



Department Of Panchayat & Rural Development

No. 5629/ Panch/ 3F-8/64

Dated: 24.9.1964

From: Shri N.M. Bardhan, IAS, Spl. Officer & Jt. Secy. (ex-officio)

To: The Accountant General, West Bengal.

1. I am directed by order of the Governor say mat the Governor is pleased to sanction, as required under S. R. 439 of the Treasury Rules Vol.— I, the opening of a Local Fund under the title "Zilla Parishad Fund" and "Anchalik Parishad Fund" in the name of each Zilla Parishad and Anchalik Parishad respectively in each local District Treasury and Sub-Treasury as the case may be.
2. A statement showing the names of the Anchalik Parishads and the concerned Sub-Divisions is annexed herewith.
3. The Governor is further pleased to direct that on the date to be specified in the notification issued under Sub-Section (1) of section 3 of the West Bengal Zilla Parishads Act 1963 (West Bengal Act XXXV of 1963) establishing the Zilla Parishad in a district, the balance in the District Fund in each District Treasury shall be transferred to the "Zilla Parishad Fund".
4. The Zilla Parishad and the Anchalik Parishad will operate the "Zilla Parishad fund" in the concerned district Treasury and the "Anchalik Parishad Fund" in either the concerned Dist. Treasury or the concerned Sub-Treasury respectively.
5. Necessary instructions may please be issued in this respect to the Treasury Officers immediately.
6. This order issues with concurrence of the Finance Department vide their unofficial No. B. 11/1572 dated the 12th August, 1964.

Yours faithfully,

Sd/- N.M. Bardhan

Spl. Officer & Jt. Secy. (ex-officio)

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Department Of Panchayat & Rural Development

No. 191/(324) Panch/38/78

Dated: 24.1.1979

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

To: The Block Development Officer _____

P.O. Dist.

Sub: Office accommodation for Panchayat Samiti.

The undersigned is directed to say that it has been decided by the Govt. that the sitting accommodation of Sabhapati of Panchayat Samiti and office of Panchayat Samiti should be arranged in the existing office of the Block Development Officer Additional accommodation, if necessary, should be arranged as far as practicable near Block Office by hiring suitable space for which fund will be provided by the Department of Panchayats.

He is, therefore, requested to take necessary action immediately.

Sd/-

Dy. Secretary to the Govt. of West Bengal





Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-III GE (M) Branch

No. 2634(15) GE (M)

Calcutta, the 7th March, 1979

To: The Collector, _____

Sub: Making over of all khas or vested tanks and ferries to the Panchayat Institutions

1. In accordance with the decisions taken by the Cabinet Sub-Committee on Panchayat Institutions for the transfer of khas or vested tanks, hats, bazars and ferries to the Panchayat bodies for their control and management, it has been decided by the Board of Revenue that the following steps should be taken for the quick implementation of the decisions: —

- i) Lists of khas or vested tanks (Gram Panchayat'-wise) in respect of which the lease or settlement with the private individual or fishermen or Co-operative Societies -of fishermen etc. expires on the last day of Chaitra, 1385 BS, should be prepared immediately.
- ii) As soon as the Lists are prepared such khas or vested tanks should be formally handed over to the respective Gram Panchayats on and from the 1st Baisakh, 1386 BS
- iii) Likewise lists of khas or vested tanks remaining unsettled may be prepared and such tanks handed over to the Gram Panchayats immediately.
- iv) Separate lists of khas or vested tanks (Gram Panchayat-wise) in respect of which lease or settlement would expire on subsequent years should be prepared immediately indicating against each the date on which the term expires.
- v) As and when the tenure of lease or settlement of such tanks expires these should be promptly handed over formally to the concerned Gram Panchayats.

- vi) In case any khas or vested tanks whose jurisdiction extends over more than one Gram Panchayat, such khas or vested tank should be handed over to the Panchayat Samiti.
- vii) Khas or vested tanks extending over more than one Panchayat Samiti should be handed over to the Zilla Parishad concerned.
- viii) In respect of vested ferries Panchayat Samiti-wise lists of such ferries in respect of which the lease or settlement expires on the last day of Chaitra, 1385 BS should be prepared immediately and such ferries formally handed over to the respective Panchayat Samitis.
- ix) A complete Panchayat Samiti-wise list of vested ferries whose terms expires on subsequent years should also be prepared immediately indicating against each the date of expiry of settlement so that they may be handed over to the concerned Panchayat Samiti on time.
- x) The ferries covering more than one Panchayat Samiti may be handed over to the Zilla Parishad after expiry of their tenure of lease or settlement.
2. A copy each of the list of khas or vested tanks and ferries of your district referred to in (i), (iii), (iv), (vii) and (viii) above may kindly be sent to the Board of Revenue as soon as they are prepared, for its information and record.
3. The Board of Revenue may also be supplied with a copy of list of khas or vested tanks and vested ferries which are handed over to the Panchayat bodies on and from 1st Baisakh, 1386 BS and on subsequent dates or years.
4. Khas or vested tanks are settled with the Co-operative Societies of fishermen in terms of rule 273 of the G.E. Manual. Groups of fishermen sponsored by the Panchayats may, however, be treated on par with the Co-operatives of fishermen for the purpose of giving settlement of khas or vested tanks by the Panchayat Institutions.

Sd/-

Secretary, Board of Revenue West Bengal



Department Of Panchayat & Rural Development

No. 3696-CDP

Dated: 19.3.1979

NOTIFICATION

In exercise of the power conferred by section 120 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor is pleased to place the services of the following employees posted in each Development Block, now under the control of the Community Development Branch of the Department of Panchayats and Community Development of the Government of West Bengal at the disposal of the respective Panchayat Samiti on the terms and conditions laid down hereinafter:

- (i) Head Clerk-cum-Accountant
- (ii) Cashier-cum-Storekeeper
- (iii) Correspondence Clerk
- (iv) Typist-Clerk
- (v) Office Peon

2.

(i) Though the services of the State Govt. employees at the Block Level will be placed at the disposal of the Panchayat Samitis, they will receive their salaries, TA etc. from Govt. as usual and they will remain under the disciplinary control of the Dept. of Panchayats & Community Development. TA in respect of tours performed in connection with Panchayat work shall be paid by the parent Dept. provided the tour diaries are approved by the Executive Officer of the Panchayat Samiti.

(ii) With regard to sanctioning of leave:

Casual leave may be sanctioned by the Executive Officer of the Panchayat Samiti.

Earned Leave may be sanctioned by the appropriate authorities on the recommendation of the Executive Officer.

(iii) The employees so placed at the disposal of Panchayat Samitis will work under the immediate control of the Executive Officer of the Panchayat Samiti.

By order of me Governor

Shri P. Ghosal

Deputy Secretary

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-III G.E. (M) Branch

No. 5777 (18)-GE(M)

Dated : 17/21.5.1979

To: The Addl. District Magistrate (L.R.)/Addl. Deputy Commissioner (L.R.),

Sub: Making over of all khas or vested tanks, ferries etc. to the Panchayat Institutions.

In Board's Memo No. 2634/1(22)GE(M) dated 7.3.79 instructions were issued for making over khas or vested tanks and ferries to the Panchayat Institutions in phases in accordance with the decision of the Cabinet Sub-Committee on Panchayat Institutions.

It is clarified for his information that Sairati interests such as Khas or vested water areas, hats, bazars, ferries etc. which are State Govt.'s property will not vest in the Panchayats with the making over of such properties to the Panchayat Institutions. The said Sairati interests are being handed over to the Panchayat only for management and control by them. The Properties will thus continue to be the properties of the L.U. & R. and L. & L.R. Dept./Boards of Revenue, West Bengal.

It may also be noted that if and when Govt. would require any such property for any purpose it would be free to resume possession without payment of any compensation to either the Panchayat Institutions or the lessees/licenses.

Since the Panchayats would hold the Properties only for management and control they will have no right to dispose of or alienate any such property in any manner except by way of short term lease/license subject to the right of the L.U. & R. and L. & L. R. DeptL/Bbard of Revenue to resume.

Further, since the properties would continue to be the properties of the L. U. & R and L & L. R. Dept./Board of Revenue, provisions of the G. E. Manual would be applicable with such modification or circulars as may be issued from time to time for the purpose of leasing out those properties under the Panchayats.

In this context clarification on different points raised in connection with the handing over the Khas or vested tanks, ferries etc. are given below: —

Points raised	Reply
1. If possession of Khas or vested tanks which, have already been settled for 1386 BS and lease rent realised but possession not yet given to the lessee should be made over to the Panchayat bodies.	No. Such vested tanks may be handed over to the Panchayat Institutions on the expiry of the term i.e. 31 st Chaitra, 1386 B. S.
2. Whether closed Channels, closed Khals, Beels and baors will also be treated as tanks in the broadest sense although rule 274 of the G, E. Manual views tanks separately from " closed Channels" and "Closed Khals".	In addition to the vested tanks, vested beels, baors, damush, closed Khals, closed Channels and the like which are not big in area may be handed over to Panchayat bodies. River fisheries and big water areas should not be handed over to the Panchayat institutions. They will continue to be given in settlement by district Officers as per provision of the G.E. Manual.
3. If partly Vested tanks which are required to be settled on long term basis with the owners of the retained portion and river fisheries should also be handed over to the Panchayat bodies.	The part-vested water areas may be offered to the Panchayats. If, how-ever, the Panchayats do not take over such part-vested water areas the pres-ent practice of setting the same with the owner of the retained portion may con-tinue until further orders.
4. Whether the Panchayat Institutions are expected to lease out the tanks strictly in terms of the provisions of the GE Manual when it has been enjoined in Board of Revenue's Circular No.2634 (15) G. E. (M) dated 7.3.79, that groups of Fishermen sponsored by the Panchayats may be treated on par with the Co-operatives of Fishermen for purpose of giving settlement of vested tanks, and in that case, the role of the J. L. R. O's in the Settlement to be made by the Panchayats.	The provisions of the G. E. Manual would be applicable with such modi-fication or circulars as may be issued from time to time. Except in an adviso-ry capacity, the JLRO's will have no role to play, since the Panchayat bodies are expected to act on their own.

5. If vested/khas ferries, which have been settled for 1386, B. S. after holding auction and lease rent realised but possession not yet delivered should also be made over to the Panchayat Institutions. No such ferries should be made over on the expiry of the term i.e., 1st Chaitra, 1386 B. S.
6. Whether Khas ferries are to be handed over to me Panchayat bodies? Yes
7. What steps should be taken in respect of Sairati interests falling within the jurisdiction of Municipal areas? In terms of section 6 of the West Bengal Panchayat Act, 1973 since such Sairati interests do not fall within the Gram-Panchayats, they need not be handed over to the Panchayat bodies. Settlement in such cases will continue to be made as per rules by the Officers of the Land Reforms wings of the Collectorate.
8. Whether any rent will be realised from the Gram Panchayats for making over possession of the Khas or Vested tanks/ferries etc. No
9. What procedure will be followed for making over possession of khas or vested tanks, ferries etc. to the Panchayat Institutions. A Specimen form for handing over is enclosed.
10. Whether vested hats and bazars will also be made over to the Panchayat Institutions when there is no mention of them in Board's Memo No. 2634 (15)-GE (M) dated 7.3.79. Since the year 1386 BS has already started such hats and bazars may be settled by the district Officers for this year as per provisions of the GE Manual.

The question of handing over such hats to the Panchayats will be taken up after the Department of Agriculture indicates their preference for retaining some hats and markets to be settled with Regulated Market Committees.

It is requested that the making over operation may be processed accordingly. The Department of Panchayat & C. D., Divisional Commissioners and Collectors are being informed.

Sd/- Secretary

Board of Revenue, West Bengal

FORM FOR MAKING OVER POSSESSION

In pursuance of orders contained in Board of Revenue's Memo No. 2634/1(22)-GE(M) dated 7th March, 1979 the following Sairati interests/properties are hereby made over to the Pradhan, _____ Gram Panchayat/Sabhapati _____ Panchayat Samiti/Sabhadhipati _____ Zilla Parishad for the purpose of management and control subject to the conditions: that —

- i) The making over of the properties/interests of the L.U.& R. and Land and Land Revenue Department/ Board of Revenue, West Bengal does not confer on the Panchayats and proprietary rights in the same;
- ii) The properties/interests would "continue to be the properties of Land Utilisation and Reforms and Land and Land Revenue Department/Board of Revenue, West Bengal;
- iii) The Zilla Parishad/Panchayat Samiti/Gram Panchayat will have no right to dispose of or alienate such properties in any manner except by way of short term lease/license subject to the right of the L.U. & R. & L. and L.R. Department/Board of Revenue to resume.
- iv) Government in the L.U. & R. and L. & L.R. Dept. are free to resume possession of such properties without paying any compensation either to the Zilla Parishad/Panchayat Samiti/Gram Panchayat or to their lessees/licenses if the interest /properties are required by the Government for any purpose.

Signature of SLRO/JLRO

SCHEDULE OF PROPERTIES

- 1.
- 2.
- 3.
- 4.

DECLARATION OF ACCEPTANCE

I, Shri _____ Sabhadhipati _____ Zilla Parishad/Sabhapati _____ Panchayat Samiti/Pradhan

___ Gram Panchayat hereby accept without any reservation the terms and conditions laid down in the aforesaid order and take over possession of the properties/interests mentioned therein for management and control thereof.

Place: _____

Signature _____

Date: _____

Sabhadhipati _____ Zilla Parishad

Sabhapati _____ Panchayat Samiti

Pradhan _____ Gram Panchayat

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Notification regarding appointment of prescribed authorities

(as modified up to 1st August 1990)

NOTIFICATION




No. 1827-Panch

Dated: 7.2.1974

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 hereby to appoint the authorities specified in column (1) of the Schedule below to be the prescribed authorities referred to in the sections of the said Act specified in the corresponding entries in column (2), within their respective jurisdictions, for the purposes specified in the corresponding entries in column (3) thereof.

The Schedule

Authorities	Sections	Purposes for which appointed
(1)	(2)	(3)
1. District Magistrate	Section 4(2)	Determination of the number of members to be elected as members of a Gram Panchayat.
2. District Magistrate	Section 4(3)	Division of the area of a Gram into Constituencies and allocation of seats to such Constituencies.

3. 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, united to constitute a single Gram.
4. District Magistrate		Section 6(2)	Allocation of the properties, /funds and liabilities of a Gram Panchayat between the Gram Panchayat, Municipality, Notified Area, Municipal Corporation, a Town Committee or a Cantonment if a pan of the area of the Gram Panchayat is included in a Municipality, Notified Area, a Municipal Corporation, a Town Committee or a Cantonment.
4A. District Magistrate		Section 6(1)	Vesting and devolution of the properties, funds, assets, rights and liabilities of a Gram Panchayat on the inclusion of the whole of the area of the' Gram Panchayat in a Municipality, a Notified Area, a Municipal Corporation, a .own Committee or a Cantonment.
5. Block Development Officer or where their 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 Pan-chayat for election of Pradhan and Upa-Pradhan.
6. 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.
<i>6A. District Magistrate</i>		Proviso to Section 9A	Debarring any person from standing as a candidate in any election in any capacity.

7. Block Development Officer or, where there is no Block Development Officer, Joint Development Officer in charge of the Block	Section 10(1) and 10(2)	Receiving the letters of resignation of Pradhan or Upa-Pradhan or member of a Gram Panchayat and acceptance of such resignation, etc.
8. Sub-divisional Officer	Section 11(1)	Removal of a member of a Gram Panchayat on the grounds set forth in section 11(1).
9. Block Development Officer	<i>Section 12</i>	Receiving notice of a meeting for removal of Pradhan and Upa-Pradhan of a Gram Panchayat.
10. 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.
11. Block Development Officer	Second proviso, to section 16(1)	Receiving intimation of a requisitioned meeting under the second proviso to section 16(1).
12. Block Development Officer	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.
13. District Panchayat 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.
14. District Panchayat 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.
15. District Panchayat 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.
16. District Panchayat 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.

17. Sub-divisional Officer	Section 90(1)	Receiving letter of resignation tendered by a member of Nyaya Panchayat and acceptance of such resignation.
17A. District Magistrate	Section 94(2)(ii)	Division of a Gram into Constituencies for the purpose of election of members to a Panchayat Samiti.
18. 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.
19. Sub-divisional Officer or Additional Sub-divisional Officer	Section 98(2)	Convening of the first meet-ing of the Panchayat Samiti for election of Sabhapati and Sahakari Sabhapati.
20. Director of Panchayats, West Bengal	Section 98(6)	Appointment of Sabhapati or Sahakari Sabhapati when the offices of the Sabhapati and the Sahakari Sabhapati are both vacant or Sabhapati and the Sahakari Sabhapati temporarily unable to act.
21. Sub-divisional Officer or Additional Sub-divisional Officer	Sections 99(1) 99(2)	Receiving letters of resignation tendered by the Sabhapati or Sahakari Sabhapati or a member of a Panchayat Samiti and acceptance of such resignation.
22. District Magistrate	Section 100(1)	Removal of a member of Pan-chayat Samiti from office on the grounds set forth in sub-section (1) of section 100.
23. Sub-divisional Officer	Section 101	Receiving notice of the meet-ing specially convened for the purpose of removal of Sabhapati or Sahakari Sabhapati from office.
24. Sub-divisional Officer or, Addl. 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.
25. Sub-divisional Officer	Second proviso to section 105(1)	Receiving intimation of a re-quisitioned meeting under second proviso to section 105(1).

26. District Panchayat Officer	Section 107	Submission of the report by the Panchayat Samiti on the work done during the previous year and work proposed to be done during the following year.
27. Divisional Commissioner	Section 140 (5) (e)	Allocation of properties, funds and liabilities of the Zilla pans-had among reconstituted Zilla Parishads consequent on the division of the district.
28. District Magistrate	Section 143 (2)	Convening the first meeting of the Zilla Parishad for .the pur-pose of election of Sabhadhipati or Sahakari Sabhadhipati.
29. Director of Panchayats	Section 143 (6)	Appointment of a Sabhadhipati and a Sahakari Sabhadhipati when the offices of the Sabhadhipati and Sahakari Sab-hadhipati are both vacant or the Sabhadhipati and the Sahakari Sabhadhipati are temporarily unable to act.
30. Divisional Commissioner	Sections 144 (1) and 144 (2)	Receiving letters of resignation tendered by the Sabhadhipati or the Sahakari Sabhadhipati or a member of the Zilla Paris-had, acceptance of such resig-nation and communication of acceptance to the members of the Zilla Parishad.
31. Divisional Commissioner	Section 145 (1)	Removal of a member of the Zilla Parishad on the grounds set forth in section 145 (1).
31A. Divisional Commissioner	Section 146	Receiving notice of a meeting for removal of Sabhadhipati and Sahakari Sabhadhipati of a Zilla Parishad.
32. 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.
33. Divisional Commissioner	Second proviso to section 150 (1)	Receiving intimation of a re-quisitioned meeting under second proviso to section 150 (1).
34. Director of Panchayats, 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.

35. (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 lead-ing to breach of peace, etc.
(ii) 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.
36. District Magistrate	Section 219	Allocation of properties mov-able or immovable and all assets vested in a Gram Panchayat to a Gram Panchayat or Gram Panchayats cons-tituted under the West Bengal Panchayat Act, 1973, when in consequence of the repeal of the enactment referred to in section 218, any Gram Pancha-yat constituted under the West Bengal Panchayat Act, 1957 ceases to exist.
37. 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.

38. District Magistrate Section 219 (b) (iii) Allocation of properties movable or immovable and all assets vested in an Anchalik Parishad to a 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 established under the West Bengal Zilla Parishads Act, 1963, ceases to exist.
39. 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.
40. 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.

41. 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.
42. (a) District Judge in respect of all suits	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.
(b) District Session Judge in respect of all cases		

43. 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.
44. Block Development Officer	Section 219 (f)(ii)	Determination of the persons employed by an Anchal Panchayat and continuing into office immediately before coming 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.
45. Block Development Officer	Section 219 (f) (iii)	Determination of the persons Officer employed by an Anchalik Parishad 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,

B. Majumdar

Secretary, to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 22476 AZP/3F-4/78

dated: 3.10.1978

From: Shri N. R. Haldar, IAS, Dy. Secy. to the Govt. of West Bengal.

