

**NOTIFICATION**

In exercise of the power conferred by Sub-section (1) of Section 205 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 10\973) the Governor is pleased herry to amend this Deptt. Notification no. 8132-Panch dt. 30.3.81 (Compendium:1984 page 25-26) as follows.

**AMENDMENT**

In the said notification insert after serial no. 8 the figure and words in column (1) and (2) respectively.

(1)

(2)

9. Block Development Officer

All Gram Panchayats

By order of the Governor

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



No. 3023/PN/O/ I/ 1P – 16 / 92

Dated: 28.7.97

## NOTIFICATION

In exercise of the power conferred by clause (19) of section 2 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to substitute the entries in Serial No. 4 of the Schedule appended to the Notification No. 1827 – Panch dated 7<sup>th</sup> February, 1974 (Compendium : 1991 : Page 2-3) by the entries as follows: -

“4. (i) District Magistrate	Section 6 (1) and 6 (2)	Allocation of the properties funds and liabilities of a Gram Panchayat between the Gram Panchayat, Municipality, a Town Committee or a Cantonment if the whole or a part of the area of Gram Panchayat is included in such Municipality, a Town Committee or a Cantonment within the jurisdiction of the same district.
(ii) Divisional Commissioner	Section 6 (1) and 6 (2)	Allocation of the properties fund and liabilities of a Gram Panchayat between the Gram Panchayat, Municipality, a Town Committee or a Cantonment if the whole or a part of the are of the Gram Panchayat is included in such Municipality, a Town Committee or a Cantonment within the jurisdiction of another district but within the jurisdiction of the same Division”

By order of the Governor,

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

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## Department Of Panchayat & Rural Development

No. 3257 / I / Panch / 1A – 12/ 93

Dated, Calcutta, the 18.10. 93

### ORDER

Whereas the Development and Planning (T&CP) Department of this Government in its notification no. 4350 – T&CP/1C-6/89 dated 28.XI.1991, declared under sub-section (3) of section 9 of the West Bengal Town and Country (Planning and Development) Act, 1979 (West Ben. Act XIII of 1979), certain areas within the jurisdiction of Padima-I Gram Panchayat, Padima-II Gram Panchayat and Talgachari – II Gram Panchayat under Ramnagar – I Panchayat Samiti as specified in the schedule of the aforesaid notification, as planning area:

And whereas under notification no. 857 – T&CP/1C-6/87 dated 4.3.1993, Urban Development (T&CP) Department of this Government, constituted Digha Development Authority in respect of the said planning Area:

And whereas the aforesaid Digha Development Authority in pursuance of the provisions under section 55 read with section 56 of the West Bengal Town and Country (Planning & Development) Act, 1979, has initiated preparation of development plan, land use map and outline development plan and has framed and published guidelines prohibiting, inter alia, any change in the use of land or development of land without obtaining no-objection certificate from the Digha Development Authority:

And whereas in consequence of the action so far taken by the said Digha Development Authority, provisions under sub-section (1) read with sub-section (2) and sub-section(8) of Section 114A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) is brought into force.

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to direct that section 23, section 24 and section 24 ibid shall cease to be in force in the area covered by the notification no 4350 – T&CP/ IC-6/89 dated 28.XI.1991 of the Development & Planning (T&CP) Department of this Govt. from the date of issue of the said notification.

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the

Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 3257 / I / Panch / 1A – 12/ 93

Dated, Calcutta, the 18.10. 93

### ORDER

Whereas under the Department order no. 3257/I/Panch dated 18.10.93 the Planning Area under Digha Development Authority as specified under notification no. 4350 – T&CP/ 1C-6/89 dated 28.11.1991 of the Development and Planning (T&CP) Department of this Government, comes within the jurisdiction of Ramnagar Panchayat Samiti in terms of Section 114A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973);

And whereas the State Government is of opinion that Ramnagar – I Panchayat Samiti at present does not have adequate machinery to implement the provisions of Section 114A ibid;

And whereas the Digha Development Authority is provided with adequate machinery to implement the provisions of Section 114A ibid;

And whereas the aforesaid Authority has initiated preparation of development plan, land use map and outline development plan and has framed and published guidelines to be followed, inter alia, in respect of any change in use of land or development of land;

Now, therefore, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to direct that the Digha Development Authority constituted under notification no 857-T&CP/1C-6/87 dated 4.3.1993 of Urban Development (T&CP) Department of this Government, shall exercise the powers, perform the functions and discharge the duties conferred under section 114A of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) on behalf of Ramnagar – I Panchayat Samiti until further direction

By order of the Governor

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

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## Department Of Panchayat & Rural Development

No. 104/III/Panch/4A-19/82

Dated : 3.2.93

From : The Assistant Secretary

To : The Director of Panchayats, West Bengal

Sub : Sanction of conveyance allowance to the handicapped employees of Panchayati

Raj Bodies.

The undersigned is directed to say that the Government have since received proposal from different authorities for sanction of conveyance allowance as are admissible to .the Govt. employees in favour of the employees of Panchayati Raj Bodies. The matter was taken up with the Finance Deptt. That Deptt. did not agree to the proposal in view of acute crunch of resources in the public exchequer.

Sd/- G. G. Chatterjee

Asstt. Secy. to the Govt. of West  
Bengal



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## Department Of Panchayat & Rural Development

**No. 104/PN/N/III/2E-16/94**

Dated

: 17.1.95

From : The Secretary to the Govt. of West Bengal

To : The Principal Accountant General, (A & E), West Bengal,  
Treasury Buildings,

Calcutta-700 001

Sub : Provident Fund Scheme for the employees of Panchayat  
Bodies.

Sir,

I am directed by order of the Governor to say that the Governor is pleased to substitute sub-para (3) of para-II of the Provident Fund Scheme for the employees of Panchayat Bodies sanctioned under G. O. No.

330/VIII/panch/ 2P- 8/85 dated 11.2.91 as follows :

In this para, for the purpose of Calculation of interest the date of deposit shall, in the case of recovery from emoluments or subscription made by the subscriber, be deemed to be the first day of a month, if such recovery or subscription is made or deposited 1-10 (tenth) day of that month and the interest shall be admissible from first day of such month upto the end of the year. The deposits or subscriptions made after 10 (tenth) day of a

month shall earn interest for the period from the first day of the month following the day of deposit by way of recovery or subscription to the end of the year.

Yours faithfully

Sd/- S. N. Ghosh

Secretary , Department of Panchayat

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## Department Of Panchayat & Rural Development

**No. 191/I/III/Panch/2P-2/85**

Dated : 1. 2. 92

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

To : The Executive Officer, North 24-Parganas Zilla Parishad, P. O.-  
Barasat

Sub : Enhancement of Ceiling of Maternity Leave in favour of female employees under Zilla Parishad/Panchayat Samiti

The undersigned is directed to say that at present in terms of Rule 18 of the West Bengal Zilla Parishad (Leave & Retirement of Staff) Rules, 1973, female employees under a Zilla Parishad cease to Maternity Leave up to the end of 3 months from the date of its commencement or to the end of 6 weeks from the date of confinement, whichever is earlier.

The question of extending the benefit of Maternity Leave up to 120 days as is now enjoyed by a female Govt. employee in respect of female employees of Zilla Parishad/Panchayat Samiti, has been under consideration of Govt. for some time past. It has since been decided, after careful consideration, to grant this benefit in regard to Maternity Leave also to the female employees of the Zilla Parishads and Panchayat Samitis as well.

The undersigned is, therefore, directed by order of the Governor to say that the Governor is pleased to relax under Rule 2(2) of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973, the requirements of proviso (1) to Rule 18 ibid in respect of the females of a Zilla Parishad/ Panchayat Samiti up to the limit of 120 days.

The benefit of 120 days' Maternity Leave as sanctioned above shall be given effect to from. 1st January, 1992.

Sd/- N. G. Dutta

Deputy Secretary to the

Govt. of West Bengal



## Department Of Panchayat & Rural Development

### PROVIDENT FUND SCHEME FOR EMPLOYEES OF P. R. BODIES

No. 330/VIII/Panch/2P-2/85  
11.2.1991

Dated, Calcutta, the

From : Shri L. B. Pariyar, I. A. S.

Secretary to the Government of West Bengal

To : The Principal Accountant General (A & E), West Bengal Treasury Buildings,  
Calcutta-700 001

Sub : Provident Fund Scheme for the employees of the Panchayat Bodies excluding  
Chowkidar/Dafadar.

Sir,

I am directed by order of the Governor to say that the Governor is pleased to sanction introduction of the Provident Fund Scheme for the employees of the Panchayat Bodies excluding Chowkidars/Dafadars. A copy of the scheme is enclosed.

- 1, The Governor is further pleased to decide that the amount subscribed to the Provident Fund account of the employees shall be deposited under a new sub head "Provident Fund Deposit of employees of Panchayat Bodies— (i) Gram Panchayat, (ii) Panchayat Samitis, (iii) Zilla Parishads" under the Major referred "8336-Civil Deposits—00—800—Other Deposits-Provident Fund Deposits" on the receipt side of the Public Account.
2. Amount recovered with interest, if any, in respect of advance made out of the accumulation in Provident Fund account of an employee will be credited to the same head of account.
3. The amount finally paid to an employee on termination/superannuation of his service shall be debited to the head bearing same nomenclature to be opened on the disbursement side of the public account. Advances made to the employees out of their accumulation in their Provident Fund will be debatable to the same head of account.
4. The interest at the prescribed rate payable by the Government will be debatable to a new detailed head "Interest on Provident Fund Deposit of the employees of Panchayat Bodies—(i) Gram Panchayats (ii) Panchayat Samitis (iii) Zilla Parishads" under the Major Head "2049-Interest Payments-60-Interest on Other Obligations-101-Interest on Deposits".
5. The Governor is further pleased to sanction opening of the new sub head and of the detailed head of account as mentioned in para 2(1) and para 2(4) above in the accounts from 1.4.91. Suitable provision of funds for payment of interest will be made in due course.
6. This issues with the concurrence of Finance Deptt. vide their U/O No. Budget Genl. 1735 dated 6.11.90.

Yours faithfully

**PROVIDENT FUND SCHEME FOR THE EMPLOYEES OF THE PANCHAYAT BODIES**

1. (a) This Scheme may be called the Provident Fund Scheme for the employees of the Panchayat bodies, 1991.
- (b) This Scheme shall come into force on such date as the State Government may appoint.

**DEFINITIONS**

2. (1) In this Scheme unless the context otherwise requires,
  - (a) 'Accounts Officer' means—
    - (i) Additional Executive Officer in the case of a Zilla Parishad employee.
    - (ii) Executive Officer in the case of a Panchayat Samiti employee, and
    - (iii) Block Development Officer in the case of a Gram Panchayat employee.
  - (b) "Appointing Authority" in relation to an employee means—
    - (i) the authority empowered to make appointment to the grade or post, as the case may be or
    - { ii } the authority which appointed the employee as such in a Panchayat Body.
  - (c) 'Basic Pay' means the pay other than special pay and any other emoluments which may be specially classed as pay by Government or pay granted in view of personal considerations or qualifications, which has been sanctioned for a post held by a Government employee substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre.
  - (d) "Emoluments" means basic pay and includes personal pay, special pay and dearness pay.
  - (e) "Employee" means any person who is in the regular whole time employment of a Panchayat Body and draws his pay from the Fund of-the Panchayat Body but does not include Chowkidars and Dafadars of Gram Panchayats.
  - (f) 'Family' means—
    - (i) in the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber, Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which this scheme relates, unless the subscriber subsequently intimates in writing to his Head of Office that she shall continue to be so regarded.
    - (ii) in the case of a female subscriber, the husband and children of a subscriber and the widow and widows and children of a deceased son of a subscriber provided that if a subscriber by a notice in writing to her head of Office expresses her desire to exclude her husband from the family the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which this scheme relates unless the subscriber cancels such notice in writing.

Note: Child means legitimate child and includes an adopted child where adoption is recognised

by the personal law governing the subscriber.

(g) 'Fund' means the Provident Fund for the employees of the Panchayat Bodies.

(h) 'Head of Office' means—

(i) Block Development Officer in respect of Gram Panchayat. (ii) Executive Officer in respect of Panchayat Samiti.

(iii) Executive Officer including Additional Executive Officer in respect of Zilla Parishad.

(i) 'Leave' means any kind of leave admissible to an employee under the rules applicable to him.

(j) 'Panchayat Body' means Gram Panchayat or Anchal Panchayat or Panchayat Samiti or Zilla Parishad.

(k) 'Sanctioning Authority' means—

(i) Block Development Officer in respect of Gram Panchayats. (ii) Executive Officer in respect of Panchayat Samitis and (iii) Additional Executive Officer in respect of Zilla Parishads.

(l) 'State Government' means the Government of West Bengal, (m) 'Year' means financial year.

2. Any other expression used in this Scheme which is defined in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat Bodies is used in the sense defined therein.

### **CONSTITUTION OF THE FUND**

3. (1) The fund shall be maintained in rupee.

(2) All sums paid into the Fund under this Scheme shall be deposited to Provident Fund Deposit Accounts in Treasury/Sub-divisional Treasury in form TR-7.

(3) An employee of Zilla Parishad who was a member of the Contributory Provident Fund of the Zilla Parishad and exercised option to come under the Death-cum-Retirement Benefit Scheme, 1985 for the employees of the Panchayat Bodies shall have the amount of his subscription with interest thereon standing to his credit in such Contributory Provident Fund transferred to his credit in the Fund. Employer's share shall be credited to the Government Account with interest in order that the employee be eligible for Pension.

### **CONDITIONS OF ELIGIBILITY**

4. (1) For being eligible to subscribe to the Fund, an employee must have one year's continuous service to be counted from the date of his entry into service in the Panchayat Body.

(2) A re-employed pensioner may subscribe to the Fund afresh from the date of commencement of his re-employment. A separate new account number will be allotted to the fund account of the re-employed pensioner to be opened afresh.

Note-1: An employee who completes one year of continuous service during the middle of a month shall subscribe to the Fund from the subsequent month.

Note-11: Those employees who do not come under the purview of Death-cum-Retirement Benefit Scheme, 1985, for the employees of the Panchayat Bodies shall not be eligible to subscribe to the Fund.

### **NOMINATION**



5. (1) A subscriber shall at the time of joining the Fund send to Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount has become payable or having become payable has not been paid :

Provided that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family.

(2) If a subscriber nominates more than one person under sub-para (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be- in. such Form as set forth in Appendix 'A'.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer ;

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this paragraph.

(5) A subscriber may provide in a nomination—

(a) in respect of any specified nominee that in the event of his pre-deceasing the subscriber, the right conferred upon the nominee shall pass to such other person as may be specified in the nomination :

(b) that the nomination shall become invalid-in the event of the happening of a contingency, specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-para (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-para (5) or the proviso thereto, the subscriber shall send a notice in writing canceling the nomination to the Accounts Officer together with fresh nomination, made in accordance with the provisions of this paragraph.

(7) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer. Nominations or notices of cancellation submitted to the Head of Office well before the death of a subscriber shall be treated as valid notwithstanding the fact that it has not reached the Accounts Officer before the subscriber's death.

### **SUBSCRIBER'S ACCOUNT**

6. An account in the form of ledger shall be maintained by the Accounts Officer in the name of each subscriber, in which shall be shown—

(i) his subscriptions.

(ii) interest as provided by para 11 on subscriptions,

(iii) advances and withdrawals from the Fund,

(iv) Nomination,

(v) Date of retirement,

### **CONDITIONS AND RATES OF SUBSCRIPTIONS**

7. (1) A subscriber shall subscribe monthly to the fund except during a period of suspension :  
Provided that a subscriber may, at his option, elect not to subscribe during leave :

Provided further that a subscriber on re-instatement after a period passed under suspension shall be allowed the option of paying in one sum or installments any sum not exceeding the maximum amount of arrear subscriptions permissible for the period.

(2) The subscriber shall intimate his election not to subscribe during leave by a written communication to the Head of Office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The opinion of subscriber intimated under this sub-para shall be final.

(3) A subscriber who has under para 19 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

8. (1) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions, namely :

(a) it shall be expressed in whole rupees.

(b) it may be any sum, as expressed, not less than 6 percent of his emoluments and not more than his total emoluments.

(c) when an employee elects to subscribe at the minimum rate of 6 percent, the fraction of a rupee will be rounded off to the nearest whole rupee, 50p. counting as the next higher rupee.

(2) For the purposes of sub-para (1) the emoluments of a subscriber shall be—

(a) in the case of a subscriber who was in employment of the Panchayat Body on the 31st March of the preceding year, the emoluments to which he was entitled on that date :

Provided that—

(i) if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.

(ii) if the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India;

(b) in the case of a subscriber who was not in employment of the Panchayat Body on the 31st March of the preceding year, the emoluments to which he was entitled on the first day of his service

(3) The subscriber shall Ultimate the fixation of the amount of his monthly subscription in each-year in the following manner, namely :

(a) if he was on duty on the 31st March of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month ;

(b) if he was on leave on the 31st March of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty ;

(c) if he has entered service in the Panchayat Body for the first time during the year; or joins the Fund for the first time, by the deduction which he makes in this behalf from his pay bill for the month during which he joins the Fund;

(d) if he was on leave on the 31st March of the preceding year and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his salary bill for that month;

(4) The amount of subscription so fixed shall not be altered during the course of the financial year. It can be enhanced or reduced only once during the course of the year and that should be done from the pay bill of February or March of the financial year concerned, provided that in case of reduction the reduced amount shall not fall below 6 percent of the subscriber's emoluments.

Provided that if a subscriber is on duty for a part of month and on leave for the remainder of that month and if he has elected not to subscribe during leave the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

9. When a subscriber is sent on deputation out of India, he shall remain subject to the provisions of this scheme in the same manner as if he were not sent on deputation.

### **REALIZATION OF SUBSCRIPTIONS**

10. (1) When emoluments are drawn from the Fund of the Panchayat bodies recovery of subscriptions on account of these emoluments and of the principal of advances shall be made from the emoluments themselves.

(2) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is in default in any month or months during the course of a year otherwise than as provided in para 7, the total amount due to the Fund on account of arrears of subscription shall with interest thereon at the rate provided in para 11, forthwith be paid by the subscriber to the Fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by installments, or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-para (2) of para 12 ;

Provided that the subscriber whose deposits in the Fund carry no interest shall not be required to pay any interest.

### **INTEREST**

11. (1) Subject to provisions of sub-para (5) below, the Accounts Officer shall pay to the credit of the Account of a subscriber interest at such rate as may be determined for each year by the Finance Department of this Government.

(2) Interest shall be credited with effect from the last day in each year in the following manner :

(i) on the amount at the credit of a subscriber on the last day of the preceding year less any sums withdrawn during the current year—interest for twelve months ;

(ii) on sums withdrawn during the current year—interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal;

(iii) on all sums credited to subscriber's account after the last day of the preceding year—interest from the date of deposit up to the end of the current year ;

(iv) the total amount of interest shall be rounded off to the nearest whole rupee, (50 paisa counting as the next higher rupee).

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-para in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, upto the date on which the amount standing at the credit of the subscriber became payable.

(3) In this para, the date of deposit shall, in the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered, and in the case of an amount forwarded by the subscriber, shall be deemed to be the first day of the month of receipt, if it is received by the Accounts Officer before the fifth day of that month but if it is received on or after the fifth day of that month, the first day of the next succeeding month :

Provided that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall in the case of recovery of subscription be deemed to be the first day of the succeeding month.

(4) In addition to any amount to be paid under paras 18, 19 or 20, interest thereon up to the end of the month preceding that in which payment is made or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid :

Provided that where the Accounts Officer has intimated to the person (or his agent) a date on which he is prepared to make payment in Cash or has posted a cheque in payment to that person, interest shall be payable only up to the end of the month preceding the date so intimated or the date of posting the cheque as the case may be.

(5) Interest shall not be credited to the account of a Muslim subscriber if he informs the Accounts Officer that he does not wish to receive it, but if he subsequently asks for interest it shall be credited with effect from the first day of the year in which he asks for it.

(6) The interest on amounts which under sub-para (2) of para 10, para 18 or para 19 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-para (1) of this para and so far as may be in the manner described in this paragraph.

### **ADVANCES FROM THE FUND**

12. (1) Advances from the Fund—a temporary advance may be granted to a subscriber on application made by him (Vide Appendix B), from the amount standing to his credit in the Fund at the discretion of the sanctioning authority as defined in paragraph 2(1) (k) subject to the following conditions :

(a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following objects and not otherwise :

(i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him ;

(ii) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with marriages, funerals or other ceremonies of persons actually dependent on him.

Provided that the conditions of actual dependency shall not apply in the case of a son or daughter of the subscriber.

Note : Advances under clause (ii) are also permissible for meeting expenditure in connection with marriage and other ceremonies of the subscriber himself or herself.

(iii) to meet the cost of higher education of the applicant himself or of any person who is a member of the subscriber's family and is actually dependent on him—

(1) for education outside India whether for an academic, technical, professional or vocational course, or

(2) for education within India whether for medical, engineering or other technical or specialized course subsequent to passing the Final Examination held by the Board of Secondary Education, West Bengal; or other equivalent Examination provided that the course of study is for not less than three years.

(b) An advance shall not,

(i) exceed three months' pay or half the amount at the credit of the subscriber in the Fund whichever is less;

(ii) be granted, except for special reasons, to any subscriber in excess of the limit laid down in sub-clause (i) of this clause or until repayment of the last instalment of any previous advance:

Provided that if the reason is of confidential nature, it may be communicated to the Accounts Officer personally and/or confidentially.

Note : The amount of the advance under special reasons shall not exceed seventy five percent of the amount standing at the credit of the subscriber in the Fund, at the time of making application for such advance.

(2) When an advance is sanctioned under sub-clause (ii) of clause (b) of sub-para 1, before repayment of last installment of any previous advance, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.

(3) In fixing the amount of an advance the sanctioning authority shall pay due regard to the amount of the credit of the subscriber in the Fund.

Note : The advance from the Fund for the grant of which special reasons are required may be sanctioned,—

(a) to the employees of the Gram Panchayat by the Sub-divisional Officer.

(b). to the employees of the Panchayat Samiti by the Sub-divisional Officer and

(c) to the employees of the Zilla Parishad, by the District Magistrate.

13. Recovery of advances :

(1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty-four. A subscriber may, at his option, repay more than one installment in a month. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.

(2) Recovery shall be made in the manner prescribed in para 10 for the realization of

subscriptions and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent, while he is on leave on half average pay or without pay or in receipt of subsistence grant. The recovery may be postponed, on the subscriber's written request, by the sanctioning authority during recovery of an advance of pay granted to the subscriber.

(3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber, by installments or otherwise as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (b) of sub-para (1) of para 12.

(4) Recoveries made under this para shall be credited as they are made to the subscriber's account in the Fund.

#### 14. Wrongful use of advance :

Notwithstanding anything contained in these paras, if the sanctioning authority is satisfied that the money drawn as an advance from the Fund under para 12 has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the Fund or, in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be on leave. If the total amount to be repaid be more than half the subscriber's emoluments, recoveries shall be made in monthly installments of moieties of his emoluments till the entire amount is repaid by him.

Note : The term 'emoluments' in this para does not include subsistence grant.

### **WITHDRAWALS FROM THE FUND**

15. Subject to the conditions specified herein, withdrawal may on application made by him (Vide Appendix B) be sanctioned by the authority competent to sanction an advance for special reasons under clause (b) of sub-para (1) of para 12, at any time after the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for one or more of the following purposes, namely :

(a) Meeting the cost of higher education, including, where necessary, the travelling expenses of any child of the subscriber in the following cases, namely :

(i) for education outside India for academic, technical, professional or vocational course beyond the High School stage and

(ii) for any medical, engineering, or other technical or specialized course in India beyond the High School stage provided that the course of study is for not less than three years.

(b) Meeting the expenditure in connection with the marriage of the subscriber's sons or daughters and any other female relations actually dependent on him. ^

(c) Meeting the expenses in connection with illness, including, where necessary, the travelling expenses of the subscriber or any person actually dependent on him.

(d) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose or reconstructing or making additions or alterations to a house already owned or acquired by a

subscriber.

(e) Purchasing a house site or repaying any outstanding amount on account of loan expressly taken, for this purpose.

(f) For constructing a house on a site purchased utilizing the sum withdrawn under clause (e).

Note—1. : A subscriber who has availed himself of an advance under the Scheme for the grant of advances for house-building purpose or has been allowed any assistance in this regard from any other Government source shall be eligible for the grant of withdrawal under clauses (d), (e) & (f) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in the proviso to sub-para (1) of para 16.

Note—2. (a) Only one final withdrawal can be allowed for the same purpose. In this context, the marriage/education of different daughters/ sons will not be treated as the same purpose.

Similarly the illness of the subscriber or his dependants on different occasions will not be treated as the same purpose.

(b) An advance and a withdrawal for the same purpose should not be sanctioned together. In other words, a person shall be granted either an advance or a final withdrawal or a particular purpose subject to conditions mentioned in this para. Further, an advance which is subsequently converted into final withdrawal in terms of para 17 should be treated as final withdrawal under this para, that is to say, if a person has got an advance converted into final withdrawal under para 17, he should not be allowed another final withdrawal for the same purpose under this para.

16. (1) Conditions for withdrawal: Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in para 15 from the amount standing to his credit in the Fund shall not ordinarily exceed one half of such amount or six months pay whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit up to three-fourths of the balance at his credit in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount to his credit in the Fund : Provided that in the case of a subscriber who has availed himself of an advance under the scheme for the grant of advances for house-building purpose or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under this sub-para together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other Government source shall not exceed Rs. 1,25,000/- or 90 months' pay, whichever is less.

(2) A subscriber who has been permitted to withdraw money from the Fund under para 15 shall satisfy the sanctioning authority within a reasonable period of the withdrawal as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn!, and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly installments as may be determined by it.

(3) (a) A subscriber who has been permitted under clause (d), clause (e) or clause (f) of para 15 to withdraw money from the amount standing to his credit in the Fund shall not part with the possession of the house built or acquired or house site purchased with the money so withdrawn

whether by way of sale, mortgage (other than mortgage to the Governor), gift exchange or otherwise without the previous permission of the State Government.

Provided that such permission shall not be necessary for—

- (i) the house or house site being leased for any term not exceeding three years; or
  - (ii) its being mortgaged in favour of the Life Insurance Corporation of India or a Housing Board or any Corporation owned or Controlled by the Central Government or by the State Government which advance loans for the construction of a new house or for making additions or alterations to an existing house.
- (b) The subscriber shall submit a declaration not later than 31st day of December of every year as to whether the house or house-site as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before sanctioning authority on or before the date specified by that authority in that behalf, the original sale, mortgage or lease deed and also the documents on which title to the property is based.
- (c) If at any time before his retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the State Government he shall forthwith repay the sum so withdrawn by him in a lump sum to the Fund and in default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the sum to be recovered from the emoluments of the subscriber either in a lump sum or in such number or monthly installments as may be determined by it.

Note—I. A subscriber should not be granted a second withdrawal for house-building purposes at any place if he has already been granted a final withdrawal for similar purposes on the same or another place. In other words, final withdrawals should not be allowed for more than one house.

Note- Withdrawals shall also be admissible under clause (d) of para 15 for the purchase of a flat in a multistoried building belonging to Co-operative Society or any corporate body subject to the satisfaction of the sanctioning authority that the subscriber has actually been offered an allotment of flat by the Society or Body. All other terms and conditions regulating withdrawal under para 15 and this para shall apply mutatis mutandis to such purchase of flat.

17. Conversion of an advance into a withdrawal:

A subscriber who has drawn an advance under para 12 for any of the purposes specified in clauses (a), (b) & (c) of para 15 may convert at his discretion, by a written request to the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in paras 15 and 16.

Note : For the purposes of sub-para (1) of para 16 the amount or subscription with interest thereon standing to the credit of the subscriber in the Fund at the time of conversion plus the outstanding amount of advance shall be taken as the balance. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

#### **FINAL WITHDRAWAL OF ACCUMULATIONS IN THE FUND**

18. When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to, him :

Provided that a subscriber, who has been dismissed from the service and is subsequently



reinstated in the service shall, if required to do so by his Head of Office, repay any amount paid to him from the Fund in pursuance of this para with interest thereon at the rate provided in para 11 in the manner provided in proviso to para 19. The amount so repaid shall be credited to his account in the Fund.

**RETIREMENT OF A SUBSCRIBER—** When a Subscriber

19. (a) has proceeded on leave preparatory to retirement, or

(b) while on leave, has been permitted to retire or been declared by a competent medical authority to be unfit for further service, the amount standing to his credit on the Fund shall, upon an application made by him in that behalf to the Accounts Officer become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, if required to do so by his Head of Office, repay to the Fund for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this para with interest thereon at the rate provided in para 11 in cash or securities or partly in cash and partly in securities, by installments or other-wise, by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (b) of sub-para (1) para 12.

### **PROCEDURE ON DEATH OF SUBSCRIBER**

20. On the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made.

(1) When the subscriber leaves a family—

(a) if a nomination made by the subscriber with the provisions of para 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable, to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber submits, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal share :

Provided that no share shall be payable to—

(i) Sons who have attained legal majority;

(ii) Sons of a deceased son who have attained legal majority; (iii) Married daughters whose husbands are alive (iv) Married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv);

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which the son would have received if he had survived the subscriber and had been exempted from the provisions of clause (i) of the first proviso.

(2) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of para 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(3) When the subscriber leaves no family and no nomination made by him in accordance with the provisions of para 5 subsists or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of Section 4 of the Provident Fund Act, 1925 are applicable to whole amount or the part thereof to which the nomination does not relate.

### **MANNER OF PAYMENT OF THE AMOUNT IN THE FUND**

21. (1) When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Accounts Officer to sanction payment on receipt of a written application in his behalf as provided in sub-para (3).

(2) If the person to whom under these paras, any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment will be made to such manager and not to the lunatic.

(3) Any person who desires to claim payment under this para shall send a written application in that behalf to the Accounts Officer. Payment of amounts withdrawn shall be made in India only. The person to whom the amounts are payable shall make their own arrangements to receive payment in India (Vide Appendix C).

### **ACCOUNTING PROCEDURE**

22. (a) Immediately after the scheme comes into force, the Accounts Officer shall allot Provident Fund Account number in respect of each of the existing eligible employees. In respect of future entrants into service under a Panchayat Body he shall similarly allot Provident Fund Account number as and when each such employee becomes eligible for subscribing to such fund.

(b) No deduction on account of subscription to the Provident Fund shall be made from the monthly pay bill of an employee unless an Account number is allotted in his favour.

23. There shall be one Provident Fund Deposit Account in each District Treasury for the Zilla Parishad employees. In each sub-divisional Treasury there shall be one Provident Fund Deposit Account for the employees of each of the Panchayat Samitis and the Gram Panchayats under the Panchayat Samiti in question. The Provident Fund Deposit Accounts for the Zilla Parishad employees shall be operated by the respective Additional Executive Officers and those for the Panchayat Samiti and Gram Panchayats by the Executive Officer/B. D. O. concerned. For this purpose, authorised officer shall send three sets of specimen signature along with the name of treasury where the Provident Fund Deposit Account is to be opened to the Pr. A. G. (A & E), West Bengal for issuing authority to the treasury for opening of personal deposit account.

24. The Head of office shall deduct the Provident Fund subscription of an employee each month from his pay-bill and arrange to deposit the sum total of the subscriptions in respect of all the employees into the earmarked Provident Fund Deposit Account in the Treasury/Sub-divisional Treasury within three days from the date of disbursement of salary. In the case of the Zilla Parishad employees and the Panchayat Samiti/Gram Panchayat employees such deposit

should be made by cheque/cash through TR-7 in triplicate which will be treated as a Challan for the purpose.

25. Promptly, at the end of each financial year, the Head of Office shall claim interest on Provident Fund Deposits in accordance with the instruction

Fund and Group Insurance reconcile the accounts with those maintained in the Treasury /Sub-divisional Treasury and allot fund for payment of interest to the concerned Treasury Officer under intimation to the Head of Office & to the Pr. A. G. (A & E) West Bengal. The Head of Office will then prepare a bill T. R. Form No. 48 with Challan for transfer credit of the amount of interest and present it at the Treasury. The Treasury on scrutiny of the bill shall arrange to pass the bill by per transfer credit of the amount of interest to the Provident Fund Deposit Account standing in the name of the operator of the Account.

26. The sanctioning authority while sanctioning temporary advance or withdrawal from the Provident Fund to an employee shall endorse a copy of the order to the Accounts Officer, Head of Office and to the applicant. A copy of such order shall also be endorsed to the Gram Panchayat concerned, where such temporary advance or withdrawal is sanctioned to an employee of a Gram Panchayat. On the basis of such sanction, the Accounts Officer will make payment by issuing cheque against the P. F. Deposit Account. The bill for drawal of the temporary advance or withdrawal shall be in the form in Appendix-F.

27. When a subscriber retires from service or otherwise quits service, the amount standing to his credit in the Fund shall become payable to him. In such case the Accounts Officer shall issue the final payment order. On the basis of the final payment order the payment will be made by A/C Payee Cheque drawn on the P. F. Deposit Account by the Accounts Officer.

28. A subscriber to the Fund, on application may stop payment of subscription before six months from the date of his superannuation. Such application should be given to the Head of office and the Accounts Officer and to the Pradhan of a Gram Panchayat in case of an employee of the Gram Panchayat at least one year before the date of retirement and on having the intimation the Head of the office shall keep proper notes on the pay bills of the employee concerned. No temporary advance or withdrawal shall be sanctioned to the employee concerned during the last six months before he retires from the service.

29. The subscriptions and recoveries from the monthly pay bill of an employee shall be credited to the "Provident Fund Deposit Account— Temporary advances, withdrawals and final payments shall also be debited against the said Provident Fund Deposit Account. Treasury will pay within balance available. There shall be pass book to record all deposits and withdrawals in respect of each account. The balance in each account shall be verified by the Accounts Officer with the treasury record month by month as prescribed in the T. R. W. B.

30. When paying subscription in India, either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Accounts Officer. Any change in number shall similarly be communicated to the subscriber by the Accounts Officer.

31. (1) As soon as possible after the close of each year, the Accounts Officer shall send in the Form in Appendix D to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and closing balance

on that date.

The Accounts Officer shall attach to the statement of account an enquiry whether the subscriber—

- (a) desires to make an alteration in any nomination made under para 5.
  - (b) has acquired a family in cases where the subscriber made no nomination in favour of a member of his family under the proviso to sub-para (1) of para 5.
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Accounts Officer within six months from the date of receipt of the statement.
- (3) The Accounts Officer shall, if required by a subscriber once but not more than once in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.
32. The State Government may, from time to time, issue such instructions as considered necessary for proper implementation of the scheme.

### **INTERPRETATION**

33. If any question arises relating to the interpretation of these paras, it shall \* be referred to State Government, whose decision thereon shall be final.

34. Notwithstanding anything contained in the paras, State Government reserves to itself the power to relax any provision of these paras, as and when the occasion arises.

Subscriber's Nomination                      Subscriber's Nomination                      Subscriber's Nomination

Dated this day of 19 at (Place)

of his predeceasing the subscriber.

Dated this day of 19 at (Place)

Completely interest Amount other than

his/her Provident Fund Account during the 36 months

immediately preceding the date of his/her quitting service or thereafter ;—

receipt. Accounts Officer, within.



## Department Of Panchayat & Rural Development

No. 1533/ PN/ O/ I/ IE - 47 / 93 (Pt-VIII)

Dated 22.6.95

From : OSD & Ex-Officio Dy. Secy. to the Govt. of West Bengal.  
To : The Additional District Magistrate, Howrah  
Sub : Member elected in casual vacancy – oath taking before notification.  
Ref : Your memo. No. 199 / HDP dt.30.3.95.

Sir,

I am directed to refer to the above subject and to state that while in case of reconstitution of a Panchayat following general elections, it is required under law that oath-taking of the elected members should take place only after notification constituting the new body is published in the Gazette, in case of bye-elections to fill up the casual vacancies, notification in the Gazette is not a pre-condition for taking oath. In the latter case, the elected members may immediately make and subscribe an oath or affirmation before a competent authority under Section 197 of the Panchayat Act and start functioning as a member. In this connection, this Deptt. No. 10967 (15)/ Panch/1P-27/79 dated 20.6.79 (vide page no 17 of the compendium published in 1984) may also please be referred to as it is still in force.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 1624/ I/ Panch/ 1A - 16 /93/ Pt-III

Dated, Calcutta, the 17.6.1994

### NOTIFICATION

In exercise of the power conferred by subsection (2) of section 1 of the West Bengal Panchayat (Amendment) Act, 1994 (West Ben. Act XVIII of 1994 ) (hereinafter referred to as the said Act), the Governor, in continuation of this Department Notification no. 1077/I/ Panch/1A-16/93 (Pt-III) dated 22.4.1994, is pleased hereby to appoint the 18<sup>th</sup> day of June, 1994 as the date on which section 5, 8, 9, 15, 23, 26, 27, 36, 40 and 51 of the said Act shall come into force all over the State of West Bengal.

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the

Governor of West Bengal





No. 1624/ I/ Panch/ 1A – 16/ 93 (Pt-III)

Date: 17.6.1994

## NOTIFICATION

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

### The Schedule

Authorities	Section	Panchayat for which appointed	Purposes for which appointed
(1)	(2)	(3)	(4)
1. Block Development Officer	Section 213 A(1)	Gram Panchayat	Power to declare an elected member to be disqualified and to take incidental and consequential actions thereto.

2. Sub Divisional Officer	Section 213 A(1)	Panchayat Samiti	Power to declare an elected member to be disqualified and to take incidental actions thereto
3. District Magistrate	Section 213 A(1)	Zilla Parishad and Mahakuma Parishad	Power to declare an elected member to be disqualified and to take incidental and consequential actions thereto.

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal





# Department Of Panchayat & Rural Development

No. 1626/ I/ Panch/ 1A – 16/ 93 (Pt-III)

Dated: 17.6.1994

## NOTIFICATION

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

### The Schedule

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

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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**National Informatics Centre**



No 1884/I/ Panch/ 1A-16/ 93 (Pt - III)

Dated: 5-8-1994

## NOTIFICATION

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

### The Schedule

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

By order of the Governor,

Sd/- S.N. Ghosh

Secretary to the

Govt. of West Bengal

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# Department Of Panchayat & Rural Development

No 1884/I/ Panch/ 1A-16/ 93 (Pt - III)

Dated: 5-8-1994

## NOTIFICATION

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

### The Schedule

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

By order of the Governor,

Sd/- S.N. Ghosh

Secretary to the  
Govt. of West Bengal

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# Department Of Panchayat & Rural Development

No. 2050 / I / Panch / 1E – 40/93

Dated: 9.6.1993

## ORDER

In exercise of the powers conferred by Section 197 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased to specify the authorities as shown in column (1) of the schedule below as the authority before whom a member of the Gram Panchayat, Panchayat Samiti or a Mahakuma Parishad/ Zilla Parishad as shown in corresponding entries in column (2) of the schedule, other than a member referred to in clause (iii) of sub-section (2) of Section 94 and clauses (i), (iii) & (iv) of sub-section (2) of section 140, whose name has been published by the notifications issued under sub-section (4) of section 4, sub-section (3) of section 93, sub-section (3) of section 140 or sub-section (4) of section 185B as the case may be, shall before taking his seat as a member of the body to which he is elected or as member ex-officio of the body at the lower tier, make and subscribe an oath or affirmation in form no 3 prescribed under sub-rule (4) of rule 3, sub-rule (4) of rule 4, sub-rule (4) of rule 5 or sub-rule (4) of rule 5A of the West Bengal Panchayat (Constitution) Rules, 1975.

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

### The Schedule

Prescribed Authority	Member who may take oath
(1)	(2)
(1) Block Development Officer or Joint Block Development Officer or Extension Officer for Panchayats. Addition of EOP as prescribed authority other than BDO and Jt. BDO vide order no 2241/1/Panch/1E-40/93 dated 2.7.93 (enclosed below)	(1) Members directly elected to Gram Panchayat.

(2) Sub-Divisional Officer or Additional Sub-Divisional Officer or any Executive Magistrate posted in the Sub-Divisional head quarter.

(3) District Magistrate or any Additional District Magistrate

(2) Members directly elected to Panchayat Samiti  
(3) Members directly elected to Zilla Parishad/ Mahakuma Parishad.

By order of the Governor,

Sd/ D. K. Manavalan

Secretary to the

Govt. of West Bengal.

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**National Informatics Centre**





## Department Of Panchayat & Rural Development

No. 2241 / I / Panch / IE – 40/ 93

Dated, Calcutta, the 2.7. 93

### **ORDER**

In exercise of powers conferred by Section 197 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, for the purpose of specifying additional authority before whom a member of the Gram Panchayat may make and subscribe an oath, is pleased hereby to amend this Department order no. 20500/I/Panch/1E-40/90 dated 9.6.1993 as shown hereunder.

### **Amendment**

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

By order of the Governor

Sd/- D.K. Manavalan

Secretary to the

Govt. of West Bengal

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বিজ্ঞপ্তি নং: ৪৭০/১/ পঞ্চ/ ওসি-৩/ ৯০ (পাট-৪) তারিখ: ১৯.২.৯২

## বিজ্ঞপ্তি

জেলা পরিষদগুলিতে সভাপতি ও সহকারী সভাপতির মধ্যে দায়িত্ব ও ক্ষমতা বন্টনের প্রয়োজনীয়তার প্রতি বিভিন্ন সময়ে রাজ্য সরকারের দৃষ্টি আকর্ষিত হয়েছে।

পঞ্চায়েত আইনের ১৬৫ নং ধারায় এই সংক্রান্ত বিধি প্রবর্তন করা আছে। উল্লেখ করা যেতে পারে যে পশ্চিমবঙ্গ জেলা পরিষদ (নির্বাচন, গঠন ও প্রশাসন) নিয়মাবলী, ১৯৬৪ সালের ৯০নং নিয়মে এই বিষয়ে নিয়ম প্রণয়ন করা আছে। পঞ্চায়েত আইনের ২১৯ (জি) ধারাবলে ৯০ নং নিয়ম এখনও কার্যকরী সুরাহা এই নিয়ম অনুযায়ী দায়িত্ব ও ক্ষমতা বন্টনের কোনও অসুবিধা নেই তো বটেই বরং বিধি ও নিয়মকে যথার্থভাবে প্রয়োগ করে এবং প্রতিটি জেলার সুবিধা-অসুবিধার বিভিন্ন দিক চিন্তা করে এই বন্টনের সুষ্ঠু বন্দোবস্ত করাই বাঞ্ছনীয়।

এই বিষয়ে উপযুক্ত ব্যবস্থা গ্রহণের জন্য সব জেলা পরিষদের দৃষ্টি আকর্ষণ করা হচ্ছে।

নরেশ চক্রবর্তী  
সচিব



## Department Of Panchayat & Rural Development

**No. 923/VIII/Panch/2P~2/85**

Dated : 06-04-91

From : Shri N. G. Dutta, Deputy Secretary to the Govt. of West Bengal

To : The Principal, Accountant General (A & E), West Bengal

Sub : Provident Fund Scheme for the employees of Panchayat Bodies excluding Chowkidar/Dafadar

Sir,

I am directed by order of the Governor to say that the Governor has been pleased to appoint the day of 1st April, 1991 w. e. f. which the Scheme introduced under G. O. No.-330/VIII/Panch dated 11-2-91, has come into force.

Yours faithfully,

Sd/- N. G. Dutta

Deputy Secretary to the Govt.

of West Bengal

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# Department Of Panchayat & Rural Development

**Enclosure to G. O. No. 988(17) PN/N/III/2E-81/96**

Dated : 21-3-97

## ANNEXURE-I

Statement showing the number of sanctioned posts for Bankura Zilla  
Parishad

SI. No.	Name of the Post	Scale of Pay	No. of sanctioned posts
1	2	3	4
1.	Addl. Executive Officer	Grade pay plus Spl. pay, if any	1 (one)
2.	Secretary	Grade pay plus Spl. pay, if any	1 (one)
3.	Dy. Secretary	Rs. 2200-80-3000-100-40007- plus Spl. pay Rs. 150/-	1 (one)
4.	C. A. to Sabhadhipati	A consolidated pay as may be specified by order, by the State Govt. from time to time	1 (one)
5.	Office Superintendent	Rs. 1500-55-1665-65-2250- 80-3220-100-3410	1 (one)
6.	Head Assistant	Rs. 1420-45-1555-55-1720-65-2305- 75-3130/-	1 (one)
7.	Upper Division Assistant	Rs. 1260-35-1540-45-1630 55-2070-65-2460-75-26107-	9 (nine)

8.	Lower Division Assistant	Rs. 1040-25-1215-30-1485 35-1590-40-1670-50-19207-	9 (nine)
9.	Steno-Cum-PA to Sabhadhipati	Rs. 1260-35-1540-45-1630- 55-2070- 65-2460-75-26107-plus Spl. pay Rs. 50/-	1 (one)
10.	Steno-Cum-CA to Addl. Executive	Rs. 1260-35-1540-45-1630-55-2070- 65-2460-75-2610/-	1 (one)
11.	Steno-Cum-CA Secretary/Dy. Secy.	Rs. 1260-35-1540-45-1630- 1 (one) 55-2070-65-2460-75-2610/-	1 (one)
12.	Stenographer for Karmadhyakshas	Rs. 1260-35-1540-45-1630- 3 (three) 55-2070-65-2460-75-2610/-	3 (three)
13.	Typist	Rs. 1040-25-1215-30-1485- 35-1590- 40-1670-50-19204 (four)	4 (four)
14.	District Engineer	Rs. 3000-100-3500-125-4750/-	1 (one)
15.	Executive Engineer	Grade Pay plus Spl. Pay, if any	1 (one)
16.	Asstt. Engineer	Rs. 2200-80-3000-100-4000/- 7 (Seven)	7 (seven) (Vide Annexure-II)
17.	Sub-Asstt. Engineer	Rs. 1390-45-1615-55-20557-65-2445- 75-2970/-	30 (thirty) (Vide Annexure- II)
18.	Sub Assistant Engineer (Elec.)	Rs. 1390-45-1615-55-2055-65-2445- 75-2970/-	1 (one) (Vide Annexure-II)
19.	Work Assistant	Rs. 1040-25-1215-30-1485-35-1590- 40-1670-50-1920/-	6 (six)
20.	Store Keeper	Rs. 1260-35-1540-45-1630 55-2070- 65-2460-75-2610/-	1 (one)
21.	Accountant	Rs. 1390-45-1615-55-20557-65-2445- 75-2970/-	1 (one)
22.	Addl. Accountant	Rs. 1140-30-1440-35-1580 40-1660- 50-2160/-	1 (one)
23.	Cashier	Rs. 1140-30-1440-35-1580-40-1660- 50-2160/-	1 (one)
24.	Asstt. Cashier	Rs. 1040-25-1215-30-1485-35-1590- 40-1670-50-1920/-	1 (one)
25.	Statistician	Rs.2200-80-3000-100-4000/-	1 (one)
26.	District Informa-tion Analyst	Rs. 1390-45-1615-55-2055-65-2445- 75-2970/-	1 (one)

27.	Computer Assistant	Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610/-	1 (one)
28.	Telephone Operator -cum- Receptionist	Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920/-	1 (one)
29	Driver	Rs. 1040-25-1215-30-1485-35-1590-40-1670-50-1920/-	2 (Two) Plus
30	Group –D Staff	Rs. 800-15-920-18-1118-21-1265/-	25 (Twenty five)

Note :

- i. No of sanctioned posts as shown in Col.4 above is inclusive of the existing posts.
- ii. 50% of the total posts each of Typist and Stenographer Cadres should be Bengali Typists and Bengali Stenographers.
- iii. The No. of functioning Road Rollers in the Zilla Parishad may be intimated to this Department immediately for issuance of formal approval regarding the no of posts of Roads Rollers.

Sd/- D. Ghosh

Dy Secy to the Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 988(17)/PN/N/III/2E-81/96

Dated

: 21. 3. 1997

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

To : The Executive Officer,

\_\_\_\_\_Zilla/Mahakuma Parishad

P. O. \_\_\_\_\_District-

### MEMORANDUM

**Sub : Creation of posts for effecting uniformity in the staffing pattern of Zilla Parishads of West Bengal**

In view of the common objectives and activities of the Zilla Parishads, the Government have, for sometime past, been considering restructuring and augmenting the personnel resources of the Zilla Parishads in an uniform pattern to enable them to function with the requisite level of efficiency and promptness.

2. After careful consideration of all aspects of the matter, the Governor, is pleased hereby to approve, in supercession of all earlier orders issued in this behalf, the creation of the posts, as detailed in Annexure-I and Annexure-II to this order applicable to the corresponding-Zilla Parishad as shown in the said Annexures.

The Posts of Executive Engineers of Malda, Hooghly, Midnapore, Bankura and Purulia, as shown at Annexures-1 and II, and the posts of Assistant Engineers and Sub-Assistant Engineers as shown at Col. 3b and 4b respectively of Annexure-U, are inclusive of the posts of Six Executive Engineers and 45 Assistant Engineer s lent by Panchayat and Rural Development Department, (Rural Development Wing) to the Zilla Parishads vide order No. 5585-(JRY)/RD (N)/135-43/93 dated 18.9.96 of the Panchayat and Rural Development Department.

3. The Zilla Parishads of this State have been arranged into three separate groups depending on the number of Panchayat Samitis within their territorial jurisdiction, for the purpose of determining the admissible numerical strength of the staff of different categories in the corresponding administrative set up.

The principle followed for Group wise arrangement of the Zilla Parishads in the State are as follows :

- (a) Group-A comprising 25 or more Panchayat Samitis within the jurisdiction of Zilla Parishad ;
- (b) Group-B comprising 15 to 24 Panchayat Samitis within the jurisdiction of Zilla Parishad;
- (c) Group-C comprising less than 15 Panchayat Samitis within the jurisdiction of Zilla Parishad ; Groupwise distribution of the Zilla Parishads is shown in Annexure-I, II, III and IV,

4. All posts of the Zilla Parishads mentioned in this Memorandum shall be

filled up in the manner laid down in the West Bengal Panchayat (Recruitment and conditions of appointment of Employees of Zilla Parishad) Rules, 1997, to be published shortly.

In case any Zilla Parishad is in urgent need of filling up any vacancy, before publication of the rules, the Parishad concerned, should refer the matter to the Govt. mentioning details of the vacancy with all relevant facts and figures justifying immediate recruitment. The post would be filled up only on obtaining specific prior approval of the Gov t. in the Panchayat and R. D. Deptt. in the manner laid down.

5. The posts mentioned at Annexure-III to this order constitutes the cadres where no further recruitment shall be made against future vacancies and shall be gradually abolished. Attempts should be made by the Zilla Parishads to absorb the incumbents holding these posts in a suitable post in the revised staff structure approved and listed at Annexures-1 and II, strictly subject to the condition that the incumbent concerned satisfied the eligibility criteria of the post concerned. If such absorption is not possible, the incumbent concerned-may continue to hold the post and when the post becomes vacant on promotion, retirement on superannuation of the present incumbent, or for any other reason, such post will be abolished.

6. The Pay scales of some of the posts mentioned at Annexure-I, II, III and IV may be at variance with the existing "pay scale of a post with similar designation in -some Zilla Parishads. The requisite qualifications for all posts created pursuant to this order are being specified in the West Bengal Panchayat (Recruitment and Conditions of Appointments of Employees of Zilla Parishad) Rules, 1997. While refixing the pay of incumbents in the

posts having identical designations with those created by this order, it will be necessary to ensure that the incumbents satisfy all the eligibility criteria laid down in the aforesaid Rules for the corresponding posts. Therefore, all cases of refixation of pays, where necessary, shall have to be referred to the Govt. and refixation will be allowed only after the specific prior approval of the Govt. in the Panchayats and R. D. Deptt. All Zilla Parishads, where such refixation of pay etc. shall be required, to prepare a consolidated proposal covering the cases of all employees whose pay requires refixation under this order, and the proposal shall indicate the additional fund required, if any, consequent upon such refixation.

7. While filling up the posts, the Zilla Parishads shall observe the conditions suggested in this department circular No. 4930(4)-PN/O/TII/2A-17/94 dated 11.10.96. Wherever any new post created in terms of this order is filled up, Parishad shall give an opportunity to all eligible casual employees appointed in the regular establishment of the Zilla Parishad upto 31.12.91 (as distinguished from the purely scheme-specific appointments meant for implementation of the relevant schemes only and such appointees being paid out of such scheme fund only) along with other candidates sponsored by Employment Exchange and/ or responding to the advertisement released by the Zilla Parishad and/or working as a regular employees in some other capacity in the Zilla Parishad, to compete for appointment in any such post. The details in this behalf have been clearly specified in the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla parishad) Rules, 1997. However, the Zilla Parishads are debarred from according any extra ordinary consideration or priority in favour of the said eligible casual employees merely because of their being eligible casual employees.

8. This order is issued with the concurrence of the Finance Deptt. vide F. A. Panchayat & C. D. Deptts. U. O. No. 9 dated 15.1.97.

9. This order takes immediate effect.

Sd/- S. N. Ghosh

Principal Secretary to the  
Government of West Bengal

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## Department Of Panchayat & Rural Development

**No. 1014/III/Panch/2E-41/80**

Dated

: 27.4.93

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

To : The D. P. O., South 24-Parganas, Alipore

Sub : Clarification regarding actual designation as to "Clerk" or "Clerk-cum-Typist" of the Panchayat Samiti

Ref : His No. 1543/Panch dated 30.11.92 and D. O. No. 125/Panch dated 9. 2. 93

The undersigned is directed to say that it appears that there is some confusion as to whether the designation of ministerial staff appointed under the Panchayat Samiti should be taken as "Clerk" or "Clerk-cum-Typist". It is hereby clarified that the actual designation of the post is "Clerk-cum-Typist" as laid down in G. O. No. 20020/(II) AZP, dt. 17.7.80 and No. 1905/III/Panch dt. 21.1.81. Incidentally, the candidate must have knowledge in typing (minimum speed 30 words per minute) for the said post. It may be noted that through inadvertence, the post was wrongly designated as "Typist" in G. O. No. 2231/AZP, dt. 25.2.77 and No. 11868 (325) AZP, dt. 22.5.80. Therefore, the word "Clerk" mentioned in the above G. Os. should be read as "Clerk-cum-Typist" of the Panchayat Samiti.

Sd/- A. Ray Dy. Secy.,  
to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

**No. 1065/III/ Panch/2P-12/89**

Dated

: 16.4.93

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

To : The Additional Executive Officer

.....Zilla Parishad (All)

In reiteration of what has been indicated in this Deptt. No. 880/1 (36) Panch dated 3.4.91, the undersigned is directed to say that the Interim pay is not admissible to the staff of the Zilla Parishads, Panchayat Samitis. Accordingly, the Initial pay Fixation Statements under RQPA '81 need be modified by excluding the element of Interim pay in all the cases and the excess amount paid to the employees of Zilla Parishads and Panchayat Samitis consequent on the drawal of interim pay with effect from 1.4.79 and subsequent wrong fixation of pay with effect from 1.4.81 and 1.1.86 under ROPA '81 and ROPA '90 respectively, if any, need be recovered in full.

(2) Parishad Accounts and Audit Officers attached to all Zilla Parishads are directed to verify all the personal entitlements of each of the staff and officers attached to the Zilla Parishads and the Panchayat Samitis and also to assess the quantum of overdrawn amount by each employee of Zilla Parishads and Panchayat Samitis since 1.4.79 till date in respect of the



above. The Drawing and Disbursing Officers of Zilla Parishads/Panchayat Samitis shall effect recovery of the entire amount immediately under intimation to this Deptt.

