayat employee, who retired after the 31st March, 1997 but before the date of issue of this memorandum, sall receive his ariears of pay for the period from the 1st April, 1997 to the date of his retirement, in cash.

Explanation -

(a) 'arrears of pay' in relation to a Panchayat employee for a particular period means the difference between the aggregate of pay and allowances to which he is entitled on account of the revision of pay and allowances for the period in question and the aggregate of pay and allowances to which he whould have been entitled for that period had his pay and allowances not been so revised

(b) 'arrears of pension' in relation to a retired Panchayat employee for a particular period means the difference between the aggregate of pension (including relief on pension) to which he the period in question and the aggregate of pension (including relief on pension) to which he would have been entitled for that period had his pension not been revised.

(B) The arrears of pay credited to the Provident Fund Account of a Panchayat employee can not be reckoned for the purpose of calculating admissible advances or final withdrawal till the 31st October, 2001 :

Provided that this restrication shall not be applicable in the case of final withdrawal from Provident Fund Account of a Panchayat employee who will retire on any data between the date of issue of this memorandum and the 31st October, 2001.

11. Dearness Allowances -

Consequent upon revision of pay of Panchayat employees, the dearness allowance to which a Panchayat employee is entitled from time to since the 1st January, 1996 needs to be related to pay in the revised scales of pay. Accordingly, It has since been decided that the Dearness Allowance payable to Panchayat employee with effect from the 1st April, 1997, shall be at the following rates :-

Period for which payable	Rate of dearness allowance pre month
1.4.1997 to 81.7.1997	Nil
1.8.1997 to 00.11.1997	4% of pay.
1.12.1097 to 31.3.1997	8% of pay.
1.4.1997 to 31.10.1998	13% of pay.
1.11.1997 onwards	22% of pay.

A ready reckoner sowing the amount of earness allowance admissible at various stages stages of pay in the revised scales is annexed herewith (Annexure -IV).

12. House Rent Allowance -

With effect from the 1st January, 1996, the house rent allowance admissible to a Panchayat employee shall be 15% of his basic pay in the revised scale, subject to a maximum of Rs. 2000/- per month. The ceiling of house rent allownaces drawn by husband and wife together shall also be revised to Rs. 2000/ - per month.

13. Medical and other allowances -

Medical and other allowances, not specifically covered in this memorandum, shall continue to be drawn with pay in the revised scales, the amounts of such allowances remaining unchanged.

This order issues with the concurrence of the Finance Depart-ment of this Government vide their Un-Official No. 1983 Group-P (Pay) dated 12.11.98.

S. N. Ghosh,
Principal Secretary to the Govt. of
West Bengal

N.B. : For Annexture I (Ready Reckoner for Fixation of Pay in the Revised Scales) original Order may be consulted. For Annexure IV (Ready Reckoner showing the amounts of Dearness Allowance at Various states of Pay in the Revised Scales) original order may be consulted.

Part A

Details of the custing of mentioned in column (of Part) of the

Sl No	Existing Pay Scales (Rs)	Span (Years
1.	800-15-920-18-1118	27
2.	830-15-890-18-980-21-1232-25-1357	27
3.	875-18-929-21-1160-25-1460	27
4.	920-21-1067-25-1242-30-1512-35-1617	27
5.	980-25-1230-30-1500-35-1675-40-1755	27
6.	1040-25-1215-30-1485-35-1590-40-1670 00 1920	27
7.	1140-30-1440-35-1580-40-1660-50-2160	27
8.	1200-35-1550-40-1630-50-2180-60-2360	27
9.	1260-35-1540-45-1630-55-2070-65-2460 75 2610	27
10.	1390-45-1615-55-2055-65-2445-75--2900	27
11.	1420-45-1555-55-1720-65-2305-75 1100	27
12.	1500-55-1665-65-2250-80-3210-100-3410	27
13.	1560-65-2210-80-3170-100-3570	27
14.	1640-65-2095-80-3135-100-3635	26
15.	1780-65-2010-80-3080-100-3780	25
16.	2200-80-3000-100-4000	21
17.	3000-100-3500-125-4750	16
18.	3700-125-4950-150-5700	16
19.	4500-150-6000	11
20.	5100-150-6300	9
21.	5900-200-6700	5
22.	3000-100-3200-125-4950-150-5700	22
23.	4500-150-5700-200-7300	17
24.	5900-200-7300	8
25.	4000-125-4500-150-6000	15

Part B

Details of the revised scales of pay mentioned in column (4) of Part D of this

Sl No	Revised Pay Scales (Rs)	Span (Years
1.	2600-55-2985-60-3525-65-4175	27
2.	2700-60-3120-65-3770-70-4400	27
3.	2850-65-3305-70-4005-75-4680	27
4.	3000-75-3450-80-4330-90-5230	28
5.	3150-80-3390-90-4380-100-3680	28
6.	3350-90-3800-100-4700-125-6325	28
7.	3600-100-4200-125-5700-150-7050	28
8.	3800-100-4100-125-4725-150-6375-175-7775	28
9.	4000-125-4250-150-5300-175-7050-200-8850	29
10.	4500-150-5250-175-7000-200-8800-225-9700	29
11.	4630-150-5100-175-6325-200-7925-225-10175	29
12.	4800-175-5850-200-6630-225-8675-250-10923	29
13.	5000-175-5700-200-6500-225-8525-230-11275	29
14.	5500-200-6300-225-8325-230-11325	26
15.	6000-225-7800-250-9800-275-12000	25
16.	8000-275-13500	21
17.	10000-325-15525	18
18.	12000-375-18000	17
19.	14300-400-18300	11
20.	14300-400-18300	9
21.	18400-500-22400	9
22.	10000-300-15100-350-16500-375-18000	26
23.	14300-450-22400	19
24.	12500-375-18500	17

Part C

—————— scales of pay mentioned in column (I) of Parts

Sl No	Revised Pay Scales (Rs)	Span (Years
	(1)	(2)
1.	8181-15-920-18-1118-21-1265	2600-55-2985-60-3325-65-4175
2.	830-15-800-18-980-21-1232-1357	2700-60-3120-65-3770-4400
3.	875-18-9295-21-1160-25-1460	2850-63-0000-70-4005-754680
4.	920-21-1067-23-1242-30-1512-33-1637	3000-75-3450-80-4330-90-5230
5.	980-25-1230-30-1500-33-1675-401755	3150-80-3390-90-4380-100-3680
6.	1808-25-1233-0000-0000-1590-40-0000	3350-90-1800-100-4700-125-6325
7.	3600-100-4200-125-1660-56-2100	3600-100-4200-125-5700-7050
8.	1200-35-1350-40-1630-50-2180-60-2360	3800-100-4100-125-4725-150-6375-175-7775
9.	1260-35-1540-45-1630-55-2070-65-2460-0000	4000-125-4250-150-3300-175-7050-200-8850
10.	1390-15-1613-55-2055-65-2445-75-2070	4500-150-5250-175-7000-200-8800-225-9700
11.	1420-45-1555-55-1720-65-2305-75-3130	4630-150-5100-175-6325-200-7925-225-10175
12.	1300-33-1665-65-2250-80-3210-100-3410	4800-175-5850-200-6650-225-8675-250-10925
13.	1360-65-2210-80-3170-100-3570	5000-175-5700-200-6500-225-8525-250-11275
14.	1610-65-2095-80-3135-100-3635	5500-200-6300-225-8325-250-11325
15.	1780-65-2040-80-0080-100-3780	6000-225-7800-250-9800-250-9800-275-12000
16.	2200-80-3000-100-4000	8000-275-13500
17.	3000-100-3500-125-4730	10000-325-15525
18.	3700-125-4930-150-5700	12000-375-18000
19.	4500-150-6000	12000-375-18000
20.	5100-150-6300	16400-450-20000
21.	3000-200-6700	18400-500-22400
22.	0000-000-3200-125-4950-150-5700	10000-300-15100-350-16500-075-18000
23.	4500-150-5700-200-7300	14300-450-22400
24.	0000-200-0000	18400-500-22400
25.	4000-125-45000-150-6000	12500-375-18500

Part D
Revised scales of pay for posts/services

Sl No	Post/Services	Existing Pay Scales	Revised Pay Scale (Rs)
(1)	(2)	(3)	(4)
1.	All posts/services carrying existing scales shown in column (3)	800-15-920-18-1118-21-1265	2600-55-2985-60-3525-65-4175
2.	Ditto	830-15-890-18-980-21-1232-25-1357	2700-60-3120-65-3770-70-4400
3.	Ditto	875-18-929-21-1160-25-1460	2850-65-3305-70-4005-75-4680
4.	Ditto	920-21-1067-25-1242-30-1512-35-1617	3000-75-3450-80-4330-90-5230
5.	Ditto	980-25-1230-30-1500-35-1675-40-1755	3150-80-3390-90-4380-100-5680
6.	Ditto	1040-25-1215-30-1485-35-1590-40-1670-50-1920	3350-90-3800-100-4700-125-6325
6(a)	Ditto	1040-25-1215-30-1485-35-1590-40-1670-50-1920 with higher initial start at 1090	3350-90-3800-100-4700-125-6325 with no higher initial
6(b)	Ditto	1040-25-1215-30-1485-35-1590-40-1670-50-1920 with higher initial start at 1115	3350-90-3800-100-4700-125-6325 with higher initial start at 3440
7.	Ditto	1140-30-1440-35-1580-40-1660-50-2160	3600-100-4200-125-5700-150-7050
8.	Ditto	1200-35-1550-40-1630-50-2180-60-2360	3800-100-4100-125-4725-150-6375-175-7775
8(a)	Ditto	1200-35-1550-40-1630-50-2180-60-2360 with higher initial start at 1305	3800-100-4100-125-4725-150-6375-175-7775 with no higher initial
9.	Ditto	1260-35-1540-45-1630-55-2070-65-2460-75-2610	4000-125-4250-150-5300-175-7050-200-8850
10.	Ditto	1390-45-1615-55-2055-65-2445-75-2970	4500-150-5250-175-7000-200-8800-225-9700
10(a)	Ditto	1390-45-1615-55-2055-65-2445-75-2970 with higher initial start at 1435	4500-150-5250-175-7000-200-8800-225-9700 with no higher initial
10(b)	Ditto	1390-45-1615-55-2055-65-2445-75-2970 with higher initial start at 1480	4500-150-5250-175-7000-200-8800-225-9700 with no higher initial
10(c)	Ditto	1390-45-1615-55-2055-65-2445-75-2970 with higher initial start at 1525	4500-150-5250-175-7000-200-8800-225-9700 with higher initial start at 4650
10(d)	Ditto	1390-45-1615-55-2055-65-2445-75-2970 with higher initial start at 1945	4500-150-5250-175-7000-200-8800-225-9700 with no higher initial
10(e)	Ditto	1390-45-1615-55-2055-65-2445-75-2970 with higher initial start at 2055	4500-150-5250-175-7000-200-8800-225-9700 with higher initial start at 6300
11.	Ditto	1420-45-1555-55-1720-65-2305-75-3130	4650-150-5100-175-6325-200-7925-225-10175
11(a)	Ditto	1420-45-1555-55-1720-65-2305-75-3130 with higher initial start at 1465	4650-150-5100-175-6325-200-7925-225-10175 with no higher initial
11(b)	Ditto	1420-45-1555-55-1720-65-2305-75-3130 with higher initial start at 1555	4650-150-5100-175-6325-200-7925-225-10175 with higher initial start at 4800
12.	Ditto	1500-55-1665-65-2250-80-3210-100-3410	4800-175-5850-200-6650-225-8675-250-10925
12(a)	Ditto	1500-55-1665-65-2250-80-3210-100-3410 with higher initial start at 1795	4800-175-5850-200-6650-225-8675-250-10925 with higher initial start at 5500

(1)	(2)	(3)	(4)
12(b)	All posts/services carrying existing scales shown in column (3)	1500-55-1665-65-2250 -80-3210-100-3410 with higher initial start at 1860	4800-175-5850-200-6650-225-8675-250-10925 with higher initial start at 5675
12(c)	Ditto	1500-55-1665-65-2250 -80-3210-100-3410 with higher initial start at 1990	4800-175-5850-200-6650-225-8675-250-10925 with no higher initial.
12(d)	Ditto	1500-55-1665-65-2250 -80-3210-100-3410 with higher initial start at 2120	4800-175-5850-200-6650-225-8675-250-10925 with higher initial start at 6450
13	Ditto	1560-65-2210-80-3170-100-3570	5000-175-5700-200-6500-225-8525-250-11275
13(a)	Ditto	1560-65-2210-80-3170-100-3570 with higher initial start at 1820	5000-175-5700-200-6500-225-8525-250-11275 with higher initial start at 5525
13(b)	Ditto	1560-65-2210-80-3170-100-3570 with higher initial start at 1950	5000-175-5700-200-6500-225-8525-250-11275 with higher initial start at 5900
13(c)	Ditto	1560-65-2210-80-3170-100-3570 with higher initial start at 2015	5000-175-5700-200-6500-225-8525-250-11275 with higher initial start at 6100
14	Ditto	1640-65-2095-80-3135-100-3635	5500-200-6300-225-8325-250-11325
14(a)	Ditto	1640-65-2095-80-3135-100-3635 with higher initial start at 1900	5500-200-6300-225-8325-250-11325 with higher initial start at 5700
14(b)	Ditto	1640-65-2095-80-3135-100-3635 with higher initial start at 2030	5500-200-6300-225-8325-250-11325 with higher initial start at 6100
14(c)	Ditto	1640-65-2095-80-3135-100-3635 with higher initial start at 2095	5500-200-6300-225-8325-250-11325 with higher initial start at 6300
15	Ditto	1780-65-2040-80-3080-100-3780	6000-225-7800-250-9800-275-12000
15(a)	Ditto	1780-65-2040-80-3080-100-3780 with higher initial start at 1975	6000-225-7800-250-9800-275-12000 with no higher initial.
15(b)	Ditto	1780-65-2040-80-3080-100-3780 with higher initial start at 2040	6000-225-7800-250-9800-275-12000 with higher initial start at 6225
16.	Ditto	2200-80-3000-100-4000	8000-275-13500
16(a).	Ditto	2200-80-3000-100-4000 with higher initial start al 2440	8000-275-13500 with no higher initial.
17.	Ditto	3000-100-3500-125-4750	10000-325- 15525
18.	Ditto	3700-125-4950-150-5700	12000-375-18000
19.	Ditto	4500-150-6000	14300-400-18300
20.	Ditto	5100-150-6300	16400-450-20000
21.	Ditto	5900-200-6700	18400-500-22400
22.	Ditto	3000-100-3200- 125-4950-150-5700	10000-300-15100-350-16500-375-18000
23.	Ditto	4500-150-5700-200-7300	14300-450-22400
24.	Ditto	5900-200-7300	18400-500-22400
25.	Ditto	4500- 125-4500-150-6000	12500-375-18500

SCHEDULL - 11
Part - A

Form of option

(i) I.....

hereby elect for the revised scale of pay of Rs.....of my subsiantive/officiating /temporary post with efient from 1st January 1996.

(ii) I.....

hereby elect to continue in the existing scale of pay of Rs..... of my substantive/ officiating/temporary post mentioned below till .... and to come over to the revised scale of pay of Rs.....with effect from .....

Deciaration - I hereby —— to refund to the Government any amount which may be drawa by me in exceas of what is admissible to me on account of erroneous fixation of my pay in the revised scale of pay as seen as the fact of such excess drawal comes to my notice of is brought to my notice

Station :

Date :

Signature :

Name :

Designation :

(Substantive/Officeating/Temporary)

Office/Department

Signature :

Head of Office/Department

Note : (1) Separate option should be exercised in respect of the scale, if pay has to be fixed in more than one scale

(2) The option once exercised is final. The employees should opt to come under the reviced scale on any day between 1st January, 1996 and 1st Janurary, 1997 after reading carefully the provisions of the WBS(ROPA) Rules, 1998. No change of option shall be allowed under any circumstances.

Part - B

Form of Fixation of Initial pay in the Revised Scale under

1. Name of the Department and Office .....
2. Name and Designation of Government Employes .....
3. Date from which he/she elects to come under the revised Scals of Pay -
   (a) in substentive post .....
   (b) in Officiating/ temporary post .....
4. Existing Scale of Pay -
   (a) in substantive post .....
   (b) in officiating/ temporary post .....
5. Revised Scale of Pay -
   (a) in substentive post .....
   (b) in officiating/ tempoary post .....
6. Special Pay, if any, in the existing Scale of pay -
   (a) in subsiantive post .....
   (b) in officiating/temporary post .....

	Substantive post	Officiating/ Temporary post	Remarks
7. Exieting Emoluments as defined under rule.....			
(i) Besic Pay in the exieting scale including stagnation increment, if any			
(ii) Dearness allowance epprpriete to the Basic Pay admiesible at index average 1510 (1960-100)			
(iii) Spcial Pay			
(iv) Interim Relier			
(v) 40% of Basic Pay in the existing scale, including stegnetion increments, if any			
Total :			

	Substantive	Officiating/ Temporary post	Remarks
8. Pay fixed in the revised state of Pay (Vide rule .....)			
(i) Basic Pay			
(ii) Personal Pay			
Total :			

9. Date of effect .....

10. Date of next incremcnt .....

.....
Signature of the Head of the Office/
partment.

.....
Designation

ANNE XURE - II

7. Fixation of initial pay in the revised scales of pay– 1) The initial pay of a Government employee who elects to draw pay in the revised scale of pay from any date between the 1st Jannuary 1996 and the 1st Jannuary 1997 or who is deemed to have elected under sub-rule (3) of rule 6 to be governned by the revised scale of pay on and from the 1st Jannuary 1996 shall unless in any case the Governor by special order directs otherwise, be fixed separately in respect of his substantive pay in the permanent post on which be holds a lien, or would have held a lien had his lien not been suspended, and in respect of his pay in the officiating post held by him in the following manner, namely :–

(i) an amount representing 40 per cent of the basic pay in the existing scale including stagnation incre-ments, if any, shall be added to the existing emoluments of the employee:

(ii) after the existing emoluments have been so increased, the pay shall be fixed in the revised scale at the stage next above the amount thus computed:

Provided that–

(a) if the minimum of the revised scale is higher than the amount so arrived at the pay shall be fixed at the minimum of the revised scale

(b) if the amount so arrived at is higher than the maximum of the revised pay scale the pay shall be fixed at the maximum of the revised scale, the balance remaining as personal pay to be adjusted against stagnation increment as and when it becomes due:

Provided further that subject to the other provisions contained elsewhere in these rules the personal pay so determined and remaining after absoption of a portion of it in stagnation increments, shall be treated as an element of basic pay for the purpose of fixation of pay on promotion/appointment of the Government employee to bigher post or advancement to higher scale.

Explanation–For thepurpose of this clause the term existing emoluments shall mean the existing emoluments as defined in clause (b) sub-rule (1) of rule 3

Note–In the case of medical officers and veterinarians who are in receipt of the non-practising allowance (NPA in addition to pay in the existing scale and in whose case the NI'A has been relained with the revised scale at the rate as specified in Part E of Schedule 1, the pay of the Government employees in the revised scale shall be fixed in accordance with the provisions of sub-rule (1) of this rule and in such case the NI'A at the new rate shall be drawn in addition to pay so fixed in the revised scale.

(2) (a) For the purpose of fixation of pay under sub-rule every Government employee who held before the 1st January 1996 a post substantively and other post or posts on officating basis, shall exercise option in the appropriate form set out in Part A of Sehedule II for fixation of initial pay separately in the revised scale of pay of the substantive post and also in the revised scale of pay of the officiating post. If the number of

officating posts hele by the employee is more than one, he shall excreise option for lixation of initial pay in the revised scale in respect of the last officiating post

(b) If upon the fixation of pay under sub-rule (1) the initial pay of a Government employee fixed in the revised scale of pay of the substantive post becomes either equal to or higher than the pay fixed in the revised scale of the officating post his initial pay in the revised sacle of the officiating post shall be refixed at the stage next above the pay fixed in the revised scale of the substantive post

Note 1–The pay of a Government employee who has been appointed to a higher post in a higher scale of pay or has got advancement to a higher scale, on the 1st January 1996, shall be fixed under these rules with feference to the lower post/scale of pay and then his pay shall be fixed in the revised scale of pay of the higher post or revissed scale of pay corresponding to the existing higher scale of pay, as the case may be, under normal rules.

Note 2–Notwithstanding anything contained where in these rules, the fixation of pay in revised scale of pay of a Government employee, who has been appointed to a higher post on a date prior to the 1st January, 1996 and who has exercised option in terms of sub-clause (b) below sub-rule (3) of rule 42A of the West Bengal Service Rules Part 1, for fixation of pay in the higher post on the date of accrual of the next increncut in the scale of pay of the lower post and in whose case such increment accrues on a date after 1st January, 1996 shall be made in the following manner:–

(i) on the 1st January 1996 the pay of such Government empoyee shall be fixed in the revised scale of pay of the higher post under these rules with reference to pay as on the 1st Jannuary in the existing scale of pay of the said higher post and he shall draw the pay so fixed in the revised scale of pay of the higher post with effect from the 1st January 1996

(ii) on the date of accrual of the next increment in the existing scale of pay of the lower post, his pay in the revised scale of pay of the lower post shall be notionally fixed under these rules and on the basis of the pay so fixed in the revised scale of pay of the lower post his pay shall be refixed in the revised scale of the higher post on the same date under normal rules appicable to such cases and

(iii) the next increment in the higher post shall fall due after completion of twelve months of qualifying service from the date of refixation of pay under Sub-clause (ii)

Note 3–Notwithstanding anything contained elsewhere in these rules, the fixation of pay in the revised scale of pay of a Government employee, who has got advancement to a higher scale of pay on a date prior to the 1st January 1996, and who has excreised option for fixation of pay in the higher scale of pay on the date of account of the next increment shall be made in the following manner :-

(i) on the 1st January, 1996, his pay shall be fixed on the basis of his pay in the existing lower scale of pay;

(ii) on the date of accrual of the next increment in the lower scale of pay, his pay in the revised scale of pay corresponding to the existing higher scale of pay shall be fixed under normal rules.

Note 4 – In the case where a Government empolyee, who elects, or is deemed to have elected under sub-rule (3) of rule 6 to draw pay in the revised scale of pay with effect from the 1st January, 1996, when the normal date of increment in the existing scale of pay is also the 1st January, 1996, the increment in the existing scale of pay shall be drawn first and thereafter the pay of the Government employee shall be fixed in the revised scale of pay under these rules.

Note 5 – In the case where a Government employee who was promoted to a higher post or got advancement to a higher scale of pay before the 1st January, 1996, draws less pay in the revised scale of pay than his junior, who is promoted to the higher post or gets advancement to the higher scale of pay, as the case may be, after the 1st January, 1996, the pay of the senior Government employee shall be stepped upto an amount equal to the pay fixed for his junior in the higher post or higher scale of pay, as the case may be. The stepping up shall be done from the date of promotion or advancement of the junior Government employee, subject to fulfilment of the following conditions :

(i) both the junior and the senior Government employees should belong to the same cadre and the posts to which they have been promoted, or the scales of pay to which they have got advancement should be identical in the same cadre;

(ii) the existing as well as revised scales of pay of the lower and the higher posts, in which they are entitled to draw pay, shoul dbe identical;

(iii) in the lower post scale of, the pay of the senior employee was not less than that of his junior, before revision of pay under these rules;

(iv) the anomaly should arise directly as a result of the application of the provisions of normal rule or any other rule/order regulating fixation of pay on promotion.

Note 6 – Where a Government employee, who was in receipt of personal pay on the 1st January, 1996 which together with his existing emoluments as defined in clause (b) of sub-rule (1) of rule 3 exceeds the pay fixed in the revised scale of pay, the differeance representing such excess shall be allowed to the Government employee as personal pay to be absorbed in future increases of pay.

8. **Date of increment in the revised scale** – The next increment in the revised scale of pay of a Government employee, whose pay has been fixed in the revised scale under sub-rule (1) of rule 7, shall be granted after completion of twelve months of qulifying service from the date of fixation of initial pay in the revised scale of pay.

9. **Stagnation increment** – A Government employee, whose pay has been fixed in the revised scale of pay and who reaches the maximum of the scale, shall draw annual increment for stagnation beyond the maximum of the scale at the the same rate at which it was last drawn, subject to a maximum of six such increments.

10. **Payment of arrears** - (1)(a) Notwithstanding anything contained elsewhere in these rules, or in any other rules for the time being in force, no arrears of pay to whch a Government employee may be entitled in respect of the period from the 1st January, 1996 to the 31st March 1997 shall be paid to the Government employee. The arrears of pay to which the Government employee may be entitled to in respect of the period from the 1st April, 1997 to the 31st October, 1998 shall be paid to the Government employee by crediting the same to his Provident Fund Account. Revised pay with effect from the 1st November, 1998 shall be paid in cash.

ANNEXURE - III

Illustration showing the fixation of pay in the revised scales.

A few illustration of fixation of pay in the revised scales are given below :-

Example 1

An employee in the existing scale of Rs. 830-1357 has opted for the revised scale on 1.1.96 when his existing basic pay is Rs. 860

Existing scale of pay			Rs. 830-1357
Revised scale of pay			Rs. 2700-60-3120-65-3770-4400
Existing basic		..	Rs. 860
Dearness Allowance at index average		..	Rs. 1273
1st instalement of Interim Relief		..	Rs. 100
2nd istalment of Inicrim Relief		..	Rs. 100
Existing emoluments		..	Rs. 2333
Add 40% of existing basic pay		..	Rs. 344
	Total	..	Rs. 2677
Pay to be fixed in the revised scale		..	Rs. 2700
Date of next increment		..	1.1.97

Example 2

An employee in the existing scale of Rs. 2200-4000 with special pay of Rs. 200 has opted for the revised scale of Rs. 8000-13500 with no special pay on 1.12.96 when his existing basic pay is Rs. 2600

Existing scale of pay			Rs. 2200-4000
Revised scale of pay			Rs. 8000-275-13500–no special pay
Existing basic pay		..	Rs. 2600
Dearness Allowance at index average 1610		..	Rs. 3848
1st instalement of Interim Relief		..	Rs. 100
2nd istalment of Inicrim Relief		..	Rs. 260
Special Pay		..	Rs. 200
Existing emoluments		..	Rs. 7008
Add 40% of existing basic pay		..	Rs. 1040
	Total	..	Rs. 8018
Pay to be fixed in the revised scale		..	Rs. 10650 plus amount of NPA as revised
Date of next increment		..	1.1.97

ANNEXURE - 11I

Illustration showing the fixation of pay in the revised scales.

A few illustration of fixation of pay in the revised scales are given below :-

Example 3

An employee in the existing scale of Rs. 3000-1750 with NPA Rs. 850 has opted for the revised scale of Rs. 10000-15525 with NI at revised rate on 1.6.96 when his existing basic pay is Rs. 3400

Existing scale of pay		Rs. 3000-4750		
Revised scale of pay		Rs. 10000-325-15525		
Existing basic pay	..	Rs.	3400	
Dearness Allowance at index average 1510	..	Rs.	5180	(on basic pay including NPA)
1st instalement of Interim Relief	..	Rs.	100	
2nd istalment of Inicrim Relief	..	Rs.	340	(on basic pay including NPA)
Existing emoluments	..	Rs.	9020	
Add 40% of existing basic pay	..	Rs.	1360	
Total	..	Rs.	10380	

Pay to be fixed in the revised scale .. Rs. 10650 plus amount of NPA as revised

Date of next increment .. 1.1.97

Government of West Bengal
Department of Panchayats & R. D.
Panchayat Bhawan
11A, K. S. Roy Road, Calcutta-700 001

No. 3338/PN/N/III/2A-24/97 Date : 7.9.1998

O R D E R

In terms of clause V(a) of rule 4 of the West Bengal panchayat (Recreuitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 read with this Deptt. No. 988(17)/PN/N/III/2E-81/96 dated 21.3.1997 creating, therallia, the post of confidential Assistant to the Sabhadhipati of the Zilla Parishad in each district, the Governor is pleased hereby to specify by order, that the consolidated pay of the said Confidential Assistant is Rs. 3500/- (Rupees three thousand and five hundred) only per month.

This order takes effect from 1st April, 1997 or from the date on which such Confidential Assistant joins his post which ever is later.

This order issues with the concurrence of the Finance Department vide F.A. Panchayat & C.D. Deptt. u/o no. 68 dated 3.9.98.

The Accountant General, West Bengal is being informed.

By Order of the Governor,
S. N. Ghosh
Principal Secretary to the Govt. of West Bengal and Secretary
Panchayat & Rural Development Department.

No. 3338/1(73)-PN/N/III/2A-24/97 Date : 7.9.1998

Copy forwarded for information and necessary action to the :–

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta.
2. Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Calcutta.
3. Accountant General (Audit-II), West Bengal, Poddar Court, 18, Rabindra Sarani, Calcutta.
4. Sabhadhipati, ... Zilla Parishad / Siliguri Mahakuma Parishad.
5. Executive Officer, ... Zilla Parishad.
6. Addl. Executive Officer, ... Zilla / Mahakuma Parishad.
7. Finance (Budget) Deptt. of this Govt.
8. Financial Advisor, Panchayat & R. D., Finance (Audit) Deptt. of this Govt. Block-I, 2nd floor Writers' Buildings, Calcutta.
9. Joint Secy., Deptt. of Panchayats & R.D., R.D. Wing, Raj Bhavan, Calcutta.
10. Director of Panchayats & R., West Bengal.
11. Director of Pension, Provident Fund & Group Insurance and Ex-Officio Jt. Secy., Finance Deptt., Purta Bhawan, Bidhan Nagar, Calcutta-700 091.
12. Treasury Officer, ...

Sd/- D. Chakraborty
Deputy Secretary to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
PANCHAYAT BHAWAN
11A, K. S. ROY ROAD, CALCUTTA-700 001

No. 2962/PN/O/III/2E-30/97 Date : 11.8.98

From : Dy. Secy. to the Govt. of West Bengal

To : The Additional Executive Officer,
Bankura Zilla Parishad

Sub : Fixation of pay of employees of Zilla Parishad.

Sir,

I am directed to refer to your Memo Nos. 2093 dated 18.12.97, 2095 dated 19.12.97, 694 dated 23.4.98, 704 & 705 dated 27.4.98, 28/C dated 5.8.98 and 789 dated 8.5.98 on the above subject and in continuation of this Departments Memo Nos. 88-PN dated 7.1.98, 717-PN dated 15.5.98 and 2554-PN dated 17.7.98, I am directed to say that in the matter of fixation of pay of employees of Zilla Parishad after introduction of Uniform Stafling Pattern for the employees of Zilla Parishad in terms of this Departments memo No. 988-PN dated 21.3.97 and Career Advancement Scheme for the employees of Panchayat bodies in terms of this Department memo No. 4339/PN dated 4.9.97 shall be fixed in the light of Rule 42 of the West Bengal Service Rules, Part-I read with different orders/clarifications issued by the Finance Department from time to time in regard to the fixation of pay viz.

G.O. No. 11095-F dt. 30.12.05
G.O. No. 2285-F dt. 15.03.90
G.O. No. 6075-F dt. 21.06.90
G.O. No. 9735-F dt. 10.10.90
G.O. No. 5961-F dt. 25.06.91
G.O. No. 5962-F dt. 25.06.91
G.O. No. 1021-F dt. 30.01.92
G.O. No. 627-F dt. 17.01.90
G.O. No. 825-F dt. 22.01.90
G.O. No. 984-F dt. 01.02.90
G.O. No. 9539-F dt. 24.09.90
G.O. No. 11131-F dt. 06.11.90

Sd/-
Dy. Secy. to the
Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
11A, K. S. Roy Road, Calcutta-700 001

No. 2554/PN/N/III/2E-95/97(Pt.I) Dated : 17.7.98

From : Shri T. Bandyopadhyay
Dy. Secy. to the Govt. of West Bengal

To : (1) The District Magistration, ...
(2) The Executive Officer, ... Zilla Parishad

Sub : Clarification on the benefit of Career Advancement Scheme for the employees of Panchayat bodies in

Sir,

I am directed to say that the benefit of the Career Advancement Scheme was allowed to the employees of all the three tiers of Panchayats in this State with effect from 4.9.97 following the pattern of the Career Advancement Scheme for the employees of the State Govt. introduced in Memo No. 6075-F dated 21.6.90 of the Finance (Audit) Deptt. of this Govt. in terms of this Department Order No. 4339/PN/O/I/33-27/96 (Pt.I) dated 4.9.97. The benefit of Career Advancement Scheme for the employees of the State Govt., however, came into effect with effect from 1.4.89 in terms of the Finance Deptt. aforesaid order dated 21.6.90, while such benefit to the employees of Panchayat bodies came into effect from 4.9.97. Thus, the question of giving effect of the benefit of Career Advance Scheme to the employees of all the three tiers of Panchayats from a date prior to 4.9.97 does not arise.

I am to add in this connection that after issue of this Deptt. aforesaid Order No. 4339-PN dated 4.9.97, some clarificatory Orders, inter-alia, Order No. 88-PN/P/III/2P-32/97 dated 7.1.98 and No. 1717-PN/N/III/2E-95/97(Pt.I) dated 15.5.98 regarding fixation of pay of employees of Panchayat bodies due to introduction of Career Advancement Scheme to them were issued by this Deptt. following the same principles laid down in different Orders and Circulars, issued by the Finance Deptt. of this Govt., from time to time, for fixation of pay of employees of the State Govt. on introduciton of Career Advancement Scheme for them, as the such scheme for the Panchayat employees was introduced following the pattern of the Career Advancement Scheme for the employees of the State Govt. under Finance Deptt. Order No. 6075-F dated 21.6.90.

It has now come to the notice of Govt. that some of the Panchayat bodies have either given effect of Career Advancement Scheme to their employment or going to give efficet of the said benefit to their employees with effect from the date prior to 4.9.97 by misinterpreting the contents of different clarificatory orders/ Circulars issued by this Deptt., from time to time, on the issue of fixation of pay of employees of Panchayat bodies due to introduction of Career Advancement Scheme for them.

I am now to request you to kindly advise concerned officers under your administrative control to see that the benefit of Career Advancement Scheme to the employees of Zilla Parishads, Panchayat Samitis and Gram Panchayats shall be given effect on and from 4.9.97 and not from any date earlier than that date. The

clarifications issued by the Finance Deptt. of this Govt., from time to time, regarding fixation of pay of State Govt. employees consequent upon introduction of Career Advancement Scheme may, however, be followed in case of fixation of pay of employees of Panchayat bodies consequent upon introduction of Career Advancement Scheme with effecr from 4.9.97 in terms of this Deptt. Order No. 4339-PN dated 4.9.97 but not in any case from any date earlier than date i.e. 4.9.97

Yours faithfully,

Sd/- T. Bandyopadhyay

Dy. Secy. to the Govt. of
West Bengal

No. 2554/1(500)/PN/N/III/2E-95/97(Pt.I) Dated : 17.7.98

Copy forwarded for information and necessary action to the :-

1) Director of Panchayats & R.D., West Bengal.

2) Addl. Executive Officer, _____ Zilla Mahakuma Parishad.

3) Sub-Divisional Officer, _____
P.O. _____ Dist. _____

4) Directo of Pension, Provident Fund and Group Insurance & Ex-Officio
Jt. Secy., Finance Deptt., Purta Bhavan, Bidhan Nagar, Calcutta-91.

5) District Panchayat & R.D. Officer, _____
_____ Nos. of spare copies are enclosed for distribution
amongst the Block Development Officer within the district.

6) Block Development Officer, _____ Block,
P.O. _____, Dist. _____

Sd/- T. Bandyopadhyay

Dy. Secy. to the Govt. of
West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 1788/PN/O/I/3R-2/98 Dated : 20.5.98

From : Shri S. N. Ghosh
Pr. Secy. to the Govt. of West Bengal

To : The Director of Panchayats & Rural Development, West Bengal

Sir,

I am directed to refer to your letter No. 988 dt. 18.9.97 on the above object and to clarify the points as follows :

(i) The term first higher scale has clearly defined in para (2) of this Deptt. G.O. No. 4339-PN dated 4.9.97 and the manner of determination of first higher scale of an employee has also been inunciated therein.

An employee borne on the revised scale of pay of Rs. 800-1265/- to Rs. 2200-4000/- on completion of 10 years continuous and satisfactory service in the same pay scale on 1.9.97 will be allowed advancement to the next higher scale of pay with effect from the said date i.e. 4.9.97.

(ii) In implementation of the Career Advancement Scheme in terms of G.O. 4339- PN dated 4.9.97, fixation of pay of an employee of Panchayat bodies shall not be given effect notionally from 1.4.89.

Yours faithfully,

Sd/-
OSD & Ex-Officio Dy. Secy. to
the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R.D.
11A, K. S. Roy Road, Calcutta-700 001

No. 4864/PN/O/III/2E-95/97 Dated : 28.10.1997

From : OSD & Ex-Officio Dy. Secy. to the Govt. of West Bengal

To : The Secretary, Hooghly Zilla Parishad, P.O. Chinsurah

Sub : Clarification on Career Advancement Scheme for the employees of Panchayat Bodies

Sir,

I am directed to refer to your letter No. 988 dt. 18.9.97 on the above object and to clarify the points as follows :

(i) The term first higher scale has clearly been defined in para (2) of this Deptt. G.O. No. 4339-PN dated 4.9.97 and the manner of determination of first higher scale of an employee has also been inunciated therein.

An employee borne on the revised scale of pay of Rs. 800-1265/- to Rs. 2200-4000/- on completion of 10 years continuous and satisfactory service in the same pay scale on 4.9.97 will be allowed advancement to the next higher scale of pay with effect from the said date i.e. 4.9.97.

(ii) In implementation of the Career Advancement Scheme in terms of G.O. 4339-PN dated 4.9.97, fixation of pay of an employee of Panchayat bodies shall not be given effect notionally from 1.4.89.

Yours faithfully,

Sd/-
OSD & Ex-Officio Dy. Secy. to
the Govt. of West Bengal

Government of West Bengal
Department of Panchayats & R. D.
11A, K. S. Roy Road, Calcutta-1

No. 4339/PN/O/1/39-27/96 (Pt-I) Dated : 4.9.97

From : Shri S. N. Ghosh
Pr. Secy. to the Govt. of West Bengal

To : The Director of Panchayats & Rural Development, West Bengal

Sir,

I am directed to say that since issue of order No. 1414/PN/O/I/35-27/96 (Pt-I) dated 22.4.97 allowing benefits of Career Advancement Scheme to some employees of Burdwan Zilla Parishad in compliance of the orders of the Hon'ble High Court at Calcutta, several Court cases have been instituted by the employee of different Zilla Parishads claiming extension of similar benefit of Carrer Advancement Scheme for them, incidentally, the Government has been, for sometime past, already considering the proposal for extanding the aforesaid benefits to the employees of three-tier Panchayats.

After careful consideration the Governor has been pleased to order that employees of Zilla Parishads, Siliguri Mahakuma Parishad, Panchayat Samitis and Gram Panchayats within the State shall be entitled to the benefit of Career Advancement Scheme following the pattern of the Career Advancement Scheme for the employees of the State Government introduced in Memo No. 6075-F dated 21.6.90 of the Finance (Audit) Dept. of the Govt. The extennt and maner of applicability of such Career Advancement Scheme for the aforesaid employees will be governed by the conditions laid down in the following paragraphs.