To: The Accountant General, West Bengal.

Sub: Operation of the Zilla Parishad Funds and Anchalik Parishad Funds by the reconstituted Zilla Parishads and Panchayat Samitis.

1. I am directed to say that in Govt. Order No. 5629/Panch/3F-8/64 dated 24.9.64 the opening of a Local Fund under the Me "Zilla Parishad Fund" and "Anchalik Parishad Fund" in the names of the respective Zilla Parishads and Anchalik Parishads respectively Was sanctioned in the concerned District Treasuries and Sub-Treasuries and it was also ordered therein that the Zilla Parishads would operate the "Zilla Parishad Fund" in the concerned district Treasury and the Anchalik Parishad would operate the "Anchalik Parishad Fund" either in the concerned district Treasury or in the concerned Sub-Treasury. A copy of the Govt. Order referred to above is enclosed for ready reference.
2. The aforesaid Zilla Parishads and Anchalik Parishads have since been reconstituted through elections under the provisions of the West Bengal Panchayat Act, 1973. The reconstituted Zilla Parishads as before bear the names of the respective districts but the Anchalik Parishads have been renamed as Panchayat Samitis bearing the names of the concerned Blocks. There has, however, been no change in the local limits of their respective jurisdictions consequent on the change in the nomenclature.
3. In terms of the provisions contained under Sub-section (2) of section 218 of the West Bengal Panchayat Act, 1973 read with Sub-section (3) of section 94 Ibid. a Panchayat Samiti is to succeed the erstwhile Anchalik Parishad with effect from the date of its first meeting at which a quorum is present.
4. Similarly, under Sub-section (3) of section 218 of the West Bengal Panchayat Act. 1973 read with Sub-section (3) of section 1 ibid. the reconstituted Zilla Parishad is to succeed its predecessor be with effect from the date of its first meeting at which a quorum is present.

5. Sub clauses (iii) and (iv) of clause (b) of Sec. 219 of the West Bengal Panchayat Act, 1973 lay down that all properties movable or immovable, and all assets vested in Anchalik Parishad and a Zilla Parishad constituted under the West Bengal Zilla Parishads Act, 1963 Shall vest in the Panchayat Samiti and the Zilla Parishad respectively constituted under the new Act As such the balance in the "Zilla Parishad Fund" laying in the PL. Account of the district treasury and that in the "Anchalik Parishad Fund" lying in the PL. Account of the District Treasury Sub-Treasury shall that divested in the concerned Zilla Parishad and Panchayat Samiti respectively and transferred to the corresponding "Zilla Parishad Fund" and "Panchayat Samiti Fund" as the case may be, with effect from the dates of their first meeting.

6. Under Sub-section (5) of Section 179 of the West Bengal Panchayat Act, 1973, the Zilla Parishad fund shall be operated by the Executive Officer of the Zilla Parishad.

Similarly, under Sub-section (5) of Section 132 of the above-mentioned Act, the "Panchayat Samiti Fund" (with effect from the date of coming into office of Panchayat Samiti) shall be operated by the Executive Officer of the concerned Panchayat Samiti in Block Development Officer of the concerned Block.

7. This has the concurrence of Finance dept. (vide their Up-official no. Group G. 624 dated 13.9.78).

8. All concerned are being informed accordingly.

Yours faithfully,

Sd/-

Dy. Secretary to the

Govt. of West Bengal



Department Of Panchayat & Rural Development

No. 12570-Panch/1P-43/79

Dated : 6.7.1979

From: The Asst. Secy., to the Govt. of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Ban on utilisation of services of Gram Panchayat Secretaries for purposes other than Panchayat work.

MEMO

The undersigned is directed to say that a Secretary of erstwhile Anchal Panchayat was a whole-time employee of the Anchal Panchayat election held under the new Act. The Secretary could have some time at his disposal besides attending to his normal duties and were therefore, authorised to act as Agents under the Small Savings Schemes, as Secretaries to Anchal Relief Committee and as Collecting Agents of the West Bengal Agro Industries Corporation Ltd.

The position has now changed completely. The work-load of the Gram Panchayat Secretaries has increased to such an extent that an additional post of Job-Assistant had to be created for every Gram Panchayat, In the present context, the Gram Panchayat Secretaries cannot be spared for performing the functions of Agents under the Small Savings Schemes and Collecting Agents of West Bengal Agro Industries Corporation Ltd. The Anchal Relief Committees have, however, been abolished after the new Gram Panchayats come into force.

In view of the position explained above the Gram Panchayat Secretaries henceforth should devote their whole time to the works of the Panchayats. The authorisation to the Secretaries to work as Agents under small savings schemes and as Collecting Agents of the West Bengal Agro Industries Corporation Ltd. may therefore, be treated as withdrawn with immediate effect

The Finance (Small Savings) Department and the Agriculture Department are being informed direct.

Sd/-

Asstt. Secy., to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

STATE NO. 1460 PANCH

DATED 1.8.79.

EXPRESS TELEGRAM DISTRATE 25.1.80 (.) REFOUR RADIOGRAM. NO. 215/ PANCH/79
PLEASE TAKE IMMEDIATE STEPS TO FILL UP THE POST OF JOB ASSISTANTS IF NOT
ALREADY DONE (.) = PANCHAYATS (.)

NO. 1460/1(400)PANCH/2A-21/78

DATED - 25.1.80

Copy with copy of Radiogram No. 215/Panch/79 dated 1.8.79 forwarded by post in confirmation of
the telegram to the:

(1) District Magistrate/Dy. Commissioner _____

(2) Director of Panchayats, West Bengal _____

(3) District Panchayat Officer _____

(4) Sub-divisional Officer _____

P.O. _____ Dist. _____

(5) Block Development Officer _____

P.O. _____ Dist. _____

Sd/-

Asstt. Secretary,

Panchayat & CD. (Panchayat) Dept.

Copy of Radiogram No. 215/Panch/79 dated 1.8.79 from the Secretary, Panchayat & C.D. Dept.
addressed to the District Magistrates of Hooghly/ Midnapore/Nadia/Burdwan/

Bankura/Murshidabad/Birbhum/M Dinaj-pur/24-Parganas/Howrah and endorsed to the District Magistrates of other Districts.

PLEASE REFER TO PANCHAYATS & C.D. DEPTT'S NO. 212/PANCH/79 DATED 27.7.79 REGARDING RECRUITMENT OF JOB ASSISTANTS SO THE FOLLOWING CLARIFICATIONS MAY BE NOTED WITH REGARD TO G.O. NO. 9468/PANCH DATED 6.6.79 (.)

ONE) THE CANDIDATES APPLYING FOR THE POSTS SHOULD HAVE PASSED THE MADHYAMIK EXAMINATION, SCHOOL FINAL EXAMINATION OR ANY OTHER EQUIVALENT EXAMINATION (.)

TWO) EACH CANDIDATE SHOULD BE ASKED TO GIVE HIS OPTION FOR ONE GRAM PANCHAYAT ONLY AND SHOULD SPECIFY THE GRAM PANCHAYAT FOR WHICH HE IS WILLING TO BE CONSIDERED (.) THIS SHOULD BE DONE BY A FRESH ADVERTISE-MENT BLOCK WISE IF OPTIONS HAVE NOT BEEN ALREADY OBTAINED (.)

THREE) THE GOVERNMENT GIVES EQUAL IMPORTANCE TO BOTH THE WRITTEN TEST AND THE ORAL INTERVIEW (.) THE S.D.O. AS CHAIRMAN OF THE BLOCK LEVEL SELECTION COMMITTEE WILL BE IN OVER-ALL CHARGE IK ALL ASPECTS REGARDING THE HOLDING OF WRITTEN TEST (.) IF ANY WRITTEN TEST^HAS ALREADY BEEN HELD AND THE BLOCK LEVEL SELECTION COMMITTEE APPROVES OF IT FRESH WRITTEN TEST NEED NOT BE HELD (.)

FOUR) ALL OTHER PROCEDURES COMMUNICATED UNDER G.O. NO. 9468/PANCH DATED 6.6.79 SHOULD STAND (.) IMMEDIATE STEPS FOR RECRUITMENT OF JOB ASSISTANTS SHOULD BE TAKEN ACCORDINGLY (.) INFORM ALL CONCERNED (.)

RADIOGRAM

FROM: SECRETARY, PANCHAYATS & C. D.

TO:

(1) DISTRICT MAGISTRATE / DY. COMMISSIONER,
BANKURA/ BIRBHUM/BURDWAN/HOOGHLY/
MIDNAPORE/PURULIA/MU-RSHIDABAD / JALPAIGURI
/NADIA/DARJEELING/COOCHBEH-AR/MALDA/WEST
DINAJPUR.

(2) DISTRICT PANCHAYAT OFFICER, (ALL)

MESSAGE BEGINS:

NO. 17857(26) PANCH/2A-21/78 DATED 10.9.79 (.) ON MAKING RECRUITMENT TO THE POSTS OF JOB ASSISTANT FOR THE GRAM PANCHAYATS CARE SHOULD BE TAKEN TO SEE THAT VACANCIES RESERVED FOR SCHEDULED CASTE AND SCHEDULED TRIBE CANDIDATES ARE FILLED UP BY PERSONS BELONGING TO THESE CATEGORIES (.) A SCHEDULED CASTE CANDIDATE MAY BE CONSIDERED FOR APPOINTMENT AGAINST THE VACANCY RESERVED FOR THE SCHEDULED TRIBE OR VICE VERSA WHERE THE PROPER RESERVED VACANCY COULD NOT BE FILLED UP BY A SCHEDULED TRIBE OR A SCHEDULED CASTE CANDIDATE, AS THE CASE MAY BE (.) IF SCHEDULED CASTE/ SCHEDULED TRIBE CANDIDATES ARE NOT AVAILABLE THE POSTS SHOULD BE KEPT VACANT AND READVERTISED (.)

MESSAGE ENDS:

Sd/-

Assistant Secretary

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Department Of Panchayat & Rural Development

Memo No. 9404 (37)-GE (M)/IPanch/3C-5/90 Dated, Calcutta, the 6th September, 1990

From: K. P. Sandilya, Special Officer & (Ex-officio) Secretary

To: 1) Commissioner.

2) Director of Land Records and Surveys and Joint Land Reforms Commissioner, West Bengal

3) Collector

4) District Land and Land Reforms Officer

1. Vested tanks and ferries, with some exceptions, were handed over to Panchayat Institutions by Board of Revenue's Order No. 2634 (15) GE(M) dated 7.3.80. Melas and other sairati interests were also handed over to Panchayat Institutions in terms of Board's Order No. 681 (18)-GE (M) dated 14/17.3.80.

2. While handing over the above properties and interests, it was stipulated that they would be directly managed by the Panchayat Institutions. However, settlement of tanks by Panchayat Institutions was permitted in exceptional circumstances.

3. The Committee on Panchayats of the West Bengal Legislative Assembly placed their report in the Assembly on 20.4.90. The Committee recommended, inter alia, that sairati interests handed over to Panchayat Institutions should be managed by them directly.

4. After careful consideration of the recommendations of the Committee, it has been decided that sairati interests handed over to Panchayat Institutions should be managed by them directly, subject to exceptions provided for paragraph 3 of Board of Revenue's Memo. No. 15457-GE (M) dt 15.10.80 and paragraph 4 of Board of Revenue's Memo. No. 2634 (15)-GE (M) dt. 7.3.79. It is emphasised that settlement of the interests by Panchayat Institutions should be the exception rather than the rule and only when direct management is not physically possible.

5. Settlement of part-vested water areas may, however, be made in favour of co-owners.

6. Copies of the previous orders of Board of Revenue in this respect are enclosed for convenience.

Sd/- Special Officer & (Ex-officio)

Secretary, Board of Revenue, West Bengal

NOTIFICATION

No. 212-L.R./6M-15/83.—17th February 1986—In exercise of the power conferred by the Bengal Districts Act, 1836(21 of 1836), read with the Bengal Districts Act, 1864 (Ben. Act IV of 1864) and sub-section (2) of section 7 of the Code of Criminal Procedure, 1973 (2 of 1974), and in cancellation of all previous notifications relating to the area included in the district of 24-Parganas and the boundaries thereof, the Governor is pleased hereby to create, with effect from the 1st day of March 1986, two districts named as North 24-Parganas and South 24-Parganas by dividing the existing district of 24-Parganas, the former having the head quartets at Barasat and the latter at Alipore.

The Governor is further pleased to direct that with effect from the aforesaid date, the limits of the district of North 24-Parganas shall include the local areas comprised in the subdivisions, and the police-stations comprised in each such subdivision as shown in Schedule 'A' and the limits of the district of South 24-Parganas shall include the local areas comprised in the subdivisions, and the police-stations comprised in each such subdivision as shown in Schedule 'B'.

Schedule 'A'

Name of sub-division	Police-station
1. Bongaon	Bongaon, Bagdah, Gaighata
2. Basirhat	Swarupnagar, Baduria, Basirhat, Haroa, Minakhan, Hasnabad, Hingalganj, Sandeshkhali
3. Barasat	Habra, Amdanga, Barasat, Rajarhat, Deganga
4. Barrackpore	Bijpur, Naihati, Jagaddal, Noapara, Barrackpore, Titagarh, Khardah, Baranagar, Belgharia, Dum Dum, Nimta, Airport, Lake Town, Salt Lake

Schedule 'B'

Name of sub-division	Police-station
1. Sadar	Jadavpur, Kasba, Tiljala, Regent Park, Behala, Metiabruz, Bishnupur, Sonarpur, Budge-Budge, Maheshtala, Baruipur, Joynagar, Bhangore, Canning, Kultali, Basanti, Gosaba
2. Diamond Harbour	Mograhat, Falta, Mandirbazar, Diamond Harbour, Kulpi, Mathurapur, Patharpratima, Kakdwip, Namkhana, Sagar

By order of the Governor

B. C. Mukherjee

Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENTS WEST BENGAL

Land and Land Reforms Department

Land Reforms Branch

NOTIFICATION

No. 822-L. Ref.

Dated, Calcutta, the 5th November, 1990

1. Murshidabad
2. North 24-Parganas
3. Malda
4. Darjeeling
5. West Dinajpur

The Governor is hereby pleased to notify that the Zilla Parishads of the marginally noted districts of the State of West Bengal have determined under section 38 read with section 6 of the Cess Act, 1880 (Bengal Act IX of 1880) road Cess on land at the rate of 6 (six) paise on each rupee of the annual value of land ascertained as in the Act prescribe and that such road cess shall be assessed and levied from the Cess year commencing on and from the Cess year commencing on and from the 1st day of Baishakh 1396 BS.

By order of the Governor,

Sd/- P.K. Dutta

Jt. Secy. to the Govt. of West Bengal





Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Land and Land Reforms Department

Land Reforms Branch

NOTIFICATION

No. 824-L. Ref.

Dated, Calcutta, the 5th November; 1990

1. West Dinajpur
 2. Murshidabad
 3. North 24-Parganas
 4. Malda
 5. Darjeeling
- The Governor is hereby pleased to notify that the Zilla Parishads of the marginally noted districts of the State of West Bengal have determined under section 38 read with section 6 of the Cess Act, 1880 (Bengal Act IX of 1880) road Cess on mines other than Coal-mine and quarries at the rate of 50 (fifty) paise on each tonne of the annual despatch ascertained as in the Act prescribed and that such road cess shall be assessed and levied for the cess year commencing on and from the 1st day of Baishakh 1396 BS.

By order of the Governor

Sd/- P.K. Dutta

Jt. Secy. to the Govt. of West Bengal





Department Of Panchayat & Rural Development

No 20608 2 (15) III Panch 2E - 146 86 Dated 21 8 96

From: The deputy Secretary in the Government of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Submission of Annual Report as per provisions of the West "Bengal Schedule Castes and Schedule Tribes (Reservation of vacancies in services & posts) 'Act, 1976 and the Rules framed thereunder for the year 1987-88 and 1988-89.

The undersigned is directed to forward herewith copies of the letter No. 228 (51)-TW/EC dated 2-6-89 and No. 233 (51)-TW/EC dt 2.6.89 received from the scheduled castes and Tribes Welfare Department of this Government along with a copy each of the schedule 14.2, Schedule 14.3 and Schedule 14.10 on the above mentioned subject with the request kindly to furnish to this Department at an early date a consolidated statement in the prescribed form in respect of the Staff posted at the Headquarters of the Directorate of Panchayats and in offices subordinate to it for the years 1987-88 and 1988-89 for transmission of the same to the Schedule castes and Tribes welfare Department. Another statement in respect of Zilla Parishad may also be prepared as per schedule 14.3 and submitted to this Department for the same purpose.

This may be treated as extremely urgent as the Schedule castes and Tribes Welfare Department are pressing hard for the same.

Sd/-

Dy. Secy. to the Government of West Bengal

Copy with of Schedule 14.3 forwarded to the Secretary Zilla Parishad with the request kindly to submit the required particulars to the Director of Panchayats, West Bengal as early as possible.

Sd/-

Dy. Secy. to the Government of West Bengal

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Department Of Panchayat & Rural Development

No. 10162(15)-CDP/68-1/79

Dated : 16.8.1979.

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

To: The District Magistrate/Deputy Commissioner

Sub: Job-Chart of Joint Block Development Officer.

The undersigned is directed to say that in view of the present policy of the State Government for strengthening the administration of the Panchayats it has been decided that the Block Development Officers should be relieved of all miscellaneous and routine works so that they may devote themselves fully to the Panchayat works. Accordingly Government has after careful consideration, decided that the following duties should now be entrusted to the Joint Block Development Officers:

- (1) Office management including all matters relating to maintenance of accounts, handling of cash; drawing up of bills, payments etc.
- (2) All routine, miscellaneous and regulatory functions not connected with powers, duties and responsibilities of Panchayat Samiti, and
- (3) Such other duties as may be assigned from time to time. It may be noted that Joint Block Development Officers will function under the general control and supervision of the Block Development Officers. This supersedes this Department Memo No. 1140(15)CDP dated 9.2.66 issued earlier on this subject

Sd/- P. Ghosal

Deputy Secretary to the Government of West Bengal

Sd/-

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-III GE (M) Branch

No. 12495(15)-GE(M)

Dated: Calcutta, the 14th September, 1979

To

The Collector _____

Sub: Settlement of khas/vested non-agricultural land with the Panchayat Institutions for implementing schemes, Commercial and Industrial, for the benefit of the Rural Poor and fixation of rent and salami for such lands.

A proposal for settlement of khas or vested non-agricultural land with the Panchayati Institutions on a long term basis free of cost for implementing schemes, commercial and industrial, under the integrated Rural Development Programme which aims at boosting up the income levels of the weaker sections of the rural population has been under active consideration of the Govt. for some time.

It has been since decided by the Govt. that where the land is required by the Panchayati Institutions for commercial and industrial schemes like Grain Golla, Brick making or some Cottage industry etc. long term lease may be granted at @ 2% instead of the usual rent of 4% of the market value of the land and salami at 10 (ten) times of such rent.

However, in consideration of the initial difficulties of the commercial and industrial ventures a moratorium may be given on realisation of rent and salami for the first five years i.e. Govt. dues are to be realised at the above rates from the sixth year of the launching project

In respect of other schemes which are entirely for public purpose such as road, Pathways, Community drinking well, community centres, dharm gollas (but excluding grain gollas for commercial purpose) long term lease may be allowed on a very token once-for-all payment of Re. 1/- (Rupee one) to Rs. 100/- (Rupees Hundred) only depending upon the quantum of land.

All the cases of Panchayati Institutions requiring khas or vested non-agricultural lands may kindly be processed accordingly and necessary proposals be sent through the Divisional Commissioner for formal approval of the Board.

Sd/- Secretary

Board of Revenue West Bengal

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Department Of Panchayat & Rural Development

No. 19901-Panch/3P-8/79

dated:2.11.1979

Prop: The Asst. Secy. to the Govt. of West Bengal.