(3) This order issues as per advice of the Finance Deptt. contained in their li/o. No. 317 dated 17.2.93.

Sd/- A. Ray

Deputy Secretary to the

Govt. of West Bengal

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## Department Of Panchayat & Rural Development

**No. 1113-Panch/2E-47/92**

Dated :

28.4.94

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

To : The Director of Panchayats West Bengal

Sub : Creation of posts of Gram Panchayat Karmee under the Gram Panchayats and regularization of the services of the Dafadars and Chowkidars in these posts.

'The question of regularization of the services of Dafadars and Chowkidars of Gram Panchayats as full-time employees of Gram Panchayats by way of absorption in a regular post under Gram Panchayats with a time scale of pay at par with other group 'D' employees of P. R. Bodies has been engaging the attention of the State Government for some time past. A committee was constituted in this department Notification No. 36713/Panch, dt. 14.12.84 with the Secretary of this department as Chairman and representatives from Home (Police) Deptt. and Finance Deptt. as members and the Director of Panchayats as Member-Secretary to examine and recommend the cadre strength, Pay-Scale, Recruitment Policy, Service Conditions and other matters related to this issue. The said committee has since submitted its recommendations.

After careful consideration of the recommendations and in consideration of efficient functioning of the Gram Panchayats, the Governor is pleased to approve under the proviso to sub-Section 1 of Section 36 of the West Bengal Panchayat Act, 1973 creation of a total number of 11,508 posts of Gram Panchayat Karmee under the Gram Panchayats with a scale of pay of Rs. 800-1265 plus usual allowances as admissible to other group 'D' employees of Panchayat bodies w. e. f. April 01, 1994 as per norms laid down herein below :

Each Gram Panchayat having ten (10) or less number of elected members will have two (2) posts of G. P. Karmee. In all other Gram Panchayats, there will be three (3) posts of Gram Panchayat Karmees.

District-wise break-up of the combined strength of Existing Dafadars and Chowkidars and entitlement of newly created posts of Gram Panchayat Karmee has been set out in Annexure-1. The Pradhan of a Gram Panchayat will be the appointing authority as well as disciplinary authority of the Gram Panchayat Karmees employed in that Gram Panchayat.

The Governor is further pleased to approve absorption of the existing Dafadars and Chowkidars in the said post of Gram Panchayat Karmees as fresh recruit by way of appointment either in the Gram Panchayat where they are now attached or in any other Gram Panchayats, depending upon the availability of such posts in the concerned Gram Panchayat, provided that they exercise option for the said post in the prescribed proforma along with a written undertaking to perform the duties and responsibilities assigned to the Gram Panchayat Karmees. For the time being, the existing Dafadars and Chowkidars will submit formal joining report along with the aforesaid option and written undertaking to the Pradhan of the Gram Panchayat where they are now attached.

In view of the fact that the combined strength of existing Dafadars and Chowkidars in some of the districts exceed the admissible number of Gram Panchayat Karmees, as shown in Annexure-1, it has further been decided that no fresh recruitment to the post of Gram Panchayat Karmee will be made in those districts until the number of Gram Panchayat Karmee in such districts comes down below the admissible strength. In the districts where the combined strength of existing Dafadars and Chowkidars is less than the admissible number of Gram Panchayat Karmees, the competent authority is empowered to fill up the vacancies as per instructions to be issued separately by this Department.

Surplus and short-fall in strength of Dafadars and Chowkidars in different G. Ps within a particular district will be adjusted by way of issuing order of transfer from surplus G. P. to deficit G. P. keeping in view the age of the incumbents so that only those who are

comparatively junior in age are transferred.

In case of transfer within the same Block, such order will be issued by the Executive Officer of the concerned P» S. In those cases where transfer outside the Block area will be needed such transfer will be effected by the E. O. of the Z. P.

The Dafadars and Chowkidars so absorbed in the said post will be covered by the DCRB Scheme, 1985 for the Employees of Panchayats. They may, however, be allowed to opt out of the DCRB Scheme, 1985 for the Employees of Panchayats' so as to avail of the existing facilities under DCRB Scheme, 1985 for Dafadars and Chowkidars of Gram Panchayats/Anchal Panchayats'. A written option to this effect may, however, be obtained from the concerned employees within three (3) months from the date of their absorption in the newly created post of Gram Panchayat Karmee. In all other cases, the Dafadars and Chowkidars absorbed in the post of Gram Panchayat Karmee will be come under the DCRB Scheme, 1985 at the time of retirement on superannuation.

The Gram Panchayat Karmees shall be required to perform the following duties :

- (1) Duties and responsibilities prescribed under Section 39 and Section 40 of the West Bengal Panchayat Act, 1973.
- (2) Duties and responsibilities pertaining to work of Night Guard, Messenger, Office Orderly Peon and Helper in the Gram Panchayat.
- (3) Any other duty and responsibility that may be assigned to them by the authorities of the Gram Panchayat.

Necessary changes in the rules framed under the West Bengal Panchayat Act, 1973, if required, will be made in due course.

This order issues with the concurrence of Finance Deptt. vide their u/o. No. 45-F. A., Panch, dt. 02.02.94.

The Accountant General (Accounts and Establishment, Audit-I and Audit-II), West Bengal and the District Officers are being informed direct.

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

Office of the ..... Gram Panchayat

.....

.....

**ORDER OF APPOINTMENT**

Pursuant to G. O. No. 1113-Panch/2E-47/92  
1994

Dated : 28. 04.

issued by the Department of Panchayats, Government of West Bengal, Shri

..... Son of Shri/Late

..... Village .....,.....

.P.O. .... P. S. .... in the district of .....

is hereby appointed as Gram Panchayat Karmee, in ..... Gram Panchayat within

..... Block in the district of ..... with effect from

.....

He will draw pay in the scale of pay of Rs. 800-15-920-18-1118-21-1265/-Plus allowances as may be admissible to him by the order of the Government of West Bengal issued from time to time relating to Group 'D' employees of the Panchayati Raj Bodies. Terms and conditions of his service shall be governed by G. O. No. 1113-panch/2E-47/92 dated 28.4.94 and such other orders for the time being in force.

No. T. A. will be allowed for joining the post.

.....

Pradhan

..... Gram Panchayat

No. ....

Dated.

.....

Copy for information and necessary action to Shri

..... S/o.

..... Gram ..... P.

O. .... Dist. .... He is directed to

report to this office immediately. Before joining , he is required to produce the original documents showing academic qualification. He is further required to submit written declaration—(i) accepting the terms of appointment if not already submitted and (ii) accepting the date of birth already recorded in the office in case of serving Chowkidars and Dafadars.

In case of fresh appointee, he shall submit written declaration (i) accepting the terms of appointment and (ii) on his date of birth supported by authentic document(s). All such declarations shall be submitted in prescribed formats.

.....

Pradhan

..... Gram Panchayat

No. ....

Dated.....

Copy forwarded for information and necessary action to the-

1. Director of Panchayats, Government of West Bengal.
2. District Panchayat Officer,.....
3. Block Development Officer, .....

.....

Pradhan



এতদ্বারা আমি ঘোষণা করিতেছি যে সরকারি নথিতে..... আমার জন্ম-তারিখ হিসাবে লিপিবদ্ধ আছে এবং তাহা আমি সঠিক বলিয়া স্বীকার করিতেছি। কোনও অবস্থাতেই আমি ওই তারিখ পরিবর্তনের দাবী করিব না।

স্বাক্ষর/ চিহ্ন সহি

নাম -

গ্রাম পঞ্চায়েত কর্মী

.....গ্রাম পঞ্চায়েত

প্রতিস্বাক্ষর করলাম। নথিভুক্ত করা হল।

তারিখ:

প্রধান

.....গ্রাম পঞ্চায়েত



## Department Of Panchayat & Rural Development

**No. 470(32)/VIII/Panch/2P-2/82 (Pt – V)**

Date

: 12.3.91

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

To : Secretary, North 24-Parganas, Zilla Parishad, P. O. Barasat

Sub, : Clarification regarding eligibility and ceiling of Special Pay to the Sub-Assistant Engineers/Estimators (with diploma in Engineering) working under Zilla Parishads.

The undersigned is directed to refer to the endorsement No. 240(N)/ZP dt. 25.1.91 on the above subject and to state that doubts have been expressed in certain quarters as to the eligibility of certain categories of employees to draw Special Pay. It is hereby clarified that, in terms of Schedule-II to the Memorandum No. 8280/IH/Panch/2P-2/90 dated 12.4.90, Special Pays of posts in scales 1 to 18 have been doubled subject to certain ceiling limits but no Special Pay have been granted to posts which hitherto carried no Special Pay. A question has now arisen as to whether Sub-Assistant Engineers in charge of Sub-divisions holding office at the Zilla Parishad would be authorised to draw Special Pay @ Rs. 100/120/- per month. It is further clarified that, in terms of Memorandum No: 35420/Vm Panch/2E-10/81 dated 11.12.84, Special Pay @ Rs. 60/-per month was sanctioned for

SAEs/Estimators (with diploma in Engineering) when posted as SDOs but no Special Pay was granted to other posts of SAEs. Accordingly, in terms of memorandum No. 8280/III/Panch/2P-8/90 dated 12.4.90, all such posts which used to carry Special Pay @ Rs. 60/- per month will now carry Special Pay @ Rs. 120/- per month w. e. f. the dates of option but the other posts of SAEs will not carry any Special Pay.

All the cases of Special Pay of SAEs should be regulated accordingly.

Sd/- N. G. Dutta

Deputy Secretary to the

Govt. of West Bengal



## Department Of Panchayat & Rural Development

**No. 731/III/Panch/2P-8/86**  
**: 28.3.95**

**Dated**

**From :** Shri A. K. Chanda, WBCS (Ex.) Deputy Secretary

**To :** The Addl. Executive Officer, Hooghly Zilla Parishad

**Sub :** Revision of pay scale of Homeopathic Medical Officers  
under Zilla Parishad

holding D. M. S. qualification.

Sir,

I am directed to refer to your memo. No. 184 dt. 25.4.94 on the above subject and to say that Diploma in Homeopathy with six months experience as medical officer or 5 years' experience in practice has been made equivalent to the Homeopathic Degree Course.

The Government have, therefore, no objection to allow the Homeopathic Medical Officers of Zilla Parishad having the above degree and experience, the scale of pay of Rs. 500/- 1360/- in terms of Panchayat Deptt.'s memo. No. 25093 / III/Panch/2E-3/81 dated 9.9.81 which has subsequently been revised Rs. 1640-3635/- under G. O. No.

8280/III/Panch/2P-8/90 dated 12.4.90.

Yours faithfully

Sd/- A. K. Chanda

Dy. Secy, to the

Govt. of West Bengal

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## Department Of Panchayat & Rural Development

**No. 767/PN/O/III/2E~21/95**

Dated : 29.3.95

From : The Secretary to the Government of West Bengal

To : The Director of Panchayats, West Bengal

Sub : Condonation of below/over age and deficiency in educational qualification for

employees of Panchayat bodies.

The undersigned is directed to say that a proposal for condonation of below / over age and deficiency in educational qualification at the time of entry in service of employees of all the three tiers of Panchayats who joined the service prior to the date of coming into force of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973 and West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981 has been under active consideration of Govt. for some time past and after careful consideration it has now been decided by Govt that for the purpose of extending facilities as provided in the Death Cum Retirement Benefit Scheme for employees of Panchayats, no condonation of below/over age and deficiency in educational qualification for the employees of Gram

Panchayats or erstwhile Anchal Panchayats who joined prior to the date coming into force of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981 and employees of Zilla Parishad or Panchayat Samiti or erstwhile Anchalik Parishad who joined prior to coming into force of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973 is necessary.

The undersigned is further directed to say that recruitment of under qualified, under aged and over aged persons in any of the three tiers of Panchayats by the Gram Panchayat, Panchayat Samiti or Zilla Parishad, as the case may be, shall not be allowed by the Govt. in future.

Sd/- A. K. Chanda Dy. Secy,  
to the Govt. of West Bengal



## Department Of Panchayat & Rural Development

**No. 807/III/Panch/4A-  
4/92**  
24.3.93

Dated :

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

To : The Secretary, North 24-Parganas Zilla Parishad P. O. Barasat,  
North 24-Parganas

Sub ' Clarification regarding H. R. A. of Medical Officers working  
under Zilla Parishads

Ref : His letter No. 38(N) ZP dated 6.1.92

The undersigned is directed to refer to his letter under reference and to  
furnish the views of Govt. in this regard as follows :

(1) Whether House Rent Allowance is admissible to the practicing Medical Officers working under Zilla Parishads of this State.	No.
--	-----



(2) If any M. O. is not provided with Residential Quarters, whether he is entitled to get H. R. A.	If the post be a practicing one he is not entitled to get H. R. A. whether the Official Quarters is provided to him or not.
(3A) Whether it is obligatory on the part of an M. O. to stay at Resi-dential Quarters provided to him.	Yes
(3B) If any particular M. O. does not stay at his official quarters (provided to him) whether he is entitled to get H. R. A.	No.

Sd/- A. Ray

Deputy Secretary to the  
Government of West Bengal

Office of the ..... Gram Panchayat

.....

.....

**ORDER OF APPOINTMENT**

Pursuant to G. O. No. 1113-Panch/2E-47/92

Dated : 28. 04. 1994

issued by the Department of Panchayats, Government of West Bengal, Shri .....  
..... Son of Shri/Late ..... Village  
..... P.O. .... P. S. .... in the district of  
..... is hereby appointed as Gram Panchayat Karmee, in ..... Gram Panchayat within  
..... Block in the district of ..... with effect from  
.....

He will draw pay in the scale of pay of Rs. 800-15-920-18-1118-21-1265/-Plus allowances as may be admissible to him by the order of the Government of West Bengal issued from time to time relating to Group 'D' employees of the Panchayati Raj Bodies. Terms and conditions of his service shall be governed by G. O. No. 1113-panch/2E-47/92 dated 28.4.94 and such other orders for the time being in force.

No. T. A. will be allowed for joining the post.

.....

Pradhan

..... Gram Panchayat

No. ....

Dated. ....

Copy for information and necessary action to Shri ..... S/o.  
..... Gram ..... P. O.  
..... Dist. .... He is directed to report to this office immediately. Before joining , he is required to produce the original documents showing academic qualification. He is further required to submit written declaration—(i) accepting the terms of appointment if not already submitted and (ii) accepting the date of birth already recorded in the office in case of serving Chowkidars and Dafadars.

In case of fresh appointee, he shall submit written declaration (i) accepting the terms of appointment and (ii) on his date of birth supported by authentic document(s). All such declarations shall be submitted in prescribed formats.

.....

Pradhan

..... Gram Panchayat

No. ....

Dated.....

Copy forwarded for information and necessary action to the-

1. Director of Panchayats, Government of West Bengal.
2. District Panchayat Officer,.....
3. Block Development Officer, .....

.....  
Pradhan

..... Gram Panchayat

এতদ্বারা আমি ঘোষণা করিতেছি যে সরকারি নথিতে..... আমার জন্ম-তারিখ হিসাবে লিপিবদ্ধ আছে এবং তাহা আমি সঠিক বলিয়া স্বীকার করিতেছি। কোনও অবস্থাতেই আমি ওই তারিখ পরিবর্তনের দাবী করিব না।

স্বাক্ষর/ চিহ্ন সহি

নাম -

গ্রাম পঞ্চায়েত কর্মী

.....গ্রাম পঞ্চায়েত

প্রতিস্বাক্ষর করলাম। নথিভুক্ত করা হল।

তারিখ:

প্রধান

.....গ্রাম পঞ্চায়েত



## Department Of Panchayat & Rural Development

No. 2924-PN/O/III/2E-57/97

Dated 17. 7.97

From : Shri D. Ghosh,

Dy. Secy, to the Govt. of West Bengal

To : The Secretary, Jalpaiguri Zilla Parishad

**Sub : Clarification on filling up of the post of Office Superintendent**

**under Jalpaiguri Zilla Parishad by promotion.**

Sir,

I am directed to refer to your letter No. 6873/G dated 25.6.97 on the above subject and to say that in terms of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, the post of Office Superintendent under Zilla Parishad is required to be filled up by promotion from amongst the Head Assistants selected on the basis of merit-cum-seniority. Now the question

arises as to whether the post of Office Superintendent of Jalpaiguri Zilla Parishad can be filled up by promotion from amongst the existing Head Clerks of that Zilla Parishad selected on the basis of merit-cum-seniority.

After careful consideration I am directed to say that Head clerks of Zilla Parishad provided they have been promoted from the post of U. D.- Asstt./ U. D. Clerks may be considered as Head Assistants and thereafter one of the Head Assistants may be considered for promotion to the post of Office Superintendent of the Zilla Parishad on the basis of merit-cum-seniority as laid down in the rules *ibid*.

Yours faithfully,

Sd/- D. Ghosh

Deputy Secy, to the

Govt. of West Bengal



## Department Of Panchayat & Rural Development

No. 3025/III/Panch/2A-38/94

Dated : 29.12.94

From : The Secretary to the Govt. of West Bengal To : The  
Director of Panchayats, West Bengal

Sub : Empowering the District Magistrate for appointment of Gram  
Panchayat Secretary

The Governor is pleased to direct that in partial modification of this  
Department Order No. 2881/TII/Panch/2A-38/94 dated 5.12.94 sub-para  
(g) of para 3 of the aforesaid order shall be substituted as follows :

"3(g) In regard to the posts for which nature of vacancy declaring category  
of reservation or otherwise has already been determined and  
communicated by the Director of Panchayats, West Bengal to the district  
administration, the Director of Panchayats, West Bengal shall act as  
appointing authority of those posts. The panels for appointment of such  
posts shall, therefore, be referred to the Director of Panchayats, West  
Bengal in the usual manner. No vacancy, however, shall hereafter be  
referred to the Director of Panchayats, West Bengal for declaration of  
category of reservation".

By order of the  
Governor,

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

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No. 3542/III/Panch/2P-8/90

Date :

6.12.93

## MEMORANDUM

In clause (10) (i) of the Memo No. 8280 / III/Panch dated 12.04.90 it was laid down the mode of payment of arrears of pay accruing to the employees of Panchayati Raj Institution in this State on account of revision of structure of their emoluments.

Now, in pursuance of the Finance Deptt. No. 7647/(4)~F dt. 28.6.93 the following amendment in the aforesaid clause (10) (i) of the Memo No, 8280/ III/Panch dated 12.04.90 is hereby made with immediate effect that the arrears of pay and allowances to which an employee of Panchayati Raj Institutions, except Chowkidars/Dafadars employed under Gram Panchayat/Anchal Panchayats was entitled in respect of the period from the 1st January, 1988 to the 31st March, 1989 and which has been credited to the Provident Fund Account of the concerned employee will henceforth be treated as a part of the balance in his Provident Fund Account and shall be taken into account for calculating admissible advances or final withdrawals. In other words, normal rules of Provident Fund Accounts will apply in this part of the balance in the Provident Fund Account of an employee. No other mode of payment of arrears of pay shall be permissible.



This order is issued with the concurrence of the Finance Deptt. vide their u/o. No. Group-P (Service) No. 3077 dated 17.11.93 and FA Panchayat & C. D. Deptt. 218 dated 25.11,93.

Sd/- S. N. Ghosh

Secy. to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 4221/PN/O/III/2E-36/96

Dated :

26. 07. 1996

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

To : The Director of Panchayats & Rural Development, West Bengal, Panchayat

Bhaban, Calcutta-1

**Sub : Creation of Post**

The Government is, for some time past, seized with the question of augmentation of staff of the Gram Panchayat for the purpose of improved organisation of the accounts of the Gram Panchayat as also for more effective monitoring of the utilisation of Gram Panchayat Fund.

2. The undersigned is directed to state that after careful consideration, the Governor is pleased to approve, in terms of the proviso to sub-section (1) of section 3 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), creation of one post of Executive Assistant in each of the Gram Panchayats within the State at present numbering 3314 (three thousand three hundred and fourteen only) in the scale of pay of Rs. 1260-35-1540-45-1630-55-2070-65-2460-75-2610/- plus allowances as may be made

admissible by order from time to time.

3. The undersigned is further directed by order of the Governor to say that the Governor is pleased to sanction, for the present, payment of annual grant to the Gram Panchayats for meeting the cost of pay and allowances of the Executive Assistants as mentioned in para 2 above under a head of Account to be intimated in due course.

4. The undersigned is also directed to say that the eligibility criteria and the recruitment procedure for the aforesaid post of Executive Assistant are being intimated separately.

5. This order issues with the concurrence of Finance Department vide their U. O. No. F. A. Panchayat & C. D. No. 174 dated 11.7.96.

6. All District Officers and other Officers in the district are being informed direct.

Sd/- S. N. Ghosh

Principal Secretary to the  
Government of West Bengal



## Department Of Panchayat & Rural Development

No. 26365 (14) III/Panch/2A-83/81

Date : 10.11.81

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

To : The Executive Officer," 24-Parganas Zilla Parishad,  
Alipur, Calcutta-700 027

Sub : Retention of 'D' Category (Class IV) employees of the  
Zilla Parishads in service beyond 60 years.

The undersigned is directed to say that the Govt. employees belonging to 'D' category (Class IV) who entered into service prior to 1.7.48 are required to retire from service with effect from the afternoon of the last day of the month in which they attain the age of 60 years. These employees are also eligible for being retained in service beyond 60 years up to the age of 65 years provided they continue to be both physically and mentally fit for further service. As the employees of the Zilla Parishads are given more or less the same benefits as are sanctioned by Govt. from time to time for their employees on identical posts, a question has now arisen as to whether the 'D' category (Class IV) employees of the Zilla Parishads who entered into services under the erstwhile District Boards prior to 1.7.48 will also be retained in service beyond 60 years and till their attaining the age of 65 years. After careful consideration of the matter it has been decided by Govt. that the 'D' Category (Class IV) employees of

the Zilla Parishads who entered into services prior to 1.7.48 under the erstwhile District Boards may also be retained in service by the Zilla Parishads concerned till they attain the age of 65 years.

2. It has further been decided by Govt. that the retention in service of such employees for the first 2 years (i. e. from 60 years to 62 years) should be granted as extension of service provided these employees remain both physically fit and mentally alert and their services till 60 years are continuous. For this purpose Govt. will relax u/r. 2(2) of the West Bengal Zilla Parishads (Leave & Retirement of Staff) Rules, 1973 in favour of the concerned employees the requirement of rule 6 ibid. Retention of these employees in service beyond 62 years to 65 years will however be sanctioned as re-employment on year to year basis provided the employees continue to be both physically fit and mentally alert.

3. The Zilla Parishads are however advised to refer each individual case of such extension of service or re-employment, as the case may be, to the Govt. well ahead so that the Govt. can issue necessary orders before the extension of service or re-employment actually takes place. Such a proposal should be accompanied by a resolution of the Zilla Parishad duly adopted in a meeting and should indicate the exact date of birth and entry into service of the incumbent concerned. In no case the Zilla Parishad should retain any employee in service without obtaining prior approval of the Govt.

Sd/-

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

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## Department Of Panchayat & Rural Development

**No. 1129/PN/O/I/2A-1/93 (Pt.-II)**

Dated

: 17.5.95

From : The Officer on Spl. Duty & Ex-Officio Dy. Secy.

To : The District Panchayat Officer, Purulia

Sub : Payment of salary to the employees of the Co-operative Society

Ref : His memo. No. 1039/GP dated. 26.12.94

The undersigned is directed to refer to the above subject and to state that in terms of Section 98 (1) of the Panchayat Act, 1973 the Sabhapati and the Sahakari Sabhapati of a Panchayat Samiti have now been declared as whole-time functionary of the Panchayat Samiti and are entitled to a monthly remuneration under the same provision, they will not hold any of the aforesaid elective offices unless they had obtained leave of absence from their places of employment or shall not carry on or be associated with any business, profession or calling in such manner that shall or is likely to interfere with due exercise of their powers, the performance of their functions or due discharge of their duties as a functionary of the Panchayat for the entire term of office. Now, whether they shall be allowed to draw their salary as employees is a matter that should be resolved between them and their respective employers. In this connection the Education

Department of this Government has issued an order allowing them to obtain leave of absence for the entire period of their term as Panchayat functionaries. It may be further stated that the Co-operative Department of this Government has also been moved for issue of a similar order in respect of employees of Co-operative Societies laying down modalities of obtaining leave of absence from their respective places of employment.

There is no such provision for declaration as wholetime functionary in the case of the Prodhan and the Upa-Prodhan of a Gram Panchayat. They may act as a prodhan or a Upa-Prodhan of the Gram Panchayat while continuing to hold the office of their employment, if any. Therefore, there is no bar to act as Prodhan or Upa-Prodhan in addition to holding their appointed office in the Co-operative Institution. For attending meetings of the Panchayat bodies, these persons may approach their immediate employer to have the benefit of special casual leave (to be treated as on duty) for not more than two days in a month producing documents to show that they actually attended the meetings. This Department have also requested the Co-operation Deptt. to consider the facility of Special Casual leave in respect of the member of the Panchayat bodies for attending meetings of the Panchayat bodies.

Sd/- D. Chakraborty

O, S. D. & Ex-officio Deputy  
Secretary





## Department Of Panchayat & Rural Development

**No. 1142/PN/N/III/2P-16/94**

Dated : 19. 5. 95

From : The Secretary to the Govt. of West Bengal

To : The Principal Accountant General {A & E) West Bengal, Treasury Buildings, Calcutta-700 001

Sub : Extension of benefit of Provident Fund Scheme 1991 for employees of P. R. Body to the Gram Panchayat Karmees serving under different Gram Panchayats of this State

Sir,

I am directed to say that the Provident Fund Scheme, 1991 for the employees of Panchayat Bodies (excluding Dafadars and Chowkidars) was introduced with effect from 1.4.1991. Vide this Deptt/s No. 330/VIII/Panch/ 2P-2/85 dated 11.2.91 issued with the concurrence of the Finance Department Vide their U/O No. Budget Genl. 1735 dated 6.11.90.

Under clause 2(1) (e) and note II below clause 4(2) of the scheme, all the regular whole-time employees of Panchayati Raj Bodies excluding Dafadars and Chowkidars came under the purview of the said Scheme.

Further, under clause 4(1) of the Scheme, an employee must have one year's continuous service to be counted from the date of his entry into

service in the Panchayat Body for being eligible to subscribe to the Fund.

Thereafter, for the purpose of absorption of the serving Dafadars and Chowkidars of Gram Panchayats a total number of 11,508 posts of Gram Panchayat Karmee under the Gram Panchayats with a scale of pay of Rs. 800-1225/- plus usual allowances as admissible to other Group—'D' employees of Panchayat Bodies were created with effect from 1.4.94 under G. O. No. 1113/ III/Panch/2E-47/92. Hence, all the serving Dafadars and Chowkidars who opted for coming into the new post of Gram Panchayat Karmee have been absorbed in the regular posts of Gram Panchayat Karmee in the time scale of pay of Rs. 800-1265/- at par with other Group 'D' employees of Panchayat Bodies with effect from 1.4.94 and as such they are now treated as full-time employees of Gram Panchayats and are covered by the D. C. R. B. Scheme, 1985 for the employees of Panchayats.

Under these circumstances, the Governor is pleased to order that all the Chowkidars and Dafadars who have exercised option for appointment to the post of Gram Panchayat Karmees shall come under the Provident Fund Scheme 1991, for Employees of Panchayati Raj Bodies with effect from 1.4.94 and shall be eligible to subscribe to the Provident Fund Scheme with effect from 1.4.95 when they will complete one year's of service. All the terms and conditions laid down in the Provident Fund Scheme, 1991 for the employees of Panchayat Bodies shall be applicable mutatis-mutandis in respect of Gram Panchayat Karmees.

Yours faithfully,

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

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## Department Of Panchayat & Rural Development

No. 1312/III/Panch/2E-47/92

Dated : 24.5.94

From : The Secretary to the Govt. of West Bengal

To : The Director of Panchayats, West Bengal

Sub : Absorption of serving Dafadars and Chowkidars of Gram Panchayat in the posts of Gram Panchayat Karmee

The undersigned is directed to refer to Govt. Order No. 1113-Panch/2E-47/92 dated 28.4.94 issued in the matter of creation of posts of Gram Panchayat Karmee and absorption of the serving Dafadars and Chowkidars in the said posts and to say that the Governor has now been pleased to make the following further clarifications :

1. Creation of 11508 number of posts of Gram Panchayat has been made by way of unification of the two separate services of Dafadars and Chowkidars into a single service and redesignating the said service as Gram Panchayat Karmee with the sole objective of regularizing the service of existing Dafadars and Chowkidars as a whole time Group-'D' employees of Gram Panchayats on their absorption as a fresh recruit to the posts. Naturally the Dafadars and the Chowkidars will be dying cadres and there shall not be an/ fresh recruitment to the posts (of Dafadars and Chowkidars of Gram Panchayats even after death or retirement on

superannuation of the existing Dafadars and Chowkidars who will not opt for the posts of Gram Panchayat Karmee and continue as Dafadars and Chowkidars, as the case may be.

2. Subject to the conditions laid down in Govt. Order No. 1113-Panch/2E-47/92 dated 28.4.94 the post of Gram Panchayat Karmee shall be primarily filled up by the serving Dafadars and Chowkidars and though a mere formality, an order of appointment shall be issued by concerned Gram Panchayat in favour of existing Dafadars and Chowkidars according to the norms laid down in the said Govt. Order.

In case of direct recruitment to the post of Gram Panchayat Karmee from amongst the candidates sponsored by Employment Exchange or from the sons or near relations of Dafadars and Chowkidars who died/die in harness, the decision of the Block Level Selection Committee constituted for the purpose of such direct recruitment shall be binding upon the Gram Panchayat.

The District Magistrates and Ex-officio Executive Officer of Zilla Parishads and the Block Development Officer and Ex-officio, Executive Officer of Panchayat Samitis are being informed separately.

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 1313/III/Panch/2E-47/92

Dated : 24.5.94

From : The Secretary to the Govt. of West Bengal

To : The Director of Panchayats, Government of West Bengal

Sir,

In continuation of this department order No. 1113-Paneh/2E-47/92 dated 28.4.94 sanctioning creation of the post of Gram Panchayat Karmee under Gram Panchayats and absorption of the existing Dafadars and Chowkidars in such posts and in exercise of the power conferred under sub-Rule 3 of Sec. 36 of the West Bengal Panchayat Act '73, I am directed by order of the Governor to say that the Governor is pleased to make the following provisions in regard to the service conditions and other related matters in respect of the Gram Panchayat Karmees :

1. (a) A Gram Panchayat Karmee shall retire from service compulsorily on attaining the age of superannuation.
- (b) The age of superannuation of a G. P. Karmee shall be 60 (sixty) years.
- (c) A. G. P. Karmee shall retire from service with effect from the afternoon of the last day 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 Gram Panchayat Karmee shall retire from service with effect from the afternoon of the last day of the preceding month on attaining the age of superannuation.

2. (a) The Pradhan shall act as the appointing authority in respect of Gram Panchayat Karmees on the basis of a resolution of the Gram Panchayat in a meeting specially convened for this purpose in terms of sub-Section 1 of Section 36 read with Section 32 of the West Bengal Panchayat Act, '73.

(b) (i) In the event of a Gram Panchayat having existing Dafadars and Chowkidars in excess of admissible number of posts of Gram Panchayat Karmee, the Executive Officer of the concerned Panchayat Samiti shall be competent to issue the order of absorption of excess number of Dafadars and Chowkidars in available posts in any other Gram Panchayat within the jurisdiction of that Panchayat Samiti.

(ii) If such posts of Gram Panchayat Karmee are not available in any Gram Panchayat within the jurisdiction of the Panchayat Samiti, the Executive Officer of the Zilla Parishad shall be competent to issue the order of such absorption of excess Dafadars and Chowkidars in any available posts of the Gram Panchayat Karmee in any Gram Panchayat within the District.

3. (a) The pay of a existing Chowkidar absorbed as Gram Panchayat Karmee will be fixed at the initial stage of the scale of pay of Rs. 800/- 1265/- on and from the date-of his absorption in such post.



(b) A Dafadar absorbed as Gram Panchayat Karmee, shall be entitled to have the benefit of 3 advance increments and his pay shall be initially fixed at Rs. 845/- in the scale of Rs. 800/- 1265/- on and from the date of his absorption in such post.

(c) The Dafadars and Chowkidars who do not exercise option for absorption as Gram Panchayat Karmee shall continue to draw their pay and allowances at the existing rate.

(d) In case of direct recruitment to a post of Gram Panchayat Karmee the new appointee shall always have his pay fixed at the initial stage of the scale.

4. Casual leave not exceeding 14 days in a year reckoned according to the British Calendar may be granted to the Gram Panchayat Karmee by the Pradhan. Casual leave for a period exceeding seven days at a time shall not ordinarily be granted. Earned Leave, half pay leave; commuted leave, quarantine leave and maternity leave shall be the same as those admissible to a Govt. servant on an identical or comparative scale of pay under the WBSR Pt. I, and shall be granted by the Executive Officer of Panchayat Samiti on the recommendation of the Gram Panchayat.

5. (a) Subject to provisions in sub-para (b) and (c) a Gram Panchayat Karmee shall be confirmed in his post by the appointing authority on completion of one year of satisfactory service on the basis of a resolution of Gram Panchayat in a meeting.

(b) A serving Dafadar or Chowkidar who has already completed more than one year of satisfactory service, shall be confirmed in the post of

Gram Panchayat Karmee on the date of his absorption in such post.

(c) The appointing authority may extend by one year the period of probation of the Gram Panchayat Karmee whose service has not been found satisfactory.

6. (a) A Gram Panchayat Karmee is transferable within the district and

(i) the Executive Officer of the concerned Panchayat Samiti may transfer him in any Gram Panchayat within the area of the Panchayat Samiti at any time.

(ii) the Executive Officer of the concerned Zilla Parishad may transfer him in any Gram Panchayat within the area of the district at any time.

(b) In the event of transfer by a competent authority, as mentioned above, a Gram Panchayat Karmee shall be entitled to such travelling allowances from the Gram Panchayat fund to which he is transferred, as are admissible to a Govt. employee of similar category in terms of W. B. S. R. Pt. II.

7. (a) A Gram Panchayat may place a Gram Panchayat Karmee under suspension where a disciplinary proceeding against him is contemplated or is pending, provided that he shall forthwith report to the Executive Officer of Panchayat Samiti the circumstances under which the order of suspension has been made.

(b) During the period of suspension, a Gram Panchayat Karmee shall be entitled to subsistence allowance at such rate as is admissible to a Government servant, on an identical or comparative scale of pay under

the WBSR Pt. I.

8. The following penalties may, for good sufficient reasons as hereinafter provided, be imposed on the Gram Panchayat Karmee, namely : (i) censure, (ii) withholding of increments, (iii) recovery from pay of the whole or part of any pecuniary loss caused to the Gram Panchayat by negligence or breach of orders ; (iv) reduction to a lower stage in the time scale of pay for a specified period, (v) removal from service, and (vi) dismissal from service which shall ordinarily be a disqualification for future employment.

9. The Gram Panchayat may, after giving the Gram Panchayat Karmee a reasonable opportunity of being heard, impose on him the penalty of (i) censure and (ii) withholding of increments as aforesaid and may, in appropriate cases, recommend to the Executive Officer the imposition of any other penalty as envisaged in Para 8 above.

10. The Executive Officer, if he is satisfied with the recommendation of the Gram Panchayat may, after giving the Gram Panchayat Karmee a reasonable opportunity of being heard, impose any penalty on the basis of recommendation of the Gram Panchayat, including removal or dismissal from service.

U. An appeal shall lie to the Executive Officer of the Panchayat Samiti against an order of penalty imposed on the Gram Panchayat Karmee under sub-Rule (9) within one month from the date of the order. The decision of the Executive Officer on such appeal shall be final.

12. An appeal shall lie to the Executive Officer of Zilla Parishad against an

order of penalty imposed on the Gram Panchayat Karmee under sub-Rule (10) within one month from the date of the order. The decision of the Executive Officer of the Zilla Parishad on such appeal shall be final.

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 1580/III/Panch/4C-1/94 (1)

Dated

:21. 07. 1995

To : Shri D. Ghosh, Deputy Secretary to the Govt. of W. Bengal

From : The Director of Panchayats, West Bengal

Sub : Fixation of pay of working Dafadars at the time of their absorption in the post

of G. P. Karmee in the scale of pay of Rs. 800-1265/-.

Sir,

In continuation of this Departments No. 1313/III/Panch dated 24-5-94 wherein a Dafadar was allowed vide para 3(b) of the said order, to have the benefit of 3 advance increments and his pay was said to be fixed at Rs. 845- in the scale of Rs. 800-1265/ - on and from his the date of his absorption in the post of G. P. Karmee of the Gram Panchayats, I am directed to say that such advance increments were allowed to Dafadar in the shape of boosting within the meaning of higher initial that would start at Rs. 845/- in the time scale of pay of Rs. 800-1265/- at the time of his absorption in the post of G. P. Karmee under Gram Panchayat. As such no adjustment of such advance increment can be made against the usual

increments that would be admissible to erstwhile Dafadar subsequent to his absorption in the post of G. P. Karmee under Gram Panchayat.

Yours faithfully,

Sd/- D. Ghosh Dy. Secretary to the Govt. of  
West Bengal

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## Department Of Panchayat & Rural Development

No. 1739/III/Panch/4C-1/94

Dated : 1. 7. 94

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

To : The Director of Panchayats, West Bengal.

Sub : Regularization of the services of serving Dafadars and Chowkidars by way of their absorption in the newly created posts of Gram Panchayat Karmee under each Gram Panchayat—clarifications regarding.

### **MEMO.**

The undersigned is directed to say that some points have been raised by different district authorities II in connection with the operation of Govt. Order No. 1113-Panch/2E-47/92 dated 28.4.94 regularizing the services of serving Dafadars and Chowkidars in the posts of Gram Panchayat Karmee under the Gram Panchayats.

The following clarifications in regard to points raised are forwarded herewith for information and guidance.

Points	Clarifications
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<p>(1) The date by which option for coming into the new post of Gram Panchayat Karmee is to be exercised by the serving Dafadars and Chowkidars.</p>	<p>(1) Option for coming into the post of Gram Panchayat Karmee shall be exercised by the serving Dafadars and Chowkidars within three months from the date of issue of order creating the post of Gram Panchayat Karmee. However, the State Govt. reserves the right to extend the date of exercising such option under special circumstances.</p>
<p>(2) The date by which the process of appointment is to be completed in respect of serving Dafadar and Chowkidars opting for coming into the new posts of Gram Panchayat Karmee.</p>	<p>(2) It is desirable that after observing all the formalities the entire process of appointment to the post of Gram Panchayat Karmee should be completed as soon as possible and preferably by 31st August, 1994.</p>
<p>(3) From which date the serving Dafadars and Chowkidars opting for new posts will be appointed to the said post.</p>	<p>(3) Subject to the conditions laid down in the Govt. Order No. 1113 dated 28.4.94 and subsequent Order Nos. 1312 and 1313 both dated 24.5.94, such optee Dafadars and Chowkidars will be appointed as Gram Panchayat Karmees as fresh recruit with retrospective effect from 1.4.94 or any date subsequent thereto if the incumbent opts for such date.</p>
<p>(4) Whether suitable resolution of the Gram Panchayat is necessary prior to issue of such appointment letter.</p>	<p>(4) It has already been clarified in para 2(a) of this Deptt. Order No. 1313/III/Panch dated 24.5.94 that it is legally compulsory on the part of the Gram Panchayat to adopt suitable resolution in a meeting specially convened for the purpose in terms of sub-section (1) of Section 36 read with Section 32 of the West Bengal Panchayat Act, 1973 before issue of such appointment letter.</p>
<p>(5) Whether there is any prescribed format for appointment letter in respect of Gram Panchayat Karmee.</p>	<p>(5) No format has been prescribed for this purpose. However, a model form of appointment letter is enclosed for guidance. If any appointment letter has already been designed and issued satisfying the requirements for such appointment, that may be taken as valid.</p>



<p>(6) What are the formalities to be observed by the incumbents before joining as Gram Panchayat Karmee.</p>	<p>(6) Apart from submitting option for the post of Gram Panchayat Karmee and written undertaking accepting the terms of appointment in prescribed proforma, an incumbent is required to give a written under taking accepting the date of birth as already recorded in the official documents maintained for Dafadars and Chowkidars and also to produce documents in support of his educational qualifications.</p> <p>If any of the above documents has not been received prior to joining, such document shall be obtained from the incumbent concerned immediately.</p>
<p>(7) From which date the joining report of the serving Dafadars and Chowkidars as Gram Panchayat Karmee will be accepted.</p>	<p>(7) Subject to the conditions laid down hereinabove and in the Govt. Orders dated 28.4.94 and 24.5.94, such joining report will be accepted with retrospective effect from 1.4.94 or on any date subsequent thereto if the incumbent opts for such a date.</p>
<p>(8) Whether all the serving Dafadars and Chowkidars will have to submit joining report as Gram Panchayat Karmee to the Pradhan of the Gram Panchayat to which they are now attached, along with prescribed option, undertaking etc. irrespective of availability of the post in the particular Gram Panchayat.</p>	<p>(8) (i) The reply is in the affirmative. It has been clearly stated in the sixth para of the Govt. Order No. 1113/IH/ Panch dated 28.4.94 that for the time being, the serving Dafadars and Chowkidars who intend to opt for the newly created posts of Gram Panchayat Karmee and furnish written undertaking to perform the duties and responsibilities assigned to the Gram Panchayat Karmees, will submit formal joining report as Gram Panchayat Karmee along with the said option and written undertaking to the Pradhan of the Gram Panchayat where they are now attached, irrespective of the availability of the post of Gram Panchayat Karmee in the said Gram Panchayat.</p> <p>(ii) As stated earlier where written undertaking accepting the date of birth as</p>

	<p>recorded in the official register and document in support of educational qualification of the incumbent has not been obtained prior to joining such undertaking and documents should be collected from the incumbent immediately after joining.</p>
<p>(9) If the reply is in the affirmative, whether the Gram Panchayat is required to issue the letter of appointment as G. P. Karmee to all the optees without reference to the availability of the posts of G. P. Karmees.</p>	<p>(9) (i) The reply is in the affirmative. On receipt of the consent letter and written undertakings etc. from a serving Dafadar or Chowkidar, the letter of appointment as G. P. Karmee shall be issued by the G. P. in favour of the incumbent irrespective of the availability of post. But, if there is any surplus number of G. P. Karmees in a particular G. P., such surplus G. P. Karmees shall be subsequently transferred to any deficit G. P. within or outside the block as per norms laid down in the G. O. dated 28.4.94.</p> <p>- (ii) In such cases of transfer, all the relevant documents including option form, undertaking, copy of appointment letter, joining report and an authenticated statement of last pay drawn in his favour and other relevant documents should be sent to the G. P. to which the incumbent concerned has been transferred.</p> <p>(iii) However, if, on receipt of option form and other records, any appointment letter has already been issued by the G. P. to which an incumbent has been transferred, such appointment letter shall be treated as valid.</p>

(10) If there be any excess in strength of Dafadars and Chowkidars in a particular district even after adjustment within or outside the concerned Panchayat Samiti area, what would be the procedure for absorption of such excess Dafadars and Chowkidars ?

(10) (i) As it has already been indicated in the sixth para of Govt. Order No. 1113/III/Panch dated 28.4.94 that all serving Dafadars and Chowkidars, on their options, shall be absorbed as Gram Panchayat Karmee within the district irrespective of the . admissible strength for that district as shown in third column of Annexure-I of the above Govt. Order, the excess Dafadars and Chowkidars not exceeding the number as shown in seventh column of the same Annexure-I, shall be absorbed against the same number of supernumerary posts of Gram Panchayat Karmees, such supernumerary posts being included within the total number of posts created in each district as shown in Sixth Column of the same Annexure-I. Such supernumerary posts shall be abolished as and when any post-supernumerary or regular-falls vacant due to any vacancy arising out of retirement, removal, death or otherwise until the total strength of Gram Panchayat Karmees of the district comes down to the level of admissible strength for the District as shown in third column of the Annexure-1 of the Govt. Order No. 1113 dated 28.4.94.

(ii) Such excess Gram Panchayat Karmees in any particular Gram Panchayat may normally continue to remain, in the Grain Panchayat where they are now attached irrespective" of the availability of the post of Gram Panchayat Karmees in the said Gram Panchayat subject to the condition that all these excess Gram Panchayat Karmees are liable to be transferred subsequently to any Gram Panchayat within the district as and when vacancy arises in any other Gram Panchayat. Pay and allowances of such Gram Panchayat

	<p>Karmees will as usual be drawn where they will be serving at any point of time, in the prescribed pay scale out of the grants released for this purpose.</p>
<p>(11) What shall be the method of selection for transfer of surplus Gram Panchayat Karmees to a deficit Gram Panchayat ?</p>	<p>(11) It has already been stated in the eighth para of the order dated 28.4.94 that such surplus Gram Panchayat Karmees will be adjusted by way of transfer from surplus Gram Panchayat to deficit Gram Panchayat where necessary outside the concerned Panchayat Samiti area, keeping in view the age of incumbents so that only those who are comparatively junior in age are transferred.</p>
<p>(12) Whether a Dafadar or Chowkidar who does not opt for the post of Gram Panchayat Karmee will be entitled to draw pay and allowances at new scale.</p>	<p>(12) The reply is in the negative. Rather they will continue to be paid at old fixed pay and D. A. out of the allotment received under the appropriate head of account.</p>
<p>(13) What will be the head of account under which the pay and allowances will be drawn in respect of Gram Panchayat Karmees ?</p>	<p>(13) The pay and allowances of Gram Panchayat Karmees will be drawn under a revised head of account, details of which will be intimated with the clearance from the Finance Deptt. Pending that they may be paid at the old rate of pay and D. A. as admissible to them as Dafadars and Chowkidars. Less amount so drawn will subsequently be adjusted as and when their pay and allowances for the same period will be drawn as Gram Panchayat Karmee.</p>
<p>(14) What would be the procedure for maintaining the records of Gram Panchayat Karmees ?</p>	<p>(14) Each Gram Panchayat will maintain a service book in the same form and manner as is maintained in respect of a G. P. Secretary or Job-Assistant and also a permanent record showing the detailed particulars of Gram Panchayat Karmees posted in the Gram Panchayat. Such details will include the appointment letter, option forms, written undertakings, age, educational qualifications etc. of the incumbents. Gram Panchayat will also prepare a statement showing the above</p>

	<p>details in Quadruplicate and furnish the same in triplicate to the E. O. of the concerned Panchayat Samiti who will in turn send one copy to the Executive Officer of Zilla Parishad keeping two copies in his office as permanent records.</p>
<p>(15) Whether a Dafadar or Chowkidars now placed under suspension shall exercise option for the post of Gram Panchayat Karmee.</p>	<p>(15) A Dafadar or Chowkidar under suspension shall not be allowed to exercise option. He shall continue to be governed by the existing provisions and procedure. On his re-instatement, he may exercise his option within a period of three months from the date of such reinstatement. Such option may be exercised retrospectively with effect from 1st April, 1994 depending on the conditions of reinstatement. His service conditions shall be governed by the conditions of re-instatement and the option exercised by him.</p>
<p>(16) Whether Dafadars or Chowkidars appointed after imposition of ban on fresh recruitment to such posts, shall be absorbed as Gram Panchayat Karmee.</p>	<p>(16) Any formal order of ' appointment issued by the District Magistrate or any other competent authority for the post of Dafadar or Chowkidar during the period of ban has presumably been made in pursuance of an order of a competent court and/or an order of the State Govt. in relaxation of such ban. All such serving Dafadars and Chowkidars should be absorbed in the posts of Gram Panchayat Karmee on the basis of their options and other documents as required.</p>

Sd/- S. N. Ghosh

Secy., to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

**No. 1797/III/Panch/2P-28/90**

Dated 20.7.94

From : Officer on Special Duty & Ex-Officio Deputy Secretary to the Government of West Bengal.

To : The Director of Panchayats, West Bengal.

Sub : Discontinuance of the Gram Panchayats contribution towards payment of remuneration to Chowkidars and Dafadars consequent on their absorption in the regular posts of Gram Panchayat Karmees w. e. f. 1.4.1994

The undersigned is directed to say that as the Dafadars and Chowkidars of Gram Panchayats have been absorbed in regular posts of Gram Panchayat Karmees under Gram Panchayats with a time scale of pay at par with other Group 'D' employees of P. R. bodies with effect from 1.4.1994, They are not entitled to any other form of remuneration. Therefore, Gram Panchayat contribution if any, towards payments of remuneration to Gram Panchayats Karmees (formerly) Chowkidars & Dafadars) shall be discontinued w. e. f. 1-4-94.

Sd- A. Gupta

Officer on Special Duty & Ex-

Officio

Dy. Secretary

to the Government of West Bengal

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## Department Of Panchayat & Rural Development

No. 2056/I/Panch/ 1A-12/94

Dated : 12.8.94

From : The Officer on Special Duty & Ex-Officio Dy. Secy.

To : The Secretary, Burdwan Zilla Parishad

Sub : Applicability of the provisions of the W. B. Govt. Servants service conduct Rule, 59 and those of W. B. Services (Duties, Rights and Obligations of the Govt. Employees) Rule, 1980 to the Zilla Parishad Employees Clarification regarding.

Re/ : His letter No. Estt/ZP/II-9A/847 dated 23-06-94

The undersigned is directed to refer to his letter under reference on the above mentioned subject and to say that the West Bengal Services (Duties, Rights and Obligations of The Government Employees) Rules, 1980 cannot be ipso facto applicable to Panchayat employees until and unless similar or same provisions are made for them. The West Bengal Government Servants' Conduct Rules, 1959 has been repealed by rule 8 of the West Bengal (Duties Rights etc.) Rules, 1980. So, the question of its applicability does not arise at all.

In terms of section 219(G) of the West Bengal Panchayat Act, 1973, rules 149 to 171 (Chapters XLH, XLIII & XLIV) of the West Bengal Zilla

Parishads (Election, Constitution and Administration) Rules, 1964 which are relevant in this context are still applicable until and unless new rules are framed under the W. B. Panchayat Act, 1973.

Sd/- D. Chakraborty

Officer on Special Duty & Ex-Officici  
Dy. Secy, to the Govt. of West Bengal

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No. 2121/III/Panch/2P-18/91

Dated : 26.6.92

### MEMORANDUM

Certain points have been raised in connection with implementation of the Provident Fund Scheme for the employees of the Panchayati Raj Bodies excluding Chowkidars/Dafadars published under Panchayat Deptt. Memorandum No. 330/VIII/Panch dt. 11.2.91. The undersigned is directed by order of the Governor to forward herewith the following clarifications' with regard to the points raised for information and guidance :

Point Raised	Clarification
(1) Whether only one P. F. D. Account in a Block is to be opened at the Treasury under one head of account for the employees of both Panchayat Samiti and Gram Panchayats of each Block.	(1) Two separate accounts shall be opened, one for the Panchayat Samiti and one for the Gram Panchayats under it, Accounts Officers for Panchayat Samiti and Gram Panchayats being different. Pending receipt of A. G.' s authority, the accounts shall be opened by the Treasury Officer,
(2) Whether only one ledger will be maintained by the B. D. O. (Accounts Officer) for the employees of the Panchayat Samiti and all Gram Panchayats of the Block for keeping proper account of deposit of subscription, withdrawal etc.	(2) Separate Ledger Accounts, one for Panchayat Samiti and another for the Gram Panchayats under it, are to be maintained.
(3) Addl. Executive Officer is the sanctioning authority in respect of P. F. money of the employees of Zilla Parishad, when the post of Addl. E. O. is vacant, what alternative provision for sanction of P. F. is required ?	(3) The Secretary, Zilla Parishad may perform the work assigned to Addl. Executive Officer, under the scheme when the post remains vacant or the incumbent is on leave.
(4) Where the Jt. B.D.O. is holding the charge of cash book for the establishment of B. D. O., whether the P. F. deposit account will be operated by Jt. B. D. O. If that be so, should the specimen signature of the Jt. B. D. O. be sent to the Principal, A. G., West Bengal ?	(4) B. D. O. will act as Accounts Officer.

<p>(5) Whether the P. F. Scheme for the employees of P. R. Bodies is a compulsory one or not. If any employee is not willing to come under this scheme, will he be exempted ?</p>	<p>(5) Compulsory. There is no question of option out from the scheme.</p>
<p>(6) As per Para 2(k) of the scheme, B. D. O. is the sanctioning authority and as per Para 2(a) (i) (iii) B. D. O. is the Accounts Officer. Should the sanctioning authority, as specified in Para 26 endorse copies of orders of sanction to the Accounts Officer and Head of Office ?</p>	<p>(6) Since B. D. O. is the Accounts Officer, endorsement of sanction order need not be issued to Accounts Officer. Endorsement shall be made to the concerned Pradhan of Gram Panchayat as well as to the employee concerned.</p>
<p>(7) The scheme has come into force with effect from 1.4.91. The Authority of the Accountant General, W. B. to the local treasury for opening of Provident Fund Deposit Accounts by the Head of Office is necessary (vide Para 23 of the scheme). If receipt of authority is delayed, whether the deduction of subscription to the P. F. can be made from the subscribers.</p>	<p>(7) Pending receipt of Accountant General's authority, the accounts shall be opened by the Treasury Officer. Arrear subscription either due to late receipt of authority or delay in opening of account by the Treasury Officer shall be deducted by installment of one month's arrear subscription along with regular monthly subscription. The Account Number shall be issued by the A. O. as defined in Para 2(1)(a).</p>
<p>(8) Whether interest will accrue (8) from the date of drawal of the amount or from 1.1.88 when the entire arrear salaries from 1.1.88 to 31.3.89 under ROPA Rules, 1990 will be credited to the P. F. Account.</p>	<p>(8) The interest in respect of the arrear for the period from 1.1.88 to 31.3.89 to be credited to G. P. F. Account as per ROPA 1990 for the employees of P. R, bodies should be calculated w. e. f. 1.4.91.</p>
<p>(9) It is stated in Para-24 of the scheme that Head of Office shall deduct subscriptions of each month from the 'Pay Bill' of the employee, but in another part of this paragraph, it has been stated that the deducted amount shall be deposited into P. F. Deposit Account by T. R. Form No. 7 either by Cash/Cheque within 3 days. What should actually be followed ?</p>	<p>(9) The deduction of subscriptions shall be made from the amount of salary after the drawal of pay bill with gross amount and not from pay bill itself showing the amount deducted as it is done in the case of Govt. employees.</p>
<p>(10) Whether B. D. O. as Accounts Officer for G. P. employees can use Duplicate Carbon Receipt (OCR) for the receipt of the deducted subscriptions from the Pradhans. If allowed to use D. C. R., permission to print adequate D. C. R. Books by an appropriate Authority should be necessary.</p>	<p>(10) The Pradhan will receive the salary payments excluding the total amount of P. F. subscription and recoveries, if any, and submit Mot Farraka/ Miscellaneous Receipt in Form No. 5 as provided in the West Bengal Panchayat (Gram Panchayat Misc. Accounts and Audit) Rules, 1990 accordingly. B. D. O., in turn, will deposit the deducted amount in T. R. Form No. 7 into the Treasury and an intimation of deposit will be made to the Gram Panchayat by the Accounts Officer.</p>

(11) What will be the procedure for transfer of account in the case of transfer of an employee from one Block to another ?

(11) The B. D. O./Accounts Officer shall in such cases withdraw the available balance with interest at the credit of the subscriber and transfer the amount by an Account Payee Cheque to the B. D. O./A. O. of the Block, where such employee is posted on transfer, who will allot a new account number and deposit the cheque in his P. F. Deposit Account.