I am further directed by order of the Governor to say that the Governor has been pleased to issue the following directions under section 166(3) of the West Bengal Panchayat Act, 1973 for implementation of the Career Advancement Scheme for the aforesaid employees of the three-tier Panchayats.

i) Employees borne on the revised pay scale of Rs. 800 - 1265/- to Rs. 2200 - 4000/- will be allowed advancement to the next higher scale of pay (hereinafter called the first higher scale of pay) on completion of 10 years' continuous and satisfactory service in the same pay scale and the the scale of pay next above the first higher scale of pay (hereinafter called the second higher scale of pay) afte 10 years' service in the first higher scale of pay provided that in the intervening period they have not been promoted / appointed to any higher scale of pay. But in cae of an employee who had already moved to the next higher scale after 18 years of service will be deemed to have got the benefit of movement to the first higher scale. On completion of his total service of 20 years without any further promotion / appointment to higher scale of pay, he will then get an advancement to the second higher scale. The existing system of movement to higher scale of pay stands abolished on implementation of this scheme.

ii) Employees directed recruited to a post borne on the revised pay scale of Rs. 3000 - 4750/- (or its unrevised equivalent) may be allowed advancement to the first higher scale of pay on completion of 10 years continuous and satisfactory service. They will be eligible for second higher scale of pay under the scheme.

iii) Employees who have completed 10 years of service on the date of implementation will be taken to be on the first higher scale of pay and will be elligible for advancement to second higher scale of pay on completion of total service of 20 years.

iv) Employee who have completed 10 years or more service without any promotion / appointment to higher scale of pay on the date of implementation of the scheme will advance to the first higher scale of pay immediately and after service atleast two years in the first higher scale of pay will get advancement to the second higher scale of pay provided that total period of service is not less than 20 years.

v) An employee who has get normal promotion to a post in the first higher scale of pay within 10 years of service will have to complete total service of 20 years before he gets advancement to the second higher scale of pay.

vi) Where the first higher scale of pay is the scale of pay of the first level promotion post and the second higher scale of pay is the scale of pay of the second level promotoin post of an employee, he will get advancemet to second higher scale of pay after he gets promotion to the first level promotion post and serves in the post for atleast 2 years during a total service of not less than 20 years.

vii) Where an employee who has got the benefit of promotion for appointment to a scale similar to or above the second higher scale of pay, he will not get any further advancement under the Scheme except fixation benefit on completion of 20 years of service.

viii) Where the scale of pay of promotional post is the same as that of the feeder post, it will be treated on the pay scale of the feeder post for promoted employees and the scheme will apply as if no promotion has taken place.

ix) The initial pay of an employee in the first or second higher scale of pay will be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower scale of pay by one increment at the stage at which such pay has accrued. In case of advancement from Group 'A' post to another Group 'A' post the fixation of pay will be in the manner as laid down in Finance (Audit) Deptt. Memo No. 12504-F dated 12.12.1995.

x) The first higher scale of pay and the record higher scale of pay in respect of an employee under the Scheme will be in accordance with the his archival order of the revised scale of pay as shown in Part C of Schedule 1 of this Deptt. No. 8280/III/Panch/2P-8/90 dated 12.4.1990 read with Part C of Schedule I of No. 432-F dt. 12.1.1990 of the Finance (Audit) Department.

xi) Special Pay attached to a post will continue as a separate element in the first higher scale of pay and the secon higher scale of pay and will not be merged at the time of pay fixation in higher scale of pay.

xii) The Career Advancement Scheme as detailed in the foregoing pargraphs shall be deemed to have come into force with effect from the date of issue of this order.

This order issues with the concurrence of the Finance Deptt. of this Government communicted with their u/s No. Goup-P (Service) 2639 dated 1.9.97.

Yours faithfully,

Sd/- S. N. Ghosh

Pr. Secy. to the Govt. of West Bengal

No. 4339/1(5000)/PN/O/I/39-27/96(Pt-I) Dated : 4.9.97

Copy forwarded for information and necessary action to the : –

1) Principal Accountatn General (A & E), West Bengal, Treasurey Buildings, Calcutta.

2) Accountant General (Audit) – I, West Bengal, 4, Brabourne Road, Calcutta.

3) Accountant Generl (Audit) – II, West Bengal, 18, Rabindra Sarani, Calcutta.

4) Examiner of Local Accounts, West Bengal, 4, Brabourne Road, Calcutta.

5) Sabhadhipati, ... Zilla/Mahakuma Parishad.

6) District Magistrate, ...

7) Executive Officer, ... Zilla Parishad.

8) Addl. Executive Officer, ... Zilla//Mahakuma Parishad.

9) Secretary, ... Zilla//Mahakuma Parishad.

10) Treasury Officer, ...

11) Director of Pension, Provident Fund and Group Insurance & Ex-Officio Jt. Secy., Finance Deptt., Purta Bhavan , Bidhan Nagar, Calcutta.

12) Sub-Divisional Officer, ...

13) District Panchayat & Rural Development Officer, ...
..... Nos. of spare copies are enclosed for distribution among the officers and office bearers of serial Nos. 12, 14 to 16.

14) Sabhapati, ... Panchayat Samiti.
P.O. ....., Dist. .....

15) Block Development Officer & Ex-Officio Executive Officer,
..... Block / Panchayat Samiti.
P.O. ..... Dist. .....

16) Prodhan, ... Gram Panchayat, Vill .....
P.O. ..... Dist. .....

17) Rural Development Wing of this Deptt. at Raj Bhaban.

18) Director, SIP & R.D., Kalyani, Nadia.

Dy. Secy. to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & R. D.

No. 2974/PN/N/III/2P-17/96 Dated : 23.7.97

From : Shri D. Ghosh,
Dy. Secy. to the Govt. of West Bengal.

To : The Secretary
Hooghly Zilla Parishad

Sub : Admissibility of family pension when wife / son / daughter of an employee is appointed in die-in-harness quot-e.

Sir,

I am directed to refer to your memo No. 1639 dated 15.12.94 on the above subject and to say that providing appointment to a son/daughter/near relation of an employee, who died-in-harness, on compassionate ground will not prejudice the admissibility of family pension to the members of the family who have come under Death-cum-Retirement Benefit Schemes 1985 for the employee of Panchayats

Yours faithfully,
Sd/-
(D. Ghosh)
Dy. Secy. to Govt. of W. Bengal

No. 2974/1(500)/PN/N/III/2P-17/96 Dated : 23.7.97

Copy forwarded for information and necessary action to the : –

1) Director of Panchayats & R.D., West Bengal.
2) District Magistrate, ...
3) Addl. Executive Officer, ... Zilla / Mahakuma Parishad,
P.O. ....., Dist. .....
4) Sub-Divisional Officer, ...
5) Director of Pension, provident Fund and Group Insurance and Ex-Officio Jt. Secretary, Finance Deptt.
Purta Bhavan, Bidhannagar, Calcutta-91.
6. District Panchayat & Rural Development Officer, ...
..... No. of spare copies are enclosed for distribution amongst the Block Development Officers in the district.
7. Block Development Officer, ... P.O. .....
District .....

Yours faithfully,
Sd/-
(D. Ghosh)
Dy. Secy. to Govt. of W. Bengal

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 2788(17)/PN/O/II/2E-60/95 Dated : 8.7.97

From : The Dy. Secy. to the Govt. of West Bengal

To : The Executive Officer

..... Zilla / Mahakuma Parishad

Sub : Condonation of overage / underage of employees in regular establishment of Zilla / Mahakuma Parishad

Sir,

I am directed to say that instances have been brought to the notice of the Govt. that before commencement of the West Bengal Panchayat (Recruitment and condition of Appointment of Employees of Zilla Parishad) Rules, 1997, on different occasions, appointment of Employees of Zilla Parishad) Rules, 1997, on different occasions, appointments were made in regular establishments of various Zilla Parishads of Mahakuma Parishad in favour of such persons who have crossed the maximum age limit admissible at that time for each appointment. Proposals for condontion of overage with respect to such employees are now received in this Deptt.

After careful consideration, it has now been decided by the Govt. that such cases of overage and under age only may be condoned in terms of rule 2(2) of the West Bengal Zilla Parishad (Leave and retirement of staff) Rules, 1973, as a special case, in relaxation of rule 4 ibid subject to approval of the Govt. in the Panchayat & R.D. Deptt. All such cases should immediately be referred to this Department with all particulars for appropriate order.

This condonation / relaxation shall not be operative for any appointment etc. made (and for employees who have joined) after the date of coming into force of the West Bengal Panchayats (Recruitment and conditions of appointment of Zilla Parishad employees) Rules 1997.

Yours faithfully,
Sd/-
(D. Ghosh)
Dy. Secy. to Govt. of W. Bengal

No. 2788/1(19)/PN/O/III/2E-30/95. Dated : 8.7.97

Copy forwarded for information and necessary action to the : –

1) Addl. Executive Officer, ... Zilla / Mahakuma Parishad.

2) Director of Panchayats & R.D. West Bengal.

3) Director, Pension Provident Fund & Group Insurance & Ex-Officio Jt. Secretary, Finance Deptt., Purta Bhawan, Bidhan Nagar, Calcutta.

Yours faithfully,
Sd/-
(D. Ghosh)
Dy. Secy. to Govt. of W. Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYAT

No. 2762(17)/PN/N/III/4A-1/97 Dated : 7.7.97

From : Shri D. Ghosh
Dy. Secy. to the Govt. of West Bengal

To : The Executive Officer ..... Zilla / Mahakuma Parishad

P.O. ....., Dist. .....

Sub : In the question of extending the financial benefits automatically to the employees of P.R. Bodies, the benefits which have been sanctioned to the Govt. employees from time to time by order of the Finance Deptt.

Sir,

I am directed to say that it has come to the notice of the Govt. that there is a trend among some Panchayat Bodies to extend financial benefits sanctioned in favour of the Govt. employees by the Finance Deptt. from time to time to the employees of the Panchayat bodies on the basis of the orders issued by the Finance Deptt. without the prior approval of this Deptt. This is a highly irregular practice which should be discontinued forthwith.

I am therefore, further directed to say that the employees of the Panchayat Bodies are not Govt. employees and any dispensation given in favour of the latter do not automatically apply to the employee of the P. R. Bodies. The Panchayat bodies may however submit proposal for extension of any of these benefits, to the Panchayat employees to this Deptt. for consideration. But no such benefit shall be extended to the employees of the Panchayat bodies without the approval of this Department.

Yours faithfully,
Sd/-
(D. Ghosh)
Dy. Secy. to Govt. of W. Bengal

No. 2762/17/1(370)/PN/N/III/4A-1/97 Dated : 7.7.97

Copy forwarded for information and necessary action to the : –

1) Additional Executive Officer, ... Zilla / Mahakuma Parishad.

2) Seretary ..... Zilla / Mahakuma Parishad.

P.O. ..... Dist. .....

3) Block Development Officer & Executive Officer, ...

Panchayat Samiti, P.O. ....., Dist. .....

Yours faithfully,
Sd/-
(D. Ghosh)
Dy. Secy. to Govt. of W. Bengal

Government of West Bengal
Department of Panchayat & R. D.
11A, K. S. Roy Road, Calcutta-700 001

No. 1455/PN/O/III/3L-2/97 **Dated : 24.4.97**

From : The Deputy Secretary, to the Govt. of West Bengal.

To : The Secretary,, Jalpaiguri Zilla Parishad.

Sub : Leave salary for the relevant period of refused leave.

Sir,

I am directed to refer to your letter No. 1407-G dated 28.2.97 on the above subject and to say in continuation of this Department G.O.No. 443/VIII/Panch/3P-4/87 dated 8.1.88 read with rule 10 of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973, the components of Leave Salary for the relevant period of refused leave to an employee of Zilla/Mahakuma Parishad are as follows : (i) Pay as on the date proceeding on leave; (ii) Special pay, if any; (iii) Dearness Allowances and (iv) Medical Allowance.

Yours faithfully,

Sd/- (D. Ghosh)
Deputy Secretary to the Govt. of
West Bengal.

No.1455/1(60)/PN/O/III/3L-2/97 **Dated : 24.4.97**

Copy forwarded for information and necessary action to the :-

1) Addl. Executive Officer, _____ Zilla/Mahakuma Parishad.
2) The Secretary, _____ Zilla/Mahakuma Parishad.
3) Director of Panchayats &. R.D., West Bengal.
4) Treasury Officer, _____
5) Director, Pension, Provident Fund & Group Insurance and Ex-Officio Jt. Secretary, Finance Deptt., Purta Bhavan.
6) Guard File, Cell-II/Cell-III/Cell-V.

Sd/- (D. Ghosh)
Deputy Secretary to the Govt. of
West Bengal.

PROVIDENT FUND SCHEME FOR EMPLOYEES OF P. R. BODIES

No. 330/VIII/Panch/2P-2/85 **Dated, Calcutta, the 11.2.1991**

From : Shri L. B. Pariyar, I. A. S.
Secretary to the Government of West Bengal

To : The Principal Accountant General (A & E), West Bengal
Treasury Buildings, Calcutta-700 001

Sub : Provident Fund Scheme for the employees of the Panchayat Bodies excluding Chowkidar/Dafadar.

Sir,

I am directed by order of the Governor to say that the Governor is pleased to sanction introduction of the Provident Fund Scheme for the employees of the Panchayat Bodies excluding Chowkidars/Dafadars. A copy of the scheme is enclosed.

1. The. Governor is further pleased to decide that the amount subscribed to the'Prbvident Fund account of the employees shall be deposited under a hew sub-head "Provident Fund Deposit of employees of Panchayat Bodies — (i) Gram Panchayat, (ii) Panchayat Samities, (iii) Zilla Parishads" under the Major head "8336-Civil Deposits — 00 — 800 — Other Deposits - Provident Fund Deposits'' on the receipt side of the Public Account.

2. Amount recovered with interest, if any, in respect of advance made out of the accumulation in Provident Fund account of an employee will be credited to the same head of account.

3. The amount finally paid to an employee on termination/superannuation of his service shall be debited to the head bearing same nomenclature to be opened on the disbursement side of the public account. Advances made to the employees out of their accumulation in their Provident Fund will be debitable to the same head of account.

4. The interest at the prescribed rate payable by the Government will be debitable to a new detailed head "Interest on Provident Fund Deposit of the employees of Panchayat Bodies—(i) Gram Panchayats (ii) Panchayat Samities (iii) Zilla Parishads" under the Major Head "2049-Interest Payments-60-Interest on Other Obligations-101-Interest on Deposits".

5. The Governor is further pleased to sanction opening of the new sub head and of the detailed head of account as mentioned in para 2(1) and para 2(4) above in the accounts from 1.4.91. Suitable provision of funds for payment of interest will be made in due course.

6. This issues with the concurrence of Finance Deptt. vide their U/O No. Budget Genl. 1735 dated 6.11.90.

Yours faithfully
Sd/- L. B. Pariyar
Secy, to the Govt. of West Bengal.

PROVIDENT FUND SCHEME FOR THE EMPLOYEES OF THE PANCHAYAT BODIES

1. (a) This Scheme may be called the Provident Fund Scheme for the employees of the Panchayat bodies, 1991.

(b) This Scheme shall come into force on such date as the State Government may appoint.

DEFINITIONS

2. (1) In this Scheme unless the context otherwise requires,

(a) 'Accounts Officer' means—

(i) Additional Executive Officer in the case of a Zilla Parishad employee.

(ii) Executive Officer in the case of a Panchayat Samiti employee,

and

(iii) Block Development Officer in the case of a Gram Panchayat employee.

(b) "Appointing Authority" in relation to an employee means—

(i) the authority empowered to make appointment to the grade or post, as the case may be

or

(ii) the authority which appointed the employee as such in a Panchayat Body.

(c) 'Basic Pay' means the pay other than special pay and any other emoluments which may be specially classed as pay by Government or pay granted in view of personal considerations or qualifications, which has been sanctioned for a post held by a Government employee substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre.

(d) "Emoluments" means basic pay and includes personal pay, special pay and clearness pay.

(e) "Employee" means any person who is in the regular wholetime employment of a Panchayat Body and draws his pay from the Fund of the Panchayat Body but does not include Chowkidars and Dafadars of Gram Panchayats.

(f) 'Family' means—

(i) in the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber, Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the ' subscriber's family in matters to which this scheme relates, unless the subscriber subsequently intimates in writing to, his. Head of Office that she shall continue to be so regarded.

(ii) in the case of a female subscriber, the husband and children of a subscriber and the widow and widows and children of a deceased son of a subscriber provided that if a subscriber by a notice in writing to her head of Office expresses her desire to exclude her husband from the family the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which, this scheme relates unless the subscriber cancels such notice in writing.

Note : Child means legitimate child and includes an adopted child where adoption is recognised by the personal law governing the subscriber.

(g) 'Fund' means the Provident Fund for the employees of the Panchayat Bodies.

(h) 'Head of Office' means—

(i) Block Development Officer in respect of Gram Panchayat.

(ii) Executive Officer in respect of Panchayat Samiti.

(iii) Executive Officer including Additional. Executive Officer in respect of Zilla Parishad.

(i) 'Leave' means any kind of leave admissible to an employee under the rules applicable to him.

(j) 'Panchayat Body' means Gram Panchayat or Anchal Panchayat or Panchayat Samiti or Zilla Parishad.

(k) 'Sanctioning Authority' means—

(i) Block Development Officer in respect of Gram Panchayats.

(ii) Executive Officer in respect of Panchayat Samitis and

(iii) Additional Executive Officer in respect of Zilla Parishads.

(1) 'State Government' means the Government of West Bengal,

(m) 'Year' means financial year.

2. Any other expression used in this Scheme which is defined in the Death-cum-Retirement Benefit Scheme. 1985 for the employees of Panchayat Bodies is used in the sense defined therein.

CONSTITUTION OF THE FUND

3. (1) The fund shall be maintained in rupee.

(2) All sums paid into the Fund under this Scheme shall be deposited to Provident Fund Deposit Accounts in Treasury/Sub-divisional Treasury in form TR-7.

(3) An employee of Zilla Parishad who was a member of the Contributory Provident Fund of the Zilla Parishad and exercised option to come under the Death-cum-Retirement Benefit Scheme, 1985 for the employees of the Panchayat Bodies shall have the amount of his subscription with interest thereon standing to his credit in such Contributory Provident Fund transferred to his credit in the Fund. Employer's share shall be credited to the Government Account with interest in order that the employee be eligible for Pension.

CONDITIONS OF ELIGIBILITY

4. (1) For being eligible to subscribe to the Fund, an employee must have one year's continuous service to be counted from the date of his entry into service in the Panchayat Body.

(2) A re-employed pensioner may subscribe to the Fund afresh from the date of commencement of his re-employment. A separate new account number will be allotted to the fund account of the re-employed pensioner to be opened afresh.

Note-I : An employee who completes one year of continuous service during the middle of a month shall subscribe to the Fund from the subsequent month.

Note-II : Those employees who do not come under the purview of Death-cum-Retirement Benefit Scheme, 1985, for the employees of the Panchayat Bodies shall not be eligible to subscribe to the Fund.

NOMINATION

5. (1) A subscriber shall at the time of joining the Fund send to Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount has become payable or having become payable has not been paid :

Provided that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family.

(2) If a subscriber nominates more than one person under sub-para (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in such Form . as setforth in Appendix 'A'.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer :

Provided that the subscriber shall along with such notice send a fresh nomination made in adcordance with the provisions of this paragraph.

(5) A subscriber may provide in a nomination—

(a) in respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon the nominee shall pass to such other person as may be specified in the nomination :

(b) that the nomination shall become invalid in the event of 'the happening of a contingency, specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-para (5) or on the occurence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-para (5) or the proviso thereto, the subscriber shall send a notice in writing cancelling the nomination to the Accounts Officer together with fresh nomination made in accordance with the provisions of this paragraph.

(7) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer. Nominations or notices of cancellation submitted to the Head of Office well before the death of a subscriber shall be treated as valid notwithstanding the fact that it has not reached the Accounts Officer before the subscriber's death.

SUBSCRIBER'S ACCOUNT

6. An account in the form of ledger shall be maintained by the Accounts Officer in the name of each subscriber, in which shall be shown—

(i) his subscriptions.

(ii) interest as provided by para 11 on subscriptions,

(iii) advances and withdrawals from the Fund.

(iv) Nomination.

(v) Date of retirement.

CONDITIONS AND RATES OF SUBSCRIPTIONS

7. (1) A subscriber shall subscribe monthly to the fund except during a period of suspension :

Provided that a subscriber may, at his option, elect not to subscribe during leave :

Provided further that a subscriber on re-instatement after a period passed under suspension shall be allowed the option of paying in one sum or instalments any sum not exceeding the maximum amount of arrear subscriptions permissible for the period.

(2) The subscriber shall intimate his election not to subscribe during leave by a written communication to the Head of Office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The opinion of subscriber intimated under this sub-para shall be final.

(3) A subscriber who has under para 19 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

8. (1) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions, namely :

(a) it shall be expressed in whole rupees.

(b) it may be any sum, as expressed, not less than 6 percent of his emoluments and not more than his total emoluments.

(c) when an employee elects to subscribe at the minimum rate of 6 percent, the fraction of a rupee will be rounded off to the nearest whole rupee, 50p. counting as the next higher rupee.

(2) For the purposes of sub-para (1) the emoluments of a subscriber shall be—

(a) in the case of a subscriber who was in employment of the >Panchayat Body on the 31st March of the preceeding year, the emoluments to which he was entitled on that date :

Provided that—

(i) if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.

(ii) if the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India ;

(b) in the case of a subscriber who was not in employment of the Panchayat Body on the 31st March of the preceeding year, the emoluments to which he was entitled on the first day of his service

(3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner, namely :

(a) if he was on duty on the 31st March of the preceeding year, by the deduction which he makes in this behalf from his pay bill for that month ;

(b) if he was on leave on the 31st March of the preceeding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty;

(c) if he has entered service in the Panchayat Body for the first time during the year; or joins the Fund for the first time, by the deduction which he makes in this behalf from his pay bill for the month during which he joins the Fund ;

(d) if he was on leave on the 31st March of the preceeding year and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his salary bill for that month ;

(4) The amount of subscription so fixed shall not be altered during the course of the financial year. It can be enhanced or reduced only once during the course of the year and that should be done from the pay bill of February or March of the financial year concerned, provided that in case of reduction the reduced amount shall not fall below 6 percent of the subscriber's emoluments.

Provided that if a subscriber is on duty for a part of month and on leave for the remainder of that month and if he has elected not to subscribe during leave the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

9. When a subscriber is sent on deputation out of India, he shall remain subject to the provisions of this scheme in the same manner as if he were not sent on deputation.

REALIZATION OF SUBSCRIPTIONS

10. (1) When emoluments are drawn from the Fund of the Panchayat bodies recovery of subscriptions on account of these emoluments and of the principal of advances shall be made from the emoluments theirselves.

(2) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is in default in any month or months during the course of a year otherwise than as provided in para 7, the total amount due to the Fund on account of arrears of subscription shall with interest thereon at the rate provided in para 11, forthwith be paid by the subscriber to the Fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments, or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-para (2) of para 12;

Provided that the subscriber-whose deposits in the Fund carry no interest shall not be required to pay any interest.

INTEREST

11. (1) Subject to provisions of sub-para (5) below, the Accounts Officer shall pay to the credit of the Account of a subscriber interest at such rate as may be determined for each year by the Finance Department of this Government.

(2) Interest shall be credited with effect from the last day in each year in the following manner :

(i) on the amount at the credit of a subscriber on the last day of the preceeding year less any sums withdrawn during the current year—interest for twelve months ;

(ii) on sums withdrawn during the current year—interest from the beginning of the current year upto the last day of the month preceeding the month of withdrawal;

(iii) on all sums credited to subscriber's account after the last day of the preceeding year—interest from the date of deposit upto the end of the current year ;

(iv) the total amount of interest shall be rounded off to the nearest whole rupee, (50 paise counting as the next higher rupee).

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-para in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, upto the date on which the amount standing at the credit of the subscriber became payable.

(3) In this para, the date of deposit shall, in the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered, and in the case of an amount forwarded by the subscriber, shall be deemed to be the first day of the month of receipt, if it is received by the Accounts Officer before the fifth day of that month but if it is received on or after the fifth day of that month, the first day of the next succeeding month :

Provided that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall in the case of recovery of subscription be deemed to be the first day of the succeeding month.

(4) In addition to any amount to be paid under paras 18, 19 or 20, interest thereon upto the end of the month preceeding that in which payment is made or upto the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid :

Provided that where the Accounts Officer has intimated to the person (or his agent) a date on which he is prepared to make payment in Cash or has posted a cheque in payment to that person, interest shall be payable only upto the end of the month preceeding the date so intimated or the date of posting the cheque as the case may be.

(5) Interest shall not be credited to the account of a Muslim subscriber if he informs the Accounts Officer that he does not wish to receive it, but if he subsequently asks for interest it shall be credited with effect from the first day of the year in which he asks for it.

(6) The interest on amounts which under sub-para (2) of para 10, para 18 or para 19 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-para (1) of this para and so far as may be in the manner described in this paragraph.

ADVANCES FROM THE FUND

12. (1) Advances from the Fund—a temporary advance may be granted to a subscriber on application made by him (Vide Appendix B), from the amount standing to his credit in the Fund at the discretion of the sanctioning authority as defined in paragraph 2(1) (k) subject to the following conditions :

(a) No advance shall be granted-unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following objects and not otherwise :

(i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;

(ii) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with marriages, funerals or other ceremonies of persons actually dependent on him.

Provided that the conditions of actual dependency shall not apply in the case of a son or daughter of the subscriber.

Note : Advances under clause (ii) are also permissible for meeting expenditure in connection with marriage and other ceremonies of the subscriber himself or herself.

(iii) to meet the cost of higher education of the applicant himself or of any person who is a member of the subscriber's family and is actually dependent on him—

(1) for education outside India whether for an academic, technical, professional or vocational course, or

(2) for education within India whether for medical, engineering or other technical or specialized course subsequent to passing the Final Examination held by the Board of Secondary Education, West Bengal; or other equivalent Examination provided that the course of study is ior not less than three years.

(b) An advance shall not,

(i) exceed three months' pay or half the amount at the credit of the subscriber in the Fund whichever is less;

(ii) be granted, except for special reasons, to any subscriber in excess of the limit laid down in sub-clause (i) of this clause or until repayment of the last instalment of any previous advance:

Provided that if the reason is of confidential nature, it may be communicated to the Accounts Officer personally and/or confidentially.

Note : The amount of the advance under special reasons shall not exceed seventyfive percent of the amount standing at the credit of the subscriber in the Fund, at the time of making application for such advance.

(2) When an advance is sanctioned under sub-clause (ii) of clause (b) of sub-para 1, before repayment of last instalment of any previous advance, the balance of.any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

(3) In fixing the amount of an advance the sanctioning authority shall pay due regard to the amount of the credit of the subscriber in the Fund.

Note : The advance from the Fund for the grant of which special reasons are required may be sanctioned,—

(a) to the employees of the Gram Panchayat by the Sub-divisional Officer.

(b) to the employees of the Panchayat Samiti by the Sub-divisional Officer and

(c) to the employees of the Zilla Parishad, by the District Magistrate.

13. **Recovery of advances :**

(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as

the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twentyfour. A subscriber may, at his option, repay more than one instalment in a month. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner prescribed in para 10 for the realization of subscriptions and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent, while he is on leave on half average pay or without pay or in receipt of subsistence grant. The recovery may be postponed, on the subscriber's written request, by the sanctioning authority during recovery of an advance of pay granted to the subscriber.

(3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber, by instalments or otherwise as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (b) of sub-para (1) of para 12.

(4) Recoveries made under this para shall be credited as they are made to the subscriber's account in the Fund.

14. **Wrongful use of advance :**

Notwithstanding anything contained in these paras, if the sanctioning authority is satisfied that the money drawn as an advance from the Fund under para 12 has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the Fund or, in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be on leave. If the total amount to be repaid be more than hall Ihr subscriber's emoluments, recoveries shall be made in monthly instalments of moieties of his emoluments till the entire amount is repaid by him.

Note : The term 'emoluments' in this para does not include subsistence grant.

WITHDRAWALS FROM THE FUND

15. Subject to the conditions specified herein, withdrawal may on application made by him (Vide Appendix 13) be sanctioned by the authority competent to sanction an advance for special reasons under clause (b) of sub-para (1) of para 12, at any time after the completion of twenty years of service (including broken periods of service, if any) of a subscriberor within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for one or more of the following purposes, namely :

(a) Meeting the cost of higher education, including, where necessary, the travelling expenses of any child of the subscriber in the following cases, namely :

(i) for education outside India for academic, technical, professional or vocational course beyond the High School stage and

(ii) for any medical, engineering, or other technical or specialized course in India beyond the High School stage provided that the course of study is for not less than three years.

(b) Meeting the expenditure in connection with the marriage of the subscriber's sons or daughters and any other female relations actually dependent on him.

(c) Meeting the expenses in connection with illness, including, where necessary, the travelling expenses of the subscriber or any person actually dependent on him.

(d) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose or reconstructing or making additions or alterations to a house already owned or acquired by a subscriber.

(e) Purchasing a house site or repaying any outstanding amount on account of loan expressly taken, for this purpose.

(f) For constructing a house on a site purchased utilizing the sum withdrawn under clause (e).

Note–1 : A subscriber who has a vailed himself of an advance under the Scheme for the grant of advances for house-building purpose or has been allowed any assistance in this regard from any other Government source shall be eligible for the grant of withdrawal under clauses (d), (e) & (f) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in the proviso to sub-para (1) of para 16.

Note–2 (a) Only one final withdrawal can be allowed for the same purpose. In this context the marriage/ education of different daughters/ sons will not be treated as the same purpose. Similarly the illness of the subscriber or his dependants on different occasions will not be treated as the same purpose.

(b) An advance and a withdrawal for the same purpose should not be sanctioned together. In other words, a person shall be granted either an advance or a final withdrawal or a particular purpose subject to conditions mentioned in this para. Further, an advance which is subsequently converted into final withdrawal in terms of para 17 should be treated as final withdrawal under this para, that is to say, if a person has got an advance converted into final withdrawal under para 17, he should not be allowed another final withdrawal for the same purpose under this para.

16. (1) Conditions for withdrawal: Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in para 15 from the amount standing to his credit in the Fund shall not ordinarily exceed one half of such amount or six months pay whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit upto three-fourths of the balance at his credit in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount to his credit in the Fund : Provided that in the case of a subscriber who has a vailed himself of an advance under the scheme for the grant of advances for house-building purpose or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under this sub-para together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other Government source shall not exceed Rs. 1,25,000/- or 90 months' pay, whichever is less.

(2) A subscriber who has been permitted to withdraw money from the Fund under para 15 shall satisfy the sanctioning authority within a reasonable period of the withdrawal as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawal!, and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly instalments as may be determined by it.

(3) (a) A subscriber who has been permitted under clause (d), clause (e) or clause (f) of para 15 to withdraw money from the amount standing to his credit in the Fund shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn whether by way of sale, mortgage (other than mortgage to the Governor), gift exchange or otherwise without the previous permission of the State Government.

Provided that such permission shall not be necessary for—

(i) the house or house site being leased for any term not exceeding three years; or

(ii) its being mortgaged in favour of the Life Insurance Corporation of India or a Housing Board or any Corporation owned or Controlled by the Central Government or by the State Government which advance loans for the construction of a new house or for making additions or alterations to an existing house.

(b) The subscriber shall submit a declaration not later than 31st day of December of every year as to whether the house or house-site as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before sanctioning authority on or before the date specified by that authority in that behalf, the original sale, mortgage or lease deed and also the documents on which title to the property is based.

(c) If at any time before his retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the State Government he shall forthwith repay the sum so withdrawan by him in a lump sum to the Fund and in default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the sum to be recovered from the emoluments of the subscriber either in a lump sum or in such number or monthly instalments as may be determined by it.

Note—I. A subscriber should not be granted a second withdrawal for house-building purposes at any place if he has already been granted a final withdrawal for similar purposes on the same or another place. In other words, final withdrawals should hot be allowed for more than one house.

Note-II. Withdrawals shall also be admissible under clause (d) of paral5 for the purchase of a flat in a multistoried building belonging to Cooperative Society or any corporate body subject to the satisfaction of the sanctioning authority that the subscriber has actually been offered an allotment of flat by the Society or Body. All other terms and conditions regulating withdrawal under para 15 and this para shall apply mutatis mutandis to such purchase of flat.

17. **Conversion of an advance into a withdrawal :**

A subscriber who has drawn an advance under para 12 for any of the purposes specified in clauses (a), (b) & (c) of para 15 may convert at his discretion, by a written request to the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in paras 15 and 16.

Note : For the purposes of sub-para (1) of para 16 the amount or subscription with interest thereon standing to the credit of the subscriber in the Fund at the time of conversion plus the outstanding amount of advance shall be taken as the balance. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

FINAL WITHDRAWAL OF ACCUMULATIONS IN THE FUND

18. When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him :

Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service shall, if required to do so by his Head of Office, repay any amount paid to him from the Fund in pursuance of this para with interest thereon at the rate provided in para 11 in the manner provided in proviso to para 19. The amount so repaid shall be credited to his account in the Fund.

RETIREMENT OF A SUBSCRIBER—

When a Subscriber

19. (a) has proceeded on leave prepatory to retirement, or

(b) while on leave, has been permitted to retire or been declared by a competent medical authority to be unfit for further service, the amount standing to his credit on the Fund shall, upon an application made by him in that behalf to the Accounts Officer become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, if required to do so by his Head of Office, repay to the Fund for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this para with interest thereon at the rate provided in para 11 in cash or securities or partly in cash and partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (b) of sub-para (1) para 12.

PROCEDURE ON DEATH OF SUBSCRIBER

20. On the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made.

(1) **When the subscriber leaves a family—**

(a) if a nomination made by the subscriber with the provisions of para 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable, to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber subsits, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be infavour of any person or persons other than a member or members of his family become payable to the members of his family in equal share :

Provided that no share shall be payable to—

(i) Sons who have attained legal majority;

(ii) Sons of a deceased son who have attained legal majority;

(iii) Married daughters whose husbands are alive

(iv) Married daughters of a deceased son whose husbands are alive ;

If there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv);

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which the son would have received if he had survived the subscriber and had been exempted from the provisions of clause (i) of the first proviso.

(2) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of para 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(3) When the subscriber leaves no family and no nomination made by him in accordance with the provisions of para 5 subsists or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of Section 4 of the Provident Fund Act, 1925 are applicable to whole amount or the part thereof to which the nomination does not relate.

MANNER OF PAYMENT OF THE AMOUNT IN THE FUND

21. (1) When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Accounts Officer to sanction payment on receipt of a written application in his behalf as provided in sub-para (3).

(2) If the person to whom under these paras, any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment will be made to such manager and not to the lunatic.

(3) Any person who desires to claim payment under this para shall send a written application in that behalf to the Accounts Officer. Payment of amounts withdrawn shall be made in India only. The person to whom the amounts are payable shall make their own arrangements to receive payment in India (Vide Appendix C).

ACCOUNTING PROCEDURE

22. (a) Immediately after the scheme comes into force, the Accounts Officer shall allot Provident Fund Account number in respect of each of the existing eligible employees. In respect of future entrants into service under a Panchayat Body he shall similarly allot Provident Fund Account number as and when each such employee becomes eligible for subscribing to such fund.

(b) No deduction on account of subscription to the Provident Fund shall be made from the monthly pay bill of an employee unless an Account number is allotted in his favour.

23. There shall be one Provident Fund Deposit Account in each District Treasury for the Zilla Parishad employees. In each sub-divisional Treasury there shall be one Provident Fund Deposit Account for the employees of each of the Panchayat Samitis and the Gram Panchayats under the Panchayat Samiti in question. The Provident Fund Deposit Accounts for the Zilla Parishad employees shall be operated by the respective Additional Executive Officers and those for the Panchayat Samiti and Gram Panchayats by the Executive Officer/B. D. O. concerned. For this purpose, authorised officer shall send three sets of specimen signature along with the name of treasury where the Provident Fund Deposit Account is to be opened to the Pr. A. G. (A & E), West Bengal for issuing authority to the treasury for opening of personal deposit account.

24. The Head of office shall deduct the Provident Fund subscription of an employee each month from his pay-bill and arrange to deposit the sum total of the subscriptions in respect of all the employees into the

earmarked Provident Fund Deposit Account in the Treasury/Sub-divisional Treasury within three days from the date of disbursement of salary. In the case of the Zilla Parishad employees and the Panchayat Samiti/Gram Panchayat employees such deposit should be made by cheque/cash through TR-7 in triplicate which will be treated as a Challan for the purpose.

25. Promp tly, at the end of each financial year, the Head of Office shall claim interest on Provident Fund Deposits in accordance with the instruction of DPPG and on receipt of the claim, the Director of Pension, Provident Fund and Group Insurance reconcile the accounts with those maintained in the Treasury/Sub-divisional Treasury and allot fund for payment of interest to the concerned Treasury Officer under intimation to the Head of Office & to the Pr. A. G. (A & E) West Bengal. The Head of Office will then prepare a bill T. R. Form No. 48 with Challan for transfer credit of the amount of interest and present it at the Treasury. The Treasury on scrutiny of the bill shall arrange to pass the bill by per transfer credit of the amount of interest to the Provident Fund Deposit Account standing in the name of the operator of the Account.

26. The sanctioning authority while sanctioning temporary advance or withdrawal from the Provident Fund to an employee shall endorse a copy of the order to the Accounts Officer, Head of Office and to the applicant. A copy of such order shall also be endorsed to the Gram Panchayat concerned, where such temporary advance or withdrawal is sanctioned to an employee of a Gram Panchayat. On the basis of such sanction, the Accounts Officer will make payment by issuing cheque against the P. F. Deposit Account. The bill for drawal of the temporary advance or withdrawal shall be in the form in Appendix-F.

27. When a subscriber retires from service or otherwise quits service, the amount standing to his credit in the Fund shall become payable to him. In such case the Accounts Officer shall issue the final payment order. On the basis of the final payment order the payment will be made by A / C Payee Cheque drawn on the P. F. Deposit Account by the Accounts Officer.

28. A subscriber to the Fund, on application may stop payment of subscription before six months from the date of his superannuation. Such application should be given to the Head of office and the Accounts Officer and to the Prodhan of a Gram Panchayat in case of an employee of the Gram Panchayat at least one year before the date of retirement and on having the intimation the Head of the office shall keep proper notes on the pay bills of the employee concerned. No temporary advance or withdrawal shall be sanctioned to the employee concerned during the last six months before he retires from the service.

29. The subscriptions and recoveries from the monthly pay bill of an employee shall be credited to the "Provident Fund Deposit Account— Temporary advances, withdrawals and final payments shall also be debited against the said Provident Fund Deposit Account. Treasury will pay within balance available. There shall be pass book to record all deposits and withdrawals in respect of each account. The balance in each account shall be verified by the Accounts Officer with the treasury record month by month as prescribed in the T. R. W. B.

30. When paying subscription in India, either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Accounts Officer. Any change in number shall similarly be communicated to the subscriber by the Accounts Officer.

31. (1) As soon as possible after the close of each year, the Accounts Officer shall send in the Form in Appendix D to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and closing balance on that date.

The Accounts Officer shall attach to the statement of account an enquiry whether the subscriber—

(a) desires to make an alteration in any nomination made under para 5.

(b) has acquired a family in cases where the subscriber made no nomination in favour of a member of his family under the proviso to sub-para (1) of para 5.

(2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Accounts Officer within six months from the date of receipt of the statement.

(3) The Accounts Officer shall, if required by a subscriber once but not more than once in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

32. The State Government may, from time to time, issue such instructions as considered necessary for proper implementation of the scheme.

INTERPRETATION

33. If any question arises relating to the interpretation of these paras, it shall be referred to State Government, whose decision thereon shall be final.

34. Notwithstanding anything contained in the paras, State Government reserves to itself the power to relax any provision of these paras, as and when the occasion arises.

Subscriber's Nomination	Subscriber's Nomination	Subscriber's Nomination

Dated this day of 19 at (Place)

of his predeceasing the subscriber.

Dated this day of 19 at (Place)

Completely interest Amount other than

his/her Provident Fund Account during the 36 months

immediately preceding the date of his/her quitting service or thereafter :—

receipt. Accounts Officer, within.

APPENDIX-'A'

[Vide Para 5(3)]

Depositor No.- _____

PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES

Subscriber's Nomination

When the subscriber has a family and wishes to nominate one member thereof

I hereby nominate the person mentioned below, who is a member of my family as defined in para 2(1) (f) of the Provident Fund Scheme for the Employees of the Panchayat Bodies to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :

Name & Address of Nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated this day of 19 at (Place)

Two witnesses to signature.

1.

2.

Signature of subscriber

APPENDIX-'A'

[Vide Para 5(3)]

Depositor No.- _____

PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES

Subscriber's Nomination

When the subscriber has a family and wishes to nominate more than one member thereof

I hereby nominate the persons mentioned below, who are members of my family as defined in para 2(1) (f) of the Provident Fund Scheme for the Employees of the Panchayat Bodies to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name & Address of Nominees	Relationship with subscriber	Age	*Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person(s), if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

N. B. The subscriber should draw a line across the blank space below his last entry to prevent insertion of any name after he has signed.

Dated this day of 199 at (Place)

Two witnesses to signature.

1.

2.

Signature of subscriber

* This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

APPENDIX-'A'

[Vide Para 5(3)]

Depositor No.- _____

PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES

Subscriber's Nomination

When the subscriber has no family and wishes to nominate one person

I having no family as defined in para 2(l)(f) of the Provident Fund Scheme for the employees of the Panchayat Bodies hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been paid :

Name and address of nominee	
Relationship with subscriber	Age
Contingencies (**) on the happening of which the nomination shall become invalid	
Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.	