To: The District Magistrate, Murshidabad, Berhampore

Sub: Avoidance of the holding of meetings of different Committees of which an MLA is a member during Assembly session.

MEMO

The undersigned is directed to say mat it has been reported by Shri Kazi Hofizur Rahaman, MLA that the meetings of Selection Committees for appointment of Job-Assistants in respect of Bhagawahgola-I and Bhagawangola-II Blocks were convened on the 28th August; 1979 when the West Bengal Legislative Assembly was already in session. As Shri Rahaman had to attend tire West Bengal Legislative Assembly at that time it was hardly possible for him to attend those meeting on 28.8.79. In order to avoid such situation in future he is requested kindly to instruct all concerned to ensure that meeting of Committees of which on MLA is a member are not convened during the sessions of the West Bengal Legislative Assembly as far as practicable.

Sd/-

Asst. Secy. to the Govt. of West Bengal





Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-III GE (M) Branch

No. 3868(18)-GE(M)/425/78 (Pt. 1)

Dated: Calcutta the 14th/17th March, 1980

To: The Addl. District Magistrate (L. R.)/The Addl. Deputy Commissioner (L. R.)

Sub: Making over of Sairati interests to the Panchayat Institution.

Consequent upon the issue of the instructions regarding transfer of different Sairati interests viz. Khas/Vested tanks and fisheries, ferries and hats and bazars to the Panchayat Institutions several references have been received from the different district officers whether other Sairati interests viz. Mela, Ghaskar, Falkar, Bhagar, Khutagari, Haddigari & Public ferries, should be transferred to the Panchayat Institutions. After careful consideration it has been decided that:

- (1) the Sairati interests namely, Mela, Ghaskar, Falkar, Bhagar and Haddigari interests should be handed over to the Gram Panchayat with effect from 1st Baisakh, 1387 BS or with effect from the date of expiry of present term of Settlement if any,
- (2) the Khutagari interests should be transferred to the Panchayat Samitis with effect from 1st Baisakh, 1387 BS or with from the date of expiry of present term of Settlement if any, and
- (3) the ferries which have been declared as "public ferries" under the Bengal Ferries Act, 1885 should remain exclusively under the control of the District Magistrate as provided in rule 227 of the Land Management Manual unless otherwise decided by the Administrative Department.

Sd/- A.K. Chakraborti

Special Officer & (ex-officio) Secretary,

Board of Revenue, West Bengal

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Department Of Panchayat & Rural Development

No. 6573 (325) Panch/3P-8/79

dated:26.3.1980

From: The Asst. Secy. to the Govt. of West Bengal.

To: The Sabhapati, Panchayat Samiti

P.O. Dist

Sub: Avoidance of the holding of meetings of different Committees of which an MLA is a member during Assembly Session.

I am directed to say that it has been- reported by Shri Birendra Kumar Maitra, MLA that the meetings of Panchayat Samitis and Sthayee committees under them of which he is a member very often convened on days on which the West Bengal Legislative Assembly is in session. As MLA has to attend the West Bengal Legislative Assembly when the same is in session it is hardly possible for him to attend such meetings. In order to avoid such situation in future, I am to request you kindly to ensure that the meetings of committees of which an MLA is a member are not convened during sessions of the West Bengal Legislative Assembly, as far as practicable.

Yours faithfully,

Sd/- B. L. Sen

Asst. Secy. to the Govt. of West Bengal





Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-IV W.D.N.F. Branch

No. 5419-WDMF

Dated: Calcutta, the 12th April, 1980

NOTIFICATION

(1) In exercise of the power conferred by sub-section (3) of Section 160 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) read with Section 155 *ibid.*, the Governor is pleased to direct that the funds of the Western Dooars Market Fund will merge with the Jalpaiguri Zilla Parishad Fund with effect from the 14th day of April, 1980 (1st Baisakh, 1387 BS) and to place the said Western Dooars Market Fund under the control and management of the Jalpaiguri Zilla Parishad subject to conditions as may be specified from time to time.

(2) In exercise of the powers conferred by Sections 155 and 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) the Governor is further pleased to specify the following conditions for the present and give the following directions for the guidance of the Jalpaiguri Zilla Parishad in the discharge of their functions:—

(i) The properties constituting the Western Dooars Market fund shall not vest in the Jalpaiguri Zilla Parishad.

(ii) Until such time as fresh directions are issued or/and fresh conditions are specified for the control and management of the properties of the Western Dooars Market Fund, the Zilla Parishad shall as far as practicable, act according to the provisions contained in the Western Dooars Market Fund Rules, 1887-88, *mutatis-mutandis*, for the control and management of the properties, of the said Fund.

(iii) The employees of the Western Dooars Market Fund whose services shall be at the disposal of the Jalpaiguri Zilla Parishad shall continue to enjoy the same terms and conditions, benefits,

privileges, limitations and liabilities as they were entitled or subjected to immediately prior to the 14th day of April, 1980 (1st Baisakh, 1387 BS). They will be subject to the control and' management of the Jalpaiguri Zilla Parishad.

(iv) In the Western Dooars Market Fund Rules, 1887-88, the word "Administrator" where ever it appears shall stand substituted by the words "Chief Executive Officer of the Jalpaiguri Zilla Parishad" with effect from the 14th day of April, 1980 (i.e. 1st Baisakh, 1387 B. S.).

(3) This issues with the concurrence of the Panchayat Department and the Finance Department vide their unofficial No. GRD(345) dated the 10th April, 1980.

By order of the Governor,

Sd/- Secretary, Board of Revenue, West Bengal & (ex-officio)

Jt. Secretary to the Government of West Bengal,

Land & Land Reforms Department



Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-III G. E. (M) Branch

No. 15457-GE(M)

Dated: Calcutta, the 15th October, 1980

To: The Secretary, Panchayat Dept.

Sub: Management of khas tanks/fisheries handed over to Panchayats.

1. A reference is invited to para 4 of Board's Memo No. 2634 (15)-GE (M) dated 7th March, 1979 a copy of which was endorsed to him under Memo No. 2634/1 (22)-GE (M) dated 7th March, 1979. It was envisaged therein that khas or vested tanks which were made over to the Panchayati Raj institutions would be settled with the Co-operative Societies of fishermen or groups of fishermen sponsored by the Panchayats.
2. Representations have been received that in some cases such tanks have been settled with individuals instead of Co-operative Societies or groups of fishermen. The Board of Revenue would like to emphasize that efforts at all levels should be made to harness the maximum potentialities of the vested tanks whose management and control have been handed over to the Panchayati Raj institutions. It is accordingly felt that if the Panchayats directly manage the tanks handed over to them this will not only help development of fisheries but also creation of assets for the Panchayats. The Panchayats may also come forward to participate in intensive fishery development programmes undertaken by the Dept. of Fisheries. It has been decided in consultation with the said department that they would extend all technical help and co-operation to the Panchayats in such efforts.
3. If direct management of such fisheries by the Panchayats cannot be made due to unavoidable reason those should be settled under rule 221 of the West Bengal Land Management Manual, 1977. In making such settlement the Panchayats may lease out the tanks to groups of fishermen sponsored by them if attempts to settle the same with the Co-operative Societies of fishermen recommended by the Registrar of Co-operative Societies fail. It is requested that all attempts should be made to avoid

settlement of such tanks with individuals.

This may kindly be brought to the notice of the Panchayati Raj institutions.

Sd/-

Special Secretary, Board of Revenue, West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-III GE (M) Branch

No. 2035(15)-GE(M)

Dated Cal., the 21st Feb., 1981

To: The Collector/Deputy/Commissioner

Sub: Principles to be followed in the matter of settlement of Khas/vested land with Panchayati Institutions.

In Board's Memo No. 12495(15)-GE(M) dated 14/26.9.79 principles to be followed for settlement of Khas/vested non-agricultural land with the Panchayati Institutions for implementing Schemes—Commercial, Industrial for die benefit of the Rural Poor and fixation of rent and salami for such lands have been communicated. Now a question has arisen as to how the khas and vested lands required by the Panchayati Institutions for their use for any purpose other than those mentioned in the above mentioned Circular should be settled.

After careful consideration it has been decided by the Board that khas/vested non-agricultural land required by the Panchayati Institutions for any purpose other than those mentioned in the Circular No. 12495(15)-GE(M) dated 14/26.9.79 should be settled in the following manner:—

(i) Settlement should be made on long term basis on payment of usual rent and Salami in terms of rule 166 of the W.B.L.M. Manual, 1977;

(ii) Requirement of advertisement as provided in rule 167 of W.B .L.M. Manual 1977 may be dispensed with, and

(iii) Delivery of advance possession may be given to the Panchayati Institutions subject to a written undertaking by the Panchayat body to the effect that it would pay such rent and salami as may be fixed for the land.

Sd/- S. Singh

Secretary, Board of Revenue, West Bengal &

(ex-officio) Joint Secretary to the Govt. of

West Bengal, Land and Land Reforms Department

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-I (G. E. Branch)

No. 9818(17)GE/369/80

Dated Cal., the 19.8.1981

To: The Addl. Dist Magistrate (LR)/The Addl. Dy. Commissioner (LR)

Sub: Felling down of standing trees on vested land.

(1) The Board has received with grave concern reports of indiscriminate and unauthorised felling of standing trees on vested land in some districts. The incidence of felling trees with timber value and removing those from the vested land has recently increased. The trees on vested land irrespective of their value are government properties and the need for their protection by the concerned District authorities can hardly be over emphasised. Besides protection arid proper maintenance of these trees are essentially necessary for the purpose of afforestation.

(2) He is, therefore, requested to please ensure that all possible steps are taken to protect and preserve the trees standing on vested land. The J.L.R.Os should be instructed to lodge 1st information report with the local Police Station as soon after information of unauthorised felling and removal of trees is received as possible. The local Police authorities should also be advised to take up prompt enquiry into cases of unauthorised felling of trees that may come to their notice through the J.L.R.O.S or otherwise.

(3) Action taken in the matter may please be reported to the Board.

Sd/- A. K. Chakraborti

Special Officer & (ex-officio) Secretary

Board of Revenue, West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-I (G. E. Branch)

No.13846 (17)-GE/251/81

Dated: Calcutta, 26th November, 1981 251/81

To: The Additional District Magistrate (LR)/The Additional Deputy Commissioner, (LR)...

Sub: Distribution of vested land

1. A reference is invited to board's memoranda No. 6225(18)GE, dated 26.5.79 & No. 1403(15)-GE dated 3.2.78 read with No. 1858(15)-GE, dated 17.2.79/21.3.79 wherein it has been envisaged that one of the conditions for distribution of vested land would be that a person, whether a Bargadar or a raiyat, owning one acre or more of agricultural land, shall not be eligible for any further land. Subsequently with the enforcement of amendment of section 49(1) of the W. B. L. R. Act under the W. B. L. R. (amendment) Act, 1950 vide Legislative dept.(s) Notification No. 3573-L, dated 29.9.80, (Published in Calcutta Gazette extraordinary, dated 29.9.80) the provisions have been made that a person, whether a Bargadar or raiyat, owning 0.4047 hectare (i. e. one acre) or more of land, shall not be entitled for settlement of such land. Such revision obviously was effective on and from 29.9.80.

2. Now, it has come to the notice of the board that in many cases such settlement of land was made recommended to be made or ordered to be made to persons to the extent of one hectare or less in terms of the law then in force prior to the issuance of the Board's aforesaid Memoranda and/or of the aforesaid amendment but the allottees/pattas and/or possession thereof for some unavoidable reasons concerned would not be given. A question has now arisen whether the pattas and/or possession should now be given to the allottees concerned in such cases where settlement of more than one acre of land was made recommended/ordered.

3. The matter has been duly considered and it has been decided in consultation with the law officers of the Govt. attach in the cases, where the proceedings for settlement of more than one acre of lands to an individual were started and decided in favour of the individual prior to 29.9.80, pattas

and/ or possession should be given to the allottee.

All concerned may be instructed accordingly.

Sd/- A. K. Chakraborty,

Special Officer & (ex-officio) Secretary

Board of Revenue, West Bengal

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Department Of Panchayat & Rural Development

No. 1932/III/Panch/2A-71/82

Dated: 1.2.83

From: The Assistant 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 Clerk-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/-

Assistant Secretary





Department Of Panchayat & Rural Development

No. 27527/III/Panch/2A-39/83
26.10.83

Dated:

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

To: The Director of Panchayats, West Bengal

Sub: Creation of posts of Job-Assistants by the Gram Panchayats.

1. In continuation of this Dept. order No. 98 Panch/2A-21/78 dt. 8.1.79 the undersigned is directed by order of the Governor to say that the Governor is pleased to approve under the proviso to sub-section (1) of section 36 of the West Bengal Panchayat Act, 1973 the creation of one temporary post of Job-Assistant by each Gram Panchayat which has been newly constituted in the State after the second General Elections to Panchayats. The scale of pay for the posts of Job-Assistants sanctioned above will be Rs. 300-685/- plus usual allowances as admissible.
2. The Director of Panchayats, West Bengal, is requested to see that necessary steps are immediately taken by the concerned authorities in the matter of filling up the post of Job-Assistant for each of the newly constituted Gram Panchayats according to the norms and procedures laid down in this Dept. memo, under reference as amended under memo. No. 9468 Panch dt. 6.6.79 read with this Deptt memo. No. 29685 Panch dt. 16.12.81.
3. This order issues with the concurrence of the Finance Department vide their U/O No. 515 dt. 23.9.83.
4. All concerned District Officers, Sub-Divisional Officers and Block Development Officers are being informed direct

Sd/-

Special Secretary to the Govt. of West Bengal.

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Department Of Panchayat & Rural Development

No. 2401/ III/Panch/2A-51/83

Dated:16.2.84

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

To: The Director of Panchayats, West Bengal

Sub: Re-employment of superannuated employees.

The undersigned is directed to say that it has since come to the notice of the Govt. that one Shri Sunil Kumar Sana, Secretary, Belghoria Gram Panchayat within Santipur Block in the district of Nadia who was due to superannuate on 31.1.88 (A.N.) on completion of the age of 58 years was retained in service through inadvertence up to 30.4.88 and the concerned B.D.O. has since approached the Government for according ex-post-facto approval to such overstay in service by the incumbent concerned. To obviate such contingency, this Dept. in Memo. No. 2401/III/Panch/2A-51/83 dated 16.2.84 (copy enclosed) directed the Panchayati Raj Bodies at all levels to arrange a substitute well in advance for the employee who was due to retire On superannuation so that the resultant vacancy can be filled up immediately after retirement of the present incumbent It was also stated therein that such process should normally begin between one year and six months prior to the superannuation of the employee concerned.

In spite of specific instruction as above, a few cases of overstayal beyond the date of superannuation have been reported to Govt. on grounds of inadvertence etc. The Director of Panchayats is requested to kindly ask the B.D.Os and all other authorities concerned to see that the instructions referred to above are strictly followed by all the Panchayati Raj Bodies in respect of their employees.

Sd/-

Deputy Secretary to the Government of West Bengal

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

To: The Director of Panchayats, West Bengal.

Sub: 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 tiers 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, Govt. cannot be convinced that such re-employment should become inevitably necessary in case of each employee of P R. Bodies. Re-employment cannot be granted for one's personal benefit only unless Govt. consider that such re-employment etc. will be inescapably necessary in the interest of the P. R. Body concerned. Govt. therefore direct that while processing a case for re-employment/ 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 die 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
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Sd/-

Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 6230 (15) II/ Panch/0-7/84

Dated:31.3.1984

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

To: The District Magistrate/Deputy Commissioner.

Sub: Keeping of fund of Panchayat bodies outside the PL Accounts.

Ref: PL, Account in ZP/Ps.

1. The undersigned is directed to say that under rule 105 of the West Bengal Zilla Parishads (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 PL Accounts maintained by the Treasuries/Sub-Treasuries. It has come to the notice of Govt. that some of the Zilla Parishads/Panchayat Samitis have drawn funds from the PL Accounts and invested the same in 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 dept. which contained the following: —

"The District Magistrates are requested in the interest of State finance to ascertain the quantum of unspent balance 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 PL 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 PL 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 PL Accounts.

Sd/-

Deputy Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-I (G. E. Branch)

No. 2080 (15) GE/83-85

Date: Calcutta, the 27th February, 1985

To: The Collector/Deputy Commissioner,

Sub: Distribution of vested agricultural land.

Distribution of vested agricultural lands u/s. 49(1) of the West Bengal Land Reforms Act, 1955 has been recently reviewed by the Board of Revenue. It was found that a total of only 14,285.73 acres of land have been distributed in the whole State between the period 1.4.84 to 31.12.84. Two statements showing the district wise breakup of the following are enclosed.

- (i) areas of agricultural land vested up to 31.12.84 &
- (ii) areas distributed up to 31.3.84, between 1.4.84 and 31.12.84 and the areas available for distribution as on 1.1.85.

Government attaches the highest priority to the programme of distribution of ceiling surplus land which forms an important component of Land Reforms package undertaken by Government. It is therefore, necessary that all possible efforts are taken at all levels to complete distribution of available vested lands.

Pre-distribution survey should be completed in the districts in a fortnight's time with a drive for the mouzas to be identified where distribution is pending or has not yet been taken up. In such identified mouzas where distribution is visibly poor and slack, the A.D.M. (LR) and S. D. O. will personally

establish contact with the Panchayat Samiti concerned and keenly supervise the work of the J. L. R. Os. Field -functionaries are advised to maintain constant liaison with the Unnayan Parikalpana-O-Bhumi Sanskar Sthayee Samiti so that meetings of the said Samiti may be held as frequently as possible so as to enable them to make recommendations in connection with pending work of distribution of land.

The District Magistrate/Collector is requested to make a special attempt to examine the issues concerning the land available for distribution in his district so that a time bound programme may be chalked out to complete distribution of such land in his jurisdiction.

Action taken in the matter may kindly be reported to the Board of Revenue.

Sd/- A. K. Chakraborti

Special Officer & (ex-officio) Secretary

Board of Revenue, West Bengal

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No. 3230/P-1S-/85

Dated: 24.5.1985

RESOLUTION

1. With a view to involving the people at the grass-root level in the planning process, and securing better co-ordination of plan efforts by different departments at an area level, a district and block level planning setup has been envisaged in the context of the Seventh Five Year Plan. The essential idea is to decentralize the formulation and implementation, of plan programmes to the extent possible, to resolve pressing local problems as per the perceptions of the common people, to obtain optimum results from diverse departmental plan efforts centering on the weaker sections of the people, and more fundamentally, to involve the populace, through the Panchayati Bodies, in the planning process.
2. With a view to achieving the above, the Governor is pleased to order that a District Planning machinery for each district except Calcutta would be organised in three tiers. The existing District Level Co-ordination Committee (DLCC) in each district would be reconstituted as the District Planning and Co-ordination Council (DPCC), with a Minister of the West Bengal Government as Chairman. A District Planning Committee (DPC) would be constituted as the planning and executive arm of the DPCC, with the Sabhadhipati of the Zilla Parishad as the Chairman and the District Magistrate as the Member-Secretary. At the Block level, a Block Planning Committee (BPC) for each development block would be set up with the Sabhapati of the Panchayat Samiti as the Chairman and the EDO as the Member-Secretary. The offices of the DPCC and the DPC would be located at the district headquarters and of the BPC at the block headquarters. Their constitution, powers and functions have been laid down in Schedule-1, II and HI respectively.
3. The Development and Planning Department will be the Administrative Department of the bodies aforesaid.
4. The Governor is further pleased to order that the Resolution along with the Schedules be published in the Official Gazette.