This issues with the concurrence of Finance Deptt. vide F. A. Panchayat & C. D. Deptt. u/o No. 143 dt. 22.4.92.

Sd/- S. N. Haque

Joint Secretary to the

Government of West Bengal

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No. 2240/PN/O/III/2E-82/96

Dated : 20.5.97

## **MEMORANDUM**

**Sub : Redesignation of the post of District Panchayat Officer as District Panchayat and Rural Development Officer (DPRDO), their functions and duties, and reorganization of the office of the DPRDOs.**

Consequent upon the merger of the erstwhile Department of Panchayats and Department of Rural Development into a single Department of Panchayats and Rural Development, the Government has been, for sometime past, seized with the question of translating the benefits of the merger at the field level, by reorganizing and restructuring the administrative set up of the Panchayat and Rural Development at the district level.

2. The undersigned is directed to state that after careful consideration of the matters, the Governor is pleased to order, that the post of District Panchayat Officer in the Districts be redesignated as the District Panchayat and Rural Development Officer with immediate effect.

3. The District Magistrate shall continue to remain in overall charge and control of the administrative machinery of the Department at the district and sub-ordinate level and the District Panchayat and Rural Development

Officer shall work under such control, supervision and direction of the District Magistrate and the nature of duties of the District Panchayat and Rural Development Officer will be as follows :

. (a) exercise a general supervision over administrative, financial and other functions of Panchayat Samitis and Gram Panchayats within the district and issue suitable directions incidental thereto;

(b) arrange for disbursement of fund to the 3-tier Panchayats with the approval of the District Magistrate as and when necessary ;

(c) initiate actions and monitor different matters relating to appointment of employees of Gram Panchayats and of Panchayat Samitis against regular vacancies;

(d) without prejudice to any authority of respective heads of office, attend subject to the directions of the District Magistrate, to the establishment matters of all officers and staff under the administrative control of the Panchayat and Rural Development Department posted at the District Headquarters, Sub-Divisional Headquarters and Block Headquarters (including all such posts which are presently being looked after by D. P. 1. O.) and assist the respective controlling officers of all such officers and staff in all administrative matters concerning these posts;

(e) monitor the progress of the audit of accounts of the Panchayat Samitis and Gram Panchayats and issue suitable advises and instructions for improved audit arrangement within the frame work of the law ;

(f) assist the District Magistrate and the District Panchayat Election

Officer, subject to directions of the State Election Commission, in conduct of elections to the 3 tier Panchayats and constitution of Panchayat bodies ;

(g) monitor such development programmes schemes' at the Panchayat Samiti and Gram Panchayat level as he may be advised to monitor by the State Government in the Panchayats and Rural Development Department, the Director of Panchayat and Rural Development and the District Magistrate ;

(h) Conduct or make arrangement for conducting training programmes for the Panchayat functionaries and officers and staff having functional linkage with the Panchayats as may be entrusted by the State Government in the Panchayats and Rural Development Deptt, Directorate of Panchayats and Rural Development and the District Magistrates;

(i) Powers, functions and duties as have been conferred or entrusted upon the District Panchayat Officer under any provision of the Act, Rules or Executive orders, shall continue to be exercised, performed or discharged by the District Panchayat and Rural Development Officer in the same manner as if the corresponding provision has been made applicable with respect to the District Panchayat and Rural Development Officer.

(j) any other functions as may be entrusted from time to time by the District Magistrate, the Director, Panchayat and Rural Development or the State Government, Panchayat and Rural Development Department.

4. The office of the District Panchayat Officer shall henceforth be known as the office of the District Panchayat and Rural Development Officer.



5. The office of the District Panchayat and Rural Development Officer shall consist of all officers and staff presently working in the office of the D. P. O. The Lower Division Assistants and the Upper Division Assistants under the administrative control of the erstwhile Rural Development Department (presently Panchayats and Rural Development Deptt. ), the Inspector of Rural Housing and the Assistant Statistician posted in the district headquarters shall also work under the general supervision of the DP & RDO subject to overall control of the District Magistrate. The District Magistrate, may, however, place such officers and staff at the DPRDO's disposal in addition to those mentioned above, as he may deem necessary in the interest of public service.

6. The Director of Panchayat and Rural Development, West Bengal, and the District Magistrate concerned shall continue to exercise all administrative control over the posts and office of the District Panchayat and Rural Development Officer, as is being done by them in respect of the post and office of the District Panchayat Officer at present; however, both Panchayat Wing and Rural Development Wing of this Deptt. will be entirely free to use the services of the District Panchayats and Rural Development Officers and the latter's offices in the manner as may be required to perform entrusted official duties.

7. This order is issued with the concurrence of Finance Deptt. Vide U. O. No. 41 dated 6.2.97 of F. A. Panchayat and C. D. Deptt.

Sd/- S. N. Ghosh

# Principal Secy, to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 2761/ III/ Panch/ 1D – 1/ 93

Dated:27.8.93

From : A. Roy, Deputy Secretary to the Govt. of West Bengal  
Department of Panchayats

To : Dr. Debjyoti Sinha, Medical Officer-in-Charge, Debalaya  
Charitable Dispensary, P. O. Debalaya, Dist. 24-Parganas (North), West  
Bengal

Sub : Grant of rural allowance, public health pay, etc. to Zilla Parishad  
Medical Officers

The undersigned is directed to refer to his letter dated 17th August, 1993 addressed to the Additional Executive Officer, North 24-Parganas Zilla Parishad on the subject mentioned above and to say that the benefit of rural allowance, public health pay and other allowances admissible to West Bengal Health Service Officers has not been extended to the officers belonging to Zilla Parishad Medical Service. Many other allowances and benefits admissible to Government employees have not yet been made admissible to the employees of the P. R. Bodies.

The matter of granting allowances to the Medical Officers of Zilla

Parishad at per with the Medical Officers of West Bengal Health Service is being taken up in consultation with the Health and Family Welfare Deptt, outcome of which would be made known to all concerned in due course.

Sd/- A. Roy

Dy. Secy. to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 2762(17)/PN/N/III/4A-1/97

Dated 7. 7. 97

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

To : The Executive

Officer\_\_\_\_\_Zilla/Mahakuma Parishad.

P. O.\_\_\_\_\_, Dist.\_\_\_\_\_.

**Sub : In the question of extending the financial benefits automatically to the employees of P. R. Bodies, the benefits which have been sanctioned to the Govt. employees from time to time by order of the finance Deptt.**

Sir,

I am directed to say that it has come to the notice of the Govt. that there is a trend among some Panchayat Bodies to extend financial benefits sanctioned in favour of the Govt. employees by the Finance Deptt. from time to time to the employees of the Panchayat bodies on the basis of the orders issued by the Finance Deptt. without the prior approval of this Deptt. This is a highly irregular practice which should be discontinued forthwith.

I am therefore, further directed to say that the employees of the Panchayat

Bodies are not Govt. employees and any dispensation given in favour of the latter do not automatically apply to the employees of the P. R. Bodies. The Panchayat bodies may however submit proposal for extension of any of these benefits, to the Panchayat employees, to this Deptt. for consideration. But No such benefit shall be extended to the employees of the Panchayat bodies without the approval of this Department.

Yours faithfully

Sd/- D. Ghosh

Deputy Secy, to the

Govt. of West Bengal



## Department Of Panchayat & Rural Development

No. 2788 (17)/PN/O/II/2E-60/95

Dated 8. 7. 97

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

To : The Executive officer,

\_\_\_\_\_ : \_\_\_\_\_ Zilla/Mahakuma  
Parishad.

**Sub : Condonation of overage/underage of employees in  
regular establishment  
of Zilla/Mahakuma Parishad**

Sir,

I am directed to say that instances have been brought to the notice of the Govt. that before commencement of the West Bengal Panchayat (Recruitment and Condition of Appointment of Employees of Zilla Parishad) Rules, 1997, on different occasions, appointments were made in regular establishments of various Zilla Parishads or Mahakuma Parishad in favour of such persons who have crossed the maximum age limit admissible at that time for each appointment. Proposals for condonation of overage with respect to such employees are now being received in this Deptt.

After careful consideration, it has now been decided by the Govt. that such cases of overage and underage only may be condoned in terms of rule 2(2) of the West Bengal Zilla Parishad (Leave and retirement of staff) Rules, 1973, as a special case, in relaxation of rule 4 ibid subject to approval of the Govt. in the Panchayat & R. D. Deptt. All such cases should immediately be referred to this Department with all particulars for appropriate order.

This condonation/relaxation shall not be operative for any appointment etc. made (and for employees who have joined) after the date of coming into force of the West Bengal Panchayats (Recruitment and Conditions of appointment of Zilla parishad employees) Rules 1997.

Yours faithfully,

Sd/- D. Ghosh

Deputy Secy, to the

Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 2881-III/Panch/2A-38/94

Dated : 5. 12. 94

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

To : The Director of Panchayats, West Bengal

Sub : Empowering to District Magistrate for appointment of Gram Panchayat Secretary

The Government in the Department of Panchayats is for some time past considering the issue of empowering a suitable authority for the purpose of appointments to the posts of the Gram Panchayat Secretary. The Director of Panchayats, West Bengal is at present the appointing authority for the said posts. The procedure has led to centralisation of the function not conducive to a more effective cadre management.

2. After careful consideration of all aspects of the matter, the Governor, in terms of the provisions under section 35(1) of the West Bengal Panchayat Act, 1973 {West Ben. XLT of 1973), is pleased hereby to empower, in supersession of previous orders in this behalf, the DistrictMagistrate with immediate effect, as the authority to appoint the Secretary of a Gram Panchayat within his jurisdiction in such manner and under such terms and conditions as may be determined by the State Government from time to time.

3. The Governor is further pleased to issue following directions in this behalf :

(a) The composition and function of the existing Block-level Selection Committee constituted under this Deptt. No. 23761-Panch/2A-18/ 78 dated 23.10.1978 shall continue to remain in force in the same manner. The panel prepared with supporting records shall, however, be forwarded to the District Magistrate through the District Panchayat Officer instead of to the Director of Panchayats, West Bengal.

(b) The Secretary may be transferred within the Panchayat Samiti area or from one Panchayat Samiti area to another within the district by the District Panchayat Officer and from one district to another by the Director of Panchayats after obtaining views of the District Magistrate concerned.

(c) The District Panchayat Officer may, after giving the Secretary a reasonable opportunity of being heard and after considering the views of the Gram Panchayat, impose on him any penalty (other than the penalty of removal from service) as prescribed and may, in appropriate cases, recommend to the District Magistrate concerned the imposition of the penalty of removal from service and dismissal of service on the Secretary.

(d) The District Magistrate, if he is satisfied with the recommendation of the District Panchayat Officer, may after giving the Secretary a reasonable opportunity of being heard, remove him from service or dismiss him from service.

(e) An appeal shall lie to the District Magistrate against an order of penalty imposed on the Secretary by the District Panchayat Officer within

one month from the date of the order. The decision of the District Magistrate on such appeal shall be final.

(f) An appeal shall lie to the Director of Panchayats, West Bengal against an order of penalty imposed by the District Magistrate on the Gram Panchayat Secretary within one month from the date of the order. The decision of the Director of Panchayats, West Bengal on such appeal shall be final.

(g) The panels already sent to the Director of Panchayats, West Bengal from different districts, shall be finally dealt with by the Director of Panchayats, West Bengal,

(h) The District Magistrate is further empowered to determine the nature of vacancy for the purpose of declaring reservation of posts in favour of various categories and he shall start a fresh roster for his district on the basis of 50-Point roster.

(i) The District Magistrate shall furnish a quarterly report on vacancy position of the Gram Panchayat Secretaries in the district to the Director of Panchayats, West Bengal in a form designed and circulated by the Director of Panchayats, West Bengal.

4. Other service conditions of Secretary of a Gram Panchayat as laid down in the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981 shall remain in force.

5. Steps are being taken for amendment of the relevant provisions of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981.

By order of the Governor,

Sd/- S. N. Ghosh Secretary

to the Govt. of West Bengal

N. B. This sub para (g) of para 3 has been substituted by G. O. No. 3025/III/ Panch/2A-38/94 dated 29. 12. 94

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নং ২৭৫০৮/ সেন-৩/ পঞ্চ/ ২ই-৮৩/৮৪

তারিখ: ৩০.১১.৮৭

প্রেরক: উপসচিব, পশ্চিমবঙ্গ সরকার।

প্রাপক: জেলা শাসক, .....

বিষয় : পঞ্চায়েত প্রতিষ্ঠানে নিযুক্ত কর্মচারীদের অবসরগ্রহণের প্রাক্কালে  
অর্জিত ছুটির বিনিময়ে নগদ অর্থ প্রদানের প্রস্তাব সম্পর্কে।

এতদ্বারা জানানো যাচ্ছে যে, সরকারি কর্মচারীদের অনুরূপ বিভিন্ন পঞ্চায়েত প্রতিষ্ঠানে নিযুক্ত কর্মচারীদেরও অবসরগ্রহণের প্রাক্কালে অর্জিত ছুটির বিনিময়ে নগদ অর্থ প্রদান সম্পর্কে একটি প্রস্তাব বর্তমানে সরকারের বিবেচনামত আছে। কিন্তু এখনও পর্যন্ত এ বিষয়ে কোনও সিদ্ধান্তে উপনীত হওয়া যায়নি। অথচ বিভিন্ন সূত্রে সংবাদ পাওয়া যাচ্ছে যে, ইতিমধ্যে কিছু কিছু ক্ষেত্রে সরকারি অনুমোদন সাপেক্ষে অর্জিত ছুটির বিনিময়ে নগদ অর্থ মঞ্জুর করা হয়েছে। সরকারি আদেশনামা প্রচারের পূর্বে এ ধরনের কাজ নিঃসন্দেহে বেআইনি এবং অবিলম্বে তা বন্ধ করা প্রয়োজন। এ বিষয়ে যথাযথ সরকারি আদেশনামা প্রচারিত হওয়ার পূর্বে কোনও পঞ্চায়েত কর্মীকে অর্জিত ছুটির বিনিময়ে নগদ অর্থ যাতে না দেওয়া হয় সেদিকে দৃষ্টি দেওয়ার জন্য জেলাশাসককে অনুরোধ করা হচ্ছে। যদি জেলায় এ ধরনের কোনও ঘটনা ঘটে থাকে তবে সংশ্লিষ্ট কর্মচারীর নিকট থেকে এভাবে বেআইনি মঞ্জুরীকৃত অর্থ আদায়ের প্রয়োজনীয় ব্যবস্থা নিতে এবং যথাসময়ে পঞ্চায়েত ও সমষ্টি (পঞ্চায়েত) বিভাগকে এ বিষয়ে অবহিত করতে অনুরোধ করা হচ্ছে।

স্বাঃ অমলকৃষ্ণ ব্যানার্জি  
উপসচিব



**No. 358/PN/O/I/3R-1/95  
: 28.1.98**

**Dated**

**ORDER**

In exercise of the power conferred by rule 13 of the West Bengal Panchayat (Recruitment and Conditions of Service of Gram Panchayat Karmee) Rules, 1995, the Governor is pleased hereby to direct, in relation to a person eligible for overriding priority for appointment to a post of Gram Panchayat Karmee in pursuance of the policy on death-in-harness as referred to in the proviso to sub-rule (3) of rule 7 *ibid*, that in relaxation of the eligibility criterion under sub-rule (1) of rule 6 *ibid*, it will be sufficient for the purpose of such appointment if the person concerned, on being otherwise eligible, is ordinarily a resident of any area within the jurisdiction of the Zilla Parishad to which the Gram Panchayat where such appointment is under consideration, pertains.

By order of the Governor,

Sd/- S. N. Ghosh

Principal Secretary to the Govt. of West  
Bengal

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## Department Of Panchayat & Rural Development

No. 443/VII/Panch/2P-4/87

Dated : 8.1.88

From : The Dy. secy, to the Govt. of West Bengal.

To : The Director of Pension,

Provident Fund and Group Insurance, West Bengal Purta Bhavan,  
Salt Lake,

Calcutta-700 091

Sub : Payment of salary on account of refused leave to the retired Zilla Parishad employees-Clarification in connection with sanction of pensionary benefits.

Ref : This deptt. letter No. 30507/VIII/Panch/2P-4/87 dt. 15.12.87

1. The undersigned is directed to say that if any employee of the Zilla Parishad/Panchayat Samiti has applied in writing for earned leave due to him preparatory to retirement but has been denied that leave in whole or in part by the authority empowered to grant it, he is entitled to the leave salary for the relevant period of refused leave even after his retirement under rule 10 of the West Bengal Zilla Parishad (Leave and Retirement of staff) Rules, 1973. This has no bearing with the cash equivalent to leave salary i.e. the benefit which is yet to be extended in respect of them.



2. This has also a reference to memo no. 2841/Pan dated 9.11.87 addressed to him by the District Magistrate, Burdwan.

Sd/- A. K. Banerjee Dy. Secy, to the

Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 921/PN/0/III/2A-21/95

Dated : 11.4.96

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

To : The Director of Panchayats & Rural Development, West Bengal.

Sub : Appointment of son/daughter/near relation of a Gram Panchayat Karmee who dies in harness.

The undersigned is directed to invite his attention to this Department. No, 1995/PN/O/III/2A-21/95, dated 20-10-1995 and to issue the following clarifications in this regard.

2. It is hereby clarified that the above order was issued in respect of the cadre of Gram Panchayat Karmee. It is therefore applicable with effect from 1-4-1994, the date on which the cadre of Gram Panchayat Karmee was constituted. Earlier Order No. 24611/III/Panch/4C--2/86 (Ft. I) dt. 9-9-1988 read with No. 19362/III/Panch dt. 25-7-1989 in relation to inter alia, Dafadars and Chowkidars still remian in force. Therefore, the benefit under the principle of died-in-harness case in case of Dafadar and Chowkidar shall be available only when a serving Dafadar or Chowkidar has died on or after 9th August, 1988. Obviously, such benefit is not available to any near relation of a serving Dafadar or Chowkidar who has died prior to 9th August, 1988.

3. In Annexure-1 to this Department No, 1113-Panch/2E-47/92 dt. 28-4-94, districtwise existing strength of the Dafadars and Chowkidars as on 31-3-1994

have been shown against the corresponding column for admissible strength. In point 10 of this Deptt. No. 1739/IH/Panch/4C-1/94 dt. 1-7-1994, it was clarified that the number of posts occupied by the existing Dafadars/ Chowkidars exceeding the admissible number of such posts in a district should be treated as supernumerary posts of Gram Panchayat Karmee for that district. For the purpose of appointment of an eligible person under died-in-harness category in pursuance of an order passed by the Hon'ble High Court, any subsequent vacancy in any such supernumerary post shall be taken into account. Total existing strength of posts of Dafadars and Chowkidars as on 31-3-94 shall, however, not be exceeded in any event. District Panchayat Officer of each district shall monitor the existing number of Gram Panchayat Karmee as also Dafadars/Chowkidars (who have not exercised option to be appointed as G. P. Karmee) in the district and keep an account of the vacancy in the existing strength in the district as indicated in Annexure-I of G. O. No. 1113-Panch/2E-47/92 dt. 28.4.94 for the purpose of appointment in any Gram Panchayat within the district under died-in-harness category in pursuance of order of a competent court and inform the B.D.O. and the Pradhan as and when necessary.

Sd/- S. N. Ghosh

Principal Secy.

to the Govt. of West Bengal



## Department Of Panchayat & Rural Development

No. 977/PN/O/III/Panch/2A-3/95 (1)

Dated

: 21.3.97

From : The Principal Secretary to the Govt. of West Bengal. To :  
The Director of Panchayats, West Bengal.

Sub : Appointment of sons/daughters/near relations of a Gram Panchayat employee who die in harness to the post of Job Assistant.

Sir,

I am directed to say that several representations have been received by the Govt. for appointment of the sons/daughters/near relations of a Gram Panchayat employee who died in harness to the post of Job Assistant.

After careful consideration, it has been decided that subject to the provisions of the West Bengal Panchayat Act, 1973 and the rules and orders made thereunder, one of the sons/daughters/near relations who is a member of a Gram Panchayat employee who died in harness leading his family, in acute distress and in immediate need of financial assistance, if he possesses the requisite qualifications may be considered by the concerned Block level Selection Committee for appointment against vacancies in the post of Job Assistant under Gram Panchayat without taking recourse to the procedure of advertisement in the local newspaper and publication of notices in the local area as laid down in this Deptt. No.

9468-Panch/2A/78 dated 6.6.1979.

Such overriding priority for employment of an eligible son, daughter or any other family member of an employee who died in harness, against a vacant sanctioned post conforms to the law of the land and in commensurate with the policy of the State Government in vogue as in the orders and instructions issued by the Labour Deptt. of this Government currently in force relating to such appointment on compassionate ground.

The procedure for such appointment on compassionate ground has been laid down in the Deptt.'s No. 1995/PN/O/III/2A-21 /95 dated 20.10.95. As some confusion still persisted in some corners, a further clarification was issued by this Deptt's No. 5296/PN/O/I/3S-81/96 dated 8.12.96. As provided earlier, the District Panchayat Officer in each district shall continue to monitor such instances of death in harness and subsequent appointments. The Block-level Selection Committee shall consider all such cases referred to by the District Panchayat Officer.

This G. O. is issued in supersession of G. O. No. 947 (Cell-3)/Panch/ 2A-87/82 dated 13.1.83.

Yours faithfully,

Sd/-Principal Secretary to the Govt. of West Bengal



## Department Of Panchayat & Rural Development

No. 1995/PN/O/III/2A-21/95

Dated

: 20.10.95

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

To : The Director of Panchayats, West Bengal.

Sub : Appointment of a qualified/under qualified son/daughter/ near relation of a Gram Panchayat Karmee who dies in harness.

The undersigned is directed to say that several representations have been received by the Govt. from the sons/daughters/near relations of the deceased Gram Panchayat Karmees who died in harness praying for their appointment in the post of G. P. Karmees or against any other suitable vacancies in commensurate with their educational qualifications.

Subject to the provisions of the W. B. Panchayat Act, 1973 and the rules and the orders made thereunder, one of the sons/daughters/near relations who is a member of one family of a Gram Panchayat Karmee (including Chowkidar/Dafadar) who died in harness leaving his family in immediate need of financial assistance, if he possesses the requisite qualifications, may be considered by the concerned Block-level Selection Committee for appointment against vacancies in the post of Secretary or Job-Assistant under Gram Panchayat without-referring the vacancy to the Employment Exchange, as envisaged in the orders in force<sup>1</sup> issued in pursuance of Labour Deptt.'s orders and instructions in the matter of such appointment on compassionate ground.

In a case where one of the sons/daughters/near relations (of the deceased G. P.

Karmee including Chowkidar/Dafadar who died in harness) do not possess a pass certificate of Madhyamik or any other equivalent examination, he may be appointed to any vacant post of G. P. Karmee or to a group 'D' post under the Zilla Parishad/Panchayat Samitis provided the candidate concerned is otherwise suitable for the job ; and for this purpose no reference to the Employment Exchange will be necessary.

The undersigned is further directed to say that the procedure for such appointment on compassionate ground will be as follows :

The lists of the claimants for the abovementioned posts (Gram Panchayat Secy., Job-Assistant, Gram Panchayat Karmee, group D Posts in Panchayat Samiti and Zilla Parishad) will be maintained districtwise in the office of the concerned District Panchayat Officer who will be supplied from time to time with the required information in respect of the vacant posts by the concerned Gram Panchayat, Panchayat Samiti and Zilla Parishad as soon as a vacancy arises. The District Panchayat Officer on the basis of the information supplied, will maintain a priority list of the claimants drawn up on the basis of date of the receipt of the claims keeping into consideration the actual need of the distressed family and forward the names of the candidates on priority basis for appointment against suitable vacancy, to the concerned Block-level Selection Committee for the Gram Panchayat or the Selection Committee of Panchayat Samiti/Zilla Parishad, as the case may be. For all such appointments, every effort should be made to offer employment under the concerned Gram Panchayat where the deceased was employed prior to his death and in case of non-availability of such suitable vacancy in that particular Gram Panchayat, under any neighbouring Gram Panchayat or Panchayat Samiti, as the case may be. Only when no such vacancy is available in the neighbouring Gram Panchayat or Panchayat Samiti, such appointment may be made under the Zilla Parishad.

Sd/- S. N. Ghosh

Principal Secy,

to the Govt. of West Bengal

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**ORDERS RELATING TO REVISED PENSION FROM 1ST  
JANUARY, 1986 FOR THE EMPLOYEES OF PANCHAYAT  
BODIES**

No. 1/VIII/Panch/2P-2/89

Dated: 1.1.90

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

To : The Director of Panchayats, West Bengal

Sub : Further liberalisation of pension and gratuity scheme for employees of Panchayat Bodies.

1. The question of liberalisation of the provisions of Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats has been under consideration of the Government for sometime past. After careful consideration the Governor is pleased to decide the following notwithstanding anything contained in the Death-cum-Retirement Benefit Scheme, 1985, or employees of Panchayats in respect of the employees of Panchayats who retire or die in harness on or after 1st January, 1986 :

(a) The amount reckonable for pension and gratuity (including death-gratuity) will be determined in the manner stated below :

(i) Emoluments as defined in para 6(e) of the Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayats,

Plus

(ii) an additional amount appropriate to basic pay as shown in Annexure to this memorandum.

The term "basic pay" as above will mean grade pay and will not include any other pay, whatsoever, whatever may be the nomenclature.

(hi) pension shall be calculated at 50 per cent of the amount reckonable for pension drawn last in all cases instead of under the slab system provided under Para 22(B) of the Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayats and shall be subject to a minimum of Rs. 375 (Rupees three hundred and seventyfive) only per month and a maximum of Rs. 1,859 (Rupees one thousand eight hundred fifty nine) only per month. The amount of pension arrived at on the above basis will be related to the maximum qualifying service for 33 years.

For employees who at the time of retirement have, rendered qualifying service for 10 years or more but less than 33 years, the amount of their pension will be such proportion of the maximum admissible pension as the qualifying service rendered by them bears to the maximum qualifying service of 33 years.

There will be no ceiling on the amount reckonable for pension.

2. (i) Payment of Gratuity after a service of less than 10 years at the time of retirement as provided in para 22(F) of the Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats shall continue.

(ii) In case of employees, who have completed qualifying service for 10 years or more, retiring gratuity on retirement shall be paid equal to one-fourth of the amount reckonable for gratuity by them for each completed six monthly period of qualifying service, subject to a maximum of  $16\frac{1}{2}$  times of the amount reckonable for gratuity, provided that the amount of retiring gratuity payable shall, in no case, exceed Rs. 53,000 (Rupees fiftythree thousand) only. There will be no ceiling on the amount reckonable for Gratuity.

(iii) In the event of death in harness, the death gratuity shall be admissible at the following rates :

<b>Length of qualifying Service</b>	<b>Rate of Gratuity</b>
(a) Less than one year	2 times of the amount reckonable for gratuity
(b) One year or more but less than 5 years	6 times of the amount reckonable for gratuity.

(c) Five years or more but less than 20 years	12 times of the amount reckonable for gratuity.
(d) Twenty years or more	Half of the amount reckonable for gratuity for every completed six monthly period of qualifying service subject to a maximum of 33 times of the amount reckonable for gratuity provided that the amount of death-gratuity shall, in no case, exceed Rs. 53,000 (Rupees fifty three thousand) only.

There will be no ceiling on the amount reckonable for death gratuity.

3. (i) The rates of family pension prescribed under paragraph 27 of the 1985, for the employees of Panchayats Death-cum-Retirement Benefit Scheme, shall be revised as follows :—

<b>Amount reckonable for family pension drawn per month</b>	<b>Rates of family pension per month</b>
(a) Not exceeding Rs. 1,500	30 per cent of the amount subject to a minimum of Rs. 375.
(b) Exceeding Rs. 1,500 but not exceeding, Rs. 3,000	20 per cent of the amount subject to a minimum of Rs. 450.
(c) Exceeding Rs. 3,000	15 per cent of the amount or Rs. 600 whichever is higher.

(ii) The family pension shall be paid at double the rate of normal pension for a period of 7 years or up to the date on which the deceased employee would have attained 65 years had he survived, whichever is earlier. In no case the amount of enhanced family pension in the event of death of an employee while in service shall exceed 50 per cent of the amount reckonable for family pension drawn last by the concerned employee at the time of death. In no case the amount of enhanced family pension in the event of death after retirement shall exceed the amount of original pension before commutation sanctioned to the concerned employee.

4. The Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayats shall be deemed to have been amended to the extent of the provisions contained in this order. Formal amendments to the said scheme will be made in due course.

5. This order issues with the concurrence of Finance Department, vide/o No, 2852, Group I, dated the 6th October 1989.

Sd/- S. Bhattacharya

Dy. Secy. to the

Govt. of West Bengal

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**National Informatics Centre**



## Department Of Panchayat & Rural Development

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

Dated: 1.1.90

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

To : The Director of Panchayats, West Bengal

Sub : Rationalization of pension structure for pre—1-1-86 pensioners consequent on the issue of this department No. 1/Panch/2P-2/89, dated 1-1-90, allowing the benefit of revised pension formula for serving employees of Panchayat bodies.

1. The undersigned is directed to say that in pursuance of this department Memo No. 1 /Panch/2P-2/89, dated 1st January 1990, allowing the benefit of revised pension formula to the serving employees of Panchayat bodies as on 1st January 1986, sanction of the Governor is hereby accorded to the regulation, with effect from 1st January 1986, of pension/family pension of the existing pensioners / family pensioners in the manner indicated in the succeeding paragraphs.

2. This order shall apply to all the existing pensioners/family pensioners in respect of employees of Panchayat bodies drawing or entitled to draw pension/family pension.

3. In this order—

(a) "existing pensioner" or "existing family pensioner" means a pensioner who was drawing/entitled to pension/family pension on 31-12-85. For the purposes of updating family pension it also covers members of family of employees who retired prior to 1-1-1986 and in whose case family pension has not commenced, as the pensioner is/was alive on 31-12-1985.

(b) "existing pension" means the basic pension inclusive of commuted portion, if any, due on 31-12-1985. It covers all classes of pension under the Death-cum-Retirement Scheme, 1985, for the employees of Panchayats.

(c) "existing family pension" means the basic family pension due on 31-12-1985 under the Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayats.

(d) "Pension Disbursing Authority" means the Sub divisional Officer.

4. In accordance with the principles laid down in paras 4 and 7 of Finance Department Memo No. 7532-F, dated 6th July 1988, in the matter of pension/ family pension, etc., in respect of State Government employees, the consolidated pension/family pension and part consolidated pension with effect from 1st January 1986, in respect of employees of Panchayat bodies shall be as follows :

(A) In case of employees who retired—

(i) between 1-4-1981 and 31-8-1982;

(ii) on or after 1-9-1982 and have not opted or are not deemed to have opted for counting of the additional amount towards calculation of

pensionary benefits as contemplated in this department No. 16788/VIII/Panch/2P-4/85, dated 22nd July, 1986.

(a) in case of existing pensioner or existing family pensioner drawing pension/family pension of Rs. 500 per month or less, the consolidated pension/family pension shall be as shown under column (2) of the Annexure-I, to this order,

(b) in case of existing pensioner drawing pension above Rs. 500 per month, the part consolidated pension shall be as shown under column (2) of Annexure II, to this order.

(B) In case of employees who retired on or after 1-9-82 and opted for or availed themselves of the benefit of counting of additional amount towards calculation of pensionary benefits as contemplated in this Department No. 16788/VIII/Panch/2P-4/85, dated 22nd July 1986. '

(a) in case of existing pensioner or existing family pensioner drawing pension/family pension of Rs. 500 per month or less, the consolidated pension/family pension shall be as shown under column (3) of the Annexure I, to this order,

(b) in case of existing pensioner drawing pension above Rs. 500 per month the part consolidated pension shall be as shown under column (3) of the Annexure II, to this order. .

### Commutation of Pension

5. There may be cases where an existing pensioner has commuted a

portion of his pension. In such cases, the pension shall be updated with effect from 1-1-1986 in terms of para 4 above without taking into account the commuted portion of pension. But the said commuted amount will be deducted while making monthly disbursements after updating.

Recalculation of pension at 50 per cent of amount reckonable for pension

6. In the case of existing pensioner where pension was calculated under the slab system in terms of the provisions of Death-cum-Retirement Benefit Scheme, 1985, for employees of Panchayats, the pension will be recalculated at 50 per cent of the amount reckonable for pension as contemplated in para 1(a) (iii) of this department No. 1/VIII/Panch/2P-2/89, dated 1-1-90. The reckonable amount for pension and reckonable period of qualifying service in their cases will, however, remain unchanged. The additional pension becoming due under these provisions will not qualify for additional commutation.

### Minimum Pension/Family Pension

7.1. The minimum pension/family pension in all cases shall be Rs. 375 p.m. This will be regarded as pension/family pension with effect from 1-1-1986.

7.2. Family pension is calculated in two ways, viz. (1) Normal rate under para 27 of the Death-cum-Retirement Benefit Scheme, 1985, for the employees of Panchayats and (ii) Enhanced rate under para 28 of the scheme *ibid* as amended in para 3 (ii) of this Department order No. 1/Panch/2P-2/89, dated 1-1-1990. The family pension with effect from 1-1-1986 shall be admissible as follows :



(a) where the family pension is drawn at normal rate, the family pension with effect from 1-1-1986 shall be admissible as per column (2) or column (3) of the Annexure I, as may be applicable depending on the date of retirement of Panchayat employee concerned subject to a minimum of Rs. 375 p.m.

(b) In cases where the family pension is drawn at enhanced rate, it will be necessary to determine the amount of family pension with effect from 1-1-1986 both at the enhanced rate and normal rate separately with reference to column (2) or column (3) of Annexure I to this order, as may be applicable depending on the date of retirement of the Panchayat employee concerned. The updated normal rate of family pension shall be applied from the date the family ceases to be eligible for enhanced rate. The floor ceiling of Rs. 375 p.m. will also be applied separately for both the rates, if necessary. It is not the intution to apply twice the updated normal rates where and for the period which family pension is to be paid at enhanced rate in respect of existing family pensioners from 1-1-1986.

7.3, In the case of existing pensioners in whose case the family pension has not come into operation as pensioners are/were alive on 1-1-1986, the rates of family pension at enhanced rate and at normal rate noted on their Pension Payment Order will be updated separately in the manner as stated in para 7.2 above, by the Pension Disbursing Authorities. The updated rates of family pension will apply as and when family pension becomes payable in such cases.

Relief on pension

8.1 Government have sanctioned relief on pension to existing pensioners/ family pensioners from time to time under this Department order Nos. (i) 6035/ VIII/Panch, dated 31-3-1986, (ii) 17095/ VIII/Panch, dated 30-7-1986, (iii) 2772S/VIII/Panch, dated 11-11-1986 and (iv) 30720/VIII/Panch/2P-8/85, dated 22-12-1987. Since the consolidated or part consolidated pension/family pension as per Annexures I and II to this order includes relief on pension, therefore, relief on pension/family pension after 1-1-1986 on the strength of the above orders shall not be admissible from 1-1-1986. A revised scheme for payment of relief on pension/family pension with effect from 1-1-1986 is being issued separately and payment of such relief will be guided by that order.

9.1 The provisions of this order shall be given effect to in the following manner :

(a) Pensioners /family pensioners in receipt of pension of Rs. 500 per month or less.

All pension disbursing authorities are hereby authorised to pay pension/family pension at the revised rates as per Annexure I without any further authority from the Director of Pension, Provident Fund and Group Insurance.

(b) Pensioners in receipt of pension above Rs. 500 per month.

In these cases, the consolidation of pension will be done in two stages. In the first stage the Pension Disbursing Authorities are authorised to do part consolidation as per Annexure II. In the Second stage, the Pension Disbursing Authorities will pay additional amount of pension becoming

due under paragraph 6 of this order after receiving authority from the Director of Pension, Provident Fund and Group Insurance in each case. In this respect each pensioner will submit application for revision of pension as per paragraph 6 of this order to his Head of office authority. On receipt of application from the pensioner, each Head of office will take up the matter with the competent authority i.e., pension sanctioning authority for revision of pension after preparation of pension papers in the forms at Annexure IX and Annexure X set out in the Death-cum-Retirement Benefit Scheme 1985 for Panchayat employees along with service Book and previous pension papers. The competent authority on his turn shall forward the same as early as possible after due scrutiny to the Directors of Pension, Provident Fund and Group Insurance along with the sanction in the form at Annexure-X. On receipt of the pension papers from the competent authority as above, the Director of Pension, Provident Fund and Group Insurance or an officer or officers authorised by him on this behalf will judge the admissibility of revised pension as per paragraph 6 and issue authority to the concerned pension disbursing office from where the pensioner is drawing the pension. The sanction of the Director of Pension, Provident Fund and Group Insurance will be communicated to the Head of Office, the competent authority, Subdivisional Officer of the subdivision, the Treasury or sub-Treasury, as the case may be, and the pensioner. On receipt of the authority for revised pension from the Director of Pension, Provident Fund and Group Insurance, the difference between pre-revised pension and revised pension shall be added by the Pension Disbursing Authorities to the partly consolidated pension referred to above.

10. In case of any doubt in any individual case, the Pension Disbursing Authorities shall refer the matter to the Director of Pension, Provident

Fund and Group Insurance, Finance Department, Purta Bhavan, 2nd Floor,  
Salt Lake, Calcutta-91, before implementing this order.

11. This order issues with the concurrence of Finance Department vide  
their U/O No. 2852, Group-J, dated 6-10-1989.

Sd/- S. Bhattacharya

Dy. Secy, to the

Govt. of West Bengal

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No. 3/VIII/Panch/2P-2/89

Dated : 1.1.90

MEMO

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

To: The Director of Panchayats, West Bengal

Sub: Grant of relief on pension to the pensioners of the Panchayat bodies.

The undersigned is directed to say that in accordance with the principle for grant of relief on pension to State Government Pensioners/family Pensioners sanctioned in Finance Department order No. 7533-F, dated 6-7-1988, the Governor is pleased to decide that relief to the Pensioners/Family Pensioners in respect of employees of Panchayat bodies shall be paid according to the revised formula as follows:

Date	Pension/Family pension per month	Rate of relief per month
1. From 1-1-1986 to 28-2-1987	1. All cases	1. Nil.
2. From 1-3-1987 to 30-11-1987	2. (a) Not exceeding Rs. 1750	2. (a) 4% of Pension/Family Pension
	b) Exceeding Rs. 1750 to Rs. 1859	(b) 3% of Pension/ Family Pension subject to a mini-mum of Rs. 70
3. From 1-12-1987 to 31-5-1988	3. (a) Not exceeding Rs. 1750	3. (a) 8% of Pension/Family Pension

	(b) Exceeding Rs. 1750 to Rs. 1859	(b) 6% of Pension/ Family Pension subject to a mini-mum of Rs. 140
4. From 1-6-1988 to 31-1-1989	4. (a) Not exceeding Rs. 1750	4. (a) 13% of Pension/Family Pension
	(b) Exceeding Rs. 1750 to Rs. 1859	(b) 9% of Pension/ Family Pension subject to a mini-mum of Rs. 228
5. From 1-2-1989 to onwards	5. (a) Not exceeding Rs. 1750	5. (a) 18% or Pension/Family Pension
	(b) Exceeding Rs. 1750 but not exceeding Rs. 1859	(b) 13% of Pension/ Family Pension subject to a mini-mum of Rs. 315

2. For the purpose of this order :

(a) Pension/Family Pension in respect of an employee of a Panchayat body who retired or died prior to 1-1-1986, means the consolidated pension or consolidated Family Pension, as the case may be, effective from 1-1-1986 in terms of order issued in this department memo No. 2/Panch/2P-2/89, dated 1-M990.

(b) In the case of pensioners who retired or will retire on or after 1-1-1986 or where the Family pension is sanctioned for the first time on or after 1-1-1986 pension/Family pension means the basic pension/basic family pension, as the case may be, in terms of this department memo No. I/Panch/2P-2/89, dated 1-1-1990.

(c) Payment of relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

(d) A ready reckoner showing relief payable from (a) 1-3-1987 to 30-11-1987 and from 1-12-1987 to 31-5-1988, (b) from 1-6-1988 to

31-1-1989 and (c) from 1-2-1989 onwards in terms of this order is enclosed in Annexure I, II, and III respectively.

(e) Relief on pension/Family pension was sanctioned by Government from time to time under this Department order Nos. 6035/VIII/ Panch, dated 31-3-1986,17095/VHI/Panch, dated 30-7-1986,27725 /

Vm/Panch, dated 11-11-1986 and 30720-Vffl/Panch/2P-8/85, dated 22-12-1987 and relief on pension/Family pension sanctioned on the basis of the above orders, shall not be admissible for the period from 1-1-1986, Relief on Pension/Family pension shall however, be admissible for the period from 1-1-1986 on the strength of this order with reference to the consolidated pension/Family Pension in terms of order No. 2/Panch/2P-2/89, dated 1-1-1990 for pre 1-1-1986 pensioners/family pensioners.

(f) In the case of pre 1-1-1986 pensioners/Family pensoiner, the pension Family pension in the revised scale plus the relief on pension/Family pension on the basis of the orders referred to in para 2(v) amount actually drawn for the period from 1-1-1986 upto the date of consolidation of pension/Family pension in terms of order 2/Panch/2P-2/89, dated 1-1-1990 shall be adjusted against the consolidated pension/Family pension plus the relief under the revised partern in terms of this order, payable for the period from 1-1-1986 upto the date of consolidation of pension/Family pension. If the entire amount cannot be adjusted in the aforesaid manner, the balance shall be adjusted against future payment.

(g) In the case of pens ion/Family pension for post 1-1-1986 cases, the relief on pension will be calculated on the strength of this order on the basic pension or basic family pension, as the case may be determined in terms of order No. 1/Panch/2P-2/89, dated 1-1-1990.

3. The pension disbursing authority i.e., Subdivisional Officer will give effect to this order without the authority of the Director of Pension, Provident Fund and Group Insurance.

4. This order issues with the concurrence of Finance Department vide their U/o No. 2852-Group-J, dated 6th October 1989.

Secy, to the Govt. of West Bengal. ANNEXURE I

Pension /Family Pension	Relief on Pension	
	From 1-3-1987 to 30-11-1987	From 1-12-1987 to 31-5-1988
(1)	(2)	(3)
Rs.	Rs.	Rs.
375	15	30
376 to 379	16	31
380 to 400	16	32
401 to 412	17	33
413 to 425	17	34
426 to 429	18	35
430 to 450	18	36
451 to 462	19	37
463 to 475	19	38

476 to 487	20	39
488 to 500	20	40
501 to 512	21	41
513 to 525	21	42
526 to 537	22	43
538 to 550	22	44
551 to 562	23	45
563 to 575	23	46
576 to 587	24	48
588 to 600	24	48
601 to 612	25	49
613 to 625	25	50
626 to 637	26	51
638 to 650	26	52
651 to 662	27	53
663 to 675	27	54
676 to 687	28	55
688 to 700	28	56
701 to 712	29	57
713 to 725	29	58
726 to 737	30	59
738 to 750	30	60
751 to 762	31	61
763 to 775	31	62
776 to 787	32	63
788 to 800	32	64
801 to 812	33	65
813 to 825	33	66
826 to 837	34	67
838 to 850	34	68
851 to 862	35	69
863 to 875	35	70
876 to 887	36	71
888 to 900	36	72
901 to 912	37	73
913 to 925	37	74
926 to 937	37	75
938 to 950	38	76
951 to 962	39	77
963 to 975	39	78
976 to 987	40	79
988 to 1000	40	80
1001 to 1012	41	81
1013 to 1025	41	82
1026 to 1037	42	83
1038 to 1050	42	84
1051 to 1062	43	85



1063 to 1075	43	86
1076 to 1087	44	87
1088 to 1100	44	88
1101 to 1112	45	89
1113 to 1125	45	90
1126 to 1137	46	91
1138 to 1150	46	92
1151 to 1162	47	93
1163 to 1175	47	94
1176 to 1187	48	95
1188 to 1200	48	96
1201 to 1212	49	97
1213 to 1225	49	98
1226 to 1237	50	99
1238 to 1250	50	100
1251 to 1262	51	101
1263 to 1275	51	102
1276 to 1287	52	103
1288 to 1300	52	104
1301 to 1312	53	105
1313 to 1325	53	106
1326 to 1337	54	107
1338 to 1350	54	108
1351 to 1362	55	109
1363 to 1375	55	110
1376 to 1387	56	111
1388 to 1400	56	112
1401 to 1412	57	113
1413 to 1425	57	114
1426 to 1437	58	115
1438 to 1450	58	116
1451 to 1462	59	117
1463 to 1475	59	118
1476 to 1487	60	119
1488 to 1500	60	120
1501 to 1512	61	121
1513 to 1525	61	122
1526 to 1537	62	123
1538 to 1550	62	124
1551 to 1562	63	125
1563 to 1575	63	126
1576 to 1587	64	127
1588 to 1600	64	128
1601 to 1612	65	129
1613 to 1625	65	130
1626 to 1637	66	131
1638 to 1650	66	132

1651 to 1662	67	133
1663 to 1675	67	134
1676 to 1687	68	135
1688 to 1700	68	136
1701 to 1712	69	137
1713 to 1725	69	138
1726 to 1737	70	139
1738 to 2333	70	140
2334 to 2350	71	141
2351 to 2366	71	142
2367 to 2383	72	143
2384 to 2400	72	144
2401 to 2416	73	145
2417 to 2433	73	146
2434 to 2450	74	147
2451 to 2466	74	148
2467 to 2483	75	149
2484 to 2500	75	150
2501 to 2516	76	151
2517 to 2533	76	152
2534 to 2550	77	153
2551 to 2566	77	154
2567 to 2583	78	155
2584 to 2600	78	156
2601 to 2616	79	157
2617 to 2633	79	158
2634 to 2650	80	159
2651 to 2666	80	160
2667 to 2675	81	161

Sd/- S. Bhattacharya

Dy. Secy, to the Govt. of West Bengal

নং: ২০৯১ (১৭)/ সোল - ১/ ৩সি-৫ ৯৪

তারিখ: ৮.৮.৯৪

প্রতি : শ্রী.....  
সভাপতি,  
.....জেলা পরিষদ/ মহকুমা পরিষদ  
.....

বিষয় : পঞ্চায়েত জেলা কাউন্সিল।

মহাশয়,

আপনি হয়তো ইতিমধ্যে অবগত হয়েছেন যে পঞ্চায়েত আইনের ১৯৯৪ সালের সংশোধনীতে অন্তর্ভুক্ত ২১৪এ ধারা অনুযায়ী প্রতিটি জেলা পরিষদ একটি পঞ্চায়েত জেলা কাউন্সিল গঠন করতে হবে। এই কাউন্সিলের মূল পদাধিকারী বা অধ্যক্ষ হবেন সংশ্লিষ্ট জেলা পরিষদের সংখ্যাগরিষ্ঠ বিরোধী রাজনৈতিক দলের নেতা।

উল্লেখ করা যেতে পারে যে এই নেতা মনোনীত হবেন পঞ্চায়েত আইনের ২১৩এ ধারার (৩) নং উপধারা অনুযায়ী। ২১৩এ ধারা সংক্রান্ত পশ্চিমবঙ্গ পঞ্চায়েত (সদস্য পদে অযোগ্যতা) নিয়মাবলী, ১৯৯৪ এবং নির্দিষ্ট কর্তৃপক্ষ নিয়োগ করে প্রজ্ঞাপন ইতিমধ্যে জারি হয়েছে। আশা করা যায় যে আপনার জেলা পরিষদে সংখ্যাগরিষ্ঠ বিরোধী নেতা ইতিমধ্যে স্থির করা হয়ে গেছে।

যদি জেলা পরিষদে কোনও সংখ্যাগরিষ্ঠ নেতা না থাকেন, তাহলে কাউন্সিলের মূল পদাধিকারী জেলা পরিষদের সদস্যদের মধ্যে থেকে নির্বাচিত হবেন। এছাড়াও উপাধ্যক্ষ এবং আরও পাঁচজন সদস্য জেলা পরিষদ সদস্যদের মধ্যে থেকে নির্বাচিত হবেন। সেই সঙ্গে তিনজন সরকারি আধিকারিক রাজ্য সরকারের মনোনীত সদস্য হবেন। জেলা পরিষদ বা মহকুমা পরিষদের অতিরিক্ত কার্যনির্বাহী আধিকারিক এই কাউন্সিলের সদস্য-সচিব হবেন।

এই কাউন্সিল গঠিত হওয়া এবং তার কাজ শুরু করা আশু প্রয়োজন। জেলা পরিষদের উপরেই কাউন্সিল গঠন করার ব্যাপারে দায়িত্ব ন্যস্ত করা আছে। জেলা পরিষদে প্রয়োজনীয় নির্বাচনের ব্যবস্থা হলে সরকার মনোনীত সদস্যদের নিয়োগ করা হবে।

যথাসম্ভব সম্ভব কাউন্সিল গঠনের ব্যবস্থা গ্রহণের জন্য আপনার আশু হস্তক্ষেপের জন্য অনুরোধ করছি।

নমস্কারসহ,

আপনার বিশ্বস্ত,  
সত্যেন্দ্রনাথ ঘোষ  
সচিব



## Department Of Panchayat & Rural Development

No. 3541/III/Panch/2P-30/92

Dated :

6.12.93

From: The Secretary to the Government of West Bengal.

To : The Director of Panchayats, West Bengal,

Sub : Revision of Pensionary benefits of the employees of Panchayati Raj Bodies consequent on the Revision of pay 1990.

In continuation of this Department Order No. 2468/VIII/Panch/2P-2/ 89 dated 19-11-91, the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that the benefit of commutation of pension without medical examination in respect of the employees of Panchayat bodies, whose pay has been fixed under this Department Memo No. 8280/III/Panch dated 12-4-90, actually or in whose favour revised pay has been allowed notionally shall be determined in the following manner :

I. The benefit of commutation of pension without medical examination not exceeding one-third of the difference between the revised pension and the pre-revised pension shall be admissible to the pensioners in accordance with the normal rules, provided :

(a) they previously commuted a portion of their unrevised pension

without medical examination and now apply for commutation of a portion of the revised pension in the prescribed form within one year from the date of sanction of their revised pension ;

(b) the commutation in such cases shall become absolute on the date on which the application is received by the respective pension sanctioning Authority;

(c) the commuted value of pension will be determined on the basis of age on the date of next birthday on which the said commutation of pension shall become absolute;

(d) this commuted portion of pension as stated above shall be restored as usual in accordance with the existing rules prescribed for this purpose.

II. The provision in the Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat bodies/West Bengal, shall be deemed to have been modified/amended to the extent of the provisions contained in this order.

The order issues with the concurrence of Finance Department Pension-Cell vide U/O : No. Group J (Pen) 539 dated 24-11-93.

Sd/- S. N. Ghosh Secy,

to the Govt. of West Bengal.

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## Department Of Panchayat & Rural Development

No. 5295/PN/O/I/Patich/3S-81/96

Date : 3.12.96

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

To : The District Magistrate ..... District.

Sub: Appointment of a son/daughter/near relation of the employees of Gram Panchayats/Panchayat Samitis who died in harness.

Sir,

I am directed to say that representations are being received by the Govt. from various corners regarding the appointment of the sons/daughters/near relations of the deceased Chowkidar/Dafadar who died in harness. A clarification was earlier issued vide this Department No. 24611/III/4C-2/86 (Pt. I) dated 9.9.88 with respect to admissibility of employment opportunity on the ground of death in harness policy relating to Chowkidars/Dafadars (the posts that have since been converted into regular posts of Gram Panchayat Karmee) who were part-time employees of the Gram Panchayats. Further clarifications were also issued under this Department No. 1995/PN/O/III/ 2A-21/95 dated 20.10.95 and No. 921/PN/O/III dated 11.4.96. It is however noticed that confusions in some corners still persist.



2. The Govt. policy in this regard has been laid down in para 2(ii) of No. 5120(60) L.W. dt. 17.10.77 issued by the Labour Department, which is as follows.

'If a son/daughter/near relation of a Govt. servant who dies in harness leaving his family in immediate need or assistance, such compassionate appointments should be made provided the dependent possesses prescribed qualification, according to recruitment rules.'

3. Again this policy was further clarified by the Labour Department in para 3 & 4 of No. 276(100)/EMP/1'0'-4/88 dated 16.4.1988 which are reproduced below:

However, while considering a particular petition for compassionate employment in the events above mentioned, the appointing authority has to be satisfied as to whether the petitioner concerned was solely dependent on the earnings of the deceased or incapacitated employee and whether the purpose of meeting the immediate need of assistance to the family will actually be served by offering employment to the petitioner, i.e. the dependent or near relation concerned. Then again, it has also to be ensured that a person belonging to a completely separate family is not normally treated as a "near relation" or "dependent" for this purpose. The entire matter should be judged on the basis of the economic relationship prevalent between the ex-employee concerned and the petitioner as also from the point of a normal family ambit.

'4. Thus, the following points are required to be examined :

(i) Whether the family of the deceased or incapacitated employees is in

immediate need of assistance.

(ii) Whether the petitioner concerned was solely dependent on the earnings of the deceased or incapacitated employee.

fiii) Whether the purpose of giving assistance to the family will actually be served by offering employment to the petitioner, i. e. the next relation or dependent concerned....."

The above policy designed for the Government servants are also applicable to the employees of the Panchayat bodies.

4. So, all such applications, if received [from the District Panchayat & Rural Development officer concerned]\* any time after the death of the erstwhile Chowkidar/Dafadar, are to be considered by the Block Level selection Committee in the light of the above clarifications given by the Labour Deptt. itself. The Committee will give an opportunity of hearing personally to the petitioner and/or any other person(s) claiming the appointment, consider the merit of the claim strictly in the light of the clarifications given by the Labour Department, and settle the conflicting claims of various members of the family, if any, before recommending a claimant for a job against the death in harness quota or rejecting a claim. In both cases however, the Committee's recommendation or rejection, as the case may be must be made explicit in a reasoned manner.

5. Two points should be noted. In the first place, the three criteria made explicit in paragraphs 3 and 4 of Labour Deptt's G. O. No. 276 (100J/EMP/ 1 'O'-4/88 dt. 16.4.1988 (quoted earlier) must be fulfilled simultaneously so as to make a claimant validly eligible for any

appointment of this nature under death in harness quota ; and in the second place, immediacy of the need refers to the immediacy at the time of death of the person who died in harness.

6. All concerned may please be appropriately advised immediately.

Yours faithfully,

Sd/- S. N. Ghosh

Principal Secy, to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 9914/1 (9)/III/Panch/2E-119/86,  
: 12.10.90

Dated

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

To : The Addl. Executive Officer, Purulia Zilla Parishad, P.O.  
& Dist. Purulia.

Sub : Retirement benefit admissible to ex-Bihar employees.

Ref : His No. 136/PZP dr. 3.5.90.

The undersigned is directed to state that the representations received from time to time from the ex-Bihar employees on the question of modalities of their retirement benefits and their age of superannuation is engaging the attention of the Govt. for sometime.

Ex-Bihar employees who opted to be absorbed in West Bengal under the provisions of the Bihar and West Bengal (Transfer of Territories) Act, 1956, are broadly divided into two categories. Some of them joined as State Govt. employees accepting all the terms and conditions of service applicable to similar categories of State Govt. employees governed by the rules and orders issued from time to time. Other employees opted to join in Panchayat bodies of different tiers viz., Gram Panchayat, Panchayat Samiti or Zilla Parishad on accepting unconditionally the terms and conditions of

service for similar categories of existing employees in the concerned Panchayat bodies. Later, under Memo No. 9497 DE dt. 7.6.73 of the Board of Revenue, Govt. of West Bengal, the age of superannuation of ex-Bihar State Govt. employees was fixed at 60 years. Ex-Bihar employees absorbed in different Panchayat bodies, were, under the existing rules, already enjoying this benefit of 60 years as age of superannuation.