Dated this day of 19 at (Place)

Two witnesses to signature.

1.

2.

Signature of subscriber.

** Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX-'A'

[Vide Para 5(3)]

Depositor No.- _____

PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES

Subscriber's Nomination

When the subscriber has a family and wishes to nominate more than one person

I having no family as defined in para 2(1) (f) of the Provident Fund Scheme for the employees of the Panchayat Bodies nominate the persons mentioned belovy, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :

Name & Address of Nominees	Relationship with subscriber	Age	*Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person(s), if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

N. B. The subscriber should draw a line across the blank space below his last entry to prevent insertion of any name after he has signed.

Dated this day of 19 at (Place)

Two witnesses to signature.

1.

2.

Signature of subscriber.

* This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

** Where a subscriber who has no family makes, a nomination, shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX-'B'

[Vide Para 12 & 15]

FORM OF APPLICATION FOR AN ADVANCE FROM THE PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES

To _____

_____

Sir,

I have the honour to apply for a temporary/non-refundable advance of Rs. _____ from the sum at my credit in the Provident Fund. I have correctly answered each and all of the questions below.

Yours faithfully,

Dated : _____ Signature_____

Station : _____ Designation _____

_____ Address _____

QUESTIONS	ANSWERS
1. What is your—	
(a) Date of birth—	
(b) Date of appointment.	
2. What is your Account Number.	
3. What was the amount at your credit on the preceding 31st March (To be supported by the deposit account in original last furnished by the Accounts Officer, which will be returned after examination).	
4. What are the reasons for which the advance is required? (If lengthy they should be stated separately).	
5. What is your present pay ?	
6. (a) Has any advance*been previously taken?	
(b) If so, have all advances been completely repaid?	
(c) If so, when was the last repayment instalment (including interest) repaid?	
(d) If previous advances have not been completely repaid how many more instalments are due?	
7. In how many instalments (including interest instalments) do you propose to repay the advance?	
8. Do your deposits in the fund carry any interest (to be answered by Muhammadan employees only).	

APPENDIX-'C

[Vide Para 21 (3)]

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES (.....) IN THE PROVIDENT FUND ACCOUNT

To

The.....

[Through.....(the Head of Office)]

Sir,

I am due to retire/have retired/have been discharged /dismissed /have resigned finally from service and my resignation has been accepted with effect from.....forenoon/afternoon.

2. My Provident Fund Account No. is.....

3. A sum of Rs.....(Rupees.

was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of.....forRs.....encashed on.....at..... Treasury/ Sub-Treasury.

4. My specimen signature, in duplicate, duly attested by a Gazetted Officer of Government, is enclosed.

5. I certify that 1 have drawn/not drawn temporary advance/advances from my Provident Fund Account during the 36 months immediately preceding the date of my quitting service or thereafter.

6. I certify further that I have made/not made/withdrawal/withdrawals from my Provident Fund Account during 36 months immediately preceding the date of my quitting service or thereafter.

7. Details of the temporary advances drawn by me/.withdrawals made by me from my Provident Fund Account during the 36 months preceding the date of my quitting service or thereafter are given below :

(1) Amount of advances/withdrawals. Date

(2)

---

* Paragraph 4 applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber last served, otherwise it may be struck out.

Yours faithfully,

(Signature)

Station— Name.....

Dated : Address.....

CERTIFICATE BY THE HEAD OF OFFICE

1. It is certified after due verification with reference in my office, that no temporary advance/withdrawal was sanctioned to the applicant from his/her Provident Fund Account during the 36 months immediately preceding the date of his/her quitting service or thereafter—

OR

2. It is certified after due verification with reference to the records in my office, that the following temporary advance/final withdrawals were sanctioned to and drawn by the applicant from his/her Provident Fund Account during the 36 months immediately preceding the date of his/ her quitting service or thereafter :—

	Amount of advance/withdrawal	Date	Voucher No.
(1)			
(2)			

(Signature of the Head of Office)

APPENDIX-'D'

[Vide Para 31 (1)]

ANNUAL STATEMENT OF PROVIDENT FUND
BY ACCOUNTS OFFICER

Accounting Year _____Rate of Interest _____

Account	Name of Subscriber	Opening balance	Deposits during the year		Interest allowed during the year
			Subscription	Advance repayment	
1	2	3	4		5

Withdrawal during the year	Balance	Remarks if any
7	8	9

Notes : 1. If the subscriber desires to make any alteration in the nomination already made, a revised nomination may be sent forthwith in accordance with the rules of the Fund.

2. In case the subscriber, owingeo his/her having no family then, had nominated a person/persons other than a member/members of his family and has subsequently acquired a family he/she should submit a nomination in favour of a member/members of his/her family.

3. The Subscriber is requested to satisfy himself/herself as to the correctness of the statement and to bring errors, if any, to the notice of the Accounts Officer, within month(s) from the date of its receipt.

Signature_____

Designation _____

Date _____

Government of West Bengal
Department of Panchayats
11 A, K.S.Roy Road, Calcutta - 700 001

No. 23402/VIII/Panch/2P-3/85 **Dated : 11.9.89**

From : The Dy. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Group Savings Linked Insurance Scheme for the employees of Panchayati Raj Bodies.**

The undersigned is directed to say that the Life Insurance Corporation of India have introduced a Group Savings Linked Insurance Scheme to cover the employees serving under different Undertakings, Corporations, Local Bodies and other public enterprises controlled by the State Government. The authorities of Life Insurance Corporation of India have also offered to introduce this scheme in respect of the employees of different Panchayat Bodies in this State. In fact, five Zilla Parishads, viz. Birbhum, Howrah, Hooghly, Burdwan and South 24-Parganas are reported to have already adopted this scheme in favour of their employees; likewise Sonarpur Panchayat Samiti in the district of South 24-Parganas covering the employees of all the Gram Panchayats within its areas has also joined the scheme as one uhit and the Block Development Officer and Ex-officio Executive Officer of the said Samiti as the Master Policy holder.

2. The salient features of the above mentioned scheme are summarised below :-

Basically, it is similar to the revised Group Insurance Scheme already in vogue in respect of the employees of the State Government. Out of the monthly premium/subscription payable under the scheme, 35% is charged as risk premium 65% is treated as savings portion. Interest @ 11% ppr annum compounding yearly is currently allowed on the savings portion. The accumulated amount of the savings portion is payable in case of resignation or retirement and the accumulated amount of savings, together with life cover is payable in case of death. The premium amounts are deductable from the monthly salary of the employees and the entire amount is eligible for income-tax exemption under Section 80(c) of I.T. Act, 1951.

The subscriptions to the scheme are on graded basis as detailed below :-

(a) If the number of employees covered is 50 or more

Scale of pay		Units and rate of subscription per month	Amount of Insurance coverage
1.	Pay scale maximum above Rs. 1170/-	8 Units of Rs. 10/- each or Rs. 80/- p.m	80,000/-
2.	Pay scale maximum of Rs. 1170/-or below but above Rs. 700/-	4 Units of Rs. 10/-each or Rs. 40/-p.m	40,000/-
3.	Pay scale maximum of Rs. 700/- but above Rs. 415/-	2 Units of Rs. 10/- each or Rs. 40/- p.m	20,000/-
4.	Pay scale maximum upto Rs. 415/-	1 Units of Rs. 10/- p.m.	10,000/-

(b) For Groups of 25 to 49

Scale of pay		rate of subscription	Amount of Insurance coverage
1.	Pay scale maximum above Rs. 1170/-	Rs. 60/- p.m	60,000/-
2.	Pay scale maximum of Rs. 1170/- or below but above Rs. 700/-	Rs. 45/- p.m	45,000/-
3.	Pay scale maximum of Rs. 700/- but above Rs. 415/-	Rs. 30/- p.m	30,000/-
4.	Pay scale maximum upto Rs. 415/-	Rs. 15/- p.m	15,000/-

(c) For Groups of 15 to 24

Salary range (Basic pay plus D.A)		rate of subscription	Amount of Insurance coverage
1.	above Rs. 2500/-	Rs. 30/- p.m	30,000/-
2.	Rs. 2500/- and below	Rs. 15/- p.m	15,000/-

3. As a Zilla Parishad has considerable number of employees there is no difficulty on its part to joint the scheme. The Governor is, therefore, pleased to accord necessary permission to the Zilla Parishads who desire to join the scheme subject to the condition that it will be compulsory on the part of their employees to join the same.

4. The Governor is also pleased to accord necessary permission to the Panchayat Samitis/Gram Panchayats to join the scheme in the interest of their respective employees as and when they desire to do so subject to the terms and conditions enumerated below :-

(i) All the employees of the Gram Panchayats along with those under the Panchayat Samiti falling within the area of a Block shall have to be grouped together to form a single unit and the concerned Block Development Officer and Executive Officer of the Panchayat Samiti should function as the Master Policy Holder.

(ii) It will be compulsory for all the employees of such a unit to join the scheme.

(iii) Necessary deductions from the monthly salaries of the employees on account of premium payable for the scheme shall be made in the office of the Block concerned and the amount so deducted shall be deposited to concerned Divisional/ Branch Office of the Life Insurance Corporation of India in one cheque drawn in favour of the Corporation.

6. For further details the authorities of Zilla Parishads/Panchayat Samitis may establish derect contact with the Local Offices of the Life Insurance Corporation of India a list of which is shown in the Annexure.

Dy. Secy. to the
Govt. of West Bengal

ANNEXURE

Area of Jurisdisction of the LIC Offices in respect of Grouop Saving Linked Insurance Scheme for the employees of Panchayati Raj Bodies.

	District	Corresponding LIC Offices
1)	24 Parganas (South)	LIC of India, Calcutta Metropolitan Divisions Offices, P & G Department, Jeevan Prakash, 16, C.R.Avenue (9th floor) Calcutta-72
2)	Howrah, Hooghly and Midnapore	LIC of India Howrah Divisional Office, P & Department Rallis Building, 16, Hare Street (4th floor) Calcutta- 700 001.
3)	Murshidabad, Nadia and 24-Parganas (North)	LIC of India, Calcutta Subarban Divisional Office, P & G Department, Hindustan Bldg. Annexe, 4, C.R.Avenue (4th Floor) Calcutta - 72
4)	Bankura, Birbhum, Burdwan & Purulia	LIC of India Asansol Divisional Office, P & G Department, G.T.Road, West End, Asansol -713 304
5)	Coochbehar, Darjeeling, Jalpaiguri, Malda and West Dinajpur	LIC of India Jalpaiguri Divisional Office, P & G Department, Jeevan Prakash, Post Box No. 71 P.O. & Dist. Jalpaiguri.

নং ঃ ৮৫৫৬/সেল-৮/পঞ্চ/২ পি-৬/৮৫ তারিখ ঃ ৮/৫/৯০

প্রেরক ঃ উপ-সচিব, পশ্চিমবঙ্গ সরকার

প্রাপক ঃ পঞ্চায়েত অধিকর্তা, পশ্চিমবঙ্গ

বিষয় ঃ পঞ্চায়েত কর্মচারীদের জন্য সমষ্টি সঞ্চয় বীমা প্রকল্প--কিছু প্রাসঙ্গিক ব্যাখ্যা

এতদ্বারা জানানো যাইতেছে যে, পশ্চিমবঙ্গের ত্রিস্তর পঞ্চায়েতীরাজ ব্যবস্থার সহিত যুক্ত কর্মচারীদের জন্য ভারতের জীবন বীমা নিগমের সহযোগিতায় সমষ্টি সঞ্চয় বীমা প্রকল্প চালু হইয়াছে। এই প্রকল্প কার্যকর করিবার লক্ষ্যে এই দফতরের ১১-৯-৮৯ তারিখের ২৩৪০২/সেল- ৮/পঞ্চ/২পি-৬/৮৫ সংখ্যক পত্রে প্রয়োজনীয় বিধিনির্দেশ দেওয়া হইয়াছে। এতদসত্ত্বেও প্রকল্পটি কার্যকর করিবার ক্ষেত্রে কিছু সমস্যা দেখা দিয়াছে। ঐ সকল সমস্যার সমাধানকল্পে দফতরের পূর্বোক্ত পত্রের বিধিনির্দেশ বহাল রাখিয়াই বর্তমান পত্রে নিম্নোক্ত মর্মে আরও কিছু বিধিনির্দেশ দেওয়া যাইতেছে ঃ

১। আলোচ্য সমষ্টি সঞ্চয় বীমা প্রকল্পটি ইউনিটের ক্ষেত্রে (অর্থাৎ জেলা পরিষদ/পঞ্চায়েত সমিতি/ও তাহার অধীন গ্রাম পঞ্চায়েত সকল) জীবন বীমা নিগম যেদিন হইতে বীমা প্রস্তব গ্রহণ করিবেন সেইদিন হইতে কার্যকরী হইবে।

২। চৌকিদার এবং দফাদারগণ আলোচ্য প্রকল্পের অন্তর্ভুক্ত হইবেন এবং তাঁহাদের মূল বেতনের ভিত্তিতে দেয় প্রিমিয়াম স্থির হইবে।

৩। গ্রাম পঞ্চায়েত কর্মচারীদের ডি ডি ও হইতেছেন ব্লক উন্নয়ন আধিকারিক তথা পঞ্চায়েত সমিতির নির্বাহী আধিকারিক। গ্রাম পঞ্চায়েত কর্মচারীদের বেতন আদায় হইবার পর তিনি এই দফতরের পূর্বোক্ত পত্রের বিধিনির্দেশ মত কর্মচারীদের দেয় প্রিমিয়ামের টাকা কাটিয়া লইয়া ব্লকের পি এল এ্যাকাউন্টে অথবা তাঁহার স্থানীয় ব্যাংক এ্যাকাউন্টে জমা করিবেন এবং সেই সকল গ্রাহক কর্মচারীগণের নাম এবং টাকার পরিমাণ উল্লেখ করিয়া গ্রাম পঞ্চায়েতকে রসিদ দিবেন। বেতনের বাকী টাকা মুৎফরাক্কা রসিদের বিনিময়ে সংশ্লিষ্ট গ্রাম পঞ্চায়েতকে হস্তান্তর করিবেন। পঞ্চায়েত সমিতিভুক্ত কর্মচারীদের ক্ষেত্রেও ডি ডি ও হিসাবে ব্লক উন্নয়ন আধিকারিক সংশ্লিষ্ট কর্মচারীদের বেতন হইতে দেয় প্রিমিয়ামের টাকা কাটিয়া লইয়া ওই একই এ্যাকাউন্টে জমা করিবেন এবং এইরূপে আদায়ীকৃত প্রিমিয়ামের সমস্ত টাকা (গ্রাম পঞ্চায়েত এবং পঞ্চায়েত সমিতির কর্মচারীদের মোট প্রিমিয়াম) এক কিস্তিতে ব্যাংক চেক মারফৎ জীবন বীমা নিগমে জমা দিবেন।

৪। প্রিমিয়াম আদায় এবং জমা সংক্রান্ত হিসাবের পৃথক খতিয়ান বহি (মাসিক ভিত্তিতে) রাখিতে হইবে। এই বহি রাখিবেন পঞ্চায়েত সমিতির ক্ষেত্রে নির্বাহী আধিকারিক এবং গ্রাম পঞ্চায়েতের ক্ষেত্রে গ্রাম পঞ্চায়েত সচিব। প্রাপ্ত প্রিমিয়াম রসিদ এবং মুৎফরাক্কা রসিদের ভিত্তিতে গ্রাম পঞ্চায়েতগুলি ক্যাশ বহিতে হিসাব রাখিবে।

৫। ব্লক উন্নয়ন আধিকারিক তথা নির্বাহী আধিকারিক বৎসরান্তে পঞ্চায়েত সমিতি এবং গ্রাম পঞ্চায়েতের প্রতিটি কর্মচারীকে পৃথকভাবে তাঁহার জমার পরিমাণ জানাইয়া হিসাব বিবরণী দিবেন।

স্তা ঃ সচ্চিদানন্দ ভট্টাচার্য
উপ-সচিব

No. 20124/VIII/Panch/2P-10/89 Dated : 22/8/89

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Director of Panchayat, West Bengal.

Sub : Proposal for submission of pension cases in respect of Panchayat Employees direct to the Pension Cell (Non-Govt.) of Finance Department under the Director of Pension, Provident Fund and Group Insurance by the pension sanctioning authorities.

The undersigned is directed to say that at present pension cases of Panchayat Employees are sent by the Pension sanctioning Authorities (i.e. Block Development Officers in respect of Gram Panchayats, Sub-divisional Officers in respect of Panchayat Samitis and District Magistrates in respect of Zilla Parishad) directly to the Directorate of Pension, Provident Fund & Group Insurance for examining the admissibility of Pension.

It has been reported by the Director of Pension Provident Fund and Group Insurance that the said Directorate in turn sends these cases to Pension Cell (Non-Govt.) for verification of pay and services. The process of getting the reports of the Pension Cell (Non-Govt.) takes several weeks' time, to eliminate which substantially the Director of Pension, Provident Fund and Group Insurance has suggested that instead of submitting pension cases of Panchayat employees direct to them, the same may better be routed through the Assistant Secretary, Pension Cell (Non-Govt.), Finance Deptt. under them.

In the circumstances, to reduce wastage of time and to ensure more prompt disposal of cases the undersigned is directed to say that henceforth all such pension cases should be sent to the Directorate of Pension, Provident Fund & Group Insurance by the Pension sanctioning authorities through the Assistant Secretary, Pension Cell (Non-Govt.) of Finance Department under the Directorate of Pension, Provident Fund and Group Insurance, Purta Bhavan, 2nd floor, Bidhannagar, Calcutta-700091. The Pension Cell (Non-Govt.) after due verification of pay and services will send these cases to the Directorate of Pension, Provident Fund and Group Insurance where the admissibility of pension will be examined and further action taken.

Sd/-
Deputy Secretary to the
Govt. of West Bengal

No. 19262/III/Panch/2E-150/88 Dated : 7/8/89

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Director of Panchayat, West Bengal.

Sub : Date of birth recorded on the basis of Matriculation Certificate.

The undersigned is directed to say that in the Notification No. 4330-F dated 17.4.86 read with Memo No. 4551-F dated 23.4.86 issued by the Finance Deptt. of this Govt. it has been stated that where the Matriculation Certificate does not show the actual date of birth and instead shows the age of the candidate as on the 1st March of the year in which the examination was held in terms of years and months only excluding days, the Govt. may alter the date of birth of the employees concerned provided that he can produce acceptable documentary evidence like an extract from the Register of Births etc. from the Admission Register of the Institution concerned where he studied in support of the actual date of birth claimed by him and decision to retire him shall be taken on the basis of such altered date of birth.

The aforesaid orders further state that in cases where it is not possible for the incumbent concerned to furnish any acceptable documentary evidence like extract from the Birth Register or Admission Register of the Institution etc. he shall make a declaration in writing to the effect stating that the actual date of his birth is other than the 1st day of the same month and the competent authority shall on the basis of such declaration correct the date of birth already recorded in the Service Book accordingly. A certificate to this effect shall be embodied in the Service Book.

The question of extension of similar benefits to the employees of the Panchayati Raj Bodies also was under active consideration of the Govt. for some time past. After careful consideration of the matter the Governor is now pleased to direct that the concerned appointing authority of an employee of the Panchayati Raj Body may alter the date of birth of the concerned employee if he can produce acceptable documentary evidence like an extract from the Birth Register or Admission Register of the Institution where he studied in support of the actual date of Birth claimed by him. The Governor is further pleased to direct that if it is not possible for the incumbent concerned to furnish any such acceptable documentary evidence like extract from the Birth Register or Admission Register of the Institution etc. he may make a declaration in writing to the effect stating that the actual date of birth is other than 1st day of the same month on the basis of which the appointing authority may correct the record regarding the date of birth of the incumbent in the Service Book accordingly and he may be allowed to retire on the last day of the same month instead of the last day of the previous month. A certificate to this effect shall be embodied in the Service Book of the employee.

This order issues with the concurrence of the Finance Deptt. vide their U/O No. Group- 'P' No. 339 dated 3.7.89.

Sd/-
Deputy Secretary to the
Govt. of West Bengal

No. 8487(36)/III/Panch/1R-2190 Dated : 30/4/90

From : The Deputy Secretary to the Govt. of West Bengal.

To : 1. The Director of Panchayats, West Bengal.

2. Regional Assistant Director of Panchayats, Presidency/ Burdwan/Jalpaiguri Division.

3. The District Panchayat Officer, _____District.

4. The Secretary, _____ Zilla Parishad.

NOTIFICATION

No. 1194/I/Panch/3R-4/88 Dated: 16.1.1989

In exercise of the power conferred by section 224, read with sub-section (4) and (5) of section 185A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 224 of the said Act, the following rules, namely :—

RULES

The West Bengal Panchayat (Determination and Apportionment of Properties, Funds and Liabilities and Officers and Employees of the Darjeeling Zilla Parishad between the Darjeeling Gorkha Hill Council and the Siliguri Mahakuma (Parishad) Rules, 1989.

1. **Short title**—These rules may be called the West Bengal Panchayat (Determination and Apportionment of Properties, Funds and Liabilities and Officers and Employees of the Darjeeling Zilla Parishad between the Darjeeling Gorkha Hill Council and the Siliguri Mahakuma (Parishad) Rules, 1989.

2. **Definitions**—(1) In these rules unless the context otherwise requires—

(a) "the Act" means the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973);

(b) "Council" has the same meaning as in the Act;

(c) "Mahakuma Parishad" has the same meaning as in the Act;

(d) "Prescribed authority" has the same meaning as in the Act;

(e) "Section" means a section of the Act.

(2) All other words and expressions used herein and not defined shall have the meanings respectively assigned to them in the Act.

(3) The Bengal General Clause Act, 1899 (Bengal Act I of 1899), shall apply for interpretation of these rules as it applies for interpretations of an Act of the State Legislature.

3. **Appointment of prescribed authority**—The State Government shall appoint as prescribed authority an officer, not below the rank of Divisional Commissioner, for the purpose of carrying out the functions of determinations and apportionment of properties, funds and liabilities and officers and employees of the Darjeeling Zilla Parishad between the Council and the Mahakuma Parishad as provided in the Act.

4. **Principle of determination and apportionment—**The prescribed authority shall, as soon as possible, determine and apportion the properties, funds and liabilities of the Darjeeling Zilla Parishad between the Council and the Mahakuma Parishad on the Principle of equity and convenience:

Provided that the immovable properties of the Zilla Parishad shall be apportioned, irrespective of the valuations, on the asis of location of such properties within the jurisdiction of either the Council or the Mahakuma Parishad and on such apportionment, the apportioned property and the liability in respect of such property shall devolve upon the Council or the Mahakuma Parishad, as the case may be:

Provided further that the available schematic funds for any programme shall be apportioned to the Council or the Mahakuma Parishad in the proportion of the total amount of balance, fund required to complete, according to approved estimates, all on-going schemes located within the jurisdiction of either the Council or the Mahakuma Parishad:

Provided also that the available non-schematic fund of the Zilla Parishad, which should be applied first for meeting the arrear liabilities of the Zilla Parishad as on the date immediately preceding the date on which it stands dissolved under sub-section (1) of section 185A, shall be apportioned by the prescribed authority in the ratio of three to one in consideration of the number of sub-divisions in each area:

Provided also that the office equipments, vehicles, road-rollers and other machineries and implements shall be apportioned between the, Council and the Mahakuma Parishad in the ratio of three to one, taking into consideration the immediate requirement and the scope of purposeful utilisation of such equipments, vehicles, road-rollers and other machineries and implements by the Council and the Mahakuma Parishad and also taking into consideration the fact that the Council and the Mahakuma Parishad should have, as far as practicable, minimum office equipments, vehicles, road-rollers and other machineries to carry on the immediate work without interruption. Upon such apportionment, the equipments, vehicles road-rollers and other machineries and implements together with all liabilities shall devolve upon the Council or the Mahakuma Parishad, as the case may be.

(5) Officers and employees of the Darjeeling Zilla Parishad shall be placed by the prescribed authority under the Council or the Mahakuma Parishad in consideration of the option obtained from each officer and each employee in such manner as may be devised by the prescribed authority and, upon such placement, such officer or employee shall become an officer or employee of the Council or the Mahakuma Parishad, as the case may be :

Provided that an option exercised by an officer or an employee under this rule shall be final unless the option is allowed to be modified by the prescribed authority for reasons to be recorded by him in writing.

6. **Transitional provisions—**(1) In case the Zilla Parishad is dissolved under section 185A of the Act in consequence of the Council coming into office and before determination and apportionment of properties, funds and liabilities and officers and employees of Darjeeling Zilla Parishad by the prescribed authority under those

rules, such properties, funds and liabilities shall be held in custody by the District Magistrate having jurisdiction who shall also act as the Controlling and Drawing and Disbursing Officer of the officers and employees of the dissolved Zilla Parishad until such determination and apportionment is completed by the prescribed authority.

(2) In case the Mahakuma Parishad is not constituted at the time when the determination and apportionment under these rules are completed by the prescribed authority, the properties and funds so apportioned in favour of the Mahakuma Parishad not constituted and any other fund subsequently released by any competent authority in favour of the Mahakuma Parishad not constituted shall be held in custody and the officers and employees placed under the Mahakuma Parishad shall be under the administrative control of the District Magistrate having jurisdiction who shall apply the property and fund held in custody by him for immediate need, including disbursement of pay and allowances of the officers and employees and running of on-going schemes, maintain separate and complete records of all transactions, and make over charges of all properties and fund to an officer authorised in this behalf by the Mahakuma Parishad, as soon as the Mahakuma Parishad is constituted.

By order of the Governor,

L. B. PARIYAR,
Secy. to the Govt. of West Bengal

No. 3610/I/Panch/lE-49/88 Dated : 7.2.1989

NOTIFICATION

In exercise of the power conferred by clause (19) of section 2 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) read with rule 3 of the West Bengal Panchayat (Determination and Apportionment of Properties, Fund and Liabilities and officers and employees of the Darjeeling Zilla Parishad between the Darjeeling Gorkha Hill Council and the Siliguri Mahakuma Parishad) Rules, 1989, the Governor is pleased hereby to appoint the Commissioner, Jalpaiguri Division to be the prescribed authority for the purpose of determination and apportionment of properties, funds and liabilities and officers and employees of the Darjeeling Zilla Parishad between the Darjeeling Gorkha Hill Council and the Siliguri Mahakuma Parishad.

By order of the Governor,

L. B. PARIYAR,
Secy. to the Govt. of West Bengal

No. 7/III/Panch/2E-143/88 Dated: 5.1.89

From : The Deputy Secretary to the Government of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : QUESTION OF GIVING EFFECT OF THE DECLARATION OF PERMANENT DISABLEMENT ON MEDICAL GROUNDS IN RESPECT OF AN EMPLOYEE OF THE PANCHAYAT BODY.

The undersigned is directed to say that a point has been raised as to with effect from which date declaration of permanent disablement by the Medical. Board in respect of an employee of the Panchayat Body is to take effect. No such clear provision has been laid down in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats. So far the employees of the Government are concerned, the question referred to above has been covered under rule 56(1) & (2) of the West Bengal Services (D. C. R. B.) Rules, 1971 which provides inter-alia that an officer who has a medical certificate of incapacity for further service shall, if he is on duty, be invalided from service from the date of relief of his duty, which should be arranged without delay on receipt of the medical certificate. If he is on leave other than "leave not due", at the time of submission of the medical certificate, he should be invalided from service on the. expiration of the leave already granted to him. If he is on "Leave not due" his date of retirement should take effect from the date of his medical report.

A Govt. servant declared by the competent medical authority to be completely and permanently incapacitated may, in special cases, be granted leave or an extension of leave not exceeding six months as debited against the leave account, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the Government servant's break down in health has been caused in and by Government service or when the Govt. servant has taken a comparatively small amount Of leave during his service or will complete at an early date an additional six months' service for pension.

The provisions referred to above shall apply mutatis mutandis in respect of the employees of Panchayat Bodies also.

All concerned may be informed accordingly.

Sd/- A. K. Banerji
Deputy Secretary to the Govt of
West Bengal

No. 4354/III/Panch/2A-61/82 Dated : 18.2.89

From : The Deputy Secretary to the Govt. of West Bengal

To : The Director of Panchayats, WestBengal.

Sub : APPOINTMENT OF A QUALIFIED DEPENDENT SON/DAUGHTER/NEAR RELATION OF THE CLERK-CUM-TYPIST AND PEON OF THE PANCHAYAT SAMITI WHO DIE-IN-HARNESS.

The undersigned is directed to say that the benefits of dies-in-hamess case similar to those of the employees of government are also now admissible to all the employees of Panchayati Raj Bodies excepting the Clerk-cum-Typists and the Peons under the Panchayat Samitis.

In this Deptt. memo. No. 24611/III/Panch dt. 9.9.88 it has been laid down that the dependent son/ daughter/near relation of an employee of the -Gram Panchayat/Panchayat Samiti who does not possesses the School Final/Madhyamik or equivalent examination pass Certificate can be appointed against any suitable vacancy under the Zilla Parishad/Panchayat Samiti in Group-D post. In terms of this memo, any such unqualified dependent son/daughter/near relation of a deceased Clerk-cum-Typist/Peon of a Panchayat Samiti who dies-in-harness can be given appointment to the post of group-'D' employee under a Zilla Parishad/Panchayat Samiti.

The undersigned is directed to say that several representations are being received by the Government from the qualified sons/daughters/near relations of the deceased Clerk-cum-Typists who die-in-harness praying for the appointment to the post of Clerk-cum-Typist under the concerned Panchayat Samitis.

After careful consideration of the matter the Governor is pleased to order that a Panchayat Samiti will be competent without referring to the Employment Exchange to give appointment in the post of Clerk-cum-Typist under it to a qualified son/daughter/near relation of a deceased Clerk-cum-Typist/Peon of the said Panchayat Samiti who is wholely dependent on the concerned deceased employee who dies in harness.

No. 8698AII/Panch/2A-103/81 Dated : 22.5.87

From : The Assistant Secretary to the Government of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : MEDICAL EXAMINATION IN RESPECT OF THE EMPLOYEES OF PANCHAYATI RAJ BODIES DECLARED PERMANENTLY INCAPACITATED FOR FURTHER SERVICE.

The undersigned is directed to say that it has been laid down in order No. 9358-III Panch/2E-8/81 dt. 8.4.81 that the Director of Panchayats, West Bengal would be competent enough to give appointment in the post of Secretary of an Anchal/Gram Panchayat to a son/daughter/near relation of an Anchal/Gram Panchayat Secretary who is wholly dependent upon him when the Secretary is disabled permanently or otherwise incapacitated rendering him unfit to continue in service, provided the fact of such disablement is certified by a Medical Officer of the Government and provided the dependent possesses the prescribed qualification according to the recruitment rules prescribed for the said post. Similarly in terms of para 5 of this Deptt. order No. 9099-1(15) III Panch dt. 20.4.85 a Zilla Parishad is competent to give appointment to a son/daughter/near relation of its employees when they are disabled permanently or otherwise incapacitated rendering them unfit to continue in service, provided, these fact of disablement is certified by the Chief Medical Officer of the district concern or by a Medical Officer authorised by him for this purpose and provided the dependent possesses the prescribed qualification according to the recruitment rules of the relevant post and there is available vacancy in such post.

2. In partial modification of the aforesaid two orders so far as they relate to medical examination of the employees of Panchayats declaring them permanently incapacitated for further service, the undersigned is directed by order of the Governor to say that in the matter of giving appointment to a son/daughter/near relation of an employee of a Gram Panchayat other than Chawkidar and Dafadar and an employee of the Zilla Parishad on the ground of being declared permanently disabled or incapacitated for further service, the following procedures shall be followed for medical examination:—

The Chief Medical Officer of Health of the District shall issue the certificate in the form annexed herewith after examining the Panchayat employee through a Medical Board consisting of the Chief Medical Officer of Health and at least three Specialist Medical Officers of three different disciplines.

The Board is to be constituted by the Chief Medical Officer of Health ; provided that if any employee intends to retire from, service on medical ground within two years from the date of normal retirement, the medical examination shall be made by the standing Medical Board at Medical College and Hospital, Calcutta and shall not be examined locally.

Sd/-
Assistant Secretary to the
Government of West Bengal

ANNEXURE

Anexure to G.O. No. 8698/IH/Panch/2A-103/81 dated 22.5.87 of the Panchayat & CD. (Panchayat) Department

FORM OF MEDICAL CERTIFICATE

Certified that I/we have carefully examined _____ son/daughter of _____ _____ in the _____. His/Her age is by his/her own

statement _____ years and by appearance about _____ _____ years. I/we consider _____ to be completely and permanently incapacitated for further service of any kind in. the Panchayat Body to which he/she belongs in consequence of _____ (here state the decease or cause).

His/Her incapacity does not appear to me/us fo have been caused by irregular or intemparate habits.

Note 1. If the incapacity is the result of irregular or intemparate habits, the following will be substituted for the above sentence;

"In my/our opinion his/her incapacity is directly due to _____ and has been accelerated or aggravated by such irregular or intemperate habits."

Note 2. If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made :

I am/We are of the opinion that _____ is fit for further

service of a less laborious character than that which he/she has been doing (or may after resting for _____months, be fit for further service of a less laborious character than that which he/she has been doing).

Note 3. The mere fact that an employee has suffered from syphilis taken by itself is not sufficient to bring him/ her under the operation of this para.

Note 4. Unsoundness of mind caused by any habits is a sufficient ground for invaliding employee.

Signature of the Medical Officer/the

Date : Members of Medical Board

Signature of the employee

(Attested by the Medical Officer/Medical Board) _____

No. 9090/VIII/Panch/3B-2/86 Dated : 27.5.87

From : Shri L. B. Pariyar, I.A.S., Secretary to the Government of West Bengal.

To : The Accountant General, West Bengal (A&E),Ttreasury Buildings, Calcutta-700 001.

Sub : HEAD OF ACCOUNT AND ACCOUNTING PROCEDURE FOR PAYMENT OF PENSIONARY BENEFITS OF PANCHAYAT EMPLOYEES (OTHER THAN CHOWKIDARS AND DAFADARS UNDER GRAM PANCHAYATS).

Sir,

I-am directed to say that under G.O. No. 30314/VIII/Panch/2P-4/85 dt. 30.8.85, it was decided that the charge for payment of retirement benefits to the employees of Panchayats shall be met from the grant under the head "314-Community Development (Panchayat)-IV-Other Expenditure-Non Plan-Pension and Retirement Benefits of Panchayats employees", the opening of which was sanctioned under the G.O. dated 30.8.85 referred to above. In the aforesaid G.O. dt. 30.8.85 sanction was also accorded to the opening of "Pension Deposit Account" in each Treasury/Sub-Treasury for payment of pensionary benefits to the employees of Panchayat bodies.

2. It has since been decided in consultation with the Accountant General, West Bengal and the Finance Deptt. that provision may be made under a new sub-head of account "Grants-in-aid/Contributions to Pension Deposit Account of the Panchayat Bodies', subordinate to the major and minor head "2515-Other Rural Development Programmes (Panchayati Raj)-00-101'-Assistance to Panchayati Raj Institutions-Non plan' for payment of pensionary benefits to the Panchayat employees (other than Chowkidars and Dafadars under Gram Panchayats). It has also been decided that Pension Deposit Account namely "Pension Deposit Account of the Panchayat Bodies" may be opened under the major and minor head "8448-Deposits of Local Funds-00-109-Panchayat Bodies Fund" for payment of pensionary benefits to employees of Panchayat bodies (other than Chowkidars and Dafadars under Gram Panchayats).

3. In view of the decisions referred to in para 2 above, I am now directed by order of the Governor to say, in partial modification of G.O. No. 30314/VIII/Panch/2P-4/85 dt. 30.8,85, that (a) the Governor is pleased to sanction opening of the sub-head "(15) Grants-in-aid/Contributions to Pension Deposit Account of the Panchayat Bodies" under the major and minor head "2515-Other Rural Development Programmes (Panchayati Raj)-00-101-Assistance to Panchayati Raj Institutions-Non Plan" during the current year; (b) the Governor is further pleased to sanction opening of a Personal Ledger account i.e. "Pension Deposit Account of the Panchayat Bodies" subordinate to the major and minor head "8448-Deposit of Local Funds-00-109-Panchayat Bodies Funds" both in the receipt side and in the disbursement side during the currentyear.

4. (a) The Governor is further pleased to direct that the Sub-Divisional Officers shall act as the drawing and disbursing officer for drawing the grant-in-aid bill for the payment to the pension deposit account by per contra-credit to "8448-Deposits of Local Funds etc. etc." by debiting the head "2515-Other Rural Development Programmes (Panchayati Raj) etc. etc." out of the allotment of funds to be made available in favour of the Sub-Divisional Officers.

(b) The pension disbursing officer viz. Sub-Divisional Officers are allowed to operate the Personal Ledger account i.e. "Pension Deposit Account of the Panchayat Bodies" as per provision under S.R. 410(b) of the WBTR Volume I. The Sub-Divisional Officers are hereby authorised to obtain prior approval of the Accountant General, West Bengal (A&E) to the opening of P.L. Account in each individual case.

(c) The detailed account of the Death-cum-Retirement Benefit Scheme for the employees of Panchayats (other than Chowkidars and Dafadars under Gram Panchayats) shall be maintained by the Sub-Divisional Officers.

(d) The Treasury/Sub-Treasury Officers shall also maintain the banking account as per provision under S.R. 441 of the WBTR Volume I. The Treasury/Sub-Treasury Officers shall also exercise check as contained in S.R. 444 ibid read with Finance Deptt. (Audit Branch) Memo. No. 13092-F dated 1.11.83. The Treasury Officers shall incorporate the transaction in the monthly list of payments/Cash Accounts and will render Plus & Minus memos to the Office of the Accountant General, West Bengal (A&E). The Treasury/Sub-Treasury Officers shall supply the blank P.L. Cheque books to the Sub-Divisional Officers on specific requisition.

(e) The procedure for drawal and payment of pension to employees of Panchayat bodies (other than Chowkidars and Dafadars under Gram Panchayats) as laid down in para 60 of the Death-cum-Retrrement Benefit Scheme for the employees of Panchayats shall be followed.

5. This order issues with the "concurrence of the F.D. vide their U/O No. Group N-802 dated 25.5.1987.

Yours faithfully,

Sd/- L. B. Pariyar
Secy. to the Govt. of West Bengal

No. 100/VIII/Panch/2P-7/85 Dated : 4.1.1986

From : Shri N. R. Haldar, IAS, Secretary to the Government of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Clarification regarding Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats.**

Sir,

I am directed to issue the following instructions in connection with implementation of the Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats :

(1) (A) In somecases the normal age of superannuation of a Panchayat employee is 60 years or more. In the Death-cum-Retirement Scheme, however, the age for an employee (other than a member of Group-'D' Service) shall be 58 years., As such an employee who opts to come under the scheme shall have to retire after attaining the age of 58 years. It has, however, been provided in the scheme that an employee who was in active service under a Panchayat body on or after 1.4.1981 but could not exercise option due to retirement or death shall be deemed to have opted for coming under the scheme. As the aforesaid scheme was sanctioned in August, 1985, there may be some cases where an employee was in active service on or after 1.4.81 and attained the age of 58 years immediately thereafter and remained in service for another two years i.e. up to 60 years of age. As for example, an employee, other than a Group-'D' employee was due to retire on attaining the age of 58 years with effect from 30.6.81. He continued in service till attaining the age of 60 years i.e. up to 30.6.1983 (last working day). The questions, therefore, arise—

(i) how the period of service rendered by him for the period from 1.7.81 to 30.6.83 be treated, and

(ii) how the pension and gratuity of the incumbent be fixed.

In such a case—

(i) the period of service rendered by the incumbent for the period from 1.7.81 to 30.6.83 be treated as re-employment and post-facto approval of the State Government may be obtained for such re-employment. While referring the case to the State Government the Service Book of the incumbent with up-to-date entries should be forwarded and pension and gratuity should be sanctioned only after approval for re-employment is accorded by the State Government.

(ii) for the purpose of determination of the amount of pension" and gratuity the procedure detailed below should be followed :

(a) the pay at the time of attaining the age of 58 years on 30.6.81 be taken into account and the amount reckonable for pension be calculated in terms of para 22(A) of the Death-cum-Retirement Benefit Scheme.

(b) the length of service from the date of entry into the service under the Panchayat body up to the date of attaining the age of 58 years on 30.6.81 be determined and be taken into account.

(c) the amount of pension admissible be fixed in terms of the figures arrived at under (a) and (b) above in the manner "as shown in Annexure-III of the scheme.