By order of the Governor,

(A. Chaudhury)

Schedule - I

A. District Planning and Co-ordination Council (DPCC) Constitution:

The District Planning and Co-ordination Council shall be constituted as follows: —

- | | | |
|--------|---|--------------------|
| (i) | A Minister/Minister-of-State of the Government of West Bengal | - Chairman* |
| (ii) | Sabhadhipati, Zilla Parishad | - Vice-Chairman |
| (iii) | Karmadhyakshas of the Standing Committees of the Zilla Parishad | - Member |
| (iv) | Sabhapatis of all Panchayat Samitis | |
| (v) | Chairman of the Municipalities | - Member |
| (vi) | MLAs of the district | - Member |
| (vii) | MPs of the district | -- Member |
| | | Member |
| (viii) | One representative of each of the Statutory Authorities in the district | - Member |
| (ix) | District level officers of all departments | |
| (x) | District Magistrate | - Member |
| | | - Member Secretary |

Commissioner of the Division will be a permanent invitee.

* Where there is more than one Minister/Minister-of-State of the Government, the Chairmanship of the Council would go by rotation.

- (i) All district plans and programmes formulated by the District Planning Committee (as mentioned in Schedule-II hereafter) would be put up to the District Planning and Co-ordination Council for discussion and approval (expost where necessary).
- (ii) The DPCC would review the progress of all District level plan schemes and programmes from time to time.
- (iii) All extant functions of the DLCC would devolve on the DPCC.
- (iv) For the district of Darjeeling, an interactive linkage would be maintained between the DPCC and the Hill Development Council.
- (v) The DPCC shall meet at least twice every year. A copy of the | proceedings shall be endorsed to the State Planning Board.

Schedule – II

B. District Planning Committee (DPC)

Constitution:

The District Planning Committee shall be constituted as follows: —

- (i) Sabhadhipati, Zilla Parishad - Chairman
- (ii) Karmadhyakshas of the Sthayee Committees of the Zilla Parishad - Member
- (iii) Sabhapatis of all Panchayat Samitis - Member
- (iv) Chairman of the Municipalities in the district - Member
- (v) One Representative of each of the Statutory Bodies in the district - Member
- (vi) District level officers of all depart-ments in the district - Member
- (vii) District Magistrate - Member Secretary

Note:

- (1) For large districts like 24-parganas and Midnapore, the District Planning Committee would set up two or more area based sub-committees for effective functioning.
- (2) Sub-divisional officers will be permanent invitees.
- (3) District level officers of the banks would be invitees as and when necessary.

Powers & Functions

- (i) Within the overall guidelines regarding priorities and the allocation of funds for each district indicated from the State level, the District Planning Committee shall formulate a shelf of schemes within the framework of an overall plan for the district as a whole, wherein the Departmental schemes, the Panchayat-run-schemes etc. would be indicated with a view to securing better balance. Schemes of a value up to Rs. 5 lakhs may be approved by the DPC. The annual plan prepared by the DPC for discussion and finalisation.
- (ii) Schemes of a value more than Rupees Fifty thousand formulated at the block-level shall be discussed and finalised in the District Planning Committee.
- (iii) The District Planning Committee shall be empowered to approve schemes with estimated costs not exceeding Rupees Five lakhs. Schemes of a higher value would be sent to the State Planning Board for approval. Likewise, schemes, if any, which impinge on more than one districts, e.g. drainage schemes, would be sent to the State Planning Board.
- (iv) The District Planning Committee shall, after formulating the Annual plans and programmes of the District, discuss the proposals with the State Planning Board.
- (v) The District Planning Committee shall review and evaluate regularly the implementation of the District Plan schemes which will include the schemes to be executed through the Panchayats and the Departments.

Implementation

- (i) Implementation of Departmental schemes will be the responsibility of the concerned Departments, though there should be co-ordination between such schemes and the Panchayat-run-schemes. The implementation of Panchayat-run-schemes will be done through the relevant Panchayati Bodies. There would be a need for joint implementation by more than one Panchayati Bodies in some cases and between Panchayati Body and a Department or some other agency in other cases. The District Planning Committee would co-ordinate and review regularly the implementation of such schemes.

- (ii) The District Planning Committee shall meet at least once every quarter. A copy of the proceedings shall be endorsed to the State Planning Board.

Schedule – II

C. Block Planning Committee (BPC)

The Block Planning Committee shall be constituted as follows: —

- | | | |
|-------|--|-----------------------|
| (i) | Sabhapati, Panchayat Samiti | - Chairman |
| (ii) | Karmadhyakshas of the Sthayee Committees of the Panchayat Samiti | - Member |
| (iii) | Prodhans of the Gram Panchayats | - Member |
| (iv) | Block level officers of all departments | - Member |
| (v) | Block Development Officer | - Member
Secretary |

Powers and Functions

- (i) Within the over-all guidelines regarding priorities and financial allocations for each Block indicated by the District Planning Committee, the Block Planning Committee shall formulate a shelf of schemes which have a command area within the Block.
- (ii) Where necessary or relevant, the Block Planning Committee may prepare schemes covering command areas which extend over adjoining Blocks also, but such schemes must be put up to the District Planning Committee for approval.
- (iii) The Block Planning Committee shall be empowered to approve Block-specific schemes with estimated costs not exceeding Rupees Fifty thousand. Schemes involving more than Rupees Fifty thousand would be put up to the District Planning Committee for approval.
- (iv) The BPC shall, after formulating the annual plans and programmes of the Block, transmit their proposals to the District Planning Committee for information and for incorporation in the overall District plan, except to the extent that approval of the District Planning Committee would be necessary where the schemes prepared by the BPC fall under sub-section (ii) or are beyond the powers of the DPC envisaged under sub-section (iii).

- (v) The Block Planning Committee shall co-ordinate and review regularly—
- a) all schemes prepared by it
 - b) schemes run by Panchayat, and
 - c) schemes jointly implemented by Panchayat Departments or any other agency falling within the Block area.
- (vi) Schemes having command area covering more than one Block shall be implemented only under the guidance of the District Planning Committee.
- (vii) The Block Planning Committee shall hold meetings at least once in two months. Copies of the proceedings of such meetings shall be endorsed to the District Planning Committee.



Department Of Panchayat & Rural Development

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,

1. 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 pensionary 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 Dept. vide their U/O No. 1930-Group J dt. 29.8.85.

Yours faithfully,

Sd/-

Special Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Panchayat & Community Development (C.D.) Department, 'Raj Bhavan'

No. 4869-CDP/C/1E-7/84.

Dated: 10.6.1985

From: Shri J.K. Bandhu, Deputy Secretary to the Government of West Bengal

To: The Accountant General, West Bengal, Treasury Buildings Calcutta

Sir,

(1) I am directed to say that with a view to strengthening the administration of the Panchayats it was decided by Government that the Block Development Officers should be relieved of all miscellaneous and routine work so that they could devote themselves fully to the Panchayat work. Accordingly posts of Joint Block Development Officer were created by Government so as to arrange for suitable relief for the Block Development Officers.

(2) In pursuance of the aforesaid decision of Government the Governor is now pleased to order that the Joint Block Development Officers shall, with immediate effect, function as the drawing and disbursing officers in respect of all expenditure including that on pay, allowances, etc. incurred by the Block Development Officers subject to the condition that no funds shall be drawn or disbursed except under the formal orders or a general authorisation, as the case may be issued by the Block Development Officer as the Head of the Office.

(3) This order is issued subject to the further condition that the Block Development Officer, shall retain, notwithstanding these orders, the inherent power of the Head of the Office to function as the Drawing and Disbursing Officer as and when necessary. It shall however be ensured that the Block Development Officer and the Jt. B.D.O. do not function as the Drawing and Disbursing Officer at the same time. In other words, if the exigencies of circumstances warrant that the Block Development

Officer should exercise the power of Drawing & Disbursing Officer in his inherent capacity as the Head of the Office, he should formally take over charge of the Cash & Cash Book before doing so, and so long as the Block Development Officer exercises the power, the Joint Block Development Officer will not act as the Drawing & Disbursing Officer. Opening and operation of Bank Accounts shall also continue to be governed in terms of the Finance Dept.'s Memo. No.8979-F, dt. 14.9.79.

(4) This order issues with concurrence of the Finance Department (vide u/o. No. 214, dt. 30.4.85 of the F.A., Ranch. & C. D. Dept.)

Yours faithfully,

Sd/- (J.K. Bandhu)

Deputy Secretary



Department Of Panchayat & Rural Development

No. 37657/VIII/Panch/2P-4/85

dated: 5.12.85

From: The Asst. 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/-

Asst. Secretary to the Govt. of West Bengal

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: This Dept. Memo. No. 37657/vm/Paneh 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 15.11.1986 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



Department Of Panchayat & Rural Development

No. 100 /VII/ 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 some cases 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 his 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 referral] 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 Stab 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 value 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).

Amount of Gratuity

i.e. = _____

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 maybe admissible to him for the period from 1.7.83.

(B) The rate of family pension in terms of para 27 of the 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 Death-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 superannuation 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 is received. 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

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National Informatics Centre



Department Of Panchayat & Rural Development

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,

1. 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 Zilla Parishads.

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 and 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 Dept. vide F.A., Panchayat & C.D. Dept. U/O No. 632 dt. 1.1.1986.

Yours faithfully,

Sd/- N. R. Haldar

Secretary



Department Of Panchayat & Rural Development

No.460 (14)/III/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 of 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, 19SS 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 Zilla 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 the Zilla Parishad feels that the services of the concerned employees are indispensable 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

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Department Of Panchayat & Rural Development

No. 726/VIII/Panch/2P-7/85

dated: 20.1.86

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—Clarifications reg.

The undersigned is directed to say that certain points have been raised in connection with the operation of the Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats. The following clarifications are forwarded herewith in regard to points raised for information and guidance.

Assistant Secretary to the Govt. of West Bengal

Points raised	Clarifications
1. Rule 34(1) of West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981, states that compulsory retirement of a Secretary of a Gram Panchayat is the date on which he attains the age of 60 years.	
But in para 15(2) of the D.C.R.B. Scheme, 1985, for the employees of Panchayats, the age of superannuation for an employee other than a member of Group 'D' service shall be 58 years.	

<p>(i) A question has now arisen whether the Gram Panchayat Secretaries will retire after attaining 60 years of age as per West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981, and will get the benefit of pension or they will be retired at the age of 58 years and the benefit of pension will be sanctioned to them;</p> <p>(ii) Whether the Gram Panchayat Secretaries who have already retired from service after attaining the age of 60 years will be eligible for the benefit of pension if other conditions are fulfilled.</p>	<p>(i) The Gram Panchayat Secretaries who opt to come under the Death-cum-Retirement Benefit Scheme, 1985 for Panchayat employees shall retire on attaining the age of 58 years.</p> <p>(ii) In terms of para 5(A)(m) of the D.C.R.B. Scheme, 1985 for Panchayat employees they may come under the purview of the Pension Scheme, provided he was below the age of 58 years on 1.4.81 and also if other conditions of the scheme are fulfilled.</p>
<p>2. Contributory Provident Fund has been allowed to some employees of Zilla Parishads who retired after 1.4.81. A question has now arisen whether such employees may be allowed to opt for pension after the employee's share of P.F. contribution along with interest is refunded by the concerned employee, or the same may be adjusted out of gratuity or pension admissible to him.</p>	<p>2. Such employee may be allowed to opt for pensionary benefits provided he agreed to refund the employer's share of P.F. contribution along with interest. The rate of interest and the procedure of refund or adjustment will be communicated in due course in consultation with the Finance Department.</p>
<p>3. At present the Service Books of Job-Assistants are maintained by the Pradhans of Gram Panchayats.</p> <p>In note below para 6(6) of D.C.R.B. Scheme, 1985, it has been stated that the head of office shall maintain or cause to maintain a Service Book for each employee of the concerned Panchayat body. The question is whether "Cause to maintain" means that the Service Books of Job-Assistants will be maintained by the respective Pradhans under the guidance of Head of office.</p>	<p>3. The Service Books of Job-Assistants will be maintained by the Head of office i.e. the Block Development Officer. If necessary, a duplicate copy of the Service Book may be retained in the office of the Gram Panchayat.</p>
<p>4. A question has arisen whether the service rendered by a Gram Panchayat Secretary as Additional Secretary on fixed pay of Rs. 50/- per month will be counted for pensionary benefits.</p>	<p>4. No. An Asst. Additional Secy. on a fixed pay of Rs. 50/- pm (other than an ex-Bihar person) should be treated as a casual employee. He shall be treated as a regular whole-time employee when he is appointed to the post of Secretary.</p>

<p>5. A question has arisen whether the period of service rendered on re-employment after superannuation at the age of 58/60 years will be counted for pensionary benefits.</p>	<p>5. No. The service rendered by an employee on re-employment after superannuation at the 58/60 years will not be counted for pensionary benefits.</p>
<p>6. At present Pay Fixation Statement, service verification, etc. of a Govt. employee are being examined by Pay Implementation cell of Finance Dept. A question has now arisen as to who will examine the Pay Fixation Statement and Service Re-cords of P. R. Bodies.</p>	<p>6. As some employees have already retired, the Pay Fixation Statement may be scrutinised and checked by the Director of Pension, Provident Fund and Group Insurance before issue of Pension payment order. Nor-mally the Pay Fixation Statements are to be examined by the Pay Imple-mentation cell of the Finance Dept.</p>
<p>7. Para 9 of the Death-cum-Retirement Benefit Scheme, 1985 for Panchayat employees runs as follows: "A superannuation pension is granted to an employee who is compelled to retire at a particular age in accordance with the service condition applicable to him/her." A question has been raised that as hi terms of West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981, the retiring age of a Gram Panchayat Secretary is 60 years whether the particular age of retirement of a Gram Panchayat Secretary may be taken as 60 years in accordance with the service condition applicable to him.</p>	<p>7. When a Gram Panchayat Secretary opts to come under the Death-cum-Retirement Benefit Scheme, 1985, the particular age of retirement shall be as provided in para 15 of the aforesaid scheme applicable to an employee other than a member of Group 'D' service in 58 years.</p>



Department Of Panchayat & Rural Development

No. 6035/VIII/Panch/2P-8/85

dated:31.3.86

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 employees of Panchayats—Ad-hoc increase/Temporary increase/Relief on Pension.

Sir,

1. I am directed to say that in para 22(D) of the Death-cum-Retirement Benefit Scheme, 1985 for employees of Panchayats, provision has been made to the effect that in addition to the pension as calculated in accordance with the principles laid down in the scheme, the pensioners will get ad-hoc/temporary increases in pension, if sanctioned from time to time subject to the condition that the monthly pension inclusive of ad-hoc/temporary increase in pension, if sanctioned, shall not exceed Rs.1500/-.

2. I am now directed by order of the Governor to say that the Governor is pleased to sanction payment of the following ad-hoc/temporary increase in pension/family pension to the employees of Panchayats/holders of family pension, who are eligible for pension in terms of the provisions of Retirement Benefit Scheme, 1985 for the period from 1.4.81 to 30.10.82 i.e. monthly pension due from May, 1981 to November, 1982, subject to the condition that the monthly pension inclusive of ad-hoc/temporary increase in pension shall not exceed Rs.1500/-:

a) (i) Ad-hoc increase at the rate of Rs. 10/- per month.

(ii) Ad-hoc increase at the rate of ten per cent of pension subject to a minimum of Rs. 15/- per month.

3. In addition to the ad-hoc/temporary increase in pension/family pension sanctioned in paragraph 2 above the Governor is pleased to sanction payment of further ad-hoc/temporary increase of Rs. 457/- per month in pension to the employees of Panchayats/holders of family pension in cases where the pension/family pension is less than Rs. 250/- p.m. for the period from 1.1.1982 to 30.10.1982 i.e.

monthly pension due from February, 1982 to November, 1982.

4. The Governor is further pleased to direct that payment of ad-hoc/temporary increase sanctioned in paragraphs 2 and 3 above shall be discontinued with effect from 1.11.1982 (i.e. ad-hoc/temporary increase) due from December, 1982 onwards and relief on pension shall be paid to the employees of Panchayats/holders of family pension at the rate mentioned in the Table *B' of the Finance Dept.'s orders as detailed in the Annexure with effect from the date mentioned against each order.

The relief on pension sanctioned in this para shall be admissible to employees of Panchayats who may retire hereafter and also to the holders of family pension.

5. This order issues with the concurrence of the Finance Dept. vide F.A., Panchayat & C.D. Dept u/o No. 14 dt 21.3.86.

Yours faithfully,

Sd/- N. R. Haldar

Secy. to the Govt. of West Bengal



Department Of Panchayat & Rural Development

No. 6782/III/Panch/2P-6/86

dated: 9.4.86

From: Shri U. N. Bhaduri, W.B.C.S., Assistant Secretary to the Govt. of West Bengal

To: The Accountant General, West Bengal

Sub: Counting of past services of employees of Panchayats towards pensionary benefits on appointment as Panchayat Accounts & Audit Officer under the State Government

Sir,

1. I am directed to say that as per provisions made in the recruitment rules for the post of Panchayat Accounts & Audit Officer under the State Government, some employees of Panchayats i.e. Zilla Parishad, Panchayat Samitis and Gram Panchayats have already been appointed as Panchayat Accounts & Audit Officers under the State Government and such appointment will also be made in future as and when vacancies will arise.

2. The Government have considered the question whether the past services of a Panchayat Accounts & Audit Officer under a Panchayat body shall count towards pensionary benefits.

1. After careful consideration the Governor is pleased to direct that:

(i) In case of a Zilla Parishad employee who has subsequently been appointed as Panchayat Accounts & Audit Officer under the State Govt. the service under the Zilla Parishad shall be treated as qualifying service and count towards pensionary benefits under the State Govt. provided the employer's share of contribution together with interest in respect of contributory Provident Fund of the Zilla Parishad up to the date of his joining as Panchayat Accounts & Audit Officer is credited to Govt. under the head "066-Contribution and Recoveries towards pension and other Retirement Benefits-II—other Receipts-2—other items".

(ii) In case of a Panchayat Samiti or a Gram Panchayat employee who has subsequently been

appointed as Panchayat Accounts & Audit Officer under the State Govt. the service under the Panchayat Samiti or the Gram Panchayat as the case may be, shall be treated as qualifying service and count towards pensionary* benefits under the State Government

2. The fact regarding credit of employer's share of contribution together with interest as stated in para 3(i) above along with the number and date of the challan by which such sum is credited to the Treasury/Sub-Treasury shall be noted under proper attestation in the Service Book of the incumbent concerned by the Head of office under which he is posted as Panchayat Accounts and Audit Officer.

3. This order issues with the concurrence of the Finance Dept. vide their u/o No. Group J, No. 827 dt. 19.3.86.

Yours faithfully,

Sd/-

Assistant Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No 15001/III/Panch/2E-46/86

dated:8.7.1986

From: The Secretary to the Government of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Counting of past services of Gram Panchayat Secretaries as Union Board Clerks in connection with the Death-cum-Retirement Benefit Scheme* 1985, for the employees of Panchayat Bodies

Sir,

1. I am directed to say that under the provisions of the West Bengal Panchayat Act, 1957, most of the Union Boards were replaced by Anchal Panchayats during the period from 1958 to 1962. Some Union Boards Clerks were appointed as Secretary of Anchal Panchayats during the transition period in relaxation of their educational qualification and age if otherwise found suitable,
2. The Anchal Panchayats were subsequently replaced by Gram Panchayats under the provisions of the West Bengal Panchayat Act, 1973 and the Secretaries of Anchal Panchayats were deemed to be appointed as Gram Panchayat Secretaries. Some Union Boards were also replaced directly by Gram Panchayats under the provisions of the said Act, and Union Board Clerks were appointed as Secretary of Gram Panchayats in relaxation of qualification and age if otherwise found suitable.
3. The Death-cum-Retirement Benefit Scheme, 1985, for Panchayat employees has since been introduced and the benefit of the scheme is admissible with effect from 1.4.1981.
4. The question whether the past services of a Gram Panchayat Secretary as Union Board Clerk shall count towards pensionary benefits was under consideration of Govt. for some time past.
5. I am now directed by order of the Governor to say that the Governor, after due consideration, is pleased to direct that the services under a Union Board of an ex-Union Board Clerk who has subsequently been appointed as Secretary of Gram Panchayat shall be counted as qualifying service

for the purpose of pensionary benefits under the Death-cum-Retirement Benefit Scheme, 1985, for Panchayat employees subject to the following conditions:

- (i) The service under the Union Board and the Anchal/Gram Panchayat is continuous, and
 - (ii) Corroborative evidence such as Service Book, Service Roll, acquittance roll or any other document is available to show that he was in service under the Union Board for the period to be counted as qualifying service.
6. In case of any dispute in this regard, the matter should be referred to the Govt. for a decision.
7. This order issues with the concurrence of the Finance Department vide their U/O No. 1580 Group J dated 26.5.86

Yours faithfully,

Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No.16788/VIII/Panch/2P-4/85

dated: 22.7.1986

From: Shri N. R. Haldar, IAS, Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal.