On introduction of Death-cum-Retirement Benefit Scheme, 1985 for the employees of Panchayat, West Bengal, a new benefit hitherto not enjoyed by the Panchayat employees, was introduced extending the benefit of pension and gratuity on condition that the age of superannuation for the employees opting to come under the scheme, would be 58 years. This scheme is a sort of package programme and has to be accepted by an employee in toto without any reservation. An employee already in service is, however, at liberty to either agree or decline to opt for the scheme according to his free will. He may, if he so desires, continue to remain employed upto 60 years and get no pensionary benefit thereby having no change in the existing conditions of service. Alternatively, he may agree to retire on attaining the age of 58 years and consequently enjoy the benefit of pension and gratuity hitherto not enjoyed by him.

Govt. is of the opinion that for the purpose of DCRB Scheme, 1985 for Panchayat employees, there should not and does not exist any distinction between the ex-Bihar employees and other employees of the Panchayat bodies under this Govt. in as much as the DCRB had been introduced long after the ex-Bihar employees joined in the respective Panchayat bodies. To re-iterate the condition, an employee irrespective of earlier rules/orders governing the age of superannuation, opting for benefit under DCRB

Scheme, 1985, is under compulsion to accept the age of superannuation as 58 years in case of an employee other than a member of Group D service and as 60 years in case of a member of Group D as laid down in para 15 of the DCRB Scheme, 1985.

The undersigned is further directed to say that although clause (iv) of sub-para (A) of para 5 of the DCRB Scheme, 1985, lays down that option once exercised shall be final, this condition may be relaxed under circumstances when an employee is likely to suffer extreme financial or other hardship. All such cases should be treated isolatedly on prayer of the employee concerned submitted to the respective authority. The proposal with adequate justification may be sent to the Department through normal channel for a specific order.

Sd/-

Dy. Secy, to the

Govt. of West Bengal.



## Department Of Panchayat & Rural Development

No. 21516/III/Panch/2P-7/85

Dated : 30.8.86

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

To : The Director of Panchayats, West Bengal.

**Sub : Death-cum-Retirement Benefit Scheme, 1985, for Panchayat Employees-**

### **Clarification regarding.**

1. The undersigned is directed to say that in terms of para 5 of the Death-cum-Retirement Benefit Scheme, 1985, for Panchayat Employees, an employee is required to exercise option in the form prescribed in Annexure-I of the Scheme. The option form is to be submitted by the employee for acceptance to the Head of Office as defined in the aforesaid Scheme. Option exercised by an employee in a form other than the prescribed form should not be treated as valid by the Head of Office.

2. In this connection it may be noted that when an employee opts to come under the Scheme, he is bound to accept all the conditions of the Scheme without any reserve. Unless he accepts all the conditions of the Scheme, no benefit of the Scheme can be extended to him.

Sd/- G. C. Sarkar Asstt. Secy, to the

Govt. of West Bengal .

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## MEMORANDUM

No. 2730/PN/O/I/3S-120/97

Dated : 2.7.97

For the purpose of regularisation of the posts of Dafadars and Chowkidars working in the Gram Panchayats within this State on constituting a regular cadre, the posts of Gram Panchayat Karmec were created with effect from 1st April, 1994 under the Gram Panchayats with a scale of pay and allowance as admissible to other Group-D employees of Panchayat bodies i.e. scale No. 1 of ROPA, 1990. These posts were primarily filled up on absorption of serving Chowkidars and Dafadars who exercised options accordingly. Since the service rendered by them in the capacity of Chowkidars and Dafadars prior to their absorption as Gram Panchayat Karmees with effect from 1.4.1994 was not deemed as regular service under the Gram Panchayat, the service rendered by them previously as Dafadars and Chowkidars was held to be inadmissible for counting towards qualifying service for pension and other retirement benefits.

2. In terms of the order in force, post-retirement benefit of Dafadars/ Chowkidars is limited to lump sum amount of Rs. 3000/-. If the qualifying service of such Dafadars/Chowkidars now absorbed as Gram Panchayat Karmees is considered with effect from 1st April, 1994 without counting the period of service rendered by them as Dafadars and/or Chowkidars, these employees are being put into much financial loss causing extreme

hardship.

3. After careful consideration of the matter, the Government has now decided that in partial modification of this Department No. 1113/Panch/2E-47/92 dated 28.4.94, the previous service rendered by all Chowkidar/Dafadar before their absorption as Gram Panchayat Karmees will count towards pension and other retirement benefits as a special case, subject to the conditions as follows :

(a) the period of service rendered as Chowkidars/Dafadars must be continuous, and there must not be any interruption between their service as Chowkidars/Dafadars on the one hand and Gram Panchayat Karmees on the other and

(b) the employer's share to contributory fund with interest thereon, if any, is refunded to the Government.

4. This order issues with the concurrence of the Finance Department vide their U. O. No. Gr. J. (Fin) 477 dt. 24.6,97.

5. The Principal Accountant General, West Bengal is being informed.

Sd/- S. N. Ghosh Principal Secy, to the  
Govt. of, West Bengal



## Department Of Panchayat & Rural Development

No. 2974/PN/N/III/2P-17/96  
23.7.97

Dated :

From : Shri D. Ghosh,

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

To : The Secretary,

Hooghly Zilla Parishad.

Sub : Admissibility of family pension when wife/son/daughter of  
an employee is

appointed in die-in-harness quota.

Sir,

I am directed to refer to your Memo No. 1639 dated 15.12.94 on the above subject and to say that providing appointment to a son/daughter/near relation of an employee, who died in harness, on compassionate ground will not prejudice the admissibility of family pension to the members of the family who have come under Death-cum-Retirement Benefit Schemes, 1985 for the employees of Panchayats.

Yours faithfully,

Sd/- D. Ghosh Dy. Secy. to  
the Govt. of West Bengal

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## নির্দেশনামা

সংশোধিত পশ্চিমবঙ্গ পঞ্চায়েত আইন ১৯৭৩ (১৯৭৩ সালের পশ্চিমবঙ্গ আইন নং ৪১) এর ধারায় প্রাপ্ত ক্ষমতাবলে রাজ্যপাল সন্তোষসহকারে নিম্নবর্ণিত নির্দেশাবলি প্রচার করেছেন -

(ক) পূর্বোক্ত পঞ্চায়েত আইনের ৩২ক ধারার বিধান অনুসরণ করে এবং প্রচলিত আইন বা নিয়মের সংশোধনের পর নতুন পদ্ধতি প্রচলন সাপেক্ষে প্রত্যেক গ্রাম পঞ্চায়েত অধিকাংশ সদস্যের মতানুযায়ী অন্তত দুইজন মহিলা সদস্যসহ অনধিক তিনজন সদস্যের একটি মন্ডলী গঠন করে তাদের উপর গ্রামাঞ্চলে নারী ও শিশু উন্নয়ন (ডি ডব্লিউ সি আর এ) প্রকল্পভুক্ত গোষ্ঠীগুলির গঠন ও পরিচালন, নারী ও শিশুকল্যাণমূলক প্রকল্প, সমাজকল্যাণ, পরিবার কল্যাণ ও জনস্বাস্থ্য সম্পর্কিত গ্রাম পঞ্চায়েত ন্যস্ত ও গ্রাম পঞ্চায়েতের রচিত নিজস্ব প্রকল্পগুলিকে রূপায়ণ, পরিচালন, পর্যবেক্ষণ ও মূল্যায়নের দায়িত্বভার অর্পণ করবে। উক্ত মন্ডলী বিভিন্ন কর্মসূচীর জন্য প্রচলিত নির্দেশাবলীর পরিকাঠামোর মধ্যে দায়িত্ব পালন করবে।

(খ) যদি এরূপ কোনও সদস্যমন্ডলী পূর্বেই গঠিত হয়ে থাকে তাহলে গ্রাম পঞ্চায়েত ওই সদস্যমন্ডলীর উপর পূর্বোক্ত দায়িত্বভার অর্পণ করবে।

(গ) গ্রাম পঞ্চায়েতের অধিকাংশ সদস্যের মতানুযায়ী উক্ত মন্ডলীর একজন মহিলা সদস্যকে গ্রাম পঞ্চায়েত আহ্বায়কপদে মনোনীত করে তাকে মন্ডলীর সভা আহ্বান,

মন্ডলীর সদস্যদের বিভিন্ন কাজের সমন্বয়সাধন ও মন্ডলীর পক্ষে পঞ্চায়েত ও প্রধানের নিকট প্রতিবেদন উপস্থাপিত করার ক্ষমতা ও দায়িত্বভার অর্পণ করবে।

(ঘ) গ্রাম পঞ্চায়েতের সংশ্লিষ্ট নির্দেশের পরিকাঠামোর মধ্যে উক্ত মন্ডলী তাদের কর্মপদ্ধতি নিজেরাই ঠিক করবে। মন্ডলীর সভা করার জন্য কোনও নির্দিষ্ট নিয়ম অনুসরণ করার প্রয়োজন নেই। তবে প্রতিটি সভার আলোচনা ও সিদ্ধান্তের একটি সংক্ষিপ্তসার রাখা প্রয়োজন।

(ঙ) গ্রাম পঞ্চায়েতের কর্মীবৃন্দ প্রধানের নির্দেশ অনুযায়ী উক্ত সদস্যমন্ডলীকে প্রয়োজনমতো সাহায্য করবেন। এই মন্ডলী প্রয়োজনমতো সরকারি কর্মীদের সাহায্য গ্রহণ করবে।

(চ) উক্ত মন্ডলী প্রকল্প রূপায়ণের প্রয়োজন এক বা একাধিক প্রকল্পের জন্য অর্থ মঞ্জুরের প্রস্তাব গ্রাম পঞ্চায়েত বা প্রধানের কাছে উপস্থাপিত করবে। গ্রাম পঞ্চায়েত বা প্রধান প্রস্তাবটি বিবেচনা করে আর্থিক শৃংখলা বজায় রেখে অর্থ মঞ্জুরের ব্যবস্থা করবেন। উক্ত মন্ডলীর অভিমত যথাযোগ্য বিবেচনা না করে মন্ডলীর কর্মপরিধিভুক্ত কোনও প্রকল্পের জন্য প্রধান অর্থ মঞ্জুর করবেন না।

রাজ্যপালের আদেশক্রমে

সত্যেন্দ্রনাথ ঘোষ

প্রধান সচিব



No. 50/I/Panch  
: 6.1.1994

Dated

## ORDER

In exercise of the power conferred under Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to direct that in order to give effect to the provision under clause (a) of Section 19 *ibid*, a Gram Panchayat shall, with immediate effect, refuse permission under Section 23 *ibid* for the erection or the construction of any new structure or new building that provides for dry latrine in whatever term it may be called.

By order of the Governor Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 357(360)/V/Panch/3A-35/86

Dated : 15.2.93

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

To : (1) The Executive Officer,

24-Pgs. (N) Zilla Parishad, P. O. Barasat

(2) The Executive Officer,

—————Panchayat Samiti

Sub : Submission of accounts to audit and compilation of Annual Accounts by the Panchayat Samiti.

Section 187 of the West Bengal Panchayat Act 1973 enjoins that the Sabhapati or the Sabhadhipati, as the case may be, shall produce or cause to be produced to the auditor all such accounts of the fund of the Panchayat Samiti or the Zilla Parishad concerned as may be required by the auditor.

2. Section 188 of the said Act also provides that for the purpose of an audit under this Act an auditor may require in writing the production before him of any document or the supply of any information which he considers to be



necessary for the proper conduct of the audit.

3. It has been reported by the Examiner of Local Accounts, West Bengal that barring a few auditee institutions, the local bodies usually do not produce the vital records for audit and replies to audit queries resulting in non-performance of audit for want of records. It has also been reported that barring a few cases, the Panchayat Samitis never compile their Annual Accounts in all respects alongwith Bank reconciliation and other subsidiary books of accounts.

4. The undersigned is directed to request the Executive Officer, Zilla Parishad/Panchayat Samiti to comply with the provisions as contained in section 187 and 188 of the West Bengal] Panchayat Act 1973 and compile Annual Accounts in all, respects alongwith Bank reconciliation and other subsidiary books of accounts for smooth functioning of audit

Sd/- S. N. Haque

joint Secretary to the Govt. of West Bengal



## Department Of Panchayat & Rural Development

No. 15/I/Panch/IT-1/90

Dated : 7.1.92

From : The S. O. (Law) & Ex-Officio Asstt. Secy. Department of Panch'ayats

To : The District Panchayat Officer, Bankura

Sub : Collection of Trade Licence—Clarification regarding

Ref : Memo. No. 1414 dt. 11.12.91 of the Executive Officer, Ranibandh Panchayat

Samiti, Bankura

The undersigned is directed to refer to his the memo, under reference a copy of which has been endorsed to-him, on the above subject and to say that collection of tools, fees and rates by a Panchayat Samiti does not come within the ambit of this Deptt. No. 2329 (16)/I/Panch/II-1/90 dated 11.11.91 which deals with taxes assessed and collected under only clause (b) of sub-section (1) of section 46 of the West Bengal Panchayat Act, 1973, by the Gram Panchayat. Gram Panchayat may continue to collect taxes on Lands and Buildings [Section 46(1) (a) of the Act] and Panchayat Samiti may continue to collect tools, fees and rates under an approved bye-law.

Sd/- Illegible

S. O. (Law) & Ex-Officio Asstt. Secy.

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## বিজ্ঞপ্তি

বিভিন্ন সূত্রে রাজ্য সরকারের কাছে সংবাদ পৌঁছেছে যে সমন্বয় সমিতির সভা করার ব্যাপারে কোনও কোনও জেলা পরিষদ ও পঞ্চায়েত সমিতি সর্বেশেষ গুরুত্ব আরোপ করছে না।

পশ্চিমবঙ্গ পঞ্চায়েত আইনের ১২৭ ক (৩) ও ১৭৪ক(৩) ধারা অনুযায়ী প্রতিটি সমন্বয় সমিতির সভা প্রতি মাসে অন্ততঃ একবার করা বাধ্যতামূলক। এই ধারারই (৪) নং উপধারায় সমন্বয় সমিতির কর্মপরিধির যে রূপরেখা দেওয়া হয়েছে তাতে এই সভা করার গুরুত্ব ও প্রয়োজনীয়তা কোনভাবেই উপেক্ষা করা যায় না।

সমন্বয় সমিতির সভা যাতে বিধি অনুযায়ী নিয়মিতভাবে হয় তার জন্য সংশ্লিষ্ট সকলকে সর্বেশেষ অনুরোধ জানানো হচ্ছে।

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বিজ্ঞপ্তি নং: ৪৭০/১/ পঞ্চ/ ওসি-৩/ ৯০ (পাট-৪) তারিখ: ১৯.২.৯২

## বিজ্ঞপ্তি

জেলা পরিষদগুলিতে সভাপতি ও সহকারী সভাপতির মধ্যে দায়িত্ব ও ক্ষমতা বন্টনের প্রয়োজনীয়তার প্রতি বিভিন্ন সময়ে রাজ্য সরকারের দৃষ্টি আকর্ষিত হয়েছে।

পঞ্চায়েত আইনের ১৬৫ নং ধারায় এই সংক্রান্ত বিধি প্রবর্তন করা আছে। উল্লেখ করা যেতে পারে যে পশ্চিমবঙ্গ জেলা পরিষদ (নির্বাচন, গঠন ও প্রশাসন) নিয়মাবলী, ১৯৬৪ সালের ৯০নং নিয়মে এই বিষয়ে নিয়ম প্রণয়ন করা আছে। পঞ্চায়েত আইনের ২১৯ (জি) ধারাবলে ৯০ নং নিয়ম এখনও কার্যকরী সূতরাং এই নিয়ম অনুযায়ী দায়িত্ব ও ক্ষমতা বন্টনের কোনও অসুবিধা নেই তো বটেই বরং বিধি ও নিয়মকে যথাযথভাবে প্রয়োগ করে এবং প্রতিটি জেলার সুবিধা-অসুবিধার বিভিন্ন দিক চিন্তা করে এই বন্টনের সুষ্ঠু বন্দোবস্ত করাই বাঞ্ছনীয়।

এই বিষয়ে উপযুক্ত ব্যবস্থা গ্রহণের জন্য সব জেলা পরিষদের দৃষ্টি আকর্ষণ

অসুবিধার বিভিন্ন দিক চিহ্নিত করে এই বটনের গুণ বর্ণনা করা হয়েছে।

এই বিষয়ে উপযুক্ত ব্যবস্থা গ্রহণের জন্য সব জেলা পরিষদের দৃষ্টি আকর্ষণ করা হচ্ছে।

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## বিজ্ঞপ্তি

কোনও কোনও গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতিতে আইনানুযায়ী নিয়মিত সভা করার প্রতি যথেষ্ট গুরুত্ব আরোপ করা হয় না এই বিষয়ে রাজ্য সরকারের দৃষ্টি আকর্ষণ করা হয়েছে। পঞ্চায়েত বিধির ১৬নং ধারায় গ্রাম পঞ্চায়েতকে প্রতি মাসে অন্ততঃ একবার, ১০৫ (১) নং ধারায় পঞ্চায়েত সমিতিতে প্রতি তিন মাসে অন্ততঃ একবার এবং পশ্চিমবঙ্গ পঞ্চায়েত (পঞ্চায়েত সমিতি প্রশাসন) নিয়মাবলী ১৯৮৪ নিয়ম নং ১৭ অনুযায়ী গ্রাম পঞ্চায়েত তার এলাকাগুলিতে একটি বাৎসরিক ও একটি অর্ধবাৎসরিক জনসভা করতে দায়বদ্ধ। এই সভাগুলি আইনানুযায়ী ঠিকমতো অনুষ্ঠিত হওয়ার গুরুত্ব ও প্রয়োজনীয়তার কথা অধিক বলা নিশ্চয়োজনা পঞ্চায়েতের সমস্ত কর্মধারা যৌথ উদ্যোগে যৌথ জ্ঞান অভিজ্ঞতার ভিত্তিতে সর্বজনীন হোক তা শুধু বাঞ্ছনীয় নয়, বিধিসম্মত ও প্রচলিত ধারানুকূল। এই দৃষ্টিকোণ থেকে এই সভাগুলি অবশ্যই করতে হবে। কোনও সংস্থা বিধি অনুযায়ী সভা করতে অপারগ হলে বিধিভঙ্গের দায় তার উপর বর্তাবে। যে সব গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতি বর্তমানে যথাযথভাবে সভা করতে পারছেন না, তাদের দৃষ্টি আকর্ষণ করে বিধি অনুযায়ী সভা করার নির্দেশ দেওয়া হচ্ছে।

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## বিজ্ঞপ্তি

গ্রাম পঞ্চায়েতে কোনও স্থায়ী সমিতির ব্যবস্থা নেই। তার ফলে শুধুমাত্র প্রধানের উপরে কাজের দায়িত্ব বেশি পড়ে যায়। যদিও পঞ্চায়েত আইনের ৩৪নং ধারায় প্রধান ও উপ-উপপ্রধানের মধ্যে দায়িত্ব বন্টনের একটা ব্যবস্থা আছে, তা প্রয়োজনের তুলনায় অপ্রতুল। এ বিষয়ে রাজ্য সরকারের বৃদ্ধি আকর্ষিত হয়েছে এবং আইনের কিছু পরিবর্তনের কথা ভাবা হচ্ছে।

ইতিমধ্যে, গ্রাম পঞ্চায়েতের কিছু সদস্যকে কাজের কিছু কিছু দায়িত্ব (অধিক দায়িত্ব ছাড়া) বন্টন করে দিতে আইনতঃ বাধা কিছু নেই। এর ফলে যৌথ দায়িত্ব ও উদ্যোগে কাজের গতি বৃদ্ধি পাবে ও কাজগুলি সহজতর উপায়ে সুসম্পন্ন হতে পারবে।

গ্রাম পঞ্চায়েতগুলির দৃষ্টি এই বিষয়ে আকর্ষণ করা হচ্ছে।

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## বিজ্ঞপ্তি

বিভিন্ন পঞ্চায়েত সংস্থার বাজেট প্রস্তুতিতে আহেতুক বিলম্বের প্রতি রাজ্য সরকারের দৃষ্টি আকর্ষিত হয়েছে।

১৯৫৮ সালের পঞ্চায়েত নিয়মাবলীর ১৩২নং নিয়ম অনুযায়ী গ্রাম পঞ্চায়েত (পূর্বতন অঞ্চল পঞ্চায়েত) ১৫ই অক্টোবরের মধ্যে তার পরবর্তী বছরের বাজেট অনুমোদনের জন্য পেশ করবেন। আবার, ১৯৬৩ সালের পশ্চিমবঙ্গ জেলা পরিষদ (নির্বাচন, গঠন ও প্রশাসন) নিয়মাবলীর ৫৪ (৬) (ঙ) নিয়ম অনুযায়ী জেলা পরিষদের পরবর্তী বছরের বাজেট অনুমোদনের জন্য ১৫ই অক্টোবরের মধ্যে পেশ করতে হবে। পূর্বতন অঞ্চলিক পরিষদদের (বর্তমান পঞ্চায়েত সমিতি) পরবর্তী বছরের বাজেট অবশ্য ৭ই ডিসেম্বরের মধ্যে করা যেতে পারে। উপরোক্ত নিয়মগুলি এখনও বলবৎ আছে। তবে, এই সংক্রান্ত নতুন নিয়মাবলী প্রবর্তন করার সুনির্দিষ্ট পদক্ষেপ নেওয়া হয়েছে এবং তাতে সর্বশ্রেষ্ঠ বাজেট পেশ করার সময়সীমা পূর্ববর্তী বছরের ১৫ই অক্টোবরের মধ্যে নির্দিষ্ট রাখা বিবেচনামূলক আছে। এই নিয়মাবলী প্রবর্তন হওয়ার আশাও পূর্ববর্তী আইন যা বলবৎ আছে তার বলক এবং সুচারু কর্মপদ্ধতির স্বার্থে প্রতিটি পঞ্চায়েতের বাৎসরিক বাজেট পূর্ববর্তী বছরের ১৫ই অক্টোবরের মধ্যে পেশ করাই বাঞ্ছনীয়।

প্রতিটি পঞ্চায়েতের এই বিষয়ে সবিশেষ দৃষ্টি আকর্ষণ করা হচ্ছে।

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## বিজ্ঞপ্তি

পঞ্চায়েত স্তরে বিভিন্ন সূত্রে কর, ফি ইত্যাদি আদায়ের পরিধিকে বিস্তৃত করে এবং সেই সঙ্গে দখলীভূত সম্পত্তিগুলিকে নিয়মিত আয়ের উৎস হিসাবে গড়ে তুলে পঞ্চায়েতগুলির নিজস্ব আয়কে একটি দৃঢ় ভিত্তিতে স্থাপিত করার প্রয়োজনীয়তার প্রতি রাজ্য সরকারের দৃষ্টি আকর্ষিত হয়েছে। একথা অনস্বীকার্য যে কোনও পঞ্চায়েত শুধু সরকারি অনুদানের উপর নির্ভর করলে বা সরকার থেকে গন্ডিবদ্ধ করে দেওয়া প্রকল্প রূপায়ণের মধ্যেই শুধু নিজের কর্মধারাকে সীমিত রাখলে, সেই এলাকার জনসাধারণের বিশেষ প্রয়োজন বা তাদের আর্থ-সামাজিক উন্নতির দিকে পদক্ষেপ হিসাবে কোনও বিশেষ প্রকল্প কখনই সম্ভবপর হবে না, যদি পঞ্চায়েতের নিজস্ব একটি তহবিল না থাকে। আনন্দের কথা যে কোনও কোনও পঞ্চায়েত এই বিষয়ে যথেষ্ট তৎপর। কিন্তু অনেক পঞ্চায়েতই এই সম্বন্ধে বিশেষ করে কর ধার্য ও আদায় করার প্রচেষ্টায়, বিশেষ উৎসাহ প্রকাশ করছে না।

কর, অভিকর ইত্যাদি ধার্য ও আদায়ের পরিধিকে বিস্তৃত করা ও প্রতিটি পঞ্চায়েতে নিজস্ব সম্পদ সৃষ্টি করা, বিশেষতঃ যেখানে পঞ্চায়েতে ন্যস্ত পুকুর, জমি ইত্যাদি আছে, সেগুলিকে উপার্জনশীল সম্পদে পরিণত করার প্রয়োজনীয়তার প্রতি সব স্তরের পঞ্চায়েতের দৃষ্টি আকর্ষণ করা হচ্ছে। সেই সঙ্গে নির্দেশ দেওয়া হচ্ছে যে এই দৃঢ়ভঙ্গিকে রূপায়ণ করে যেন পরবর্তী কর্মসদ্বাহিত করা হয়। সংশ্লিষ্ট অধিকারিকগণকে নির্দেশ দেওয়া হচ্ছে যে তারা যেন পঞ্চায়েতগুলিকে এই ব্যাপারে উপযুক্ত নির্দেশ ও পরামর্শ দেন।

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বিজ্ঞপ্তি নং: ৪৭৭/সেল১/ পঞ্চ/ ওসি-৩/ ৯০ (পাট-৪) তারিখ: ১৯.২.৯২

## বিজ্ঞপ্তি

দেখা গেছে যে পঞ্চায়েত সংস্থাকে বিভিন্ন প্রকল্পে প্রদত্ত অর্থ বহু সময়েই অবশিষ্ট আর্থিক বছরে কাজে লাগানো সম্ভবপর হয় না। এমনকি তার পরের আর্থিক বছরের শুরুতেও কাজ হয় না। কোনও প্রকল্পের টাকা কাজে না লাগিয়ে জমিয়ে রাখা কোনমতেই যুক্তিগত বা সমর্থনযোগ্য নয়। বিষয়টি রাজ্য সরকারের দৃষ্টিগোচর হয়েছে এবং এই নিয়ে নানাবিধ ব্যবস্থার কথা ভাবা হচ্ছে। একথা সত্য যে একটি আর্থিক বৎসর শুরু হওয়ার সঙ্গে সঙ্গে পঞ্চায়েত স্তরে অর্থসংস্থান করা সম্ভব হয় না। অন্ততঃ যে পঞ্চায়েত নিজে প্রকল্পটাই রূপায়িত করবে, তার কাছে অর্থ পৌঁছায় না। তবে আর্থিক বছরের শুরুতেই বা প্রয়োজন হলে তারও আগে থেকে যদি অগ্রাধিকার ভিত্তিতে প্রকল্প তালিকা (প্ল্যান ও এস্টিমেটসহ) প্রস্তুত করা যায়, তাহলে অর্থসংস্থানের পরেই অবিলম্বে প্রকল্প রূপায়ণের কাজ শুরু করা সম্ভবপর হয়। এই পদ্ধতিতে কাজের সময় অনেকটা বেশি পাওয়া যাবে এবং অর্থসংস্থান থাকা সত্ত্বেও প্রয়োজনীয় প্রকল্পগুলি রূপায়ণ করা যাচ্ছে না এমন পরিস্থিতিতে অনেকটাই সীমাবদ্ধ করা যাবে।

পঞ্চায়েতগুলির এই বিষয়ে দৃষ্টি আকর্ষণ করা হচ্ছে। সংশ্লিষ্ট অধিকারিকদেরও অনুরোধ জানানো হচ্ছে যে তারা যেন পঞ্চায়েতগুলিকে এই বিষয়ে অবহিত করেন।

নরেশ চতুর্বেদী  
সচিব



## Department Of Panchayat & Rural Development

No. 500 (100) Emp/IM-43/94  
7.10.1997

Dated :

From: The Chief Secretary, Government of West Bengal.

To: (1) The Principal Secretary/The Secretary, Panchayat Deptt.

(2) The Commissioner,

(3) The District Magistrate,

Sub : Model 100 point roster for the Exempted and other categories with due regard to the statutory provisions for the reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes.

Sir,

I am directed to state that consequent upon promulgation of relevant Acts for reservation of vacancies and posts for candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes, the Scheduled Castes & Tribes Welfare Department (now the Backward Classes Welfare Department) initially introduced a 20-point roster, then a 50-point roster and subsequently a 100-point roster indicating therein .the points of reservation for the above mentioned reserved categories.

2. Government of West Bengal in the Labour Department, vide circular No. 5120{60)-LW, dated 17.10.77 read with circular No. 129(60)-LW dated 25.01.78, No. 130(60)-LW dated 25.01.78 and subsequent orders/memos issued from time to time in this regard, reserved 30% vacancies for the candidates belonging to certain Exempted Categories for the purpose of filling up of all non-PSC direct recruitment vacancies arising in State Government Establishments, State Government Undertakings, Quasi Government Establishments and Local Bodies and also the points of reservation for such categories were indicated in the 20-point roster at para 4 of Labour Department Circular No, 130(60)-LW dated 25.01.78.

3. Now with the introduction of the 100-point roster by the Backward Classes Welfare Department (erstwhile SC & TW Department) vide their Order No. 261-TW/EC, dated 06-04-95, it has become necessary to indicate in that roster the vacancies reserved for the Exempted Categories.

4. After careful consideration of the matter and with the concurrence of the Backward Classes Welfare Department vide their U. O. No. 375, dated 14.05.97, it has been decided to introduce the following 100 point roster showing therein the points reserved for Exempted Categories, for the guidance of the Employing Authorities :—

100-Point Roster for the Exempted Categories with due regards to the Statutory provisions for the reservation of SC. ST & BC.

1. S. C
2. Genera)
3. General (E. C.)
4. S. T.
5. General
6. General
7. S. C. (E. C.)
8. General
9. B. C.
10. General (E. C)
11. S, C
12. 'General
13. General (E. C.)
14. General
15. S. C.
16. General (E. C.)
47. S. C. (E. C.)
48. General
49. B. C.
50. General (E. C.)
51. S. C
52. General
53. General (E. C.)
54. S. T.
55. General
56. General
57. S. C(E. C.)
58. General
59. General
60. General (E. C.)
61. S. C.
62. General

17. General

18. S. C.

19. General

20. General (E. C.)

21. S. C.

22. General

23. General (E. C.)

24. S. T.

25. General

26. General

27. General (E.G.)

28. S. C (E. C.)

29. B. C.

30. General

31. General

32. S. C.

63. General

64. General (E. C.)

65. S:C.

66. General

67. General (E. C.)

68. S. C.

69. B. C. (E. C.)

70. General

71. S. C

72. General

73. General (E. C.)

74. S. T.

75. General

76. General

77. General {E. C.)

78. S. C. (E. C.)

33. General	79. General
34. General (E. C.)	80. General
35. General	81. General
36. S. C,	82. S. C. 92. General
37. General (E. C.)	83. General 93. S. T. (E. C.)
38. General	84. General 94. General
39. General (E. C.)}	85. General (E. C.) ( 95.
40. S. C.	General
41. General	86. S. C. (E. C.) ' 96.
42. General	General
43. S. T. (E. C.)	87. General (E. C.) 97. S. C. (E. C.)
44. General	88. General 98. General
45. General	89. B. C. 99. General
46. General	90. S. C. 100. General (E. C.)
93. ST (EC)	91. General
94. General	92. General
	97. ST (EC)



95. General

98. General

96. General

99. General

100. General (E.C.)

5. For the purpose of filling up of all the vacancies meant for the Exempted Categories in the above roster the Employing Authorities should obtain names of the candidates from the Exempted Category Cell under the Directorate of Employment at 67, Bentinck Street Calcutta-700 069, except the cases of employment on compassionate grounds viz., death-in-harness, premature retirement for permanent incapacitation, loss of place of residence/ main source of income due to acquisition of land by the Government as per existing Government orders in this regard.

6. It has also been decided that statutory reservation for the physically handicapped candidates at the rate of 3 (three) percent of the total vacancies in the non-P. S. C. and non-promotional posts is to be maintained. Besides there is also reservation of 5 (five) percent vacancies in Group—'C' posts and 10 (ten) percent vacancies in Group-'D' posts for ex-servicemen.

7. In view of the impracticality of indicating specific points for P. H. and ex-servicemen candidates, the points of reservation for the above mentioned categories in the above 100-point roster should be maintained in the following manner :—

(a) One point in each "block of 33 points" of the above 100-point roster

shall be filled up by a physically handicapped candidate irrespective of the categories.

(b) Vacancy in Group—'C' post at any one point in each "block of 20-Points" of the above 100-point roster shall be filled up by an ex-serviceman irrespective of categories (except) those meant for Exempted Categories).

(c) Vacancy in Group 'D' post at any one point in each "block of 10-points" of the above 100-point roster shall be filled up by an ex-serviceman irrespective of categories (except those meant for Exempted Categories).

8. However, it should be borne in mind that reservation for the SC, ST & OBC is a requirement of a statute. Physically handicapped or ex-servicemen may be appointed against SC/ST/OBC vacancies only if they belong to SC/ ST/OBC. If nor, they have to be appointed against "General" vacancies.

9. It is reiterated that all appointing authorities should ask for names from the Exempted Category Cell of the Directorate of Employment to fill up the vacancies meant for Exempted Category candidates.

10. The relevant notifications issued by the Finance Department relaxing upper age limits for SC, ST, OBC, Physically Handicapped, ex-servicemen and Exempted Category candidates may be kept in view while calling for names from the sponsoring agencies concerned and at the time of offering employment.

11. As no curtailment of existing percentage of reservation for SC, ST and BC can be made, the reserved points for SC (E.C.), ST (E.C.) and B.C. (E.C.) shall be filled up by the Exempted Category candidates belonging to SC, ST and BC only. In case of non-availability of a suitable Exempted Category candidate belonging to SC, ST or BC for any of such reserved point, the said vacancy shall be filled up by a non-Exempted Category candidate belonging to SC, ST or BC, as the case may be.

12. The guidelines contained herein should be followed with immediate effect in respect of all existing and future non-P. S. C. non-promotional vacancies that would be filled up.

Yours faithfully,

Sd/- A. K. Majumdar

Chief Secretary

বিজ্ঞপ্তি নং: ৫৭১/সেল১/ পঞ্চ/ ৩সি-৩/ ৯০ তারিখ: ২৮.২.৯২

### বিজ্ঞপ্তি

বিভিন্ন সূত্রে রাজ্য সরকারের কাছে প্রতিবেদন করা হয়েছে যে পঞ্চায়েতের অব্যবহার্য কোনও পুরাতন জিনিস বিক্রির নিলামে বা ত্রিস্তর পঞ্চায়েতে ঠিকাদার হিসাবে নিযুক্তিকরণে কোনও পঞ্চায়েত সদস্যের বা তার পরিবারভুক্ত কোনও ব্যক্তির স্বনামে বা বেনামে অংশগ্রহণে নিষেধাজ্ঞা জারি করা উচিত।

এই প্রসঙ্গে পশ্চিমবঙ্গ পঞ্চায়েত আইনের ৮ (গ) ধারার প্রতি দৃষ্টি আকর্ষণ করা যেতে পারে। এই ধারার বলে কোনও ব্যক্তি স্বনামে বা বেনামে ত্রিস্তর পঞ্চায়েতের সঙ্গে কোনও রকম অর্থকরী চুক্তিতে এলে তিনি গ্রাম পঞ্চায়েতের সদস্য হতে পারবেন না। আবার এই আইনের ১১ (গ) ধারা অনুযায়ী কোনও গ্রাম পঞ্চায়েত সদস্য এরকম কোনও চুক্তিতে এলে তার সদস্যপদ খারিজ হতে পারে। অনুরূপভাবে ৯৭ (গ) ও ১০০ (গ) ধারা অনুযায়ী কোনও পঞ্চায়েত সমিতির সদস্য এইরকম কোনও চুক্তিতে এলে তার সদস্যপদ খারিজ হতে পারে এবং ১৪২(গ) ও ১৪৫ (গ) ধারার বলে অনুরূপ অবস্থায় একজন জেলা পরিষদ সদস্যের সদস্যপদ খারিজ হতে পারে।

এই আইনগত পরিস্থিতিতে ত্রিস্তর পঞ্চায়েতের কোনও সদস্য কোনও পঞ্চায়েতের অব্যবহার্য পুরাতন জিনিস বিক্রির নিলামে বা ঠিকাদার হিসাবে নিযুক্তিকরণে অংশগ্রহণ করলে শুধু নীতিবিরহিত কাজ করবেন তাই নয় তিনি সদস্যপদ থেকে অপসারিত হতে পারেন।

এই বিষয়ে সকল পঞ্চায়েত সংস্থার দৃষ্টি আকর্ষণ করা হচ্ছে যাতে বিষয়টি সংস্থার পরবর্তী কোনও অধিবেশনে আলোচিত হয়।

নরেশ চতুর্বেদী  
সচিব

বিজ্ঞপ্তি নং: ৫৭২/সেল১/ পঞ্চা/ ওসি-৩/ ৯০ তারিখ: ২৮.২.৯২

## বিজ্ঞপ্তি

পঞ্চায়েত সংস্থাগুলির দ্বারা যে প্রকল্পগুলি রূপায়িত হয় সেগুলিতে সংশ্লিষ্ট এলাকার জনসাধারণের নিবিড় সংযোগ থাকা অত্যন্ত প্রয়োজনীয় ও গুরুত্বপূর্ণ। পঞ্চায়েত সংস্থার তরফ থেকে এই সংযোগ গড়ে তোলার জন্য উদ্যোগ নিতে হবে।

এই প্রসঙ্গে পশ্চিমবঙ্গ পঞ্চায়েত আইনের ২১২ ধারার বলে রাজ্যপালের আদেশক্রমে গ্রাম পঞ্চায়েতগুলিকে নিম্নলিখিত নির্দেশ দেওয়া হচ্ছে:

(১) যে এলাকায় প্রকল্প রূপায়িত হচ্ছে, সেখানে জনসভা করে বেনিফিসিয়ারি কমিটি গঠন করতে হবে এবং এই কমিটির উপরে প্রকল্প রূপায়ণের কিছু দায়িত্ব দিতে হবে।

(২) এই কমিটির উদ্যোগে নির্দিষ্ট সময়ে যাতে মাস্টার রোল জমা পড়ে তার জন্য সুনির্দিষ্ট ব্যবস্থা নিতে হবে।

(৩) প্রত্যেক দিন প্রকল্পের বিভিন্ন খাতে যা খরচ হবে তার লিখিত হিসাব পরের দিন প্রকল্পের কাজের জায়গায় সর্বসাধারণের অকগতির জন্য বুলিয়ে দিতে হবে।

নরেশ চতুবেদী  
সচিব

বিজ্ঞপ্তি নং ৫৭৩/সেল১/ পথ/ এসি-৩/ ৯০ তারিখ ২৮.২.১২

## বিজ্ঞপ্তি

পূ্ৰ্ণ পথায়োত্তের মাধ্যমে দুর্বলতর শ্ৰেণীর অর্থনৈতিক উন্নতির জন্য বিভিন্ন পুৰ্বল্প রূপায়িত হয় এবং এই পুৰ্বল্পগুলিতে সাহায্যে অগ্রাধিকার তালিকার ভিত্তিতে দেওয়া হয় থাকে। এই বিষয়ে সাহায্য পাওয়ার উপযুক্ত ব্যক্তিদের মধ্যে কোনও অহেলুক সন্দেহ বা ইর্ষার উদ্বেক হওয়া বখনই বহুনিয় নবা।

এই পুসত্রে পশ্চিমবঙ্গ পথায়োত্ত আইনের ২১২ ধারা বলে রাজস্বালের আদেশবলে এই নির্দেশ দেওয়া হুছ যে পাত্রিদার, কার্দার, আইআরডিপি, এসসিপি ইত্যাদি পুৰ্বল্পর জন্য পুৰ্বল্পভিত্তিক সাহায্যপ্রাপ্ত ব্যক্তির নামের তালিকা রাখতে হুরে। এই তালিকা পুরোজনমাত্রে সবলুক জানিয়ে দিতে হুরে।

নুরশ চতুবেদী  
সচিব



## Department Of Panchayat & Rural Development

No. 604

Dated:

11.1.91

To

The District Panchayat Officer

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Sub : Submission of 'A' Statement of Accounts

It may be recalled that the Panchayat Deptt. under their Office Memo. No. 9945, dt. 22.10.90 had issued instructions streamlining and modifying the existing system of reconciliation of accounts with the records of Accountant General, West Bengal. In those instructions it has been enjoined that henceforth all the D. D. O's under Panchayat Directorate shall furnish to the Director of Panchayats statement of accounts in the proforma 'A' Statement of accounts in place of old method of 'B' Statement of accounts. It may also be recalled that the Deptt. in the said circular has instructed to PA & AO posted in the B. D. O. offices with submit 'A' statement of accounts in the prescribed proforma every month from the establishment of respective B. D. O's and Executive Officers of Panchayat

Samitis to the D. P. O's concerned who in turn will reconcile at his end. The Samiti Accounts and Audit Officer posted at the Sub-Divisions will also submit 'A' statement of accounts to the D. P, O's concerned by 15th of the following month. The Parishad Accounts and Audit Officers posted in the districts shall also send 'A' statement of accounts in respect of their establishment to the concerned D. P. O's.

In other cases, the Regional Accounts and Audit Officers, Regional Assistant Director of Panchayats, the Principal, PRTC and the Administrative Officer, RTC shall send 'A' statement of accounts to the Director of Panchayats direct within 15th of the following month. Besides, the Executive Officer of the Zilla Parishad shall also submit 'A' statement of accounts to the Director of Panchayats direct within the said period.

It is now expected that the concerned Drawing and Disbursing Officers have already taken steps to prepare 'A' statement of accounts for the period from April '90 during financial year, 1990-91 and compile the necessary accounts at the end of the D. P. O's.

In this connection it is reminded that 'A' statement of accounts will comprise all expenditures under different heads of accounts within the 'non plan' and 'plan' budgets. The expenditures are to be shown head of account-wise keeping in view the allotment made under the said head or the subject.

All the Drawing and Disbursing Officers are requested to arrange to send the statement of accounts in the prescribed prof, of 'A' statement as directed by Panchayat Deptt. from this month regularly to avoid any dislocation at the end of Panchayat Directorate where final compilation of



the accounts of the State of West Bengal will be made within the stipulated date.

Yours faithfully,

Sd/- Ellegible

Director of Panchayats, West Bengal.

[Legal Disclaimer](#)

Site Designed & Developed by West Bengal State Unit, National Informatics Centre (NIC)



**National Informatics Centre**



No. 743/V/Panch/IR-1/87 (11)  
: 29.3.1995

Dated

### **ORDER**

In exercise of the power conferred by clause (b) of sub-rule (2) of rule 10 of the West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts and Audit) Rules, 1990, the Governor is pleased hereby to ; by order, specify for the purpose of purchase of any item of article by a Gram Panchayat, that

(a) When value of any purchase exceeds rupees one hundred but does not exceed rupees ten thousand, the purchase committee of the Gram Panchayat constituted under sub-rule (1) of rule 10 ibid, shall obtain not less than three quotations for rates for such purchase, from reliable firms, and

(b) When value of any purchase exceeds rupees ten thousand, the aforesaid purchase committee shall invite and obtain not less than three sealed tenders quoting rates for such purchase, from reliable firms.

This order takes immediate effect and shall remain in force until further order in this behalf.

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal.

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**National Informatics Centre**

নং ৮৭১/পি এন/(ও)/১/১পি-২০/৯৫

তারিখ: ১৮.৩.১৯৯৭

প্রাপক : উপ-সচিব, পশ্চিমবঙ্গ সরকার

প্রতি: জেলা পঞ্চায়েত আধিকারিক, মেদিনীপুর,  
পোঃ ও জেলা - মেদিনীপুর।

মহাশয়,

আদেশানুক্রমে আপনাকে জানাই যে শ্রী প্রীতিরঞ্জন মাইতি, কর্মাধ্যক্ষ, শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া স্থায়ী সমিতি, কাঁথি ১ নং পঞ্চায়েত সমিতি তার ২২/৭/৯৬ তারিখের কলকাতা তথ্যকেন্দ্রের অধিকর্তাকে লিখিত একটি পত্রে জানতে চেয়েছেন যে পঞ্চায়েত সমিতির এলাকার মধ্যে কোনও গ্রন্থাগার বা বিদ্যালয়ে শিক্ষা বিভাগের নির্দেশ অনুযায়ী পঞ্চায়েত সমিতির মনোনীত ব্যক্তিকে সদস্য হিসাবে পাঠানোর সিদ্ধান্ত সভাপতি এককভাবে নেবেন না শিক্ষা ইত্যাদি স্থায়ী সমিতি নেবে। তিনি আরও জানতে চেয়েছেন যে সভাপতির মনোনয়ন ও স্থায়ী সমিতির মনোনয়ন যদি পরস্পরবিরোধী হয়, তাহলে আইনগত অবস্থা কী হবে। তিনি এই সূত্রে রাজ্য পঞ্চায়েত প্রশিক্ষণ সংস্থা কর্তৃক প্রকাশিত শিক্ষা ইত্যাদি স্থায়ী সমিতি সংক্রান্ত প্রশিক্ষণ গ্রন্থমালা ১১-এর ৮ পাতার যথাক্রমে ১৩ ও ১৯ পংক্তিতে যে বক্তব্য রাখা আছে তার প্রতি দৃষ্টি আকর্ষণ করেছেন।

এই প্রসঙ্গে বলা প্রয়োজন যে উল্লেখিত বিষয়গুলি পঞ্চায়েত আইনের সঙ্গে সঙ্গে শিক্ষা বিভাগের সংশ্লিষ্ট নিয়মাবলি বা আদেশপত্রের পরিপ্রেক্ষিতে বিচার করা প্রয়োজন।

পশ্চিমবঙ্গ সাধারণ গ্রন্থাগার আইন, ১৯৭৯ অনুসৃত পাবলিক মানেজমেন্ট নিয়মাবলি, ১৯৮১-এর ৬নং নিয়মের (১) (ক) উপনিয়ম অনুযায়ী পঞ্চায়েত এলাকায় অবস্থিত সাধারণ গ্রন্থাগারের কমিটির সদস্য হিসাবে একজন ব্যক্তিকে সংশ্লিষ্ট পঞ্চায়েত সমিতি মনোনীত করতে পারেন।

অন্যপক্ষে, বিদ্যালয় শিক্ষা অধিকর্তার নং ২০৬৬ (২) জি.এ. তাং ২৭/১০/১৯৯৫ এর অনুজ্ঞাপত্রের ৫ (এ) নং অনুচ্ছেদ অনুযায়ী পঞ্চায়েত সমিতি এলাকায় অবস্থিত বিদ্যালয়ের সিলেকশন কমিটিতে পঞ্চায়েত সমিতি কর্তৃক মনোনীত একজন সদস্য পঞ্চায়েত সমিতির সভাপতির মনোনয়নে নিযুক্ত হবেন। সেই সঙ্গে এও বলা হয়েছে যে পঞ্চায়েত সমিতির মনোনীত সদস্য সংশ্লিষ্ট বিদ্যালয়ের কর্মীদের মধ্য থেকে মনোনীত হবেন না।

প্রথম ক্ষেত্রে গ্রন্থাগারের সদস্য পঞ্চায়েত সমিতি কর্তৃক মনোনীত হবেন এটা সুস্পষ্টভাবে বলা আছে। দ্বিতীয় ক্ষেত্রে সুস্পষ্টভাবে না হলেও যে অর্থ সঙ্গতভাবে আরোপ করা স্বাভাবিক তা হল যে পঞ্চায়েত সমিতি সদস্য মনোনয়ন করবে এবং সভাপতি, পঞ্চায়েত সমিতি নির্দিষ্ট মনোনয়নটি জানিয়ে দেবেন। পরবর্তী বাক্যে আর একবার যে বলা হয়েছে পঞ্চায়েত সমিতির মনোনীত ব্যক্তি বিদ্যালয়ের কর্মীবৃন্দের কেউ হবেন না, তা পূর্বের ধারণাকেই দৃঢ়তর করেছে।

তাহলে দুইটি ক্ষেত্রেই দেখা যাচ্ছে যে পঞ্চায়েত সমিতিই তার প্রতিনিধি মনোনয়ন করার অধিকারী। পঞ্চায়েত আইনের ১৮ (১) ধারার (ঘ) ও (ঙ) অনুচ্ছেদে অনুযায়ী পঞ্চায়েত সমিতির কিছু কিছু ক্ষমতা প্রয়োজনে সভাপতি প্রয়োগ করতে

পারেন। কিন্তু এই বিশেষ ক্ষেত্রে পঞ্চায়েত সমিতি তার সভায় সিদ্ধান্ত নিয়ে সভাপতিকে ক্ষমতা প্রয়োগ করার অধিকার দিলে তবেই সভাপতি সেই ক্ষমতা প্রয়োগ করতে পারেন। পঞ্চায়েত সমিতির এই ক্ষমতা হয় পঞ্চায়েত সমিতি নিজে প্রয়োগ করবে অথবা সংশ্লিষ্ট স্থায়ী সমিতিকে (এই ক্ষেত্রে শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া স্থায়ী সমিতি) অধিকার প্রয়োগ করতে দেবে। এই অবস্থায়, কোনও সভাপতি যদি নিজেই প্রতিনিধি সম্বন্ধে সিদ্ধান্ত নিয়ে থাকেন, তাহলে তিনি পরবর্তী সভায় (পঞ্চায়েত সমিতি অথবা সংশ্লিষ্ট স্থায়ী সমিতি) তার প্রস্তাব উপস্থাপিত করবেন। যদি সভায় অন্য কোনও সিদ্ধান্ত হয়, তাহলে পূর্বে মনোনীত সদস্যকে প্রত্যাহার করে পরবর্তীকালে মনোনীত সদস্যের নাম জানিয়ে দিতে হবে। এই বিষয়ে যে নিয়ম ও আদেশ কার্যকরী আছে তার পরিপ্রেক্ষিতে এবং পঞ্চায়েত ক্ষমতার বিকেন্দ্রীকরণ, স্বচ্ছতা ও দায়বদ্ধতার নীতির উপর ভিত্তি কর যে আবহমণ্ডল গড়ে উঠেছে তার অনুসরণে এই বিষয়ে পঞ্চায়েত সমিতিক সভাপতির একক সিদ্ধান্ত গ্রহণ কখনই যুক্তিযুক্ত হবে না।

কাঁথি ১নং পঞ্চায়েত সমিতি এবং সেই সঙ্গে অন্যান্য পঞ্চায়েত সমিতিকে এই বিষয়ে সম্যক্ অবহিত করার জন্য আপনাকে অনুরোধ জানানো হল।

আপনার বিশ্বস্ত  
দিলীপ চক্রবর্তী  
উপসচিব

নং: ৮৮৬ (১৭)/ পি এন/ও/অল -১/১৭-১০/৮৮/ (পাট-১) তারিখ: ১৭.০.১৯৯৭

স্মারক : উপ-সচিব, পশ্চিমবঙ্গ সরকার

প্রতি : জেলাশাসক,

.....জেলা

বিষয়: পঞ্চায়েত সদস্য দ্বারা যৌথভাবে কোন পদাধিকারীকে  
অপস্মারণের পদ্ধতি

মহাশয়,

বিভিন্ন আলোচনার সূত্রে রাজ্য সরকারের তজরে এসেছে যে গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতির গরিষ্ঠসংখ্যক সদস্যের যৌথ সিদ্ধান্তক্রমে কোনও পদাধিকারীর অপস্মারণ করার পদ্ধতি সম্বন্ধে কিছু ক্ষেত্রে সংশ্লিষ্ট সদস্য ও আধিকারিকদের মধ্যে মতবৈধতা রয়ে গেছে। আদেশাতুক্রমে এই সম্বন্ধে আইনগত ব্যাখ্যা পরবর্তী অংশে জানানো হল।

২। পশ্চিমবঙ্গ পঞ্চায়েত আইনের ১২ ও ১০১ ধারায় গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতির সদস্যদের দ্বারা সংশ্লিষ্ট সংস্থার পদাধিকারীদের অপস্মারণ করার বিষয়ে বিধি প্রণয়ন করা আছে। এই বিধিতে আছে যে বিশেষভাবে আহূত সভায় প্রত্যক্ষভাবে নির্বাচিত বর্তমান সদস্যদের মধ্যে সংখ্যাগরিষ্ঠের সিদ্ধান্ত ও বর্তমান সদস্যের মধ্যে সংখ্যাগরিষ্ঠের সিদ্ধান্তের

পার্থক্য সুস্পষ্ট করে তেওয়া প্রয়োজন। ধরা যাক, কোন স্থানে প্রথম প্রত্যক্ষভাবে নির্বাচিত হয়েছিলেন ২০জন। এর মধ্যে, ১জন পদত্যাগ করেছেন ও তা গৃহীত হয়েছে। আর একজন ২১০ক ধারায় নির্দিষ্ট কর্তৃপক্ষের আদেশে অযোগ্য বলে পরিগণিত ও পদচ্যুত হয়েছেন। এই ক্ষেত্রে, বর্তমান সদস্য ১৮ জন বলে পরিগণিত হবেন। আইন অনুযায়ী কোনও বিশেষভাবে আহত সভায় যত সংখ্যক সদস্যই উপস্থিত থাকুন তা কেত, অন্তত ১০জন অপসারণের পক্ষে মত দিলে তবেই সেই পদাধিকারী অপসারিত হবেন। অর্থাৎ, যদি ১৪জন সদস্য সভায় উপস্থিত হয়ে ৯জন অপসারণের পক্ষে মত দেন তাহলে অপসারণ হবে না। অন্যদিকে, ১০জন সদস্য সভায় উপস্থিত হয়ে যদি ১০ জনই অপসারণের পক্ষে মত দেন তাহলে সেই পদাধিকারীর অপসারণ হবে।

৩। পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত প্রশাসন) নিয়মাবলী, ১৯৮৯ ও পশ্চিমবঙ্গ পঞ্চায়েত (পঞ্চায়েত সমিতি প্রশাসন) নিয়মাবলী, ১৯৮৪-এর যথাক্রমে ১০ নং ও ৫ নং নিয়মের বিশেষ অংশে (প্ৰজাইজো) অথানে বলা ছিল যে পদাধিকারীর অপসারণের সম্বন্ধে ভোট তেওয়ার প্রশ্নে গোপন ব্যালট করা হবে সেই অংশটি প্রজ্ঞাপন প্রকাশ করে তুলে দেওয়া হয়েছে। অন্যপক্ষে, ২১০ক ধারা অনুযায়ী কোনও রাজনৈতিক দলের মনোনয়নে নির্বাচিত কোনও সদস্য যদি সেই দলের অন্যান্য সদস্যের মধ্যে সংখ্যাগরিষ্ঠের সিদ্ধান্তের পরিপন্থী ভোটাধিকার প্রয়োগ করেন, তাহলে তিনি সদস্যপদের অযোগ্য বলে ঘোষিত হবেন। এই বিধান অনুযায়ী তিনি কীভাবে ভোট দিচ্ছেন সেটা সকলের জানা প্রয়োজন।



এছাড়াও, সংবিধানের অন্তর্ভুক্ত বর্তমান পঞ্চায়েত আইনে যে আইনগত ও প্রশাসনিক পরিমন্ডল সৃষ্টি হয়েছে, তার একটি গুরুত্বপূর্ণ উপাদান হল স্বচ্ছত: যার অর্থ, পঞ্চায়েতে সমস্ত কর্মপ্রণালী প্রকাশ্য পদ্ধতিতে হবে যাতে সকলেই তা স্পষ্টভাবে জানতে পারেন। সুতরাং বর্তমান আইনের প্রেক্ষাপটে ডাবতে দ্বিধা নেই যে আইন প্রণেতার চেষ্টা যে জনসাধারণের অংশগ্রহণে সাধারণ নির্বাচন ছাড়া অন্য কোনও নির্বাচনে বা অন্য কোনও সিদ্ধান্ত প্রয়োজনে গোপন ব্যালটকে কখনই মাধ্যমে হিসাবে গ্রহণ করা যাবে না।

৪। অগ্রবর্তী ৩য় অনুচ্ছেদে যে দুটি নিয়মের কথা বলা হয়েছে, সেখানে মূল নিয়মে বলা আছে যে ভোট তেওয়ার প্রয়োজন হলে সেই সভার সভাপতি কোন পদ্ধতিতে ভোটগ্রহণ হবে তা স্থির করবেন। আগেই বলা হয়েছে যে গোপন ব্যালটে কখনই ভোট তেওয়া যাবে না; তা আইনের পরিপন্থী হবে। তা ছাড়াও, সিদ্ধান্ত স্থির করার পূর্বেই অধিবেশনের সভাপতি স্বাভাবিকভাবেই সদস্যদের মতামত জেনে নেবেন, সেটাই গণতন্ত্রসম্মত হবে এবং অধিকসংখ্যক সদস্য যদি আইনসম্মত কোনও বিশেষ পদ্ধতির নিগড়ে না বেঁধেও বলা যেতে পারে যে নিম্নোক্ত তিনটি পদ্ধতির যে কোন একটি অনুসারে ভোট তেওয়া যেতে পারে।

(ক) ধূনিভোটে সিদ্ধান্ত তেওয়া যেতে পারে। অবশ্য, সেখানে সর্বসম্মত সিদ্ধান্ত তেওয়া হচ্ছে বা বৃহত্তর সংখ্যক সদস্যের বিরোধিতা করে অতি অল্পসংখ্যক সদস্য (যাদের সহজেই চিহ্নিত করা সম্ভব) অন্য মত পোষণ করছেন, সেখানেই ধূনিভোট গ্রহণ করা যুক্তিগ্রাহ্য হবে। দুই পক্ষের

मध्ये पार्थक्य कम हले धृतिडोटेर सिद्धांश तेऽया उचितं तय। धृतिडोटेर पद्धतिते कोत सदस्य कोत पक्षे डोटिषिकार प्रयोग करेहंत ता सुस्पष्टभावे सडार विवरणीते लिपिवद्ध करते हवे।

(ख) हात तुले डोटि देऽयार पद्धति अवलम्बत करा येते पारे। एहि पद्धतिते शुधु हात गणता करलेहि हवे ता, प्रस्तावेर पक्षे वा विपक्षे कोत सदस्य कथत हात तुलहेत तार हिसार राखते हवे। परे कोत सदस्य कोत पक्षे डोटिषिकार प्रयोग करेहंत ता सुस्पष्टभावे सडार विवरणीते लिपिवद्ध करते हवे।

(ग) प्रकाश्य ब्यालटे डोटिषिकार प्रयोग करा येते पारे। एहि प्रसङ्गे पश्चिमवङ्ग पञ्जायेत (सङ्गठन) नियमावली, १९१८ एव एतङ्ग नियमेर (१) तङ्ग उपनियम (प्रजापत तङ्ग १२१ - पि एत/७/१, ताङ्ग १०.१.१९१८ - ए सङ्गशोधनी हिसावे प्रकाशित हयेह्) स्मरण करा येते पारे। एहि नियमेर अनुवर्ती पद्धति ग्रहण करा एखाते श्रेय हवे। एहि पद्धतिते प्रत्येक सदस्येर जन्य एकटि डोटिपत्र तैरि करा हवे। ताते प्रस्तावेर पक्षे ऽ विपक्षे चिह्न देऽयार जन्य दुहिटि आलादा शुकु (कलम) थाकवे। एक एकटि डोटिपत्रेर पिछते वा सामते कोतऽ फाँका जायगाय एक एकजन सदस्येर नाम लिखे जेहि सदस्येर हाते देऽया हवे। तिति दुहि शुकुेर एकटिते तार पछन्दमते जायगाय चिह्न दिये स्वाक्षर करे (अथवा वाम वृद्धासुलिंर छाप दिये) डोटिपत्राटि जेहि सडार सडापतिंर काहे फेरत देवेत। डोटिपत्रशुलिंर फेरत पाऽयार पर (दु-एकटि डोटिपत्र तिदिष्टि समयेर पर ता पाऽया गेलेऽ डोटिंर काज आटिके

থাকবে তা) সেই সভার সভাপতি সর্বসমক্ষে ভোটপত্রগুলি গণনা করে কোন পক্ষে কত ভোট পড়ল তা জানাবেন এবং সেই অনুযায়ী সভার সিদ্ধান্ত স্থির হবে। ভোট গণনা করার সময় যে কোনও সদস্য ভোটপত্র (হাতে স্পর্শ না করে) দেখতে চাইতে পারেন। সেই ক্ষেত্রে সভাপতি ভোটপত্রটি (প্রয়োজনে উভয়দিক) দেখাতে বাধ্য থাকবেন। ভোটপত্রগুলি দস্তরে রাখিত থাকবে। কোন সদস্য কোন পক্ষে ভোট দিয়েছেন তা সভার বিবরণীতে পরিষ্কারভাবে লিপিবদ্ধ করা হবে।

গ্রাম পঞ্চায়েত ও পঞ্চায়েত সমিতির কথা বিশেষভাবে মনে রেখেই পূর্ববর্তী অনুচ্ছেদে ব্যক্ত আইনসম্মত পদ্ধতির কথা বলা হল। তবে জেলা বা মহকুমা পরিষদেও মোটামুটিভাবে একই নিয়ম ও পদ্ধতি প্রযোজ্য হবে। আপনাকে অনুরোধ জানানো হচ্ছে যে যথাবিহিত উপায়ে সড়ক বিষয়টি জেলার সব পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতের তহরে আনুন।

আপনার বিশুদ্ধ,  
দিলীপ চক্রবর্তী  
উপসচিব

নং: ১১০৪ (১৭)/ পিএন/ও/সেল-১/১এ-১০/৮৮ (পাট-১) তারিখ: ৫.৫.১৯৯০

প্রতি

জেলাশাসক

জেলা.....