(d) the amount of gratuity admissible may first be fixed in terms of para 22(F) (a) or (b) of the scheme as the case may be, with reference to the length of service worked out as in (b) above and the emolument

drawn at the time of attaining the age of 58 years on 30.6.81. As the employee concerned drew full pay and allowances along with increments during the period from 1.7.81 to 30.6.83 and the period is to be treated as on re-employment, the Pension equivalent of gratuity (commonly known as P.E.G.) and the amount over-drawn on account of increments for the period is to be deducted from the gratuity as fixed.

The P.E.G. per month = Amount of gratuity.

Rate of commutation vaalue as per table at the age on next birthday (i.e. 59th or 60th or 61st birthday as the case may be) of the retired employee concerned. (Rate given in para 41 of the Scheme).

$$\text{i.e.} = \frac{\text{Amount of Gratuity}}{10.46^{*} \times 12}$$

The net amount of gratuity payable, therefore, comes to the amount representing the amount of gratuity fixed minus P.E.G. for 24 months for the period from 1.7.81 to 30.6.83 minus the amount overdrawn on account of increments during the aforesaid period.

(e) as in the example, the employee concerned was on re-employment during the period from 1.7.81 to 30.6.83 and he drew full pay and allowances during this period, arrear pension may be admissible to him for the period from 1.7.83.

(B) The rate of family pension in terms of para 27 of trie Scheme read with note thereunder may be calculated with reference to the pay of the employee at the time of attaining the age of 58 years on 30.6.81.

(2) There may be cases where an employee attained the age of 58 years before 1.4.81 and continued in service after 1.4.81 up to the age of 60 years. As for example an employee (other than Group-'D' employee) attained the age of 58 years on 31.12.80 and retired from service after attaining the age of 60 years on 31.12.82 (last working day). Under the Deatli-cum-Retirement Benefit Scheme, 1985, he shall not be deemed to be in active service before superannuation under Panchayat bodies on or after 1.4.81 because the age of superannution under the scheme is 58 years. Such an employee is not eligible to exercise option to come under the scheme as he attained the age of superannuation i.e. 58 years before 1.4.81.

(3) There may also be cases where an employee (other than Group-'D' employee) has attained the age of 58 years recently and he is still continuing in service. A notice may immediately be sent by the Head of Office [as defined in para 6(h) of the Scheme] to the employee concerned for exercising option within 90 days as provided in para 5 of the scheme and his services may be terminated as soon as possible after the option for coming under the scheme _____ . The Period of service from the date of attaining the age of 58 years up to the date of termination may be treated as re-employment and such case . may be disposed of in accordance with the instructions as in sub-paras (A) and (B) of para (1) above. If such option is not exercised within 90 days, it shall be deemed that he has not opted for coming under the scheme and pension and gratuity is not admissible to such employee.

(4) This issues with the concurrence of the Finance Department vide F.A. Panchayat & CD. Department U/O No. 634 dated 1.1.86.

Yours faithfully,
Sd/- N. R. Haldar
Secretary to the Government of
West Bengal

* Represents the rate on the 59th birthday as per table.

No. 101/VIII/Panch/2P-9/85 Dated : 4.1.86

From : Shri N. R. Haldar, I.A.S., Secy, to the Govt of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : Death-cum-Retirement Benefit Scheme, 1985 for Panchayat employees—Medical examination.

Sir,

I am directed to say that in the Death-cum-Retirement Benefit Scheme, 1985 for employees of Panchayats provisions have been made for medical examination in the following cases:

(i) An employee may be declared to be permanently incapacitated for further service by a Medical Board or a Medical Officer nominated or authorised by the competent authority [Paras 7(iii) and 11 of the Scheme}.

(ii) For the purpose of commutation of pension, if applied for after the lapse of one year from the date of retirement by an employee other than a person drawing invalid pension, the Medical examination is required to be made by a Medical Board or a Medical Officer nominated or authorised by the competent authority and the Medical report is required to, be countersigned by another Medical Officer nominated or authorised by the competent authority if the commutation applied for exceeds Rs. 25/- (Para 45 of the Scheme).

(iii) In all cases of commutation of pension applied for by a person drawing Invalid pension, the Medical examination is to be made by a Medical Board (Para 45 read with para 44 of the Scheme).

(iv) The re-examination of an employee for the purpose of commutation of pension shall be made by a Medical Board or a Medical Officer selected for the purpose (Para 48 of the Scheme).

2. The competent authority as detailed in para 6(d) of the Scheme means:

(i) Block Development Officer in respect of Gram Panchayats;

(ii) Sub-divisional Officer in respect of Panchayat Samitis;

(iii) District Magistrate in respect of ZillaParishads.

3. In order to ensure that uniform practice in the matter of selection of Medical Board/Medical Officer is followed throughout the State, the following procedure shall be adopted :

(i) For declaring an employee to be permanently incapacitated for further service.

The Chief Medical Officer of Health of the district shall issue the certificate in the prescribed proforma (Annexure II of the Scheme) after examining the Panchayat employee through a Medical Board consisting of the Chief Medical Officer of Health and at least three Specialist Medical Officers of three different disciplines. The Board is to be constituted by the Chief Medical Officer of Health :

Provided that if any employee intends to retire from service on medical ground within two years from the date of normal retirement as, provided in para 15 of the Scheme, the medical examination shall be made by the Standing Medical Board at Medical College and Hospital, Calcutta and shall not be examined locally.

(ii) For commutation of pension, other than by a person drawing invalid pension of not more than Rs. 25/-.

The Medical examination shall be made by :

(a) the Sub-divisional Medical Officer for Gram Panchayat and Panchayat Samiti employees;

(b) the District Medical Officer for Zilla Parishad employees.

(iii) For commutation of pension, other than by a person drawing invalid pension, exceeding Rs. 25/-.

The Medical examination shall be made by the authorities mentioned in sub-para (ii) above and the examination report shall be countersigned by the Chief Medical Officer of Health in all cases of Gram Panchayat, Panchayat Samiti and Zilla' Parishad employees.

(iv) In all cases of commutation of pension by a pensioner drawing invalid pension.

The Medical examination shall be made by a Medical Board of the district consisting, of the Chief Medical Officer of Health and the District Medical Officer. In case the Chief Medical Officer of Health is not available, the Board may consist of the District Medical Officer and the nominee of the Chief Medical Officer of Health, who shall be a member of the .West Bengal Health Services.

(v) Re-examination for commutation of pension.

The re-examination shall be made by :

(a) the Medical Board of the district concerned consisting of the Chief Medical Officer of Health and the District Medical Officer in case of Gram Panchayat, Panchayat Samiti and Zilla Parishad employees, other than persons drawing invalid pension. In case the Chief Medical Officer is not available, the Board may consist of the District Medical Officer and the nominee of the Chief Medical Officer of Health, who shall be a member of the West Bengal Health Services.

(vi) a Medical Board to be constituted by the Chief Medical Officer of Health consisting of the Chief Medical Officer of Health arid three Specialist Medical Officers of three different disciplines in case of a pensioner drawing invalid pension.

4. This order issues with the concurrence of the Finance Deptt. vide F.A., Panchayat & CD. Deptt. U/O No. 632 dt. 1.1.1986.

Yours faithfully,
Sd/- N. R. Haldar
Secretary

No. 460(14)/in/Panch/2E-53/85 Dated: 14.1.86

From : The Assistant Secretary to the Govt of West Bengal.

To : The Secretary, _____ Zilla Parishad.

Sub : Granting of extension of service/re-employment in respect of the employees of the Zilla Parishad.

The undersigned is directed to say that the present policy of the Govt. is not to grant extension of service/re-employment in respect o^ its own employees as far as possible in view of the growing unemployment problem in the State.

The employees of the Zilla Parishad have already been granted benefits in the shape of pay, D.A.etc. similar to those admissible to the Govt employees of equivalent category/status. Moreover the State Govt. have also recently introduced a scheme, namely, "Death-cum-Retirement Benefit Scheme, 1955 for the employees of Panchayat Bodies", granting pension and gratuity in favour of the employees of Zilla Parishad w.e.f. 1-4-81.

In terms of Rule 6 of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973 read with para 15 of the Death-cum-Retirement Benefits Scheme, 1985 for the employees of Panchayat Bodies, the date of compulsory retirement of an employee of the Zilla Parishad except the member of a Group -'D' service is the date on which he attains the age of 58 years while the date of superannuation of a member of the Group-'D' service is normally on the date on which he attains the age of 60 years.

The Zalla Parishad may in suitable cases grant re-employment in respect of an employee of that Zilla Parishad with the prior approval of the Government in exceptional circumstances if tile Zilla Parishad feels that the services of the concerned employees are indispensible in the interest of the Zilla Parishad. In such cases also the Zilla Parishad should scrutinise all the relevant cases very carefully and try to avoid such re-employment as far as practicable. It may not be out of place to mention here that re-employment in respect of any employee is not granted on personal grounds.

He is also requested kindly to see that proposals for re-employment when seem inescapable are submitted to Govt sufficiently ahead of time i.e. much before the actual date of retirement from service of the concerned employee.

Sd/-

Assistant Secretary to the
Government of West Bengal

No.30314/VIII/Panch/2P-4/85 Dated : 30.8.85

From : Shri N. R. Haldar, IAS,
Special Secretary to the Govt. of West Bengal.

To : The Accountant General, West Bengal.

Sub : **Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats.**

Sir,

I am directed by order of the Governor to say that the Governor is pleased to sanction introduction of the Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats, a copy of which is enclosed.

2. The charge for payment of retirement benefits to the employees of Panchayats shall be met from the grant under the head "314-Community Development (Panchayat)-IV-Other Expenditure-Non Plan-Pension and Retirement Benefits of Panchayat employees" in the State's budget, the opening of which during the current year is hereby sanctioned.

3. The approval of the Accountant General, West Bengal to the opening of the detailed head "Pension and Retirement Benefits of Panchayat employees" under the Major head "314-Community Development (Panchayat)" as stated in para 2 above may kindly be accorded at an early date.

4. I am further directed to say that it has been decided that there shall be a Pension Deposit Account in each Treasury/Sub-Treasury for payment of pensionery benefits to the employees of Panchayat bodies (vide para 59 of the Scheme). In view of the above I am further directed by order of the Governor to say that the Governor is pleased to sanction under S.R. 445 of the Treasury Rules, West Bengal, and the Subsidiary Rules made thereunder, Vol-I, opening of "Pension Deposit Account" in each Treasury/Sub-Treasury during the current year.

5. The Governor is further pleased to direct that the Sub-Divisional Officers shall operate the "Pension Deposit Account" within their respective jurisdiction.

6. This issues with the concurrence of the Finance Deptt. vide their U/O No. 1930-Group J dt. 29.8.85.

Yours faithfully,

Sd/-
Special Secretary to the Govt. of
West Bengal

No. 37657VIII/Panch/2P-4/85 Dated : 5.12.85

From : The Asstt. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : Death-cum-Retirement Benefit Scheme, 1985 for employees of Panchayats.

MEMO

The undersigned is directed to say that under G.O. No. 30314/VIII/Panch/2P-4/85 dt 30.8.85, the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats (other than Chowkidars and Dafadars of Gram Panchayats) and under G.O. No. 30315/VIII/Panch/2P-5/85 dt. 30.8.85, the Death-cum-Retirement Benefit Scheme for Chowkidars and Dafadars of Gram Panchayats/Anchal Panchayats were sanctioned. The schemes are deemed to have come into force with effect from 1.4.81. It has now been reported by some retired/retiring employees of P.R, Bodies that in the absence of any specific Government order the authority concerned i.e. Zilla Parishads, the B.D.O. etc. are not taking any effective steps for implementation of the scheme.

The undersigned is further directed to point out in the connection that in terms of the provisions of the Death-cum-Retirement Benefit Schemes, 1985, respectively the Head of offices (i.e. Executive Officer including Additional Executive Officer of the Zilla Parishad for Zilla Parishad employees, Executive Officer of Panchayat Samiti for Panchayat Samiti employees and B.D.O. for Gram Panchayat employees) should take immediate steps for implementation of the schemes so that the retired Panchayat employee may get the benefit early.

Sd/-

Assistant Secretary to the Govt of
West Bengal

No. 40451/VIII/Panch/2P-4/85(Pt. I) Dated : 26.12.85

From : The Assistant Secretary to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Death-cum-Retirement Benefit Scheme, 1985 for employees of Panchayats.**

Ref : ThisDeptt. Memo.No. 37657/VIII/Panch dated 5.12.85.

The undersigned is directed to request the Director of Panchayats, West Bengal kindly to take immediate steps so that relevant notice is issued by the concerned Head of offices within 15.1.1986 at the latest to all the existing employees of Panchayat bodies for exercising option in the prescribed form in terms of para 5 of the Death-cum-Retirement Benefit Scheme, 1985.

Sd/-

Assistant Secretary to the Govt of
West Bengal

No. 2401/III/Panch/2A-51/83 Dated: 16.2.84

From : The Secretary to the Govt. of West Bengal

To : The Director of Panchayats, West Bengal

Subject : **Re-employment of superannuated employees**

MEMO

The undersigned is directed to say that proposals are being received from different Panchayat Institutions for re-employment/extension of service of their employees after Superannuation. As the principle of the present Govt. is against re-employment and extension of service of superannuated employees unless special reasons exist, an employee of Zilla Parishad/Panchayat Samiti/Gram Panchayat must retire at the age of 58/60 years, as the case may be, which is the prescribed age of superannuation under the present rules. Government now direct that the Panchayat Institutions at all levels should arrange substitute well in advance for the employee who are due to superannuate in order the post can be filled in by substitutes immediately after the superannuated employee retires. Such attempts should normally begin between one year and six months prior to the date of superannuation of employees concerned depending on the nature of posts. Govt. desires that a list of employees of all tires of P.R. bodies who are due to retire on superannuation within the 31st March of a year should be sent to Govt. in the proforma prescribed below at least before one year from the date of superannuation of the employees so that Govt. may keep a very strict watch on all cases of superannuation.

2. Though there are provisions under the existing rules for re-employment/extension of service of employees of P.R. bodies, Government cannot be convinced that such re-employment should become inevitably necessary in case of each employee of P.R. bodies. Re-employment can not be granted for one's personal benefit only unless Government consider that such re-employment etc. will be inescapably necessary in the interest of the P.R. body concerned. Government therefore direct that while processing a case for re-employrnent/ extension of service of an employee of the Gram Panchayat/Panchayat Samiti and Zilla Parishad it should be examined by the concerned body as well as by the Director of Panchayats, West Bengal whether the criteria regarding (i) indispensability, (ii) essential in the interest of the P.R. body, (iii) exceptional circumstances are applied rigorously and (iv) necessary steps have been taken for appointment of his substitute.

PROFORMA

Name of the P.R. Body.....Zilla Parishad/Panchayat Samiti/Gram Panchayat.

Name and designation of the employee	Date of birth	Date of entry into service under the Institutions	Date of Superannuation (i.e. the date on which the employee attains the age of 58/60 years)	Remarks

Sd/- D. Bhattacharyya
Secretary
to the Government of West Bengal

(Vide also Circular No. 19804-Panch dated 1.9.82 on maintenance of gradation list of 2P employees in "Addenda")

ADDENDA

No. 2932/III/Panch/2A-71/82 Dated : 1.2.83

From : The Asstt. Secretary to the Government of West Bengal

To : The Director of Panchayats, West Bengal

Sub : **Sanction for taking into account the past services rendered by Panchayat Samiti Glerk-cum-Typist as Peon under the Samiti.**

Ref : His No. 738/ZP dt. 26-7-82

The undersigned is directed to say that it has'come to the notice of Govt. that the qualified peons employed under Panchayat Samitis have been promoted to the posts of Clerk-cum-Typist under the same Panchayat Samiti or any other Panchayat Samiti within the district. A question has now arisen whether such Clerk-cum-Typist will be entitled to count the past services rendered by them in the posts of Peon. After careful consideration of the matter it has been decided by Government that such categories of employees will be entitled to count their past services in the posts of Peon for the purpose of leave and other facilities.

Sd/- B. L. Sen
Assistant Secretary

No. 10028-F Dated: 7.11.79

Sub : **Grant of Hill Compensatory Allowance to Primary School Teachers and to other employees working in the hill areas of Darjeeling District.**

The undersigned is directed by order of the Governor to say that after careful consideration of the matter and in consultation with the Pay Commission the Governor has been pleased to extend the benefit of Hill Compensatory Allowance at 10% of basic pay with effect from 1st November, 1979 to the Primary School Teachers, Teaching and non-teaching staff of Training Institutes for Primary Teachers, Teaching and non-teaching staff of non-Government Colleges including Sponsored Colleges, employees of Sponsored Libraries, employees of Panchayat Samitis and Gram Panchayats and Teaching and non-teaching staff of non-Government Secondary Schools including Sponsored Secondary Schools working in the hill areas of Darjeeling district and who are not already in receipt of any Hill Compensatory Allowance.

Sd/- S. Goswami

Dy. Secy. to the Govt. of West Bengal.

No. 22514-AZP/IZ-1974 Dated : 4/1/77

From : The Asstt. Sect. to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Determination of the age of candidates at the time of entry into service under Zilla Parishads–procedures regarding.**

Ref : His No. 9020 ZP/2A-1/73 dated 22.12.75

MEMO

The undersigned is directed to say that it has come to the notice of Government that Zilla Parishads and Anchalik Parishads do not follow any uniform policy in regard to determination of the age of entry into service under the respective bodies. In order to remove any scope for ambiguity in this regard, the undersigned is directed to say that the date of birth recorded in the Register of births is the most reliable evidence in support of the actual age of any person. Altermatively, the date of birth recorded in the school admission Register or age recorded in the certificate of Matriculation/School Final/Higher Secondary or any other equivalent Examination are also recognised as reliable evidence of one's proof of age.

Neither affidavits nor certificates from medical practitioners/Medical Officers or horoscope prepared by the parents or next of their kins can be treated as evidence of age for the purpose of entry into service in the aforesaid Panchayati Raj bodies.

This may be brought to the notice of all Administrators of Zilla Parishads/Anchalik Parishads for future guidance in regard to determination of age in respect of any person at the time of entry into service under them.

This supersedes the instructions issued earlier in this Department No. 17779-AZP/1Z-19/74 dated 3.12.76 (copy enclosed for ready reference). But the cases already finalised on the basis of the said instructions will not however be affected in any way by this order.

Sd/-
Asstt. Secy. to the Govt. of
West Bengal

No. 1751-Panch/2P-73/76 Dated : 4/4/1977

From : The Dy. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Prescription of uniform office hours for offices of Anchal Panchayats.**

Ref : His D.O. letter No. AS/464/DP/2E-254/76 dated 15.12.76

MEMO

The undersigned is directed to say that the Government agree with him that specific working hours should be prescribed for all the offices of Anchal Panchayatsinthis State with a view maintaining uniformity in this regard. It is considered desirable that office hours in the offices of Anchal Panchayats should be identical to those maintained in the offices of the Block Development Officers concerned.

All the Pradhans/Upa-Pradhans are, therefore, required to see that their respective offices are kept open accordingly and ensure punctual attendance of their resective Secretaries. A Chowkidar by rotation should be deputed to the Anchal Panchayat office during office hours and the office should be kept open even if the Secretary goes on tour.

The instructions previously communicated on this subject in this Department memo. No. 4787-Panch dated 22.6.68 (copy enclosed for ready reference) should be treated as withdrawn.

Sd/-
Asstt. Secy. to the Govt. of
West Bengal

No. 2517 Panch/2P-21/76 Dated : 17/2/1978

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Holding of charge of more than one Anchal Panchayat by one Anchal Panchayat Secretary and payment of additional remuneration to such Anchal Panchayat Secretary for the purpose.**

The undersigned is directed to say that it has been brought to the notice of Govt. that some Anchal Panchayat Secretarires have held/are holding charge of more than one Anchal Panchayat owing to shortage of staff or other unavoidable reasons and Govt. have been requested to sanction special pay @ Rs. 25/- only per month to such Anchal Panchayat Secretaries for the purpose.

2. After careful consideration of the matter, the Governor is pleased to sanction the arrangement for one Anchal Panchayat Secretary holding charge of one additional Anchal Panchayat on payment of Rs. 25/- per month as fee from the fund of the Anchal Panchayat of which additional charge is held by him with effect from the actual date of assumption of such additional charge. The Governor is pleased to sanction payment by such Anchal Panchayat the charge of which is held in addition by the Secretary of another Anchal Panchayat, of an amount of Rs. 25/- (Rupees twenty-five) only p.m. as fee to the concerned Secretary. The grant for the purpose may be drawn by the concerned Block Development Officer out of the general allotment of funds made to towards the pay and allowances of Anchal Panchayat Secretary on submission of bill by the concerned Anchal Panchayat in the form prescribed in Govt. Order No. 1674 Panch/1G-5/68 dated 2.6.70. The payment of the monthly fee sanctioned above will be subject to the following two conditions :

(i) the additional charge should be held for more than *two months* and

(ii) no further remuneration should be paid to the Secretary for the purpose out of the own fund of the concerned Anchal Panchayat.

3. This order issues with the concurrence of the Finance Department vide their un-official No. Group G. 768 dated 27.1.78.

4. The Treasury Officers, the District Panchayat Officers and the Block Development Officers are being informed direct.

Sd/-
Deputy Secretary to the Govt. of
West Bengal

(b) RESERVATION RULES
GOVERNMENT OF WEST BENGAL
SCHEDULED CASTES AND TRIBES WELFARE DEPARTMENT
NOTIFICATION

No. 374-TW/EC Dated : 16th August, 1976

In exercise of the power conferred by section 13 of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976), the Governor is pleased hereby to make following rules, namely :

RULES
CHAPTER - 1
Preliminary

1. These Rules may be called the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Service and Posts Rules, 1976.

2. In these rules –

a) "Act means the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act,
1976.
b) "Department administering the Act" means the Department of Scheduled Castes and Scheduled Tribes Welfare of the Govt. of West Bengal
c) "Section" means a section of the Act.

CHAPTER - II

Maintenance of register of appointments, submission of Annual report and maintenance of liasion with administrative department

3. Every appointing authority shall maintain the register as referred to in paragraph (ii) of the schedule to the Act in the form indicated in Appendix 1 separately in respect of cases of direct recruitment and promotion.

4. For the purposes of sub-section (1) of section 12, the annual report on the appointments made by every appointing authority shall be furnished in the following manner and in the forms indicated hereunder, namely

a) As soon after the first of January of every year as possible and latest by the first day of March, each appointing authority shall send to the respective administrative department or head of office concerned

(i) statement in the form given in Appendix II showing the total number of employees and the number of Schedule Castes and Scheduled Tribes amongst them as on the 1st January of the year

(ii) statements in the forms given in Appendix IIIA and Appendix IIIB showing the particulars of recruitments made during the calendar year and the numbers filled by the Scheduled Castes and Scheduled Tribes.

b) The Administrative head of each establishement shall send to the department of Government Administrating the Act, –

(i) a consolidated statement in the form given in Appendix II in respect of all offices under his control including his own, and

(ii) consolidated statements in forms given in Appendix IIIA and Appendix IIIB in respect of all offices under his control including his own.

5. For the purpose of submission of reports feferred to in rule 4. classification of services in different establishments should be as laid down in rule 4 and rule 5 of the West Bengal Services (Classification, Control and Appeal) Rules, 1971

6. (a) In every department under the Sate Government, the Deputy Secretary in charge of administration and in other establishments the senior officer-in-charge of establishment matters and appointments shall act as the Liaison Officer for the purpose of implementation of the provisions of the Act in all establishments and services under his administrative control.

(b) Every head of the department or head of office shall intimate the name and designation of the Liaison Officer in respect of his establishment to the department administering the Act.

Provided that the head of the department or head of office shall intimate to the department administering the Act, any change in the name or designation of the Liaison Officer within a month of such change.

(c) The Liaison Officer shall be responsible for ensuring –

(i) due compliance by the subordinate appointing authorities if any of the provisions of the Act

(ii) submission of the annual report as required under the rules by each appointing authority

(iii) scrutiny and consolidation of the annual statements in respect of all offices and services in and under the establishment and timely submission of the consolidated statement to the concerned authority

(iv) regular inspection of the roster and registers maintained in his own office as well as offices under the control of the establishment

(v) maintenance of proper liaison with the authority administering the Act in all matters concerning the implementation of the Act.

CHAPTER - III

Inspection of records and documents

7. For the purposes of sub-section (2) of section 12, the following officers shall be the officers authorised by the State Government who may inspect any records or documents which are maintained in relation to appointments made by the appointing authorities within the meaning of the Act of offices located in the areas mentioned against each, namely

	Designation	Area
(i)	Joint Commissioner for Reservation West Bengal	Whole of West Bengal
(ii)	Assistant Commissioner for Reservation West Bengal	Whole of West Bengal
(iii)	Officer on Special Duty (Reservation Cell)	Whole of West Bengal
(iv)	Any Officer not below the rank of Assistant Secretary to Government Specially appointed by the State Government in this behalf.	Whole of West Bengal
(v)	District Commissioner for Reservation	Within his territorial jurisdiction
(vi)	Project Officer-cum-District Welfare Officer Sehedule Castes and Tribes Welfare	Within his territorial jurisdiction
(vii)	Additional District Welfare Officer Sehedule Castes and Tribes Welfare	Within his territorial jurisdiction
(viii)	District Welfare Officer Sehedule Castes and Tribes Welfare	Within his territorial jurisdiction
(ix)	Inspector Scheduled Castes & Tribes Welfare	Within his territorial jurisdiction

Explanation – Territorial shall have the same meaning as in section 6C

8. Omit

9. Omit

CHAPTER - IV

Reservation for Scheduled Castes and Scheduled Tribes

in vacancies to be filled by promotion

10. While filling up vacancies reserved for Scheduled Castes and Scheduled Tribes by promotion, the following procedure shall be followed, namely

a) Selection against vacancies reserved for Scheduled Castes and Scheduled Tribes shall be made from among those Scheduled Caste and Scheduled Tribes employees who fall within the normal zone of consideration.

"Explanation – Normal zone of consideration in respect of promotion to any particulars post or posts shall consist of the employees eligible for promotion to such post according to the prevailing recruitment rules or procedure as occupy, when arranged in descending order of the seniority five imes the number of vacancy actually for filling up by promotion at the time of consideration

b) if candidates from Scheduled Castes and Scheduled Tribes obtain on the basis of merit with due regard to seniority, on the same basis as other candidates, less number of vacancies than that reserved for them, the difference shall be made up by selecting candidates irrespective of merit but who are considered fit for promotion

"Provided that for the purpose of fitness, all Scheduled Caste and Scheduled Tribe employees who are within the normal zone of consideration for promotion to higher posts shall be given one grading higher than the grading assigned to them on the basis of their record of service excepting in those cases where the highest grading has been assigned on the basis of record of service."

c) In the absence of a qualified Scheduled Caste or Scheduled Tribe candidate against a particular reserved vacancy, the reserved vacancy shall be carried forward till the next reserved vacancy occurs in the fifty-point roster by not beyond.

d) While vacancies reserved for Scheduled Castes and Scheduled Tribes will continue to be reserved for the respective community only, a Scheduled Caste employee may also be considered for appointment against a vacancy reserved for Scheduled Tribes, or vice-versa, where the appropriate reserved vacancy could not be filled by a Scheduled Tribe or a Scheduled Caste candidate, as the case may be.

Government of West Bengal
Scheduled Caste/Tribes Welfare Deppt.
Writers Building

176-TW/EC Calcutta, the 17th April, 1990

MEMORANDUM

Sub : Filling up of vacancies reserved for SC/ST by promotion with retrospective effect – Determination of eligibiliti of SC/ST incumbents for the purpose of procedure for

It has been observed from references made to this Department by some appointing authorities that there is a confusion in determining eligibility of candidates in the matter of filling up of vacancies by promotion with retrospective effect vis-avis observance of the provision of reservation of vacancies for Scheduled Castes and Scheduled Tribes in such cases of promotion. In order to remove such confusion, it is hereby clarified that in deciding cases of promotion with retrospective effect, date of consideration shall be the factor and not the date of availability of vacancy. As for example, let it be supposed that it has been decided to fill up 8 (eight) vacancies in the post of U.D. Clerk by promotion from amongst eligible employees in the lower feeder with retrospective effect from 01.04.1981. Let it also be supposed that the said 8 (eight) vacancies occupy their respective positions among the 1st to the 8th points of the 20-point roster prescribed under the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act 1976. According to roster, 3rd vacancy is to be treated as reserved for Scheduled Castes and 8th vacancy is reserved for Scheduled Tribes and 5x8=40 employees in the lower feeder posts of L.D.C. occupying 1st to 40th position in the gradation list shall come within the normal zone of consideration for promotion. Let it be supposed that 'A' is a Scheduled Caste candidate and 'B' is a Scheduled Tribe candidate and placed at Sl. No. 22 and Sl. No. 40 respectively in the gradation list of lower feeder posts of L.D.C. Now let it be supposed that 'A' and 'B' were confirmed in the lower feeder posts of L.D.C. with effect from 04.06.1984 and 06.08.1985 respectively. In case the matter of filling up of those 8 (eight) vacancies was taken up for consideration by the appointing authority concerned on a date prior to 04.06.1984, both 'A' and 'B' were not eligible to be considered for promotion as they were not at all confirmed in the lower feeder post at that time and the vacancies could be filled up by general candidates. But, in that case, the provision of carrying forward of reserved vacancies as contained in this Department's Notification No. 48-TW/EC, dated 10.03.1980 should be observed.

In case the proposal for promotion was taken up for consideration after 04.06.1984 but before 06.08.1985 when 'A' was already confirmed in the post of L.D. Clark but 'B' was still not confirmed in the said post, the claim of

'A' for promotion against the vacancy reserved for Scheduled Caste should be entertained but 'B' need not be considered for such promotion against the vacancy reserved for Scheduled Tribe. In that event, the reserved vacancy (i.e. the 8th vacancy) should be filled up by a general candidate and principle of carry-forward should operate till the next reserved vacancy occurs in the roster. If, however, the proposal for promotion is taken up for consideration on or after 06.08.1985, when both 'A' and 'B' are already confirmed in the post of Lower Division Clerk, both of them deserved to be considered for promotion against the respective reserved vacancies. In such a situation 'A' and 'B' if found otherwise suitable for promotion, should, however, be allowed the benefit of promotion with efect from 04.06.1984 and 06.08.1985 respectively keeping the 3rd vacancy for the period from 01/04/1981 to 03/06/1984 and the 8th vacancy for the period from 01.04.1981 to 05.08.1985 unfilled.

2. This clarification is furnished in consultation with the Finance Department of this Government vide that Department U.O. No. Gr.P/1185, dated 19.03.1990

3. Similar cases of promotion, if there be any, decided earlier in any manner different from what has been indicated in the 1st paragraph of this memorandum should now be reviewed and settled in accordance with clarification furnished hereinbefore and appropriate remedial action should also be taken, where necessary to ensure due benefit to the members of Scheduled Castes and Scheduled Tribbes.

4. All appointing authorities under that Department should be instructed accordingly.

Dy. S. Das,

Jt. Commissioner and ex-officio
Jt. Secretary

No. 104/PN/N/III/2E-16/94 Dated : 17.1.95

From : The Secretary to the Govt. of West Bengal

To : The Principal Accountant Genral, (A & E), West Bengal,
Treasury Buidings, Calcutta-700 001

Sub : **Provident Fund Scheme for the employees of Panchayat Bodies**

Sir,

I am directed by order of the Governor to say that the Governor is pleased to substitute sub-para (3) of para-II of the Providend Fund Scheme for the employees of Panchyat Bodies sanctioned under G. O. No. 330 / VIII / panch / 2P-8 / 85 dated 11.2.91 as follows :

In this para, for the purpose of Calculation of interest the date of deposit shall, in the case of recovery from emoluments or subscription made by the subscriber, be deemed to be the first day of a month, if such recovery or subscription is made or deposited 1-10 (tenth) day of that month and the interest shall be admissible from first day of such month upto the end of the year. The deposits or subscriptions made after 10 (tenth) day of a month shall earn interest for the period from the first day of the month following the day of deposit by way of recovery or subscription to the end of the year.

Yours faithfully,

Sd/- **S. N. Ghosh**
Secretary, Department of Panchayat

No. 21516/III/Panch/2P-7/85 Dated: 30.8.86

From : The Asstt. Secy. to the Govt. of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : **Death-cum-Retirement Benefit Scheme, 1985, for Panchayat Employees Clarification regarding.**

1. The undersigned is directed to say that in terms of para of the Death-cum-Retirement Benefit Scheme, 1985, for Panchayat Employees, an employee is required to exervise option in the form prescribed in Annexure-I of the Scheme. The option form is to be submitted by the employee for acceptance to the Head of Ofiices as defined in the aforesaid Scheme. Option exercised by an employee in a form other than the prescribed form should not be treated as valid by the Head of Office.

2. In this connection it may be noted that when an employee opts to come under the Scheme, he is bound to accept all the conditions of the Scheme without any reserve. Unless he accepts all the conditions of the Scheme, no benefit of the Scheme can be extended to him.

Dy. G. C. Sarkar
Asstt. Secy. to the Govt. of West Bengal

No. 443/VIII/Panch/2P-4/87 Dated: 8.1.88

From : The Dy. Secy. to the Govt. of West Bengal.
To : The Director of Pension,
Provident Fund and Group Insurance, West Bengal
Purta Bhavan,
Salt Lake,
Calcutta-700 091

Sub : **Payment of salary on account of refused leave to the retired Zilla Parishad employees Clarification in connection with sanction of pensionary benefits**

Ref : This deptt. letter No. 30507/VIII/Panch/2P-4/87 dt. 15.12.87

1. The undersigned is directed to say that if any employee of the Zilla Parishad/Panchayat Samiti has applied in writing for earned leave due to him preparatory to retirement but has been denied that leave in whole or in part by the authority empowered to grant it, he is entitled to the leave salary for the relevant period of refused leave even after his retirement under rule 10 of the West Bengal Zilla Parishad (Leave and Retirement of staff) Rules 1973. This has no bearing with the cash equivalent to leave salary i.e. the benefit which is yet to be extended in respect of them

2. This has also a reference to memo no. 2841/Pan dated 9.11.87 addressed to him by the Distritt Magistrate, Burdwan.

Dy. A. K. Banerjee
Dy. Secy. to the Govt. of West Bengal

No. 1142-PN/N/III/2P-16/94 Dated : 19. 5. 95

From : The Secretary to the Govt. of West Bengal.

To : The Principal Accountant General (A & E) West Bengal, Treasury Building, Calcutta-700001

Sub : Extansion of benefit of Provident fund scheme 1991 for employees of P. R. Body to the Gram Panchayat Karmees serving under different Gram Panchayats of this state

Sir,

I am directed to say that the Provident Fund Scheme, 1991 for the employees of Panchayat Bodies (excluding Dafadars and Chowkidars) was introduced with effect from 1.4.1991. Vide this Deptt.'s No. 330/VIII/Panch/2P-2/85 dated 11.2.91 issued with the concurrence of the Finance Department Vide their U/O No. Budget Genl. 1735 dated 6.11.90.

Under clause 2(1) (e) and note II below clause 4(2) of the scheme, all the regular whole-time employees of Panchayati Raj Bodies excluding Dafadars and Chowkidars came under the purview of the said Scheme.

Further, under clause 4(1) of the Scheme, an employee must have one year's continuous service to be counted from the date of his entry into service in the Panchayat Body for being eligible to subscribe to the Fund.

Thereafter, for the purpose of absorption of the serving Dafadars and Chowkidars of Gram Panchayats a total number of 11,508 posts of Gram Panchayat Karmee under the Gram Panchayats with a scale of pay of Rs. 800-1225/- plus usual allowwances as admissible to other Group– 'D' employees of Panchayat Bodies were created with effect from 1.4.94 under G. O. No. 1113/III/Panch/2E-47/92. Hence, all the serving Dafadars and Chowkidars who opted for coming into the new post of Gram Panchayat Karmee have been absorbed in the regular posts of Gram Panchayat Karmee in the time scale of pay of Rs. 800-1265/- at par with other Group 'D' employees of Panchayat Bodies with effect from 1.4.94 and as such they are now treated as full-time employees of Gram Panchayats and are covered by the D.C.R.B. Scheme, 1985 for the employees of Panchayats.

Under these circumstance, the Governor is pleased to order that all the Chowkidars and Dafadars who have exercised option for appointment to the post of Gram Panchayat Karmees shall come under the Provident Fund Scheme 1991, for Employees of Panchayati Raj Bodies with effect from 1.4.94 and shall be eligible to subscribe to the Provident Fund Scheme with effect from 1.4.95 when they will complete one year's of service. All the terms and conditions laid down in the Provident Fund Scheme, 1991 for the employees of Panchayat Bodies shall be applicable mutatis-mutandis Panchayat Karmees.

Yours faitfully
Sd/- S. N.
Secretary to the Govt. of West Bengal

No. 2121/III/Panch/2P-18/91 Dated : 26.6.92

MEMORANDUM

Certain points have been raised in connection with implementation of the Provident Fund Scheme for the employees of the Panchayati Raj Bodies excluding Chowkidars / Dafadars published under Panchayat Deptt. Memorandum No. 330 / VII / Panch dt. 11.2.91. The undersigned is directed by order of the Governor to forward herewith the following clafifications with regard to the points raised for information and guidence :

Point Raised	Clarifaction
(1) Whether only one P. F. D. Account in a Block is to be opened at the Treasury under one head of account for the employees of both Panchayat Samiti and Gram Panchayats of each Block.	(1) Two separate accounts shall be opened, one for the Panchayat Samiti and one for the Gram Panchayats under it, Accounts Officers for Panchayat Samiti and Gram Panchayats being different, Pending receipt of A. G.'s authority, the accounts shall be opened by the Treasury Officer.
(2) Whether only one ledger will be maintained by the B. D. O. (Accounts Officer) for the employees of the Panchayat Samiti and all Gram Panchayats of the Block for keeping proper account of depsit of subscription, withdrawal etc.	(2) Separate Ledger Accounts, one for Panchayat Samiti and another for the Gram Panchayats under it, are to be maintained.

Point Raised	Clarifaction
(3) Addl. Executive Officer is the sanctioning authority in repect of P. F. money of the employees of Zilla Parishad, when the post of Addl. E. O. is vacant, what alternative provision for sanction of P. F. is required ?	(3) The Secretary, Zilla Parishad may perform the work assigned to Addl. Executive Officer under the scheme when the post remains vacant or the incumbent is on leave.
(4) Where the Jt. B. D. O. is holding the charge of cash book for the establishment of B. D. O., whether the P. F. deposit account will be operated by Jt. B. D. O. If taht be so, should the specimen signature of the Jt. B. D. O. be sent to the Principal, A.G., West Bengal ?	(4) B. D. O. will act as Accounts
(5) Whether the P.F. Scheme for the employees of P. R. Bodies is a compulsory one or not. If any employee is not willing to come under this scheme, will he be exempted ?	(5) Compulsory. There is no question of opting out from the scheme.
(6) As per Para 2(k) of the scheme, B. D. O. is the sanctioning authority and as Para 2(a) (i) (iii) B. D. O. is the Accounts Officer. Should be sanctioning authority, as specified in Para 26 endorse copies of orders of sanction to the Accounts Officer and Head of Office ?	(6) Since B. D. O. is the Accounts Officer, endorsement of sanction order need not be issued to Accounts Officer. Endorsement shall be made to the concerned Prodhan of Gram Panchayat as well as to the employee concerned.
(7) The sheme has come into force with effect from 1.4.91. The Authority of the Accountant General, W. B. to the local treasury for opening of Provident Fund Deposit Accounts by the Head of Office is necessary (vide Para 23 of the scheme). If receipt of authority is delayed, whether the deduction of subscription to the P. F. can be made from the subscribers.	(7) Pending receipt of Accountant General's authority, the accounts shall be opened by the Treasury Officer. Arrear subscription either due to late receipt of authority or delay in openinig of account by the Treasury Officer shall be deducted by instalment of one month's arrear subscription along with regular monthly subscription. The Account Number shall be issued by the A. O. as defined in Para 2(1)(a).