Sub: Treatment of a portion of Additional Dearness Allowance as pay for the purpose of retirement benefits under the Death-cum-Retirement Benefit Scheme, 1985 for Panchayat employees.

Sir,

1. I am directed to say that the question of treatment of a further amount reckonable for pension for the purpose of retirement benefits to the Panchayat employees in addition to the additional amount reckonable for pension in terms of para 22(A) of the Death-cum-Retirement Benefit Schemes, 1985 for employees of Panchayat has under consideration -of Govt. After careful consideration of the matter, The Governor has been pleased to decide that in respect of me employees of the P. R. Bodies who retired after 1st September, 1982 or may retire hereafter the following further amounts should be treated as reckonable for pension in respect of employees of different pay ranges:

Pay-range (Basic Pay only)	Further amount to be reckonable for pension.
i) Up to Rs. 300/-	21 % of pay, subject to a minimum of Rs. 42/- and maximum of Rs. 60/-.
ii) Above Rs. 300/- and up to Rs. 2037	15% of pay subject to a minimum of Rs. 60/- and maximum of Rs. 120/-
iii) Above Rs. 2037/-	Rs. 363/- (including the additional amount reckonable for pension in term of para 22(A)(ii) of the Death-cum-Retirement Benefit Scheme, 1985 for Panchayat employees).

2. Pension and gratuities of persons who have already retired or died after 1.9.82 shall be re-calculated on the above basis, and arrears, if any, may be paid subject to such adjustments as may be necessary.
3. Persons who retired after 1.9.82 or may retire hereafter will have an option to choose either of the alternative below:—
 - (a) to have both the pension and gratuity calculated on their pay without including the further amount reckonable for pension indicated in para 1 above, and get relief on pension as sanctioned in G.O. No. 6035/Vm/Panch/2P-4/85 dated 31.3.86.
 - (b) to have both the pension and gratuity calculated after taking into account the further amount reckonable for pension as sanctioned in para 1 above. In their cases the pensions and the holder of family pensions will be entitled only to the relief on pension for which Govt. order will be issued separately.
4. The option may be exercised within six months before the date of retirement. The Panchayat employees, who have retired after 1.9.82 but before the issue of this order, may exercise their options within six months from the date of issue of this order. The option once exercised shall be final. Those who fail to exercise the option within the stipulated period will be deemed to be governed by para 3(b) above.
5. In cases where the retired Panchayat employee dies/died before exercising the option, the pension sanctioning authority will calculate the pension and gratuity under both the options in»para 3 above and sanction the more advantageous of the two.
6. Where the above option is exercised in favour of the alternative in para 3(b) above, the amount of relief on pension paid in excess of that now admissible will be adjusted against the balance of gratuity payable or against the future payments at reduced amount of relief on pension.
7. This order issues with the concurrence of the Finance Department vide their U/O No. 1824 Group-J dated 11.6.86.

Sd/-

Secy. to the Govt. of West Bengal



Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Local Government and Urban Development Department

Writers' Buildings, Calcutta

No. 512/C-9/PIM-29/82(1 12)

Dated : 31.7.1986

From: Shri B. K. Roy, Deputy Secretary to the Govt. of West Bengal

To: The Chairman/Administrator, Municipality/Notified Area Authority/Town Committee/Mayor, Chandemagore Municipal Corporation. P.O..... District

Sub: Counting of past services of employees who were previously under the Panchayat Institutions and subsequently absorbed in the urban local bodies.

Sir,

1. I am directed to say that after careful consideration it has been decided by Government that while fixing the pay of those Panchayat staff who have been absorbed in the municipalities or other urban local bodies in the revised scales of pay their past service rendered in the Panchayat institutions should be taken into account for the purpose of granting additional increments on completions of 10/20/30 years of service. The benefit of next higher scale of pay on completion of 18 years of service as enumerated in para. 2(D) of this Department Resolutions No. 15/19/23/C-9/MIM-3/81 dated 20th April 1982 should also be granted to them on the same terms and conditions provided they have not enjoyed those benefits earlier while serving in the Panchayat Institutions.

2. With the vesting of all assets (including staff) and liabilities of the erstwhile Anchal Panchayats etc. in the urban local bodies the concerned employees of the said Panchayat bodies no longer continue to be an employee of the Panchayat bodies. But had the employees remained in the Panchayat Institutions they would have got all such benefits including pension and gratuity with

effect from 1st April 1981 by counting their past services. Their past services in the Panchayat Institutions should accordingly be counted towards pension also.

3. This order issues with the concurrence of the Finance Department vide their u/o. No. S-205 dated 13th June, 1986.

Yours faithfully

Sd/- Deputy Secretary

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Department Of Panchayat & Rural Development

No.18357/VIII/Panch/2P-1/86

dated: 8.8.1986

From: Shri N. R. Haldar, I.A.S. Secretary to me Govt. of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Refund of employer's share of contribution towards Provident Fund by the employees of Zilla Parishad who have opted for Death-cum-Retirement Benefit Scheme for employees of Panchayats—Clarification regarding.

Sir,

1. I am directed to say that prior to the introduction of Death-cum-Retirement Scheme, 1985, for the employees of Panchayats, Contributory Provident Fund Scheme was in force in case of Zilla Parishad employees only. In para 2 of the Death-cum-Retirement Benefit Scheme, 1985 for Panchayat employees it has been provided that a Zilla Parishad employee who agrees to surrender the share of provident fund contribution of the Zilla Parishad together with interest accrued thereon may come at his option under the purview of the DCRB Scheme, 1985. In para 59 of the said DCRB Scheme it has also been provided that the employer's share of contribution with interest accrued thereon in the C.P.F. of the employees of the Zilla Parishad would be credited to the Pension Deposit Account in the District Treasury. It has also been provided in para 58(2) of the DCRB Scheme, 1985 that when an employee of the Zilla Parishad who subscribes to the C.PJP. opts to come under the DCRB Scheme, the Zilla Parishad shall stop payment of the employer's share of contribution to the employee concerned from the date of his coming under the Scheme.

2. The Death-Cum-Retirement Benefit Scheme, 1985 has been introduced with effect from 1.4.1981. As such the following cases may arise:

(i) An employee who has already retired after 1.4.81 on attaining the age of superannuation and has drawn the employer's share of contribution and is willing to come under the Death-cum-Retirement Benefit Scheme.

(ii) An employee who has already retired after 1.4.81 on attaining the age of superannuation and

has not drawn the employer's share of contribution and is eligible for pensionary benefits.

(iii) An employee who opts for the pensionary benefit scheme and will remain in service for some years more.

3. The following procedure in respect of the above three cases may be adopted:

(i) Case No. 1. Though an employee who has already retired after 1.4.81 and has drawn the employer's share of contribution in respect of Contributory Provident Fund shall not be deemed to have opted for the DCRB Scheme in terms of para 5(iii) of the Scheme as the benefit of C.P.F. was paid to him, he may be allowed to come under the DCRB Scheme, provided he agrees to refund the employer's share of contribution together with interest accrued thereon plus interest from the date of drawal of the employer's share of contribution.

The employee concerned shall deposit the employer's share of contribution together with interest accrued thereon along with 5% interest simple on the amount actually drawn, calculated from the date of drawal of the said amount to the date of refund to the Pension Deposit Account in the District Treasury by challan, if he is willing to refund the same in cash. If he is not able to refund the same in cash, the employer's share of contribution together with interest accrued thereon along with interest at 5% simple on the amount actually drawn, shall be adjusted against the gratuity payable to him, the interest at 5% simple being calculated from the date of drawal of the employer's share on contribution together with the interest to the date of declaration in Form A. If there is some amount still remaining due it shall be adjusted against the amount of the arrear pension to be paid to such employee and thereafter, if necessary, by non-payment of pension till recovery of the total amount to be refunded. The incumbent concerned will have to give a written undertaking in DECLARATION FORM 'A' to the effect that he has no objection to such recovery. After necessary scrutiny reg. amount of the employer's share of contribution together with interest thereon such declaration is to be countersigned by the Head of Office.

If the employee refunds the employer's share of contribution with interest thereon along with 5% interest in cash, the fact may be noted in the Service Book of the incumbent by the "Head of Office" under proper attestation and an attested copy of challan by which the same has been deposited may be sent by the "Head of Office" to the competent authority along with other pension papers. In other cases, the "Head of Office" shall forward the pension papers to the competent authority along with the declaration of the employee for recovery of the employer's share of contribution together with interest thereon from gratuity/pension.

Again, in case an employee who is eligible for pension/gratuity under the DCRB Scheme, 1985 for Panchayat employees dies after 1.4.81 before exercising option to come under the aforesaid scheme or before submitting the declaration of recovery of the employer's share of contribution together with interest thereon, a declaration may be obtained from the nominee/legal heir(s) in Declaration Form B for recovery of the employer's share of contribution together with interest thereon from pension/gratuity and the same after scrutiny shall be countersigned by the Head of Office. The Head of Office while forwarding the pension papers to the competent authority shall also forward the declaration submitted by the nominee/legal heir(s) in the prescribed Declaration Form B. The interest at 5% simple shall be calculated from the date of drawal of the employer's share of contribution together with interest to the date of declaration in Form B.

(ii) Case No. 2. The Zilla Parishad shall deposit the employer's share of contribution together with interest thereon to the Pension Deposit Account and make necessary entries in the Service Book of the employee concerned to that effect under proper attestation. The challan No. and date by which such amount is deposited to the, ' Pension Deposit Account' shall also be noted in the Service Book.

The noting in the Service Book shall be as follows:

Rs. _____ (Rupees _____) only
representing employer's share of contribution towards C.P.F. of the incumbent together with
interest thereon for the period from
_____ to _____ has been credited to the
"Pension Deposit Account" for Panchayat employee maintained in the Treasury,
_____ District, in Challan No. _____ dated

(Signature of Head of Office)

(iii) Case No. 3. The Zilla Parishad shall discontinue to subscribe to Provident Fund Account of the employee concerned of the employer's share of contribution from the date of his option to come under the DCRB Scheme, 1985 for Panchayat employees [as provided in para 58(2) of the Scheme] and shall immediately credit the employer's share of contribution together with interest thereon to the "Pension Deposit Account" for Panchayat employees in the District Treasury and make necessary entries in the Service Book as stated in sub-para (ii) above.

4. The employer's share of contribution referred to in the foregoing paras includes Additional Contribution towards C.P.F. in all cases.

5. As in terms of para 59 of the Scheme, the SDO will operate the "Pension Deposit Account" for Panchayat employees in respective Treasury/Sub-treasury, the fact of deposit of employer's share of contribution together with interest accrued thereon plus 5% simple interest by the employee in cash (in cases where the employer's share of contribution of C.P.F. has been drawn by the retired employee) or without the 5% simple interest by the Zilla Parishad (in cases where the employer's share of contribution of C.P.F. has not been drawn by the retired employees and will not be drawn by the employees to be retired in future) shall be intimated by the Head of Office to the S.D.O. concerned so that the S.D.O. may remain aware of the deposit for accounting purposes.

This order issues with the concurrence of the Finance Dept. vide their un-official No. 2078, Group 'J' dated 8.7.86.

Yours faithfully,

Sd/- N. R. Haldar

Secretary to the Govt. of West Bengal

DECLARATION FORM A

For recovery of employer's share of contribution together with interest accrued thereon in respect of Contributory Provident Fund Schemes from Gratuity/Pension.

(To be furnished by the retired employee of the Zilla Parishad)

WHFJREASI received payment from the fund of the _____ Zilla Parishad on _____ of Rs. _____

(Rupees _____) only representing employer's share of contribution (including additional contribution) towards Contributory Provident Fund together with interest thereon after retirement from service on _____

AND WHEREAS I am willing to come under the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats and to refund/adjust the aforesaid amount along with 5% simple interest from the date of drawal of the aforesaid amount to the date of this declaration;

AND WHEREAS I am now not in a position to refund in cash the aforesaid sum along with 5% Simple interest from the date of drawal to the date of this declaration of the said sum;

I HEREBY declare that I promise to base no objection to the recovery of the aforesaid sum of Rs. _____ (Rupees _____) only representing the employer's share of contribution (including additional contribution) towards my Contributory Provident Fund together with 5% simple interest from the date of drawal to the date of this declaration of the aforesaid amount from my gratuity or pension till the entire sum is recovered in full.

Countersigned

(Full Signature of the Pensioner)

with date

Name of the Zilla Parishad where worked last

Head of Office

Post held _____

DECLARATION FORM B

(To be furnished by nominee/legal heir(s) of the retired and/or deceased employee of the Zilla Parishad)

WHEREAS Late _____ lastly employed in the _____ Zilla Parishad as _____ drew a sum of Rs. _____ (Rupees _____) only representing employer's share of contribution (including additional contribution) towards Contributory Provident Fund together with interest thereon from the fund of the said Zilla Parishad on _____ after his retirement from service on _____ and he expired thereafter on _____;

AND WHEREAS I/we am/are willing to come under the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayats and to refund/adjust the aforesaid amount along with 5% simple interest from the date of drawal of the aforesaid amount to the date of this declaration;

AND WHEREAS I/we am/are not in a position to refund in cash the aforesaid sum along with 5%

simple interest from the date of drawal to the date of this declaration of the aforesaid amount;

I/we being the nominee/legal heirs of the deceased, hereby declare that I/we promise to base no objection to the recovery of the aforesaid sum of

Rs. _____ (Rupees _____)

only representing the employer's share of contribution (including additional contribution) towards Provident Fund of the deceased together with 5% simple interest from the date of drawal to the date of this declaration of the aforesaid amount from the gratuity and pension of the deceased or the Family Pension to be sanctioned from the date of death of the deceased, till the entire sum is recovered in full.

Countersigned

Full Signature(s) of the nominee/legal heirs with date, age and relationship with the deceased.

Head of Office

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NOTIFICATION

No. 22966/I/Panch/3R-3/86.

Dated: 16.9.1986

In exercise of the power conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), read with sub-section (3) of section 35 of 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 in the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981, published under this department notification No., 3862/I/Panch, dated the 20th February 1981, at pages 3010(3) to 3010(21) of Part I of the "Calcutta Gazette, Extraordinary", dated the 6th November 1981 (hereinafter referred to as the said rules):—

AMENDMENTS

In the said rules,—

(1) for rule 34, substitute the following rule:—

"34. Superannuation and re-employment— (1) A Gram Panchayat Secretary shall retire from service compulsorily on attaining the age of superannuation.

(2) The age of superannuation of a Secretary shall be 58 years:

Provided that the age of superannuation of a Secretary, who has not come under the Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayat Bodies, shall be 60 years.

(3) A Secretary shall retire from service with effect from the afternoon of the last date of the month in which he attains the age of superannuation:

Provided that when the date of birth is the first day of a month, the Secretary shall retire from

service with effect from the afternoon of the last day of the preceding month on attaining the age of superannuation.

(4) Notwithstanding anything contained in sub-rule (1), the appointing authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any Secretary after he has attained the age of 55 years by giving him notice of not less than 3 months in writing or 3 months' pay and allowances in lieu of such notice;

Provided that the appointing authority shall, in each such case, record his opinion in writing that it is necessary to retire the Secretary in the public interest:

Provided further that in computing the period of notice referred to in this sub-rule, the date of service of notice shall be taken to be the date of commencement of such period.

(5) The Secretary, after he has attained the age of 50 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 Secretary under suspension, who seeks to retire under this sub-rule.

(6) Notwithstanding anything contained elsewhere in this rule, a Secretary may, after he has attained the age of superannuation, be, with the prior approval of the State Government, re-employed by the appointing authority for good and sufficient reasons:

Provided that the period of such re-employment shall not exceed one year at a time and in no case shall the Secretary be retained in service on re-employment beyond two years from the date on which he attains the age of compulsory retirement";

(2) after rule 37, insert the following rule:—

"37 A Relaxation.—Nothing in rules 31, 32, 33, 34, 36 and 37 shall be construed to Bruit or abridge the power of the State Government 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."

By order of the Governor,

N.R.HALDAR

Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A-I (G. E. Branch)

No. 8226-(25)-GE

Calcutta, the 23rd September, 1986

To

1. The Director of Land Records & Surveys, West Bengal.
2. District Magistrate,
3. The Settlement Officer..... R.S.O.

The undersigned is directed to say that the Govt. had been considering the question of laying down a policy regarding survey and settlement and distribution of other lands that have already appeared or may appear in future. After careful consideration of the matter the following decisions have been taken: —

- 1) Any land gained by gradual accession to a holding from the recess of a river should be treated as vested in the State Government irrespective of the Settlement records in respect of the said lands. In this connection the legal position regarding the land that suffers the processes of alluvion and diluvion of a river should be kept in mind. As per Section-11 of the West Bengal L.R. Act the right, title and interest of the raiyat shall subsist in a holding or portion thereof which is lost by diluvion during the period of loss, not exceeding 20 years and raiyat shall on its reappearance, at any time within that the period, hold the possession thereof. As per Section-12 of the West Bengal L. R. Act any land gained by gradual access to a holding whether from the recess of a river or of the sea shall vest in the State Government and the raiyat who owns the holding shall not be entitled to retain such land as accretion thereto. Whether any Land gained by the process of accession to a holding should belong to a raiyat or to the Government is a question of fact which should be determined after a very

close scrutiny.

2) After a new survey, to be conducted by the Directorate of Land Records & Surveys, West Bengal and proper plotting, the question of distribution of such lands should be decided according to the formula given below: —

- (a) 60% of the land are to be distributed amongst the eligible persons on whose side the lands have appeared:
- (b) 40% of the lands should be distributed amongst the eligible persons of the other side.
- (c) This will be irrespective of the district boundary;
- (d) The word 'locality' in section 49 of W. B. L. R. Act should be treated to include areas which are within a radius of 5 Kilometer from which there is easier access to the land;
- (e) As regards preparation of records of alluvion lands the concerned Settlement Officer must first inform the D. L. R. & S., West Bengal prior to the beginning of the Operation.

The above principles may please be strictly followed in the matter of survey and settlement and distribution of char lands.

Sd/-

Secretary, Board of Revenue, West Bengal



Department Of Panchayat & Rural Development

No. 4109-Fish (C-IV)/6T-19/86

Dated: 30th Sept. 1986

From: The Dy. Secy. to the Govt. of West Bengal.

To: The Director of Fisheries, West Bengal. 8B, N. S. Sarani, Calcutta-700016.

Sub: Programme for training of fish farmers, pisciculturists and intending persons at the grass roots level for linking them with I.F.P./ARDC III/IV scheme (Block level training programme)—Selection of trainees under the programme.

memorandum

The undersigned is directed to refer to Govt. Order No. 18-Fish (FS)(C-IV) dt. 14.5.86 on the subject cited above and to direct mat item No. 1 of the prescribed guidelines as contained in the Annexure-H of the G.O. for implementation of the Block level training programme stands hereby substituted by the following: —

1) The Fishery Extension Officer with the approval of Matsya-O-Pasupalan Sthayee Samiti of a Panchayat Samiti will select the trainees interested in pisciculture having at least 15 decimals of pond area either owned by them or jointly with others. Preference may be given to the trainees having larger water areas.

In selecting the trainees, the instructions contained in Circular No. 5356-Fish/3R-22/82 dt. 20.9.82 of the Fisheries Dept. should be compiled with copy enclosed for ready reference. The above directives may be brought to the notice of all concerned.