মহাশয়,

গ্রাম পঞ্চায়েতগুলিতে গ্রাম সংসদের অধিবেশন নিয়মিতভাবে অনুষ্ঠিত হওয়ার প্রয়োজনীয়তা ও গুরুত্বের প্রতি দৃষ্টি আকর্ষণ করে আপনার জেলা পরিষদের সভাপতি মহাশয়কে উদ্দেশ্য করে পঞ্চায়েত দপ্তরের ভারপ্রাপ্ত মন্ত্রী মহোদয় লিখিত চিঠির একটি অনুলিপি এই সঙ্গে প্রেরণ করা হল।

আপনাকে অনুরোধ, উল্লিখিত চিঠির বক্তব্য অনুসারে গ্রাম সংসদের অধিবেশন নিয়মিতভাবে করার বিষয়ে প্রয়োজনীয় ব্যবস্থা অবলম্বন করুন।

ভবদীয়

এস.এন.হক

যুগ্ম সচিব

নং ১২০৬ (১৭)/ পি এন/ ও/ সেল - ১/ ও - ৭ /৯৫

তারিখ: ১৯.৫.১৯৯৫

প্রতি

শ্রী.....

সভাপতি,

.....জেলা পরিষদ

.....জেলা।

প্রসঙ্গ: ত্রিস্তর পঞ্চায়েত ও বাণিজ্যিক উদ্যোগ

মহাশয়,

কিছুকাল যাবৎ এই রাজ্য সরকার গভীর উদ্বেগের সঙ্গে লক্ষ্য করছে যে পঞ্চায়েত এককভাবে অথবা কোন ব্যক্তিবিশেষ বা প্রতিষ্ঠানের সঙ্গে যৌথভাবে নানাধরনের বাণিজ্যিক উদ্যোগ গড়ে তোলা বা তাতে অংশগ্রহণ করে অর্থলগ্নি করার একটি প্রবণতা দেখা দিয়েছে।

পশ্চিমবঙ্গ পঞ্চায়েত আইনের ১৯, ১০৯ ও ১৫৩ ধারায় পঞ্চায়েতের কাজের পরিধি ও দায়িত্ব সম্বন্ধে বলা আছে। আইনের এই ধারাগুলি পর্যালোচনা করলে দেখা যায় যে, জনসাধারণের সার্বিক উন্নয়নের প্রয়োজনে ত্রিস্তর পঞ্চায়েতকে কর্মধারার বিভিন্ন খাতে প্রকল্প রূপায়ণ করা বা প্রয়োজনীয় পরিকাঠামো গড়ে তোলার ক্ষমতা ও অধিকার দেওয়া হয়েছে। উন্নয়নের বিভিন্ন কর্মধারার চলতি ও নতুন উদ্যমগুলিকে যথাবিহিত উৎসাহ ও সাহায্য দানও পঞ্চায়েতের দায়িত্ব বলে পরিগণিত হতে পারে। কিন্তু পঞ্চায়েত নিজে কোন অর্থকারী বাণিজ্যিক উদ্যোগে অংশগ্রহণ করবে আইনের এইরূপ ব্যাখ্যা যুক্তিসহ হবে না। এই বিষয়ে পঞ্চায়েতের যথার্থ ভূমিকা হল কোন বিশেষ

ক্ষেত্রে পরিকাঠামো তৈরি করা এবং সেই সঙ্গে ব্যক্তিগত উদ্যমকে উৎসাহ দেওয়া এবং বিভিন্ন ধরনের সাহায্যের ব্যবস্থা করে দেওয়া।

একথা সত্য যে, কেন্দ্রীয় ও রাজ্য সরকারের অনুদানের উপর সম্পূর্ণ নির্ভরশীল না হয়ে ত্রিস্তর পঞ্চায়েতকে কিছু নিজস্ব আয়ের উৎস খুঁজে নিতে হবে। এইদিকে দৃষ্টি দিতে তাদের বিভিন্ন সময়ে অনুরোধও জানান হয়েছে। কিন্তু এই নিজস্ব আয়ের উৎস ব্যবসায়িক প্রতিষ্ঠান গড়ে তোলার মাধ্যমে করা যুক্তিযুক্ত হবে না। পঞ্চায়েতের যে সব আয়ের উৎস (কর, অভিকর, মাসুল ইত্যাদি) পূর্ণমাত্রায় ব্যবহার করা হচ্ছে না, সেগুলিকে ক্রমান্বয়ে পূর্ণ ব্যবহার করে আয়বৃদ্ধি করতে হবে এবং সেই সঙ্গে কিছু আয়বর্ধক স্থায়ী সম্পদ বা আমানত সৃষ্টি করতে হবে।

কোন বাণিজ্যিক উদ্যোগকে লাভজনক করে তুলতে হলে কিছু ব্যক্তিগত উদ্যম ও ক্ষেত্রবিশেষে দ্রুত সিদ্ধান্ত গ্রহণ এবং ঝুঁকি নেওয়ার প্রয়োজনীয়তা অনস্বীকার্য। পঞ্চায়েতে গণতন্ত্রসম্মত যৌথ সিদ্ধান্তের ভিত্তিতে সব কার্য পরিচালনা হয়। স্বভাবতই কোন বাণিজ্যিক উদ্যোগকে লাভজনক করে তোলা পঞ্চায়েতের পক্ষে খুবই দুর্লভ। বিভিন্ন সময়ে অতীত অভিজ্ঞতাও এইরকমই সাক্ষ্য দেয়। দেখা গেছে যে, পঞ্চায়েতের বাণিজ্যিক উদ্যোগ অর্থনৈতিক দৃষ্টিকোণ থেকে অসার্থক হয়ে অবশেষে বন্ধ হয়ে যায়। কিন্তু, পঞ্চায়েত এই উদ্যোগ পরিচালনার জন্য যদি কিছু কর্মীকে এমন কি অস্থায়ীভাবেও নিযুক্ত করে থাকে, তা হলে তাদের ভার স্থায়ীভাবে বহন করার দাবি ওঠে। এই সঙ্গে জনসাধারণের অর্থের অপচয় ও তার ফলশ্রুতিতে অডিটের বিরূপ মন্তব্য পঞ্চায়েত ও রাজ্য সরকারকে একটি অস্বস্তিকর পরিস্থিতিতে নিয়ে যায়। এইরকম অবস্থা পঞ্চায়েত বা রাজ্য সরকার

কারও কাছেই গ্রহণযোগ্য হতে পারে না। সুতরাং কোন পঞ্চায়েতের এইরূপ বাণিজ্যিক উদ্যোগে অংশগ্রহণ করা বা অর্থলগ্নী করা কোনক্রমেই বাঞ্ছনীয় নয়।

পূর্ববর্ণিত চিত্র সত্ত্বেও কোন পঞ্চায়েত যদি কোন বাণিজ্যিক উদ্যোগ শুরু করেন বা তাতে অর্থলগ্নী করেন, তা হলে রাজ্য সরকার একথা সুস্পষ্টভাবে জানিয়ে দিচ্ছে যে, এইরূপ কোন বাণিজ্যিক উদ্যোগের বিষয়ে কোনরকম দায়িত্ব বা এই উদ্যোগে নিযুক্ত কোন কর্মীর পারিশ্রমিক বা বেতন বা অন্য কোন দায়দায়িত্ব সরকার কোন অবস্থাতেই বহন করবে না। এই বিষয়ে সম্পূর্ণ দায়িত্ব সংশ্লিষ্ট পঞ্চায়েতের উপর থাকবে। নিযুক্ত কর্মীদেরও যেন একথা সুস্পষ্টভাবে জানিয়ে দেওয়া হয়।

আপনাকে অনুরোধ যে, এই বিষয়টি পর্যালোচনা জন্য জেলা পরিষদের সাধারণ সভার পরবর্তী অধিবেশনে উপস্থাপিত করুন। সেই সঙ্গে অনুগ্রহ করে বিষয়টি জেলা পরিষদের সিদ্ধান্ত সহ আলাদাভাবে জেলা কাউন্সিলের অধ্যক্ষের মাধ্যমে কাউন্সিলের অধিবেশনেও উপস্থাপিত করার ব্যবস্থা করুন। আরও অনুরোধ যে, উল্লিখিত বিষয়টি অনুগ্রহ করে আপনার জেলার সব পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতের গোচরীভূত করুন। এর ফলে তাঁরাও তাঁদের স্তরে সঠিক সিদ্ধান্ত নিতে পারবেন।

নমস্কারান্তে,

ভবদীয়,  
ডাঃ সূর্যকান্ত মিশ্র  
মন্ত্রী

নং: ১২০৬ (১৭)/ সেল-১/ পঞ্চায়েত-২/৯৪ (পার্ট - ২) তারিখ: ১৩.৫.৯৪

প্রেরক: শ্রী এসএন ঘোষ  
সচিব, পঞ্চায়েত দপ্তর।

প্রতি : সভাপতি

.....জেলা পরিষদ।

বিষয়: পশ্চিমবঙ্গ ক্রিয়ানসভা কর্তৃক গঠিত পঞ্চায়েত বিষয়ক সমিতির ৩১শে  
জানুয়ারি, ১৯৯৪ তারিখে উপস্থাপিত ভূমি ও ভূমি সন্ধ্যবহার এবং প্রামোদন  
দপ্তরের উপর সপ্তম প্রতিবেদন।

মহাশয়

এই পত্র দ্বারা আপনাকে অবহিত করা হচ্ছে যে, পশ্চিমবঙ্গ  
ক্রিয়ানসভা কর্তৃক গঠিত পঞ্চায়েত বিষয়ক সমিতি গত ৩১শে জানুয়ারি, ১৯৯৪  
তারিখে উপস্থাপিত তাদের সপ্তম প্রতিবেদন অন্যান্য বিষয়ের সঙ্গে সুপারিশ  
করেছেন যে, ভূমি সংক্রান্ত মামলাগুলি পরিচালনার কাজ দেখার জন্য বিভাগীয়  
মন্ত্রীর সভাপতিত্বে রাজ্যস্তরে একটি তদারকি কমিটি গঠন করা উচিত। কমিটি  
তার মাসিক সভায় পূর্ববর্তী একমাসের মামলা পরিচালনার কাজের পর্যালোচনা  
করবেন এবং পরবর্তী মাসের জন্য সুনির্দিষ্ট দায়িত্বসহ কর্মসূচি স্থির করবেন। এই  
সমিতি আরও সুপারিশ করেছেন যে, রাজ্যস্তরে এ কাজ করার জন্য জেলা  
পরিষদের বন ও ভূমিসংস্কার স্থায়ী সমিতিকে দায়িত্ব দেওয়া যেতে পারে। অবশ্য  
বর্তমানে বন ও ভূমিসংস্কার স্থায়ী সমিতির উপর এ দায়িত্ব ন্যস্ত করা নেই।

এমতাবস্থায়, পঞ্চায়েত বিষয়ক সমিতির সুপারিশ গ্রহণ করে পঞ্চায়েত  
আইন, ১৯৭৩-এর ১৭(৬) ধারা অনুযায়ী প্রাপ্ত ক্ষমতাবলে জেলা পরিষদকে  
এই স্থায়ী সমিতির উপর উক্ত দায়িত্ব ন্যস্ত করতে অনুরোধ করা হচ্ছে। জেলা  
পরিষদের সিদ্ধান্ত অনুসারে যথোপযুক্ত আদেশের অনুলিপি এই বিভাগে পাঠানোর  
জন্যও অনুরোধ করা হচ্ছে।

ধন্যবাদ সহ - আপনারই

এসএনঘোষ

সচিব, পঞ্চায়েত দপ্তর



নং ১২৪৩/ পি এন/ ও/ সেল - ৩/ ২এ-৮/৯৭ তারিখ: ৮.৪.১৯৯৭

প্রেরক: প্রধান সচিব,  
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ,  
পশ্চিমবঙ্গ সরকার।

প্রাপক: পঞ্চায়েত ও গ্রামোন্নয়ন অধিকর্তা,  
পশ্চিমবঙ্গ।

বিষয় : গ্রাম পঞ্চায়েতে অনিয়মিত, কর্মী নিয়োগ।

সম্প্রতি লক্ষ করা যাচ্ছে যে কোনও কোনও গ্রাম পঞ্চায়েত সরকারের কোনও অনুমোদন ছাড়াই 'জব ওয়ার্কার' পদে (ওই নামে কোনও পদ না থাকা সত্ত্বেও) কিছু অস্থায়ী কর্মী নিয়োগ করেছেন। কয়েকটি গ্রাম পঞ্চায়েত, 'গ্রাম পঞ্চায়েত কর্মী'র কোনও কর্মী'র কোনও পদ শূন্য না থাকা সত্ত্বেও ওই নামে কিছু অস্থায়ী কর্মী নিয়োগ করেছেন বলে জানা গেছে।

সমস্ত গ্রাম পঞ্চায়েতের অবগতির জন্য আবার জানানো হচ্ছে যে কোনও গ্রাম পঞ্চায়েতে, সেই গ্রাম পঞ্চায়েতের প্রধান বা অন্য কেউই, সরকারি আদেশবলে সৃষ্ট পদগুলি ছাড়া কোনও রকম স্থায়ী বা অস্থায়ী পদ কাউকে নিয়োগ করতে পারেন না। গ্রাম পঞ্চায়েতগুলিতেই, সেই সব পদের নিযুক্তি-বিষয়ক নির্দিষ্ট নিয়মাবলি ও আদেশ অনুযায়ী নিয়োগ করতে পারেন।

বর্তমানে, প্রতিটি গ্রাম পঞ্চায়েতে একটি করে কর্মসহায়ক, একটি করে সচিব এবং গ্রাম পঞ্চায়েতের সদস্য সংখ্যা অনুযায়ী হয় দুটি নয় তিনটি গ্রাম পঞ্চায়েত কর্মীর পদ আছে। এইসব পদগুলির মধ্যে,

কর্মসহায়ক পদটিতে নিয়োগ করা হবে পশ্চিমবঙ্গ সরকারের ৬ই জুন ১৯৭৯ তারিখের ৯৪৬৮/পঞ্চ/২এ-২১/৭৮ সংখ্যক পত্রে বর্ণিত পদ্ধতি অনুসারে, সচিব পদে নিয়োগ করা হবে পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েতের প্রশাসন) নিয়মাবলি ১৯৮১ - তে বর্ণিত নিয়ম ও সেই সঙ্গে এই বিভাগের আদেশনামা নং ২৩৭৬১/পঞ্চ/২এ-১বি/৭৮ তাং ২৩/১০/৭৮ ও নং ২৮৮১ - সেল-৩/পঞ্চ/২এ-৩৮/৯৪ তাং ৫/১২/১৯৯৪ বর্ণিত পদ্ধতি অনুযায়ী এবং গ্রাম পঞ্চায়েত কর্মীদের নিয়োগ করা হবে পশ্চিমবঙ্গ পঞ্চায়েত (গ্রাম পঞ্চায়েত কর্মীদের নিয়োগ ও চাকুরির শর্তাবলি) নিয়মাবলি ১৯৯৫ অনুযায়ী। নবসৃষ্ট নির্বাহীসহায়ক পদটির নিয়োগের নিয়মাবলি এখন প্রস্তুতির পর্যায়ে আছে।

উপরে বর্ণিত পদগুলি ছাড়া অন্য কোনও পদ গ্রাম পঞ্চায়েত স্তরে সৃষ্ট করা হয়নি। নির্দিষ্ট নিয়ম না মেনে, বা সরকারের অনুমোদিত পদ ছাড়া, কোনও গ্রাম পঞ্চায়েত কাউকে স্থায়ী বা অস্থায়ীভাবে নিয়োগ করতে পারেন না, কোনও গ্রাম পঞ্চায়েত এই নির্দেশ অমান্য করে কাউকে স্থায়ী বা অস্থায়ীভাবে নিয়োগ করতে পারেন না। কোনও গ্রাম পঞ্চায়েত এই নির্দেশ অমান্য করে কাউকে নিয়োগ করলে সেই নিয়োগের সকল আর্থিক ও প্রশাসনিক দায়িত্ব যে বা যাঁরা নিয়োগ করবেন, তাঁদের উপরে সমষ্টিগতভাবে এবং ব্যক্তিগতভাবেও বর্তাবে। শুধু এই নয়, তাঁদের বিরুদ্ধে পশ্চিমবঙ্গ পঞ্চায়েত আইনের বিধান অনুযায়ী বিভিন্ন শাস্তিমূলক ব্যবস্থা এমনকী অপসারণের পদক্ষেপ নেওয়া যেতে পারে।

বিষয়টি গ্রাম পঞ্চায়েত ও অন্যান্য সংশ্লিষ্ট প্রতিষ্ঠান ও আধিকারিকের নজরে আনার জন্য প্রয়োজনীয় পদক্ষেপ গ্রহণ করার অনুরোধ জানাচ্ছি। বিষয়টি গুরুত্বপূর্ণ এবং জরুরি।

সত্যেন্দ্রনাথ ঘোষ  
প্রধান সচিব



## Department Of Panchayat & Rural Development

No. 2681(357)/I/2/V/Panch/3A-35/85  
: 28.11.1994

Dated

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

To : The Executive Officer,

(N) Zilla Parishad/Mahakuma Parishad

Sub : Check-lists to be maintained by Zilla Parishads and Panchayat Samitis for meeting audit requirements.

The undersigned is directed to state that the Examiner of local Accounts, West Bengal has been drawing attention of the Govt. for sometime past to the

fact that on a good number of occasions, it has been observed that the Zilla Parishad or the Panchayat Samiti has not been properly maintaining some indispensable books, registers and other records relating to accounts of fund and audit thereof. Such incomplete records make the job of auditing difficult for the auditors. This Department has since received from the Accountant General (Audit)—I, West Bengal Check-lists detailing requirement of audit. The undersigned is therefore directed to request him to take initiative for proper maintenance of the accounts related records

strictly in conformity with the Check-lists attached herewith and confirm this Deptt immediately of the actions taken.

This may please be treated as most important.

Sd/-S. N. Haque

Jt. Secretary to the Govt. of W. Bengal

**Check-lists detailing the requirement of audit in respect of Zilla Parishads and Panchayat Samitis.**

All the Institutions may be directed' to maintain the accounts and registers in the prescribed forms and strictly in accordance with the provisions of the rules referred to below.

<b>A. Particulars of Accounts Register</b>	<b>Form No of LSG Accounts Rules</b>	<b>Rules Reference</b>
1 (a) Cash Book	43	154, 181 & 208
(b) Reconciliation of Cash Balance with Try Pass Book		
2. Register of undelivered money orders	46	171
3. Abstract Register of Receipts	49 & 50	201
4. Register of Adjustments and Expenditure	51	204, 205 and 206
5. Monthly, Quarterly and Annual Accounts	53 & 54	217 & 219
6. Establishment Check Register	56	221
7. Register of Fixed Recurring Charges	56	224
8. Register of land	57	225
9. Register of properties	60	328
10. Service Book	19	76
11. Advance Ledger	36	133 & 135
12. Deposit Ledger	37	138

13. Quarterly list of outstanding advances	38	140
14. Do deposits	39	140
15. Register of Security Deposits (other than cash)	40	142 & 143
16. Demand & Collection Register for rents & other revenues	4	36
17. Stock Book of receipts & issue of all forms	7	49, 57 & 110
18. Appropriation Register of loans & Spl. Grants	42	146 & 147
19. Stationery Stock Book	31	111
20. Treasury Pass Book	44	161
21. Receipts on account of Fruit trees	13	59
22. Stamp & Postage	80	108 & 109
23. Register of work bills	47	176
24. Indent Book of stores	58	232
25. Budget estimate	1, 2, 2A, 2B (L.S.G A/c Rules)	54 & 55 (WBZP Rules 1964)
26. Permanent advance account	29	101
27. Misc Demand Register	9	53
<b>B. Particulars of Accounts Register</b>	<b>Form No of Dist Engineers Accounts Rules</b>	<b>Rules Reference</b>
28. Register of Misc. Receipts	2	2
29. Inspection Bunglow Register (as per Rule 6 of District Engineers' Account Rules)		
30. Imprest Cash Book	3	9
31. Measurement Book	4	19
32. Stock Register of Measurement Books	5	22
33. Contractors' Ledger	9	30
34. Register of bills & Register of bills received	10	32
35. Register of purchase	14	43
36. Materials at site accounts	15	45

37. Account of materials received & issued	15	45
38. Tools & Plant Register	17	57
39. Works abstracts	19	62
40. Register of works	20	63
41. List of schedule of tenders	6	23
<b>C. Particulars of Accounts Register</b>	<b>Form No of ZP (EC &amp;A) Rules,1964</b>	<b>Rules Reference</b>
42. Assessment list of Boats & Vehicles	36 & 38	194
43. Do for water rate and lighting rate		193

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## CIRCULATION

### Message begins :

No. 2685 (17)/I/Panch/1A-10/88 (Pt-1)  
: 10.11.94

Dated

Attention of the State Government has been drawn to the provision under Sub-Section (3) of Section 213A of the West Bengal Panchayat Act, 1973 as amended. The provision states, inter alia, that within one month from the date on which the above section comes into force, elected members set up by the recognised political parties shall, by adopting a resolution, select one member from among themselves to be the leader and such leader shall within fifteen days from the date of such selection, furnish to the prescribed authority, a copy of the resolution and other specified documents.

Following the spirit of the law, it is stated in clarification that the time frame laid down in the above provision is not prohibitory and is meant to serve the purpose of a guideline to the political parties in their interest. It has also been observed that the prescribed authority should not refuse to accept, or to rely on, the documents furnished by the leader merely on the ground that the time frame has not been maintained. A Suitable provision

to the above effect is in the process for incorporation in the act.

In the circumstances, the State Govt. is of the opinion that the prescribed authority referred to in sub-section (1) may not refuse to accept, or to rely on, the documents furnished by the Leader merely on the Ground that the resolution selecting the leader was not adopted within one month from the date on which the section comes into force or that the documents as aforesaid were not furnished to him within fifteen days from the date of such selection. In case a prescribed authority has in the meantime refused to accept such documents on the above ground, he may reconsider the matter for further action in the light of the above observations.

Sd/- S, N. Ghosh

Secretary to the Govt. of W. Bengal.

Department of Panchayats





## Department Of Panchayat & Rural Development

No. 2688/I/Panch/O-8/93  
25,8.93

Dated :

From : The Special Officer (Law) & Ex-Officio Asstt. Secretary to the  
Govt. of West Bengal

To : The District Magistrate, Howrah

Sub : Determination and allocation of properties between Gram  
Panchayats on bifurcation.

The undersigned is directed to refer to his No. 1208/HDP dated 3.8.93 and  
enclose a set of guidelines on the above matter. It is mentioned that the D.  
M. being the final authority for the purpose of such determination under  
Section 5(5) of the West Bengal Panchayat Act, 1973, order in this respect  
may be finalised in each case keeping in view the local needs and  
conditions within the broad parameters laid down in the guidelines.

Sd/- D. Chakraborty

Special Officer (Law) & Ex-Officio Asstt. Secretary to  
the Govt. of West Bengal



## **Guidelines for determination of allocation of the properties, funds and liabilities of Gram Panchayats under section 5(5)**

Full inventory of movable and immovable properties and liquid assets of the bifurcated Gram Panchayat as on the date when it ceases to exist under section 5 (3), should be prepared by the outgoing Pradhan, with special reference to the last audit report and other relevant records. Such inventory shall be checked and verified by the EO(P) of the concerned Block and copies may be distributed to the Pradhans of the newly-constituted Gram Panchayats.

2. (a) The Panchayat Ghar if there is any, shall be the property of the G.

P. having jurisdiction over the land and building of Panchayat Ghar. The other newly-constituted G. P. shall be allowed to use a portion of the building until it makes its own arrangement within its area.

(b) If the bifurcated Gram Panchayat has any other piece of landed property, such property or properties including any installation, construction or erection on it, shall be transferred to the Gram Panchayat having jurisdiction over such land.

3. All office furniture and equipments shall so far as practicable, be equitably distributed between the two Gram Panchayats.

4. All stock and materials procured for execution of development programmes and schemes, shall be apportioned in the following manner :

(a) Materials including foodgrains procured for use in a particular ongoing and/or sanctioned scheme, shall be set apart and allocated to the Gram Panchayat within whose jurisdiction the scheme lies.

(b) General stock of materials not tied to any particular scheme, e. g., spare parts of tube-well materials, shall be distributed between the Gram Panchayats as far as practicable on the basis of direct proportion of member of electors obtained in Assembly electoral roll in force pertaining to two newly-created Gram Panchayats.

5. (a) (i) Committed liabilities should be identified and out of the fund available for the specific purpose to which the liability relates, required fund should be set apart and allocated to the Gram Panchayat concerned with direction to settle the liabilities.

(ii) Committed liabilities against which there is no identifiable fund, should be settled out of the united fund of the Gram Panchayat if available.

(iii) Committed liabilities having no matching fund either specific or untied, shall be apportioned between the Gram Panchayats as far as practicable on the basis of direct proportion of No. of electors obtained in Assembly electoral roll in force in the newly-created Gram Panchayats.

(b) Other liabilities not yet assessed finally, shall be apportioned between the Gram Panchayats as far as practicable on the basis of direct proportion of electors as in sub-para (a) (iii) above.

6. (a) Cash fund, either at hand or in any Bank or P. O. S. B. account, earmarked for any on-going and/or sanctioned scheme, shall be set apart to the extent of sanctioned estimated amount and apportioned to the Gram Panchayat having jurisdiction over the area where the scheme runs.

(b) Balance cash fund after the exercise at (a) above shall be applied to settle the liabilities either committed or otherwise.

(c) The balance fund shall be apportioned between the Gram Panchayats as far as practicable in direct proportion of the number of electors as in para 5(a) (iii) above.

7. (a) Assessment list, demand register, receipt book etc. pertaining to the respective areas of the newly constituted G. P.'s shall be split up and handed over to the concerned Prodhans.

(b) Plan and estimate, muster roll etc. relating to sanctioned and/or

on-going schemes shall be handed over to the respective Prodhans. Such records relating to completed schemes and also cash-book, related vouchers and other records of permanent nature shall be retained at the existing G. P. Office and in custody of the concerned Prodhan for production during audit and/or other purposes. Such records shall be produced before the Competent authorities and also for official use of the other Gram Panchayat as and when necessary.

8. The Secretary and the Job-Assistant shall be allowed to exercise option to work in any of the Gram Panchayats. Corresponding post/posts in other G. P. shall be vacant and immediate arrangement for recruitment should be made. Meanwhile, the Secretary and/or the Job-Assistant shall hold additional charge of the other Gram Panchayat until a new incumbent joins. Contract with the existing Collecting Sarkars may be renewed by either of the Gram Panchayats according to options of the Collecting Sarkars.

9. The Dafadars and Chowkidars of the erstwhile G. P. shall be posted in the new G. P's on the basis of their respective beats previously assigned to them. In case, a beat has overlapping area in both G. P's, the Chowkidar shall be posted in the G. P. having maximum area of the beat.

10. (a) Charges shall be made over and taken over in presence of EO (P), PA & AO or any other officer as authorised by the EDO and proceedings thereof in triplicate shall be recorded and signed by the outgoing and incoming Prodhans in presence of the authorised officer.

(b) In case of delay in drawing u"£ inventory or in determination of apportionment, the incoming Prodhan in whose area the Gram Panchayat

Office lies, shall take over entire charges from the outgoing Pradhan subject to final apportionment. If necessary the united Gram Panchayat fund may as an adhoc arrangement be apportioned to the extent of 30% to either of the Gram Panchayats to meet the immediate day to day expenditure. Balance 40% shall be apportioned after final determination.

11. The District Magistrate under section 5(5) of the W. B. Panchayat Act read with Notification No. 1827-Panch dt. 7.2.1974, is the final authority in respect of determination of properties, funds and liabilities of the Gram Panchayats affected by reorganisation. Such determination may be made within the broad parameters of the above guidelines subject to modifications commensurate with local needs and conditions.



## Department Of Panchayat & Rural Development

No. 2796 (16)/ PN/ N/II/1G-9/95

Dated: 08/07/1997

From : OSD & Ex-Officio Deputy Secretary to the Government of West Bengal.

To : The District Magistrate except Burdwan.

Sub : Payment of Cess grant to the Zilla Parishads.

The undersigned is directed to say that Cess grants were released to the districts so long on the basis of year wise figures of actual collection of P.W. and Road Cesses on lands, Cesses on Coal and Cesses on Major/ Minor minerals as supplied by the Board of Revenue of this State. Now as there is no existence of Board of Revenue in this State, the question of supply of such actual collection by that authority does not arise. It has, therefore, been decided that on and from the years 1991-92 Cess grants will be released on the basis of year wise figure of actual collection of the Cesses as detailed above duly verified by the Treasury Officer of the districts.

The undersigned is accordingly to request him to kindly furnish statements of year wise figures of actual collections of the aforesaid Cesses in this district beginning from the year 1991 – 92 and onward duly verified by the District Treasury Office for submission of the same to the Finance Department of this Government for their acceptance immediately.







## Department Of Panchayat & Rural Development

No. 2826(6)/I/Panch/O~8/93

Dated : 1.9.93

From : The Spl. Officer (Law) & Ex-officio Asstt Secy.

To : The District Magistrate, North 24-Parganas/South 24-Parganas/  
Burdwan/Jalpaiguri/Midnapore/Hooghly,

Sub : Determination of allocation of the properties, funds and liabilities of areas under declared intention to be constituted into urban local body.

The undersigned is directed to refer to this Department No. 2763(6)/I/Panch/0-8/93 dated 27.8.93 and state that there may be instances where an entire Gram panchayat is covered by a preliminary notification of the Municipal Affairs Deptt. declaring an expressed intention of the Govt. to bring the area under an urban local body.

In such case, provisions laid down in sub-section (!) of section 6 of the West Bengal Panchayat Act, 1973, will be operative and the modus operandi as outlined in sub-para (2) of earlier memo No. 2763 dt. 27.8.93 will be applicable mutatis mutandis.

Sd/- D. Chakraborty

Spl. Officer (Law) & Ex-Officio Assistant Secretary

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## Department Of Panchayat & Rural Development

No. 1397/PN/O/I/2A-2/93

Dated : 15.6.95

From : Shri S. N. Ghosh

Secy, to the Govt. of West Bengal

To : The Sabhadhipati

Howrah Zilla Parishad

Sub : Clarification regarding section 125(4) of the West Bengal Panchayat Act 1973

Sir,

I am directed to refer to your D. O. No. PAS-38 dt. 26.5.95 addressed to the M. I. C of this Deptt. on the subject mentioned above and to say that under the provision referred to a Karmadhyaksha is not empowered to convene a meeting of the officers and staff of the Panchayat Samiti even if involved in execution of schemes of that Sthayee Samiti.

The Karmadhyaksha may, however when authorised by the Sthayee Samiti (obviously such authorisation can be made in an earlier meeting) require any officer or staff of Panchayat Samiti having functional linkage to attend a meeting of the Sthayee Samiti in terms of Sec. 125(4) (C) of the West

Bengal Panchayat Act, 1973.

Yours faithfully,

Sd/- S. N. Ghosh Secy, to the Govt, of West  
Bengal

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## Department Of Panchayat & Rural Development

No. 1397/ PN/O/I/2A-2/93

Dated:15.9.95

From : Shri S. N. Ghosh  
Secy. to the Govt. of West Bengal.

To : The Sabhadhipati,  
Howrah Zilla Parishad.

Sub : Clarification regarding section 125 (4) of the  
West Bengal

Panchayat Act, 1973.

Sir,

I am directed to refer to you D.O. No. PAS-38 dt.26.5.95 addressed to the MIC of this Department on the subjects mentioned above and to say that under the provision referred to a

Karmadhyaksha is not empowered to convene a meeting of the officers and staff of the Panchayat Samiti even if involved to execution of schemes of that Sthayee Samiti.

The Karmadhayaksha may, however, when authorized by the Sthayee Samiti (obviously such authorization can be made in an earlier meeting) require any officer or staff of Panchayat Samiti having functional linkage to attend a meeting of the Sthayee Samiti in terms of Sec.125(4) of the West Bengal Panchayat Act, 1973.

Yours faithfully,

Sd/- Illegible

Secy. to the Govt. of West Bengal



## Department Of Panchayat & Rural Development

No. 1565/PN/O/I/1A-7/95

Dated,

Calcutta, 28.6.95

From : The Officer on Special Duty & Ex-Officio Deputy Secretary to the Govt. of West Bengal. Secy, to the Govt. of West Bengal

To : The District Magistrate, Malda.

Sub : Supply of information to a member of the Panchayat

Samiti.

Ref : Memo No. 407/1(4)/HCF-II dated 7. 4. 1995 of the B. D. O.

Harishchandrapur-H to the D. P. O., Malda with copy endorsed to you.

The undersigned is directed to refer to the above letter seeking instruction on whether the M. L. A., Harishchandrapur L. A. C may be supplied with a certified copy of the proceedings of a meeting of a Sthayee Samiti and to say that Sub-Rule (8) of Rule 3 of the West Bengal Panchayat (Powers, Functions and Duties of the Executive Officer and the Secretary of the Panchayat Samiti) Rules, 1979 provides that the Executive Officer with the previous permission of the Sabhapati shall on request supply any information or make available for perusal any record to any member of that Panchayat Samiti or any of its Sthayee Samiti.

Besides the above provision, following the spirit of transparency in the



affairs of a Panchayat, it is advisable that the members of the Panchayat Samiti including the M. L. A. who is an ex-officio member, should have access to all records of the Panchayat Samiti.

There is, however, no provision for affixing court fee stamp on the application made for the purpose or for supply of a certified copy. But any copy supplied should be an authenticated copy unless the original record is produced to a member and he himself or with the help of some other persons takes out copies of the record.

Sd/- Illegible

Officer on Special Duty & Ex-Officio

Deputy Secy, to the Government of West Bengal



## Department Of Panchayat & Rural Development

No. 2221/I/Panch/1A-10/88 (Pt. I)

Dated

: 7.11.91

From : The Special Officer (Law) & Ex-Officio Assistant Secretary to the Government of West Bengal.

To : The District Panchayat Officer, North 24-Parganas, Barasat.

Sub : Clarification on the question of Quorum in a meeting while it is running.

Rcf : His Memo. No. 410 dt. 20.6.91

The undersigned is directed to refer to his memo, under reference on the subject noted above and to say that legal-advice has since been obtained in the points raised by him. The replies to the questions are placed below in seriatim :

Question	Reply
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<p>(i) If leaving, in the midst of a meeting, by one or some members of Gram Panchayat with affect validity* of the resolutions adopted in a meeting continuing to transact business even when there is no quorum (as a result of leaving of meeting by some elected members) as required under section 16(3) of the West Bengal Panchayat Act, 1973?</p>	<p>(i) Under the provisions of sub-section (3) of section 16 of the Act read with rule 9 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981, quorum is required at the outset for the purpose of holding the meeting. Once quorum is reached on the basis of members present as observed from attendance Register maintained under rule 8 of the Rules and/or a minute book maintained under rule 11 if and when members' signatures are obtained in it, the quorum is valid for entire list of business of the meeting as recorded on the notice for the meeting.</p>
<p>(ii) If so, whether the presiding member is competent and/or is legally bound to adjourn such meeting for want of a quorum as is done by the Speaker of Legislative Assembly/Lok Sabha ?</p>	<p>(ii) The Presiding Member is not legally bound to adjourn the meeting.</p>
<p>(iii) Whether the clarifications as required will apply mutadis mutandis to meetings of a Panchayat Samiti and Zilla Parishad ?</p>	<p>(iii) The meeting of the Panchayat Samiti is governed by section 105 &amp; 106 of the Act, read with rules 3, 4 &amp; 5 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 1984, whereas the meeting of the Zilla Parishad is governed by section 150 &amp; 151 of the Act, &amp; Rule 198 &amp; 221 in chapter LV of West Bengal Zilla Parishads (Election, Constitution &amp; Administration) Rules, 1964. As in case of Panchayat Samiti and Zilla Parishad, there is no provision for recording attendance for meeting the Presiding member may adjourn the meeting in absence of quorum if he finds at any point of time that there is no quorum.</p>

Sd/- Illegible

Special Officer (Law) & Ex-Officio Secretary to  
the Govt. of W. B

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## Department Of Panchayat & Rural Development

No. 2260/V/Panch/3A-49/88

Dated : 18. 9. 95

From : Sri S. N. Ghosh

Principal Secretary to the Govt. of West Bengal

To :

Sri\_\_\_\_\_

Sabhadhipati\_\_\_\_\_Zilla  
Parishad / Mahakuma Parishad.

Sir,

The State Govt. is, for sometime past, constrained to observe that there have been occasions when a Panchayat institution has diverted schematic fund allotted by a department of the State Government, for a purpose other than that for which the fund has been placed. Such diversion of fund is not only irregular and beyond competence of any field officer including the Zilla Parishad, but it impedes proper and timely implementation of the related scheme/project defeating the very purpose for which the fund has been allotted. Any schematic fund received or receivable by any Panchayat institution should be utilised strictly within the parameters laid down in the guidelines in force with respect to the scheme/project in question.

2.0 Such diversion of fund has also led in the past to serious audit objections for which satisfactory reply could not be advanced by the concerned Panchayat institution. Understandably, the concerned objections have later been included in the report of the Comptroller and Auditor-General of India to much embarrassment of the Zilla Parishad/Panchayat Samiti and the State Government.

3.0 In view of the situation, the State Govt. firmly holds that such diversion of fund should not take place without a specific and prior approval of the State Government in the concerned Deptt. Such restriction on diversion of fund however is not intended to obstruct occasional utilisation of the available fund earmarked for a scheme or sub-programme for another scheme or sub-programme within the same programme provided that the fund is restored for execution of the former scheme / sub-programme as soon as possible within the same financial year. Such steps for immediate utilisation of fund instead of keeping it idle because of ground realities, should not be conceived as diversion of fund and may be resorted to by a Zilla Parishad or Panchayat Samiti as the occasion may arise. In this connection, Memo No. 4228(17)—RD (JRY)/135-6/94 dated 12.7.1995 of R. D. Deptt. may also be referred to.

4.0 In consideration of aforesaid factors, I request you to kindly advise the concerned functionaries and officers working in your organisation to ensure that the Zilla Parishad does not take recourse to diversion of fund relating to any scheme or project for any purpose other than that for which the fund has been allotted without obtaining prior written approval of the Department allotting such fund.

5.0 I am endorsing a copy of this letter to the Sabhapatis of the Panchayat Samitis. I shall be highly obliged if you kindly issue a similar direction to the Panchayat Samitis within your jurisdiction as most of the funds allocated to the Panchayat Samitis, are routed through the Zilla Parishad.

6.0 This issues with concurrence of Rural Development Deptt. of this State Govt.

Yours faithfully

Sd/- S. N. Ghosh

Principal Secretary to the Govt. of West Bengal.



## Department Of Panchayat & Rural Development

No. 2304/PN/O/I/1P-24/95  
: 16.10.95

Dated

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

To : The District Panchayat Officer, North 24-parganas.

Sub : No-confidence motion against the Upa-Pradhan, Sandelerbill Gram Panchayat under Hingalganj Block—Clarification regarding.

Ref : His letter No.1087/En/P dated 14.9.95.

The undersigned is directed to refer to his letter mentioned above and to clarify the points raised by him as hereunder:

Queries	Replies
(1) Whether the Pradhan can convene the meeting for his removal keeping a time gap around three months?	(1) Under the second proviso to Sub-section (1) of section 16, it is mandatory for the Pradhan to convene the meeting of for holding it within 15 days from the date of receipt of the requisition sent by the members as required.



(2) Whether any monthly meeting can be convened in the intermediate period?	(2) There is no bar in the statute to convene any meeting in the intermediate period.
(3) Whether the full process of holding the meeting with the notice of G. P. Secretary is to be completed within 15 days or in case the requisitionist have convened whether to be completed within 35 days including the date of holding the meeting?	(3) Clarification in item 1 may be referred to. Similarly, the requisitionist members are required to convene the meeting for holding it within 35 days from the date of receipt of the requisition for meeting by the Pradhan

Sd/- Illegible

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



## Department Of Panchayat & Rural Development

No. 2314 (16)/I/Panch/3S-186/94 Dated : 21.9.94

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

To : The District Magistrate————

Sub : Petition made by some process-servers for redress of their  
grievances.

Ref: : Letter No. 14573 (2) J dt. 9. 8. 1994 from Deputy Secy.,  
Judicial Deptt. of this

Govt.

The undersigned is directed to say that the process servers of different courts of this State are often required to go to distant villages for official business and they may have to stay over-night for want of suitable return transport facilities or for other reasons. In such conditions they sometimes face much inconvenience so far as their accommodation and securities are concerned.

In order to remove the said difficulties the undersigned is directed to request him kindly to see that all possible helps in regard to the shelter and security at night of the Process Servers of different courts in such compelling circumstances may be extended by the Panchayat bodies i. e.

Gram Panchayat, Panchayat Samiti and Zilla Parishad, as the case may be, on approach by such process servers and if necessary, on verification of the Badges or Identity Cards of them. Particularly, suitable accommodation at Zilla Parishad Bungalows and necessary assistance from the Dafadars/Chowkidars/Gram Panchayat Karmees may kindly be made available to these persons when necessary.

The Panchayat Bodies within the district may please be informed suitably.

Sd/- D. Chakraborty

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





## Department Of Panchayat & Rural Development

No. 2365/I/Panch/IP-15/94

Dated : 15.9.94

From : Officer-on-Special Duty & Ex-Officio

Deputy Secretary to the Govt. of West Bengal.

To : The District Panchayat Officer, Nadia .

Sub : No confidence motion against the Pradhan and the Upa-Pradhan-  
Clarification regarding.

Ref : His memo No. 639/1(1)/Pan dt. 2.9.94.

The undersigned is directed to refer to his memo under reference and clarify the matter that the present provision states that "there shall not be more than one resolution for the removal of the prodhan or the Upa-Pradhan within a period of six months.

This resolution referred to means a valid resolution. If a resolution is adopted which is bad in law and not acceptable as valid resolution (e. g. a resolution adopted within one year from the date of election of the Pradhan) the resolution shall be void ab-initio and no resolution at all. In such case, the question of gap of six months shall not be applicable. The question of the period of six months arises when an otherwise valid resolution defeating the motion for removal, is adopted.

Sd/- D. Chakraborty  
Officer-on-Special Duty & Ex-Officio  
Deputy Secretary to the Government  
of West Bengal.

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## Department Of Panchayat & Rural Development

No. 2627/PN/O/I/3R-1/95

Dated : 16.11.95

### **ORDER**

In exercise of the power conferred by rule 13 of the West Bengal Panchayat (Recruitment and Conditions of Service of Gram Panchayat Karmee) Rules, 1995, the Governor is pleased hereby to direct that in view of the fact that the offices of the Sabhapatis and Sahakari Sabhapatis of the Panchayat Samitis within the hill areas of the district of Darjeeling, are lying vacant for the present, the Sub-Divisional Officers within the said areas, shall act as the Chairman of the Block-level Selection Committees as referred to in rule 7 ibid within their respective jurisdiction until the Sabhapati and/or the Sahakari Sabhapati are elected and take position in accordance with law.

The Governor is pleased to direct further that other members of the Committee as referred to in clause (3) to clause (7) of rule 7 ibid shall continue to function in the manner as provided in the rules.

By order of the Governor

Sd/- S. N. Ghosh

Principal Secretary to the Govt. of West Bengal

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# পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

১১এ, কিরণশংকর রায় রোড, কলিকাতা - ১।

পশ্চিমবঙ্গ সরকার

পত্র নং: ৩০১০/ পিএন/ ও/ সেল - ১/ ১পি-২০/৯৫ তারিখ: ২৫.৭.১৯৯৭

## স্মারকপত্র

বিষয় : মাধ্যমিক বিদ্যালয়ে পঞ্চায়েত সমিতির প্রতিনিধি  
মনোনয়ন-সংশ্লিষ্ট নীতি ও পদ্ধতি

উল্লিখিত বিষয়ের প্রতি দৃষ্টি আকর্ষণ করে জানানো হচ্ছে যে রাজ্য সরকারের বিদ্যালয় শিক্ষা অধিকর্তার স্মারক নং ২০৬৬ (২০) জি এ তাং ২৭/১০/১৯৯৫ এর আদেশপত্রে নির্দেশাবলি অনুযায়ী পঞ্চায়েত সমিতির এলাকার মধ্যে অবস্থিত সরকারি সাহায্যপ্রাপ্ত মাধ্যমিক বা উচ্চমাধ্যমিক বিদ্যালয়ের বা মাদ্রাসার পরিচালন কমিটি ও সিলেকশন কমিটির সদস্য হিসাবে ওই পঞ্চায়েত সমিতি একজন করে ব্যক্তিকে মনোনয়ন করবে।

শিক্ষা বিভাগের এই আদেশের ভিত্তিতে রাজ্য পঞ্চায়েত প্রশিক্ষণ সংস্থা কর্তৃক প্রকাশিত শিক্ষা, সংস্কৃতি, তথ্য ও ক্রীড়া স্থায়ী সমিতি-সংক্রান্ত প্রশিক্ষণ গ্রন্থমালা ১১ এর ৮ম



পাতায় পঞ্চায়েত সমিতির পক্ষ থেকে বিদ্যালয়ে প্রতিনিধি মনোনয়ন সম্বন্ধে আলোচনা করা হয়েছে। এই সূত্রে শেষ পংক্তিতে বলা হয়েছে যে এই মনোনয়নের সময় দেখতে হবে সংশ্লিষ্ট ব্যক্তির যোগ্যতা যাতে ন্যূনতম স্নাতক পর্যায়ে হয়।

এই প্রসঙ্গে বলা প্রয়োজন যে বিদ্যালয় শিক্ষা অধিকর্তার মূল আদেশে পঞ্চায়েত সমিতির প্রতিনিধিকে ন্যূনতম স্নাতক পর্যায়ে হতে হবে এমন কোনও অবশ্যপালনীয় নির্দেশ দেওয়া নেই। প্রশিক্ষণ গ্রন্থে যে স্নাতক পর্যায়ে কথা বলা আছে তাও কোনও নির্দেশ নয়। এখন শুধুমাত্র বলতে চাওয়া হয়েছে যে মনোনীত ব্যক্তি স্নাতক পর্যায়ে হওয়া বাঞ্ছনীয় হবে। বলা বাহুল্য যে এই শিক্ষাগত যোগ্যতা কখনই আবশ্যিক নয়। এই উপলক্ষ্যে প্রশিক্ষণ গ্রন্থমালা সম্বন্ধে সাধারণভাবে বলে রাখা উচিত যে এই গ্রন্থগুলির উদ্দেশ্য সংশ্লিষ্ট বিষয়গুলি সম্বন্ধে সাধারণ সদস্যদের (বিশেষভাবে যারা শিক্ষায় কিছুটা অনগ্রসর) একটা মোটামুটি ধারণা দেওয়া যার অনুসরণে তাঁরা যৌথভাবে ন্যস্ত দায়িত্ব সম্পাদন করতে পারেন। অবশ্যই বিধিসম্মতভাবে কোনও সুনির্দিষ্ট কাজ করতে হলে শুধু প্রশিক্ষণ গ্রন্থমালা নয়, সংশ্লিষ্ট আইন, নিয়ম বা আদেশের পরিপন্থী হলে (নানান কারণে যেমন ইংরেজি থেকে বাংলা

ভাষান্তর করতে গিয়ে, ‘গ্রন্থমালাতে’ অর্থের কিছু তফাত এসে গেছে) গ্রন্থমালা নয়, সেই আইন, নিয়ম বা আদেশই প্রযোজ্য হবে এবং সেই অনুযায়ী কাজ করতে হবে।

প্রথমোক্ত বিষয়ে ফিরে গিয়ে পুনরুক্তি করা যায় যে বিদ্যালয়ের পরিচালন কমিটিতে বা সিলেকশন কমিটিতে পঞ্চায়েত সমিতি যে সদস্য মনোনয়ন করবেন তাঁর কোনও নির্দিষ্ট শিক্ষাগত যোগ্যতা থাকা আবশ্যিক নয়। স্নাতক নন এমন কোনও ব্যক্তিকে যদি পঞ্চায়েত সমিতি ইতিপূর্বে মনোনয়ন করে থাকে বা ভবিষ্যতে করে, সেই মনোনয়নকে সঠিক নিয়মসম্মত বলেই ভাবতে হবে এবং তাকে সিলেকশন কমিটির আইনগ্রাহ্য সদস্য হিসাবে কাজ করতে দিতে হবে।

এলাকার সকল পঞ্চায়েত সমিতিকে বিষয়টি অবিলম্বে অবহিত করার জন্য জেলাশাসককে অনুরোধ জানানো হল।

সত্যেন্দ্রনাথ ঘোষ  
প্রধান সচিব,  
পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ  
পশ্চিমবঙ্গ সরকার



## Department Of Panchayat & Rural Development

No. 4158/PN/O/I/IA-W/88 (Pt. II).

Dated : 22.8.97

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

To : The Director of Panchayats, & Rural Development, West Bengal.

### **MEMORANDUM**

In continuation to this Department Memo No. 23761-Panch/2A-18/78 dated 23-10-1978, the Governor is pleased to decide as follows.

(a) If, at any stage before or after commencement of the proceedings for recruitment against any vacancy, it is observed that one or more of the candidates under consideration for the Secretary are related, by birth or by marriage, to any member of the Block level Selection Committee referred to in clause (2) of the aforesaid Memo dt. 23-10-1978, such member shall not take part in any proceeding or further proceedings of the Selection committee. The Committee shall report the circumstances to the District Magistrate and the Director of Panchayats and Rural Development, West Bengal immediately.