Point Raised	Clarifaction
(8) Whether interest will accrue from the date of drawal of the amount or from 1.1.88 when the entire arrear salaries from 1.1.88 to 31.3.89 under ROPA Rules, 1990 will be credited to the P. F. Account.	(8) The interest in respect of the arrear for the period from 1.1.88 to 31.3.89 to be credited to G. P. F. Account as per ROPA 1990 for the employees of P. R. bodies should be calculated w.e.f. 1.4.91.
(9) It is stated in Para-24 of the scheme that Head of Office shall deduct subscriptions of each month from the 'Pay Bill' of the employees, but in another part of this paragraph, it has been stated that the deducted amount shall be deposited into P. F. Deposit Account by T. R. Form No. 7 either by Cash/Cheque within 3 days. What should actually be followed ?	(9) The deduction of subscriptions shall be made from the amount of salary after the drawal of pay bill with gross amount and not from pay bill itself showing the amount deducted as it is done in the case of Govt. employees.
(10) Whether B. D. O. as Accounts Officer for G. P. employees can use Duplicate Carbon Receipt (DCR) for the receipt of the deducted subscriptions from the Prodhans. If allowed to use D. C. R., permission to print adequate D . C. R. Books by an appropriate Authority should be necessary.	(10) The Prodhan will receive the salary payments excluding the total amount of P. F. subscription and recoveries, if any, and submit Mot Farraka / Miscellaneous Receipt in Form No. 5 as provided in the West Bengal Panchayat (Gram Panchayat Misc. Accounts and Audit) Rules, 1990 accordingly. B. D. O., in turn, will deposit the deducted amount in T. R. Form No. 7 into the Treasury and an intimation of deposit will be made to the Gram Panchayat by the Accounts Officer.

Point Raised	Clarifaction
(11) What will be the procedure for transfer of account in the case of transfer of an employee from one Block to another ?	(11) The B. D. O. / Accounts Officer shall in such cases withdraw the available balance with interest at the credit of the subscriber and transfer the amount by an Account Payee Cheque to the B.D.O. / A.O. of the Block, where such employee is posted on transfer, who will allot a new account number and deposit the cheque in his P. F. Deposit Account. This issues with the concurrence of Finance Deptt. vide F. A. Panchayat & C. D. Deptt. u/ o No. 143 dt. 22.4.92. Sd/- **S. N. Haque** Joint Secretary to the Government of West Bengal

NOTIFICATION

No. 10929-AZP Dated : 18.7.1973

In exercise of the power conferred by sub-section (1), and in particular by clause (d) of sub-section (2) of section 112 of the West Bengal Zilla Parishads Act, 1963 (West Bengal Act XXXV of 1963), the Governor is pleased hereby to make, after previous publication, as required by sub-section (1) of the said section, the following rules, namely :—

RULES

1. **Short title and commencement.**—(1) These rules may be called the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application.**—(1) These rules shall apply to all persons in the employ of the Zilla Parishad or Anchalik Parishad whose conditions of service the Government of West Bengal are competent to prescribe, subject to the condition that any person who is in service on the date of coming into force of these rules may, at his option which should be exercised in writing within one month from such date, remain under the rules regulating conditions of service, if any, adopted by the District Board under clause (g) of section 32 of the Bengal Local Self-Government Act of 1885 (Bengal Act III of 1885) before the District Board was replaced by the Zilla Parishad. If no option is exercised within the time limit indicated in this rule, the employee shall automatically come under these rules.

(2) Nothing in these rules shall be construed to limit or abridge the power of the Governor to dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as it may consider necessary for dealing with a case in a just and equitable manner.

3. **Definitions.**—In the rules,—

(a) "average pay" means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs necessitating the calculation of average pay;

(b) "completed years of service" includes besides periods spent on duty, periods or absence on leave whether with or without any leave salary;

(c) "commuted leave" meansleave taken under sub-rule (3) of rule 13 of this rule;

(d) "earned leave" means leave earned in respect Of periods spent on duty under rules 11 and 12;

(e) "earned leave due" means the amount of earned leave to the credit of an employee of a Zilla Parishad or an Anchalik Parishad, as the case may be, on the date immediately preceding the date of effect of this rule under the rules in force on that date plus the amount of earned leave calculated as prescribed in rules 11 and 12, as the case may be, diminished by the amount of earned leave taken after the introduction of these rules;

(f) "half-pay leave" means leave earned in respect of completed years of service under sub-rules (1) and (2) of rule 13 ;

(g) "leave" includes earned leave, half-pay leave, commuted leave, leave not due and extraordinary leave;

(h) "leave on average (or half or quarter average) pay" means leave on leave salary equal to average (or half or quarter average) pay;

(i) "leave salary" means the monthly amount paid to a staff or officer on leave by Zilla Parishad or Anchalik Parishad ;

(j) "officer or staff inpermanent employ" means a person who holds substantively a permanent post or who holds a lien of a permanent post, had the lien not been suspended;

(k) "subordinate service" means all services and posts not included in the superior service; and

(l) "superior service" means all services and posts carrying a pay or a scale or pay with a maximum above Rs: 180 per month :

Provided that (a) the Record Suppliers shall be treated as belonging to superior service irrespective of the pay drawn by them, and (b) the Zilla Parishad or Anchalik Parishad may, with the prior approval of the Government, include any other class of posts carrying any pay or scale of pay in a class of service consisting of posts or services carrying higher pay or scale of pay.

4. **Declaration of age.—**No person whose age exceeds 30 years may be admitted into the services of the Zilla Parishad or Anchalik Parishad. Every applicant shall at the time of and for the purpose of entry into service of the Zilla Parishad or Anchalik Parishad submit to the appointing authority a declaration stating the year; month and the date of his birth and produce evidence in support of'his declaration. The appointing authority shall, considering the declaration made by the applicant and the evidence produced in support thereof, pass an order fixing the year, month and date of his birth. The date of birth thus declared and accepted shall be binding on the employee and he shall have no right to revise it subsequently for any reason whatsoever. The Government, however, may at any time for sufficient reason review the order fixing the year, month and date of birth and modify the same, provided that the same shall not be modified to the disadvantage of the employee unless he has been given an opportunity of making any representation which he may wish to make.

5. **Service Book.—**A Service Book in Form No.l shall be supplied free of cost to every employee. It shall be kept in the custody of the Executive Officer or the Chief Executive Officer, as the case may be. Service Book is a contemporary record of the employee's official life, including leave of every description (other than casual leave), every period of suspension from employment and every other interruption of service with full details of its duration. Every entry relating thereto shall be written across the page and attested by the Executive Officer or the Chief Executive Officer, as the case may be.

6. **Compulsory retirement.—** (1) The date of compulsory retirement of an employee of the Zilla Parishad or Anchalik Parishad is the date on which he attains the age of 58 years ;

(2) Notwithstanding anything contained in the sub-rule (1), the appointing authority shall, if it is of option that it is in the public interest so to do, has the absolute right to retire any employee by giving him notice of not less than three months' in writing or three months, pay and allowances in lieu of such notice—

i) if he is in superior service or post, after he has attained the age of 50years; and

(ii) if he is in subordinate service or post, after he has attained the age of 55 years.

(3) Any employee in superior service after he has attained the age of 50 years, or any employee in subordinate service after he has attained the age of 55 years, may retire from service by giving notice of not less than three months in writing to the appointing authority, provided that it shall be open to the appointing authority to withhold permission to such employee under suspension, who seeks to retire under this sub-mile.

7. **Re-employment.—** The Zilla Parishad or Anchalik Parishad may re-employ or appoint any person on his attaining the age of superannuation or after he has attained such age to any post under it with the prior approval of Government.

8. **Leave cannot be claimed as of right.—** Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

9. **Savings.—**Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave except casual leave.

10. **No leave beyond the date of retirement.—** No leave shall be granted beyond the date on which an employee must compulsorily retire :

Provided that, if an employee of a Zilla Parishad or an Anchalik Parishad has applied in writing for earned leave due to him preparatory to retirement and has on account of the exigencies of service been denied that leave in whole or in part by the authority empowered to grant it, the said authority may grant to the employee the whole or any portion of the earned leave so denied, even though it extends to a date beyond the date on which such employee must compulsorily retire :

Provided further that an employee whose service has been extended in the interest of the Zilla Parishad or Anchalik Parishad beyond the date of his compulsory retirement may similarly be granted either within the period of extension or, if the conditions of the preceding proviso are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding proviso had he retired on that date and in addition any earned leave due in respect of such extension not exceeding the limit prescribed in rule 11 of these rules.

11. **Earned leave admissible to permanent employees.—**The earned leave admissible to an employee in permanent employ is—

(a) when belonging to superior service, 1/11th of the period spent on duty; and

(b) when belonging to subordinate service l/16thof the period spent on duty:

Provided that when earned leave due amounts to—

(i) 120 days in the case of any employee in superior service, or

(ii) 60 days in the case of an employee-in subordinate service, he shall cease to earn such leave.

Note.— See note below rule 12.

12. **Earned leave admissible to temporary employees**—The earned leave admissible to an employee not in permanent employ is 1/16th of the period spent on duty:

Provided that when earned leave due amounts to—

(i) 60 days in the case of an employee in superior service, or

(ii) 45 days in the case of an employee in subordinate service, he shall cease to earn such leave.

Note.—In calculating earned leave under rule 11 or rule 12, the actual number of days-spent on duty performed Should first be counted and then multiplied by 1/11, or 1/16, as the case may be, and the product expressed in days and a fraction of a day.

13. **Half-pay leave and commuted leave.**—(1) The half-pay leave admissible to an employee in respect of each completed year of service is—

(i) 20 days if he be in permanent employ, and

(ii) 15 days if he be in temporary employ.

(2) The half-pay leave due may be granted to an employee on medical certificate or on private affairs:

Provided that no half-pay leave may be granted to an employee in temporary employ unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

(3) Commuted leave not exceeding half the amount of half-pay leave due may be granted oh medical certificate only, subject to the following conditions, namely:

(i) Commuted leave during the entire period of service shall be limited to a maximum of —

(a) 180 days in the case of an employee in permanent employ, and

(b) 120 days in the case of an employee in temporary employ;

(ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and

(iii) the total duration of earned leave and commuted leave taken in conjunction shall not exceed the maximum limits prescribed in sub-clause (i) of this sub-rule:

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty off its expiry.

14. **Leave not due.**—(1) Except in the case of leave preparatory to retirement, "leave not due" may be granted to an employee in permanent employ for a period not exceeding 180 days during the entire period of service, provided botht the following conditions are fulfilled, namely,—

(i) the leave is required for the treatment of the employee himself and has been recommended by a competent medical authority determined by the Zilla Parishad or Anchalik Parishad;

(ii) the employee is likely to return and to continue in service for a sufficient period to earn the leave granted, and the leave so granted should be limited to the half-pay leave he is likely to earn thereafter.

(2) Such leave when granted shall be debited against the half-pay leave the employee may earn subsequently.

15. **Extraordinary leave.**—(1) Extraordinary leave may be granted to an employee in special circumstances—

(i) when no other leave is by rule admissible, or

(ii) When other leave is admissible but the employee concerned applies in writing for the grant of extraordinary leave.

(2) Except in the case of an employee in permanent employ, the duration of extraordinary leave shall not exceed three months on any one occasion :

Provided that when such an employee is undergoing treatment for— (i) pulmonary tuberculosis in a recognised sanatorium, or

(ii) tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Medical Officer of Health, or

(iii) leprosy in a recognised Leprosy Institution by a Medical Officer of Health or a Specialist in Leprosy recognised as such by the State Administrative Medical Officer concerned,

he may subject to such conditions as the Zilla Parishad or Anchalik Parishad may by general or special orders prescribe, be granted extraordinary leave for a period not exceeding 12 months.

(3) The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.

16. **Leave salary.**—(1) An employee on earned leave is entitled to leave salary equal to the greater of the amounts specified below—

(i) the substantive pay on the day before the leave commences; or

(ii) (a) in respect of the first 60 days of the earned leave, the average monthly pay earned during the 12 complete months preceding the month in which the leave commences, and

(b) thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

(2) An employee on half-pay leave or leave not due is Entitled to leave salary equal to —

(i) half the substantive pay on the day before the leave commences, or

(ii) half the average monthly pay earned during the 36 complete months, preceding the month in which the leave commences, whichever amount is greater, subject in either case to a maximum of Rs. 750 per month.

(3) An employee on commuted leave is entitled to leave salary equal to twice the amount admissible under sub-rule (2)

(4) An employee on extraordinary leave is not entitled to any leave salary.

(5) Notwithstanding anything contained in sub-rules (1) and (2) the leave salary of an employee drawing pay not exceeding Rs. 500 per month shall, in the case of earned leave not exceeding 30 days at a time, be equal to the pay drawn immediately before proceeding on leave and in the case of half-pay leave not exceeding 30 days at a time, be equal to half of the pay drawn immediately before proceeding on leave. In case of leave while officiating in a higher post, it shall be equal to the pay drawn in that officiating post before proceeding on leave, provided that the employee would have actually continued to officiate in the higher post but for proceeding on leave.

17. **Quarantine leave.—**Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious disease in the family or household of an employee. Such leave may be granted to an employee on the certificate of medical or public Health Officer for a period not exceeding 21 days, or in exceptional circumstances 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. No substitute should be appointed in place of the employee absent on quarantine leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

18. **Maternity leave—**(1) The authority competent to fill her post sub-stantively may grant to a female employee maternity leave which is not debited against the leave account on full pay at the rate she was drawing at the time of taking leave for a period which may extend up to the end of 3 months from the date of its commencement or to the end of 6 weeks from the date of confinement whichever is earlier.

(2) Leave of any other kind admissible under the rules may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate.

19. **Authority to grant leave.—**Leave admissible under these rules may be granted by the Zilla Parishad or Anchialik Parishad to all the employees which it is competent to appoint substantively or subject to such conditions as the Zilla Parishad or Anchalik Parishad may think fit to impose, by an Officer empowered in this behalf by it.

20. **Leave account.—**(1) A leave account shall be maintained for each employee in terms of leave on average pay.

(2) In the leave account of an employee shall be credited the leave earned by him under rules 11,12, and; 13 of these rules.

21. **Combination of holidays with leave.—**When the day immediately preceding the day on which the leave of an employee begins or immediately following the day on which the leave expires is a holiday or one of a series of holidays, the employee may leave his station at the close of the day before or return to it on the day following such holiday or series of holidays.

22. **Consequent re-arrangement.—**Unless the authority sanctioning the leave in any case otherwise directs—

(i) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the first day after the holidays, and

(ii) if holidays are affixed to leave, the leave is treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been affixed.

FORM

(See rule 5)

SERVICE BOOK

[Opening page]

1. Name .....

2. Race .....

3. Residence .....

4. Father's name and residence .....

5. Date of birth by the Christian era as nearly as can be ascertained.....

6. Exact height by measurement.

7. Personal marks for identification .....

8. Signature of Officer whose services are herein recorded : .....

9. Signature of the Executive Officer .....

I, ..., having been selected for appointment in....., do hereby declare, that I was born at..... (birth place) on..... (date, month and year). I also annex herewith the following documents in the statement.

2. I do further declare that the year, month and date of birth as recorded herein are binding on me and I shall not ask for any modification thereof at any subsequent date.

Place.....

Date.....

Orders of the appointing authority.

.....

Signature of the appointing authority

(Signature)

[Second Page]

Appoint-ment	Whether subs-tantive, perma-nent, acting or temporary	If acting here state substantive appoint-ment	Pay	Acting allow-ance	Date of appoint-ment	Signature of officer whose services are herein recorded

[Third Page]

Signature and designation of Chairman or aesting officer	Date of termination of appoint-ment	Reason of termina-tion (such as pro-motion, transfer, dismissal, etc)	Leave taken– nature and duration	Date of appointment	Signature of officer whose services are herein recorded

By order of the Governor,
B. MAJUMDAR,
Secy. to the Govt. of the West Bengal

Government of West Bengal
Panchayats & Rural Department Development
PRI Wing, Jessop Building
Joint Administrative Building HC-7, Sector - III Bidhan Nagar Kolkata - 700 006

Memo No. 3299/PN/O/III/2E-33/2014 Dated 30.07.2014

From : Soumya Purkait, WBCS(Exe.)
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate
Dakshin Minajpur

Sub : Certification regarding direct recruitment of Clerk-Typist of Panchayat Samiti

Ref : His Memo No. 1056/DPRD dated 17.06.2014

The undersigned is to refer to his memo under feference on the subject noted above and to inform him that the applicants having proficiency of computer typing at the minimum speed as precribed in the relevant recruitment rules published in this Department notification no 5474/PN/O/III/2E-62/05 dated 24.11.2006 may be considered eligible candidates for recruitment to the post Clerk-cum-Typist of Panchayat Samiti.

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Memo No. 3299/PN/O/III/2E-33/2014 Dated 30.07.10

Copy forwarded for information and future guidance to:

1. The District Magistrate, ...(All)
2. The District Panchayats & Rural Development Officer, ... (All)

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Panchayats & Rural Department Development
PRI Wing, Jessop Building
Joint Administrative Building HC-7, Sector - III Bidhan Nagar Kolkata - 700 006

Memo No. 3368/PN/O/III/3F-1/2014 Dated 06.08.2014

From : Soumya Purkait, WBCS(Exe.)
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate
.....(All)

Sub : Allocation of fund for recruitment process of PRI Bodies

Sir/Madam

I am directed to order that the expenditure related to recruitment of Nirman Sahayaks can be met out of MGNREGS contingency.

A regards expenditure related to recruitment for other posts G.P. P.S. and Z.P. a note is being initiated for consideration of the Finance Department either to earmark a fund under S.F.C or making special budgetary allocation under other charges for this particulars purpose. Further development will be duly communicated.

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Memo No. 3368/1(38)/PN/O/III/3F-1/2014 Dated 06.08.2014

Copy forwarded for information and necessary action to:-

1. The commissioner Panchayats & Rural Development West Bengal
2. The Commissioner MGNREGS Panchayats & Rural Development Department
3. The Additional Executive Officer, ... (All) Zilla Parishad Siliguri Mahakuma Parishad
4. The District Panchayats & Rural Development Officer, ... (All)

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Panchayats & Rural Department Development
PRI Wing, Jessop Building
Joint Administrative Building HC-7, Sector - III Bidhan Nagar Kolkata - 700 006

Memo No. 4066/PN/O/III/2S-26/2014 Dated 25.09.2014

From : Soumya Purkait, WBCS(Exe.)
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Panchayats & Rural Development Officer
South 24-Parganas

Sub : Clarification regarding principle to be followed when total Marks (written & viva-voce together) secured by two candidates are same and only one candidate is to be selected

Ref : His Memo No. 805/P&RD dated 22.09.2014

Sir,

Reference above letter I am directed to clarify that multiple candidates have secured same total score(written & viva-voce together) in case of direct recruitement in PRI set up in a scenario when declared vacancy is less than the candidates getting same total score-

Copy forwarded for information and necessary action to:-

1. Then the selection has to be made on the basis of the candidate getting more marks in the written examination.
2. If option (1) fails to break the dead lock, then the candidate who is senior in age shall get the precedence in selection.

Appropriate action should be taken accordingly.

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Memo No. 4066/PN/O/III/2S-26/2014 Dated 25.09.2014

Copy forwarded for information and future guidance to:-

1. The Additional Executive Officer, Zilla Parishad, ... (All/Siliguri Mahakuma Parishad.
2. The The District Panchayats & Rural Development Officer, ... (all)

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Panchayats & Rural Department Development
PRI Wing, Jessop Building
Joint Administrative Building HC-7, Sector - III Bidhan Nagar Kolkata - 700 006

Memo No. 5038/PN/O/III/2A-63/2014 Dated 16.12.2014

From : Soumya Purkait, WBCS(Exe)
Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department

To : District Panchayats & Rural Development Officer
South 24-Parganas

Sub : Clarification on appointment on compassionate ground

Ref : His Memo. No. P-14013(14)2014-DPRDO/15382 dated 25.11.2014

Reference above letter, here are respones:

1. As per policy decision of P & R D Department, the decision on whether a dependent will be appointed to a Group – C or Group – D post is not left with the appointing authority but with the sanctioning authority, which in this case is P & R D Department.
2. There is no change in policy regarding composition of 3 men committee in case of Group– C or Group – D employee which ever be the case which pre-existed before coming into effect of Memo. No. 4097/1(6)PN/III/2A-176/10 dated 29.09.2014 of P & R D Department and No. 9008-F(P) dated 16.09.2011 of Finance Department

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Memo No. 5038/PN/O/III/2A-63/2014 Dated 16.12.2014

Copy forwarded for information & future guidance to:-

1. District Panchayats & Rural Development Officer, ...(All),
except South 24-Parganas.

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Department of Panchayat & Rural Development
(Panchayat Wing)
Joint Administrative Building,
HC-7, Sector-III, Bidhan Nagar, Kolkata - 106

No. 53(08)/RD/13E-20/2006 Dated 03.01.2014

From : S.Purkait
Joint Secretary,
to the Govt. of West Bengal

To : District Magistrate
Birbhum, Malda, Dakshin Dinajpur, Cooch Behar, Hooghly, Nadia, Purba Medinipur, Darjeeling

Sir,

I am directed to refer to this Department's Memo No. 5666/RD/O/13E-20/2006 dated 08.11.2013(Copy enclodsed as ready reference) and to request you to take necessary steps for filling up of post of District Engineer immediately, if not initiated already, as per the previous G.O as mentioned hereinabove.

Yours faithfully
Sd/- Soumya Purkait
Joint Secretary
to the Govt. of West Bengal

Enclor As stated

No. 53/1(2)/RD/13E-20/2006 Dated 03.01.2014

Copy forwarded for information to :-

1. Shri D. K Pal Special Secretary, and
2. Shri S. Sengupta, Joint Secretary of this Department.

Sd/- Soumya Purkait
Joint Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayat & Rural Development Department
Joint Administrative Building,
HC-7, Sector-III, Bidhan Nagar, Kolkata - 106

No. 5666/RD/O/13E-20/2006 Dated 08.11.2013

From : Soumya Purkait, WBCS (Exe.)
Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department

To : The Accountant General (A & E),
West Bengal
Treasury Building
2, Government Place West
Kolkata - 700001

Sub : Creation of 8 (eight) Government posts of District Engineer in the Pay Band – 4 (Rs. 9000-40500/-) with grade pay Rs. 6,600/- under this Department.

Sir,

I am directed by order of the Governor to say that the Governor has been pleased to accord sanction to the Creation of 8 (eight) posts of District Engineer in the Pay Band - 4 (Rs 9000-40500/-) with gradd pay Rs. 6,600/- +other admissible pay and allowances of this Department for implementation of the engineering works of Zilla Parishads.

2. The aforesaid posts are distributed among following 8 (eight) districts.

Sl. No.	Name of the District	No. of Sanction Posts
1	Birbhum	1
2	Malda	1
3	Dakshin Dinajpur	1
4	Cooch Behar	1
5	Hooghly	1
6	Nadia	1
7	Purba Medinipur	1
8	Siliguri Mahakuma Parishad	1

3. The Posts are to be filled up on the basis of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 for the appointment of District Engineers under the Panchayats & Rural Development Department.

4. District Magistrate & Executive Officer of the concerned / Zilla Parishad will act as the D.D.O. in respect of the aforesaid posts.

5. This order issues with the approval of the cabinet in the meeting held on 29/07/2009.

6. All concerned are being informed.

Yours faithfully
Sd/- Soumya Purkait
Joint Secretary
to the Govt. of West Bengal

No. 5666/1(15)/RD/O/13E-20/2006 Dated 08.11.2013

Copy forwarded for information and necessary action to:

1. The District Magistrate Birbhum Malda, Dakshin Dinajpur, Chooch Behar, Hooghly, Nadia,

   Purba Medinipur & Darjeeling

2. The Additional Executive Officer, Siliguri Mahakuma Parishad

3. The Finance Department, Government of West Bengal

4. Head Quarter, Establishment Cell

5. The PMGSY Cell

6. The Budget Cell

7. The WBSRDA Cell

8. Guard File

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Panchayats & Rural Department Development
P R I Wing
Joint Administrative Building, HC-7, Sector - III Bidhan Nagar Kolkata - 700 006

Memo No. 3688/PN/O/III/2S-42/12 Dated 30.10.2013

ORDER

I am directed by the order of the Governor to issue the following clarifications and instruction:

1. In terms of notification no. 35/PN/O/III/2A-18/2002 dated 03.01.2008 following amendment to the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007 was issued:-

   2) in rule 6 in sub-rule (1), in clause (c) for sub-clause (ii) substitute the following sub-clause

   Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred in place of the existing clause

   This is to be clarified that the said amendment is to be interpreted to the effect that weightage has to be given to a candidate appearing for the recruitment in the post of Sahayak through direct recruitment who has secured at least 50% marks in aggregate in Madhyamik or its equivalent examination.

2. As per provision of the Rule 8 (c) (ii) West Bengal (Recruiment of Employees of Panchayat Samiti) Rules 2007 The candidate shall have passed the Madhyamik or its equivalent examination from any recognised University or Board or Council and having a minimum typing speed of thirth words per minute in English and twenty words per minute in Bengali

   This is to clarify in this regard that it is the discretion of the District evel Selection Committee as competent authority to decide if the candidate for the post of Clerk-cum-Typist shall appear for computer typing or manual type writer typing.

3. The standard of question in case of recruitment for the post of Executive Assistant, G.P. Secretary, Nirman Sahayak and Sahayak of Gram Panchayat and Clerk cum Typist & Samiti Education Officer of Panchayat Samiti (irrespective of method of selection) shall be set in the following manner:

Post	Subject	Standard of Question
Nirman Sahayak	English	Madhyamik or its equivalent examination
GP Secretary	English, Arithmetic and Bengali	Higher Secondary or its equivalent examination
Executive Assistant	English and Bengali	Higher Secondary or its equivalent examination
	Arithmetic	Madhyamik or its equivalent examination

Sahayak	English, Arithmetic and Bengali	Madhyamik or its equivalent examination
Clerk-cum-Typist	English, Arithmetic and Bengali	Madhyamik or its equivalent examination
Samiti Education Officer	English and Bengali	Higher Secondary or its equivalent examination
	Arithmetic	Madhyamik or its equivalent examination

The order takes immediate effect

All concerned are being informed.

By Order of the Governor
Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Memo No. 3688/1(55)/PN/O/III/2S-42/12 Dated 30.10.2013

Copy forwarded for information & necessary action to:-

1. The Commissioner Panchayat & Rural Development.
2. The District Magistrate, ... District (All).
3. The Additional Executive Officer, ... Zilla Parishad (All)
   Mahakuma Parishad.
4. The District Panchayats & Rural Development Officer, ... District (All)
   with request to serve the copy to all all BDOs in the distict.

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Panchayats & Rural Department Development
Joint Administrative Building, HC-7, Sector - III, Bidhan Nagar, Kolkata-700 006

Memo No. 3808/PN/O/III/2E-12/2012 Dated 08.11.2013

From : Soumya Purkait, WBCS (Exe.)
Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate,
Hooghly

Sub : Clarification regarding eligibility criteria for the recruitment of Executive Assistant and Nirman Sahayak in Gram Panchayats

Ref. : DPRDO Hooghly's Letter No. 2215/P&RD dated 07/11/2013

Madam,

Reference above letter, I would like to clarify in the following manner:

Query 1) Whether an applicant for the post of Executive Assistant having a degree of Bachelor in Computer Application fulfills the requirement of essential Qualification (as per Recruitment Rule) if he or she possesses

A) Bachelor's degree from a recognised university

B) Diploma in computer application from any Institute recognised by the State or Central Government or State Council of Technical Education for recruitment to the post of Executive Assistant.

Reply – The answer is in affirmative.

Query 2) Whether an applicant having a B. Tech Degree in Civil Engineering is to be considered eligible for recruitment to the post of Nirman Sahayak.

Reply – Even though as per the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007 the candidate "Must have a Diploma in Civil Engineering from any institute recognised by State Government or Central Government", he or she can not be denied / disqualified / barred from appearing in the recruitment examination, as a higher qualification can not be a reason for disqualification of a candidate in the ends of justice.

Necessary action may be taken accordingly.

Yours faithfully,
Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Memo No. 3808/1(535)/PN/O/III/2E-12/2012 Dated 08.11.2013

Copy forwarded for information and future guidance to:

1. The District Magistrate,.....(All)

2. The Additional Executive Officer, ... Zilla Parishad/ Siliguri Mahakuma Parishad

3. The District Panchayats & Rural Development Officer ..... (All)

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Govt of West Bengal
Panchayats & Rural Department Development
Joint Administrative Building, HC-7, Sector - III, Salt Lake City, Kol-700006

No. 4040(2)/PN/O/III/2E-12/2012 Dated 28.11.2013

From : S. Purkait,
Joint Secretary to the Govt. of West Bengal
Panchayats and Rural Development Department

To : The District Magistrate & Executive Officer
Jalpaiguri, Burdwan, Bankura and Birbhum
And
Chairman of the District Level selection Committee

Sub : Representative of the Principal Secretary, Deptt of Panchayats and Rural Development in the District Level Selection Committee

Sir,

I am directed to say that officers will be the representative of Principal Secretary in the District Level Selection Committee (DLSC). This has been necessitated as the previous representatives has either left the Deptt or retired on superannuation.

Sl No.	Name of the new representative	Name of the District
1.	Smt Banhisikha Dey, Deputy Director, P&RD	Jalpaiguri & Burdwan
2.	Debashish Das, Joint Secretary, PRD Deptt	Bankura & Birbhum

Yours faithfully,
Sd/- Soumya Purkait
Joint Secretary to the
Government of West Bengal

No. 4040(2)/PN/O/III/2E-12/2012 Dated : 28.11.2013

Copy forwarded for information and necessary action to:

1. The Commissioner, Panchayats & Rural Development, WB
2. Special Secretary (Law), Department of Panchayats & Rural Development
3. The P.S. to Hon'ble MIC, Department of Panchayats & Rural Development
4. Law Officer of Panchayats & Rural Development
5. The District Panchayats & Rural Development Officer, Jalpaiguri, Burdwan bankura and Birbhum

Sd/- Soumya Purkait
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
PRI Wing
Joint Administrative Building, HC-7, Sector - III , Bidhan Nagar, Kolkata - 700006

Memo No. 3685/PN/O/III/2S-03/10 Pt. Dated 30.10.2013

ORDER

I am directed to say that the Governor is pleased to cancel the clarification issued by the Assistant Secretary P & RD Department vide memo. no. 5639/PN/O/III/2S-27/10 dated 21.07.2010, with immediate effect. The copy the said order is enclosed for reference & future guidance.

The provisions as laid down at para (2) (c) (ii) being the amendment to the West Bengal (Recruiment of Employees of Panchayat Samiti) Rules 2007 and issued through notification no 2960/PN/O/III/2E-61/04 (Pt-III) of P & R D Department shall remain applicable until further amendment of the said rule pertaining to recruitment of Samiti Education Officer.

By Order of the Governor
Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Enclor As stated

Memo No. 3685/PN/O/III/25-03/10 Pt. Dated 30.10.2013

Copy forwarded for information & necessary action to :-

1. The Commissioner, Panchayats & Rural Development.
2. The District Magistrate ..... District (All)
3. The Additional Executive Officer, ... Zilla Parishad (All)
   Mahakuma Parishad.
4. The District Panchayats & Rural Development Officer, ... District (All)
   with request to serve the copy to all the B.D.Os in the district.

Sd/- Soumya Purkait
Joint Secretary to the Govt of West Bengal
Panchayats & Rural Development Department

Government of West Bengal
Panchayats & Rural Department Development
(Panchayat Wing)
Jessop Building, 63, N. S. Road, Kolkata - 700001

Memo No. 5639/PN/O/III/2S-27/10 Dated 21.07.2010

From : S. K. Pal
Assistant Secretary to the Govt. of West Bengal

To : The Additional District Magistrate & A.E.O.
Malda Zilla Parishad Malda

Sub : Clarification regarding Teaching Experience of the candidates appeared for appointment to the post of Samiti Education Officer

Ref : Memo. 1262 dated 06.05.2010

With reference to the above the undersigned is directed to say that teaching experience of the candidate who have rendered voluntary service as an Assistant Teacher in High School or rendered service as an Assistant Teacher in a privately run Primary or High School will not be considered as their teaching experience for direct recruitment to the post of Samity Education Officer.

Sd/- (inellgible)
Assistant Secretary to the
Government of West Bengal

Memo No. 5639/1(1)/PN/O/III/2S-27/10 Dated 21.07.2010

Copy forwarded for information & necessary action to:-

1. The District Panchayats & Rural Development Officer, Malda

Sd/- (inellgible)
Assistant Secretary to the
Government of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 3217/PN/O/III/Z-02/2013 Dated 12.08.2013

From : Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department

To : The Additional Executive Officer
Siliguri Mahakuma Parishad

Sub : Clarification regarding credit of Earned Leave in respect of a ZP/SMP Employee

Ref : His Memo. No. 812/Estt./CA dated 04/07/2013 & 929/Estt./CA dated 01/08/2013

Sir,

Reference above letters I would like to clarify that employees posted under Zilla Parishad & Siliguri Mahakuma Parishad are entitiled to a credit of 30 days Earned Leave in a calendar year as in the case regular Government employee

Thanking you

Sd/- Soumya Purkait
Joint Secretary
to the Govt. of West Bengal

Memo No. 3217/1(2)/PN/O/III/Z-02/2013 Dated 12.08.2013

Copy forwarded for information and future guidance to:

1. The District Magistrate .....(All)

2. Additional Executive Officer, Zilla Parishad .....(All)

Sd/- Soumya Purkait
Joint Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
Panchayat Wing, Jessop Building
63, N. S. Road, Kolkata - 700001

Memo No. 1980/PN/O/III/2E-40/13 Dated 20.05.2013

From
S. Purkait
Joint Secretary to the
Government of West Bengal

To

1) The District Magistrate / The Executive Officer,
..... All Z.P.

2) The Additional Executive Officer
Siliguri Mahakuma Parishad

Sir / Madam,

We have been receiving communication seeking clarification on applicability of Finance Department Order No. 2013-F(P) dated 06.03.2012 & No.254(60)-ISS dated 18.02.2013 from various distict Zilla Parishad authorities for the employees of P.R Bodies

I am directed to attach a copy of Finance Department Memorandum No. 3291- (P) dated 19.04.2012 which is self explanatory as it clearly states that employees of P.R bodies are very much covered under the provisions & stipulation as laid down by the Finance Department in respect of employees who had absented from duties on 28.02.2012 & 20.02.2013

All concerned are being informed

Yours faithfully
Sd/-
(S. Purkait)

Enclo : As stated

Government of West Bengal
Finance Department
Audit Branch

No. 3291-F(P) Dated : 19.04.2012

M E M O R A N D U M

It has come to notice that there is smoe confusion in some corners as to applicability of Finance Department Memo No. 2013-F(P) dt. 06.03.2012 in respect of the employees of Corporation Boards, Undertakings, Statutory Bodies, Educational Institutions etc.

To remove such confusion it is clarified that all the provisions in the said Memo are equally applicable to all employees of Corporation, Boards, Undertakings, Statutory Bodies, Local Bodies, Educational Institutions etc.

Accordingly, Administrative Departments will issue instructions mentioning clearly that all actions as contained therein should invariably be completed by 30.04.2012 if not done already.

Sd/- H. K. Dwivedi
Secretary
Finance Department

No. 3291/1(500)-F(P) Kolkata, the 19th April, 2012

Copy forwarded for information and necessary action to :–

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2 Govt. Place West, Kolkata-700001.
2. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
3. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P0I, Hyde Lane, Kolkata-700073.
4. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, LB Market, 1st Floor, Sector-III, 133, Bidhannagar, Kolkata-700091.
5. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700001.
6. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata-91.
7. Sr. P. A. to the Principal Secretary, Writers' Buildings, Finance Department.
8. District Magistrate / Judge, _____
9. The Sub-Divisional Officer, _____
10. Treasury Officer, _____
11. The Addl. Chief Secretary / Principal Secretary, Panchayat & R.D. Department, Jessop Building, 63, N.S. Road, Kolkata-700001 Division
12. The Commissioner, _____
13. The Superintendent of Police, _____
14. The Principal Industrial Training Institute, _____
15. The Superintanding Engineer / Executive Engineer, _____
16. _____ All Group Cell, Branch _____
17. All Special Secertary / Jt. Secretary / Dy. Secretary / Asst. Secretary / O.S.D. / Registrar _____

Joint Secretary to the
Govt. of West Bengal
Finance Department

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 1537/PN/O/III/2A-59/09 Dated 16.04.2013

ORDER

The undersigned is directed to say that the P & R D Department had issued an order vide memo no. 4554/PN dated 12/09/2000 & No. 4024/PN/O/III/2A-59/09 dated 07/09/2009 wherein 10% of total sanctioned post of I.D.A. in Zilla Parishad / Siliguri Mahakuma Parishad could be filled up by transfer by the eligible and willing typist on the basis of seniority.

The undersigned is further directed to say that L.D.A. & Typist belong to separate cadre and change in designation during the service tenure of an emploee is generally not permisible nor any provision is there for the same in relevant recruitment rule. The department has received requests for permission / clarification from some Zilla Parishads on this issue during recent times.

Now the undersigned is directed to order that such practice of filling up of the vacant post of L.D.A. by change in designation of eligible & wiling typist can not be continued any further and be stopped forthwith.

This order is issued in supersession of order issued vide no. 4554/PN dated 12.09.2000 & 4024/PN/O/III/2A-59/09 dated 07.09.2009.

All concerned are being informed.

Sd/- Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 1537/1(18)PN/O/III/2A-59/09 Dated 16.04.2013

Copy forwarded for information & necessary action toto:-

1. District Magistrate & Executive Officer,.....ZP(All)
2. AEO, Siliguri Mahakuma Parishad.

Sd/- Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 1091/PN/O/III/2S-04/13 Dated : 15.03.2013

From : Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal
Panchayats & Rural Development Department

To : The Additional District Magistrate (Dev.)
North 24 Paraganas

Sub : Clarification in respect of Shyamal Dhali, Nirman Sahayak of Jateswar-I Gram Panchayat

Ref. : Your Memo No. 379/DP&RDO.XIX (A)/15/2012 dated 11.03.2013

Sir,

Reference above letter, I would like to issue the following clarification on the queries made by you.

1. As the criminal case agaisnt Shri Dhali relates to an extra official matter having no nexus with his official positition, so there is no need to keep the incumbent under suspension for any further period nor any disciplilnary proceedings can be initiated against him as there is no such legal provision / scope in such matters.

   Administrative action if any will solely depend on the outcome of the criminal case in the court of law.

2. The incumbent should be allowed to join his present place of posting forth with.

   This may further may be noted that there is no legal binding to place in employees under suspension who has been in Jail Custody for more than 48 hours with retrospective effect, as there are innumerable judicial pronouncements in similar matter by Hon'ble High Court and Apex Court.

Yours faithfully,
Sd/-
(Soumya Purkait)

Memo No. 1091/1(17)PN/O/III/28-04/13 Dated : 15.03.2013

Copy forwarded for inromation & future guidance to :

(1) Additional Executive Officer, ... ZP, (All) Sliguri Mahakuma Parishad.

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 394/PN/O/III/2E-12/2012 Dated : 18.01.2013

ORDER

Whereas most of the District level & Block level officials are intensely enganged with summary revision & other election related jobs pertaining to ensuring Panchayat general election.

And whereas it has come to the notice that Districts authorities are already faced with adverse law & order situation in districts in connection with ensuring Panchayat general election.

And whereas it is a cause of concern to this Department as report of untoward incidents in connection with recruitment drive in PR Bodies has been on rise in recent days.

Now, therefore, after careful consideration of all aspects & for the greater interest of the administration & people at large the undersigned in directed to say that the Governor has been pleased to impose embargo in the process of all types of fresh recruitment including compassionate appointment in Gram Panchyats, Panchayat Samitis & Zilla Parishads in all districts until furhter order but relaxation is allowed in case where the written examination has been conducted & viva-voce / interview is possible to be completed within 22.02.2013 & in cases of compassionate appointments the sanction order has been already issued by the P & RD Department.

This order takes effect from the date of issue of this order.

By order of the Governor
Sd/- Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 394/1(4)/PN/O/III/2E-12/2012 Dated : 18.01.2013

Copy forwarded for information & necessary action to :

1. The Commissioner of P&RD, West Bengal
2. Executive Officer, ... Zilla Parishad (All) / Siliguri Mahakumas Parishad
3. The District Panchayats & Rural Development Offier, ... (All) with the request to forward copies of this order to all BDOs.

Sd/- Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 398/PN/O/III/2S-42/12 Dated : 18.01.2013

From : Soumya Purkait, WBCS (Exe)
OSD & Ex-Officio Deputy Secretary
in the Govt. of West Bengal
Panchayats & Rural Development Department

To : The Commissioner of Panchayats & Rural Development
West Bengal

Sub : Computer Application test in connection with recruitment of employees of Gram Panchayat & Panchayat Samiti

Sir,

I am directed to say that Practical Computer test for huge no. of candidates appearing in recruitment test for some posts in Gram Panchayats and Panchayat Samiti is not feasible with the current II-infrastructure in the district before written test as was laid down in the Deptt's Memo as 6779/PN/O/III/2F-61/04(Pt.II) dt 21.12.2015 read with Memo No. 3379/III/DD/2F-47/05 Dt. 09.12.2005.