Sd/-

Dy. Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No.27725/VIII/Panch/2P-8/85

dated:11.11.86

From: Shri N. R. Haldar, I.A.S., 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—Grant of Relief on Pension.

Sir,

1. In continuation of this Dept. Memo. No. 6035/VIII/Panch/2P-8/85 dt. 31.3.86, I am directed by order of the Governor to say that the Governor has been pleased to decide that the employees of the Panchayats/holders of family pension, who are eligible for pension in terms of provisions of Death-cum-Retirement Benefit Scheme, 1985 for employees of Panchayats will get relief on pension at the rates mentioned in Table B of the Finance Dept.'s Order No. 1166-F dt. 31.1.86 and 2727-Fdt. 13.3.86 as detailed in the Annexure with effect from the date mentioned against each order.
 2. The relief on pension sanctioned in para 1 above shall be admissible to the employees of Panchayats who may retire hereafter and also to the holders of family pension.
1. This order issues with the concurrence of the Finance Dept. vide F.A., Panchayat & CD. unofficial No. 238 dt. 21.6.86.

Yours faithfully,

Sd/-

Secy. to the Govt. of West Bengal





Department Of Panchayat & Rural Development

No. 8698/III/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.

1. 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/A3ram 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 Dept. 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/-

ANNEXURE

Annexure to G.O. No. 8698/III/Panch/2A-103/81 dated 22.5.87 of the Panchayat & C.D. (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 disease or cause).

His/Her incapacity does not appear to me/us to have been caused by irregular or intemperate habits.

Note:

1. If the incapacity is the result of irregular or intemperate habits, the folio wing 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.”

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/the has been doing).

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.

4. Unsoundness of mind caused by any habits is a sufficient ground for invalidating an employee.

Date:

Signature of the Medical Officer/the

Members of Medical Board

Signature of the employee

(Attested by the Medical Officer/Medical Board) _____

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Department Of Panchayat & Rural Development

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), Treasury Buildings, Calcutta-700001.

Sub: Head of account and accounting procedure for payment of pensionary benefits of Panchayat employees (other than Chowkidars and Dafadars under Gram Panchayats).

Sir,

1. I am directed to say that under G.O. No. 30314/VHI/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 Dept. 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 current year.

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-Deposit 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 Dept. (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-Retirement Benefit Scheme for the employees of Panchayats shall be followed.

5. This order issue 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

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Department Of Panchayat & Rural Development

No.10660/VIII/Panch/2P-1/86

dated: 8.6.87

From: Shri G. C. Sarkar, W.B.C.S., Assistant Secretary to the Government of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Head of account for refund of employer's share of contribution towards Provident Fund in respect of employees of Zilla Parishad who opted for Death-cum-Retirement Benefit Scheme for employees of Panchayats.

Sir,

1. I am directed to say that in G.O. No. 18357/VIII/Panch/2P-1/86 dt. 8.8.1986, it was stated that the employer's share of contribution towards Provident Fund in respect of Zilla Parishad employees who opted for Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayats shall be credited to the Pension Deposit Account' in the District Treasury. Such credit should henceforth be made to the head of account "8448-Deposit of Local Funds-00-109-Panchayat Bodies Funds-Pension Deposit Account of the Panchayat Bodies", the opening of which was sanctioned in G.O. No. 9090/VIII/Panch/3B-2/86 dt. 27.5.87.
2. The other procedural details as stated in G.O. No. 18357/VIII/Panch/2P-1/86 dt. 8.8.1986 should, however, be followed.

Yours faithfully,

Sd/- G. C. Sarkar

Assistant Secretary





Department Of Panchayat & Rural Development

No. 1866-Fish/C-III/3C-13/85-1

Dated: the 11th May 1987

ORDER

Whereas the National Co-operative Development Corporation has sanctioned a project viz. the West Bengal Co-operative Integrated Fisheries Development Project for increasing the Fish production and employment in the State of West Bengal by introducing big sized mechanised boats and setting up Cold Storages, ice plants, godowns etc. through the West Bengal State Fishermen's Co-operative Federation Ltd. and some primary Marine Fishermen's Co-operative Societies vide No. NCDC-5-1(2)/84-Fish, dt. 26.2.86 at a total block cost of Rs. 723.02 lakhs.

And whereas the project envisages setting up of the primary societies of identified Fishermen Groups in the villages near the landing centres at Namkhana, Diamond Harbour and Kakdwip in South 24-Parganas and Digha and Sankarpur in Midnapore Dist.

Mow, therefore, the Governor is pleased to form a Primary Selection Committee for identification and selection of beneficiaries and screening committee for final selection of the beneficiaries with the following members as indicated below with immediate effect: -

A. Committee for Primary Selection: -

- 1) Local MLA or his representative - Member
- 2) Sabhapati of concerned Panchayat Samitis - Member
- 3) Assistant Director of Fisheries (Marine) - Member
- 4) Concerned Block Development Officer - Member
- 5) Executive Officer of Central Fishermen's Co-operative Society of the area - Member
- 6) Fishery Extension Officer of the Block concerned - Convenor

B. Screening Committee for final selection :-

- 1) Sabhadhipati of Zilla Parishad or his representative - Member
 - 2) Sub-Divisional Officer - Member
 - 3) One Govt. Nominee (to be nominated by Fisheries Dept.) - Member
 - 4) One representative of West Bengal State Fishermen's Co-operative Federation Ltd. - Member
 - 5) Concerned Zonal Deputy Director of Fisheries
 - 6) Concerned Asst. Director or Fisheries (Marine) - Member
- Convenor

Sd/- S. S. Chattopadhyay

Secy. to the Govt. of West Bengal



GOVERNMENT OF WEST BENGAL

Land & Land Reforms Department

Land Reforms Branch

NO. 484 -L. Ref.

Dated Calcutta, the 22nd June, 1987

NOTIFICATION

In exercise of the power conferred by section 13 of the West Bengal Estates Acquisition Act, 1953 (West Bengal Act I of 1954), read with rule 12 of the West Bengal Estates Acquisition Rules, 1954 the Governor has been pleased to order as follows: —

1. All the khas and vested tanks and ferries belonging to the State shall, subject to the rules for the time being in force and subject to the directions issued, or may be issued, by the Government from time to time, be managed by the Gram Panchayats under whose respective jurisdictions the said tanks and ferries are located. In case a khas or vested tank or ferry falls under the jurisdiction of more than one Gram Panchayat, the same shall be managed by the Panchayat Samiti under whose jurisdiction it falls and in case such a tank or ferry falls under the jurisdiction of more than one Panchayat Samiti, the same shall be managed by the Zilla Parishad.
2. The khas and vested tanks and ferries which are under valid lease or license granted by the Collectors, shall be managed by the Gram Panchayats, Panchayat Samitis or Zilla Parishads, as the case may be, on expiry of the existing term of said lease or license.
3. The khas and vested tanks and ferries which were handed over by the Collectors to the Gram Panchayats, Panchayat Samitis or Zilla Parishads, as the case may be, in pursuance of the memo no. 2634(15)-GE(M) dated 7th March, 1979 of the Board of Revenue, Government of West Bengal, shall be deemed to have been always managed, and shall continue to be managed, by the respective Gram Panchayats, Panchayat Samitis or Zilla Parishads on and from the date on which the said tanks and ferries were handed over to them by the Collectors.

By order of the Governor

Sd/- B. C. Mukherjee

Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 6831/Dp-1S-22/86

Dated : 21.8. 1987

NOTIFICATION

In pursuance of the provisions of Schedule I to the Govt. of West Bengal, Development & Planning Department, Resolution No. 3230/P1S-6/85 dated 24.5.85 dealing with the constitution etc. of the District Planning & Co-ordination Council (DPCC), the Governor has been pleased to order that the following Ministers of the Govt. of West Bengal shall be the Chairman of the respective District Planning and Co-ordination Council of the district as noted against each:

- | | |
|---|-------------------------------------|
| (1) Shri Prabir Sengupta, Minister-in-Charge, Power Department and Public Health Engineering Department | Chairman D.P.C.C., Howrah District. |
| (2) Shri Kanti Biswas, Minister-in-Charge, Primary & Secondary Education Department | Chairman D.P.C.C., Nadia District |
| (3) Shri Abdul Bari Mahammad, Minister-in-Charge, Non-Formal Education, Adult Education, Madrasah Education in the Education Department | Chairman D.P.C.C., Malda District |

The Governor has been pleased further to order that the Notification be published in the Calcutta Gazette.

By Order of the Governor,

B.K. SARKAR

Secretary to the Government of West Bengal





Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Office of the Board of Revenue, West Bengal

Section—A (1), GE Branch

No. 15393(17)-GE/222/86

Dated Cal., the 16.9.1987

To: The Addl. District Magistrate (IR)

Sub: Assignment of vested agricultural lands to the Panchayat Samitis for management

Ref: L.& L. R. Dept. Notification No. 476-L. Ref. dt. 19.6.87

The undersigned is directed to refer to the above and to state that several references have been received from the districts seeking clarifications on certain points regarding assignment of vested agricultural lands as they stood on 31.3.87 to the Panchayat Samitis for the purpose of management. The points raised have been carefully considered by the Govt. and the following clarifications are issued for the guidance of the field officers;

- (1) All vested agricultural lands as stood on 31.3.87, whether fit or unfit for agriculture, and are not hit by any court injunction should be assigned to the Panchayat Samitis in terms of the Govt. Order.
- (2) There may be lands which vested prior to 31.3.87 in respect of which distribution proceedings have already been started. Such lands should be similarly assigned to the Panchayat Samitis, if those have not already been distributed by this time by issue of Patta. In such cases, while assigning the lands, the stage of the distribution proceedings, viz. recommendation by the Sthayee Samiti, sanction by the S. D. O. etc. should be noted in the land schedule.
- (3) The lands in respect of which proposals for departmental transfer have been initiated prior to 31.3.87 should not be assigned to the Panchayat Samitis. Such lands will continue to remain at the

disposal of the Govt. for departmental transfer in due course, and

(4) Agricultural lands which have vested or will vest in the State after 31.3.87, should not be assigned to the Panchayat Samitis. Those lands will be distributed to the eligible beneficiaries in the usual manner.

It is requested that the above clarification may be brought to the notice of all concerned for their guidance.

Dated: 17.9.87

A. K. Chakraborti

Special Secretary, Beard of Revenue, West Bengal and

(ex-officio) Jt. Secy., to the Govt. of West Bengal

L. & L. R. Department

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Department Of Panchayat & Rural Development

No. 30720/VIII/ Panch/2P-8/85

dated:22.12.87

From: Shri L. B, Pariyar, IAS, Secretary to the Government of West Bengal.

To: The Director of Panchayats, West Bengal

Sub: Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats—Grant of Relief on Pension.

Sir,

1. In continuation of this Dept. Memo No. 6035/VIII/Panch/2P-8/85 dated 31.3.86, No. 17095/VIII/Panch/2P-8/85 dated 30.7.86 and No. 27725/VIII/Panch/2P-8/85 dt. 11.11.86, I am directed by order of the Governor to say that the Governor has been pleased to decide that the employees of Panchayats/holders of family pension, who are eligible for pension in terms of provisions of Death-cum-Retirement Benefit Scheme. 19J85 for employees of Panchayats will get relief on pension at the rates mentioned in table, 'B' and 'C' of the Finance Department's Order No. 12695-F dated 16.12.86, 12696F dated 16.12.86 and 6475-F dated 28.5.87 as detailed in the Annexure-I and n respectively with effect from the date mentioned against each order.
2. The relief on pension sanctioned in para 1 above shall be admissible to the employees of Panchayats who may retire hereafter and also to the holders of family pension.
3. This order issue with the concurrence of the Finance Dept. vide F.A., Panchayat & CD. unofficial No. 331 dated 9.12.87.

Yours faithfully,

Sd/- L. B. Pariyar

Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No.772/III/Panch/2E-103/87

dated:14.1.88

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

To: The Executive Officer —————Zilla Parishad.

Sub: Granting of extension of service/re-employment in respect of the employees of Zilla Parishads.

Ref.: This dept. No. 460 (14) III/Panch/2E-53/85 dt. 14.1.86.

The undersigned is directed to say that 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 present policy of the Govt. is not to grant extension of service/re-employment in respect of its own employees as far as possible in view of the growing unemployment problem in the State.

The same principle should also be strictly followed by the Zilla Parishads in respect of granting extension of service/re-employment in favour of their own employees on identical grounds.

On many previous occasions the authorities of the Zilla Parishads have been advised repeatedly not to grant extension of service/re-employment in respect of their employees indiscriminately. But it is often found that authorities of some Zilla Parishads are not strictly adhering to the present policy of the Govt. in this regard. They are even retaining their employees in service after expiry of the normal date of superannuation in anticipation of approval of the Govt. and thereafter coming to Govt. for according ex-post-facto approval thereto. These practices are highly irregular and should not be

resorted to under any circumstances. All Zilla Parishads are therefore advised not to grant extension of service/re-employment in favour of their employees as a matter of policy. However, if under exigency of circumstances such re-employment seem to be inescapable such proposals should be submitted to Govt. sufficiently ahead of the date of retirement of the concerned employee/s so that relevant case/s can be examined properly and final decision of Govt. communicated before the date of superannuation.

Sd/-

Deputy Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Development & Banning Department

Raj Bhavan, Calcutta

No. 3071/P-2C-1/88

Dated:28.4.1988

RESOLUTION

WHEREAS the Government of India have, with a view to accelerating self-reliance in edible oils, developing integrated approach and cost effective technological packages for drinking water, universalising elementary education, implementing programmes for immunisation of children and providing better communications in both urban and rural areas, constituted the following five National Missions, viz.:

- (1) National Mission on oil seeds;
- (2) National Technology Mission on drinking water;
- (3) National Literacy Mission;
- (4) National Mission on Immunisation;
- (5) National Mission on Telecommunication;

AND WHEREAS the Government of West Bengal have decided to specially monitor and coordinate the programmes of the above Missions;

NOW THEREFORE, the Governor has been pleased to constitute, with immediate effect, a State Level Advisory Committee and a District Level Advisory Committee in each District of this State

except Calcutta according to the following Schedules for the purpose of co-ordinating and monitoring the programmes at varying levels:

Schedule-1

State Level Advisory Committee

- | | |
|---|-----------------------|
| (1) Vice-chairman, State Planning Board, W.B | - Chairman |
| (2) Chief Secretary to me Govt. of West Bengal | - Member |
| (3) Secretary to the Govt. of West Bengal, Health and Family Welfare Department | - Member
Secretary |
| (4) Secretary to the Govt. of West Bengal, Agriculture Department | - Member |
| (5) Secretary to the Govt. of West Bengal, Development & Planning Department | - Member |
| (6) Secretary to the Government of West Bengal, Mass Education Department | |
| (7) Secretary to the Govt. of West Bengal, Science & Technology Department | - Member |
| | - Member |

Schedule-II

District Level Advisory Committee

- | | |
|---|-----------------------|
| (1) Sabhadhipati, Zilla Parishad | - Chairman |
| (2) District Magistrate | - Member
Secretary |
| (3) District Level Officer of the Dept. of Health & Family Welfare | - Member |
| (4) District Level Officer of the Agriculture Department | - Member |
| (5) District Level Officer of the Mass Education Department | - Member |
| (6) District Level Officer of the Science & Technology Department | - Member |
| (7) District Planning Officer | - Member |
| (8) Two representatives of local academic institutions (one from local University, if there be any in the district, and one from a College to be nominated by Government) | - Member |

The Governor is also pleased to order that the Resolution be published in the Calcutta Gazette and copies forwarded to the Development & Planning Department and all other concerned.

The Committee shall meet at least once in every three months.

The Member-Secretary will convenor meetings of the Committee in consultation with the Chairman.

By order of the Governor,

B. K. SARKAR

Secretary to the Government of West Bengal



Department Of Panchayat & Rural Development

No. 2069-Fish/C-II

Dated: Calcutta, the 10th May, 1988

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

To: The Director of Fisheries, West Bengal, 8B, Nellie Sengupta Sarani, Cal-16.

Sub: Guidelines for execution of RLEGP Schemes in the Fishery Sector

MEMORANDUM

The undersigned is directed to state that while executing the Schemes under Rural Landless Employment Guarantee programme in the Fishery Sector, the Executing Officers should abide by the following guidelines: -

- i) With regard to RLEGP Scheme, discussions are to be made with the Sabhadhipati and Matsya-Q-Pasupalan Sthayee Samiti of the concerned Zilla Parishad;
- ii) With regard to engaging labour for the RLEGP work, RLEGP norms as have been enunciated by the Panchayat Dept. shall be followed;
- iii) With regard to payment to the labour, payment schedule shall be authenticated by the concerned Gram Panchayat which prepared the labour list for the work;
- iv) With regard to procurement of materials, a Committee be formed in the respective Panchayat Samiti are as with:—

- a) Sabhapati of the Panchayat Samiti - Chairman
 - b) B.D.O. of the concerned Development Block - Member
 - c) Karmadhyakshya, Matsya-O-Pasupalan Sthayee Samiti of the Concerned Panchayat Samiti - Member
 - d) Concerned MLA or his representative
 - e) Concerned Fishery Extension Officer - Member
- Convenor
Member

The undersigned is further directed to request him to ensure that these guidelines are strictly followed.

Sd/- Alok Kr. Mukhopadhyay

Dy. Secy. to the Govt. of West Bengal



Department Of Panchayat & Rural Development

Government of West Bengal

Finance Department

Audit Branch.

No. 8167-F

Calcutta the 27th May, 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, channelling purchase for the State government from S.S.I. Units only etc.

The matter has been reviewed. Measures for providing marketing support to industrial 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 scale 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 units will 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

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Department Of Panchayat & Rural Development

No. 24611/III/Panch/4C-2/86 (Pt-I)

dated: 9.9.88

From: The Dy. Secy. to the Govt. of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Appointment of sons/daughters/near relations of the employees of Gram Panchayats/Panchayat Samitis in the post of Group-'D' (erstwhile class-IV) under the Zilla Parishads and Panchayat Samitis.

The undersigned is directed to say that in terms of Memoranda issued by this Dept. from time to time as detailed in the margin a son/daughter/near relation of an employee of a Gram Panchayat i. e.

Secretary, Job-Assistant,

1. No.23761/Pancha dt. 23.10.78
2. No. 974(Cell-3)/Panch dt. 13.1.83 : Chowkidar and Dafadar who dies
3. No. 8494-ni Panch dt. 2.4.81: in harness leaving his family in immediate need of assistance can be appointed by the Director of Panchayats, West Bengal in the post of Secretary of a Gram Panchayat without referring to the concerned Employment Exchange, provided, the dependent i.e. son/ daughter/near relation possesses requisite qualification prescribed for the said post according to the recruitment rules.

But in case the son/daughter/near relative of any such employee of Gram Panchayat does not possess the requisite educational qualification prescribed for the post of Secretary of Gram Panchayat, he/she is not given any appointment. As this is causing extreme hardship to the families of Panchayati Raj Bodies employees who died/die in harness, the Governor is pleased to decide that the son/daughter/near relation of an employee of a Gram Panchayat/Panchayat Samiti, such as, Chowkidar, Dafadar, Job-Assistant, Secretary under Gram Panchayat and Clerk-cum-Typist and Peon under a Panchayat Samiti who does not possess pass certificate of S.F./Madhyamik or equivalent examination shall be appointed in a post of Group-D (erstwhile Class-IV) under the Zilla

Parishads and the Panchayat Samitis provided the candidate concerned is otherwise suitable for the job, and for this purpose no reference to Employment Exchange will be necessary.

This is in continuation of this Dept. No. 9099/1(15)/III/Panch dt. 20.4.85 and No. 14504/(15)/m dated 31.5.85 extending the benefits of 'dies in harness cases' in respect of the employees of Zilla Parishads. The recruitment in respect of the Group-D post from this exempted category of candidates will however be made by the respective bodies i.e. Zilla Parishad and Panchayat Samiti who shall duly consider the cases forwarded to diem for giving appointment hi Group 'D*' posts and for this purpose no reference to the Employment Exchange will be necessary and relaxation of upper age limit if required may also be allowed.-

Sd/-

Dy. Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 30791/III/P/3R-4/88

dated:18.11.88

From: The Deputy Secretary,

To: The Director of Panchayats, West Bengal

Sub Renaming of the erstwhile Dept. of Panchayats and Community Development Dept. as the Department of Panchayats.