(b) The District magistrate shall nominate one Group 'A' Officer to act as member in place of the member debarred from participating under clause

(A) for the limited purpose of that recruitment only. The District Magistrate shall communicate his decision in this regard to the S.D.O. and the B.D.O. concerned and the Director of Panchayats and Rural Development, West Bengal.

(c) Three members of the Committee including the Chairman shall form quorum and when quorum is formed, absence of one or more members shall not vitiate the proceedings of any meeting of the Selection Committee.

This order takes immediate effect.

Sd/- S. N. Ghosh

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





## Department Of Panchayat & Rural Development

No. 4159/PN/O/I/IA-10/88 (Pt. I).

Dated : 22.8.97

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

To : The Director of Panchayats & Rural Development, West Bengal.

### MEMORANDUM

In continuation of this department memo. No. 92-Panch/2A-21/88 dt. 8.1.79 read with memo. No. 9468-Panch/2A-21/78 dt. 6.7.1979 the Governor is pleased to decide as follows :—

(a) If at any stage before or after commencement of the proceedings for recruitment against any vacancy, it is observed that one or more of the candidates under consideration for the purpose of selection for appointment to the post of Job Assistant, are related, by birth or by marriage, to any member of the Block-level Selection Committee referred to in clause 2(b) of the aforesaid memo dated 8.1.79 member shall not take part in any proceeding or further proceedings of the Selection Committee. The Committee shall report the circumstances to the District Magistrate and the Director of Panchayats and Rural Development W. B. Immediately.

(b) The District Magistrate shall nominate one Gr. A officer to act as member in place of the member debarred from participating under clause (a) for the limited purpose of that recruitment only. The District Magistrate shall communicate the decision in this regard to the S. D. O. and the B. D. O. concerned and the Director of Panchayats and Rural Developments, W. B.

(c) Three members of the Committee including the Chairman shall form quorum and when quorum is formed, absence of one or more members shall not vitiate the proceedings of any meeting of the Selection Committee.

This order takes immediate effect.

Sd/- S. N. Ghosh

Principal Secy. to the Govt. of W.B



No. 4497/PN/O/I/4B-2/97  
: 17.9.1997

Dated

## MEMORANDUM

On reconstitution of Panchayats in West Bengal after general elections in 1978, the State Government decided that the office of the Block Development Officer and that of the Panchayat Samiti should be located in one and the same premises as because these two Block level establishments are not only organically linked but functionally intertwined, interdependent and complimentary to each other.

The State Government also holds that albeit close relationship between these two establishments, there are certain responsibilities and functions which are exclusive to one of them with the little or no connection with the other. Such situation demands that clear and distinct identity of both the offices should be maintained.

The undersigned is, therefore, directed by order of the Governor to say that the Governor has been pleased to decide, in suppression of previous orders and directions issued in this behalf, that although office of the Block Development Officer and that of the Panchayat Samiti shall always be deemed to be located in one premises without any physical demarcation of jurisdiction even when two separate buildings are used for sitting accommodations, separate identity of these

two offices shall be maintained and for that purpose, signboard(s) put up on the premises should display name of the Panchayat Samiti and also that of the office of the Block Development Officer.

Sd/- S. N. Ghosh

Principal Secretary to the

Govt. of West Bengal.

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## Department Of Panchayat & Rural Development

No. 4930 (4)-PN/O/III/2A-17/94

Dated : 21.20.96

From : Principal Secretary to the Government of West Bengal,  
Panchayat Rural

Development Department

To : 1. The Executive Officer, P. O., Dist.

2. The District Magistrate

3. The Addl. Executive Officer, Malda Zilla Parishad, P.O. Dist.

4. The Secretary, Zilla Parishad

Sub : Regularization of Casual/Contingent/daily rated workers under  
Panchayat Institutions.

Sir,

I am directed to refer to the correspondence made by several Zilla Parishads regarding applicability or guidelines for absorption of casual/contingent/daily rated workers as contained in Labour Deptt. Circular No. 100-Emp. dated 13. 3. 96 for the employees of Panchayat Institutions and

to state as follows :

1. The guideline of the Labour Deptt. referred to above, is meant for regular establishments of the Govt. of West Bengal only as clarified by Labour Deptt. vide their No. 310-Emp. dated 25.7.96. Any decision on their applicability in respect of staff structure of a Panchayat of any tier would require further examination in consultation with Finance Deptt. Hence the regularisation of the casual workers of Zilla Parishads should not repeat should not be done till specific orders from this Deptt.

2. A draft of the proposed West Bengal Panchayats (Recruitment and conditions of appointment of employees of Zilla Parishad) Rules was circulated under this Deptt. Memo. No. 4725-PN./O/III/2E-48/91 dated 20.9.96 and all Zilla Parishads have been requested to send their views on this draft by 15.10. 96. In the same letter, it has been mentioned that clearance for filling up of vacant posts will henceforth be issued only in respect of such vacant posts which are already existing and have been included in the draft uniform staff pattern circulated vice this Deptt. letter No. 2819/PN/O/III/2E-48/91 dated 8.10.95. The Zilla Parishads may take into consideration the candidature of existing eligible casual workers already working in a post being appointed in an irregular manner on or before 31.12.91, along with other eligible applicants sponsored by Employment Exchanges or those responding to open advertisement, as the case may be, as prescribed in the draft of the W. B. Panchayat (Recruitment and Conditions of appointment) Rules while filling up those posts. It may please be noted that filling up of all such vacancies shall be subject to prior administrative clearance of this Deptt.

3. The introduction of the Uniform staff pattern necessitate creation of a few new post in the Zilla Parishads and eligible casual worker with requisite qualifications may be given an opportunity along with other candidates (sponsored by Employment Exchange and/or responding to advertisement) to complete for appointment in any such post, before the recruitment committee or any other authority duly empowered by the Govt. by statute or by order, to supervise the process of recruitment for that particular post on behalf of the Zilla Parishad concerned. This process however would only begin after the posts have been created and notified, following clearance by the Finance Deptt.

4. It is reiterated that except for the post mentioned at para 2 ante, no casual worker shall be regularise by the Zilla Parishads. Even for filling the vacancies mentioned at para 4, prior clearance of the Govt. in Panchayat and Rural Development Deptt. must be obtained. In the event or any departure from the procedure laid down in proceeding paragraph for appointment and/ or regularisation of service of any casual worker by any Zilla Parishad or other Panchayat, the Zilla Parishad or the Panchayat concerned shall be entirely responsible for meeting the expenditure maintaining such staff out of its own resources i. e. without -utilising any fund or its accretion allotted for any purpose by the State Govt. or any other authority.

The Govt. in the Panchayat & R. D. Deptt. shall not allot any fund as contribution towards salary etc. for post filled up without administrative clearance of the Panchayats and R. D. Deptt.

Yours faithfully,

Sd/- S. N. Ghosh

Pr. Secy. to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No.. 4936 – PN/ O/III/ 2E – 73/96

Dated: 3.11.1997

From : Dy. Secretary to the Government of West Bengal.

To : The Director of Panchayats & RD, West Bengal.

Sub : Model 100 Point roster for the exempted and other categories with due regard to the statutory provisions for the reservation for Scheduled Castes & Scheduled Tribes and Other Backward Classes.

The undersigned is directed to forward herewith a copy of Chief Secretary's Circular issued under Labour Department's No 500 – Emp/IM-43/94 dated 7.10.97 on the above subject for information and necessary action.

Deputy Secretary to the  
Government of West Bengal

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No. 9541/V/Panch/3A-69/90  
: 4.9.90

Dated

## NOTIFICATION

Whereas the Gram Panchayats are being given gradually increasing funds for performing diverse activities.

And whereas it is considered expedient to have a better appraisal of financial transactions performed by the Gram Panchayats.

Now, therefore, the Governor is pleased to accord approval to the introduction of the new Audit Proforma for Gram Panchayats with effect from 1-4-90 in cancellation of the existing Audit proforma framed and circulated under G. O. No. II/22598-Panch/3A-1 27/89 dated 30-9-80.

By order of the Governor,

Sd/- L. B. Pariyar

Secretary to the Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 15001/DP

Dated : 27.10.87

To : The District Panchayat Officer,/S. D. O/B. D. O.

Sub : Recruitment to the posts of Secretary to the Gram Fanchayats constituted under West Bengal Panchayat Act, 1973.

With reference to the above and in continuation of the G. O. No. 23761 / Panch/2A-18/78 dated 23.10.78 issued by the Panchayat Department, it has been decided that henceforth there shall be a written test of 75 marks and an Oral Test of 25 marks for selection of Candidates to the post of Gram Panchayat Secretary.

Sd/- P. Ray

Director of Pctnchayats

West Bengal







## Department Of Panchayat & Rural Development

No. 3712/V/Panch/3F-1/92

Dated : 11.1.93

From : The Secretary,

Department of Panchayats

To : The Accountant General, West Bengal Treasury Buildings,  
Calcutta-1

Sub : Opening of Zilla Parishad Local Fund Account of Dakshin  
Dinajpur Zilla Parishad with Balurghat Treasury.

Sir,

I am directed to say that consequent upon the bifurcation of the erstwhile West Dinajpur District into two new Districts namely Uttar Dinajpur District and Dakshin Dinajpur District with headquarters at Raigunj and Balurghat respectively, two Zilla Parishads—namely Uttar Dinajpur Zilla Parishad and Dakshin Dinajpur Zilla Parishad have been constituted in terms of this Deptt. Notification Nos. 2156/I/Panch/IP-1/92 dt. 30.7.92 and 2154/ I/Panch/IP-1/92 dated 30.7.92 respectively.

2. As in terms of section 179(1) of the West Bengal Panchayat Act 1973, laying down that for every Zilla Parishad there shall be constituted a Zilla Parishad Fund (Local Fund Account) bearing the name of the Zilla

Parishad, I am directed by order of the Governor to say that the Governor is pleased to sanction as required under S. R. 439 of the Treasury Rules, West Bengal and subsidiary Rules, Vol. I, made thereunder, the opening of Local Fund Account with Balurghat Treasury under the title and name—Dakshin Dinajpur Zilla Parishad Fund Account with immediate effect for the purpose of cash transactions in respect of the Dakshin Dinajpur Zilla Parishad only.

3. I am further directed to say that in terms of section 179(5) of the West Bengal Panchayat Act, 1973, the Zilla Parishad Fund Account was referred to in para 2 above, shall be operated by the Executive Officer of the Additional Executive Officer and/or the Secretary of that Zilla Parishad.

4. This order issues with the concurrence of the Finance (Audit) Deptt. of the Govt. of West Bengal vide their No. 10972-F, Dt. 30.10.92

Yours faithfully,

Sd/-Illegible

Secretary to the Govt. of W. Bengal



## Department Of Panchayat & Rural Development

No. 4051 (16)—CDP/6S-1/87

Calcutta, the

1st July, 1988

From : Shri J. K. Bandhu

Deputy Secretary to the Govt. of West Bengal

To : District Magistrate

Sub : Job Chart of the Inspectors (Progress and Evaluation posted in Development Blocks.

Sir,

I am directed to say that the Inspectors (Progress & Evaluation) posted at Development Blocks of this state play a very important role in rural development work, its planning, implementation and monitoring at the Block level. With the progressively increasing emphasis on allround development of rural people by the State Government, work actually performed by the Inspector (P & E) of a Development Block has undergone changes over the years. But the Job Chart of the Inspectors (P & E) drawn up as far back as in 1978 does not reflect properly the work being performed by them, there is. Therefore, need for properly defining the work through a new Job Chart.

2. In the circumstances, I am directed by order of the Governor to say that

the Governor has been pleased, in supersession of all previous orders on the subject, to prescribe the Job Chart, as in the Annexure, for the Inspectors (Progress & Evaluation).

3. This will come into immediate effect.

Yours faithfully,

Sd/- J. K. Bandhu

Deputy Secretary to the

Govt. of West Bengal



No. 4113-PN/O/V/3F-4/97  
19.8.97

Dated :

## MEMORANDUM

In exercise to the power conferred by sub-section (4) of section 132 and of section 179 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor was pleased, in consonance of rule 105 of the West Bengal Zilla Parishads (Election, Constitution and Administration) Rules, 1964, to sanction, by various orders issued from time to time, one Local Fund Account for each Panchayat Samiti, Zilla Parishad or Mahakuma Parishad within the State with the direction that the amount standing to the credit of the Panchayat body concerned, would be kept in such Local Fund Account standing in the name of the respective Panchayat body, that the said Account would be lodged in the Treasury having jurisdiction and, that operation of the Account would be governed by SR439 of the Treasury Rules, Vol. I, West Bengal.

2. In terms of the orders referred to in the preceding paragraph, entire fund of Panchayat Samiti, Zilla Parishad or Mahakuma Parishad, except for a few isolated instances covered by specific orders of the State Government, is required to be kept in the Local Fund Account. Under the existing provisions, the Panchayat bodies, unless specifically empowered by order of the State Government, cannot maintain any other account in either the Treasury or any other financial institution including bank.

3. It has recently been brought to the notice of the State Government that by various orders of the State Government in different Departments, fund had been released in favour of a Panchayat Samiti, Zilla Parishad or Mahakuma Parishad as the case may be, placing such fund in Personal Ledger Account (P.L.A/c.) concerning that Panchayat body. While issuing any such order, it has escaped the notice of the authority concerned that a Panchayat body is not empowered to maintain a Personal Ledger Account which may be maintained only by an officer of the State Government under certain specified circumstances following an order of the State Government within the operational parameter laid down by S.R. 410 and other related Rules of Treasury Rules, Vol. 1, West Bengal. Consequently, reference to P.L. A/c. in all such cases had been casual, obviously incorrect and inoperative. Besides, as the Panchayat body concerned neither is authorised to maintain nor actually maintains any P.L. A/c. the fund had in all such cases been kept deposited in the Local Fund Account, the only A/c. available in the Treasury for that Panchayat. Consequently, the Panchayat body concerned had no difficulty so far in utilising the fund. Notwithstanding the actual situation which does not indicate any irreconcilable irregularity despite an obviously mistaken reference on the part of fund-disbursing authority, the State Government is of the view that the orders referring to the P.L. A/c. in place of Local Fund A/C. is erroneous and defective and therefore the correct position should be brought to the notice of all concerned.

4. In consideration of the situation as delineated in the foregoing paragraphs, the undersigned is directed by the order of the Governor to state that the Governor is pleased to direct that any earlier order of this

Department as also of any other Deptt. of the State Government for allotment of fund in favour of a Panchayat Samiti, Zilla parishad or Mahakuma parishad whereing fund had been placed mistakenly in personal Ledger Account (P.L. A/c), shall hereby stand corrected and such allotment shall, with effect from the date of placement of such fund, be deemed to be palced in the Local Fund Account of the Panchayat concerned. The Governor is also pleased to regularise any action taken meanwhile by a competent authority with the belief that such fund has actually been placed in the Local Fund Account of the Panchayat body.

This has concurrence of the Finance Deptt. vide Finance (Audit) Deptt.

U/O 1670, Gr 'T dt. 11.8.1997.

Sd/- S. N. Ghosh

Principal Secretary to the

Govt. of West Bengal.

প্রাপক : প্রধান.....  
গ্রাম পঞ্চায়েত, পোঃ .....  
জেলা.....

নং : সি/ডিপি/২এম-১/৯৫/২০২৪ তারিখ: ৩১/৩/ ১৯৯৭

বিষয় : গ্রাম সংসদের বাৎসরিক অধিবেশন অনুষ্ঠান।

প্রিয় মহাশয়/ মহাশয়া,

আপনি অবগত আছেন যে, ১৯৭৩ সালের পশ্চিমবঙ্গ পঞ্চায়েত আইন ও পরবর্তী বিভিন্ন সংশোধনীর মাধ্যমে গ্রাম সংসদ ও গ্রাম সভার ভূমিকার অপরিহার্যতা ও গুরুত্বের কথা বলা হয়েছে। একদিকে আইনের সুস্পষ্ট নির্দেশ, অপরদিকে তৃণমূল স্তরে মানুষের আশা-আকাঙ্ক্ষা, চিন্তা-ভাবনাকে একত্রীভূত করে সুস্পষ্ট রূপ দেবার প্রয়োজনে গ্রাম সংসদ ও সেই সঙ্গে গ্রামসভাকে গনতান্ত্রিক বিকেন্দ্রীকরণ প্রচেষ্টায় একটি অনন্য ভূমিকায় প্রতিষ্ঠিত করেছে।

আপনি নিশ্চয়ই জানেন যে, পশ্চিমবঙ্গ পঞ্চায়েত আইনের ১৬ (ক) ধারা অনুযায়ী প্রতিটি গ্রাম সংসদে বছরে দুইবার - সাধারণত মে ও নভেম্বর মাসে এবং ১৬ (খ) ধারা অনুযায়ী প্রতিটি গ্রামসভায় বছরে একবার - সাধারণত ডিসেম্বর মাসে, - অধিবেশন করা অবশ্যকর্তব্য। এই আইনের ১৭ (ক) ধারায় গ্রাম সংসদের অধিবেশনে আলোচ্য বিষয়সূচী কী হবে সেই সম্বন্ধে নির্দেশ দেওয়া আছে। আলোচ্য অধিবেশনগুলি অনুষ্ঠিত না হলে গ্রাম পঞ্চায়েতের অনেকেগুলি প্রয়োজনীয় কর্ম অসম্পাদিত থেকে যায়। এছাড়াও পূর্বোক্ত ধারার ৫নং উপধারাতে বলা আছে যে, গ্রাম সংসদ ও গ্রাম সভার অধিবেশন বিধিবদ্ধভাবে অনুষ্ঠিত না হলে পঞ্চায়েত আইনের ২১৩ দা ২১৪ ধারা প্রয়োগে গ্রাম পঞ্চায়েত বা তার (বাজেট ও অর্থসংস্থান) নিয়মাবলী, ১৯৯৬ অনুযায়ী গ্রাম পঞ্চায়েতের বাজেট গ্রাম সংসদ ও গ্রামসভার বাজেট ব্যতিরেকে গ্রাম পঞ্চায়েত বা প্রধান পঞ্চায়েতের অর্থভান্ডার থেকে কোনও রকম ব্যয় করার অধিকার পাবেন না। এই রকম অবাঞ্ছিত অবস্থার উদ্ভব হলে পঞ্চায়েত ও জনসাধারণের স্বার্থে সেই গ্রাম পঞ্চায়েত বা প্রধানের বিরুদ্ধে শাস্তিমূলক ব্যবস্থা নেওয়ার প্রয়োজন অনুভূত হবে।

খুবই আনন্দের কথা যে, আমাদের রাজ্যে বেশিরভাগ ক্ষেত্রেই গ্রাম পঞ্চায়েত এই বিষয়টি সম্বন্ধে সচেতন এবং নভেম্বর ৯৬ সালের অনুষ্ঠিতব্য গ্রাম সংসদ ও ডিসেম্বরে অনুষ্ঠিতব্য গ্রাম সভার অধিবেশন তারা নিয়মিতভাবে করেছেন। কিন্তু দুঃখের সঙ্গে এও লক্ষ করা গেছে যে যথেষ্ট সংখ্যক মানুষকে



উদ্ধৃত করতে না পারার ফলে কোথাও কোথাও উপস্থিতির হার প্রয়োজনের তুলনায় কম হয়েছে। সেই কারণে অনেক ক্ষেত্রে মূলতুবি সভা করে নিয়মরক্ষা করা হয়েছে। আর যে সব গ্রাম পঞ্চায়েত কোনও সভাই করেননি, তাঁরা তো সম্পূর্ণ আইনবিরুদ্ধ কাজ করেছেন। আমরা রাজ্য সরকারের তরফ থেকে প্রশাসনিক স্বচ্ছতার উপরে জোর দিচ্ছি এবং সেই প্রসঙ্গে পঞ্চায়েত কী ধরনের কাজকর্ম হয়েছে, আগামী দিনগুলিতে কী কী কাজ হবে, বার্ষিক বাজেট, বার্ষিক কর্মপ্রকল্প, গ্রামীণ পরিকল্পনা, বেনিফিসিয়ারিকমিটি গঠন, বিভিন্ন প্রকল্পে কারা উপকৃত হবেন সেই তালিকা গঠন, জাতীয় সামাজিক সহায়তা প্রকল্প ও গুচ্ছ জীবনবীমা প্রকল্প এগুলির সম্বন্ধে সাধারণ মানুষকে অবহিত করা, নিরীক্ষা-প্রতিবেদন-পর্যালোচনা, এই সমস্ত ব্যাপারগুলি নিয়ে গ্রাম সংসদ এবং গ্রাম সভার অধিবেশনে বিস্তৃত আলোচনা হওয়া প্রয়োজন।

আপনি অবগত আছেন যে, আগামী মে মাসে গ্রাম সংসদের বাৎসরিক অধিবেশন অনুষ্ঠিত করতে হবে। এব্যাপারে এখন থেকে যথেষ্ট প্রস্তুতি নেওয়ার প্রয়োজন আছে। সাধারণ মানুষকে এইসব সভায় আকৃষ্ট করতে হবে এবং এ ব্যাপারে তন্নিষ্ঠ প্রচারের প্রয়োজন আছে। আশা করি এই দিকটি আপনারা গুরুত্বসহকারে বিবেচনা করবেন। আপনার গ্রাম পঞ্চায়েতে সবকিছু সংসদে যাতে যথাযথ ও অর্থবহভাবে সভা অনুষ্ঠিত হয় সেই দিকে লক্ষ রাখতে আপনাকে অনুরোধ করছি। অন্যথায় সরকারকে অব্যঞ্জিত হলেও কঠোরভাবে আইন প্রয়োগ করে উপযুক্ত ব্যবস্থা গ্রহণ করতে হতে পারে।

আপনাদের সহযোগিতায় ও ঐকান্তিকতায় পশ্চিমবঙ্গের পঞ্চায়েত ব্যবস্থা ভারতবর্ষের মধ্যে সর্বোত্তম এবং উদাহরণস্বরূপ হয়ে উঠবে, এটাই আমাদের আশা।

নমস্কারান্তে,

ভবদীয়,  
সূর্যকান্ত মিশ্র



No. 1159/PN/O/I/3C-U/95

Dated : 24.5.1996

## **ORDER**

In continuation of this Deptt. order No. 5/PN/O/I /3C-14/95 and No. 6/PN/O/I/3C-14/95 both dated 2. 1. 1996, the Governor is further pleased to direct by way of clarification that the scope, powers and functions of the Artha, Sanstha, Unnayan O parikalpana Sthayee Samiti of a Panchayat Sarniti, Zilla Parishad or Mahakuma Parishad as the case may be, for the purpose of execution of the assigned programmes such as IRDP, TRYSEM, DWCRA or any other related sub-programme, shall remain limited to overall supervision, review and monitoring of these sub-programmes as contradistinguished from Administrative functions for execution of schemes which shall continue to be performed by the D. R. D. A. concerned. Utilisation of fund available to the DRDA shall also continue to be the responsibility of the Governing Body of the respective D. R. D. A.

By order of the Governor

Sd/- S. N. Ghosh

Principal Secretary to the Govt. of W. Bengal

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## Department Of Panchayat & Rural Development

No. 1161/PN/O/1/2A-1/85

Dated : 23.5.95

From : D. Chakraborty,

Officer-on-Special Duty & Ex-Officio Deputy Secretary to the Govt. of  
West Bengal.

To : The Executive officer, \_\_\_\_\_ Zilla Parishad.

Sub: Bidyut-O-Achiracharit Shakti Sthayee Samiti of Zilla Parishad and  
Panchayat Samity.

Sir,

I am directed to refer to this Department memo No. 129(17)/I/Panch dated 19. 1. 94 and 127(17)/I/Panch dated 19. 1. 94 on the subject mentioned above and to say that M. L. A. s/M. Ps may be specially invited to participate in the discussions in any meeting of the Sthayee Samiti as and

when considered necessary for the purpose of resolving issues requiring their views and interference.

The Executive Officers of the Panchayat Samities may kindly be kept informed so that the Panchayat Samiti may also take similar actions in the matter.

Yours faithfully,

Sd/- D. Chakraborty

Officer-on-Special Duty & Ex-Officio Deputy  
Secretary to the Govt. of West Bengal





## Department Of Panchayat & Rural Development

No. 1251/I/Panch/2A-1/85

Dated : 19.5.94

### **ORDER**

In continuation of this Department No. 128/I/Panch/2A-1/85 dated 19-1-1994 issued under clause (c) of Sub-Section (2) of Section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is further pleased to appoint the Deputy Director-in-Charge, Animal Resources Development Deptt. of each district as a member of "Bidyut-O-Achiracharit Shakti Sthayee Samiti" of the Zilla Parishad at the concerned district.

By Order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 1397/PN/O/I/2A-2/93

Dated : 15.6.95

From : Shri S. N. Ghosh

Secy, to the Govt. of West Bengal

To : The Sabhadhipati

Howrah Zilla Parishad

Sub : Clarification regarding section 125(4) of the West Bengal Panchayat Act 1973

Sir,

I am directed to refer to your D. O. No. PAS-38 dt. 26.5.95 addressed to the M. I. C of this Deptt. on the subject mentioned above and to say that under the provision referred to a Karmadhyaksha is not empowered to convene a meeting of the officers and staff of the Panchayat Samiti even if involved in execution of schemes of that Sthayee Samiti.

The Karmadhyaksha may, however when authorised by the Sthayee Samiti (obviously such authorisation can be made in an earlier meeting) require any officer or staff of Panchayat Samiti having functional linkage to attend a meeting of the Sthayee Samiti in terms of Sec. 125(4) (C) of the West



Bengal Panchayat Act, 1973.

Yours faithfully,

Sd/- S. N. Ghosh Secy, to the Govt, of West  
Bengal

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## Department Of Panchayat & Rural Development

No. 1628/I/Panch/2A-1/85

Dated : 23.6.94

### ORDER

In continuation of this Deptt. No. 128/I/Panch/2A-1/85 dated 19. 1. 94 issued under clause (c) of sub-section (2) of section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is further pleased to appoint the General manager, District Industries Centre, of the respective district, serving under Cottage and Small Scale Industries Deptt. as a member of Bidyut-O-Achiracharit Shakti Sthayee Samiti of the Zilla Parishad for that district.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal





No. 1637/I/Panch/1A-14/89

Dated : 20.6.94

## **ORDER**

In exercise of the power conferred under Clause (b) of Sub-Section (7) of Section 185B of the West Bengal Panchayat Act, 1973 (West Ben. Act. XLI of 1973), the Governor, in supersession of this Deptt's order No. 26665/I/ Panch/1A-14/89 dated 1. 11. 89 and order No. 1031/I/Panch/1A-14/89 dated 6. 4. 92, is pleased hereby to accord approval to the constitution of five Sthayee Samities for Siliguri Mahakuma Parishad, in addition to the "Artha Sanstha Unnayan-O-Parikalpana" Sthayee Samiti, as shown below :

- (1) Purta Karya Paribahan Jana Swastha-O-Paribesh Sthayee Samiti.
- (2) Krishi Sech Samabaya Khudra Shilpa Bidyut-O-Achiracharit Shakti Sthayee Samiti.
- (3) Siksha, Sanskriti, Tathyo-O-Krira Sthayee Samiti.
- (4) Bon-O-Bhumi Sanskar and Matsya-O-Prani Sampad Bikash Sthayee

Samiti.

(5) Khadya and Sarbaraha Tran-O-Janakalyan Sthayee Samiti.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 2649/I/Panch/2A-  
1/85

Dated : 15.11.94

### **ORDER**

In continuation of this Deptt. No. 2980/I/Panch/2A-1/85 dated 23.9.93 issued under clause (c) of Sub-Section (2) of Section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, for carrying on sericultural activities smoothly in the field level in close association with Panchayats, is further pleased to appoint the Extension Officer of Sericulture (in charge of Technical Service Centre) within the area of a Block, serving under Cottage and Small Scale Industries Department as a member of Khudra Shilpa Tran-O-Jana Kalyan Sthayee Samiti of the respective Panchayat Samiti.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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No. 5/PMO/I/3C-14/95

Dated : 2.1.96

### **ORDER**

In exercise of the power conferred by section 212 of the West Bengal panchayat Act, 1973 (West Ben. Act XLI of 1973) as subsequently amended, the Governor, in modification of earlier orders issued in this behalf, is pleased hereby to direct that the Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti of a Panchayat Samiti shall, until a regular arrangement is designed on amendment of the aforesaid Act or any rule thereunder, exercise the powers and perform the functions within the framework of the existing guidelines and orders issued in this behalf, for formulation, execution, monitoring and other incidental actions with respect to the assigned programmes, viz., IRDP, TRYSEM, DWCRA as also any sub-programme under them subject to the direction and control of the Panchayat Samiti within the concept and meaning of the provisions contained in sub-section (6) of section 124 ibid until further direction issued in this behalf.

By order of the Governor,



Sd/- S. N. Ghosh

Principal Secretary to the Govt. of W. Bengal

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## Department Of Panchayat & Rural Development

No. 6/PN/N/III/1P-4/94

Dated : 6.1.95

### **ORDER**

In continuation of this Deptt. No. 2979/I/Panch/2A-1/85 dated 23. 9. 93, the Governor in exercise of the power conferred by clause (c) of sub-section (2) of Section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), is further pleased to appoint the District Library Officer, posted in each district of this State except the district of Darjeeling as a member of Siksha Sanskriti Tathya O Krira Sthayee Samiti for the respective Zilla Parishad.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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No. 6/PN/O/I/3C-14/95

Dated : 2.1.96

## **ORDER**

In exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973 (West Ben Act XLI of 1973) as subsequently amended, the Governor, in modification of earlier orders issued in this behalf, is pleased hereby to direct that the Artha Sanstha, Unnayan O Parikalpana Sthayee Samiti of a Zilla Parishad or Mahakuma Parishad shall, until a regular arrangement is designed on amendment of the aforesaid Act or any rule thereunder, exercise the powers and perform the functions within the framework of the existing guidelines and orders issued in this behalf, for formulation, execution, monitoring and other incidental actions with respect to the assigned programmes, viz., IRDP, TRYSEM, DWCRA as also any sub-programme under them subject to the direction and control of the Zilla Parishad or Mahakuma Parishad as the case may be, within the concept and meaning of the provisions contained in sub-section (6) of section 171 *ibid* until further direction issued in this behalf.

By order of the Governor,

Sd/- S. N. Ghosh

Principal Secretary to the Govt. of W.  
Bengal

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## Department Of Panchayat & Rural Development

No. 126 / I/ Panch/ 2A – 1/ 85

Dated: 19.1.94

### ORDER

In exercise of the power conferred by clause (C) of Sub-Section (2) of Section 124 of the West Bengal Panchayat Act, 1973 (West Bengal Act, XLI of 1973), the Governor is pleased hereby to appoint the Officer as shown in the table below as members of the Sthayee Samiti of Panchayat Samiti as mentioned in the table.

### Table

#### Bidyut O Achiracharit Shakti Sthayee Samiti

1. Assistant Engineer, Distribution, (O&M) Sub-Division, West Bengal State Electricity Board, having jurisdiction in the concerned Block.
2. Assistant Engineer, RE Construction Sub-Division, West Bengal State Electricity Board having jurisdiction in the concerned Block.
3. Assistant Engineer of Group Electric Supply Station, West Bengal State Electricity Board, having jurisdiction in the concerned Block where such Group Electric Supply is actually headed by an assistant Engineer.
4. Industrial Development Officer having jurisdiction.

5. Director, West Bengal Renewable Energy Development Agency.
6. Executive Director (Distribution), Calcutta Electric Supply Corporation Ltd. (for Sthayee Samitis of such Panchayat Samitis within the districts of South 24 Parganas, Howrah and Hooghly where power supply is made by the CESC Ltd.)

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal.

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## Department Of Panchayat & Rural Development

No. 127 (17) / I/ Panch / 2A – 1/ 85

Dated: 19.1.94

From : Secretary to the Govt. of West Bengal  
Panchayat Department

To : The District Magistrate

Ref : Bidyut-O-Achiracharit Shakti Sthayee Samiti of  
Panchayat Samiti.

Sir,

I am directed to refer to this Department Order No. 126/ Panch dated 19.1.1994 and to state further as follows:

1. A member under serial no. 5 or 6 of the Table appended to the



above order, may nominate in Officer to attend any meeting on this behalf. Such nominee shall not be a member of the Sthayee Samiti, but he shall be allowed to participate in any discussion.

2. An MP or MLA, a Proadhan of any Gram Panchayat, a representative of any recognized workers' Union of any officer of the State Government who is not appointed as a member, may be invited to participate in any meeting as and when considered necessary.

Yours faithfully,

Sd/- S. N. Ghosh

Secretary,

to the Government of West Bengal.





## Department Of Panchayat & Rural Development

No. 128/I/ Panch/2A-1/85

Dated: 19.1.94

### ORDER

In exercise of the power conferred by clause (C) of sub-section (2) of section 171 of the West Bengal Panchayat Act 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to appoint the following officers as shown in the Table below as member of Bidyut-O-Achiracharit Shakti Sthayee Samiti of the Zilla Parishad.

### TABLE

#### **Bidyut-O-Achiracharit Shakti Sthayee Samiti**

1. Zonal Manager, West Bengal State Electricity Board, having jurisdiction in any part of the district.
2. Superintending Engineer (O&M), West Bengal State Electricity Board having jurisdiction in any part of the district.
3. Divisional Engineer (R.E.), West Bengal State Electricity Board having jurisdiction.
4. Divisional Engineer (EHT) (O&M), West Bengal State Electricity Board having jurisdiction.
5. Divisional Engineer (O&M), West Bengal State Electricity Board, having jurisdiction.
6. Secretary, Department of Science & Technology.

7. Director, West Bengal Renewable Energy Dev. Agency.
8. Executive Director (Distribution, Calcutta Electric Supply Corporation Ltd., (for Sthayee Samitis of South 24 Pargans and North 24-Parganas, Howrah and Hooghly Zilla Parishad).

By order of the Governor

Sd/- S.N. Ghosh

Secretary

to the Government of West Bengal.

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## Department Of Panchayat & Rural Development

No. 129/I/ Panch/2A-1/85

Dated: 19.1.94

From : Secretary to the Govt. of West Bengal

To : The Executive Officer,

\_\_\_\_\_Zilla Parishad/ Mahakuma Parishad.

Ref : **Bidyut-O-Achiracharit Shakti Sthayee Samiti of Zilla Parishad.**

Sir,

I am directed to refer to this Department order no. 128/ Panch dated 19.1.94 appointing members of the above Sthayee Samiti. In this connection, I am directed to state further as follows:

1. A member under Serial nos. 6, 7 or 8 of the Table appended to the above order, may nominate an officer to attend any meeting on his behalf. Such nominee shall not be a member of the Sthayee Samiti; but he shall allowed to participate in any discussion.
2. An MP or MLA or any officer of the State Government who is not appointed as a member, may be invited to participate in any meeting as and when considered necessary.

Yours faithfully,

Sd/- S.N. Ghosh

Secretary

to the Govt. of West Bengal

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No. 130/I/Panch/2A-1/85

Dated : 19.1.94

**ORDER**

In exercise of the power conferred by Section 212 of the West Bengal Panchayat Act 1973 (West Bengal Act XLI of 1973) and pending framing of rules under sub-section (6) of section 124, and of section 171 ibid, the Governor is pleased hereby to direct that the powers, functions and duties of the Bidyut-O-Achiracharit Shakti Sthayee Samiti of a Panchayat Samiti and of a Zilla Parishad shall be exercised and performed in relation to matters as follows :

- (1) Extension of Service connection;
- (2) Supervision over running, maintenance and repairs;
- (3) Maintenance and replacement of meters;
- (4) Billing of arrear and current dues;
- (5) Collection of revenue;
- (6) Disposal of complaints regarding electricity supply and service facilities;
- (7) Street lighting facilities;

- (8) Electric supply for water supply scheme;
- (9) Electrification of community service like Health Centres Educational Institutions, Markets etc.;
- (10) Energisation of Irrigation sources;
- (11) Completion of R. E. Projects:
- (12) Maximization of service connection for complete R. E. Scheme;
- (13) Revitalization of existing R. E. Scheme;
- (14) Prevention of unauthorised energy consumption;
- (15) Detection and minimisation of theft and pilferage, of line materials and equipment;
- (16) Preparation of R. E. Scheme and intensification scheme;
- (17) Distribution, installation and promotion of Gobar Gas Plant & Sole Energy Units;
- (18) Any other non-conventional energy sources e.g. wind-mill,
- (19) The Sthayee Samiti of Zilla Parishad shall also supervise and monitor functions of the Sthayee Samitis of the Panchayat Samitis within its jurisdiction;
- (20) All Sthayee Samitis shall function within their respective territorial jurisdictions;
- (21) In case of any conflicting decision in any matter, the decision of the Sthayee Samiti of Zilla Parishad shall prevail upon any decision of a Sthayee Samiti of

any Panchayat Samiti.

By order of the Governor

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

N. 629/PNO/III/2E-51/95 (Pt. 1)  
(Calcutta) 26.2.1997

Dated :

From: S. N. Ghosh, Principal Secretary to the Govt. of West Bengal

To: The Commissioner of Family Welfare and ex-officio Special  
Secretary to the Govt. of

West Bengal.

Sub: Integration of functions of the Health & Family Welfare  
Department with that of

Panchayats.

Ref: Your No. H/FW/1174/4C-2/94 KW dated 14.11.96

Sir,

I am directed to refer to your above memo and state that under the existing situation, Janasasthya O Paribesh Sthayee Samitis of the Zilla Parishad and the Panchayat Samiti are lawfully at liberty to select the Chief Medical Officer of Health and the Block Medical Officer of Health respectively to act as Secretary of the Sthayee Samiti concerned. It is, therefore, not necessary to issue any notification for this purpose.

Under the existing statutory framework, however, the members of a Sthayee Samiti may select anyone of the Govt. appointed members (including the CMOH or the BMOH for the Janas'asthya O Paribesh Sthayee Samiti at the District or at the Block level) to act as a Secretary of the concerned Sthayee Samiti.

In view of that, this Department is taking up the issues with the Zilla Parishads pointing out the advisability of selecting the CMOH/BMOH as the Secretary of the Sthayee Samiti concerned for beter implementation of various health related programmes.

At the same time, it is also necessary that on being selected, the CMOH or the BMOH as the case may be, adopt the responsibility without any precondition and performs the duties involved without any reservation. It is, therefore, requested that the H & F W Department may also kindly consider issue of an appropriate direction to the CMOH and BMOH to that effect.

Yours faithfully,

Sd/- Pr. Secy, to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 904/I/Panch/2A-1/85 (Pt. I)

Dated : 6.4.1994

### **ORDER**

In continuation of this Department Order No. 2979/I/Panch/2A-1/85 dated 23.9.93 issued under clause (c) of Sub-Section (2) of Section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act, XLI of 1973), the Governor is further pleased to appoint the regional Transport Officer of the region as a member of Purta Karya O Paribahan Sthayee Samiti of the Zilla Parishad at the concerned District.

By order of the Governor

Sd/-S. N. Ghosh

Secretary to the Govt. of West Bengal

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নং: ২৭৫৭ (১৭) - সেল - ১/ পঞ্চ/০-৬/৯৪

তারিখ: ২৩.১১.৯৪

সত্যেন্দ্রনাথ ঘোষ

সচিব

পঞ্চায়েত ও গ্রামোন্নয়ন দপ্তর।

প্রতি

সভাপতি

..... জেলা পরিষদ

প্রসঙ্গ : ক্ষুদ্রশিল্প ত্রাণ ও জনকল্যাণ স্থায়ী সমিতি - ক্ষমতা ও দায়িত্ব।

মহাশয়,

আদেশক্রমে উদ্ধৃত প্রসঙ্গ সূত্রে আপনাকে জানাই যে, নারী ও শিশু কল্যাণ সম্পর্কিত উন্নয়ন প্রকল্পগুলি রচনা বা রূপায়ণের দায়িত্বভার সুনির্দিষ্টভাবে কোন স্থায়ী সমিতিকে বর্তমানে অর্পণ করা নেই। তপশিলী জাতি ও আদিবাসী কল্যাণ প্রকল্পগুলি সম্বন্ধেও এই উক্তিটি প্রযোজ্য। পক্ষান্তরে, সামাজিক সমতা আনয়ন ও সার্বিক আর্থ-সামাজিক উন্নয়নের দাবিতে সমাজের দুর্বলতর শ্রেণীর প্রতি লক্ষ্য রেখে প্রকল্প রচনা ও রূপায়ণের গুরুত্ব অপরিসীমা। এই ধারণা থেকে প্রতীয়মান হয় যে, নারী ও শিশু কল্যাণ, ও সেই সঙ্গে তপশিলী জাতি ও আদিবাসী কল্যাণ সংক্রান্ত প্রয়াসগুলিকে সুসংহত করে একটি নির্দিষ্ট অর্থবহু দিকে নিয়ে যাওয়ার দায়িত্ব কোন বিশেষ স্থায়ী সমিতিকে অর্পণ করা বাঞ্ছনীয় হবে। এ কথার অর্থ অবশ্য এই নয় যে, অন্য কোন স্থায়ী সমিতি সমাজের এই দুর্বলতার অংশের জন্য প্রকল্প রচনা বা রূপায়ণ করবে না। অবশ্যই অন্যান্য স্থায়ী সমিতিও তাদের নির্দিষ্ট ভূমিকার মধ্যে নারী ও শিশু কল্যাণ, বা তপশিলী জাতি ও আদিবাসী কল্যাণের কাজে সবিশেষ যত্নবান হবে। তবে একটি বিশেষ স্থায়ী সমিতি যদি সমাজের দুর্বলতর শ্রেণীর প্রতি বিশেষ দৃষ্টি

রেখে তাদের আশা-আকাঙ্ক্ষা ও প্রয়োজন অনুধাবন করে এবং সেই দৃষ্টিকোণ থেকে বিভিন্ন প্রকল্প রচনা, প্রকল্পগুলির মধ্যে সংযোগ সাধন ও এদের স্বার্থে প্রকল্পগুলির মূল্যায়ন করে, তবে প্রকল্পগুলি সম্পূর্ণ সার্থক হয়ে উঠতে পারে। এই দৃষ্টিকোণ থেকে বিবেচনা করে রাজ্য সরকার নিম্নলিখিত সিদ্ধান্তে উপনীত হয়েছেন:

- (১) জেলা পরিষদ ও পঞ্চায়েত সমিতি এই দুই স্তরেই ক্ষুদ্রশিল্প ত্রাণ ও জনকল্যাণ স্থায়ী সমিতি নারী ও শিশু কল্যাণ ও সেই সঙ্গে তপশিলী জাতি ও আদিবাসী কল্যাণ বিষয়ক উন্নয়ন প্রকল্পগুলির রচনা, রূপায়ণ ও মূল্যায়ন করবে। এর জন্য প্রয়োজনানুযায়ী এই স্থায়ী সমিতি অন্যান্য স্থায়ী সমিতির রূপায়িত প্রকল্পগুলিরও মূল্যায়ন করে বিভিন্ন দুর্বলতর শ্রেণীর উপকারার্থে প্রকল্পের দিক নির্দেশ করে সংশ্লিষ্ট স্থায়ী সমিতির ও জেলা পরিষদ বা পঞ্চায়েত সমিতির দৃষ্টি আকর্ষণ করবে। কোন বিষয়ে মতানৈক্য ঘটলে সমন্বয় সমিতি বা মূল সংস্থার (জেলা পরিষদ বা পঞ্চায়েত সমিতি) সিদ্ধান্ত কার্যকরী হবে।
- (২) উক্ত স্থায়ী সমিতিতে মহিলা সদস্য যত দূর সম্ভব বেশি হওয়া বাঞ্ছনীয়। জেলা বা পঞ্চায়েত সমিতি স্তরে যেখানে উক্ত স্থায়ী সমিতিতে মহিলা সদস্য উপযুক্ত সংখ্যায় নেই, সেখানে মহিলা সদস্য বেশি সংখ্যায় আনা সম্ভব কিনা, তা চিন্তা করে দেখতে পারেন। এই স্থায়ী সমিতিতে তপশিলী জাতি ও আদিবাসী সদস্যেরও প্রতিনিধিত্ব থাকা প্রয়োজন। এই স্থায়ী সমিতির কর্মাধ্যক্ষ পদেও একজন মহিলা থাকা বাঞ্ছনীয় বলে মনে হয়। এটি অবশ্যই একটি রাজনৈতিক সিদ্ধান্ত। এই বিষয়ে বিবেচনা করে এবং পঞ্চায়েত সমিতির সভাপতিগণের সঙ্গে আলোচনা করে একটি সবদিক থেকে শ্রেয় সিদ্ধান্ত নেওয়ার জন্য অনুরোধ করি।
- (৩) ক্ষুদ্রশিল্প ত্রাণ ও জনকল্যাণ স্থায়ী সমিতিতে জেলাস্তরে এবং ব্লকস্তরে কয়েকজন আধিকারিককে সরকার মনোনীত সদস্য করা

আছে। এই নতুন দায়িত্বভারকে সুসম্পন্ন করার জন্য আরও কিছু সরকারি বা আধাসরকারি আধিকারিককে সদস্যপদে নিয়োগ করার প্রয়োজন অনুভূত হতে পারে। এই সম্বন্ধে কোন প্রস্তাব পাঠালে রাজ্য সরকার বিবেচনা করে ব্যবস্থা গ্রহণ করবে।

- (৪) গ্রাম পঞ্চায়েত স্তরে কোন স্থায়ী সমিতি নেই। তবে পঞ্চায়েত আইনের ৩২ক ধারামতে সদস্যদের মধ্যে কার্যভার অর্পণ করার ব্যবস্থা আছে। এই আইন অনুযায়ী এক বা একাধিক মহিলা সদস্যকে নারী ও শিশু কল্যাণ সংক্রান্ত প্রকল্প রচনা ও রূপায়ণের দায়িত্বভার দেওয়া যেতে পারে। অথবা, প্রয়োজন মনে করলে অন্য সদস্যকেও (এক বা একাধিক) এই দায়িত্ব দেওয়া যেতে পারে।

রাজ্য সরকারে পূর্বোক্তসিদ্ধান্ত অপরিবর্তনীয় নয়। মূল কথা হল, সমাজের দুর্বল শ্রেণীর - নারী ও শিশু এবং তপশিলী জাতি ও আদিবাসী - সামাজিক সুবিচারের জন্য উন্নয়ন প্রকল্পগুলির প্রতি সম্যক দৃষ্টি দিয়ে সেইগুলিকে সম্পূর্ণ অর্থবহ করে তোলার দিকে আশু পদক্ষেপ নেওয়া প্রয়োজন। কিভাবে এই লক্ষ্যে পৌঁছান যাবে, তাই নিয়ে যেকোন প্রস্তাব বিবেচনার যোগ্য। আপনার কাছে অনুরোধ, এই বিষয়ে গভীর বিবেচনা করে সুনির্দিষ্ট প্রস্তাব রাজ্য সরকারের কাছে পাঠান। সেগুলি পেলে নির্দিষ্ট রূপ দেওয়ার চেষ্টার করা হবে। পরিবর্তনসাপেক্ষ উপরোক্ত প্রস্তাবগুলি কার্যকর করার জন্য প্রয়োজনীয় পদক্ষেপ নিয়ে রাজ্য সরকারের কাছে প্রতিবেদন পাঠানোর জন্য অনুরোধ জানাচ্ছি।

আপনার বিশ্বস্ত  
সত্যেন্দ্রনাথ ঘোষ





## Department Of Panchayat & Rural Development

No.- 2979/I/Panch/2A-1/85

Dated : 23.9.93

### ORDER

In exercise of the power conferred by clause (c) of sub-section (2) of section 171 of the West Bengal Panchayat Act, 1973 (West Ben. Act, XLI of 1973) the Governor is pleased hereby to appoint, in supersession of this Deptt's notification Nos. 23256/I/Panch dated 25. 7. 85, 30232/I/Panch dated 26.11. 86, 1882/I/Panch dated 31.1. 89 and 11314/I/Panch dated 9. 5. 89, the Officers of the State Government shown in the table below as members of the Sthayee Samiti of a Zilla Parishad mentioned in that table.

### TABLE

Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti

1. District Magistrate and Executive Officer, Zilla Parishad.
2. Additional Executive Officer, Zilla Parishad & (Ex-Officio)  
Additional District Magistrate
3. District Panchayat Officer.
4. District Planning Officer.

## 5. Parishad Accounts & Audit Officer.

### Janasasthya O Paribesh Sthayee Samiti

1. Chief Medical Officer of Health.
2. Executive Officer (P. H. E) or, where there is no such Officer, Assistant Engineer {P. H. E.)
3. Deputy Chief Medical Officer of Health-II.
4. Deputy Chief Medical Officer of Health-III.
5. District Public Health Nursing Officer.

### Purta Karya O Paribahan Sthayee Samiti

1. Additional Executive Officer, Zilla Parishad & (Ex-Officio) Additional District Magistrate.
2. Executive Engineer, P. W. D.
3. Executive Engineer, P. W. D. (Roads).
4. Executive Engineer (Development & Planning) or, where there is no such Officer, Assistant Engineer (Dev. & Planning).

### Krishi Sech O Samabaya Sthayee Samiti

1. Principal Agricultural Officer or, where there is no such Officer, District Agricultural Officer.

2. Executive Engineer (Irrigation).
3. Executive Engineer, Agri-Irrigation/Agri-Mechanical.
4. Assistant Registrar, Co-Operative Societies.

Siksha, Sanskriti, Tathya O Krira Sthayee Samiti

1. District Inspector of Schools (Primary).
2. District Inspector of Schools (Secondary)
3. District Social Education Officer.
4. District Information Officer.
5. District Youth Officer.

Khudra Silpa Tran O Janakalyan Sthayee Samiti

1. District Manager, District Industrial Centre.
2. Project Officer, D. R. D. A.
3. District Relief Officer.
4. District Social Welfare Officer.
5. Special Officer, Scheduled Castes & Tribes Welfare.

Bon-O-Bhumi Sanskar Sthayee Samiti

1. District Land & Land Reforms Officer.
2. Divisional Forest Officer.

Matsya O Prani Sampad Bikash Sthayee Samiti

1. District Fishery Officer.
2. Chief Executive Officer, F. F. D. A.
3. Deputy Director of Animal Husbandary, Animal Resources Directorate
4. District Veterinery Officer of Animal Health Directorate.

Khadya O Sarbaraha Sthayee Samiti

1. District Magistrate or Additional District Magistrate-in-Charge of Food and Supplies.
2. Superintendent of Police (D. E. B.)
3. District Controller of Food and Supplies.
4. District Manager, F. C. I.

By order of the Governor,

Sd/~ D. K. Manavalan

Secretary to the Govt. of West Bengal.

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**National Informatics Centre**



## Department Of Panchayat & Rural Development

No. 2980/I/Panch/2A/1/85

Dated : 23.9.93

### ORDER

In exercise of the power conferred by clause (c) of Sub-Section (2) of Section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to appoint, in supersession of this Department notification Nos. 23355/I/Panch dated 25.7.85, 30233/I/Panch dated 26.11.86, 9709/I/Panch dated 13.4.89 and 1881/I/Panch dated 31.1.89 as amended from time to time, the Officers of the State Government shown in the table below as members of the Sthayee Samiti of a Panchayat Samiti mentioned in that table.

### TABLE

Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti

1. Block Development Officer & Ex-Officio Executive Officer, Panchayat Samiti.
2. Joint Block Development Officer.
3. Extension Officer for Panchayats & Ex-officio Secretary, Panchayat Samiti.

4. Inspector, Progress & Evaluation.
5. Sub-Assistant Engineer (R. W. P.).

#### Janasasthya O Paribesh Sthayee Samiti

1. Block Medical Officer of Health of the Primary Health Centre or provided there is no Primary Health Centre, Medical Officer of Subsidiary Health Centre.
2. Sub-Assistant Engineer (P. H. E.)
3. Block Public Health Nurse.
4. Block Sanitary Inspector.
5. Social Welfare Officer of the Block, P. H. E. or if not in position, of the nearest subsidiary Health Centre.

#### Krishi Sech-O-Samabaya Sthayee Samiti

1. Agricultural Development Officer or where there is no such Officer, Agricultural Extension Officer.
2. Assistant Agricultural Extension Officer.
3. Sub-Assistant Engineer (Agri-Irrigation).
4. Co-Operative Inspector.
5. Inspector, Agricultural Minimum Wages.

## Purta Karya-O-Paribahan Sthayee Samiti

1. Joint Block Development Officer.
2. Sub-Assistant Engineer (Agri-Irrigation)
3. Sub-Assistant Engineer (R.W.P.)
4. Inspector, Progress & Evaluation.

## Siksha, Sanskriti, Tathya-O-Krira Sthayee Samiti

1. Sub-Inspector of Schools (Primary).
2. Extension Officer, Social Education.
3. Lady Extension Officer, Social Education.
4. Block Youth Officer.

## Khudra Silpa Tran-O-Jana Kalyan Sthayee Samiti

1. Industrial Development Officer.
2. Inspector of Relief.
3. Inspector, Scheduled Castes & Tribes Welfare.
4. Inspector, Social Welfare.
5. Sub-Assistant Engineer (Relief).



## Bon-O-Bhumi Sanskar Sthayee Samiti

1. Block Development Officer.
2. Block Land & Land Reforms Officer.
3. Range Officer/Beat Officer of Forest Department.

## Matsya-O-Prani Sampad Bikash Sthayee Samiti

1. Joint Block Development Officer.
2. Extension Officer (Fisheries).
3. Veterinary Surgeon of Animal Health Directorate.
4. Officer of Animal Resources Directorate in Charge of Block.

## Khadya-O-Sarabaraha Sthayee Samiti

1. Block Development Officer.
2. Inspector or Sub-Inspector of the Directorate of District Distribution,  
Procurement and supply.

By order of the Governor,

Sd/- D. K. Manavalan

Secretary to the Govt. of West Bengal

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**National Informatics Centre**



## Department Of Panchayat & Rural Development

No. 3054 / I / Panch / 2A – 2/ 93

Dated: 27.9.93

**From :** The Special Officer (Law) & Assistant Secretary to  
the Government of West Bengal.

**To :** The District Magistrate, Birbhum.

**Subject :** Election of members of the Sthayee Samitis.

**Ref :** His memo no. 4462/P dated 16.9.93

*The undersigned is directed to refer to his memo under reference on the subject noted above and to say that the number of members in a Sthayee Samiti as determined under rule 7 must be completed before lection of Karmadhyaksha is taken up. For the purpose of completion the election of the member of the Sthayee Samiti the Prescribed Authority may continue to convene meeting under sub-rule (7) of rule 8 until the total number of members is completed. After this process is completed, action may be taken under rule 9 (1) of the West Bengal Panchayat (constitution) Rules, 1975.*

Sd/-

**Special Officer (Law) & Ex-Officio**

**Asstt. Secy.**

**to the Govt. of West Bengal**

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নং: ৩৪৯১ (১৬) / সেল - ১ / পঞ্চ / ২এ - ১ / ৮৫

তারিখ: ২৪.১১.৯৩

প্রেরক : যুগ্ম সচিব, পশ্চিমবঙ্গ সরকার।

প্রাপক : জেলাশাসক, .....