Hence in partial modification of the aforesaid orders, I am directed to say that only such candidates who are successful in written test securing above certain out off marks fixed by the District Level Selection Committee, shall have to appear in the Principal / hands on test on computer applications before final selection.

Yours faithfully,
Sd/-
(Soumya Purkait)

Memo No. 398/1(36)/PN/O/III/2S-42/12 Dated : 18.01.2013

Copy forwarded for information & necessary action to the :

1. Executive Officer, ... Zilla Parishads (All) Siligurin Mahakuma Parishad
2. D.P.R.D.O., ... All He / She is requested to circulate the copy of the orders to the B.D.O.s in his / her district.

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Department Development
(Panchayat Wing)
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 733/PN/O/III/2E-12/12

Dated 19.02.2013

From : Shri Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate & Executive Officer
Burdwan

Sub : Representative of the Principal Secretary, Department of Panchayat & Rural Development in the District Level Selection committee

Ref : His Memo No.BZP/Estt./239 dated 29.01.2013

Sir

I am directed to say that Shri Soumitra Sengupta, WBCS(Exe). Joint Director Directorate of Panchayat & Rural Development, appointed as representative of Principal Secretary of District Level Selection Committee for the District Bankura will remain in additional charge of the Burdwan district.

Yours faithfully,
Sd/-
(Soumya Purkait)

Memo No. 733/1(6)PN/O/III/2E-12/12

Dated 19.02.2013

Copy forwarded for information & necessary action to:

1. The Commissioner Panchayats & Rural Development, West Bengal
2) The Joit Secretary (Policy Cell) Panchayats & Rural Development
3) The District Magistrate Burdwan
4) Shri Soumitra Sengupta WBCS(Exe) Joint Director, Directorate of Panchayats & Rural Development West Bengal
5) The District Panchayats & Rural Development Officer, Burdwan
6) The Private Secretary to M.I.C. of this Department

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 80/PN/O/III/2E-135/12

Dated 02.01.2013

ORDER

Whereas number of candidates in recruitment test for the post Gram Panchayats and Panchayat Samitis have gone up manifold over the years as district authorities are publishing advertisement for candidates in news papers for wide publicity and tranparency as also many candidates are being sponsored by the Employment Exchange

And whereas it is a herculean task for the District Level Selection Committee to conduct recruitment test through conventional written test for such a large no of candidates.

And whereas the need to bring an objectivity in the selection process through critical/objective scoring is felt imperative.

Now there fore after careful consideration of all aspects, the undersigned is directed to say that the Governor is pleased to order that written test for recruitment in Gram Panchayats and Panchayat Samitis shall henceforth be conducted only through Objective and multiple choice question (MCQ) method keeping syllabus and scoring pattern for both these tiers unchanged. Negative marking for wrong andser should also be in place but to be fixed by the District Level Selection Committee.

By Order of the Governor
Sd/-
(Soumya Purkait)

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 80/1(41)/PN/O/III/2E-135/12 Dated 02.01.2013

Copy forwarded for information & necessary action to:

1. The Commissioner of Panchayats & Rural Development West Bengal

2) The Joit Secretary (Policy), PRDD

3) The District Magistrate The Executive Officer, ... Zilla Parishad (All)/ S.M.P.

4) The P. S to Hon'ble M. I. C, PRDD.

5) The District Panchayats & Rural Development Officer, ... (All) with a request to circulate the copy of this order to the B. D. O s.

Sd/-
(Soumya Purkait)
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
(Panchayat Wing)
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 7357/PN/O/III/2E-135/12 Dated : 24.12.2012

From : Shri Soumya Purkait WBCS (Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Panchayats & Rural Development
South 24-Parganas

Sub : Recruitment of Staff in the vacant posts of Panchayat Samitis and Gram Panchayats

Ref : His Memo No. 1469/P&RD dated 19.11.12

The undersigned is to say that post of Gram Panchayat Sahayak remaining vacant after filling up the post through promotion on the basis of seniority-cum-merit from amongst the Peon of Panchayat Samiti & G.P Karme of Gram Panchayat shall be filled up by direct recruitment in terms of Notification no-8047/PN/O/III/2E 51/07 dated 07.12.2012

He is therefore requested to fill up the remaining post of Sahayaks by direct recruitment after completion of the promotion process

Yours faithfully
Sd/-
(Soumya Purkait)

Memo No. 7357/1(17)PN/O/III/2E-135/12 Dated 24.12.2012

Copy forwarded for information and future guidance to:

1. The D P R D O, ...(All) except South 24 Parganas

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Department Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 7358/PN/O/III/2E-135/12 Dated : 24.12.2012

From : Shri Soumya Purkait WBCS (Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Panchayats & Rural Development
South 24-Parganas

Sub : Clarification regarding counting of past service of Executive Assistant

Ref : His Memo No. 1201/P&RD dated 14/12/2012

Points	Reply
a) Whether period of service rendered in the post of erstwhile Sahayak is to be conounted towards Pension benefit.	a) The matter is under consideration of the F.D. Final decision of this Department will be intimated after getting approval from the Finance Deptt.
b) As he tendered resignation whether deduction of GPF Contributon is to be continued ?	b) When a subscriber quits the service the amount sending to his credit in the fund shall be come payable to him as per provision let down in P.F. Scheme for the employees of P.R. Bodies, 1991. The contribution cannot be continued after acceptance of the resignation.

Sd/-
(Soumya Purkait)

Memo No. 7358/1(17)/PN/O/III/2E-135/12 Dated : 24.12.2012

Copy forwarded for information and future guidance to :

1. The D P R D O, ... (All) except South 24 Parganas

Sd/-
(Soumya Purkait)

Government of West Bengal
Department of Panchayats & Rural Development
(Panchayat Wing)
63, Netaji Subhas Road, Kolkata - 700001

Memo No. 5666 (2)/PN/N/II/IG-7/2010

Dated 06.11.2012

From : Saurabh Kumar Das
Principal Secretary to the
Government of West Bengal

To

1) The Commissioner
Panchayats & Rural Development, West Bengal
2) The District Magistrate,
.....(all)

Sir,

In order to fill up the vacant posts of the PRI bodies recruitment process is going on in most of the Zilla Parishads and as the process involves huge applications, fund is being asked by the zilla parishads/ District Offices for the recruitment process.

Guidenes for recruitment process out of 13th FC Recommended Grant and now it is stated as clarification that, for conducting such recruitment process involving huge applications. Grants under recommendation of the 13th Finance Commission available with the Zilla Parishad/ Mahakuma Parishad may be utilized @ Rs. 60/- (sixty) only per candidate inclusive of all related expenditure on this account.

If the scale of expenditure noted above requires to be modified, proposal for revising the unit cost may be sent with justification.

Actual expenditure as incurred may be informed to the Commissioner Panchayats & RD, West Bengal, for reimbursement of the same during release of next instalment of 13thFC Grant.

Yours faithfully
Sd/- Saurabh Kumar Das

Principal Secretary
to the Government of West Bengal

Memo No. 5666 /1(5)/PN/N/II/IG-7/2010 Dated 06.11.2012

Copy forwarded for information and taking necessary action to:

1. The District Panchayats & Rural Development Officer

.....(All)

2) The Additional Executive Officer,

..... Zilla Parishad/Mahakuma Parishad

3) The Block Development Officer, ...All.....

4) Guard file of Budget Cell/Policy & Planning Cell/PRI Cell

5) MIS Cell with request to upload the website

Commissioner and Additional Secretary
Panchayats & RD. West Bengal

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4876/PN/O/III/2S-30/10 Dated 06.08.2014

From : Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate
Hooghly

Sub : Clarification in the matter of qualification for the post of Block Indormatics Officer

Ref : Her Memo. No.1425/P&RD dated 13.08.2012

Madam

The undersigned is directed to clarify that candidates having following qualifications may be treated as eligible for recruitment to the post of Block Informatics Officer as these qualifications are treated as equivalent to the ones specified in relevant recruitment rules:-

1) Bachelor in Electronics & Communication Engineering/Computer Science & Engineering, B. Tech (IT) and B.Sc (IT) by Distance Education Programmes from Visva Bharati or any other recognized University or from Indira Gandhi National Open University.
2) B.E. or B. Tech. in Computer Science and Engineering.
3) B.Sc. in Computer Science.
4) Master/Bachelor in Computer Application.
5) B. Sc. in General Stream Course and M. Sc. (IT)

All concerned be informed accordingly.

Yours faithfully
Sd/-
(Soumya Purkait)

Memo No. 4876/1(57)PN/O/III/2S-30/10 Dated 14.09.2012

Copy forwarded for information, necessary action and future guidance to:

1. The Commissioner Panchayats & Rural Development West Bengal

2) The Joint Secretary, (Law Cell), Panchayats & Rural Development Department.

3) Dr. Nilanjan Dasgupta, WBCS(Exe), Panchayat & Rural Development Department.

4) The District Magistrate, ... (All) except Hooghly.

5) The Additional Executive Officer, ... (All Zilla Parishad) & Siliguri Mhakuma Parishad.

6) The District Panchayats & Rural Development Officer, ... (All) All BDOs should be informed accordingly.

Sd/-

(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4853/PN/O/III/2E-102/12 Dated 13.09.2012

From : Soumya Purkait, WBCS(Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The Commissioner of Panchayats & Rural Development
West Bengal

Sub : Clarification regarding degree and extent of disability which is admissible for facilities for the physically handicapped employees of the P.R. Bodies

Sir,

In enclosing a copy of notification no. 4080 SW dated 27.09.1989 I am to request you to circulate the above mentioned to the offices under your control for records and future guidance. This is felt essential as we are getting queries from the districts at regular intervals.

Enclo.: As stated

Yours faithfully
Sd/-
(Soumya Purkait)

Memo No. 4853/1(36)PN/O/III/2E-102/12 Dated 13.09.2012

Copy with a copy of notification no. 4080 SW dated 27.09.1989 of Relief and Welfare Deptt. forwarded herewith for information & necessary action to the:

1. Executive Officer/ Additional Executive Officer, ... Zilla Parishad / Siliguri Mahakuma Parishad

2) D. P. R. D. O., ... (All)
He is requested to circulate the copy along with enclosure to the B. D. Os in the district.

Sd/-
(Soumya Purkait)

Government of West Bengal
Relief & Welfare Department (Welfare)
Writers' Buildings, Kolkata-700 001

No. 4080 SW the 27th September, 1989

NOTIFICATION

In pursuance of the guidelines given by the Government of India, it has been decided to introduce a set of uniform definitions of the handicapped in this state and to issue identiy cards to those who will be declared handicapped in terms of the said definitions so that they can fully avail of the various facilities and concessions without going through any cumbersome procedure.

The Ministry of Welfare Govt. of India have notified the definitions of the handicapped and insured guidelines in its notification no. 4-2/83 HW, III dt. 6.8.1986 for adoption of the said definitions throughout the country.

Now therefore, the Governor has been pleased to adopt with immediate effect the definitions of the following four categories of handicapped as in th aforesaid Govt. of India notification in declaring a person as handicapped for the purpose of availing of the various facilities / conceasions already earmarked or to be done so in future for those persons :–

1) Visually handicaps
2) Locomotor handicaps
3) Speech and hearing handicaps
4) Mental handicaps

2. Each of the aforesaid categories of the handicapped persons has be classified into the following four groups :–

Degree and extent of disability

1) Mild less than 40%
2) Moderate 40% and above
3) Servere 75% and above
4) Profound / Total 100%

It has been decided that no facilities concessions will be admissible to the mild group of handicaps .

It has further been decided that only those disabled persons who fail under the category permanent disability, as define in the said notification will be eligible for the facilites / concessions available for handicapped persons. A one eyed person will not be treated as handicapped

3. For declaring handicapped Authority will be a Medical Board at the district level. The board will comprise of the Chief Medical Officer of Health / Sub-divisional Medical Officer of Health in the district and another expert in the specified field ophthalmic surgeon incase of visual handicap; either an ENT surgeon or andiologist in case of speech and hearing handicaps, and orthopaedic surgeon or special in physical medicine and rehablitation in case of locomotop handicaps; a psychitrist or a clinical psychologist or teacher in special education in case of mental handicaps. The Chief Medical Officer of Health, Sub-divisional Medical Officer of Health will be the Chairman of the Medical Board, the Medical Boards for the districts and Calcutta will be constituted by the Health and Family Welfare Department shortly.

4. Specified tests as indicated in Annexures should be conducted before a certificate is given.

5. The identity cards as per the decision as aforesaid will be issued by the District Social Welfare Officer of this department in case of residents of the districts and the office on special duty (handicapped) of the Directorate of Social Welfare, West Bengal in case of the residents of Calcutta postal zone area to those who have been declared handicapped by the Medical Board.

The identity card will be valid for 3 (three) years from the date of issue and card will renewed after obtaining the Medical Report at the interval of three year's.

6. Appeliate authority in case of any doubt regarding the intepretation of the definition, classification / evolution test, the matter should be referred to the Director General of Health Service, Ministry of Health and Family Welfare, Govt. of India through the relief and Welfare Department of this Government for removal of the same. The Director General of Health Services, Govt. of India in the final authority in this regards.

7. The guideline for evaluating the disability of a person by the Medical Boards as laied down by the Govt. of India are annexed herewith.

8. The rules and order already in force in diffrence deptts. of this Govt. for extending facilities / concessions to the handicapped person may be modified as per this notification.

This order issues with concurrance of the Finance Department vide their order no. Group-8 291 dt. 19.09.89.

By Order of the Governor

R. S. Midha
Secretary to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4150/PN/O/III/2S-35/12 Dated 25.07.2012

From : Soumya Purkait, WBCS(Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Panchayats & Rural Development Officer
Bankura

Sub : Clarification regarding promotional recruitment in the PRI Vacancies

Ref : His Memo. No.403/P&RD dt. 19.07.2012

The undersigned is directed to say that number of candidates for the promotional post will be five times of the available vacancy.

In case of insufficiency in number of eligible candidates, the minimum requirement may be waived off by the appointing authority.

Sd/-

(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4365/PN/O/III/2S-38/12 Dated 6.08.2012

From : Soumya Purkait, WBCS(Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate, Dakshin Dinajpur

Sub : Clarification regarding recruitment of employees in Gram Panchayat and Panchayat Samitis

Ref : Your No. 621/DPRD dt. 4.6.12

Sir,

I am directed to say that following guideline may be followed to fill up the vacant posts of Gram Panchayats and Panchayat Samitis.

1. The applications received in accordance with the notification No. 1036/DPRD dt. 01.08.2009 and the new applications to be received according to the new advertisement should be accumulated together. Similarly, vacant posts should also be totalled. All the previous applicants and new applicants should be allowed to compete against the resultant vacant posts. The candidates who had applied on previous occasion need not apply afresh.
2. Upper age limit of the candidates will be considered in terms of Finance Deptt. notification No. 11653 F (P) dt. 30.12.2011 which has come into force w.e.f. 1.1.2012.
3. In case of promotion on the basis of merit-cum-seniority basis, the ratio for promotion post and candidates called for examination will be five times of the posts to be filled up on promotion.

Sd/-
(Soumya Purkait)

Memo No. 4365/1(3)/PN/O/III/2S-38/12 Dated 06.08.2012

Copy forwarded for information & necessary action to:-

1. The Commissioner of Panchayats & Rural Development
2. The District Panchayats & Rural Development Officer, Dakshin Dinajpur
3. Guard File

Sd/-
(Soumya Purkait)

Government of West Bengal
Department of Panchayats & Rural Development
63, Netaji Subhas Road, Kolkata-1

Memo. No. 4644/PN/O/III/2P-55/10 **Dated : 30.08.12**

MEMORANDUM

Sub : Clarification on 'Interim Allowance in terms of Para 52 of DCRB Scheme, 1985 for the employees of Panchayats.

In ierms of Para 52 of Death-cum-Retirement Benefit Scheme 1985 for the employees of Panchayats & Rural Development, an Interim Allowance not exceeding two-thirds of the pension that would have been admissible but for the criminal proceedings may be granted during pendency of such pendency of such proceedings in case of hardship.

As pension is subject to revision consequent upon a general revision of pension, it is necessary for the sake of justice that whenever a general revision of pension is made, 'Interim Allowance' should also he similarly revised/consolidated. Now several references from different concerns are received by this Department as to the mode of such consolidation/revision of "Interim Allowance'.

Now, alter careful consideration of the matter, the Governor has been pleased to clarify that such allowance under Para 52 of Death-cum-Retiremem Benefit Scheme, 1985 for the employees of Panchayats. West Bengal shall be revised in terms of the different orders of the revision of pension which were published consequent upon revision of Pay and Allowances under different ROPAs, more specifically the 'Interim Allowance'/'Compassionate Allowance' sanctioned prior to 01.01.90, 01.01.96 and 01.01.06 shall be revised / consolidated in terms of Memo. Nos.8280/III/Panch dated 12.04.1990, 4105/PN dated 12.11.1998 and 854/PN dated 27.02.2009 respectively.

Amount as consolidated/revised below the minimum ceiling of pension shall not be stepped up for this purpose. For example if any such allowance is revised to Rs.2,500/- p.m. in terms of the revision consequent pm ROPA'O9, that should not be stepped up to Rs.3,300/- the minimum ceiling of pension for normal cases.

In ease of Interim Allowance/Compassionate Allowance. Dearness Relief at the rates sanctioned by the Government shall also be calculated on such allowances.

Medical Allowances as has been/shall be prescribed for the regular pensioners shall also be applicable in this case.

This order issues with the concurrence of Finance Department vide their observation in the File No. PN/O/III/2P-55/10 vide their U.O. No.521-F (Pen) dated 23.08.2012.

Sd/-
Principal Secretary
to the Govt. of West Bengal.

Memo No. 4644/1(512)/PN/O/III/2P-55/10 Dated : 30.08.12

Copy forwarded for information & necessary action to :—

1. The Director of Pension and Provident Fund, West Bengal.
2. The Commissioner, Panchayats & Rural Development, West Bengal..
3. The Accountant General (A&B) West Bengal, Treasury Buildings, Kolkata-1
4. The Accountant General (Audit), Treasury Buildings. Kolkata-1,
5. The District Magistrate & Executive Officer, _____ (All) ZPs/SMP.
6. The District Panehayats & Rural Development Officer_____ (All)
7. The Additional Executive Officer, (AJl)ZlVSMP.
8. Sub-Divisional Officer (All) _____
9. Block Development Officer (All)
10. The Treasury Officer (All) _____
11. Policy Cell of this Department.
12. The Guard File

Principal Secretary
to the Govt. of West Bengal.

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 4053/PN/O/III/2S-34/12 Dated 18.07.2012

From : Soumya Purkait, WBCS(Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The Additional District Magistrate (Panchayat),
Howrah

Sub : Clarification for proportion of clerk-cum-typist and Accounts Clerk of Panchayat Samiti at the time of filling up the posts of Cashier-cum-Store Keeper and UDA of Panchayat Samiti.

Ref : His Memo. No. 923/HDP dt. 06.07.2012

The undersigned is to clarify the points in the light of West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 in the following manner.

Points:

1. What will be the basis of selection for the post of Cashier-cum-Store Keeper and UDA of Panchayat Samiti as both Clerk-cum-Typist and Accounts Clerk are eligible for promotion but no promportion of representation is mentioned in the West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007.
2. In case only one vacancy exists in either Cashie-cum-Store Keeper or Upper Division Clerk what will be the mode of selection as two different cadres are eligible for the post.

Clarification:

1. The post of Cashier-cum-Store Keeper shall be filled up by transfer from amongst the serving confirmed upper Division Assistants of the Panchayat Samiti within the district on the basis of option exercised by them.

   After the first option has been used, the second option is to fill up the post of Cashier-cum-Store Keeper by promotion from the cadre of Accounts Clerk.

   After completion of the second option, the post of Cashier-cum-Store Keeper will be filled up by promotion from Clerk-cum-Typist.

The mode of selection shall be on the basis of merit-cum-seniority within the jurisdiction of the district.

2. The post of Cashier-cum-Store Keeper or UDA will be filled up on the basis of exigency of nature of works in the particular Panchayat Samiti. Promotion from Accounts Clerk and Clerk-cum-Typist may depend on availability of employees in either of the said two feeder posts. Such decision shall lie solely on the District Level Selection Committee.

Yours faithfully,

Sd/-

Soumya Purkait

Memo No. 4053/1(19)/PN/O/III/2S-34/12 Dated 18.07.2012

Copy forwarded for information and necessary action to:

1. The Commissioner of Panchayat & Rural Development
2. The D.P.R.D.O..... (All). This is for future guidance.

Sd/-

Soumya Purkait

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 3939/PN/O/III/2S-21/12 Dated 11.07.2012

From : Soumya Purkait, WBCS(Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate .....(All)

Sub : Clarification regarding Child Care Leave for the employees of P.R. Bodies

The undersigned is directed to say that Finance Department was moved to include PRI Bodies for Child Care Leave introduced for the female Government Employees in terms of Finance Deptt. No. 1364 F (P) dt. 15.02.2012 available for the female employees of the P.R. Bodies.

Finance Department has clarified in their observation dated 9th 2012 that the benefit of Child Care Leave introduced in terms of Finance Department's memo. no. 1364 F (P) dt. 15.02.2012 is not available for female employees of P.R. Bodies.

All concerned be informed.

Sd/-
(Soumya Purkait)

Memo No. 3939/PN/O/III/2S-21/12 Dated 06.08.2012

Copy forwarded for information and necessary action to:

1. The Commissioner of Panchayats & Rural Development, W.B.
2. DPRDO, ...(All).
   He/She is requested to circulate the copy to the B.D.O.s in his/her district.

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 2813/PN/O/III/2E-12/2012 Dated 10.05.2012

ORDER

The undersigned is directed by the order of the Governor to say that the portion dealing with re-constitution of District Level Selection Committee (DLSC) in respect of Zilla Parishad in the order No.2225/PN/O/2E-12/2012 dated 09.04.12 shall not take effect until further order.

All other contents of the aforesaid order remain unchanged.

This order takes effect from 09.04.12.

By Order of the Governor
Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 2813/PN/O/III/2E-12/2012 Dated 10.05.2012

Copy forwarded for information & necessary action to:-

1. The Sabhadhipati, ... Zilla Parishad/Mahakuma Parishad (All)
2. The Commissioner, Panchayats & Rural Development.
3. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department.
4. The Joint Secretary (Law), Panchayats & Rural Development Department.
5. The District Magistrate, ... (All).
6. The Executive Officer, ... Zilla Parishad/Mahakuma Parishad (All)
7. The Additional Executive Officer, ... Zilla Parishad/Mahakuma Parishad (All) with a request to circulate the copy of this order among all SDOs BDOs.
8. The Secretary, ... Zilla Parishad/Mahakuma Parishad (All).
9. The Sub-Diveisional Officer, ... (All).
10. The District Panchayats & Rural Development Officer, ... (All).
11. PS to Hon'ble MIC, Panchayats & Rural Rural Development Department.
12. The BDOs & E.O. Executive Officer, Panchayat Samiti ..... (All).
13. The Guard File

Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 2860/PN/O/III/2E-6/09 Dated 11.05.2012

ORDER

Whereas it appears that the policy of merit cum seniority is being followed for filling up the posts in P.R. Bodies from promotion quota in terms of order issued from time to iime by Panchayats & Rural Development Department.

And whereas in terms of letter No.5418/PN/O/III/2A-38/03 dated 20.11.06 of the Panchayats & Rural Development Department it was clarified that a test will be conducted fixing a qualifying mark for screening of candidates, but not for the purpose of determining their seniority in the promotion post.

And whereas it was further clarified in the aforesaid letter that seniority of prospective candidates will be determined on the pasts of existing gradation list of the candidate in the feeder post.

Now, the undersigned is directed by order of the Governor to further clarify that at the time of promotion for employees of P.R. Bodies on merit-cum seniority basis, a written examination of 50 (fifty) marks shall be conducted amongst the prospective candidates by the District Level Selection Committee (DLSC) fixing 15 (fifteen) marks as qualifying score.

The undersigned is the further directed to say that no other method of test / screening shall be admissible.

By Order of the Governor
Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 2860/1(8)PN/O/III/2E-6/09 Dated 11.05.2012

Copy forwarded for information & necessary action to :-

1. The Commissioner, Panchayats & Rural Development.

2. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department.

3. The Joint Secretary (Law), Panchayats & Rural Development Department.

4. The Executive Officer, ... Zilla Parishad (All)

5. The Additional Executive Officer, ...
Zilla Parishad (All)/Siliguri Mahakuma Parishad.

6. The District Panchayats & Rural Development Officer, ... (All).

7. PS to Hon'ble MIC, Panchayats & Rural Development Department.

8. PA to Principal Secretary, with a request to place this before the Principal Secretary.

Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 2936/PN/O/III/2E-12/2012 Dated 17.05.2012

ORDER

In continuation of order issued vide No. 2813/PN/O/III/2E-12/2012 dated 10.05.2012, this is further clarified that recruitment committee for Zilla Parishad constituted in terms of Notification No.2247/PN/O/3R-2/96 dated 20.05.97 shall continue to remain effective until further order.

By Order of the Governor
Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 2936/1(13)PN/O/III/2E-12/2012 Dated 17.05.2012

Copy forwarded for information & necessary action to:-

1. The Sabhadhipati, ... Zilla Parishad/Mahakuma Parishad (All)
2. The Commissioner, Panchayats & Rural Development.
3. The Joint Secretary (Policy Cell), Panchayats & Rural Development Department.
4. The Joint Secretary (Law), Panchayats & Rural Development Department.
5. The District Magistrate, ... (All).
6. The Executive Officer, ... Zilla Parishad/Mahakuma Parishad (All)
7. The Additional Executive Officer, ... Zilla Parishad/Mahakuma Parishad (All) with a request to circulate the copy of this order among all SDOs BDOs.
8. The Secretary, ... Zilla Parishad/Mahakuma Parishad (All).
9. The Sub-Diveisional Officer, ... (All).
10. The District Panchayats & Rural Development Officer, ... (All).
11. PS to Hon'ble MIC, Panchayats & Rural Rural Development Department.
12. The BDOs & E.O. Executive Officer, Panchayat Samiti ..... (All).
13. The Guard File

Sd/-
Soumya Purkait
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 2958/PN/O/III/2S-2/12 Dated 13.05.2012

From : Soumya Purkait, WBCS(Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt of West Bengal
Panchayats & Rural Development Department

To : The District Magistrate,
Howrah

Sub : Clarification on status of Eemployees of PR Bodies coming under the purview of Vigilance Comission

Sir,

In enclosing a copy of this Deptt's memo.No. 3873/PN/O/III/3C-9/96 (1) dt. 25/07/2000, I am directed to say that the employees of Gram Panchayats and Panchayat Samitis are not covered under the purview of the Vigilance Commission, W.B.

Enclo.: As stated

Yours faithfully
Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 3176/PN/O/III/2E-111/11 Dated 31.05.2012

Memorandum

In continuation of this Department's order No. 476/PN/O/III/2E-111/11 dated 31.01.2012 the undersigned is to directed to say that the remuneration of the retired Govt. employees engaged on contract basis in different Gram Panchayats shall be debited from the detailed head "02 wages" under relevant head of Account of the budget of the current year in terms of Finance (Audit branch) Department's Memo. No. 1662 F (Y) dated 24.02.12.

Sd/-
(Soumya Purkait)
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 3176/1(39)/PN/O/III/2E-111/11 Dated : 31.05.2012

Copy with a copy of Finance (Audit) Deptt. Memo. No. 1662 F (Y) dated 24.02.2012 forwarded herewith for information and necessary action to:

1) The Commissioner, Panchayats & Rural Development, West Bengal
2) The Executive Officer/ Aditional Executive Officer, ...ZP/Mahakuma Parishad (All)
3) The District Panchayats and Rural Development Officer, ... (All). He is requested to circulate the copy of the order to the B.D.Os in his District.
4) Principal Secretary, DGHC, Darjeeling.

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Development Development
63, N. S. Road, Jessop Building, Kolkata - 700 001

Memo No. 3361/PN/O/III/4T-6/11 Dated 15.06.2012

ORDER

Sub : Transfer of Assistant Co-ordinator, Education of the Zilla Parishad

In continuation of this Department's No. 210/PN dated 03.04.2012 on the above subject, I am directed by the order of the Governor to say that this Department has no objection of transferring the Assistant Co-ordinator, Education of Zilla Parishads in the following manner:-

a) All orders of transfer in respect of Assistant Co-ordinator, Education will be issued by the Commissioner, P&RD, West Bengal.

b) Routine transfer order will be generally issued at the end of each calendar year and joining in the new place must be completed within the month of March.

c) The Commissioner, Panchayat & Rural Development, West Bengal, will consider the transfer of an Assistant Commissioner, Education from a particular place after 3 (three) years of his/her service in the interest of public service.

d) Pre-mature transfer of an Assistant Co-ordinator, Education may be made on an administrative ground or on health ground of his/her family members, subject to the condition that the he/she will provide necessary documents to substantiate the claim on health ground before the authority. But such transfer order will be issued in own seeking.

e) He/she will be initially posted in a district distant from his/her home place.

f) An Assistant Co-ordinator, Education who has only 5 years of service or less to retire may be transferred to a place of his/her own choice however, this will be considered as transfer on his/her own seeking.

g) Mutual transfer may be considered after completion of 2 (two) years tenure. They will not be considered for such districts where they were posted previously and also not in their home district.

h) An Assistant Coordinator, Education whose spouse is also an employee of Govt. aided institution may be transferred as far as practicable, to such place so that the couple may stay in same station. But it will not deviate from the set norms of the transfer policy.

i) The transfer may be effected only after completion of department proceeding, if any.

By Order of the Governor

Sd/- Soumya Purkait

OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Memo No. 3361/1(37)PN/O/III/4T-6/11 Dated 15.06.2012

Copy forwarded for information & necessary action to:-

1. The District Magistrate & Executive Officer, ...Zilla Parishad (All)/Mahakuma Parishad

2) The Additional Executive Officer Officer, ... Zilla Parishad (All)/Mahakuma Parishad.

3) The Mission Director, Paschim Banga Rajya Sishu Shiksha Mission, KB-2, Sector-III, Salt Lake, Kolkata-98.

Sd/-
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal

Government of West Bengal
Panchayats & Rural Department Development
Jessop Building, 63, N. S. Road, Kolkata - 700 001

Memo No. 3667/PN/O/III/2E-75/12 Dated 29.06.2012

From : Soumya Purkait, WBCS (Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal
Panchayats & Rural Development Department

To : The District Panchayats & Rural Development Officer,
Burdwan

Sub : Revocation of the suspension order of Shri Indra Narayan Hazra, GP Karmee of Bardhaman Gram Panhcayat

Ref : His Memo. No. 1010/Pan/III/4/6/ dated 31.05.2012

I am directed to opine that there is absolutely no bar in revoking the suspension order of Shri Indra Narayan Hazra in the light of solemn observation in similar matter on diverse occasions by the Hon'ble High Court for the following reasons:

i. There is no nexus between the official position of the PR Body employee with the criminal charge framed against him under section 304 (1) of IPC.

ii. The PR Body employee has been released on bail.

iii. No D.P. has been initiated nor contemplated against the employee for the simple reason that the criminal case does not relate to his official position, so there is no justification in keeping the employee under suspension for indefinite period.

iv. His suspension order can be immediately revoked but his services can be terminated or he can be dismissed from service if his appeal is rejected by appropriate appeal court and is finally convicted.

You are requested to advise the appointing authority accordingly. Decision on release of admissible arrear if any can noly be taken after disposal of the criminal case.

Sd/-
(Soumya Purkait)

Memo No. 3667/1(1)/PN/O/III/2E-75/12 Dated 29.06.2010

Copy forwarded for information and future guidance to :

1. The Additional Executive Officer, Burdwan ZP

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Department Development
Jessop Building, 63, N. S. Road, Kolkata - 700 001

Memo No. 3755/PN/O/III/2S-05/11 Dated 04.07.2012

From : Soumya Purkait, WBCS (Exe)
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal
Panchayats & Rural Development Department

To : The District Panchayats & Rural Development Officer,
Murshidabad

Sub : Clarification regarding recruitment of GP Karmee from Tax Collectors

Ref : His Memo. No. 179 dated 30.01.2012

In enclosing a copy of this Deptt.'s Memo. No. 1890/PN/O/III/2S-05/11 dated 25.04.2011 the undersihned is to say that since the Executive Officer, Panchayat Samiti is the appointing authority in respect of the post of GP Karmee, the gradation list and roster of the GP Karmee will be maintained by him only.

Enclo.: As stated

Sd/-
(Soumya Purkait)

Memo No. 3755/1(18)/PM/O/III/2S-05/11 Dated 04.07.2012

Copy forwarded for information and future guidance to:

1. DPRDO, ... (All)

Sd/-
(Soumya Purkait)

Government of West Bengal
Panchayats & Rural Department Development
Panchayat Wing, Jessop Building
63, N. S. Road, Kolkata - 1

Memo No. 1890/PN/O/III/2S-05/11 Dated 25.04.11

Sub : Clarification regarding recruitment of Gram Panchayat Karmee

For the purpose of filling up of vacancies to the Post of Gram Panchayat Karmees through direct recruitment and selection from Tax Collectors as per this Department Notification No.63/PN/O/III/2A-18/2002 dated 07.01.2011, clarification on the following points are given below.

Points	Clarification
1) Prior to Publication of Notification No.63/PN dated 7.1.11 some vacancies to the Post of Gram Panchayat Karmee arose.Whether these vacancies will be taken in to account for filling up 33% of total posts of G. P. Karmee by selection from eligble Tax Collectors.	1) (a) If recruitment process for filling up of any vacancy is started prior to publication of Notification No.63/PN dated 7.1.11 the said vacancy will be filled up following proceding as laid down in the recruitment rule which was in force prior to the issue of notification No. 63/PN dated 07.01.11. (b) All other vacancies (that is vanccies except the vacancy noted at (a) above) will be filled up as per procedure laid down in notification No. 63/PN dated 07.01.11.
2) Whether all vailable vacancies to the post of G. P. Karmee after issuee of Notification No.63/PN dated 7.1.11 will be filled up by selection from Tax Collectors if such vacancies fall short of 33% ot total Posts G. P. Karmee.	2) The reply is in the negative. After issue of Notification No. 63 dated 7.1.11 for filling up of vacancies each time only 33% of available vacancies will be filled up by selection from Tax Collectors
3) Whether separate 100 Point roster will be maintained for filling of vancancies by direct recruitment ard by selection from Tax Collectors.	3) The reply is in the affirmative. Separate 100 Point rosters are to be maintained for direct recruitment and selection from Tax Collectors
4) Whether the sylabus prescribed for recruitment of G. P. Karmee by direct recrutment as laid down in Memo No 936/PN dated 18.2.10 will be followed for recruitment of G. P. Karmee by selection from Tax Collectors.	4) The reply is in the negative. Recruitment test for filling of vacancies by selection from Tax Collectors will be held on the basis of a separate syllabus prescribed under this Department Memo No 1483 dated 25.03.2011

By order of the Governor
L. ALI
Joint Secretary to the Govt. of West Bengal

Memo No. 1890/1(37)PN/O/III/2S-/11 Dated : 25.4.11

Copy forwarded for information & necessary action to :–

1. The Commissioner Panchayat & R. D. West Bengal.

2. Executive Officer, ... Zilla Parishad (All)

3. District Panchayat and Rural Development Officer, ... (All)

   He is requested to circulate the copies to the Block Development Officers in his District

4. Block Development Office, ... (All)

Sd/-
(Soumya Purkait)
Assistant Secretary
to the Govt. of West Bengal

SOME CURRENT GOVERNMENT ORDERS & CIRCULARS

পশ্চিমবঙ্গ সরকার

পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

এইচসি-৭, বিধাননগর, সেক্টর-৩, কলকাতা - ৭০০ ১০৬

স্মারক সংখ্যা : ১৫৬/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ **তারিখ : ১৮/০২/২০১৬**

আদেশনামা

(১) পশ্চিমবঙ্গে নিরাপদ পানীয় জলের সমস্ত উৎসের তদারকি ও তত্ত্বাবধানে সুনিশ্চিত করার লক্ষ্যে রাজ্য সরকারের জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক এ পর্যন্ত ২১৮টি জল পরীক্ষাগার স্থাপন করা হয়েছে। এই জল পরীক্ষাগারগুলি হয় জনস্বাস্থ্য কারিগরি বিভাগের নিজ ব্যবস্থাপনায় অথবা জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক অনুমোদিত বেসরকারি স্বেচ্ছাসেবী সংগঠনের সহায়তায় পরিচালিত হয়। রাজ্যের বিভিন্ন জেলায় জল পরীক্ষাগারগুলির একটি তালিকা **সংযোজনী-১** হিসাবে এই আদেশনামার শেষে সংযুক্ত করা হল। বেসরকারি স্বেচ্ছাসেবী সংগঠন দ্বারা জল পরীক্ষাগার গুলির কর্মচারীদের মজুরি দ্বাদশ অর্থ কমিশনের সুপারিশ বাবদ প্রাপ্ত তহবিল থেকে জেলা পরিষদের মাধ্যমে মেটানো হত। [পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের স্মারক সংখ্যা ১৯৫৫(১৯)-আরডি/পিএইচঅ্যান্ডএস/এস/২সি-১/৯৯ (অংশ-২) তাং ১১/০৩/২০০৮ দ্রষ্টব্য]। বর্তমানে প্রায় সব ধরনের জল পরীক্ষাগার পরিচালনার যাবতীয় ব্যয় জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক নির্বাহ করা হয়। জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক পরিচালিত জল পরীক্ষাগারগুলির মধ্যে কোনটি কোন এলাকার জন পরিষেবা দেবে তা সুনির্দিষ্ট করা রয়েছে [**সংযোজনী-১** দ্রষ্টব্য]। এখন, রাজ্যপালের আদেশ অনুসারে এই মর্মে নির্দেশ দেওয়া হল যে, জনসাধারণ যাতে জল পরীক্ষাগারগুলির অবস্থান, উপযোগিতা ও পরিষেবা সম্বন্ধে অবহিত হতে পারেন এবং জল পরীক্ষাগারগুলির পরিষেবা সুষ্ঠুভাবে গ্রহণ করতে পারেন, সেই উদ্দেশ্যে ত্রিস্তরীয় পঞ্চায়েত, বিশেষত গ্রাম পঞ্চায়েতগুলি প্রচার অভিযান সহ উপযুক্ত ব্যবস্থা গ্রহণ করবে।

২) সাম্প্রতিক অতীতে জল পরীক্ষাগারগুলি এবং জনসাধারণের মধ্যে সংযোগ বজায় রাখার উদ্দেশ্যে গ্রাম পঞ্চায়েতের মাধ্যমে কিংবা সরাসরি জেলা পরিষদের ব্যবস্থাপনায় জলের নমুনা সংগ্রহের জন্য স্বেচ্ছাসেবী-সহায়ক নিযুক্ত করা হয়েছিল। জলের নমুনা সংগ্রহ করা, জল পরীক্ষাগার পর্যন্ত জলের নমুনা নিয়ে যাওয়া এবং পরীক্ষার পর সেই সংক্রান্ত প্রতিবেদন গ্রাম পঞ্চায়েত অফিসে ফেরত আনা ইত্যাদি কাজের জন্য পঞ্চায়েত কর্তৃক নিযুক্ত স্বেচ্ছাসেবী-সহায়কদের নির্ধারিত হারে সাম্মানিক দ্বাদশ অর্থ কমিশনের সুপারিশ বাবদ প্রদত্ত তহবিল থেকে মেটানোর জন্য পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের পক্ষ থেকে একটি আদেশনামা জারি করা হয়েছিল [স্মারক সংখ্যা ৪৮৭৭-আরডি/পিএইচঅ্যান্ডএস/এস/২সি-১/৯৯ (২য় অংশ)]। অনুমান করা যায় যে, অধিকাংশ ক্ষেত্রে ত্রয়োদশ অর্থ কমিশনের সুপারিশ বাবদ প্রাপ্ত তহবিল থেকেও স্বেচ্ছাসেবী সহায়কদের সাম্মানিক মেটানোর ধারা অব্যাহত আছে। এখন, রাজ্যের গ্রামাঞ্চলের প্রত্যেক অধিবাসী যাতে নিরাপদ পানীয় জলের আওতায় আসতে পারেন, এই উদ্দেশ্যে যাতে জল পরীক্ষাগারগুলির পরিকাঠামো ও পরিষেবা সম্বন্ধে গ্রামীণ এলাকার জনসাধারণ অবহিত হতে পারেন এবং এই পরিষেবার সুযোগ নিতে পারেন সেই উদ্দেশ্যে নীচে উল্লিখিত সিদ্ধান্তগুলি সংশ্লিষ্ট গ্রাম পঞ্চায়েতের মাধ্যমে অবিলম্বে বাধ্যতামূলকভাবে কার্যকর করতে হবে।