The undersigned is directed to say that in Home (C&E) Dept. Notification No. 10984-AR dt. 28.10.88 the relevant provisions of the West Bengal Rules of Business have been amended and consequently the erstwhile Dept. of Panchayats and Community Development has been renamed as "Dept. of Panchayats" and the erstwhile "Community Development Branch" of the Dept. of Panchayats and, Community Development located at the Raj Bhavan, Calcutta-700001 has been merged with "Rural Development Dept." situated at the Raj Bhavan with effect from the 28th October, 1988.

He is requested to kindly issue necessary instructions to all the offices subordinate to Hie director of Panchayats so that communications meant for this Dept. are properly addressed.

Sd/-

Deputy Secretary, to the Govt. of West Bengal





Department Of Panchayat & Rural Development

No. 34302/VIII/Panch/2P-6/88

dated:21.12.88

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

To: The Director of Pension, Provident Fund and Group Insurance, Purta Bhavan, Salt Lake,

Calcutta-91.

Sub: Extension of Pension, Gratuity etc. at the rates admissible to the Govt. employees with effect from 1.1.1986 to the employees of the Panchayati Raj Bodies—proposal for.

The undersigned is directed to say that this Department contemplating to move the Finance Department for their concurrence the extension of the benefits of Pension, Gratuity etc. in respect the employees of the Panchayati Bodies at the enhanced rates as admissible to similar Govt. employees with effect from 1.1.86. For proper examination of the matter with particular reference to the financial implication involved in extending the benefit the Director of Pension, Provident Fund and Group Insurance is requested to kindly furnish immediately the information on the following points:

-
- (i) The total number of cases of Pension, Gratuity etc. sanctioned in respect of Panchayati Body employees, who had retired on or before 31.12.85 and the number of such cases still under process of examination, if any, separately indicating the total amount involved and likely to be involved towards payment of pension per year and payment of retiring gratuity in lump in all such cases.
 - (ii) The total number of cases of Pension, Gratuity etc. sanctioned in respect of Panchayati body employees who had retired after 1.1.1986 and the number of such cases still under process of

examination, separately indicating the total amount involved and likely to be involved towards payment of pension per year and payment of retirement gratuity in lump in- all such cases.

(iii) The total number of cases of Pension, Death Gratuity etc. sanctioned to the widows/other family members of the Panchayati Body employees who died in harness and the number of such cases still under process of examination, separately indicating the total amount involved and likely to be involved towards payment of family pension per year and payment of death gratuity in lump in all such cases.

This may kindly be treated as extremely urgent.

Sd/-

Deputy Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

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 invalidated 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 invalidated 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

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Department Of Panchayat & Rural Development

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, West Bengal. .

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 mat the benefits of dies-in-harness case similar to those of the employees of government are also now admissible to an the employees of Panchayati Raj Bodies excepting the Clerk-cum-Typists and me Peons under the Panchayat Samitis.

In this Dept. 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 mat 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 Cleric-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 wholly dependent on the concerned deceased employee who dies in harness.

Sd/-

Dy. Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 7205/III/Panch/2E-123/86

dated:18.3.89

From: The Dy. Secy. to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Proposal of combined Gradation List for each Category of Staff in the Blocks, Districts and regional establish-ment etc. of the Directorate of Panchayats

Ref: His No. 17803/DP dt. 19.9.88.

The undersigned is directed to say that after careful examination of the issues as contained in his Memo, under reference, the Governor is pleased to approve his proposal that combined Gradation Lists should be maintained for the Group-C and Group-D Staff of different categories posted in the Blocks, Districts, Regional Offices, Audit establishments and Training set-ups under the Directorate of Panchayats.

The earlier instructions as contained in the endorsement portion of G.O. No. 18117 Panch/2E-39/79 dated 26.6.80 addressed to him may be treated as cancelled.

Sd/-

Dy. Secy. to the Govt. of West Bengal





Department Of Panchayat & Rural Development

T. C. DUTT

Chief Secretary

GOVERNMENT OF WEST BENGAL

Writers' Buildings

Calcutta-1

D.O. No. 4422 (48)-F

Dated: 13.4.1989

Dear Shri Pariyar,

At a meeting taken in my room on 14th of February, 1989 it was emphasised that all departments, their subordinate offices/organisations (including public undertakings and statutory bodies etc.) must comply with the provisions of Finance Department Memo No. 8167-F dated, 27.7.88 in regard to all purchases to be made by them. In order to ensure this, the provisions for price preference to be granted to industrial units of this State provided for in the G.O. must be specifically mentioned in all tender notices.

It was also decided that public undertakings and statutory bodies like State Electricity Board etc. should adopt the procedure indicated in the above G.O. after adoption of resolutions to that effect by the Board of Directors.

You may kindly let me know the actions taken by your department and organisations under your administrative control in this regard.

Yours sincerely,

Sd/- 13.4.89

Shri L. B. PARIYAR, I.A.S., Secretary, Panchayat Department

11 A, K. S. Roy Road

Calcutta-1

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Department Of Panchayat & Rural Development

GOVT. OF WEST BENGAL

Dept. of Relief & Welfare

Writers' Bldg., Calcutta

No. 1556(16)FR

Dated: 17.5.1990

From: Smt. M. Gupta, I.A.S., Secretary to the Govt. of West Bengal

To: Sri/Smt. IAS, District Magistrate

Sub: Precautionary measures against floods

Sir/Madam,

The flood season of this year is expected to commence soon. It is, therefore, immediately necessary to review the plan of action to meet on emergency situation in the event of floods. Early warning and timely action and identification of flood prone areas are the most important effective measures as far as avoiding the hardship due to flood is concerned. It is also, therefore, necessary to have a fresh look at the system of forecasting of flood and communication of flood warning to the officials concerned as well as to the population requiring evacuation to Safer Zones. The responsibility of personnel at different levels needs to be clearly spelt out to avoid any dislocation. For providing shelter to the affected population, Schools, Community buildings etc. have to be identified immediately. Flood shelters constructed with the assistance from the E.E.C. should also be inspected and be made ready for accommodating the flood affected people. The telephones/wireless connection at different levels are to be kept in order. In case of any additional requirement of wireless sets this may immediately be brought to the notice of the Home (Police) Dept. under intimation to this dept.

Arrangements are also to be made to ensure adequate supply of following materials at the different places:

- (a) Foodstuff, Kerosene oil, Clothing, Garments, Shelter materials like tents, tarpaulins etc. and
- (b) Essential medicines, disinfectants, vaccines, first-aid-kits as well as basic sanitary engineering equipment, materials for repair/resinking of tube-wells, cattle fodder etc.

Country and power-driven boats, already lying in the districts should be kept ready for pressing them in service as and when required.

Adequate stock of sand bags should also be kept ready for repairing strengthening of embankments at suitable places.

I am enclosing herewith an extract from the Model Action Plan for Disaster Preparedness for floods formulated by the Govt. of India to enable you to have an idea of the measures that need to be taken at your end to mitigate the impact of floods.

District Flood Relief Co-ordination Committee should be set up immediately, if not done, to review the arrangements with district level officials of the Dept. of Irrigation and Waterways, Public Works, Public Works (Roads), Health, Public Health Engineering, Animal Resources & Development, Power, Agriculture, Food and Supplies, Civil Defense and Police besides the Telephones, Food Corp. of India etc. as well as with local voluntary organisations.

District level Crisis Management Committee for management of disasters should also meet immediately to prepare and review the measures on disaster preparedness.

All possible assistance may please be rendered to the Army authorities when they visit your district, In case it becomes necessary to requisition the services of the Army for rescue and relief operation, the Chief Secretary, the Home Secretary or the Relief Secretary may be informed over Phone or through wireless.

Record note of the meeting of the District Flood Relief Co-ordination Committee may please be sent to this dept. in triplicate, regularly.

I am also to request you to send me a report indicating the action already taken by you in the matter. A list of helipads, which can be used in the event of an emergency, after getting the sites inspected by

responsible officers, should be sent to this dept. Another list Containing the names, designations, office and residential telephone numbers of officers at different levels in your district may please be furnished to this dept. in duplicate, so that they may be readily contacted over phone from Headquarters, if necessary.

This may please be treated as extremely urgent.

Yours faithfully,

Sd/- Manjula Gupta

Secretary

MODEL ACTION PLAN FOR DISASTER PREPAREDNESS FOR FLOODS

For District and Sub-Division Officers

1. Have you identified the flood prone blocks, talukas, tehsils and villages?
2. Is there a responsible officer in charge of relief and anti-disaster operations? Is he familiar with the filed conditions of the flood prone areas? Is there clear division of responsibility for flood relief among the officers and staff?
3. Is there an Operations Control Centre? Is there a roster of duties to man it round the clock?
4. Is a log book maintained to keep data about rise or fall of flood waters at regular intervals of the rivers in spate?
5. Is there a Co-ordination Committee for Relief? Are the district level officers of Health, Irrigation, P.W.D., Telephones and Police represented on it? Does it meet at least 3 weeks before the onset of monsoon? Are the S.D.Os and B.D.Os of flood prone areas invariably asked to attend the meeting? Are Voluntary relief Organisations of repute and standing and the District Branch of Indian Red Cross associated with the Committee?
6. How is the flood warning communicated down the line? Is there adequate arrangement for publicity through mobile units and microphones in me flood prone subdivision and blocks to issue the warning?
7. Has the Deputy Controller of Civil Defense received any training to Disaster Preparedness?

8. Has the Deputy Controller of Civil Defense trained the C.D. Wardens in this matter?
9. Have the Home Guards been given any training in disaster preparedness and community preparedness for floods, as well as in rescue/relief/first aid? How are they kept in readiness for being mobilised at short notice?
10. Are all the flood prone blocks connected with telephones and all flood prone police stations provided with W T sets? Can W T sets/telephones be provided at still lower levels of administrations?
11. Who is responsible for disseminating the flood warning at the village level? Has the village headman and/or the head of the Gram Panchayat been given the responsibility? Do they have transistor sets? If not, can they be provided such sets at Govt. cost?
12. Has the Officer in charge, Relief inspected the district/sub-divisional relief stores after the occurrence of the last floods?
13. In particular, has been checked the stock pile of—
 - (a) Clothing (including children's garments), durries/mates
 - (b) tents, tarpaulins, CCI sheets, and other materials for providing temporary shelters
 - (c) Boats—both country boats and power-driven ones, life jackets
 - (d) Mobile water tankers, canvas water tanks, drums and jetty cans for transporting drinking water, buckets
 - (e) Sand bags for repair of flood protection embankments
 - (f) Basic field sanitary engineering equipment
14. Has the Chief Medical Officer likewise checked up the stock of essential medicines, vaccines, disinfectants, first aid kits at the district/sub-divisional medical store and kept the primary Health Centres in flood prone areas well supplied with the following:
 - (a) Disinfectants such as bleaching powder, chlorine liquid water purifying tablets, phenyl/oresol, horrocks bones and Chloroscopes for ensuring quantity of free chlorine for supplying sale and potable drinking water.
 - (b) Essential medicines for mobile teams and dispensaries to the Evacuee camps such as anti-

diorrhicals, antibiotics, chemotherapeutics and anti-malaria drugs, anti-pyretics, analgesic and anti allergic drugs Chlorosol, I.V. fluids paediatric formulations for treatment of gastro internal and respiratory infections in children.

(c) First aid kits containing splints,(including Thomas splints), tourniquet, dressing and assorted bandages, antiseptic cream, scissors and safety pins.

15. Have flood shelters (Schools, community centres etc.) been identified. Are these pucca buildings situated on raised ground beyond the reach of normal level of flood water? What steps have been taken to make people aware of these shelters? Has the list of such shelters been published in the local newspapers and displayed in the Block, Taluka and Tehsils Offices.

16. Are these shelters easily accessible? Is it contemplated to use the Food for Work Programme for constructing link roads? Do the buildings have adequate space in and around them for storage of fodder and for keeping cattle?

17. Are the shelters provided with sources of drinking water? If not, what action is being taken to locate water sources—tube-wells and wells near the shelters on priority basis?

18. What are the sanitary arrangements for these evacuation camps? Have the local officers in charges of these evacuation camps told to construct the following:

(a) Deep trench latrines

(b) Temporary urinals with soakage pits

(c) Incineration for burning dry refuse.

19. Has the District Manager, F.C.I checked up if sufficient stocks of food-grains are in position in the flood prone areas of the district before the monsoon starts?

20. Has the Officer in charge of civil supplies ensured that dealers keep sufficient stocks of essential articles like pulses, edible oil, salt, kerosene, coal, milk powder, baby food, matches, candles and lanterns before the start of flood season?

21. Have the wholesale consumers' Co-operative Societies been requested to keep in readiness stock of aforesaid articles at the branch and primaries level?

22. Have suitable sites for probable helipads on raised grounds in the flood prone areas been located? Have these been indicated on the district and thana map?

23. Has a meeting of the Transport Operators been called by the Chairman of the Regional Transport Authority to negotiate with the former the placement of private vehicles at reasonable rates for evacuation of flood victims and movement of relief goods?

24. Has the Collectors/S.D.O convened a meeting of the ferry-owners and co-operative societies of fisherman to ascertaining the availability of country boats with boatmen at reasonable rates in the event of an emergency? A few country boats may be converted into improvised boat ambulances by providing them with 1-2 stretchers.

25. Have people staying in low-lying areas, which are inundated in every flood, been alerted first about the flood warning? Are you searching for alternative sites, which can be allotted to such families? Have attempts been made to persuade such families to shift their dwellings to safer locations?

26. Has the concerned Block identified and kept in readiness a shelf of projects of relief works which can be launched when the flood water recede?

27. Have the villages that remain water logged for a long time been identified?

28. Is there a list of people who cannot be provided with gainful work but may have to be fed free at Govt. cost for some time? Have the Panchayat been associated in preparing the list of such beneficiaries of gratuitous relief?

29. Have the people in flood prone villages been trained in relief and rescues? Have

volunteers been grouped for patrolling of embankments round the clock in times of flood warnings and trained to identify vulnerable places when the embankments are likely to give way?



Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Scheduled Castes and Tribes Welfare Department

Writers' Building

No. 228(51)-TW/EC

Dated : 2.6.1989

To: The Panchayat & C.D. (Panchayat) Department, Panchayat Bhavan, Calcutta-1

The undersigned is directed to send herewith a copy of the Schedules No. 14.2 and 14.3 received at this end from Dr. B. D. Sharma, commissioner for Sch. Castes and Sch. Tribes, Govt. of India and to request that department to furnish information as per proforma given in the schedule in respect of the department and all its subordinate offices and also in respect of that undertakings, statutory authorities, local bodies etc. under the administrative control of that department for the year 1987-88 and 1988-89. This information is required for preparation of the Annual Report of the Commissioner for Sch. Castes/Sch. Tribes for 1987-88 and the Commissioner for Sch, Castes/Sch. Tribes for 1987-88 and 1988-89.

That department is, therefore requested to furnish the particulars as mentioned above to this department immediately, so that this department may be able to send the required information to the Commissioner for Sch. Castes and Sch. Tribes in time.

Sd/- A. K. Maity

Deputy Secretary to the Govt. of West Bengal

Name of the State/UT _____

SCHEDULE – 14.2

MATERIAL FOR THE ANNUAL REPORT OF THE COMMISSIONER FOR SCHEDULED

CASTES AND SCHEEDULED TRIBES FOR THE YEAR _____

Representation of Scheduled Castes and Scheduled Tribes in the State/UT Services

Classification of posts	Percentage of reservation prescribed for		Total No. of employees	Scheduled castes		Scheduled tribes	
	SC	ST		No. of SC employees	Percentage	No. of ST employees	Percentage
1	2	3	4	5	6	7	8
Class I (Gr. A)							
Class II (Gr. B)							
Class III (Gr. C)							
Class IV (Gr. D) (excluding sweepers and scavengers)							
Class IV (Gr. D) (sweepers and scavengers)							

(I) Where percentages of reservation of SCs and STs are not in preparation to their population in the State, the reasons for variation may please be indicated

(II) Permanent and temporary officers may be grouped together and need not be shown separately

(III) Information may please be furnished in the consolidation from the State/UT as a whole and various Departments of the State/UT should not be advised to send piecemeal information direct.

Name of the State/UT _____

SCHEDULE – 14.3

MATERIAL FOR THE ANNUAL REPORT OF THE COMMISSIONER FOR SCHEDULED CASTES AND SCHEEDULED TRIBES FOR THE YEAR _____

Representation of Scheduled Castes and Scheduled Tribes in Services under the State Public Sector Undertaking, Autonomous Bodies, Municipal Corporations (Excluding Mucipal Committees) etc. as on 1st January _____

S. No.	Name of the organisation	Group A	Group B	Group C	Group D
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		Total including SCs/STs	SC	ST	Total including SCs/STs	SC	ST	Total including SCs/STs	SC	ST	Total including SCs/STs	SC	ST
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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Department Of Panchayat & Rural Development

No. 233 (51)-TW/EC

Dated: 2.6.1989

To: (The) Panchayat & C.D. (Panchayat), Department of this Govt. Panchayat Bhavan, Calcutta-1.

The undersigned is directed to send herewith a copy of the Scheduled No. 14.10 received at this end from office of the Commissioner for Sch. Castes and Sch. Tribes, Govt of India and to request that department to furnish information as per proforma given in the Schedule for the years 1987-88 and 1988-89.

This information is required for preparation of the Annual Report of the Commissioner for Sch. Castes/Sch. Tribes for 1987-88 and 1988-89.

That department is, therefore, requested to furnish necessary information and particulars to this department at the earliest convenience. The information should cover all offices/establishments/institutions/statutory authorities/undertakings/local bodies etc. under the administrative control of that department

Sd/-

Deputy Secretary to the Govt. of West Bengal

Name of the State/UT _____

SCHEDULE – 14.10

MATERIAL FOR THE ANNUAL REPORT OF THE COMMISSIONER FOR SCHEDULED
CASTES AND SCHEEDED TRIBES FOR THE YEAR _____

Redress of service grievances of SC/ST employees

Sl. No.	Nature of grievance	Total No. of representations received		No. of cases leading to desired relief		No. of cases filled		No. of cases pending	
		SC	ST	SC	ST	SC	ST	SC	ST
1	2	3	4	5	6	7	8	9	10
1	Recruitment/appointment								
2	Promotion								
3	Confirmation								
4	Transfer								
5	Others (Specify)								

Note:

1. This information may be collected from all the Departments/State Public Sector Undertakings/Autonomous Bodies/Municipal Corporations (excluding Municipal Committees) High Court/Universities
2. A note indicating the machinery set up to redress grievances of SC/ST employees may please be furnished
3. Are the SC/ST employees permitted to send their representations regarding service matters to the Commissioner for Scheduled Castes and Scheduled Tribes of India, direct?



Department Of Panchayat & Rural Development

No. 11446/III/Panch/4F-89

Dated: 29.6.89

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

To: The Director of Panchayats, West Bengal.

Sub: Preferential treatment to Small Scale Industrial Units of this State in the matter of purchase by all State Govt. Depts./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 an offices Subordinate to him and to all the Zilla Parishads for strict compliance of the instructions contained in the said orders.

Sd/-

Asst. Secretary to the Govt. of West Bengal





Department Of Panchayat & Rural Development

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 Panchayats, 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 Dept. 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 Dept. vide their U/O No. Group-'P' No. 339 dated 3.7.89.

Sd/-

Deputy Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

No. 19362 / III / Panch/4C-2/86 (Pt-I)

dated:25-7-89.

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

To: The Director of Panchayats, West Bengal.

Sub: Procedure for appointment of under-qualified sons/ daughters/near relations of the employees of Gram Panchayats/Panchayat Samitis in the posts of Group 'D' (erstwhile Class-IV) under the Zilla Parishads and Panchayat Samitis.