বিষয় : বিদ্যুৎ ও অচিরাচরিত শক্তি স্থায়ী সমিতি  
গঠন ও কার্যাবলী।

## স্মারক

নির্দেশক্রমে নিম্নস্বাক্ষরকারী জানাচ্ছেন যে, জেলা পরিষদ ও পঞ্চায়েত সমিতি স্তরে যে বিদ্যুৎ ও অচিরাচরিত শক্তি স্থায়ী সমিতি গঠন করা হয়েছে, সে স্থায়ী সমিতিতে সদস্য এবং কর্মাধ্যক্ষ নির্বাচন সর্বত্র ঠিকমধ্যে সম্পন্ন হয়েছে। পঞ্চায়েত আঁন অনুযায়ী এ স্থায়ী সমিতিগুলিতে সরকার কর্তৃক যে সদস্য নিয়োগ করার কথা, তা এখনও সম্ভব হয়নি। এ বিষয়ে বিভিন্ন সরকারি বিভাগের সঙ্গে আলোচনা চলছে। আশা করা যায়, অবিলম্বে এ বিষয়ে প্রয়োজনীয় সরকারি নির্দেশ প্রচার করা যাবে।

অন্তর্বর্তী সময়ে এ□ স্থায়ী সমিতির কর্মাধ্যক্ষ সমিতির অধিবেশন আহ্বান করার প্রয়োজনবোধ করলে জেলা পরিষদ অথবা পঞ্চায়েত সমিতির সচিব উক্ত স্থায়ী সমিতির নির্বাচিত সদস্যদের নিয়ে সভা আহ্বান করতে পারেন। এ□ প্রসঙ্গে পশ্চিমবঙ্গ পঞ্চায়েত (পঞ্চায়েত সমিতি প্রশাসন) নিয়মাবলী, ১৯৮৪-এর ২১ নম্বর নিয়ম স্মরণ করা যেতে পারে। এ□ নিয়মানুসারে অধিবেশনের কোরাম নির্ভর করছে নির্বাচিত সদস্যদের উপস্থিতির উপরে। সুতরাং সরকার নিযুক্ত কোন সদস্য না থাকলেও স্থায়ী সমিতির অধিবেশন পরিচালনায় কোন বাধা নে□। প্রসঙ্গত বলা যায় যে, আলোচনার বিষয়বস্তুর সঙ্গে সংশ্লিষ্ট যেকোন আধিকারিককে অধিবেশনের নোটিশের প্রতিলিপি দিয়ে এ□ অধিবেশনে উপস্থিত থেকে আলোচনায় অংশগ্রহণের অনুরোধ জানান যেতে পারে। এলাকায় বিদ্যুৎ সরবরাহ এবং বিভিন্ন অচিরাচরিত শক্তি যথা: সৌরশক্তির ব্যবহার বা গোবরগ্যাস প্ল্যান্ট সমস্যাগুলির সমাধান এবং এ□ সকল শক্তি ব্যবহারে স্থানীয় জনগণকে উৎসাহ দান সংক্রান্ত বিষয় আলোচনায় অন্তর্ভুক্ত করা যেতে পারে।

স্বাঃ এস. এন. হক  
যুগ্ম সচিব



# **THE CONSTITUTION SEVENTY-THIRD AMENDMENT**

## **ACT, 1992 ON THE PANCHAYATS**

### **AN ACT**

**further to amend the Constitution of India**

**Subject: Short title and commencement.**

Be it enacted by Parliament in the Forty-third Year of the Short title and Republic of India as follows :— commence-ment.

1. (1) This Act may be called the Constitution (Seventy-third Amendment) Act, 1992.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.







**THE CONSTITUTION SEVENTY-THIRD AMENDMENT**  
**ACT, 1992 ON THE PANCHAYATS**  
**AN ACT**  
**further to amend the Constitution of India**

**Subject: Insertion of new Part IX.**

2. After Part VIII of the Constitution, the following Part shall Insertion of  
be inserted, namely





No. 4/34/91 – FF (P)

Dated: 11.12.1991

**Government of India/ Bharat Sarkar Ministry of  
Home Affairs/**

**Griha Mantralata**

**Lok Nayak Bhavan, New Delhi.**

**To :** The Chief Secretaries of all State  
Government/ UT Administrations.

**Sub :** Utilizing the services of freedom fighters in national building and to hear  
their Grievances patiently and politely.

Sir,

I am directed to say that the freedom fighters whose sacrifices significantly contributed towards the independence of the country, deserve a place of honour in the society. Despite the fact that the Central Government and the State Governments have acknowledged the contribution made by the freedom fighters and have initiated a number of schemes to provide them certain facilities by way of Honour, it has been brought to our notice that the freedom fighters are not shown due courtesy and respect by the officials. The officials also do not listen

to their problems with patience. In view of the fact that the number of freedom fighters in the country is declining with the passage of time and those who are alive are in evening of their lives, it seems necessary to issue appropriate instructions to the officials to show due courtesy and respect to the freedom fighters and listen to their grievances patiently.

2. The country is fortunate in having some freedom fighters who are still alive and who had dedicated their energies to the cause of the independence struggle. They are a source of inspiration to the present generation. The benefit of their nationalistic feelings and energy could be profitably utilized in nation-building activities. It is, therefore, suggested that the freedom fighters should be given their place in the Committees which are constituted at the block, district, state and the national level, so that those freedom fighters could make their contributions towards nation-building.

3. It is requested that the action taken on the above may kindly be intimated to this ministry.

Yours faithfully.

Sd/- G. S. Sandhu,

Joint Secretary to the Govt. of India



## Department Of Panchayat & Rural Development

No. 21053/I/Panch/1A-5/85

Dated : 9.8.88

### ORDER

WHEREAS the name of the "Department of Animal Husbandry and Veterinary Services" has been changed to the "Department of Animal Resources Development".

AND WHEREAS it has been decided that to keep parity with the above change, the name of "Matsya-O-Pasupalan Sthayee Samiti" constituted by the Panchayat Samitis be suitably changed ;

NOW THEREFORE, in exercise of power conferred by clause (VII) of sub-section (1) of section 124 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) the Governor is pleased to direct that the "Matsya-O-Pasupalan Sthayee Samiti" of every Panchayat Samiti shall be renamed as "Matsya-O-Prani Sampad Bikash Sthayee Samiti".

By order of the Governor

Sd/- A. K. Banerji

Dy. Secy, to the Govt. of W. B.

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## Department Of Panchayat & Rural Development

No. 192 (16)/I/Panch/4A-2/81

Dated: 7.2.92

From : Secretary Department of Panchayats

To : The Executive

Officer, \_\_\_\_\_ Zilla Parishad

Sub : Admissibility of T. A. & D. A. to the office bearers and other members of the Zilla Parishad

Sir,

I am directed to draw your attention to this Department No. 19810/I/Panch/IA-12/81 dated 28.5.81 read with Statement-II appended to No. 4274-AZP dated 22.3.79 laying down that the Sabhadhipati/Sahakari Sabhadhipati of the Zilla Parishad and the Sabhapati [and Sahakari

Sabhapati]\* of a Panchayat Samiti will be entitled to the same rates of T. A. & D. A. as are admissible to Grade-I Govt. Officers (highest rate) and that other members of the Zilla Parishad will similarly be entitled to the rates of T. A. & D. A. as are admissible to Grade-II Govt. Officers (highest rate). It has also laid down that any revision to the rates of T. A. & D. A. as admissible to the Govt. Officers will automatically apply to the office bearers and other members of the Zilla Parishad without clearance from this Department.

Finance (Audit) Department of this Government in their latest order in this regard bearing No. 5299—F dt. 1. 6. 90 has laid down revised rates of T. A. & D. A. and other entitlements admissible to different categories of Govt. employees. In this order, however, admissibility of T. A. & D. A. etc. are based on different scales of pay without any reference to the Grades/Group to which such officers belong. In absence of any reference to Grades/Groups in the matter of admissibility of T. A. & D. A. etc. in the latest order Zilla Parishad are reportedly having some confusion as to the applicability of revised rates to the office bearers and members -of Panchayat bodies.

After careful consideration of the matter, I am directed to clarify that with effect from 1. 1. 90 i. e. the date on which Finance (Audit) Department No. 5299-F dated 1. 6. 90 came into force.

(i) Sabhadhipati, Sahakari Sabhadhipati of a Zilla Parishad and Sabhapati of a Panchayat Samiti will be entitled to the same rates of T. A. & D. A. and other entitlements as are admissible to the Government Officers enjoying pay range of Rs. 5100/- and above.

(ii) Other Zilla Parishad as well as Panchayat Samiti members will be entitled to T. A., & D. A. etc. as are admissible to Government Officers enjoying pay range of Rs. 2800/- and above. Claims already settled, should not, however, be reopened. Any subsequent revision of the rates of T. A., & D. A. etc. as admissible to Government Officers will automatically apply to the Office bearers and other members of the Zilla Parishad without any further direction from this Department.

Sd/- N. Chaturvedi

Secretary to the Govt. of West Bengal

\*The words inside the bracket was inserted vide memo No. 743(16)/I/Panch 14A-2/81 dt. 17.3.92





## Department Of Panchayat & Rural Development

No. 476/I/Panch/2A-2/93

Dated : 9.3.94

### **ORDER**

In exercise of the power conferred by sub-section (6) of sec. 172 of the West Bengal Panchayat Act, 1973 (West Ben. Act. XLI of 1973), the Governor is pleased hereby to direct that in the event of a member being elected to the office of the Karmadhyaksha in more than one Sthayee Samiti of a Zilla Parishad, his remuneration as Karmadhyaksha shall be admissible for that office of the Karmadhyaksha to which he is first elected and officiating and no remuneration shall be admissible for any such office to which he is subsequently elected.

By Order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 477/I/Panch/2A-2/93  
: 9.3.1994

Dated

### ORDER

In exercise of the power conferred by Section 212 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor is pleased hereby to direct that in the event of a member being elected to the office of the Karmadhyaksha in more than one Sthayee Samiti of a Panchayat Samiti, his remuneration as Karmadhyaksha shall be admissible for that office of the karmadhyaksha to which he is first elected and officiating and no remuneration shall be admissible for any such office to which he is subsequently elected.

By Order of the Governor,

Sd/- S. N. Ghosh

# Secretary to the Govt. of West Bengal

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Memo No. 667/PN/O/I/4A-2/81

Date : 26.2.1997

### MEMORANDUM

Attention of the State Government in the Department of Panchayats and Rural Development has been drawn to instances of some office bearers or members of Zilla Parishads or Panchayat Samitis undertaking official journeys by air. Such journeys have not been found justified on all occasions.

The State Government after careful consideration of the matter has decided that except for the Sabhadhipati of a Zilla Parishad or Siliguri Mahakuma Parishad, no other office bearer or member of a Zilla Parishad, Siliguri Mahakuma Parishad, Panchayat Samiti or Gram Panchayat in this State shall undertake any official journey by air within or outside the State without prior approval of the State Government in the Department of Panchayats and Rural Development.

For the purpose of obtaining the aforesaid approval, the Artha, Sanstha, Unnayan-O-Parikalpana Sthayee Samiti or the Gram Panchayat concerned shall adopt a resolution justifying the proposed journey by air and furnish a proposal to the State Government with a copy of the said resolution.

Such proposal should be initiated only under exceptional circumstances where air journey is unavoidable in the interest of the official business for which the journey is proposed to be undertaken. In no case, approval of the State Government should be presumed merely because of submission of the proposal.

Yours faithfully,

Sd/- S. N. Ghosh

Principal Secretary to the Govt. of West  
Bengal

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## Department Of Panchayat & Rural Development

No. 873/I/Panch/0-6/93 (Pt. III)

Dated: 28.3.94

### ORDER

In pursuance of this Department Order No. 3367/I/Panch/0-6/93 dated 16. 11. 93, the Governor is pleased hereby to declare that for the purpose of drawal of remuneration bills of Karmadhyakhas of a Sthayee Samiti of Zilla Parishad, Sabhadhipati shall act as Controlling Officer for drawal of such bills.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Government of West Bengal

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## Department Of Panchayat & Rural Development

No. 874/I/Panch/0-6/93 (Pt. III)

Dated: 28.3.94

### ORDER

In pursuance of this Department Order No. 3368/I/Panch/0-6/93 dated 16.11. 93, the Governor is pleased hereby to declare that while S. D. O. having jurisdiction shall continue to act as Controlling Officer in respect of Sabhapati of a Panchayat Samiti, the Sabhapati shall act as controlling Officer in respect of remuneration or honoraria bills of Sahakari Sabhapati and Karmadhyaksha of a Sthayee Samiti of Panchayat Samiti.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 1034 / (16) /I/Panch/4A-2/81 (Pt.

I)

Date: 19.4.94

From : Officer on Special Duty & Ex-Officio Deputy  
Secretary, Department  
of Panchayats

To : The Executive Officer, 24-Pgs. (N) Zilla Parishad,  
P. O.-Barasat

Sub : Admissibility of T. A. & D. A. to the  
Karmadhyaksha of the Sthayee  
Samitis of the Zilla Parishad

The undersigned is directed to say that in view of the fact that the

Karmadhyakshas of Zilla Parishad have now been declared as whole time functionaries and they are now entitled to a monthly remuneration of Rs. 1200/- requiring them to attend office of the Zilla Parishad regularly and frequently, it has now been decided that, they shall not have any claim for T. A. & D. A. for attending any meeting at Zilla Parishad Office.

Sd/- D. Chakraborty

Officer on Special Duty & Ex-Officio  
Dy. Secy, to the Government of West  
Bengal



## Department Of Panchayat & Rural Development

No. 2322/I/Panch/4A-2/81

Date: 6.10.94

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

To : The District Panchayat Officer, Bankura

Sub : Admissibility of T. A. & D. A. to the Sabhapati and Sahakari Sabhapati of

Panchayat Samiti.

Ref : His Memo. No. 732/P, dated 23.8.94

The undersigned is directed to refer to the above subject and to say that in view of the fact that as the Sabhapati and Sahakari Sabhapati of Panchayat Samiti have now been declared as whole time functionaries and are entitled to a monthly remuneration, no T. A. & D. A. is admissible to them for attending the meetings of Panchayat Samiti, Sthayee Samitis and other meetings held at the Office of the Panchayat Samiti.

Sd/- D. Chakraborty

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

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No. 3367/I/Panch/0-6/93

Dated : 16.11.93

## ORDER

In terms of provisions under Section 98(8), Section 143(8) and Section 172(6) of the West Bengal Panchayat Act, 1973 (West Bengal XLI of 1973) and pending framing of rules in this behalf, the Governor, in supersession of all previous orders issued in this respect, is pleased hereby to direct that the State Government shall, subject to availability of fund, credit from time to time to each of the Panchayat bodies such amount of fund as required by them on account of payment of remuneration to the Office bearers of the Panchayat bodies at the rates effective from 1st August, 1993 as detailed below :

- (i) Sabhadhipati of Zilla Parishad and Mahakuma Parishad @ Rs. 1500/- (Rupees one thousand and five hundred) only per month and house rent allowance of Rs. 300/- (Rupees three hundred) only or the actual house rent paid per month at headquarters town of the district or of the subdivision in case of Mahakuma Parishad, whichever is less;
- (ii) Sahakari Sabhadhipati of Zilla Parishad and Mahakuma Parishad @ Rs. 1300/- (Rupees one thousand three hundred) only per month;
- (iii) Karmadhyaksha of any Sthayee Samiti of Zilla Parishad and Mahakuma Parishad @ Rs. 1200/- (Rupees one thousand and two hundred) only per month ;

(iv) Sabhapati of Panchayat Samiti @ Rs. 1,000/- (Rupees one thousand) only per month;

(v) Sahakari Sabhapati of Panchayat Samiti @ Rs. 800/- (Rupees eight hundred) only per month.

2. The above rates are applicable with effect from the 1st August, 1993 and are admissible to the office bearers who have been elected as such after Panchayat General Election, 1993.

3. The State Government reserves the right to reduce or increase all or any of the above rates at any time taking into consideration availability of fund, extent of responsibility of an office bearer, amendment to related statutory provisions and other factors involved.

4. An office bearer shall not be entitled to any remuneration during the period of absence not authorised under any provision of law.

5. Necessary amount on this account shall be credited from time to time to the respective Panchayat body fund and disbursement of fund shall be made in observance of financial rules and procedures applicable for the purpose.

6. This order issues with the concurrence of the Finance Department vide their U/O. No. Group-N 3075 dated 30.8.93.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal



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No. 3368/I/Panch/0-6/93

Dated

: 16.11.93

## **ORDER**

For the purpose of enabling the Office-bearers of different Panchayat bodies to discharge their functions smoothly under the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973), the Governor, in supersession of all previous orders issued in this respect, is pleased hereby to direct that the State Government shall, subject to availability of fund, credit from time to time to each of the panchayat bodies such amount of fund as required by them on account of payment of honoraria to the Office bearers of the Panchayat bodies at the rates effective from 1st August, 1993 as detailed below :—

- (i) Karmadhyaksha of any Sthayee Samiti of Panchayat Samiti @ Rs. 500/- (Rupees five hundred) only per month;
- (ii) Prodhan of Gram Panchayat @ Rs. 500/- (Rupees five hundred) only per month ;

(iii) Upa-Prodhan of Gram Panchayat @ Rs. 400/- (Rupees four hundred) only per month.

2. The above rates are applicable with effect from the 1st August, 1993 and are admissible to the Office-bearers who have been elected as such after Panchayat General Elections, 1993.

3. The State Government reserves the right to reduce or increase all or any of the above rates at any time taking into consideration availability of fund, extent of responsibility of an Office-bearer, amendment to related statutory provisions and other factors involved.

4. An Office-bearer shall not be entitled to any remuneration during the period of absence not authorised under any provision of law.

5. Necessary amount on this account shall be credited from time to time to the respective Panchayat body fund and disbursement of fund shall be made in observance of financial rules and procedures applicable for the purpose.

6. This order issues with the concurrence of the Finance Department vide their U/O. No. Group-No 3075 dated 30.8.93.

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 3438/I/Panch/3R-4/89

Dated

: 19.11.93

### ORDER

The Governor is pleased hereby to direct that pending amendment of the West Bengal Panchayat (Payment of honoraria and grant of leave to the Sabhadhipati and the Sahakari Sabhadhipati of the Zilla Parishad and the Mahakuma Parishad) Rules, 1989, the word "honoraria" wherever it occurs in the said Rules and the Form appended thereto, should be deemed to be substituted by the word "remuneration".

By order of the Governor,

Sd/- S. N. Ghosh

Secretary to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 3682/I/Panch/4A-2/81

Date : 23.12.93

From : The Special Officer (Law) & Ex-Officio Assistant  
Secretary to the

Government of West Bengal

To : The Director of Panchayats, West Bengal

Sub : Payment of T. A. to the Ex-Officio members of Gram  
Panchayat (Panchayat

Samiti members elected from that Gram).

### **MEMO.**

The undersigned is directed to say that after careful consideration, the Government has decided that the members of the Panchayat Samiti are

also entitled to get fixed T. A. when they attend Gram Panchayat meetings as Ex-Officio members at the rate as admissible to the Gram Panchayat members in terms of West Bengal Gram Panchayat (Members' Fixed Allowances) Rules, 1979.

Sd/- D. Chakraborty

Special Officer (Law) & Ex-Officio Asstt.  
Secy, to Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 693 / PN/O/I/3C-5/94

Dated: 21.3.95

From : Shri. S. N. Ghosh, Secy. to the Govt. of West Bengal

To : The Sabhadhipati, Siliguri Mahakuma Parishad/ Zilla Parishad.

Sub : **Office Accommodation for Adhyaksha, District Council for Panchayat**

Sir,

I am directed to the state that in terms of section 214A of the West Bengal Panchayat Act, 1973 as amended a District Council for Panchayats has been constituted for every Zilla Parishad and also for Siliguri Mahakuma Parishad and the Adhyaksha (Chairperson of the said council has started functioning in most of the Parishads.

I am, therefore, further directed to request you to kindly arrange for a suitable office accommodation for the Adhyaksha of the District Council for your Zilla Parishad (Mahakuma Parishad in case of Siliguri). Such office accommodation should be commensurate with his status and may be reasonably similar to the accommodation available for the Karmadhakhas of the Sthayee Samitis of the Zilla Parishad/ Mahakuma Parishad.

Yours faithfully,

Sd/ S. N. Ghosh

Secretary

to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 2412 / PN/ N/I/3C-5/94 (Pt – I)

Dated: 16.10.95

### **ORDER**

In view of the coordinal role expected of the Adhyaksha of the District Council for Panchayats for the purpose of ensuring financial discipline in the functions of the Panchayats and in order to recognize that role and build up a congenial working atmosphere for the Adhyaksha as referred to in section 214A of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), the Governor is pleased hereby to direct that an amount of Rs.1,200.00 (Rupees one thousand two hundred) only per month as honorarium shall be admissible to the Adhyaksha, District Council for Panchayats with effect from 1<sup>st</sup> August, 1995 out of the Zilla Parishad Fund or Mahakuma Parishad Fund as the case may be and that the State Government shall, subject to the availability of fund, credit from time to time the fund required on account of such payment @ Rs.1200/- p.m. to each Zilla Parishad Fund and Mahakuma Parishad Fund within the State.

2. The State Government reserves the right to reduce or increase the amount at any time taking into consideration the availability of fund and extent of responsibility of the Adhyakshas, amendment to Statutory Provisions and other factors related to the issue.

3. The Adhyaksha shall not be entitle to any remuneration during the period of absence not authorized under any provision of law.

4. Necessary amount on this account shall be credited from time to time to the respective Zilla Parishad or Mahakuma Parishad Fund out of the budget provision under the head “2515 other Rural Development Programmes (Panchayati Raj) – 00-101 Assistance to Panchayati Raj Institutions-NP-Non-Plan-Grants-in-aid/contribution to the Zilla Parishad-2209-Grants-in-aid/contributions to the Zilla Parishad for meeting the cost of TA & DA etc. of their members and remuneration of office bearers and other contingent expenditure”. Disbursement of the fund shall be made in the like manner as is applicable for disbursement of the remuneration to the Karmadhayakshas of the Zilla Parishad and in observance of financial rules and procedures applicable for the purpose.

5. This order issues with the concurrence of the Finance Deptt. of this Government vide their U/O no Group "P" (Pay)1461 Date 26.7.95.

Yours faithfully,

Sd/- S. N. Ghosh

Principal Secretary

To the Government of West Bengal.

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## Department Of Panchayat & Rural Development

No. 2572/I/Panch/3C-5/94

Dated: 24.10.94

From : Officer-on-Special Duty & Ex-Officio Deputy Secretary to the Govt. of West

Bengal.

To : The Additional Executive Officer, Birbhum Zilla Parishad.

**Sub : Constitution of District Council**

The undersigned is directed to refer to your Memo. No. 10724/BZP dated 27. 9. 94 and state that the copies of the concerned memos have already been communicated to all districts. However, one copy of this Department Notification No. 1625/I/Panch dated 17. 6. 94, No. 1626/I/Panch dated 17. 6. 94, No. 1619/I/Panch dated 17. 6. 94 and Memo No. 1951/I/Panch dated 27. 7. 94 relating to West Bengal Panchayat (Disqualification for

membership) Rules, 1994 concerning Section 213A is sent herewith for information and necessary action.

The undersigned is further directed to state that—

(a) (i) the meeting for election of the Adhyaksha, if necessary, and for election of the Upadhyakahs, and

(ii) the meeting for election of members of the District Council for Panchayats may be two separate meetings of the Zilla Parishad specially convened for the purpose;

(b) aforesaid meetings may be held on the same day at different hours ;

(c) the Sabhadhipati may sign the notices for the meeting;

(d) all members of the Zilla Parishad including ex-officio members are entitled to participate in the aforesaid meeting and may be elected to the District Council;

(e) in terms of the provisions of clause (i) of sub-section (1) of section 214A of the Act, when only one member in opposition is elected to a Zilla Parishad, he shall be the Adhyaksha of the District Council.

Sd/-D. Chakraborty

Officer-On-Special Duty & Ex-Officio Deputy  
Secretary

to the Govt. of West Bengal

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## Department Of Panchayat & Rural Development

No. 2580/I/Panch/1A-10/88 (Pt-I)

Dated:27.10.94

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

To : The District Panchayats Officer, North 24 Parganas, Barasat.

Sub : Formation of District Council in Zilla Parishad.

Ref : His no. 560/Panch XIX (2)/18/94 Dated.20.9.94.

The undersigned is directed to refer to his memo. Under reference on the above subject and to clarify the points raised therein seriatim:

1. Any recognized Political Party other than the party or parties to which the Sabhadhipati or the Sahakari Sabhadhipati belongs including the parties in alliance with such party or parties, may be considered as party in opposition. In the instant case, Indian National Congress may be considered as the largest party in opposition unless some other party claims to be not in alliance with the ruling party.
2. In case of single representation, the term 'Leader' is obviously not applicable; but in terms of sub-section (1) (read with its proviso) or section 214A of the Act, single member of a recognized political party shall be the Adhyaksha of the District Council.
3. The concept of prescribed authority has not been brought in this issue. Two separate general meetings of the Zilla Parishad specially convened for the purpose may be held – one for election of the Adhyaksha where necessary, and Upaadhyaksha and the other for election of five members. Two meetings may be held on the same day at different hours. Sabhadhipati may sign the notices of the meetings.



The Sabhadhipati or in his absence, the Sahakari Sabhadhipati in the usual manner shall preside over the meeting.

4. Under sub-section (4) of the section 214A, District Council is empowered to determine its own procedure. In terms of sub-section (5) ibid, the State Government may, by general or special order, provide for some specified matters. The latter one is an additional provision and shall not hinder commencement of functioning of the District Council. The matter is however under process.

Sd/- D. Chakraborty

OSD & Ex-Officion Dy Secy to the

Govt. of West Bengal.



# Department Of Panchayat & Rural Development

No. 2795 / I/ Panch/ 3C -5/94

Dated:29.11.94

## ORDER

In exercise of the power conferred under clause (iv) of sub-section (1) of Section 214 A of the West Bengal Panchayat Act 1973 (West Bengal Act XLI of 1973), the Governor is pleased hereby to appoint the following officers of the State Government shown in the table below as members of the District Council for Panchayats of a Zilla Parishad or Mahakura Parishad:

Table

District Council for Panchayats

1. District Panchayats Officer of the District.
2. Parishad Accounts and Audit Officer posted in the District.
3. Executive Engineer-I., P.W. Directorate posted at the district head quarters and in case of Siliguri Mahakuma Parishad, Executive Engineer, P.W. Directorate posted at Siliguri Sub-Division.

By order of the Governor

Sd/- S. N. Ghosh

Secretary

to the Govt. of West Bengal.

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## Department Of Panchayat & Rural Development

No 1028(17) – RD (Block)/ IE – 12/ 93

Dated: 11.2.1997

From : Shri N. L. Pramanik  
Assistant Secretary to the  
Government of West Bengal.

To : The District Magistrate, .....

The undersigned is directed to say that the District Magistrates are the appointing authorities in respect of the posts of Correspondence Clerk/ Typist Clerk/ Accounts Clerk in Development Blocks under CD set up within their respective jurisdiction. The District Magistrates are also the appointing authorities in respect of the posts of Office Peons, Orderlies to the BDOs and Night-Guard-Darwan of the aforesaid Development Blocks. So the selection and appointments of Group C posts such as Accounts Clerks/ Typist Clerks/ Correspondence Clerks etc., on promotion from amongst the eligible Group D employees are naturally required to be done by the said appointing authorities. But previously the selection for appointment on promotion of Group D employees to Group C posts were made by this Department from Group D employees from State Gradation list maintained at this end as per their seniority and eligibility. Now with a view to constituting District Cadres it has since been decided that the power of selection and appointment of these kind of employees which were so fare done by this Department will henceforth be done by the District Magistrates.

In pursuance of above, the Governor has been pleased to direct the District Officer to exercise the power of selection and appointment of Group D candidates from the panel of such eligible Group D employees to be maintained at each District as per seniority and eligibility on promotion to Group C posts of Accounts Clerks/ Typist Clerks/ Correspondence Clerks in the Development Blocks of the respective district in terms of WBS (Provisions for

promotion prospect of Class-IV employees) Rules, 1974 read with Finance Department Memo 5574 – F dt 21.6.85 and other amendments in any in force from time to time.

2. Name of the senior and eligible Group D employees maintained at State Head Quarters are sent to the District Magistrates concerned.

3. This order will take immediate effect.

4. All concerned are being informed.

Sd/-Illegible

Assistant Secretary

to the Government of West Bengal

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## Department Of Panchayat & Rural Development

No 3339 (17) – RD (Block)/ IE – 12/ 93

Dated: 11.2.1997

From : Shri N. L. Pramanik  
Assistant Secretary to the  
Government of West Bengal.

To : The District Magistrate, .....

The undersigned is directed to say that the District Magistrates are the appointing authorities in respect of Office Peon, Orderlies to the BDOs and the Night Guard and drivers posted in different blocks under their jurisdiction.

The posts of Gr.I of Group D and Drivers are to be created in the ratio of 3 : 1 by conversion of equal number of basic grade posts in respective cadres.

Such creation is provisional and subject to ratification and approval of Finance Department.

Henceforth, in terms of Government Orders no 6302 F and 6303 F (both) dated 29.5.84 respectively the appointing authorities in respect of the concerned employees shall be the competent authority to implement the promotion policy/benefits as provided in the aforesaid Government Orders.

Sd/-D. K. Mukherjee

Assistant Secretary  
to the Government of West Bengal

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## Department Of Panchayat & Rural Development

No 6394 – RD (Block) 4/5M-3/95

Dated: 6.11.1995

### ORDER

The Governor has been pleased to declare, for administrative convenience, the District Magistrates to be the appointing authorities in respect of the following posts in Development Block CD-set up within their respective jurisdiction:

(1) Correspondence Clerk (2) Typist Clerk (3) Driver (4) Orderly Peon to BDO (5) Office Peon and (6) Durwan-Cum-Night Guard.

This order issues in modification of all previous orders so far as those relate to declaring of appointing authorities for the aforesaid posts.

This order will take effect from 1<sup>st</sup> November, 1995.

Sd/- A.K. Chanda

Deputy Secretary to the Govt. of West Bengal







## Department Of Panchayat & Rural Development

No. 9428 (15) – COP/ IE – 8/ 84

Dated: 3.12.1985 (Calcutta)

From : Shri J. K. Bandu  
Deputy Secretary

To : The District Magistrate,  
.....

Sub : **Job chart to respect of the Gramsevaks posted in different Development**

**block under the administrative control of this Department.**

In supersession of all previous orders on the subject the undersigned is directed to forward herewith a job chart in respect of the Gramsevaks posted in different Development blocks under the administrative control of this department as approved by Government. Implementation of the Job Chart will take immediate effect.

2. Each Gram Sevak should be assigned duties on Gram basis and his Headquarters shall be determined accordingly.

Enclo: Job chart

Deputy Secretary to the

**Job Chart in respect of the Gram Sevaks posted in different Development Blocks under the administrative control of this Department**

1. Selection of beneficiaries for distribution of Agril, inputs, implements, improved seeds, fertilizers, insecticides, minikits, collection of loan petitions and enquiries thereon and matters connected therewith. Distribution of fodder.
2. Administration of relief and emergency operations, submission of reports on floods, droughts, fires, identification of persons for G.R. and other grants.
3. Promotion of administrative function regarding census, survey, studies etc.
4. Selection of beneficiaries under different welfare programmes like widow pension, old age pension, farmer's pension etc.
5. Identification of Bargadars and Patta holders for extension of institutional finance and its follow-up.
6. Base level survey work for IRDP section of beneficiaries of IRDP schemes and disbursement on loan and subsidy and matters connected therewith.
7. Supervision of schemes under NREP, RLEGP and rural housing in addition to technical supervision by technical experts and monitoring the progress of utilization of money and materials.
8. Identification persons in SC/ ST community for various purposes.
9. Collection to basic data for plan formulation and plan implementation including Central Sector Schemes.
10. Selection of areas and beneficiaries for execution of dug-well schemes and monitoring of progress and utilization of funds.
11. Matters relating to land reforms matters relating to Elections.
12. Matter relating to Elections.
13. Tank improvement schemes for fisheries and other purposes and fishery schemes for which their services may be utilized, particularly in the following way: -
  - a) Collection of applications from prospective fish farmers so as to enable them to obtain subsidy under FFDA Schemes.
  - b) Identifying potential trainees from among fish farmers who hold Jalkar of at least 15 decimals.

- c) Identifying suitable beneficiaries with Jalkar of at least 15 decimals for distribution of fishery minikits.
  - d) Liaising with commercial Bank and Gramin Banks for expediting credit flow to the fish farmers in FFDA and other schemes.
  - e) Help organizing credit melas for FFDA.
  - f) Assisting the FEO in miscellaneous enquires in connection with fishery development schemes.
14. Matters relating to railway spare land.
  15. Promotion of associate organization like clubs, Yubak Mondals, Adult Educations, Health and Sanitation, Family Welfare and Small Saving Programme.
  16. Maintenance on liaison between the Gram Panchayat and the Panchayat Samiti and Block Administrator.
  17. Such other duties as may be allotted to him by the Block Development Officer from time to time.



# Department Of Panchayat & Rural Development

No 9438 – CDP

Dated: Calcutta 4.12.85

## NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, and in supersession of all previous rules on the subject the Governor is pleased hereby to make the following rules for recruitment to the post of Inspector (Progress and evaluation) under the administrative control of Panchayat and Community Development (CD) Department, Government of West Bengal.

### Rules

The method of and qualification for recruitment to the posts of Inspector (Progress and evaluation) under the administrative control of Panchayats and Community Development (CD) Department, Government of West Bengal shall be as detailed below:

#### A. Method of Recruitment

- (i) By Selection (Direct recruitment)
- (ii) By promotion from Gram Sevaks (CD):

Provided that not more than 50% of the posts (permanent and temporary taken together) shall be filled up by promotion.

#### B. Qualifications

- (1) for direct recruits:
  - (a) Essential:

A Bachelor's Degree with statistics of Mathematics or Economics as one of the subjects:

Or

A Bachelor's Degree in Commerce:

Or

A Bachelor's Degree in Statistics:

Or

A Computer's Certificate awarded by the Indian Statistical Institute.

Desirable: -

Previous experience in statistical work

(b) Age

Not more than 30 years on the 1<sup>st</sup> January of the year of the advertisement (for direct recruitment only) relaxable where necessary following the general principle laid down by Government from time to time.

(c) Women unsuitable.

2. For Promotion

Essential

- (i) Matriculation or equivalent qualification;
- (ii) At least 15 years experience / seniority in the post of gram sevaks

By order of the Governor

Sd/- Illegible

Dy. Secretary to the Govt of West Bengal

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## Department Of Panchayat & Rural Development

No: 11 (80) – BCW/ RC / MR -321/ 97 (1)  
Calcutta, 20.1.1998

Dated:

From : Shri. D. Bhattacharyya

Asstt. Commr for Reservation &

Ex-officio Asstt. Secretary.

To : (1) The Secretary to the Govt. of West Bengal

Panchayat Deptt., 11A, K.S. Roy Road, Cal -1.

(2) College Service Commission, West Bengal.

(3) School Service Commission, West Bengal.

(4) Municipal Service Commission, West Bengal.

(5) The District

Magistrate.....

**Sub : Reservation of Vacancies for Scheduled Castes and Scheduled**

**Tribes candidates for recruitment to single post cadre.**

Sir,

I am directed to forward herewith the full text of the views of the Ld. L.R., West Bengal dated 20.10.97 as endorsed by the Ld. Advocate General, West Bengal on 3.11.97 on the subject cited above for your information and taking necessary action.

Yours faithfully

Assistant Commissioner for Reservation

& Ex-officio Asstt. Secretary

Extract of notes of the full text of the views of Ld, L.R. West Bengal from Backward Classes Welfare Department File no. MR – 321 / 97 (1).

Minutes of Ld. Advocate General, in the contest of the preceding notes.

Judicial pronouncements made by the different Courts, including the Apex Court, never stipulated that a single cadre post is required to be mandatorily brought under the rule of Reservation. However, where such a post was filled up on a rotational basis from amongst the general candidates and candidates from the reserved category, the views of the Courts were that such filling up was not in contravention of the relevant provisions of the Constitution of India.

The judgement referred to in the present case, based on which the instant reference has been made, has reiterated the same view of the courts in a different perspective. In the instant case, various posts under different designations in the same scale of pay, and the same nature of job, were clubbed together and the rule of reservation was applied thereto. The Apex Court held that clubbed together of different single cadre posts, having the same nature of job and the same scale of pay, was not violative of any constitutional provision or any other rule. In dealing with this subject, the Apex Court also held that reservation in a single cadre post was also permissible when the rule of rotation is



applied. The decision does not lead to the conclusion that reservation in a single cadre post is mandatory. Thus, the views expressed in this regard from this end earlier, and by the Ld. Advocate General in connection with the reference of the Food Department, still hold good, and the same are not in conflict with the judgement referred to.

Sd/- R. N. Kali

20/1/97

L.R. & Ex. O. Principal Secretary

Seen the notes ante and the PUD

I have carefully gone through the views expressed by the L. R. at NSP 3-4 dated 20.10.97.

I record here my complete agreement with the said views of the LR and I endorse the same.

Sd/- Naranarayan Gooptu

3/11/97

Advocate General, West Bengal



No. 100 – EMP III – 17 / 79 (Pt)

Dated 13.3.96

## MEMORANDUM

**Sub : The Principles to be followed in the matter of absorption of casual and such other categories of workers and discontinuance of further engagement thereof under the Government of West Bengal.**

1. The Principles to be followed in the matter of absorption of casual and such other categories of the workers engaged upto 3.8.1979 in the regular Establishment of the Government and also of discontinuance of engagement of such workers beyond 3.8.1979 were earlier decided by the Government as embodied in the Labour Department's Memo no 1700-EMP dated 3.6.1979 principles for engagement of such workers in exceptional cases were also explained in the labour Department's said Memo. The Government's decision for prohibiting further engagement of such workers was reiterated from time to time ending with the Labour Department's Memo No 401 (75) – EMP dated 9.12.1991. In spite of that, it was brought to the notice of the Government that some departments resorted to engagement of such workers even after 3.8.1979 for some essential work.
2. For sometime past the question of absorption of casual and such other categories of workers engaged as such from time to time, in the various establishments, and also the question of restricting such engagement have been under active consideration of the Government. After careful consideration of the matter the Governor has been pleased to decide as under: -
  - (i) All such workers including seasonal workers engaged in a perennial type of

work

in any establishment under the various departments of the Government excepting the Home Department including Home (C&E) Transport Department and the Industrial Reconstruction Department, during the period from 3.8.1979 to 31.12.1991 and are still continuing to be so engaged, may be absorbed on temporary basis in any regular Establishment of the State Government subject to fulfillment of the other terms and conditions laid down under the Labour Department's Memo No. 1700 – EMP dated 3.8.1979 read with Memo no 1650 – EMP dated 28.8.1980.

(ii) If the services of any such casual workers(s) engaged after 3.8.1979 upto 31.12.1991 who are not eligible for absorption as per norms laid down hereinabove, are required to be retained in the interest of public service, the particulars of those casual workers(s) should be forwarded to the Labour Department with full justification for their retention, through the Secretaries of the concerned administrative Departments within one month from the date to issue of this order. No casual workers should be retained without prior concurrence of the Labour Department.

3. The cases of such casual workers engaged during the period from 4.8.1979 to 31.12.1991 under the department of Home (Including C&E Branch). Transport and Industrial Reconstruction, should be examined afresh with full details by the respective Administrative departments in consultation with the Labour Department.
4. The absorption of such workers, if any, engaged after 31.12.1991 should also be examined carefully by the administrative departments in consultation with the Labour Department and the Finance Department.
5. Henceforth, no appointing authority in any establishment of the State Government shall engage any seasonal or casual worker, whatever if may called, daily-rated workers. Muster-roll workers etc., without the prior concurrence of the Labour Department and Finance Department for a period exceeding 15 days either intermittently or continuously. Any violation of these instructions will render disciplinary action against the delinquent appointing authority and also summary dismissal of the causal worker(s).

Sd/- N. Krishnamurthi  
Chief Secretary to the  
Government of West Bengal.

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No. 449 – TW/EC M -6/ 82 (1)

Dated:23.12.96

## NOTIFICATION

In exercise of the power conferred by sub-section (2) of section 3 of the West Bengal Commission for Backward Classes Act 1993 (West Bengal Act I, 1993), the Governor is pleased to re-nominate the following members of the West Bengal Commission for Backward Classes on expiry of their term, as members of the said commission for a further term of three years with effect from the date of their assuming office.

1. Justice A. N. Sen, Retd. Judge, Supreme Court of India - Chairperson
  
2. Dr. Ramen Podder, Retd. Vice-Chancellor, Cakcutta - Member  
University
  
3. Dr. Bela Bhattacharjee, Reader, the Deptt.of - Member  
Anthropology, Vidyasagar University, Midnapore

4. Sri Amal Kr. Das, Ex-Director, CRO, - Member

Govt. of West Bengal

5. Shri J. Mishra, IAS (Retd) - Member  
Secretary

By order of the Governor

Sd/- U.K. Ray,

Secy. to the Govt. of West Bengal



No. 578 – HF / P / PC / M – 18 / 95

Dated: 01.10.1996

## RESOLUTION

In this Department G.O. No. H/FW/123/4C-27/86 dated 30<sup>th</sup> January, 1988 as amended from time to time State Level, District Level, Block Level and Sub-Centre Level Commits were constituted for planning implementing and monitoring the programmes and also for supervising the running of hospitals and health centres, except the teaching hospitals for which hospitals management boards were constituted in the Department G.O. No. H/ MERT/ 202/5M-1/88 dated 30<sup>th</sup> April, 1988. Subsequently Memorandum no. H/FW/4C-2/94/SS/299 dated 31.07.95 was issued for integrating the services of this Department with those of the Panchayati Raj Institutions.

2. For strengthening the Secondary Level Hospital Services in the State the Health Systems Development Project – II has been launched and for further decentralization of the administration by involving the district administration, the Panchayats and/ or the local bodies etc for implementation of the Project District Health Committee was constituted for each district, except Calcutta and Darjeeling, with the Sabhadhipati of the Zilla Parishad as Chairman and the District Magistrate and Collector as Member-Secretary. The DHC has been vested with extensive, administrative and financial powers through Government Orders issued from time to time. Some other Committees for implementing different National Health Programmes were also constituted from time to time. Some other Committees for implementing different National Health Programmes were also constituted from time to time. Some other Committees for implementing different National Health Programmes were also constituted from time to time. The multiplicity of Committees at different levels is found to hinder effective implementation.

3. After careful consideration of the matter and in consideration of the policy of the Government to decentralize administrative and financial powers to local government for assistance in implementing effectively different activities, projects, programmes and schemes, it has been decided to entrust the District Health Committee (DHC) with the responsibility of implementation, review and monitoring of all such activities, schemes, projects and programmes, coordinate the activities among different agencies in the district, resolve problems, remove bottlenecks, provided necessary administrative guidelines and ensure proper

management of all health institution, excluding the teaching institutions and teaching hospitals, in all districts except Calcutta and Darjeeling.

4. It has further been decided that, for the present, the existing management boards of different teaching hospitals will continue to function as before.

5. Accordingly, the Governor is pleased to order that in partial modification of this Department G.O. No H/FW/123/4C-2/94/SS/299 dated 31.7.95, the DHC in every district except Calcutta and Darjeeling will henceforth (1) review and monitor the implementation and progress of all Health Schemes, Projects and all National Health Programmes; (2) Coordinate the activities of different agencies in respect of the aforesaid schemes, projects and programmes and (3) resolve problems, remove bottlenecks and provide necessary administrative guidelines to entrust effective implementation. (4) The DHC will continue to perform all the functions entrusted to it in G.O. No. H/TDE/1078/M-18/95 dated 26.12.95 and exercise all the financial and administrative powers so far conferred on it from time to time in respect of the State Health System Development Project – II and in respect of other Programmes, Projects and Schemes under this Department. The Committee will also continue to perform the functions and exercise the powers conferred on the District Level Committees in this Department G.O. No. H/FW/123/4C-27/88 dated 30<sup>th</sup> January, 1988, as amended from time to time read with Memo no. H/FW/4C-2/94/SS/299 dated 31.7.95.

6. The various committees at different levels and other hospital committees constituted from time to time will perform their functions and exercise their powers under the overall supervision of the DHC and report on their activities to it regularly. Their functioning will conform to the policy of government to decentralize authority and responsibility to government at the local level.

7. A Sub Divisional Level Health Committee for Siliguri Sub-Division was constituted in this

Department Resolution no H/TDE/100/M-18/95 Pt.-I dt.5.2.96 and assigned some functions and vested with extensive administrative and financial powers under different Government orders from time to time on the lines of the aforesaid DHC. The Governor is pleased to order that the Sub-Divisional Health Committee for Siliguri Sub-Division constituted in this Department Resolution No. H/TDE/100/M-18/95 Pt-I dated 5.2.96, as amended from time to time, will perform the functions and exercise financial powers in respect of all the projects, schemes, National Health Programmes (including Health Systems Development Project) and Health Institutions under this Department along the lines of the DHC as outlined in paragraphs 4-5 above except the teaching institutions and teaching hospitals in the district. The relationship of this Committee with different committees at block level and sub-centre level and also in different hospitals except the teaching hospitals will be also on the lines of the relationship between the DHC and other committees and bodies as stated in paragraph 6 above.

8. The Governor is further pleased to order that the Resolution be published in the Official



Gazette.

By order of the Governor

Sd/- L. Chakraborti

Principal Chakraborti

Principal Secretary and Secretary to the  
Government of West Bengal

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## Department Of Panchayat & Rural Development

No. 579 – HF/P/ PC/M-18/95

Dated: 1.10.1996

From : Smt L. Chakraborti,  
Principal Secretary and  
Secretary to the  
Government of West Bengal  
Health and Family Welfare Department.

To : 1) The Director of Health Services  
Government of West Bengal,  
Writers Buildings, Calcutta.

2) The Project Director and  
Ex-officio Secretary  
State Health System Development Project – II  
GN – 29, Bidhan Nagar Sector 5, Calcutta – 700091.

Sub : **Constitution of a Sub-Committee of the District Health Committee and of**

**the Sub-Divisional Health Committee, Siliguri.**

**Ref : G.O. No. H/TDE/ Project/241/M-18/95 Pt-I Dt. 15.3.1996; H/TDE/  
Project/245/M-18/95 Pt-I Dt.15/21 March '96; HF/P/PC/500/ M-18/95  
Dt. 14.9.96 and No. 578-HF/P/PC/M-18/95 Dt. 1.10.96**

**MEMORANDUM**

In practical modification of this Department G.O.s noted above constituting a Sub-Committee of the District Health Committee and of the Sub-Divisional Health Committee, Siliguri for implementation of the Training, IEC and HMIS components of the State Health Systems Development Project – II and in super session of all previous Government Orders in this regard, the undersigned is directed to say that the functions and the powers of the District Health Committee for each district, except Calcutta and Darjeeling, and the functions and powers of the Sub-Divisional Health Committee, Siliguri have been extended in the Department G.O. No. 578 – HF/P/PC/M-18/95 Dated 1.10.1996 to cover all Projects, Schemes, National Health Programmes and Health Institutes (except teaching hospitals) in their respective jurisdiction.

2. Since the Training, HMIS and IEC components of the State Health Systems Development Project have close links with the Trainings, HMIS and IEC components of different Health Programmes being implemented in the districts, an integrated effort should be made for implementing effectively these components of all the schemes and projects being implemented in the district.

3. Accordingly, the Governor is pleased to order that the Sub-Committees constituted in this Department G.O.s mentioned above all as amended from time to time will perform all functions and exercise all powers conferred on it in the aforesaid two Government orders for ensuring effective implementation of Training, IEC and HMIS sub-components of the State Health Systems Development Project-II and all other National Health Programmes and other health projects and activities in the district under the overall supervision and control of the District Health Committee.

4. The Sub-Committee will ensure coordination in the functions of indicating procurement, storage and distribution of equipments etc. in respect of all the health projects, activities and

programmes.

5. It will submit all its proposal to the District Health Committee and also furnish monthly progress report both in physical and financial terms to the District Health Committee.

6. This Government order regarding the powers and functions of the District Sub-Committee constituted under the chairmanship of the Chief Medical Officer of Health in the aforesaid Government orders as modified from time to time will apply mutatis mutandis to the Sub-Divisional Sub-Committee constituted for the Siliguri Sub-Division of the district of Darjeeling in respect of all projects, schemes and Health Programmes in the Siliguri Sub-Division area in super session of all previous orders in this regard.

All concerned are being informed.

Sd/- L. Chakraborti

Principal Secretary and Secretary

to the Government of West Bengal



No. 693/HF/P/PC/C-4/96

Dated:18.10.1996

## RESOLUTION

By Resolution No. H/TDE/1078/M-18/95 Pt-I dated 26.12.95 Government constituted a District Health Committee for each district, except Darjeeling and Calcutta to involve the public through the Panchayat and Municipal bodies for implementing the State Health System Development Project – II.

2. Subsequently, by Resolution No. 587-HF/PC/M-18/95 dated 01.10.1996, the District Health Committee was vested with powers to review and monitor the implementation and progress of all health activities to resolve problems, remove bottlenecks and provide necessary administrative guidelines to ensure effective implementation.

3. Further, in Memorandum No. 579-HF/PC/M-18/95 dated 01.10.96, the Sub-Committees functioning under the District Health Committee and under the Sub-Divisional Health Committee, Siliguri, was vested with powers for co-ordinating all activities assigned to them relating to all health programmes within their jurisdiction.

4. The matter relating to constitution of a similar Committee and similar Sub-Committee for the hill areas of Darjeeling has been engaging the attention of the Government for sometime now. After careful consideration, the Governor is pleased to order that a District Health Committee for Darjeeling Hill Areas shall be constituted and its composition shall be as follows: -

- a) Chairman, Darjeeling Gorkha Hill Council .....  
Chairman
- b) Principal Secretary, DGHC .....  
Member-Secretary
- c) Councilor, DGHC, in-charge of Health .....  
Member

- |  |      |        |
|--|------|--------|
| d) CMOH, DGHC  | .... | Member |
| e) District Magistrate, Darjeeling<br>Member                                       | .... |        |
| f) CMOH, Darjeeling<br>Member  | .... |        |
| g) Engineers concerned with health<br><br>(as decided by the Committee)<br>Members | .... |        |
| h) District Project Officer<br><br>(to be appointed by the DGHC)<br>Member         | .... |        |

5. The Chairman of the Municipal Bodies in the Darjeeling Hill Areas shall be permanent invitees

6. The Chairman of the Committee shall have the power to co-opt such eminent persons in the area of public health and such Non-Government Organizations (NGOs) of repute who can be of assistance to the committee in discharging its responsibilities.

7. The Health and Family Welfare Department shall be the administrative department for this Committee.

8. This Committee will exercise all the powers and will discharge all the functions and responsibilities assigned to DHCs of other districts and shall be responsible for the successful implementation of the State Health System Development Project – II subject to the approved guidelines and instructions issued from time to time by the Health and Family Welfare Department and/ or the Project Director and ex-officio Secretary in the hill areas of Darjeeling.

9. A P. L. account shall be opened in favour of this DHC to be operated by the

Member-Secretary. This DHC is authorized to sanction estimate upto an amount of Rupees One Crore (Rs.1.00 crore) only. The Member-Secretary is authorized to sanction estimate not exceeding Rupees Twenty Lakh (Rs.20.00 lakh only).

10. This DHC is authorized to collect the entire amount of hospital charges in the Hill Areas and retain the same in a separate P.L. Account to be opened for that purpose and to allocate and spend from that amount within the financial powers delegated to it for meeting development expenditure only and not for any recurring non-development expenditure such as salary, wages etc.

11. The Governor is further pleased to order that there shall be a Sub-Committee functioning under this District Health Committee for Darjeeling Hill Areas for implementing the Training, IEC, HMIS and other technical health components of the Project whose composition shall consist of the following: -

- |   |       |             |
|---|-------|-------------|
| a) CMOH, DGHC   | ..... | Chairman    |
| b) CMOH, Darjeeling   | ..... | Co-Chairman |
| c) District Project Officer   | ..... | Member      |
| d) ACMOH (to be nominated as<br>Assistant Project Officer by the DHC<br>in consultation with the CMOH, DGHC<br>& the CMOH, Darjeeling)<br>Secretary | ..... | Member-     |
| e) Deputy CMOH-I, Darjeeling  | ..... | Member      |
| f) Deputy CMOH-II, Darjeeling   | ..... | Member      |
| g) Deputy CMOH-III, Darjeeling  | ..... | Member      |
| h) Deputy District Extension &  |       |             |

Media Officers	.....	Members
i) District Inspector of Health Statistics	.....	Member
j) Statistical Officer	.....	Member
k) District Public Health Nursing Officer	.....	Member

12. The Chairman and the Co-Chairman shall have the power to co-opt such hospital superintendents, medical, specialists and nursing superintendents as may be necessary to implement components of the Project from time to time as also such Non-Government Organizations (NGOs) of repute whose rule will be significant in assisting in implementation of the Project.

13. The Governor is further pleased to order that the resolution along with the Schedule be published in the Official Gazette.

Sd/- L. Chakraborti

Principal Secretary & Secretary

Health & Family Welfare Department

Government of West Bengal.





## Department Of Panchayat & Rural Development

No. 886 (16)/ I/ Panch/0-2/92

Dated: 27.3.92

From : The Deputy Secretary, Deptt. of Panchayats,

To : The District Magistrate,..... (All)

Sub : **Utilizing the services of freedom fighters in nation-building and to hear their grievances patiently and politely.**

Sir,

I am directed to send herewith a copy of the letter no. 4/34/91 – FF (P) dated 11/12/91 of the Ministry of Home Affairs, Govt. of India on the subject noted above and to request you to kindly comply, as far as practicable, with the suggestions as envisaged in the above mentioned letter.

Yours faithfully,

Sd/- N. G. Dutta

Deputy Seceretary

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# Department Of Panchayat & Rural Development

No. 1303 – FS/ Sectt/ Food/ 5C-9/96

Dated:25.3.1997

## MEMORANDUM

For review of the targeted Public Distribution System for the poor, and for monitoring and vigilance at different levels, the Governor has been pleased to constitute the following Monitoring / Vigilance Committees with the members indicated therein: -

### A. State Level Committee.

Chairman (1) The Commissioner, Food and Supplies Department -

(2) The Director General of Food, F&S Deptt.

(3) The Director, DDP&S, F&S Deptt.

(4) The Director of Rationing, F&S Deptt.

(5) The Joint Secretary, F&S Deptt. In-charge of Food

(6) The controller of Finance, F&S Deptt.

(7) The Senior Regional Manager,

Food Corporation of

India

(Special Invitee)

The Committee will hold monthly meeting, and review and scheme on the basis of reports received from the District Level Committees.

## B. District Level Committee.

(1) The Sabhadhipati, Zilla Parishad

(2) The District Magistrate

(3) The District Controller, F & S Deptt  
Chairman -

(4) The Karmadhakshya, Khadya-O-Sarbaraha Sthayee

Samiti, Zilla Parishad

(5) The District Manager, Food Corporation of India (Special  
Invitee)

The Committee will hold fortnightly/ monthly meetings, review the scheme on the basis of reports received from the Sub-Divisional Level Committees and send reports to the State Level Committee.

## C. Sub-Divisional Level Committee

(1) The Sub-Divisional Officer  
Chairman -

(2) The Sabhapati, Panchayat Samiti/  
Chairman of the Municipality

(3) The Sub-Divisional Controller, Food & Supplies Deptt. -  
(Convener)

The Committee will hold fortnightly meetings and review the scheme on the basis of reports from the Block Committees

## D. Block Level Committee

(1) The Sabhapati, Panchayat Samiti  
Chairman -

(2) The Karmadhakshya, Khadya-O-Sarbaraha Sthayee Samiti -  
Panchayat Samiti

(3) The Block Development Officer

(4) The Chief Inspector/ Inspector, Food & Supplies Deptt. - Convener

The Committee will hold weekly meetings, monitor the scheme and send weekly reports to the Sub-Divisional Officer.