(৩) জলের গুণগত মান পরীক্ষার উদ্দেশ্যে জলের নমুনা সংগ্রহ করা, জল পরীক্ষাগারে জলের নমুনা পৌঁছে দেওয়া, জল পরীক্ষাগার থেকে সেই নমুনা সংক্রান্ত প্রতিবেদন গ্রাম পঞ্চায়েত অফিসে ফেরত আনা, জনসাধারণকে এই বিষয়ে সচেতন করা ইত্যাদি কাজ সুষ্ঠুভাবে সম্পাদন করার উদ্দেশ্যে প্রত্যেক গ্রাম পঞ্চায়েত নিজ এলাকার জন্য অন্তত একজন করে

স্বেচ্ছাসেবী-সহায়ক (Volunteer-Facilitator for Water Quality Testing) নিযুক্ত করবে। ইতোমধ্যে, যে সকল স্বেচ্ছাসেবী-সহায়ক ভালভাবে দায়িত্ব পালন করছেন, গ্রাম পঞ্চায়েতগুলি অতি অবশ্যই তাদেরকে এই আদেশনামা বলে পুনর্নিযুক্ত করবে। যদি জেলা পরিষদ বা সংশ্লিষ্ট গ্রাম পঞ্চায়েত কর্তৃক তাদের পুনর্নিয়োগের জন্য স্থায়ীভাবে আদেশনামা জারি করবে। নতুনভাবে স্বেচ্ছাসেবী-সহায়ক নিয়োগ করার ক্ষেত্রে এই বিষয় সুনিশ্চিত করতে হবে যাতে মাধ্যমিক মানের নীচে কোনও **স্বেচ্ছাসেবী-সহায়ক** নিযুক্ত না করা হয়। জনস্বাস্থ্য কারিগরি বিভাগের উদ্যোগে ও তত্ত্বাবধানে উক্ত স্বেচ্ছাসেবী-সহায়কদের প্রশিক্ষণের/পুনঃপ্রশিক্ষণের ব্যবস্থা করা হবে।

(৪) জলের গুণগত মান পরীক্ষার উদ্দেশ্যে **স্বেচ্ছাসেবী-সহায়ক**দের ভূমিকা নিতে হবে নিম্নরূপ :

। সংশ্লিষ্ট জল পরীক্ষাগার থেকে জলের নমুনা সংগ্রহের জন্য নির্ধারিত বোতল ও স্মার্ট ফোন সংগ্রহ করা।

। গ্রাম পঞ্চায়েত জল পরীক্ষাগার কর্তৃক প্রদত্ত সূচি অনুসারে কেবলমাত্র নির্ধারিত বোতলে জলের নমুনা সংগ্রহ করা (পুনঃপরীক্ষা ও মিলিয়ে দেখার জন্য কিছু ক্ষেত্রে নির্দেশ অনুসারে দ্বিতীয় নমুনা সংগ্রহ করা)।

। জল পরীক্ষাগারের নির্দেশ অনুসারে জলের উৎস সংক্রান্ত তথ্য সংগ্রহের জন্য স্মার্ট ফোনটির সদ্ব্যবহার করা।

। জলের উপযুক্ত উৎস চিহ্নিত করা।

। জল পরীক্ষাগার কর্তৃক নির্দিষ্ট দিনে নির্ধারিত বোতলে পরীক্ষাগারে জলের নমুনা পৌঁছে দেওয়া।

। জল পরীক্ষাগার কর্তৃক জল পরীক্ষার পর সেই সংক্রান্ত প্রত্যয়িত প্রতিবেদন সংগ্রহ করা এবং সংশ্লিষ্ট গ্রাম পঞ্চায়েতে তা পৌঁছে দেওয়া।

। পরীক্ষিত জলের গুণমান সংক্রান্ত প্রতিবেদনের ভিত্তিতে নিরাপদ জল ব্যবহারের প্রয়োজনীয়তা এবং দূষিত জল ব্যবহারের অপকারিতা সম্বন্ধে এলাকার জনসাধারণকে যথাসম্ভব অবহিত করা।

। বার্ষিক স্বাস্থ্যবিধান সমীক্ষার কাজে সহায়তা করা।

। দূষিত জলের উৎসগুলিকে দূষণমুক্ত করার কাজে গ্রাম পঞ্চায়েতকে সহায়তা করা।

(৫) চতুর্দশ অর্থ কমিশনের সুপারিশ অনুযায়ী প্রাপ্ত মূল অনুদান বাবদ বরাদ্দের যে ১০ শতাংশ রাজ্য সরকারের অনুমোদনক্রমে বিবিধ কাজে সদ্ব্যবহার করা যায়, তার থেকে গ্রাম পঞ্চায়েত নিজ এলাকায় জলের গুণগত মান পরীক্ষার উদ্দেশ্যে নিম্নোক্ত হারে স্বেচ্ছাসেবী-সহায়কদের সাম্মানিক প্রদান করবে :

গ্রাম পঞ্চায়েত অফিস থেকে জল পরীক্ষাগার পর্যন্ত সবচেয়ে কম দূরত্বের পথে গেলে দূরত্বের পরিমাণ	নমুনা সংগ্রহ থেকে শুরু করে গ্রাম পঞ্চায়েত অফিসে প্রতিবেদন পৌঁছানো সহ সংশ্লিষ্ট কাজের জন্য নমুনা পিছু স্বেচ্ছাসেবী-সহায়কদের প্রাপ্য সাম্মানিকের হার
৫ কি.মি. পর্যন্ত	৭৫ টাকা
৫ কি.মি. বা তার উপর থেকে ১৫ কি.মি. পর্যন্ত	৯০ টাকা
১৫ কি.মি. বা তার উপর থেকে ২৫ কি.মি. পর্যন্ত	১১০ টাকা
২৫ কি.মি. বা তার উপর থেকে ৩৫ কি.মি. পর্যন্ত	১২৫ টাকা
৩৫ কি.মি.-র উপর পর্যন্ত	১৪০ টাকা

(৬) জলের গুণগত মান পরীক্ষার উদ্দেশ্যে প্রত্যেক গ্রাম পঞ্চায়েতের দায়িত্ব হবে নিম্নরূপ :

। প্রত্যেক স্বেচ্ছাসেবী-সহায়ককে একটি করে ফটো আইডেন্টিটি কার্ড দেওয়া - যার মধ্যে থাকবে স্বেচ্ছাসেবী-সহায়কের নাম, যোগাযোগের জন্য দূরভাষ নম্বর, সংশ্লিষ্ট জল পরীক্ষাগারের নাম, গ্রাম পঞ্চায়েতের নাম এবং গ্রাম পঞ্চায়েতের প্রধানের স্বাক্ষর ও সিলমোহর।

। প্রত্যেক স্বেচ্ছাসেবী-সহায়ককে একটি করে বাইসাইকেল দেওয়া - যার সামনে একটি ধাতব সাইনবোর্ডে ওই স্বেচ্ছাসেবী-সহায়কের নাম, গ্রাম পঞ্চায়েতের নাম, জল পরীক্ষাগারের নাম ও দূরভাষ নম্বর লেখা থাকবে।

। ব্যক্তিগত মালিকানাধীন বা বেসরকারি উৎসের জল পরীক্ষার জন্য সংশ্লিষ্ট মালিকগণ যাতে নির্ধারিত হারে ফি জমা দিয়ে জল পরীক্ষার জন্য আগ্রহী বোধ করেন সেই বিষয়ে সচেতনতা প্রসার করা।

। জলের উৎসের (যেমন নলকূপের) চাতাল পরিষ্কার রাখা এবং জল নিকাশের সুষ্ঠু ব্যবস্থাপনা করা, ভাঙা চাতাল মেরামত করা, প্রয়োজনে নতুন চাতাল ও জল নিকাশের ব্যবস্থা নির্মাণ করা।

। গ্রাম পঞ্চায়েত নিজে কিংবা অন্য কোনও সরকারি বা বেসরকারি কর্তৃপক্ষ যখনই জলের জন্য নতুন উৎস তৈরি করবে, তখনই জল ব্যবহারের আগে জলের গুণগত মান পরীক্ষা করানোর বিষয়টি বাধ্যতামূলক ভাবে প্রয়োগ করা।

। গ্রাম পঞ্চায়েত এলাকায় জলের প্রত্যেক উৎসের ক্ষেত্রে রাসায়নিক মানদণ্ডের দিক থেকে বছরে অন্তত একবার এবং জীবাণুঘটিত বিষয়ের দিক থেকে বছরে জলের গুণগত মান পরীক্ষা করানোর বিষযটি বাধ্যতামূলক ভাবে প্রয়োগ করা।

। গ্রাম পঞ্চায়েত এলাকায় সকল নলবাহিত জল সরবরাহ প্রকল্প, বিদ্যালয়, অঙ্গনওয়াড়ি কেন্দ্র সহ জনসাধারণের ব্যবহার্য জলের প্রত্যেক উৎস থেকে নিরাপদ জল সরবরাহ সুনিশ্চিত করার জন্য জলের গুণগত মান পরীক্ষা করানোর বিষয়টি বাধ্যতামূলক ভাবে প্রয়োগ করা।

। গ্রাম পঞ্চায়েত এলাকায় জলের উৎসে জীবাণুঘটিত দূষণের ক্ষেত্রে জনস্বাস্থ্য কারিগরি বিভাগের কারিগরি সহায়তায় জলের উৎসকে দূষণমুক্ত করার জন্য প্রয়োজনীয় ব্যবস্থা নেওয়া।

। গ্রাম পঞ্চায়েত এলাকায় জলের উৎসে রাসায়নিক মানদণ্ডের দিক থেকে জল দূষিত হলে নিরাপদ জল সরবরাহ সুনিশ্চিত করার জন্য বিকল্প ব্যবস্থা গ্রহণ করা।

(৭) জলের গুণগত মান পরীক্ষার জন্য স্বেচ্ছাসেবী-সহায়কের সাম্মানিক এবং দূষিত জল পরিশোধন বাবদ যে ব্যয় হবে তা চতুর্দশ অর্থ কমিশনের সুপারিশ অনুযায়ী প্রাপ্ত মূল বরাদ্দের যে ১০ শতাংশ রাজ্য সরকারের অনুমোদনক্রমে বিবিধ কাজে সদ্ব্যবহার করা যায়, তার থেকে জনস্বাস্থ্য কারিগরি বিভাগের দ্বারা নির্ধারিত হারে সেই বাবদ ব্যয় নির্বাহ করতে পারবে। কিন্তু ব্যক্তিগত মালিকানাধীন বা বেসরকারি উৎসের জল পরীক্ষা ও দূষিত জল পরিশোধনের জন্য ব্যয় সংশ্লিষ্ট মালিকগণকে জনস্বাস্থ্য কারিগরি বিভাগের দ্বারা নির্ধারিত হারে ফি জমা দিয়ে করাতে হবে এবং এই বাবদ ব্যয় গ্রাম পঞ্চায়েত তার কোনও তহবিল থেকে মেটাতে পারবে না।

(৮) জলের গুণগত মান পরীক্ষার উদ্দেশ্যে স্বেচ্ছাসেবী-সহায়ক নিয়োগ করা, নিরাপদ জল্য ব্যবহারের স্বপক্ষে প্রচার অভিযান সংগঠিত করা, জল পরিশোধনের জন্য প্রয়োজনীয় ব্যবস্থা নেওয়া, এই আদেশনামায় উল্লিখিত অন্যান্য বিভিন্ন কাজের জন্য ব্যয় নির্বাহ করা ইত্যাদি কাজের দায়িত্ব গ্রাম পঞ্চায়েতগুলির উপর ন্যস্ত করা হলেও এই সংক্রান্ত যাবতীয় কাজের জন্য সহায়তা, তদারকি ও তত্ত্বাবধানের কাজ পঞ্চায়েত সমিতি ও জেলা পরিষদের জনস্বাস্থ্য ও পরিবেশ স্থায়ী সমিতি সংশ্লিষ্ট পঞ্চায়েত সমিতিগুলিকে নিয়ে মাঝে মাঝে এই সকল কাজের অগ্রগতি পর্যালোচনা করবে এবং কোনও সমস্যা হলে তা সমাদান করতে সহায়তা করবে। অনুরূপভাবে, জেলা স্তরে যে District Water & Sanitation Mission (DWSM) কার্যকর আছে, সেখানেও এই সকল কাজের পর্যালোচনা করা হবে।

(৯) এই মর্মে নির্দেশ জারি করা হল যে, সারা রাজ্যে প্রত্যেক গ্রাম পঞ্চায়েতকে উপরে বর্ণিত ব্যবস্থা অবিলম্বে চালু করতে হবে।

রাজ্যপালের আদেশ অনুসারে,

প্রধান সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ এবং
জনস্বাস্থ্য কারিগরি বিভাগ

স্মারক সংখ্যা : ১৫৬/১(৪০০০)/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ **তারিখ : ১৮/০২/২০১৬**

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য এই পত্রের অনুলিপি দেওয়া হল :

(১) সভাধিপতি, ... জেলা পরিষদ (সকল)/শিলিগুড়ি মহকুমা পরিষদ

(২) জেলা শাসক, ... (সকল)

(৩) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)/শিলিগুড়ি মহকুমা পরিষদ/অতিরিক্ত জেলাশাসক (পঞ্চায়েত বিষয়ক) ..... জেলা

(৪) শ্রীমতী / শ্রী ..... (জনস্বাস্থ্য কারিগরি বিভাগের সংশ্লিষ্ট আধিকারিক)

(৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)
(এই পত্রের প্রতিলিপি জেলার অন্তর্ভুক্ত সকল পঞ্চায়েত সমিতির সভাপতি এবং সকল সমষ্টি উন্নয়ন আধিকারিকের নিকট পাঠানোর জন্য অনুরোধ জানাই।)

(৬) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)

(৭) সমষ্টি উন্নয়ন আধিকারিক, ... (সকল)
(এই পত্রের প্রতিলিপি ব্লকের অন্তর্ভুক্ত সকল গ্রাম পঞ্চায়েতের প্রধানের নিকট পাঠানোর জন্য অনুরোধ জানাই।)

(৮) প্রধান, ... গ্রাম পঞ্চায়েত (সকল)

প্রধান সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ এবং
জনস্বাস্থ্য কারিগরি বিভাগ

পশ্চিমবঙ্গ সরকার

পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

এইচসি-৭, বিধাননগর, সেক্টর-৩, কলকাতা - ৭০০ ১০৬

স্মারক সংখ্যা : ১৫৭/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ **তারিখ : ১৮/০২/২০১৬**

আদেশনামা

(১) পশ্চিমবঙ্গের গ্রামীণ এলাকার নিরাপদ পানীয় জল সরবরাহের উদ্দেশ্যে জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক যে সকল নলবাহিত জল সরবরাহ প্রকল্প সহ অন্যান্য প্রকল্প রূপায়িত হয়েছে এবং কার্যকর অবস্থায় রয়েছে, বিকেন্দ্রীকৃত ও সুষ্ঠুভাবে পরিষেবা প্রদানের উদ্দেশ্যে সেই সকল প্রকল্পের ব্যবস্থাপনা ও রক্ষণাবেক্ষণের দায়িত্ব সংশ্লিষ্ট গ্রাম পঞ্চায়েতের উপর ন্যস্ত করার বিষয়টি বহুদিন ধরে রাজ্য সরকারের বিবেচনাধীন রয়েছে । এই বিষয়ে পঞ্চায়েত ও গ্রামোন্নয়ন এবং জনস্বাস্থ্য কারিগরি - এই দুই বিভাগের মধ্যে বিশদ আলোচনা ও মত-বিনিময় এবং সংশ্লিষ্ট সকল দিক খতিয়ে দেখার পর রাজ্যপালের আদেশ অনুসারে নীচে উল্লিখিত সিদ্ধান্তগুলি সকল গ্রাম পঞ্চায়েত এলাকায় কার্যকর করার জন্য এই আদেশনামা জারি করা হল ।

(২) এখন থেকে আবশ্যিক পরিষেবা হিসেবে জনসাধারণের জন্য নিরাপদ পানীয় জল সরবরাহের দায়িত্ব নিজ এলাকায় সংশ্লিষ্ট গ্রাম পঞ্চায়েত পালন করবে । এই উদ্দেশ্যে গ্রাম পঞ্চায়েত সাধারণত যে সকল সম্পদের সদ্ব্যবহার করে থাকে এবং আরও পরিকল্পিত ও সুসংহতভাবে করতে পারবে তার মধ্যে আছে :

(ক) গ্রাম পঞ্চায়েতের নিজস্ব সম্পদ;

(খ) কেন্দ্রীয় অর্থ কমিশনের সুপারিশ বাবদ বরাদ্দ;

(গ) রাজ্য অর্থ কমিশনের সুপারিশ বাবদ বরাদ্দ;

(ঘ) আই.এস.জি.পি. প্রকল্পের বরাদ্দ (যেখানে এই প্রকল্প চালু আছে);

(ঙ) জনসাধারণের নিকট থেকে প্রাপ্ত অনুদান;

(চ) অন্যান্য উৎস থেকে প্রাপ্ত সম্পদ ।

(৩) এই সকল সম্পদের সঙ্গে যুক্ত হবে জনস্বাস্থ্য কারিগরি বিভাগের অনুদান । এখন থেকে জনসাধারণের জন্য নিরাপদ পানীয় জল সরবরাহের উদ্দেশ্যে প্রদেয় আর্থিক বরাদ্দ জনস্বাস্থ্য কারিগরি বিভাগের পক্ষ থেকে, পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের সহায়তায়, সরাসরি গ্রাম পঞ্চায়েতগুলির অনুকূলে প্রদান করা হবে । গ্রাম পঞ্চায়েত এই বাবদ প্রাপ্ত অর্থ এই উদ্দেশ্যে প্রযোজ্য যাবতীয় নিয়মনীতি অনুসরণ করে গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি (Village Water & Sanitation Committee বা VWSC)-র সহায়তায় সদ্ব্যবহার করবে ।

(৪) জনসাধারণের জন্য নিরাপদ পানীয় জল সরবরাহের উদ্দেশ্যে এখন থেকে সর্বসাধারণের ব্যবহার্য নলকূপ স্থাপন করা, নলকূপ মেরামত ও/বা রক্ষণাবেক্ষণ করা, নলকূপের চাতাল তৈরি/মেরামত ইত্যাদি কাজ সংশ্লিষ্ট গ্রাম

পঞ্চায়েতই সম্পাদন করবে । যাতে গ্রাম পঞ্চায়েতগুলি এই কাজ সুষ্ঠুভাবে সম্পাদন করতে পারে, সেই উদ্দেশ্যে জনস্বাস্থ্য কারিগরি বিভাগের পক্ষ থেকে এবং পঞ্চায়েত সমিতি ও জেলা পরিষদের পক্ষ থেকে গ্রাম পঞ্চায়েতগুলিকে প্রয়োজনীয় সহায়তা দিতে হবে ।

(৫) যে সব এলাকায় রিগ-বোর প্রযুক্তির মাধ্যমে ছাড়া নলকূপ বসানোর কাজ করা যায় না, সেই সব এলাকায় রিগ-বোর প্রযুক্তির মাধ্যমে নতুন নলকূপ স্থাপন করার কাজ জনস্বাস্থ্য কারিগরি বিভাগের স্থানীয় প্রযুক্তিবিদ্‌দের কারিগরি সহায়তায় অথবা এজেন্সি নিয়োগ করে গ্রাম পঞ্চায়েতকেই নিজ উদ্যোগে, ব্যয়ে, ব্যবস্থাপনায় ও তত্ত্বাবধানে সম্পাদন করতে হবে । বলা বাহুল্য, এই কাজের জন্য প্রয়োজনীয় যন্ত্রাংশ গ্রাম পঞ্চায়েতকেই কিনতে হবে এবং মজুরি বাবদ ব্যয়ও গ্রাম পঞ্চায়েতকেই মেটাতে হবে । আর একটি ভিন্ন পদ্ধতিতে এই কাজ গ্রাম পঞ্চায়েত রূপায়ণ করতে পারে : জনস্বাস্থ্য কারিগরি বিভাগের স্থানীয় অফিসকে গ্রাম পঞ্চায়েত এই কাজের জন্য বরাত দিলে এবং তার জন্য জনস্বাস্থ্য কারিগরি বিভাগের উক্ত স্থানীয় অফিসের অনুকূলে প্রয়োজনীয় প্রকল্প ব্যয় অগ্রিম বরাদ্দ করে দিলে deposit work হিসাবে জনস্বাস্থ্য কারিগরি বিভাগের স্থানীয় অফিস ওই কাজ রূপায়ণ করে দেবে । যাই হোক, যাতে গ্রাম পঞ্চায়েতগুলি এই কাজ সুষ্ঠুভাবে সম্পাদন করতে পারে, সেই উদ্দেশ্যে জনস্বাস্থ্য কারিগরি বিভাগের পক্ষ থেকে এবং পঞ্চায়েত সমিতি ও জেলা পরিষদের পক্ষ থেকে গ্রাম পঞ্চায়েতগুলিকে প্রয়োজনীয় সহায়তা দিতে হবে ।

(৬) জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক গ্রামীণ এলাকায় এ পর্যন্ত যে সকল নলবাহিত জল সরবরাহ প্রকল্প রূপায়ণ করা হয়েছে, তাদের মধ্যে যেগুলি **একটিমাত্র গ্রাম পঞ্চায়েত এলাকায়** পানীয় জল সরবরাহ করে থাকে, এখন থেকে সেই সব নলবাহিত জল সরবরাহ প্রকল্পের সার্বিক ব্যবস্থাপনা, তদারকি ও তত্ত্বাবধানের পূর্ণাঙ্গ দায়িত্ব সংশ্লিষ্ট গ্রাম পঞ্চায়েতের উপর ন্যস্ত করা হল । এই ধরনের নলবাহিত জল সরবরাহ প্রকল্পের পরিচালনা - যেমন নলকূপ মেরামত, নলকূপের দৈনন্দিন ব্যবস্থাপনা, বিদ্যুৎ সরবরাহ বাবদ ব্যয় নির্বাহ করা, জলাধারে জল উত্তোলন, বিতরণ এবং পাম্প-মোটরের রক্ষণাবেক্ষণ, পাইপলাইনে জলের যোগান অব্যাহত রাখা, জলের গুণগত মান বজায় রাখা, জনস্বাস্থ্য কারিগরি বিভাগের সঙ্গে পরামর্শ করে এবং পরিকাঠামোর সঙ্গে সাযুজ্য রেখে বাড়িতে বাড়িতে জলের সংযোগ দেওয়া, পাইপলাইন মেরামত করা, জলের অপচয়/বা অপব্যবহার বন্ধ করা, জনসাধারণের কাছ থেকে অবদান সংগ্রহ করা (গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির মাধ্যমে) এবং এলাকায় পানীয় জল সরবরাহ সংক্রান্ত কোনও সমস্যা হলে তা সমাধান করা ইত্যাদি যাবতীয় কাজ গ্রাম পঞ্চায়েতকে সম্পাদন করতে হবে । এই আদেশনামায় বর্ণিত সম্পদের সদ্ব্যবহার করে, বিশেষত চতুর্দশ অর্থ কমিশনের সুপারিশ বাবদ প্রাপ্ত তহবিল থেকে, গ্রাম পঞ্চায়েত এই সংক্রান্ত যাবতীয় ব্যয় নির্বাহ করবে । যাতে গ্রাম পঞ্চায়েতগুলি এই কাজ সুষ্ঠুভাবে সম্পাদন করতে পারে, সেই উদ্দেশ্যে জনস্বাস্থ্য কারিগরি বিভাগ, পঞ্চায়েত সমিতি ও জেলা পরিষদের পক্ষ থেকে গ্রাম পঞ্চায়েতগুলিকে প্রয়োজনীয় সহায়তা দিতে হবে ।

(৭) জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক গ্রামীণ এলাকায় এ পর্যন্ত যে সকল নলবাহিত জল সরবরাহ প্রকল্প রূপায়ণ করা হয়েছে, তাদের মধ্যে যেগুলি **একাধিক গ্রাম পঞ্চায়েত এলাকায়** পানীয় জল সরবরাহ করে থাকে, এখন থেকে সেই সব নলবাহিত জল সরবরাহ প্রকল্পের অন্তর্ভুক্ত **পানীয় জল সরবরাহ অংশটির ব্যবস্থাপনা, তদারকি ও তত্ত্বাবধানের দায়িত্ব** সংশ্লিষ্ট গ্রাম পঞ্চায়েতের উপর ন্যস্ত করা হল । এই পানীয় জল সরবরাহ সংক্রান্ত কাজটির সবচেয়ে গুরুত্বপূর্ণ অংশগুলি হল - জনস্বাস্থ্য কারিগরি বিভাগের সঙ্গে পরামর্শ করে পরিকাঠামোর সঙ্গে সাযুজ্য রেখে এবং উক্ত বিভাগের সঙ্গে সমন্বয় বজায় রেখে বাড়িতে বাড়িতে জলের সংযোগ দেওয়া, পাইপলাইন মেরামত

করা, জলের অপচয়/বা অপব্যবহার বন্ধ করা, জনসাধারণের কাছ থেকে অবদান সংগ্রহ করা (গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির মাধ্যমে), জলের গুণগত মান বজায় রাখা এবং এলাকায় পানীয় জল সরবরাহ সংক্রান্ত কোনও সমস্যা হলে তা সমাধান করা । অবশ্য এই ধরনের নলবাহিত জল সরবরাহ প্রকল্প পরিচালনার যাবতীয় প্রাথমিক কাজ যেমন নলকূপ মেরামত, নলকূপের দৈনন্দিন ব্যবস্থাপনা, বিদ্যুৎ সরবরাহ বাবদ ব্যয় নির্বাহ করা, জলাধারে জল উত্তোলন, বিতরণ এবং পাম্প-মোটরের রক্ষণাবেক্ষণ, প্রধান পাইপলাইনে জলের যোগান অব্যাহত রাখা ইত্যাদি কাজ জনস্বাস্থ্য কারিগরি বিভাগ সম্পাদন করবে ।

(৮) এই আদেশনামার (৫) নং অনুচ্ছেদে যে পদ্ধতিতে deposit work হিসাবে জনস্বাস্থ্য কারিগরি বিভাগের স্থানীয় অফিসকে কাজের জন্য বরাত দিয়ে এবং তার জন্য উক্ত অফিসের অনুকূলে প্রয়োজনীয় প্রকল্প-ব্যয় অগ্রিম বরাদ্দ করে দিয়ে প্রকল্প রূপায়ণের কথা বলা হয়েছে, গ্রাম পঞ্চায়েত কর্তৃক পরিচালিত পানীয় জল সরবরাহ সংক্রান্ত যে কোনও কাজের জন্যই গ্রাম পঞ্চায়েত জনস্বাস্থ্য কারিগরি বিভাগের স্থানীয় অফিসকে কাজের জন্য বরাত দিলে এবং তার জন্য উক্ত অফিসের অনুকূলে প্রয়োজনীয় প্রকল্প-ব্যয় অগ্রিম বরাদ্দ করে দিলে জনস্বাস্থ্য কারিগরি বিভাগের স্থানীয় অফিস deposit work হিসাবে সেই প্রকল্প রূপায়ণ করে দেবে ।

(৯) কোনও কোনও জেলায় জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক রূপায়িত কোনও কোনও নলবাহিত জল সরবরাহ প্রকল্পের তদারকি, তত্ত্বাবধান ও ব্যবস্থাপনা জেলা পরিষদ বা পঞ্চায়েত সমিতির উপর ন্যস্ত আছে । পুনরায় আদেশ জারি না করা পর্যন্ত এই ব্যবস্থা চালু থাকবে ।

(১০) এখন থেকে গ্রামীণ এলাকায় জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক কোনও নতুন নলবাহিত জল সরবরাহ প্রকল্প রূপায়ণ করা হলে সেই প্রকল্পের ব্যবস্থাপনা, তদারকি ও তত্ত্বাবধানের কাজ উপরে বর্ণিত নীতি অনুযায়ী কার্যকর হবে ।

(১১) ইতোমধ্যেই জেলা স্তরে যে District Water & Sanitation Mission (DWSM) কার্যকর আছে, এই পরিবর্তিত ব্যবস্থার সুষ্ঠু রূপায়ণের উদ্দেশ্যে জেলা স্তরে সমন্বয়, তদারকি ও তত্ত্বাবধানের যাবতীয় কাজ এই DWSM-এর উপর ন্যস্ত করা হল ।

(১২) এই মর্মে নির্দেশ জারি করা হল যে, সারা রাজ্যে উপরে বর্ণিত ব্যবস্থা অবিলম্বে চালু করতে হবে ।

রাজ্যপালের আদেশ অনুসারে,

প্রধান সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ এবং
জনস্বাস্থ্য কারিগরি বিভাগ

স্মারক সংখ্যা : ১৫৭/১(৪০০০)/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ **তারিখ : ১৮/০২/২০১৬**

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য এই পত্রের অনুলিপি দেওয়া হল :

(১) সভাধিপতি, ... জেলা পরিষদ (সকল)/শিলিগুড়ি মহকুমা পরিষদ

(২) জেলা শাসক, ... (সকল)

(৩) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)/শিলিগুড়ি মহকুমা পরিষদ/অতিরিক্ত জেলাশাসক (পঞ্চায়েত বিষয়ক) ..... জেলা

(৪) শ্রীমতী / শ্রী ..... (জনস্বাস্থ্য কারিগরি বিভাগের সংশ্লিষ্ট আধিকারিক)

(৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)
(এই পত্রের প্রতিলিপি জেলার অন্তর্ভুক্ত সকল পঞ্চায়েত সমিতির সভাপতি এবং সকল সমষ্টি উন্নয়ন আধিকারিকের নিকট পাঠানোর জন্য অনুরোধ জানাই।)

(৬) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)

(৭) সমষ্টি উন্নয়ন আধিকারিক, ... (সকল)
(এই পত্রের প্রতিলিপি ব্লকের অন্তর্ভুক্ত সকল গ্রাম পঞ্চায়েতের প্রধানের নিকট পাঠানোর জন্য অনুরোধ জানাই।)

(৮) প্রধান, ... গ্রাম পঞ্চায়েত (সকল)

প্রধান সচিব
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ এবং
জনস্বাস্থ্য কারিগরি বিভাগ

পশ্চিমবঙ্গ সরকার

পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

যৌথ প্রশাসনিক ভবন (ষষ্ঠ - নবম তল), এইচ.সি.-৭, সেক্টর-৩,

বিধাননগর, কলকাতা - ৭০০ ১০৬

স্মারক সংখ্যা ঃ ৪৯০/পি.এন./ও/১/৪এ-০১/২০১৫ তাং : ১০.০৬.২০১৬

আদেশনামা

যেহেতু ভারত সরকারের পানীয় জল ও স্বাস্থ্যবিধান মন্ত্রকের পক্ষ থেকে সারা দেশের প্রত্যেক গ্রাম পঞ্চায়েতে একটি করে **গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি** (Village Water & Sanitation Committee বা VWSC) গঠন করার জন্য ২০১৩ সালে একটি নির্দেশিকা জারি করা হয়েছে;

যেহেতু পশ্চিমবঙ্গের গ্রামীণ এলাকায় নিরাপদ পানীয় জল সরবরাহের উদ্দেশ্যে জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক নলবাহিত জল সরবরাহ প্রকল্প সহ কার্যকর অবস্থায় থাকা অন্য প্রকল্পগুলির যথাযথ ব্যবস্থাপনা ও রক্ষণাবেক্ষণের দায়িত্ব রাজ্য সরকারের পক্ষ থেকে বাধ্যতামূলকভাবে পালনের জন্য গ্রাম পঞ্চায়েতগুলির উপর ন্যস্ত করা হয়েছে [পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের স্মারক সংখ্যা ১৫৭/এসএস/ পিএন/ও/১/৪এ-০১/২০১৫ তারিখ ১৮/০২/২০১৬ দ্রষ্টব্য];

যেহেতু পশ্চিমবঙ্গের গ্রামীণ এলাকায় পানীয় জলের প্রত্যেক উৎসের তদারকি ও তত্ত্বাবধান সুনিশ্চিত করার লক্ষ্যে জনস্বাস্থ্য ও কারিগরি বিভাগ কর্তৃক স্থাপিত জল পরীক্ষাগারগুলির পরিষেবা প্রদানের ক্ষেত্রে, বিশেষত পানীয় জলের গুণগত মান পরীক্ষার উদ্দেশ্যে, বাধ্যতামূলকভাবে পালনের জন্য প্রত্যেক গ্রাম পঞ্চায়েতকে রাজ্য সরকারের পক্ষ থেকে কিছু সুনির্দিষ্ট দায়িত্ব দেওয়া হয়েছে [পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের স্মারক সংখ্যা ১৫৬/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ তারিখ ১৮/০২/২০১৬ দ্রষ্টব্য];

যেহেতু চতুর্থ অর্থ কমিশনের সুপারিশ বাবদ প্রাপ্তব্য বরাদ্দ সদ্ব্যবহারের ক্ষেত্রের পানীয় জল সরবরাহ ও সংশ্লিষ্ট কাজগুলিকে সর্বাধিক অগ্রাধিকার দেওয়া হয়েছে এবং এই সংক্রান্ত কাজের ক্ষেত্রে রাজ্য সরকারের পক্ষ থকে বাধ্যতামূলকভাবে পালনের জন্য প্রত্যেক গ্রাম পঞ্চায়েতকে সুনির্দিষ্ট দায়িত্ব দেওয়া হয়েছ [পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের স্মারক সংখ্যা ৮৩৯/আরডি/সিসিএ/ ডব্লিউ/৫এম-৩/ ২০১৫ তারিখ ০১/০২/২০১৫ দ্রষ্টব্য] ;

যেহেতু পশ্চিমবঙ্গের গ্রামীণ এলাকায় জনস্বাস্থ্য কারিগরি বিভাগের সহায়তায় ও কারিগরি পরামর্শে নিরাপদ পানীয় জল সরবরাহ সংক্রান্ত যাবতীয় কাজে এবং মিশন নির্মল বাংলার আওতায় গ্রামীণ স্বাস্থ্যবিধানের লক্ষ্য পূরণের ক্ষেত্রে বাধ্যতামূলকভাবে পালনের জন্য প্রত্যেক গ্রাম পঞ্চায়েতের উপর কিছু সুনির্দিষ্ট দায়িত্ব ন্যস্ত করার প্রয়োজনীয়তা উপলব্ধি করা হয়েছে;

যেহেতু উপরের অনুচ্ছেদে বর্ণিত যাবতীয় কাজে গ্রামীণ জনসাধারণের সঙ্গে প্রতিষ্ঠান হিসাবে গ্রাম পঞ্চায়েতের কার্যকর সংযোগ সাধনের উদ্দেশ্যে এবং এই সব কাজে গ্রাম পঞ্চায়েতকে প্রত্যক্ষভাবে সহায়তা করার জন্য গ্রাম পঞ্চায়েত স্তরে একটি সহায়ক সংগঠন স্থাপন করার প্রয়োজনীয়তা উপলব্ধি করা হয়েছে;

এবং যেহেতু ভারত সরকারের পানীয় জল ও স্বাস্থ্যবিধান মন্ত্রকের নির্দেশ অনুসারে প্রত্যেক গ্রাম পঞ্চায়েতে যে গ্রামীণ জল ও স্বাস্থ্যবিধান কমিট (VWSC) গঠন করার জন্য নির্দেশ দেওয়া হয়েছে, সেই কমিটিই পূর্বে বর্ণিত গ্রাম পঞ্চায়েত স্তরের সহায়ক কমিটির প্রয়োজনীয়তা পূরণ করতে পারে;

অতএব, পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩-এর ২১২ ধারা বলে রাজ্যপালের আদেশ অনুসারে পশ্চিমবঙ্গের প্রত্যেক গ্রাম পঞ্চায়েতে একটি করে **গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি** (VWSC) গঠন করার জন্য নির্দেশ জারি করা হল। গ্রাম পঞ্চায়েত নিজ এলাকায় নিরাপদ পানীয় জল সরবরাহ সংক্রান্ত যাবতীয় কাজ এবং মিশন নির্মল বাংলার আওতায় গ্রামীণ স্বাস্থ্যবিধানের জন্য বিভিন্ন কাজ শিক্ষা ও জনস্বাস্থ্য উপ-সমিতির সঙ্গে সমন্বয় বজায় রেখে **গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি**-র মাধ্যমে রূপায়ণ করবে। এই কমিটির গঠন, ভূমিকা, দায়িত্ব, কার্যপ্রণালী, পরিকল্পনা রচনা ও রূপায়ণ, পরিচালন ব্যবস্থা, অর্থ প্রাপ্তি ও সদ্ব্যবহার, হিসাবরক্ষণ, নিরীক্ষা ইত্যাদি বিষয়ে নীচের অনুচ্ছেদগুলিতে সংক্ষেপে উল্লেখ করা হল।

১। গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির গঠন

নীচের উল্লেখিত সদস্যদের নিয়ে প্রত্যেক গ্রাম পঞ্চায়েতে একটি করে গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির গঠন করতে হবে।

ক্রমিক সংখ্যা	সদস্যদের বিবরণ	পদ
১	গ্রাম পঞ্চায়েতের প্রধান	চেয়ারম্যান
২	গ্রাম পঞ্চায়েতের শিক্ষা ও জনস্বাস্থ্য উপ-সমিতর সঞ্চালক	ভাইস্ চেয়ারম্যান
৩-৬	গ্রাম পঞ্চায়েতের সাধারণ সভায় আলোচনার মাধ্যমে মনোনীত ৪ জন গ্রাম পঞ্চায়েত সদস্য - যাদের মধ্যে ২ জন হবেন মহিলা এবং এই ৪ জনের মধ্যে মহিলা সদস্য সহ ২ জন হবেন তপশিলি জাতি, আদিবাসী ও অনগ্রসর সম্প্রদায়ের অন্তর্ভুক্ত	সদস্য
৭	গ্রাম পঞ্চায়েতের নির্বাহী সহায়ক (নির্বাহী সহায়কের পদটি ফাঁকা থাকলে ওই গ্রাম পঞ্চায়েতের সচিব এবং গ্রাম পঞ্চায়েতের সচিব পদটি ফাঁকা থাকলে গ্রাম পঞ্চায়েত মনোনীত একজন সহায়ক)	সদস্য-সচিব
৮	গ্রাম পঞ্চায়েতের নির্মাণ সহায়ক	সদস্য
৯	গ্রাম পঞ্চায়েতের সাধারণ সভায় মনোনীত একজন শিক্ষিকা (এলাকায় সামাজিক উন্নয়ন সংক্রান্ত কাজে যার আগ্রহ ও উৎসাহ সুবিদিত)	সদস্য
১০-১১	গ্রাম পঞ্চায়েতের সাধারণ সভায় মনোনীত দুই জন ASHA কর্মী	সদস্য
১২	পানীয় জলের গুণগত মান পরীক্ষার উদ্দেশ্যে গ্রাম পঞ্চায়েত কর্তৃক নিযুক্ত একজন স্বেচ্ছাসেবী সহায়ক (Volunteer-Facilitator for Water Quality Testing)	সদস্য
১৩-১৪	গ্রাম পঞ্চায়েতের সাধারণ সভায় মনোনীত গ্রাম পঞ্চায়েত এলাকায় সক্রিয় দুইটি স্বনির্ভর দলের নেত্রী	সদস্য

এছাড়া, প্রয়োজনে গ্রাম পঞ্চায়েত এলাকায় সমাজকল্যাণমূলক কাজে যুক্ত আছেন এমন সুবিদিত স্বেচ্ছাসেবী সমাজকর্মী/শিক্ষক/অসরকারি স্বেচ্ছাসেবী সংগঠনের পদাধিকারী এবং গ্রাম পঞ্চায়েত এলাকায় নিরাপদ পানীয় জল সলবরাহ ও স্বাস্থ্যবিধানের কাজে সহায়ক শক্তি হিসাবে কাজ করলে এলাকার উন্নতি হতে পারে এমন ব্যক্তিকে গ্রাম পঞ্চায়েতের সাধারণ সভায় আলোচনার মাধ্যমে উক্ত কমিটির আমন্ত্রিত সদস্য হিসাবে যুক্ত করা যেতে পারে (অনধিক ৩ জন)।

২। গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির ধরণ ও কার্যকাল

প্রত্যেক গ্রাম পঞ্চায়েতে উক্ত কমিটি একটি স্থায়ী প্রকৃতির এবং গ্রাম পঞ্চায়েতের সহায়ক সংগঠন হিসাবে কাজ করবে। গ্রাম পঞ্চায়েতের প্রধান, সঞ্চালক ও নির্বাচিত সদস্যদের কার্যকালের মেয়াদ যতদিন বহাল থাকবে ততদিন এই কমিটির পদাধিকারী বা সদস্য হিসাবে তারা কাজ করবেন। গ্রাম পঞ্চায়েতের সংশ্লিষ্ট কর্মচারীগণ যতদিন নিজ নিজ পদে বহাল থাকবেন ততদিন তারা এই কমিটির সদস্য হিসাবে কাজ করবেন এবং বদলি হয়ে গেলে বা অবসর গ্রহণ করলে যারা তাদের স্থলাভিষিক্ত হবেন তারা স্বাভাবিকভাবে এই কমিটির সদস্য হিসাবে কাজ করবেন। অন্যান্য সদস্যদের মধ্যে যিনি / যারা এই কমিটির সদস্য হিসাবে সক্রিয় ভূমিকা পালন করবেন না, গ্রাম পঞ্চায়েত সাধারণ সভায় আলোচনার ভিত্তিকে তার / তাদের সদস্যপদ খারিজ করে তার / তাদের পরিবর্তে অন্য সদস্য মনোনীত করতে পারবে। আমন্ত্রিত সদস্যদের ক্ষেত্রেও এই নীতি প্রযোজ্য হবে। তবে কোনও সদস্যের / আমন্ত্রিত সদস্যের পদ খারিজ করার পূর্বে গ্রাম পঞ্চায়েত তাকে অন্তত ১ বছর নিজ ভূমিকা ও দায়িত্ব পালনের সুযোগ দেবে।

৩। গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির ভূমিকা ও দায়িত্ব

(ক) পানীয় জল সংক্রান্ত কাজে উক্ত কমিটির ভূমিকা ও দায়িত্ব হবে নিম্নরূপ ঃ

(অ) গ্রামীণ এলাকায় নিরাপদ পানীয় জল সরবরাহের উদ্দেশ্যে নলবাহিত জল সরবরাহ প্রকল্প সহ অন্যান্য কার্যকর অবস্থায় থাকা প্রকল্পগুলির যথাযথ ব্যবস্থাপনা ও রক্ষণাবেক্ষণের জন্য গ্রাম পঞ্চায়েতের উপর যে সকল দায়িত্ব ন্যস্ত করা হয়েছে [পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের স্মারক সংখ্যা ১৫৭/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ তারিখ ১৮/০২/২০১৬] সেইগুলি যথাযথভাবে পালন করার ক্ষেত্রে গ্রাম পঞ্চায়েতকে সামগ্রিকভাবে সহায়তা করা।

(আ) গ্রামীণ এলাকায় পানীয় জলের প্রত্যেক উৎসের তদারকি ও তত্ত্বধান সুনিশ্চিত করার লক্ষ্যে জনস্বাস্থ্য কারিগরি বিভাগ কর্তৃক স্থাপিত জল পরীক্ষাগারগুলির পরিষেবা প্রদানের ক্ষেত্রে, বিশেষত পানীয় জলের গুণগত মান পরীক্ষা এবং তার ভিত্তিতে প্রয়োজনীয় ব্যবস্থা গ্রহণের উদ্দেশ্যে বাধ্যতামূলকভাবে পালনের জন্য প্রত্যেক গ্রাম পঞ্চায়েতকে রাজ্য সরকারের পক্ষ থেকে যে সকল সুনির্দিষ্ট দায়িত্ব দেওয়া হয়েছে [১৫৬/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ তারিখ ১৮/০২/২০১৬] সেই সকল দায়িত্ব সুষ্ঠুভাবে পালনের ক্ষেত্রে গ্রাম পঞ্চায়েতকে সামগ্রিকভাবে সহায়তা করা।

(ই) উপরের দুইটি অনুচ্ছেদে যে আদেশনামার কথা উল্লেখ করার হয়েছে, সেই আদেশনামার বর্ণিত যাবতীয় কাজ সহ **গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি** গ্রাম পঞ্চায়েত এলাকায় যে সকল কাজকে সর্বাধিক গুরুত্ব ও অগ্রাধিকার দেবে তা হল ঃ

। জনসাধারণের জন্য নিরাপদ পানীয় জল সরবরাহের উদ্দেশ্যে, এই বিষয়ে প্রযোজ্য যাবতীয় সরকারি নিয়মকানুন মান্য করে যথাযথ গভীরতায় নলকূপ স্থাপন, নলকূপ মেরামত ও/বা রক্ষণাবেক্ষণ, নলকূপের চাতাল তৈরি/মেরামত, জলের গুণগত মান বজায় রাখার উদ্দেশ্যে আর্সেনিক/ফ্লোরাইড/লবণতা/অন্যান্য দূষণ দূর করার জন্য নলকূপের অঙ্গ হিসাবে যে সকল কারিগরি বা প্রযুক্তিগত ব্যবস্থা গ্রহণ করা হবে সেগুলির সংস্থাপন, সদ্ব্যবহার, সুরক্ষা, রক্ষণাবেক্ষণ, বর্জ্য জল নিষ্কাশন ইত্যাদি কাজ সম্পাদন করা।

। জনস্বাস্থ্য কারিগরি বিভাগের পক্ষ থেকে যে সকল নলবাহিত জল সরবরাহ প্রকল্প এবং কার্যকর অবস্থায় থাকা অন্যান্য প্রকল্প গ্রাম পঞ্চায়েতগুলিকে হস্তান্তরিত করা হয়েছে বা হচ্ছে বা হবে, বাধ্যতামূলকভাবে সেগুলির যথাযথ ব্যবস্থাপনা ও রক্ষণাবেক্ষণ।

- প্রত্যেক গ্রাম সংসদে সহভাগী সমীক্ষার মাধ্যমে তথ্য সংগ্রহ করে সমগ্র গ্রাম পঞ্চায়েত এলাকায় নিরাপদ পানীয় জল সরবরাহ সংক্রান্ত বর্তমান অবস্থান বিশ্লেষণ করা।
- প্রত্যেক পরিবার যাতে গ্রহণযোগ্য দূরত্বে নিরাপদ পানীয় জল পেতে পারে তা সুনিশ্চিত করার লক্ষ্যে সমগ্র গ্রাম পঞ্চায়েতের জন্য একটি পূর্ণাঙ্গ তথ্যভিত্তিক পরিকল্পনা করা।
- উক্ত পরিকল্পনা রূপায়ণের ক্ষেত্রে গ্রাম পঞ্চায়েতকে সামগ্রিকভাবে সহায়তা করা।
- প্রত্যেক বিদ্যালয়ে ও অঙ্গনওয়াড়ি কেন্দ্রে সর্বোচ্চ অগ্রাধিকারের ভিত্তিতে নিরাপদ পানীয় জলের সংযোগ দেওয়া।
- প্রত্যেক বাড়িতে ও প্রতিষ্ঠানে নলবাহিত পানীয় জলের সংযোগের জন্য সক্রিয় উদ্যোগ গ্রহণ করা এবং এই উদ্দেশ্যে গ্রাম পঞ্চায়েত কর্তৃক নির্ধারিত হারে ফি হিসাবে অর্থ সংগ্রহ করা, উক্ত কমিটির তহবিলে তা জমা দেওয়া এবং সুষ্ঠু পরিকল্পনার মাধ্যমে তা কেবলমাত্র পানীয় জল সংক্রান্ত বিভিন্ন পরিষেবার কাজেই সদ্ব্যবহার করা।
- পাইপ লাইন মেরামত করা, জলের অপচয় / অবৈধ সংযোগ / অপব্যবহার বন্ধ করা / জলের গুণগত মান বজায় রাখার উদ্দেশ্যে জল পরীক্ষাগারগুলির পরিষেবার সদ্ব্যবহার করা, এলাকায় পানীয় জল সংক্রান্ত সমস্যা হলে সমাধান করা ইত্যাদি।
- জীবনযাপনের বিভিন্ন ক্ষেত্রে জনসাধারণের মধ্যে নিরাপদ জল ব্যবহারের প্রয়োজনীয়তা ইত্যাদি বিষয়ে সচেতনতার প্রসার করা এবং প্রয়োজন অনুসারে স্থানীয় এলাকায় প্রশিক্ষণের ব্যবস্থা করা।

(খ) স্বাস্থ্যবিধান সংক্রান্ত কাজে গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির ভূমিকা ও দায়িত্ব হবে নিম্নরূপ :

- প্রত্যেক গ্রাম সংসদে তথা সংগ্রহ করে গ্রাম সংসদ ভিত্তিক / মৌজা ভিত্তিক ODF পরিকল্পনা তৈরি করা এবং সেই সকল পরিকল্পনার ভিত্তিতে সমগ্র গ্রাম পঞ্চায়েতের জন্য একটি সমন্বিত ODF পরিকল্পনা তৈরি করা এবং এই পরিকল্পনায় প্রতি গ্রাম সংসদের / সম্পূর্ণ গ্রাম পঞ্চায়েতের ODF হওয়ার দিন পূর্ব-নির্দিষ্ট করা।
- গ্রাম পঞ্চায়েতের প্রতি গ্রাম সংসদের জন্য মোটিভেটর টিম তৈরি করা।
- গ্রাম পঞ্চায়েতকে ODF করার জন্য প্রয়োজনীয় IEC পরিকল্পনা (প্রচার প্রসার কৌশল) তৈরি করা ও তার রূপায়ণ করা।
- গ্রাম পঞ্চায়েতে নির্বাচিত প্রশিক্ষিত রাজমিস্ত্রীর তালিকা তৈরি রাখা এবং এই রাজমিস্ত্রীদের refresher training-এর জন্য নিয়মিত ব্যবস্থা গ্রহণ করা।
- গ্রাম পঞ্চায়েত স্তরে মাল সরবাহকারী চিহ্নিত করা এবং তার গুণমান ঠিক রাখার জন্য প্রয়োজনীয় পদক্ষেপ গ্রহণ করা।
- গ্রাম পঞ্চায়েতে নির্মিত শৌচালয়গুলির গুণগত মান বজায় রাখার জন্য প্রয়োজনীয় তাদারকির ব্যবস্থা গ্রহণ করা।
- গ্রাম পঞ্চায়েত স্তরে কঠিন ও তরল বর্জ্য ব্যবস্থাপনার পরিবার ভিত্তিক লক্ষ্যপূরণের জন্য প্রয়োজনীয় পরিকল্পনা রচনা করা এবং কর্মনিশ্চয়তা প্রকল্পের পরিকল্পনার সঙ্গে সমন্বয় সাধন করা।
- প্রতি আর্থিক বর্ষের শেষে লক্ষ্যমাত্রা নবীকরণ করা এবং সেই অনুযায়ী নতুন পরিকল্পনা গ্রহণ করা।

- সম্ভাব্য সামুদায়িক স্তরে কঠিন বর্জ্য ব্যবস্থাপনার জন্য পরিকল্পনা করা এবং ব্লক স্তরের সঙ্গে সমন্বয়ের মাধ্যমে তার রূপায়ণ করা।
- সামুদায়িক শৌচাগারের পরিকল্পনা গ্রহণ করা এবং রূপায়ণের পর তার তদারকি ও রক্ষণাবেক্ষণের ব্যবস্থা করা।
- গ্রাম পঞ্চায়েতের সার্বিক পরিচ্ছন্নতা ও সবুজায়নের জন্য পদক্ষেপ গ্রহণ এবং সুনির্দিষ্ট পরিকল্পনা প্রণয়ন।
- প্রতি গ্রাম সংসদ এলাকা ODF হওয়ার পর তা উপযুক্তভাবে যাচাই করা এবং স্বঘোষণার পর ব্লকের কাছে সেই মর্মে রিপোর্ট পাঠানো এবং ব্লক স্তরে থেকে শংসিত হওয়ার পর ODF উদ্‌যাপন-এর ব্যবস্থা করা।
- গ্রাম পঞ্চায়েত ODF হওয়ার পরে একই রূপ ব্যবস্থা গ্রহণ করা।
- সম্পূর্ণ গ্রাম পঞ্চায়েত / প্রতি গ্রাম সংসদ ODF হওয়ার পরে এলাকায় এই সদর্থক পরিবর্তন বজায় রাখার জন্য ব্যবস্থা গ্রহণ ও নিয়মিত তদারকি (sustainability plan)।
- গ্রাম সংসদ স্তর / VHSNC থেকে নিয়মিত রিপোর্ট গ্রহণ করা ও তার পর্যালোচনার মাধ্যমে উপযুক্ত ব্যবস্থা গ্রহণ করা।
- প্রতি সপ্তাহে একবার সভা আহ্বান করে গ্রাম পঞ্চায়েতের সর্বশেষ পরিস্থিতি পর্যালোচনা করা এবং আগামী সময়ের জন্য পরিকল্পনা গ্রহণ করা।
- গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির ব্যাঙ্ক অ্যাকউন্টে জমা হওয়া উৎসাহবর্ধক অর্থ (যদি পাওয়া যায়) সঠিক উপভোক্তাদের কাছে ঠিক সময়ে পৌঁছনোর ব্যবস্থা করা এবং সরবরাহকারী সংস্থা / স্যানিটারি মার্টের বরাদ্দ অর্থ পাওয়া গেলে সঠিক সময়ে সেগুলি তাদের বরাদ্দ করা।
- সামুদায়িক স্তরে উৎসাহ-বর্ধক অর্থ (commumity incentive) খরচের সিদ্ধান্ত হলে তার জন্য নির্দিষ্ট পরিকল্পনা (নির্দেশাবলী অনুযায়ী) গ্রহণ ও তার রূপায়ণ করা, এই উদ্দেশ্যে গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির ব্যাঙ্ক অ্যাকাউন্টে জমা হওয়া সকল অর্থের সঠিক ও নিদের্শাবলী অনুযায়ী সদ্ব্যবহার ও তার নিয়মিত নিরীক্ষার রিপোর্ট ও সদ্ব্যবহার শংসাপত্র নির্দিষ্ট স্তরে প্রেরণ করা।

৪। গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির তহবিল ও তার ব্যবস্থাপনা

প্রত্যেক গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির নামে নিকটবর্তী কোনও রাষ্টায়ত্ত ব্যাঙ্কে এইভাবে একটি সেভিংস ব্যাঙ্ক অ্যাকাউন্ট খুলতে হবেঃ VWSC a/c ..... Gram Panchayat। গ্রাম পঞ্চায়েত তার নিয়ন্ত্রণাধীন বিভিন্ন খাত থেকে (কেন্দ্রীয় অর্থ কমিশন বাবদ তহবিল, রাজ্য অর্থ কমিশন বাবদ তহবিল, আইএসজিপি তহবিল ইত্যাদি) গ্রামীণ জল ও স্বাস্থবিধান কমিটির অনুকূলে যে অর্থ নিরাপদ পানীয় জল সরবরাহ এবং স্বাস্থ্যবিধান সংক্রান্ত কর্ম পরিকল্পনা রূপায়ণের উদ্দেশ্যে বরাদ্দ করবে তা গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির তহবিলে যথাযথভাবে জমা করতে হবে এবং উক্ত কমিটির সিদ্ধান্ত অনুসারে তা সদ্ব্যবহার করতে হবে। পঞ্চায়েত সমিতি / জেলা পরিষদ / জস্বাস্থ্য কারিগরি বিভাগ / পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ অথবা অন্যান্য বিভাগ থেকে নিরাপদ পানীয় জল সরবরাহ এবং স্বাস্থ্যবিধান সংক্রান্ত কর্ম পরিকল্পনা রূপায়ণের উদ্দেশ্যে যদি কোনও অর্থ পাওয়া যায়, তা-ও গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির তহবিলে যথাযথভাবে জমা করতে হবে এবং উক্ত কমিটির সিদ্ধান্ত অনুসারে তা সদ্ব্যবহার করতে হবে। এই তহবিল যৌথভাবে পরিচালনা করবেন উক্ত কমিটির চেয়ারম্যান এবং সদস্য-সচিব।

এই তহবিল সংক্রান্ত সমস্ত নথি (যেমন চেকবই, ক্যাশবই, লেজার, পাশবই, রসিদ বই ইত্যাদি) চেয়ারম্যানের অনুমোদনক্রমে রক্ষণাবেক্ষণ করবেন সদস্য-সচিব। এই উদ্দেশ্যে তিনি গ্রাম পঞ্চায়েতের প্রধানের অনুমোদনক্রমে উক্ত কমিটির সদস্যদের এবং/অথবা গ্রাম পঞ্চায়েতের অন্যান্য কর্মচারীদের সহায়তা নিতে পারবেন। এই বিষয়টি সুনিশ্চিত করতে হবে যে, প্রতি মাসের শেষে এই তহবিল বাদ আয়-ব্যয়ের হিসাব গ্রাম পঞ্চায়েতের সামগ্রিক হিসাবের অঙ্গ হিসাবে সমন্বিত হবে। উক্ত কমিটির আয়-ব্যয়ের হিসাব জনসাধারণের অবগতির জন্য গ্রাম পঞ্চায়েত অফিসের নোটিশ বোর্ডে টাঙিয়ে দিতে হবে। গ্রাম পঞ্চায়েতের সাধারণ সভায় এই আয়-ব্যয়ের হিসাব অনুমোদনের জন্য পেশ করতে হবে। অর্থাৎ উক্ত কমিটি তার আর্থিক কার্যকলাপ সহ যাবতীয় কাজকর্মের জন্য সামগ্রিকভাবে গ্রাম পঞ্চায়েতের নিকট দায়বদ্ধ থাকবে।

বর্তমানে গ্রাম পঞ্চায়েতের আয়-ব্যয়ের হিসাব নিরীক্ষা সংক্রান্ত যে ব্যবস্থা চালু আছে (আভ্যন্তর নিরীক্ষা ও বিধিবদ্ধ নিরীক্ষা), উক্ত কমিটির আয়-ব্যয় সংক্রান্ত নিরীক্ষা তারই অঙ্গ হিসাবে বিবেচিত হবে। এছাড়া উক্ত কমিটির হিসাবনিকাশ সংক্রান্ত নিরীক্ষার কাজ কোনও সুবিদিত চাটার্ড অ্যাকাউন্টেন্সি ফার্ম দ্বারা করাতে হবে। বলা বাহুল্য, উক্ত কমিটির কার্যকলাপ সামাজিক নিরীক্ষার আওতায় আসবে।

৫। গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির সঙ্গে অন্যান্য অনুরূপ সংগঠনের উদ্যোগের সমন্বয় ঃ

গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটিকে পানীয় জল সরবরাহ ও স্বাস্থ্যবিধান সংক্রান্ত যাবতীয় উদ্যোগের সঙ্গে সমন্বয় বজায় রেখে কাজ করতে হবে। যেমন -

গ্রাম সংসদ স্তরে যে **গ্রামীণ স্বাস্থ্য, স্বাস্থ্যবিধান ও পুষ্টি কমিটি** বা Village Health Sanitation & Nutrition Committee (VHSNC) রয়েছে [পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগের স্মরাক সংখ্যা ৩০৮(১৮)/এস.পি.এইচ.সি/১এস-২/১৪ তাং ১৭ই সেপ্টেম্বর, ২০১৪ দ্রষ্টব্য], তার সঙ্গে সমন্বয় বজায় রেখে গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি কাজ করবে এবং গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি গ্রাম সংসদ স্তরের উক্ত কমিটিকে তার দায়িত্ব পালনে সর্বতোভাবে সহায়তা করবে।

গ্রাম পঞ্চায়েতে যে শিক্ষা ও জনস্বাস্থ্য উপ-সমিতি রয়েছে তার সঙ্গে পরিপূর্ণ সমন্বয় বজায় রেখে এই গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটিকে তার দায়িত্ব পালন করতে হবে। প্রসঙ্গত উল্লেখ্য যে, যেহেতু এই উপ-সমিতির সঞ্চালকই গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটির ভাই-চেয়ারম্যান, অতএব তার পক্ষে দুই সংগঠনের মধ্যে সমন্বয় বজায় রাখার কাজটি সহজ হবে।

পরিকল্পনা রচনা, রূপায়ণ, তদারকি ও মূল্যায়ন ইত্যাদি কাজের ক্ষেত্রে কিংবা সিদ্ধান্ত গ্রহণের ক্ষেত্রে কিংবা কার্যক্ষেত্রে কোনও প্রাসঙ্গিক বিষয়ে দ্বন্দ্বের ক্ষেত্রে প্রথমে উক্ত কমিটি নিজেই তা নিরসনের জন্য চেষ্টা করবে এবং এক্ষেত্রে কোনও সমস্যা দেখা দিলে গ্রাম পঞ্চায়েতের সাধারণ সভায় এই বিষয়ে আলোচনা করে সমস্যা সমাধানের চেষ্টা করতে হবে। প্রয়োজনে পঞ্চায়েত সমিতি বা জেলা পরিষদের পক্ষ থেকে এই বিষয়ে হস্তক্ষেপ করতে হবে।

জেলা স্তরে একটি District Water & Sanitation Mission (DWSM) কার্যকর আছে এবং নিরাপদ পানীয় জল সরবরাহ সংক্রান্ত যাবতীয় কাজের ক্ষেত্রে সমন্বয়, তদারকি ও তত্ত্বধানের দায়িত্ব এই সংগঠনের উপর ন্যস্ত আছে। এই কাজের অঙ্গ হিসাবে DWSM গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটিগুলির কাজকর্মের তদারকি ও তত্ত্বধান করবে। এছাড়া গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটিগুলির প্রশিক্ষণের মাধ্যমে সক্ষমতা বৃদ্ধির জন্য DWSM প্রয়োজনীয় ব্যবস্থা গ্রহণ করবে। যে প্রকল্পের কারিগরি অনুমোদনের ক্ষমতা গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতিকে প্রদত্ত ক্ষমতার ঊর্ধ্বে, গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি কারিগরি অনুমোদনের জন্য সেই সকল প্রকল্প DWSM-এর কাছে পাঠাবে। গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটিগুলির যাবতীয় কাজকর্মের ক্ষেত্রে জেলা স্তরে DWSM প্রধান সমন্বয়কীর সংস্থা হিসাবে কার্যকর ভূমিকা পালন করবে।

ইতোপূর্বে জনস্বাস্থ্য কারিগরি বিভাগের আদেশনামা বলে [পি এইচ ই/৪/১৭৩/ডবলিউ-৩০৩/২০১০ তারিখ ১৮/০২/২০১২] যে সকল গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটি গঠিত হয়েছে, এই আদেশনামা বলে সে সকল গ্রামীণ জল ও স্বাস্থ্যবিধান কমিটিগুলিকে পুনর্গঠিত করতে হবে এবং সেগুলির ব্যবস্থাপনার ক্ষেত্রে বর্তমান আদেশনামা বলবৎ হবে।

যাতে প্রত্যেক গ্রাম পঞ্চায়েত এই আদেশনামা বলে ন্যস্ত ভূমিকা ও দায়িত্বগুলি সুষ্ঠুভাবে সম্পাদন করতে পারে, সেই উদ্দেশ্যে জনস্বাস্থ্য কারিগরি বিভাগের পক্ষ থেকে এবং পঞ্চায়েত সমিতি ও জেলা পরিষদের পক্ষ থেকে গ্রাম পঞ্চায়েতগুলিকে প্রয়োজনীয় সহায়তা দিতে হবে।

এই মর্মে নির্দেশ জারি করা হল যে, সারা রাজ্যে উপরে বর্ণিত বব্যস্থা অবিলম্বে চালু করতে হবে।

রাজ্যপালের আদেশ অনুসারে,
সৌরভ দাস
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ এবং
জনস্বাস্থ্য কারিগরি বিভাগ

স্মারক সংখ্যা ঃ ৪৯০/১(৪০০০)/এসএস/পিএন/ও/১/৪এ-০১/২০১৫ **তারিখ ঃ ১০/০৬/২০১৬**

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য এই পত্রের অনুলিপি দেওয়া হল ঃ

(১) সভাধিপতি, ... জেলা পরিষদ (সকল)/শিলিগুড়ি মহকুমা পরিষদ

(২) জেলা শাসক, ... (সকল)

(৩) অতিরিক্ত নির্বাহী আধিকারিক, ... জেলা পরিষদ (সকল)/শিলিগুড়ি মহকুমা পরিষদ/অতিরিক্ত জেলা শাসক (পঞ্চায়েত বিষয়ক) ..... জেলা

(৪) শ্রীমতী/শ্রী .....
..... (জনস্বাস্থ্য কারিগরি বিভাগের সংশ্লিষ্ট আধিকারিক)

(৫) জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিক, ... (সকল)
(এই পত্রের প্রতিলিপি জেলার অন্তর্ভুক্ত সকল পঞ্চায়েত সমিতির সভাপতি এবং সকল সমষ্টি উন্নয়ন আধিকারিকের নিকট পাঠানোর জন্য অনুরোধ জানাই।)

(৬) সভাপতি, ... পঞ্চায়েত সমিতি (সকল)

(৭) সমষ্টি উন্নয়ন আধিকারিক, ... (সকল)
(এই পত্রের প্রতিলিপি ব্লকের অন্তর্ভুক্ত সকল গ্রাম পঞ্চায়েতের প্রধানের নিকট পাঠানোর জন্য অনুরোধ জানাই।)

(৮) প্রধান, ... গ্রাম পঞ্চায়েত (সকল)

সৌরভ দাস
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ এবং
জনস্বাস্থ্য কারিগরি বিভাগ

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No.720/SS/PN/O/I/2M-08/2015 **Dated : 30.09.2015**

NOTIFICATION

The Governor is pleased to order that Shri Dibyendu Das, Joint Secretary of this Department shall henceforth act as the Nodal Officer for enforcing regulations relating to ***Ease of Doing Business*** on behalf of the Panchayats & Rural Development Department and all communications on the above subject shall directly be addressed to him. If necessary, he may be contacted on his office phone No.2340-6510 or he may be sent mail to das614276@gmail.com).

He shall also act as the Designated Officer of the Panchayats & Rural Development for issuance of certificate regarding "deemed approval" to the applicant in connection with erection of new structure or building or to make any addition to an existing structure or building for setting up of an industry in Panchayat areas other than industrial estate or industrial park in the following cases -

(i) if permission or refusal in connection with erection of new structure or building or to make any addition to an existing structure or building for setting up of an industry in Gram Panchayat areas other than in any industrial estate or industrial park under rule 27 and rule 29 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as the case may be, is not communicated within the prescribed time limit by the Gram Panchayat concerned.

(ii) if permission or refusal in connection with erection of new structure or building or to make any addition to an existing structure or building for setting up of an industry in the planning area of any Development Authority within the jurisdiction of any Panchayat Samiti other than in any industrial estate or industrial park under rule 74 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008, is not communicated within the prescribed time limit by the Panchayat Samiti concerned.

The application for the purpose which is received by the Gram Panchayat or the Panchayat Samiti concerned through the designated office of the Department of Micro, Small and Medium Enterprises and Textiles or to the Department of Commerce and Industries, of the State Government must be complete in all respects.

By order of the Governor,

Principal Secretary to the
Government of West Bengal

No.720/1(65)/SS/PN/O/I/2M-08/2015 **Dated : 30.09.2015**

Copy forwarded for information and necessary action to:

1. The Principal Secretary, ……..……. Department.
2. The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building, 63 N.S. Road, Kolkata-700001
3. The District Magistrate, ……. District (All). A copy of this Notification may please be forwarded to all the offices and institutions concerned in the district.
4. Shri Dibyendu Das, Joint Secretary of this Department.
5. The Additional Executive Officer, ……Zilla Parishad (All) / Mahakuma Parishad
6. The District Panchayats & Rural Development Officer, ……..…… District (All).

OSD & EO Special Secretary
to the Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No.722/SS/PN/O/I/4P-3/2013 **Dated : 30.09.2015**

In exercise of the power conferred by sub-section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 and in cancellation of this Department's Notification No. 4246/PN/O/I/4P-03/2013 Kolkata, the 20th October, 2014, the Governor is pleased to notify the services rendered by Panchayat Bodies, for which the Panchayats & Rural Development Department is the administrative department, along with stipulated time limit for rendering the services, the Designated Officers responsible for providing services, the Appellate Officers and the Reviewing Officers and the time period for disposal of appeal & review as follows :

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
1	Registration of vehicles and issue of registration certificate to the owner of a vehicle not registered under the Motor Vehicles Act or otherwise [under section 47(1)(i) of the Wedt Bengal Panchayat Act, 1973]	Pradhan of the Gram Panchayat concerned	30 days	Joint Executive Officer of the Panchayat Samiti concerned	30 days	Executive Officer of the Panchayat Samiti concerned	30 days
2	Issue of certificate for registration of running trade, whole sale or retail within the area of a Gram Panchayat [under section 47(1)(vii) of the Wedt Bengal Panchayat Act, 1973]	Pradhan of the Gram Panchayat concerned	15 days	Joint Executive Officer of the Panchayat Samiti concerned	15 days	Executive Officer of the Panchayat Samiti concerned	30 days
3	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area up to 150 sq. meter and height up to 6.5 meters in any area within the jurisdiction of a Gram Panchayat in the light of the	Pradhan of the Gram Panchayat concerned	60 days	Executive Officer of the Panchayat Samiti concerned	30 days	Sub-Divisional Officer having jurisdiction	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
	provision stated under chapter IV of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 other than for the purpose of setting up of industry. **N.B.** ***In case of structures or buildings having greater plinth area and height than mentioned above, for which applications are to be sent to the Panchayat Samiti /Zilla Parishad or Panchayats & Rural Development Department by the Gram Panchayat for vetting, the relevant provision of Act and Rule shall be applicable.***						
4	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area up to 150 sq. meter and height up to 6.5 meters for the purpose of setting up of an industry in any area within the jurisdiction of a Gram Panchayat other than in an Industrial Park or Industrial Estate.	Pradhan of the Gram Panchayat concerned	15 days	Executive Officer of the Panchayat Samiti concerned	15 days	Sub-Divisional Officer having jurisdiction	30 days
5	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building for setting up of an industry if the said building has plinth area more than 150 sq.m. but less than 300 sq.m and height up to 6.5 m. thus requiring the applications to be sent to the Panchayat Samiti for vetting.	Pradhan of the Gram Panchayat concerned	30 days	Sub-Divisional Officer having jurisdiction	30 days	Executive Officer of the Zilla Parishad concerned	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
6	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building for setting up of an industry if the building has plinth area above 300 sq. m. and height up to 15 m. thus requiring the application to be sent to the Zilla Parishad for vetting.	Pradhan of the Gram Panchayat concerned	30 days	Executive Officer of Zilla Parishad concerned	30 days	Special Secretary of the P&RD Deptt.(looking after Vetting Cell)	30 days
7	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building for setting up of an industry if the building has height above 15 m. thus requiring the vetting by the Panchayats & Rural Development.	Pradhan of the Gram Panchayat concerned	60 days	Jt. Secretary of the P&RD Deptt. (looking after Vetting Cell)	30 days	Special Secretary of the P&RD Deptt.(looking after Vetting Cell)	30 days
8	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area up to 300 sq. m. and height up to 6.5 m. in any area within the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than for the purpose of setting up of industry in the light of the provision stated under chapter XII of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008 **N.B.** ***In case of structures or buildings having greater plinth area and height than mentioned above, for which applications are to be sent to***	Executive Officer of the Panchayat Samiti concerned	90 days	Executive Officer of Zilla Parishad concerned	30 days	Special Secretary of the P&RD Deptt.(looking after Vetting Cell)	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
	the Zilla Parishad or Panchayats & Rural Development Department by the Panchayat Samiti for vetting, the relevant provision of Act and Rule shall be applicable.						
9	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area up to 300 sq. meter and height up to 6.5 meters for the purpose of setting up of an industry within the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than in an Industrial Park or Industrial Estate.	Executive Officer of the Panchayat Samiti concerned	30 days	Executive Officer of Zilla Parishad concerned	30 days	Special Secretary of the P&RD Deptt.(looking after Vetting Cell)	30 days
10	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area above 300 sq. m. and height within 15 m. for the purpose of setting up of an industry within the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than in an Industrial Park or Industrial Estate for which applications are to be sent to the Zilla Parishad concerned for vetting.	Executive Officer of the Panchayat Samiti concerned	30 days	Jt. Secretary of the P&RD Deptt. (looking after Vetting Cell)	30 days	Special Secretary of the P&RD Deptt.(looking after Vetting Cell)	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
11	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having height above 15 m. for the purpose of setting up of an industry within the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than in an Industrial Park or Industrial Estate for which applications are to be sent to the Department of Panchayats & Rural Development for vetting.	Executive Officer of the Panchayat Samiti concerned	60 days	Jt. Secretary of the P&RD Deptt. (looking after Vetting Cell)	30 days	Special Secretary of the P&RD Deptt.(looking after Vetting Cell)	30 days
12	Issue of certificate of registration for carrying on trades declared as 'Trades of Special Nature', by Notification by the State Government under sub-section (1) of section 116 of the West Bengal Panchayat Act, 1973 subject to fulfillment of the provisions stated under rule 58 and 59 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008	Executive Officer of the Panchayat Samiti concerned	15 days	Sub-Divisional Officer having jurisdiction	30 days	Additional District Magistrate looking after Panchayat matters in the District	30 days

By order of the Governor

Principal Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 946/SS/PN/O/I/2M-09/2015 **Dated : 31/12/2015**

MEMORANDUM

Whereas the Panchayats & Rural Development Department, Government of West Bengal had issued directives vide its No.5094/PN/O/I/2M-4/03(Pt.-I) dated 22/12/2008 clarifying issues relating to provisions for installation of telecom towers in rural areas;

And whereas, the State Government had been contemplating to make necessary modifications in the existing provisions of law regarding installation of telecom towers for growth of telecom infrastructure in rural areas;

And whereas, the State Government considered it necessary and appropriate to issue a general guideline in connection with installation of telecom towers in rural areas on a private land or building or on a Government land or building remaining at the disposal of any Panchayat body or on a land and building owned by any Panchayat body;

Now, therefore, in partial modification of the earlier directives issued by this Department, the Governor, after careful consideration of the whole matter, is pleased to issue the following instructions to be abided by the Panchayat bodies and all others concerned in this regard:

(1) In rural areas, any Service Provider willing to set up telecom structure shall have to apply to the Gram Panchayat concerned seeking permission for installation of telecom tower on any private land or building or on a Government land or building remaining at the disposal of the Gram Panchayat or on a land or building owned by the Gram Panchayat. Such application shall be accompanied with a letter of consent from the owner of the land or building in case of a proposal for installation of a telecom tower on a private land or building. The Gram Panchayat, on receipt of such application, shall issue permission in terms of section 23 of the West Bengal Panchayat Act, 1973, and the relevant rules made thereunder on realization of one-time permission fee at the rate stated below.

(2) If the place of installation of the telecom tower is under the area of a Development Authority within the jurisdiction of a Panchayat Samiti the application shall be made to the Panchayat Samiti concerned in the manner stated above. In such cases, the Panchayat Samiti, on receipt of such application, shall issue permission in terms of section 114A of the West Bengal Panchayat Act, 1973, and the relevant rules made thereunder on realization of one-time permission fee at the rate stated below.

(3) If any Service Provider approaches a Gram Panchayat or a Panchayat Samiti or a Zilla Parishad for installation of a telecom tower on a land or building owned by them or on a Government land or building remaining at their disposal, the respective Panchayat body may allow installation of a telecom tower on receipt of payment of rent, subject to availability of space therein and strictly following the conditions laid down in the latest guideline issued by the Ministry of Communications & Information Technology, Government of India (copy enclosed as Annexure-1) regarding clearance for installation of telecom towers.

(4) The Gram Panchayats or the Panchayat Samitis surrounding the district headquarters will realize one-time permission fee @ Rs.8000/- in each case; the Gram Panchayats or the Panchayat Samitis surrounding the Sub-Division headquarters will realize one-time permission fee @ Rs.6000/- in each case; and the Gram Panchayats or the Panchayat Samitis in other areas will realize one-time permission fee @ Rs.5000/- only.

(5) The Gram Panchayat or the Panchayat Samiti concerned, as the case may be, shall also realize fee for renewal of permission in each subsequent year. The rate of fee for renewal of permission shall be the same as mentioned in para (4) above.

(6) If the telecom tower is proposed for erection on a Government land or building remaining at the disposal of any Panchayat body or a land or building owned by any Panchayat body, the Panchayat concerned shall enter into an agreement with the Service Provider and collect rent ranging from Rs.5000/- to Rs.16000/- per month depending upon the rural or urban character of the Panchayat. The Panchayat shall pass necessary bye-laws for fixing up the rate of rent subject to a maximum limit of Rs.16000/- per month.

(7) Since a telecom tower comes under the expression of 'structure or building' under rule 17 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, a Gram Panchayat shall impose and collect tax on the telecom towers in terms of sub-section (1) of section 46 of the West Bengal Panchayat Act, 1973 in each year subsequent to the year of installation of the telecom tower.

(8) The Panchayats shall not collect any other amount of money in any form or name from any Service Provider for installation of telecom towers excepting those which are mentioned in the foregoing paragraphs.

(9) This order shall take immediate effect.

By order of the Governor,

OSD & EO Special Secretary to the
Government of West Bengal

No.946/1(70)/SS/PN/O/I/3R-9/2015 **Dated : 31/12/2015**

Copy forwarded for information and necessary action to the :

(1) The Commissioner, Panchayats & Rural Development, West Bengal, Jessop Building, 63 N.S Road, Kolkata-700001

(2) The District Magistrate & Executive Officer ……..Zilla Parishad (All)

(3) The Additional Executive Officer, ……...Zilla Parishad (All)/Mahakuma Parishad

(4) The District Panchayats & Rural Development Officer, ……(All)

She/he is requested to communicate copies of this Memorandum to all concerned including all the Panchayat Samitis and the Gram Panchayats within the district.

(5) The/Smt./Shri…….

OSD & EO Special Secretary to the
Government of West Bengal

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 9th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 382/PN/O/I/1A-03/2016 **Dated : 10.02.2016**

ORDER

Subject : Extension of the benefit of family pension to the post-retiral spouses of the employees of Panchayats.

Whereas the benefit of family pension has been extended to the post-retiral spouses of Government employees vide Memorandum No.1996-F (pen) dated 27th September, 1991 of the Finance Department, Government of West Bengal;

And whereas the State Government in the Department of Panchayats & Rural Development had been contemplating for extension of this benefit to the post-retiral spouses of the employees of the three-tier Panchayats;

And whereas the Hon'ble High Court, Calcutta while disposing of the W. P. No. 20312(W) of 2014 in the matter of Jagadish Karmakar and Others-vs-State of West Bengal and Others, directed the Principal Secretary of the Department of Panchayats & Rural Development to take a decision in regard to the extension of the benefit of family pension to the post-retiral spouse of the petitioner in the light of Memorandum No.1996-F (pen) dated 27th September, 1991 of the Finance Department, Government of West Bengal;

And whereas the statutory procedure, which has already been started for making necessary amendment in the Death-Cum-Retirement Benefit Scheme, 1985 needs a considerable time to culminate;

Now, therefore, the Governor, after careful consideration, is pleased to order that the benefit of family pension shall be extended to the post-retiral spouse of any of the employees of three-tier Panchayats in the State in accordance with the provisions laid down in Memorandum No.1996-F (pen) dated, 27th September, 1991 of the Finance Department, Government of West Bengal read with subsequent orders issued by the Finance Department in this regard from time to time.

OSD & EO Special Secretary to the
Government of West Bengal

No. 382/1(463)/ PN/O/I/1A-03/2016 **Date : 10.02.2016**

Copy forwarded for information and taking necessary action to :

1) The Commissioner of Panchayats & Rural Development, West Bengal.
2) The District Magistrate _____(All)
3) The Additional Executive Officer_____ (All)
4) The Sub Divisional Officer_____(All)
5) The District Panchayats & Rural Development Officer_____ (All) with the request to cause circulation of this order to all concerned.
6) The Block Development Officer & Executive Officer, Panchayat Samiti_____(All)

OSD & EO Special Secretary to
the Government of West Bengal