The undersigned is directed to say that in this Dept. order No. 2461 l/in/Panch/4C-2/86 (Pt-I) dated 9.9.88 it has been provided that the son/daughter/near relation of an employee of Gram Panchayat and Panchayat Samiti, such as Chowkidar/Dafadar, Job-Assistant and Secretary under a Gram Panchayat, Clerk-cum-Typists and Peons under Panchayat Samiti who does not possess a pass certificate of School Final/Madhyamik or any other equivalent examination shall be appointed to any vacant post of Group-'D' under Zilla Parishad/Panchayat Samitis provided die candidate concerned is otherwise suitable for the job and that for this purpose no reference to the Employment Exchange will be necessary. But no detailed guideline/ procedure has been laid down in this respect.

The undersigned is accordingly directed to lay down the following guideline/procedure in this regard:

—

The lists of claimants under this category for the posts of Group-'D' under Zilla Parishad and Panchayat Samitis will be maintained District-wise. The District Panchayat Officers of the respective districts will collect information in respect of vacant posts of Group-'D' under Panchayat Samitis/Zilla Parishads and also maintain the list of claimants for such posts on seniority basis i.e. on the basis of the dates of submission of the claims and forward the names of candidates to the Panchayat Samitis/Zilla Parishad for giving them appointment to posts of Group-'D' under them. The Block Development Officers & Ex-Officio Executive Officers of Panchayat Samitis and the

Additional Executive Officer/Secretary of Zilla Parishad will, in their turn, send information relating to occurrence of vacancies in Group-'D' posts under them to the respective District Panchayat Officers for the purpose of filling up of the same from the lists of claimants maintained by them.

The benefit will come into effect from 9.9.88 i.e. from the date of the order No. 24611/III/Panch/4C-2/86 (Pt-I) dt. 9.9.88.

Sd/-

Deputy Secretary to the

Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 20124 / VIII / Panch / 2P-10/89

dated: 22.8.89

From: The Deputy Secretary to the Govt. 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 Parishads) directly to the Directorate of Pension, Provident Bind & 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 Dept. under them.

In the circumstances, to reduce wastage of time and to ensure more prompt disposal of pension 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

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Department Of Panchayat & Rural Development

No. 30174/VIII/Panch/2P-13/88

dated:27.12.89

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

To: The Director of Panchayats, West Bengal.

Sub: Grant of Ex-gratia payment to the retired employees of Panchayati Raj Bodies.

The undersigned is directed to say that in order to provide some relief to the State Govt. Pensioners during festivals, lump sum Ex-gratia Grants are sanctioned to them each year. A proposal for extension of this benefit to the retired employees of Panchayati Raj Bodies was under consideration in consultation with the Finance Department. It has since been decided by Government that as identical benefit of Ex-gratia payment has not yet been extended to any category of non-Govt. pensioners, the same cannot be extended to the pensioners, of Panchayati Raj Bodies either of this stage.

All concerned are being informed accordingly.

Sd/-

Deputy Secretary to the Govt. of West Bengal





Department Of Panchayat & Rural Development

No. 8524/V/Panch/2A-2/90

Dated:11.590

From: The Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Duties and functions of the Panchayat Accounts and Audit Officers at the Block level

In cancellation of this Department order No. 22474/V/Panch dated 30.9.80, I am directed to say that in terms of the Govt. order No. 128/Panch/2E-100/78 dated 10.1.79 the posts of the Panchayat Accounts and Audit Officers at the Block/Panchayat Samiti level were created for the purpose of organisation of Accounts and Internal Audit of Gram Panchayats within the block concerned. These Panchayat Accounts and Audit Officers at Block/Panchayat Samiti level will perform the following duties in the following manner

- (i) Panchayat Accounts and Audit Officers will draw up an advance programme to visit each of the Gram Panchayats within the jurisdiction of a Block at least once in every month for the purpose of organising the Accounts and conducting Internal Audit of the Gram Panchayats concerned. The advance programme with the approval of the Executive Officer of the Panchayat Samiti will be intimated to the Pradhans and Secretaries of the Gram Panchayats concerned.
- (ii) Panchayat Accounts and Audit Officers will examine all books of accounts, records and registers including cash book and other documents in possession of the Gram Panchayats concerned.
- (iii) Panchayat Accounts and Audit Officers are to regard themselves as pan of the management system of the Gram Panchayats. They will identify the errors, irregularities, illegalities, if any, in the matter of maintenance of accounts and make notes of the same. They themselves shall render all possible assistance in the matter of re-conciliation and rectification of the accounts of the Gram Panchayats concerned within a scheduled time. They shall make frequent visit to the Gram Panchayats to ensure that all errors, irregularities, etc. have been rectified.
- (iv) The examination with verification of accounts will have to be recorded in the enclosed

form of monthly report (Appendix-I). Three copies of the monthly report are to be prepared. One copy will be handed over to Pradhan for follow-up action and the second copy to be submitted to the Executive Officer of the Panchayat Samiti through the Secretary of the Panchayat Samiti. The third copy will be retained by the Panchayat Accounts and Audit Officer himself.

(v) When the Panchayat Accounts and Audit Officer shall feel that a Gram Panchayat is making persistent defaults in the matter of maintaining the accounts and registers, books or other papers concerned therewith, despite his repeated instructions and also when there is an irregularity of such serious nature as to need attention of higher authorities, he shall make a special report to the Executive / Officer of the Panchayat Samiti through the Secretary of the Panchayat Samiti and shall mention the specific defaults of the Gram Panchayat and the corrective measures which were suggested by the Panchayat Accounts and Audit Officer.

(vi) Every three months ending on 30th June, 30th September, 31st December and 31st March of a financial year Panchayat Accounts and Audit Officers will prepare Internal Audit Reports in the enclosed form (Appendix-II).

(vii) The Internal Audit Reports are to be prepared in triplicate. One copy will be forwarded to the Pradhans of the Gram Panchayats concerned and the other copy (i.e. second copy) will be marked to the Executive Officer of the Panchayat Samiti through the Secretary of the Panchayat Samiti and the third copy will be retained by the Panchayat Accounts and. Audit Officer.

By order of the Governor,

L. B. Pariyar

Secy. to the Govt. of West Bengal



GOVT. OF WEST BENGAL

Land & Land Reforms Department

Land Reforms Branch

NOTIFICATION

No. 533- L. Ref.

Dt. 7. 6. 1990

1. Nadia
2. Midnapore
3. Tamluk
4. Purulia
5. Bankura
6. Burdwan
7. Howrah
8. Hooghly
9. Jalpaiguri
10. South 24-Parganas
11. Birbhum

The Governor is hereby pleased to notify that the Zilla Parishads of the marginally noted districts of the State of West Bengal have determined under section 38 read with section 6 of the Cess Act, 1880 (Bengal Act IX of 1880) road cess on land at the rate of 6 (six) paise on each rupee of the annual value of land ascertained as in the Act prescribed and that such road cess shall be assessed and levied from the cess year commencing on and from the 1st day of Baisakh 1396 BS

12. Coochbehar.

By order of the Governor,

Sd/- K. P. Sandilya

Jt. Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

GOVERNMENT OF WEST BENGAL

Land and Land Reforms Department

Land Reforms Branch

NOTIFICATION

No. 535-L. Ref.

Dt. 7.6.90

1. Purulia
 2. Bankura
 3. Burdwan
 4. Hooghly
 5. Birbhum
 6. Coochbehar
- The Governor is hereby pleased to notify that the Zilla Parishad of the marginally noted districts of the States of West Bengal have determined under section 38 read with section 6 of the Cess Act, 1880 (Bengal Act DC of 1880) road cess on Coal- mines at the rate of 50 (fifty) paise on each tonne of the annual despatch ascertained as in the Act prescribed and that such road cess shall be assessed and levied for the year commencing on and from that 1st day of Baisakh 1396 BS

By order of the Governor,

Sd/- K.P. Sandilya,

Jt. Secy. to the Govt. of West Bengal





GOVERNMENT OF WEST BENGAL

Land and Land Reforms Department

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NOTIFICATION

No.537-L.Ref.

Dt. 7.6.1990

1. Midnapore
2. Tamluk
3. Purulia
4. Bankura
5. Burdwan
6. Howrah
7. Hooghly
8. Jalpaiguri
9. South 24-Parganas
10. Birbhum
11. Coochbehar

The Governor is hereby pleased to notify that the Zilla Parishad of the marginally noted districts of the State of West Bengal have determined under section 38 read with section 6 of the Cess Act, 1880 (Bengal Act IX of 1880) road cess on mines other than coal-mine and quarries at the rate of 50 (fifty) paise on each tonne of the annual despatch ascertained as in the Act prescribed and that such road cess shall be assessed and levee for the cess year commencing on and from the 1st day of Baishakh 1396 BS

By order of the Governor,

Sd/- K.P. Sandilya

Jt. Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 3244(17)-FR

Dated: 17.7.90

From: Smt. Manjula Gupta, I.A.S., Secretary to the Govt. of West Bengal.

To i) The District Magistrate

ii) Commissioner of Police, Calcutta

Sub: Contingency Action Plan for meeting the situation arising out of natural calamities including Flood and Cyclone.

Sir/Madam,

It has been decided that all the District Authorities shall prepare District Level Contingency Action Plan for meeting the situation arising out of natural calamities including flood and cyclone for their respective districts in order to deal with emergency situation in the wake of such calamities.

Commissioner of Police, Calcutta will, however, prepare Action Plan for the old areas of Calcutta Corporation since he will as usual be in-charge of rescue and relief operations of those areas, while DM, South 24-Pgs. who is also in-charge of rescue and relief operations in the newly-added areas of Calcutta Corporation viz. Garden Reach, Metiabruz, Behala, Thakurpukur I/C, Jadavpur, Tiljala and Kasba will prepare Action Plan for those areas in addition to the areas of his own district.

Also, some Departments under this Govt. who are concerned with pre and post relief operations and whose aid and assistance become necessary during the time of natural disasters would be required to draw up similar Action Plan for responding to such disasters as well at their end.

While preparing such an Action Plan, the concerned authorities should take into consideration the guidelines as provided herewith together with the guidelines as suggested by the Govt. of India and Annexure-4B and Annexure-4C of their Model Contingency Action Plan on Various natural

calamities, copies of which are sent herewith, read with the directives specified in this Dept. Letter No. 1556 (16)-FR dt. 17.5.90 on precautionary measures against floods.

It is, now, requested that immediate necessary action in the matter should be taken as per the guidelines and directives provided hereinabove.

This Department may kindly be appraised of the action taken in the matter at an early date.

Yours faithfully,

Sd/- Secretary

"Brief Guidelines for preparation of contingency Action Plan"

The natural Calamities like flood and cyclone have become almost regular feature and their occurrences cause damages to the life and property every year in some part or the other of this state. By responding to such calamities in time and applying mitigation measures such damages can be reduced to a great extent. Therefore, a plan of action is needed for the purpose the aim of which should be to seek avenues how to mitigate the losses and relieve the distressed from hardship caused by those disasters.

To mitigate the effects of disaster like cyclone or flood something is urgently required .to be done to mobilise people's groups to prepare for effective and speedy local action in the event of such disasters.

Emphasis should, therefore, be given at the time of preparation of the plan to cover up all the areas of problems likely to develop in the wake of a particular disaster. There is a considerable difference between rural and urban areas in relation to Socio-economic condition, infrastructural set-up, psychological factor of the inhabitants—which are also considered to be influencing factors for conducting as well as monitoring relief operations. Therefore, every care should be taken to identify the actual problem in relation to actual need of the distressed so that maximum benefit is available. Also, it should be the aim to utilise local inputs as far as possible with a view to effecting an immediate action. There should also be a provision for considerable fore sight and expertise, which are needed for tackling the situation created by such disasters.

Keeping those in view, some basic features should be taken into consideration, while preparing

contingency Action Plan as per the following: —

(I) The objectives of contingency Action Plan is to list out the functions and responsibilities of various authorities in the wake of natural disasters who are responsible for responding to such disasters. For this purpose, the Collector shall take all steps from planning to execution and for a smooth and effective action so far as the District Level Action Plan is concerned.

The Collector will be the focal point at the district level for preparation of district level plans for directing, supervising and monitoring relief measures for natural disasters like cyclone, flood etc. A contingency plan for the district shall be drawn up by each district and got approved by the State Govt. The Collector should also co-ordinate and secure the input from the local defense forces unit in preparation of contingency plans. This plan must lay down specific action points, key personal and contact points, in relation to the particular Calamity. This can be done in two stages:—

(A) Organisation and Training;

- (i) Planning and administration;
- (ii) Co-ordination;
- (iii) Warning system;
- (iv) Supply services;
- (v) Co-operation with non-official agencies and the public;
- (vi) Training of personnel.

(B) Relief Operations:

- (a) (i) Engineering;
- (ii) Rescue service;
- (iii) Salvage service;
- (iv) Repair and demolition;
- (v) Maintenance and restoration of essential services.

(b) Medical & Public Health:

- (i) Casualty service;
- (ii) Public Health and Sanitation;
- (iii) Disposal of dead and their identification;
- (iv) Care of animals.

(c) Welfare Service:

- (i) Evacuation;
- (ii) Information;
- (iii) Emergency Sheltering, Clothing, and feedings.

(II) District level Crisis Management Committee:

To review the relief measures there should be a District Level Crisis Management Committee in each district. The District Level Crisis Management Committee already formed under this Dept.'s Notifications No. 3777-FR dt 17.8.88., No. 1649,FR dt 10.5.89 and No. 3352-FR dt. 26,10,89 shall also act for the purpose of relief administration on the management of natural disasters including cyclone and flood.

(III) Control Room:

In the wake of a natural calamity like flood or cyclone a control room shall be set up in the district for day to day monitoring of rescue and relief operations on a continuing basis. During any crisis, all activities of crisis management shall be conducted from the Control room from where commands shall be issued, all actions coordinated and into which all information shall flow. The district Control room will keep constant contact with state Control room and furnish information from time to time. There should also be a provision for Control room at all the Block and Panchayat levels in respect of which the district Control room will act as nodal office in the district.

(IV) Liaison:

The Collector shall maintain close liaison with Central Govt. authorities in the district viz. Army, Navy, Air Force, Telecommunication, Railways etc. who could supplement the effects of the State administration in the rescue and relief operations in the wake of flood or cyclone. The Collector will also take all steps for enlistment of voluntary help and channelising the non-Govt. organisations response to the natural calamities.

The Collector shall closely interact with different implementation agencies and furnish information on a daily basis to the Relief Secretary on the implementation of rescue and relief operations.

ANNEXURE 4B

DISTRICT CONTINGENCY PLAN

Cyclone

Action Points

1. ACTION AFTER THE FIRST WARNING:

The Collector should ensure—

- (i) That sufficient stock of food grains, kerosene and other dry food commodities are available for distribution to the victim
- (ii) That Medical and Veterinary Departments are fully equipped with required Drugs and Vaccines for taking preventive steps after cyclone and to arrest the spread of epidemics.
- (iii) That all the Government vehicles are kept in roadworthy condition for putting them in use in the emergency.
- (iv) That a list of generators available with the Cinema Theatres is maintained by the officials of State Electricity Board and advance action taken immediately to procure them when necessary arises.
- (v) That action is taken for opening of cyclone stores for providing the following materials:
 - (1) Hooks of the type available with the Fire Service Department for cleaning debris;

- (2) Rubber tires and tubes for using as floats in water,
- (3) Tents;
- (4) Kerosene Lanterns;
- (5) Large cooking vessels for use in relief camps;
- (6) Identity slips to be issued to the victims in relief camps;
- (7) Copies of maps, etc;
- (8) Ropes, wires, chains, lights with wire fittings, lead wires, torches, etc.
- (9) Spare Road Market Stores, Steel poles, Bamboo, some G. R. sheets and Slotted Stripes of metal (to be laid on charred up road surface for better transportation).
- (10) Double handle saws (for cutting fallen trees), Shovels, Candles, Land Mailers, Hose pipes, first aid kits, cyclone duty sign boards, Ropes, Asbestos sheets, Torch lights, Jetty, Cans, empty oil drums, gunny bag and sand bags, polythene bags (for dropping supplies), buckets, V.H.E. sets with batteries for use.
- (11) Fodder, pumps for bailing out water along with hose spades, crow bars, hand gloves, Eucalyptus oil, naphthalene balls, bamboo mats, phenyl slate line, etc. useful for burying dead bodies.

2. ACTION AFTER RECEIPT OF THE SECOND WARNING: (Actual Threat)

- (i) Relief to stranded persons;
- (ii) Evacuation;
- (iii) Stoppage of traffic of National Highways;
- (iv) Stock of Food grains;
- (v) Declaration of local holiday to the educational institutions.

POST-CYCLONE MEASURES

- (i) Convening of the meetings of the Committees,

- (ii) Rescue Operations;
- (iii) Removal of dead bodies and car cases;
- (iv) Health Measures;
- (v) Restoration of traffic.
- (vi) Adequate number of mobile squads shall also be made available by the Police Department for helping clearing the fallen trees etc.
- (vii) Electricity Board should clear the roads of fallen electric poles and restore power supply as quickly as possible.
- (viii) The Public Relations Department must ensure to build up photographic record of the damage simultaneously, using services of the local officers or by employing local man.
- (ix) Immediately after the cyclone, the Revenue Divisional officers should form required number of teams to assess damage to the houses, crops, loss of human lives, livestock etc.

ANNEXURE 4C

DISTRICT CONTINGENCY PLAN

Action Points

1. PRE-FLOOD ARRANGEMENTS

- i) Convening a Meeting of the Dist. Level Committee on Natural Calamities;
- ii) Functioning of the Control Rooms;
- iii) Closure of past breaches in river and canal embankments and guarding of weak points;
- iv) Rain-recording and submission of rainfall reports;
- v) Communication of gauge-readings and preparation of maps and charts;
- vi) Assigning charge of Flood Circles;
- vii) Dissemination of weather reports and flood bulletins issued by the Meteorological Centres,

Central Water Commission, Flood Forecasting Organisation;

- viii) Development of boats at strategic points;
- ix) Use of power boats;
- x) Installation of temporary Police Wireless Stations and Temporary telephones in flood-prone areas;
- xi) Arrangements for keeping telephone and telegraph lines in order,
- xii) Storage of food in interior, vulnerable strategic and key areas;
- xiii) Arrangements of dry food stuff and other necessities of life;
- xiv) Arrangements for keeping the drainage system desilted and properly maintained;
- xv) Agricultural measures;
- xvi) Health measures;
- xvii) Veterinary measures;
- xviii) Selection of flood shelters;
- xix) Advance arrangements for army assistance;
- xx) Training in flood relief work;
- xxi) Organisation of relief parties;
- xxii) Other precautionary measures; and
- xxiii) Alternative drinking water supply arrangements.

2. ARRANGEMENT DURING AND AFTER FLOODS

— Organising rescue operations

— Organising shelter to the people in distress. In case the efforts of the civil authorities are considered inadequate. Army assistance should be requisitioned.

- Relief measures by non-official and voluntary organisations may be enlisted as far as possible.
- Organise relief camps.
- Provision of basic amenities like drinking water, sanitation and public health care and arrangements of cooked food in the relief camps.
- Making necessary arrangements for air dropping of food packets in the marooned villages through helicopters.
- Organising enough relief parties to the rescue of the marooned people within a reasonable time limit.
- Establish alternate communication links to have effective communication with marooned areas.
- Organising controlled kitchens to supply foods initially at least for 3 days.
- Organising cattle camps, if necessary, and provide veterinary care, fodder and cattle feed to the affected animals.
- Grant of emergency relief to all the affected people.
- Submission of daily reports and disseminate correct information through mass media to avoid rumours.
- Rehabilitation of homeless.
- Commencement of agricultural activities—desiltation, resowing.
- Repairs and reconstruction of infrastructural facilities such as roads embankments, resettlement of flood prone areas.
- Health measures.

— Relief for economic reconstruction.

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