#### E. Fair price Shop Level Committee

(1) Local Panchayat Member/ Local Municipal Commissioner

(2) The Inspector/ Sub-Inspector, Food & Supplies Deptt.

(In-Charge of the FPS)

Convener

(3) One respectable Gentleman of the Locality

(4) One woman representative of a BPL family.

The Committee will hold weekly meetings to monitor the progress of implementation of the Scheme, attend to grievances and complaints from the beneficiaries of the scheme and other interested, and send weekly reports to the Block Development Officer.

Sd/- D. Rudra

Food Commissioner

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No. 1650 – EMP/ 3C -5 /60

Dated: 28.8.80

## MEMORANDUM

It has been represented to Government that retrenchment of casual and such other categories of workers already employed as such and engaged in perennial type of work has been resorted to in certain cases on the strength of Labour Department Memorandum no 1700 – EMP dated 3.8.1979 (hereinafter referred to as the said G.O.). This has never been the intention of Government. The object of the said G.O. was to provide for absorption in regular service of certain categories of casual workers who satisfied the prescribed norms. Doubts have also been raised in certain quarters about the true import of certain provisions made in the said G.O. Instructions contained in the said G.O. have accordingly been reviewed and Government have since taken the following further decisions.

- i. Retrenchment of casual workers already employed as such and engaged in perennial nature of job may not normally be resorted to. Continuation or otherwise of the casual workers already in employment is a matter for the administrative department/ agency to decide, keeping in view the nature and requirement of the job.
- ii. Casual workers who had already been in employment as on 3.8.1979 and are still continuing as such will also be eligible for absorption in the regular establishments in the same manner as laid down in paragraph 3 of the said G.O. on completion of more than 3 years services' as defined in the following paragraph, from the date of their initial appointment as casual workers.
- iii. "Continuous period of more than three years", as contained in paragraph 3 of the said G.O. shall mean 240 days of work in each completed calendar year of services for three consecutive years.
- iv. Not less than 120 days of work which may be continuous or not in a season stretching over a period of six months will qualify a worker to have worked for one season in a Calendar year.
- v. "Duly qualified seasonal workers" referred to in paragraph 5 of said G.O. shall mean those seasonal workers who are still continuing as such and who possess the

qualifications prescribed in the rules of recruitment for the post in which they will be considered for appointment in the regular establishment, subject to the condition that they are in employment at the material time for calendar years or more in consecutive seasons from the date of their initial appointment as seasonal Workers.

vi. A particular job will be treated as perennial if such job is of a permanent nature.

Sd/- A. K. Sen

Chief Secretary

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**No. 1700 – EMP 30 – 36/  
78**

**Dated: 3.8.79**

**Sub : Principles to be followed in the matter of  
absorption of Casual and**

**such other categories of work are under the State  
Government.**

1. Government of West Bengal have for sometime past been considering the question of discontinuance of employment of Casual and such other categories of workers in perennial type of work and the question of gradual absorption of all such categories of workers employed from time to time by the employing authorities under the State Government. After careful consideration of the matter it has been decided as under:

2. Further recruitment of Casual and such other categories of workers shall not be normally

made. Initial recruitment of such workers, if considered unavoidable by the Employing Authority shall henceforth be invariably made through the Employment Exchanges, as already decided in the case of filling up of vacancies of no-PSC/non-promotional posts. Ad-hoc appointment of persons from the Open Market may, however, be made for a period not exceeding 15 days to meet any mutation of emergent nature. Such ad-hoc appointments will have to claim in future for absorption in regular establishments under the State Government.

3. Casual and such other categories of workers who have been engaged in a perennial type of

work for a continuous period of more than three years may be absorbed in the regular establishments on temporary basis in existing vacancies. If suitable vacancies are not available necessary steps may be taken by the respective authorities to create the requisite number of posts for the purpose of absorption of such categories of workers is consultation with the Finance Department.

4. Notwithstanding anything contained in the recruitment policy circulars issued by the State

Government from time to time, 5% of vacancies against the quota of 70% earmarked for recruitment through Employment Exchanges shall be kept reserved for absorption of those casual and such other categories of workers, who are already engaged in perennial type of work and have rendered at least 240 days service in a year but have not completed three years' service as yet.

5. While filling up vacancies in the regular establishments duly qualified seasonal workers who

have worked for five years or more in consecutive seasons shall be considered for appointment by the respective Employing Authorities along with the candidates sponsored by Employment Exchanges.

6. (a) The system of engaging contract labour for a perennial type of work by certain State

Government Establishments /undertakings etc shall be abolished in phases. For the purpose of gradual absorption of contract labour in the regular establishments of the Principal Employer necessary steps may be taken by the concerned Employing Authorities (b) Henceforth at the time of appointment of contractors one of the terms and conditions shall be that initial requirements to all categories of staff by the contractors shall invariably be through the Employment Exchange. In respect of subsisting contracts, contractors may be persuaded to fill up vacancies under them by candidates sponsored through Employment Exchange.

7. The above measures will come into force with immediate effect.

8. Definition – Unless there is anything repugnant in the subject of text,  
Casual and such other

categories of workers' would mean casual workers, daily-rated workers, muster-roll workers and such other categories of persons as may be specified from time to time by Government.

9. Provisions contained in the Memorandum shall apply to all departments.

In case of any doubt as to interpretation and / or implementation of the decisions contained in

the Memorandum the matter shall be referred to the Labour Department.

Yours faithfully,

Sd/- **A. K. Sen,**

Chief Secretary



## Department Of Panchayat & Rural Development

No. 3180 (42) – F

Dated: 30.3.82

From : Shri A. K. Sen, Chief Secretary,  
to the Government of West Bengal.

To : The Secretary,  
Government of West Bengal.

**Sub : Implementation of the recommendations of Dr. Bhabatosh Dutta  
Committee report on purchase of stores.**

Sir,

The question of implementation of the recommendations of Dr. Bhabatosh Dutta Committee report on purchase of stores has been under active consideration of Government.

2. I am now directed by order of the Governor to say that the articles in the lists marked A-I, A-II, A-III, A-IV and A-V (Vide Annexure – A) may be purchased by all State Government Departments/ Directorates/ Offices/ Organizations from West Bengal Small Industries Corporation, West Bengal Khadi and Village Industries Board, West Bengal State Handloom Development Corporation Ltd., West Bengal State Leather Development Corporation, and West Bengal Handicrafts Development Corporation respectively only and from no other source at a price fixed by these agencies which will formulate their own pricing policy keeping normal margin on amount of profit and overhead expenses which should not exceed Generally 10%. The requisitioning Departments/ Directorates/ Offices/ Organizations

should not insist that deliveries should be made by the agencies as mentioned above at places indicated by the Departments etc. The Departments etc. should be prepared to lift them from such places mutually agreed upon between the requisitioning Department etc. and the supplying agencies.

3. I am also directed by order of the Governor to say that all Government Departments/ Directorates/ Offices/ Organizations are hereby directed to purchase the articles (50 in numbers) mentioned in Annexure – B from registered small scale units only by inviting tenders/ quotations in respect of these items. These units will, however, have to compete amongst themselves.

4. I am further directed by order of the Governor to say that the lists of items in the annexure will be scrutinized and approved by a standing committee under the Chairmanship of the Chief Secretary, Secretary, Finance Department and Secretary, Cottage and Small Scale Industries Department (Member-Secretary). This Standing Committee will have the power to delete or add to the lists of items. The relevant rules will be amended, if necessary, so that the cottage and small scale industries department can issue follow up orders without any further clearance, once the Standing Committee clears any proposal.

5. I am further directed by order of the Governor to say that exemption from operation of this order will be given by the Cottage and Small Scale Industries Department who may delegate this power with the prior concurrence of the Finance Department. If an exemption is granted the normal procedure for procurement of stores shall be followed.

## **ANNEXURE – A**

A – I List of items to be supplied by West Bengal Small Industries Corporation Ltd.

- (1) Aluminium Utensils.
- (2) Carpenters' Tools.
- (3) Pad locks (All types)
- (4) Cans (made up of GP sheets for milk and measuring)
- (5) Domestic utensils other than Swtainless Steel.
- (6) Emergency Lamp (Mini Generator).
- (7) Invalid Wheel Chairs.
- (8) Hand Pump.

(9) Steel Furniture.

(10) Electric Fan.

(11) Baskets (GI & Plastic)

(12) Plastic Cans containers/ Thalis etc.

(13) Manhole Covers.

(14) Wooden Furniture (For Offices in Calcutta, Howrah District only)

A – II List of items to be supplied by the Khadi and Village Industries Board, West Bengal.

(1) Livery and livery cloth for Class – IV staff and Hospitals dresses and uniforms.

(2) Handmade Paper.

(3) Khadi Woolen Blanket.

(4) File Covers and Boards.

A-III List of items to be supplied by (1) West Bengal State Handloom Weavers' Co-operative Society Ltd., 93 Dakshin Dari Road, Cal – 48.”

(2) West Bengal Handloom and Powerloom Development Corporation Ltd. Abhoy

Guha Road, Cal – 6. \*\*

(1) Cotton Hosiery.

(2) Curtain Cloth.

(3) Duster.

(4) Garments (All types including uniform for children except uniform for Police Jails, Forest, Fair Services Deptt. etct.)

(5) Liveries for Drivers and Group – D employees.

- (6) Patients' Coats and pyjamas.
- (7) Surgical Dressing (Gauze and Bandage Cloth).
- (8) Cotton tape.
- (9) Hospital lines – Dosuti, Patra, Stretcher – cloth, Tikin Towel etc.
- (10) Mosquito Netting.
- (11) Towels.
- (12) Bed Sheet and Bed Cover.
- (13) Wooden Blanket.
- (14) Sarees
- (15) Dhoties
- (16) Furnishing Fabrics.
- (17) Long Cloth
- (18) Markin.

A-IV List of items to be supplied by West Bengal State Leather Development Corporation.

- (1) Attache Cases/ bags.
- (2) Boots and shoes including ammunition boots and officers boots.
- (3) Chappals and sandals.
- (4) Hand Gloves.
- (5) Leather Suitcases.
- (6) Pouches.
- (7) Leather belts.

(8) Bus and Tram Conductors' bags.

A-V List of items to be supplied by the West Bengal Handicrafts Development Corporation.

(1) Knitted Woolen Products.

(2) Dhokra (Jute) Mats.

(3) Coir Door Mats

(4) Waste Paper Basket.

(5) Readymade Garment including School Uniform but excluding uniform for police, jails etc.

(6) Gift Items.

(7) Woolen Carpets.

## **ANNEXURE – B**

**List of items to be procured directly by Government Department Corporation and Statutory Bodies from the Registered small scale units.**

(1) Wooden Furniture and Fixtures.

(2) Register and Exercise Book.

(3) Rubber Hose Pipe.

(4) Wax Candle.

(5) Writing Inks and Fountain Pen Inks.

(6) Office Gum Paste.

(7) Flooring Tiles.

(8) Conduit Pipes



- (9) Stone chips
- (10) Dustbin.
- (11) Steel Windows and Ventilators – Metallic
- (12) Rolling Shutters.
- (13) Builders Hardware.
- (14) Surgical Gloves.
- (15) Expanded Metal.
- (16) Voltage Stabilizers.
- (17) P.V.C. Cables and Wires.
- (18) Electrical light Fitting Chokes.
- (19) Metal Clad Switches.
- (20) Sports Goods.
- (21) Ball Point Pens, Fountain Pens.
- (22) Umbrella.
- (23) Brushes (Paint).
- (24) Domestic Electrical Appliances.
- (25) Polythene Bags.
- (26) Scientific Laboratory Glass Ware.
- (27) Tyres and Tubes (Cycles).
- (28) Steel Trunks.
- (29) Tarapauline.

- (30) Readymade Graments.
- (31) Cotton/ Woolen Socks.
- (32) R.C.C. Pipes.
- (33) Liquid / Laundry Soap.
- (34) Wood Screw.
- (35) Electric Distribution Board upto 15 amps.
- (36) Wire Nails and Horse Shoe Nails.
- (37) Drawing and Mathematical Instruments.
- (38) Lamp Holders.
- (39) Drums and Barrels.
- (40) A.C.S.R. & A.A./C. Conductors.
- (41) Glass Ampules (Distilled Water)
- (42) Wooden Packing Cases.
- (43) Wire Netting.
- (44) Electric Call Bell.
- (45) Wall Clock.
- (46) Office Stationery (Like Gemesclip, Pin, Pincushion, Table Top gloss paper weight).
- (47) Agricultural Tools and implements like/ including (Kodali, Prunning, duster, sprayer etc.)
- (48) Personal weights machine/ Bath-room scale (for weighting) used by Doctors/ Hospitals/ Nursing home.
- (49) Circular Hanging spring balance upto 200 kgs.

(50) Fire Extinguishers.

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## Department Of Panchayat & Rural Development

No. 4937 / PN/ O/III/ 2E -73 /96

Dated: 3.11.97

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

To : The Director of Panchayats & R.D., West Bengal.

Sub : **Notes on reservation of Scheduled Castes & Scheduled Tribes in services  
and posts.**

In continuation of this Deptt. No.3081/PN/O/III/2E-64/97 dated 31.7.97, the undersigned is directed to forward herewith an extract copy of the Notes on reservation Scheduled Castes & Scheduled Tribes in service and posts relating to appointments on promotion for information and necessary action.

Deputy Secretary to the  
Government of West Bengal

(A. K. Majumdar)

Chief Secretary

## **Notes on Reservation on Scheduled Castes & Scheduled Tribes in Services & Posts**

In terms of Article 16 (4) and Article 335 of Indian Constitution the State Government enacted the West Bengal Scheduled Castes and Scheduled Tribes (Reservation in Services and Posts) Act, 1976. This Act was amended from time to time.

All establishment be it a Government, a Government Undertaking, a Statutory Body, a University, Educational Institutions or Offices owned or aided by the State Government shall maintain reservation Scheduled Castes and Scheduled Tribes in direct and promotional vacancies, as per percentage fixed and other norms stipulated.

### **2. Appointment on promotion**

(i) There shall be reservation at 22% for members of Scheduled Castes and 6% for members of Scheduled Tribes for services and posts including appointment to the posts of Engineers, Roster as in Appendix-I shall be followed.

(ii) Promotional vacancies reserved for Scheduled Castes, Scheduled Tribes be filled up on the principle of “normal zone of consideration”. Normal zone of consideration in respect of promotion to any particular post of posts shall consists of such of the employees eligible for promotion to such post or posts according to the prevailing recruitment rules or procedure as occupy, when arranged in descending order of the seniority, five times the number of vacancy or vacancies actually available for filling up by promotion at the time of consideration.

(iii) In the absence of a qualified scheduled caste or scheduled tribe candidate against a particular reserved vacancy, the reserved vacancy shall be carried forward till the next reserved vacancy occurs in the 20 point roster by not beyond.

(iv) The number of any Scheduled Caste and Scheduled Tribe employee appointed on promotion to any unreserved vacancy in services and posts in any establishment to be filled up by promotion shall not be deducted from the quota reserved in such services or posts for the members of the Scheduled Castes or the Scheduled Tribes.

(v) While vacancies reserved for Scheduled Castes and Scheduled Tribes will continue to be reserved for the respected community only, a Scheduled Caste employee may also be considered for appointment against a vacancy reserved for Scheduled Tribe, or vice-versa, in the same year itself in which the reservation is made, where the appropriate reserved vacancy could not be filled up by a Scheduled Caste or a Scheduled tribe candidate, as the case may be.

(vi) There shall be no reservation in any post in a scale of pay, the maximum of which exceeds Rs. 6,000/-. Usual criteria of promotion shall be followed.

(vii) There shall be no reservation in Higher Judicial Service. Usual criteria of promotion shall be followed.

### **3. Exemption**

(i) \* \* \*

(ii) If any difficulty arises in giving effect to the provisions of this Act, the State Government may take such steps or issue such orders not inconsistent with the provisions of this Act, as the State Government may consider necessary for removing the difficulty.





## Department Of Panchayat & Rural Development

**No. H/ FW/1174/4C-2/94 KW**

**Date: 14.11.1996**

**From :** The Commissioner of Family Welfare and  
Ex-officio Special Secretary to the  
Government of West Bengal.

**To :** The Principal Secretary to the  
Government of West Bengal,  
Panchayats and Rural Development Department,  
Panchayat Bhavan,  
11A, Kiran Sankar Roy Road,  
Calcutta – 700001.

**Sub :** Integration of the services of Health and F.W. Department with District  
Administration and Panchayati Raj Institutions.

**Ref :** Memo no. H/FW/4C-2/94/SS/299 Dated 31<sup>st</sup> July, 1995.

Sir,

In continuation of the Department letter no. H/FW/186/4C-2/94 I Dt.5.9.96 addressed to you, I am further directed to say that it has been further decided by this Department that Chief Medical Officer of Health in the Districts may be declared and designated as Ex-officio Secretary of the Zilla Parishad Standing Committee on Health in addition to designating the BMOH as Ex-officio Secretary of the Swasthya Sthayee Samiti of the Panchayat Samiti, in order to strengthen the integration of Health and Family Welfare activities with Panchayat set-up.

I am, accordingly, directed to request you to kindly arrange to issue appropriate 'Notification' in this regard.

Yours faithfully,

Sd/-

Commissioner of F.W. &

Ex-Officio Special Secretary







No. H/ TDE/100/ M-18/95 (Pt-I)

Dated: 5.2.96

## RESOLUTION

A resolution bearing No. H/ TDE/1078/M-18/95 Pt-I dated 26.12.95 was adopted and published in the Calcutta Gazettee extraordinary constituting a District Level Health Committee for each district, except Calcutta, headed by the Sabhadhipati of the Zilla Parishad. In partial modification of the said resolution the Governor is pleased to order that the said resolution will apply to all districts except Darjeeling and Calcutta.

The Governor is further pleased to order that a Sub-Divisional Level Health Committee for Siliguri Sub-Division of the District of Darjeeling shall be constituted as follows: -

- |     |  |   |                  |
|-----|--|---|------------------|
| (a) | Mahakuma Sabhadhipati  | - | Chairman         |
| (b) | District Magistrate and collector<br>or an officer not below the rank<br>of Additional District Magistrate<br>to be nominated by him | - | Member Secretary |
| (c) | Karmadhyaksha, Jana Swasthya Sthayee Samiti  | - | Member           |
| (d) | Chief Medical Officer of Health  | - | Member           |
| (e) | Executive Engineer, Civil  | - | Member           |
| (f) | Executive Engineer/ Electrical Engineer  | - | Member           |

(g) Project Officer to be nominated by the District

Magistrate.

- Member

The Mayor of the Siliguri Municipal Corporation will be a permanent invitee. The functions of the committee has been laid down in the schedule.

The Health and Family Welfare Department will be the Administrative Department in respect of the aforesaid Committee.

The Governor is further pleased to order that the Resolution along with the schedule be published in the Official Gazettee.

By order of the Governor

Sd/- P. Bhattacharya

Project Director & Ex-Officio Secy

to the Govt. of West Bengal

#### SCHEDULE FUNCTIONS

The Siliguri Sub-Divisional Level Health Committee will implement the Project in respect of Siliguri Sub-Division, in the District of Darjeeling within the approved guidelines and instructions issued by the Department of Health and Family Welfare and/ or the Project Director and Ex-Officio Secretary.

2. The Committee will review and monitor the progress of the project at the district level.
3. The Committee will co-ordinate activities amongst different agencies entrusted with implementation of the Project;
4. Resolve problems and provide necessary administrative guidelines at the sub-divisional level;

5. The Committee will allocate the resources placed at its disposal by the Department of Health and Family Welfare amongst different agencies and issue work orders and implement approved procurement plans as per instruction to be issued by the Government from time to time;

6. The Committee will allocate funds to the concerned Executive Engineer/ Executive Engineers of PWD/ PWD (Construction Board)/ PWD (Electrical) for civil works to be taken up as deposit work;

7. The Committee will submit report and returns of the progress and regularly to the State Government.

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

##### **Subject: Definitions.**

243. In this Part, unless the context otherwise requires,—

- (a) "district" means a district in a State ;
- (b) "Gram Sabha" means a body consisting of persons registered in the electoral rolls relating to a village comprised within the area of Panchayat at the village level;
- (c) "intermediate level" means a level between the village and district levels specified by the Governor of a State by public notification to be the intermediate level for the purposes of this Part;
- (d) "Panchayat" means an institution (by whatever name called) of self-government constituted under article 243B, for the rural areas ;
- (e) "Panchayat area" means the territorial area of a Panchayat;
- (/) "population" means the population as ascertained at the last preceding census of which the relevant figures have been published;

(g) "village" means a village specified by the Governor by public notification to be a village for the purposes of this Part and includes a group of villages so specified.

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Gram Sabha.**

243A. A Gram Sabha may exercise such powers and perform such functions at the village level as the Legislature of a State may by law, provide.





**THE CONSTITUTION SEVENTY-THIRD  
AMENDMENT**

**ACT, 1992 ON THE PANCHAYATS**

**AN ACT**

**PART IX**

**THE PANCHAYATS**

**Subject: Constitution of Panchayats.**

243B. (7) There shall be constituted in every State, Panchayats at the village, intermediate and district levels in accordance with the provisions of this Part.

(2) Notwithstanding anything in clause (1), Panchayats at the intermediate level may not be constituted in a State having a population not exceeding twenty lakh.

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Composition of Panchayats.**

243C. (1) Subject to the provisions of this Part, the Legislature of a State may, by law, make provisions with respect to the composition of Panchayats :

Provided that the ratio between the population of the territorial area of a Panchayat at any level and the number of seats in such Panchayat to be filled by election shall, so far as practicable, be the same throughout the State.

(2) All the seats in a Panchayat shall be filled by persons chosen by direct election from territorial constituencies in the Panchayat area and ; for this purpose, each Panchayat area shall be divided into territorial constituencies in such manner that the ratio between the population of each constituency and the number of seats allotted to it shall, so far as practicable, be the same throughout the Panchayat area.

(3) The Legislature of a State may, by law, provide for the representation—

(a) of the Chairpersons of the Panchayats at the village level, in the Panchayats at the intermediate level or, in the case of a State not having Panchayats at the intermediate level, in the Panchayats at the district level;

(b) of the Chairpersons of the Panchayats at the intermediate level, in the Panchayats at the district level;

(c) of the members of the House of the People and the members of the Legislative Assembly of the State representing constituencies which comprise wholly or partly a Panchayat area at a level other than the village level, in such Panchayat;

(rf) of the members of the Council of States and the members of the Legislative Council of the State, where they are registered as electors within—

(z) a Panchayat area at the intermediate level, in Panchayat at the intermediate level;

(ii) a Panchayat area at the district level, in Panchayat at the district level.

(4) The Chairperson of a Panchayat and other members of a Panchayat whether or not chosen by direct election from territorial constituencies in the Panchayat area shall have the right to vote in the meeting of the Panchayats.

(5) The Chairperson of—

(a) a Panchayat at the village level shall be elected in such manner as the Legislature of a State may, by Law, provide; and

(b) a Panchayat at the intermediate level or district level shall be elected by, and from amongst, the elected members thereof.



# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Reservation of seats.**

243D (1) Seats shall be reserved for— Reservation  
of seats.

(a) the Scheduled Castes ; and

(b) the Scheduled Tribes,

in every Panchayat and the number of seats so reserved shall bear, as nearly as may be, the same proportion to the total number of seats to be filled by direct election in that Panchayat as the population of the Scheduled Castes in that Panchayat area or of the Scheduled Tribes in that Panchayat area bears to the total population of that area and such seats may be allotted by rotation to different constituencies in a Panchayat.

(2) Not less than one-third of the total number of seats reserved under clause (1) shall be reserved for women belonging to the Scheduled Castes or, as the case may be, the Scheduled Tribes.

(3) Not less than one-third (including the number of seats reserved for women belonging to the Scheduled Castes and the Scheduled Tribes) of the total number of seats to be filled by direct election in every Panchayat shall be reserved for women and such seats may be allotted by

rotation to different constituencies in a in a Panchayat.

(4) The offices of the Chairpersons in the Panchayats at the village or any other level shall be reserved for the Scheduled Castes, the Scheduled Tribes and women in such manner as the Legislature of a State may, by law, provide :

Provided that the number of offices of Chairpersons reserved for the Scheduled Castes and the Scheduled Tribes in the Panchayats at each level in any State shall bear, as nearly as may be, the same proportion to the total number of such offices in the Panchayats at each level as the population of the Scheduled Castes in the State or of the Scheduled Tribes in the State bears to the total population of the State :

Provided further that not less than one-third of the total number of offices of Chairpersons in the Panchayats at each level shall be reserved for women :

Provided also that the number of offices reserved under this clause shall be allotted by rotation to different Panchayats at each level.

(5) The reservation of seats clauses (1) and (2) and the reservation of offices of Chairpersons (other than the reservation for women) under clause (4) shall cease to have effect on the expiration of the period specified in article 334.

(6) Nothing in this Part shall prevent the Legislature of a State from making any provision for reservation of seats in any Panchayat or offices of Chairpersons in the Panchayats at any level in favour of backward class of citizens.





# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Duration of Panchayats etc.**

243E.

(1) Every Panchayat, unless sooner dissolved under shall continue for five years from the date appointed for its first meeting and no longer.

(2) No amendment, of any law for the time being in force shall have the effect of causing dissolution of a Panchayat at any level, which is functioning immediately before such amendment, till the expiration of its duration specified in clause (1).

(3) An election to constitute a Panchayat shall be completed—

(a) before the expiry of its duration specified in clause (1):

(b) before the expiration of a period of six months from the date of its dissolution :

Provided that where the remainder of the period for which the dissolved Panchayat would have continued is less than six months, it shall not be necessary to hold any election under this clause for constituting the Panchayat for such period.

(4) A Panchayat constituted upon the dissolution of a Panchayat before the expiration of its duration shall continue only for the remainder of the period for which the dissolved Panchayat would have continued under clause (1) had it not been so dissolved.

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**THE CONSTITUTION SEVENTY-THIRD  
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**ACT, 1992 ON THE PANCHAYATS**

**AN ACT**

**PART IX**

**THE PANCHAYATS**

**Subject: Disqualifications for membership.**

243F. (1) A person shall be disqualified for being chosen as, and for being, a member of a Panchayat—

(a) if he is so disqualified by or under any law for the time being in force for the purposes of elections to the legislature of the State concerned :

Provided that no person shall be disqualified on the ground that he is less than twenty-five years of age, if he has attained the age of twenty-one years ;

(b) if he is so disqualified by or under any law made by the Legislature of the State.

(2) If any question arises as to whether a member of a Panchayat has become subject to any of the disqualifications mentioned in clause (1), the question shall be referred for the decision of such authority and in such manner as the Legislature of a State may, by law, provide.

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Powers, authority and responsibilities of Panchayats.**

243G. Subject to the provisions of this Constitution, the Legislature of a State may, by law, endow the Panchayats with such powers and authority as may be necessary to enable them of Panchayats. to function as institutions of self-government and such law may

contain provisions for the devolution of powers and responsibilities upon Panchayats at the appropriate level, subject to such conditions as may be specified therein, with respect to—

(a) the preparation of plans for economic development and social justice;

(b) the, implementation of schemes for economic development and social justice as may be

entrusted to them including those in relation to the matters - listed in the Eleventh Schedule.

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Powers to impose taxes by, and Funds of, the Panchayats.**

243H. The Legislature of a State may, by law,—

(a) authorise a Panchayat to levy, collect and appropriate such taxes, duties, tolls and fees in accordance with such -procedure and subject to such limits ;

. (b) assign to a Panchayat such taxes, duties, tolls and fees levied and collected by the State Government for such purposes and subject to such conditions and limits;

(c) provide for making such grants-in-aid to the Panchayats from the Consolidated Fund of the State ; and

(d) provide for constitution of such Funds for crediting all moneys received, respectively, by or on behalf of the Panchayats and also for the withdrawal of such moneys there from.

as may be specified in the law.

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Constitution of Finance Commission to review financial position .**

243-I.

(1) The Governor of a State shall, as soon as may be within one year from the commencement of the Constitution (Seventy-third Amendment) Act, 1992, and thereafter at the expiration of every fifth year, constitute a Finance Commission to review the financial position of the Panchayats and to make position, recommendations to the Governor as to—

(a) the principles which should govern—

(/) the distribution between the State and the Panchayats of the net proceeds of the taxes, duties, tolls and fees leviable by the State, which may be divided between them under this Part and the allocation between the Panchayats at all levels of their respective shares of such proceeds;

(//) the determination of the taxes, duties, tolls and fees which may be assigned to, or appropriated by, the Panchayats;

(Hi) the grants-in-aid to the Panchayats from the Consolidated Fund of the State ;

(b) the measures needed to improve the financial position of the Panchayats;

(c) any other matter referred to the Finance Commission by the Governor in the interests of sound finance of the

Panchayats.

(2) The Legislature of a State may, by law, provide for the composition of the Commission, the qualifications which shall be requisite for appointment as members thereof and the manner in which they shall be selected.

(3) The Commission shall determine their procedure and shall have such powers in the performance of their functions as the Legislature of the State may, by law, confer on them.

(4) The Governor shall cause every recommendation made by the Commission under this article together with an explanatory memorandum as to the action taken thereon to be laid before the Legislature of the State.



# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Audit of accounts of Panchayats,**

243J. The Legislature of a State may, by law, make provisions with respect to the maintenance of accounts by the Panchayats and the auditing of such accounts.





# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Elections to the Panchayats.**

243K.

(1) The superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the Panchayats shall be vested in a State Election Commission consisting of a State Election Commissioner to be appointed by the Governor.

(2) Subject to the provisions of any law made by the Legislature of a State, the conditions of service and tenure of office of the State Election Commissioner shall be such as the Governor may by rule determine :

Provided that the State Election Commissioner shall not be removed from his office except in like manner and on the like grounds as a Judge of a High Court and the conditions of service of the State Election Commissioner shall not be varied to his disadvantage after his appointment.

(3) The Governor of a State shall, when so requested by the State Election commission, make available to the State Election Commission such staff as may be necessary for the discharge of the functions conferred on the State Election Commission by clause (1).



(4) Subject to the provisions of this Constitution the Legislature of a State may, by Law, make provision with respect to all matters relating to, or in connection with, elections to the Panchayats.

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**THE CONSTITUTION SEVENTY-THIRD  
AMENDMENT**

**ACT, 1992 ON THE PANCHAYATS**

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**PART IX**

**THE PANCHAYATS**

**Subject: Application to Union territories.**

243L. The provisions of this Part shall apply to the Union territories and shall in their application to a Union territory, have effect as if the references to the Governor of a State were references to the Administrator of the Union territory appointed under article 239 and references to the Legislature or the Legislative Assembly of a State were references, in relation to a Union territory having a Legislative Assembly, to that Legislative Assembly :

Provided that the President may, by public notification, direct that the provisions of this Part shall apply to any Union territory or part thereof subject to such exceptions and modifications as he may specify in the notification.

# The Consti Seventy-Third Amendact, 1992 On The Panch - An Act Part IX The Panchayats Sec – 243L

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Part not to apply to certain areas.**

243M. (1) Nothing in this Part shall apply to the Scheduled Areas referred to in clause (1), and the tribal areas referred to in clause (2), of article 244.

(2) Nothing in this Part shall apply to —

(a) the States of Nagaland, Meghalaya and Mizoram ;

(b) the hill areas in the State of Manipur for which District Councils exist under any law for the time being in force.

(3) Nothing in this Part—

relating to Panchayats at the district level shall apply to the hill areas of the District of Darjeeling in the State of West Bengal for which Darjeeling Gorkha Hill Council exists under any law for the time being in force ;

(b) Shall be construed to affect the functions and powers of the Darjeeling Gorkha Hill Council constituted under such law.

(4) Notwithstanding anything in this Constitution—

(a) the Legislature of a State referred to in sub-clause (a) of clause (2) may/by law, extend this Part to that State, except the areas, if any, referred to in clause (1), if the Legislative Assembly of that State passes a resolution to that effect by a majority of the total membership of that House and by a majority of not less than two-thirds of the members of that House present and voting ;

(b) Parliament may, by law, extend the provisions, of this Part to the Scheduled Areas and the tribal areas referred to in clause (1) subject to such exceptions and modifications as may be specified in such law, and no such law shall be deemed to be an amendment of this Constitution for the purposes of article 368.

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# **THE CONSTITUTION SEVENTY-THIRD AMENDMENT**

## **ACT, 1992 ON THE PANCHAYATS**

### **AN ACT**

#### **PART IX**

#### **THE PANCHAYATS**

**Subject: Continuance of existing laws and Panchayats.**

243N. Notwithstanding anything in this Part, any provision of any law relating to Panchayats in force in a State immediately before the commencement of the Constitution (Seventy-third Amendment) Act, 1992, which is inconsistent with the provisions of this part, shall continue to be in force until amended or repealed by a competent Legislature or other competent authority or until the expiration of one year from such commencement, whichever is earlier :

Provided that all the Panchayats existing immediately before such commencement shall continue till the expiration of their duration, unless sooner dissolved by a resolution passed to that effect by the Legislative Assembly of that State or, in the case of a State having a Legislative Council, by each House of the Legislature of that State.

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**THE CONSTITUTION SEVENTY-THIRD  
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**ACT, 1992 ON THE PANCHAYATS**

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**PART IX**

**THE PANCHAYATS**

**Subject: Addition of eleventh schedule.**

243-O.

4. After the Tenth Schedule to the Constitution, the following Addition of

Schedule shall be added, namely :—

**"ELEVENTH SCHEDULE**

**(Article 243G)**

1. Agriculture, including agricultural extension.



2. Land improvement, implementation of land reforms, land consolidation and soil conservation.
3. Minor irrigation, water management and watershed development.
4. Animal husbandry, dairying and poultry.
5. Fisheries,
6. Social forestry and farm forestry.
7. Minor forest produce.
8. Small scale industries, including food processing industries.
9. Khadi, village and cottage industries.
10. Rural housing.
11. Drinking water.
12. Fuel and fodder.
13. Roads, culverts, bridges, ferries, waterways and other means of communication.
14. Rural electrification, including distribution of electricity.
15. Non-conventional energy sources.
16. Poverty alleviation programme.
17. Education, including primary and secondary schools.

18. Technical training and vocational education.
19. Adult and non-formal education.
20. Libraries.
21. Cultural activities.
22. Markets and fairs.
23. Health and sanitation, including hospitals, primary health centres and dispensaries.
24. Family welfare.
25. Women and child development.
26. Social welfare including welfare of the handicapped and mentally retarded.
27. Welfare of the weaker sections, and in particular, of the Scheduled Castes and the Scheduled Tribes.
28. Public distribution system.
29. Maintenance of community assets.

K. L. MOHANPURIA,  
Secy. to the Govt. of India





# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

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#### PART IX

#### THE PANCHAYATS

**Subject: Amendment of article 280.**

243-O.

3. In clause (3) of article 280 of the Constitution, after Amendment sub-clause (b), the following sub-clause shall be inserted, 'of article 280' namely ;—

"(bb) the measures needed to augment the Consolidated Fund of a State to supplement the resources of the Panchayats in the State on the basis of the recommendations made by the Finance Commission of the State ;"

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# THE CONSTITUTION SEVENTY-THIRD AMENDMENT

## ACT, 1992 ON THE PANCHAYATS

### AN ACT

#### PART IX

#### THE PANCHAYATS

**Subject: Bar to interference by courts in electoral matters.**

243-O. Notwithstanding anything in this Constitution,—

(a) the validity of any law relating to the delimitation of constituencies or the allotment of seats to such constituencies made or purporting to be made under article 243K, shall not be called in question in any court;

no election to any Panchayat shall be called in question except by an election petition presented to such authority and in such manner as is provided for by or under any law made by the Legislature of a State.

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নং: ১০৯৩ (১৭)/ সোল-১/১এ-১০/৮৮ (পার্ট-১) তারিখ: ৪.৫.১৯৯৫

প্রতি

শ্রী.....

সভাপতি,

.....জেলা পরিষদ

.....জেলা।

মহাশয়,

গ্রাম সংসদ ও গ্রামসভার অধিবেশনগুলি আইনানুগ পদ্ধতিতে গ্রাম পঞ্চায়েতের পক্ষ থেকে নিয়মিত করার বিষয়ে আপনার দৃষ্টি আকর্ষণ করছি। আপনি জানেন যে, জনগণের সার্বিক উন্নতির কোন প্রচেষ্টা সার্থক হয়ে ওঠার পূর্বশর্ত হল যে সাধারণ এই প্রচেষ্টার বিষয়ে সম্পূর্ণ অবহিত থেকে তাঁদের সহযোগিতার হাত বাড়িয়ে দেবেন।

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ এই বিষয়ে সুস্পষ্ট নির্দেশ দিয়েছেন। আইনের ১৬ক ধারায় প্রতিটি গ্রাম সংসদের বাৎসরিক সভা প্রতি বছর মে মাসে এবং ষান্মাসি সভা প্রতি বছর নভেম্বর মাস করার কথা বলা আছে। আবার ১৬খ ধারা অনুসারে গ্রামসভার অধিবেশন প্রতি বছর ডিসেম্বর মাসে হবে। এছাড়াও ১৭ক ধারায় গ্রাম সংসদের সভায় কোন বিষয়গুলি আলোচনা হওয়ার প্রয়োজন তা বলা আছে। বিষয়ের তালিকাটি অবশ্য স্বয়ংসম্পূর্ণ নয়, গ্রাম পঞ্চায়েতের যে-কোন কাজ বা সমস্যাই এই সভায় আলোচনা করা যেতে পারে।

গ্রাম সংসদের বাৎসরিক ও ষান্মাসিক সভা করার আইনগত প্রয়োজন বা গুরুত্বের বিষয়ে সংশয়ের কোন অবকাশ নেই।



তাছাড়া, গ্রাম পঞ্চায়েত ও তার কর্মপরিধির বিষয়ে গ্রাম সংসদের মাধ্যমে সাধারণ মানুষের আস্থা অর্জন করা অত্যন্ত জরুরি। বিগত বছরে নিম্ন সব কাজের একটি হিসাব ও আগামী বছরের পরিকল্পিত কাজের জন্য সর্বসাধারণের মতামত গ্রহণ করা শুধু আইনত প্রয়োজনীয় নয়, কাজগুলি সুসম্পন্ন করার জন্য অত্যন্ত গুরুত্বপূর্ণ। গ্রাম সংসদের সভায় বাজেট, পঞ্চবার্ষিকী বা বাৎসরিক পরিকল্পনা ইত্যাদি আলোচিত না হলে গ্রাম পঞ্চায়েতের অধিবেশনে এগুলি চূড়ান্ত অনুমোদিত করা যায় না এবং আগামীদিনে গ্রাম পঞ্চায়েতের পক্ষে কোন অর্থব্যয় করা বা কাজ করা সম্ভব হবে না। ফলে একটি অচলাবস্থার সৃষ্টি হবে। তাছাড়া, গ্রাম সংসদের সভা না ডাকলে যে আইনবিরুদ্ধ আচরণ হয়, তার জন্য প্রধান বা গ্রাম পঞ্চায়েতের বিরুদ্ধে কঠোর পদক্ষেপ নেওয়ার ব্যবস্থা আইনে আছে।

গ্রাম সংসদের বাৎসরিক সভা সাধারণভাবে মে মাসে করার সময় হয়ে গেছে। গ্রাম পঞ্চায়েতগুলির এই বিষয়ে সম্পূর্ণ অবহিত থাকার কথা এবং হয়তো তাঁরা ইতিমধ্যে প্রয়োজনীয় ব্যবস্থা গ্রহণও করেছেন। কিন্তু যদি এর মধ্যে আপনার জেলার কোন গ্রাম পঞ্চায়েতে এই সভাগুলি আহ্বান করার কাজ শুরু না হয়ে থাকে, তা হলে অবিলম্বে আপনার হস্তক্ষেপের অনুরোধ করব, যাতে গ্রাম সংসদের অন্ততপক্ষে অধিকাংশ সভা মে মাসে ও বাকিগুলি জুনের প্রথমভাগে সম্পূর্ণ করা যায়।

নমস্কারান্তে

ভবদীয়  
ডাঃ সূর্যকান্ত মিশ্র  
মন্ত্রী

## পরিপত্র

পঞ্চায়েত স্তরে পঞ্চায়েতের ট্যাক্স ধার্য ও আদায়, ফেরিঘাট ও খাস পুকুরের সদ্যবহার, গৌণ খনিজের রয়্যালটি আদায়ে সংশ্লিষ্ট কর্তৃপক্ষকে সাহায্য, পতিত জায়গায় বৃক্ষরোপণ প্রভৃতি কাজের মাধ্যমে পঞ্চায়েতগুলির নিজস্ব আয় বৃদ্ধির প্রয়োজনীয় ও গুরুত্বের প্রতি রাজ্য সরকারের দৃষ্টি আকর্ষিত হয়েছে। একথা অনস্বীকার্য যে কোন পঞ্চায়েত শুধু সরকারি অনুদানের উপর নির্ভর করলে বা সরকার থেকে নির্দিষ্ট প্রকল্প রূপায়ণের মধ্যেই নিজের কর্মধারাকে সীমাবদ্ধ রাখলে, সেই এলাকার জনসাধারণের সার্বিক আর্থ-সামাজিক উন্নতির বা সেই এলাকার বিশেষ প্রয়োজন মেটানোর প্রচেষ্টা কখনই বাস্তবায়িত করা যাবে না। প্রকল্প রূপায়ণের জন্য যদি পঞ্চায়েতের নিজস্ব একটি তহবিল থাকে, তা হলেই এই প্রচেষ্টা সার্থক হতে পারে। আনন্দের কথা, কোন কোন পঞ্চায়েত এ বিষয়ে যথেষ্ট তৎপর। কিন্তু অনেক পঞ্চায়েতই এ সম্বন্ধে বিশেষ করে কর ধার্য ও আদায় করার প্রচেষ্টায় বিশেষ উৎসাহ প্রকাশ করছেন না।

এই প্রসঙ্গে উল্লেখ করা যেতে পারে যে, সাম্প্রতি সংশোধনীর মাধ্যমে পঞ্চায়েত আইনের ৪৬ ধারাকে সংশোধন করে ধার্য করার হারকে দ্বিগুণ করা হয়েছে। রাজ্য বিধানসভার পঞ্চায়েত বিষয়ক কমিটিও পঞ্চায়েতের কর ও অন্যান্য খাতে আয় বৃদ্ধি হওয়ার বিষয়ে সবিশেষ আগ্রহী।

এমতাবস্থাট পঞ্চায়েতের কর ধার্য ও আদায় এবং অন্যান্য খাতে আয়ের পরিধিকে বিস্তৃত করা, বিশেষত যেখানে পঞ্চায়েতে ন্যস্ত খাস পুকুর, ফেরিঘাট, বা পতিত জমি প্রভৃতি আছে, সেগুলিকে উপার্জনশীল সম্পদে পরিণত করার প্রয়োজনীয়তার প্রতি সব স্তরের পঞ্চায়েতের দৃষ্টি আকর্ষণ করা হচ্ছে। সেই সঙ্গে নির্দেশ দেওয়া হচ্ছে যে, এই দৃষ্টিভঙ্গিকে রূপায়িত করে যেন প্রতিটি পঞ্চায়েতে পরবর্তী কর্মপদ্ধতি স্থির করা হয়।

সংশ্লিষ্ট আধিকারিকগণকে নির্দেশ দেওয়া হচ্ছে যে, তাঁরা যেন পঞ্চায়েতগুলিকে এ ব্যাপারে উপযুক্ত নির্দেশ ও পরামর্শ দেন।

সত্যেন্দ্রনাথ ঘোষ  
সচিব

নং: ২৫০৮ / পি এন/ ও/ ১এ-১২/৯৫

তারিখ: ৩১.১০.৯৫

প্রেরক: বিশেষ আধিকারিক ও পদাধিকারবলে উপ-সচিব।

প্রতি : পঞ্চায়েত অধিকর্তা, পশ্চিমবঙ্গ।

বিষয় : গ্রাম সংসদের সভা করার ব্যাপারে কিছু প্রশ্নোত্তর।

গ্রাম সংসদের সভা করার ব্যাপারে গ্রাম পঞ্চায়েতের পক্ষ থেকে কিছু প্রশ্ন উত্থাপিত হয়েছে। প্রশ্নগুলি এবং তার ব্যাখ্যা নিম্নস্বাক্ষরকারী কর্তৃক এতদ্বারা অবগতি ও ভবিষৎ কর্মপন্থা নির্ধারণের জন্য উল্লেখ করা হচ্ছে:

প্রশ্ন	উত্তর
(১) কোন ক্ষেত্রে পূর্ববর্তী বিধানসভা নির্বাচনের সময় যে নির্বাচন ক্ষেত্র ছিল সেই সময়কার ভোটার লিস্ট ভেঙে একাধিক ভোটার লিস্ট হলে কারা (পূর্বের ভোটার লিস্টের ভোটাররা, না নতুন সৃষ্ট ভোটার লিস্টগুলির ভোটাররা) গ্রাম সংসদের সভায় স্বাক্ষর করতে পারবেন?	(১) আইনে ১৩(১) (১১খ) ধারা বলা আছে যে, পূর্ববর্তী নির্বাচনে যে নির্বাচন ক্ষেত্র ছিল সেই নির্বাচন ক্ষেত্র থেকে বর্তমান সময়ে যে ভোটার আছেন, তাঁরাই গ্রামসংসদের সদস্য। 'বিধি নির্দেশিকা' পঞ্চায়েত আই ও নিয়মাবলীর মূল সূত্রগুলির সংক্ষিপ্তসার। এই পুস্তিকাতে আইনের সব কথা সুস্পষ্টভাবে বলা হয়নি, বলা সম্ভবও নয়। প্রয়োজন হলে আইন বা নিয়মাবলীতে কি আছে, জেনে নিতে হবে। এই ক্ষেত্রে বিগত নির্বাচনের সময় ভোট দিয়েছেন বা ভোটার ছিলেন তা বিবেচ্য নয়। বিগত নির্বাচনের সময় যে নির্বাচন ক্ষেত্র ছিল, সেখানে বর্তমানে যাঁরা ভোটার (সেখানে একটি ভোটার লিস্ট ভেঙে দুটি লিস্ট হতে পারে। তাঁরাই গ্রামসংসদের সদস্য হবেন।
(২) সভায় কি একখানিমাত্র	(২) সেই করার জন্য একসঙ্গে ৩-৪ প্রস্থ

<p>খাতায় উপস্থিত সদস্যদের সি করতে হবে এবং সভা আরম্ভ হওয়ার পূর্বে সই সমাপ্ত হওয়া বাধ্যতামূলক? সই শেষ না হলে সভা শুরু করা যায় না, তাই তখন সবাই চিৎকার শুরু করে সভা পন্ড করে দিতে পারেন।</p>	<p>কাগজ বিলি করা যেতে পারে। পরে সেগুলি নির্দিষ্ট খাতাটিতে লাগিয়ে নেওয়া যাবে। চোখে দেখে কোরাম হয়েছে মনে করলে ইতিমধ্যে আলোচনা শুরু করতে কোন অসুবিধে নেই। কোন সভায় সবাই মিলে চিৎকার করার প্রসঙ্গটি শৃঙ্খলাবোধের ব্যাপার। এই নিয়ে আইন করা বা নির্দেশ দেওয়া অর্থহীন। সভায় শৃঙ্খলা কি করে রাখা হবে, এটি যাঁরা সভা ডাকছেন বা পরিচালনা করছেন, তাঁদেরই ভেবে ঠিক করতে হবে।</p>
<p>(৩) বেনিফিসিয়ারি কমিটি গঠন কি নির্বাচনের মাধ্যমে হবে? হলে কিভাবে হবে - ধ্বনি ভোটে হাত তুলে না গোপন ব্যালটের মাধ্যমে?</p>	<p>(৩) ‘বিধি নির্দেশিকায়’ বেনিফিসিয়ারি কমিটির বিষয়ে নির্বাচন শব্দটি সাধারণভাবে বলা হয়েছে। আইনে ‘নির্বাচন’ শব্দটি ব্যবহার করা হয়নি। তবে মতপার্থক্য থাকলে নির্বাচনের প্রশ্ন উঠতেই পারে। এই নির্বাচন কখনই গোপন ব্যালটে হতে পারে না। গোপন ব্যালটের কথা আইনে না থাকলে ইচ্ছামত গোপন ব্যালট করা যায় না। এই নির্বাচন ধ্বনি ভোটে বা হাত তুলে করা যেতে পারে। কিভাবে হবে, তা সভার পরিচালকই ঠিক করবেন।</p>
<p>(৪) এছাড়া নির্দেশিকায় বলা হয়েছে ‘এক বা একাধিক বেনিফিসিয়ারি কমিটি গঠন করতে পারেন’। যেহেতু ‘পারেন’ কথাটি বলা হয়েছে, সেই হেতু বেনিফিসিয়ারি কমিটি গঠন করা তো বাধ্যতামূলক নয়। সভাপতি</p>	<p>(৪) কোন প্রকল্প যদি ‘বেনিফিসিয়ারি কমিটি’ ছাড়াই রূপায়িত হয়, তাহলে তা আইনবিরুদ্ধ হবে না। এই অবস্থাটা রাখার জন্যই বেনিফিসিয়ারি কমিটি গঠন করতে পারেন বলা হয়েছে। এই সুযোগ নিয়ে বেনিফিসিয়ারি কমিটি গঠন না করা যুক্তিযুক্ত তো হবেই না, আইনসম্মতও হবে না। তাছাড়া এই বিষয়ে সিদ্ধান্ত সভাপতি একা কখনই নিতে পারেন</p>

<p>ইচ্ছা করলে কমিটি গঠন নাও করতে পারেন। এটা কি সঠিক? এ ব্যাপারে নির্দেশটি সুস্পষ্ট হওয়া দরকার?</p>	<p>না। যা কিছু সিদ্ধান্ত অধিক সংখ্যক সদস্যের মতে হবে।</p>
<p>(৫) ‘নির্বাচন ক্ষেত্রের প্রত্যেক ভোটার গ্রাম সংসদের সদস্য’ - এখানে ভোটার কথার ব্যাখ্যা কি?</p>	<p>(৫) আগেই বলা হয়েছে যে, ‘নির্বাচন ক্ষেত্রের প্রত্যেক ভোটার’ অর্থে সভা করার সময়ে তালিকাভুক্ত ভোটার ধরতে হবে। আইনের নির্দেশ এ বিষয়ে সুস্পষ্ট।</p>
<p>(৬) নির্বাচনের পর কোন বুথ ভেঙে একাধিক বুথ হলে সেক্ষেত্রে গ্রাম সংসদের সভা কটি হবে?</p>	<p>(৬) যে বুথ অনুযায়ী গত পঞ্চায়েত নির্বাচন হয়েছে, সেই বুথে একটি সভাই হবে। সেই বুথ ভেঙে দুটি বুথ হলেও দুটি বুথ মিলিয়ে একটি সভাই হবে।</p>
<p>(৭) গ্রাম সংসদের সভা করার স্থান ও সময় নির্বাচন কিভাবে হবে? স্থানের সমস্যা একটি বাস্তব সমস্যা। বর্ষাকালে সমস্যা আরও প্রকট।</p>	<p>(৭) সভার স্থান ঠিক করার সমস্যা আইনে বা রাজ্যস্তরে মেটানো যায় না। স্থানীয়ভাবেই মেটাতে হবে। মে মাসে বা নভেম্বর মাসে সভা করলে বর্ষাকালের সমস্যা থাকার কথা নয়।</p>
<p>(৮) গ্রাম সংসদের সভা চলাকালীন পাশাপাশি অবস্থিত অন্য সংসদের ভোটারের অনুপ্রবেশ বন্ধের উপায় কি?</p>	<p>(৮) এটিও স্থানীয় সমস্যা। স্থানীয়ভাবেই মেটাতে হবে।</p>
<p>(৯) বেনিফিসিয়ারী কমিটি কটি গঠন করতে হবে - একটি, দুটি না প্রত্যেক কাজের জন্য একটি করে?</p>	<p>(৯) আইনে বাস্তব কারণে গ্রাম সংসদের হাতে বিষয়টি ছেড়ে দেওয়া হয়েছে। একটি বেনিফিসিয়ারী কমিটি হলে, তা এলাকাভিত্তিক হবে। একাধিক হলে তা এলাকাভিত্তিক বা প্রকল্পভিত্তিক হতে পারে। প্রতিটি প্রকল্পভিত্তিক একটি করে বেনিফিসিয়ারী কমিটি হবে কিনা, তা গ্রাম সংসদই সিদ্ধান্ত</p>

	<p>নেবে। এই প্রসঙ্গে উল্লেখ্য যে, পঞ্চায়েত গঠনের একটা মূল উদ্দেশ্য হল যে, তৃণমূলস্তর থেকে গণতান্ত্রিক চেতনা উঠে আসুক এবং এই স্তরেই উন্নয়নভিত্তিক কাজগুলি সম্বন্ধে সিদ্ধান্ত হোক। সব কিছু আইনে বা রাজ্য সরকার থেকে নির্দেশ দেওয়ায় বাঞ্ছনীয় নয়।</p>
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দিলীপ চক্রবর্তী  
বিশেষ আধিকারিক ও  
পদাধিকারবলে উপ-সচিব



No. 4115 – AR

Dated: 8.9.93

**MEMORANDUM**

**Home (Constitution and Election) Department**

It has been decided that the Sabhadhipati of Zilla Parishad will enjoy the status of a Minister of State in West Bengal.

Sd/-

Chief Secretary

to the Government

of West Bengal





বাৎসরিক অডিট রিপোর্ট ১৯ থেকে ১৯

.....গ্রাম পঞ্চায়েত, ব্লক.....  
পঞ্চায়েত সমিতি.....জেলা.....

হিসাব পরীক্ষকের নাম

হিসাব পরীক্ষার তারিখ..... হইতে..... উক্ত  
সময়ে দায়িত্বে ছিলেন।

১। প্রধান

২। উপপ্রধান

(বৎসরের মধ্যে প্রধানের/ উপ-প্রধানের পদে পরিবর্তন হয়ে থাকলে তার  
বিবরণ দিতে হবে)

(১) গ্রাম পঞ্চায়েতের লোকসংখ্যা - (আদমশুমারি অনুযায়ী)

(২) গ্রাম পঞ্চায়েতের অন্তর্গত মোট পরিবারের সংখ্যা -

৩। (ক) গ্রাম পঞ্চায়েতের মোট কত ব্যক্তি ভূমি ও ইমারতাদির মালিক  
এবং দখলিকার।

(খ) গ্রাম পঞ্চায়েত কর্তৃক মোট কত ব্যক্তির উপর এবং কত টাকা কর,  
ফি, অভিকর ইত্যাদি ধার্য আছে।

	বকেয়া টাকা	হাল টাকা	কত ব্যক্তির উপর ধার্য হয়েছে	মোট টাকা
(১) জমি ও ইমারতাদির উপর কর ৪৬ (১) (এ)				
(২) ব্যবসা, পেশা ইত্যাদির উপর কর ৪৬ (১) (বি)				
(৩) ২৩ (২) ধারামতে গৃহনির্মাণ ফি				
*(৪) (ক) ৪৬ (৫) (বি) ধারা মতে				
(খ) ৪৬ (৫) (এ) ধারা মতে				
* (৫) ৪৭ (১) ধারামতে (ক) যানবাহন ইত্যাদি বাবদ ফি				
(খ) অন্যান্য ফি				
(* প্রয়োজনীয় সরকারি নিয়মাবলি প্রবর্তন হইলে)				
মোট				

৪। কত ব্যক্তিকে এবং মোট কত টাকা কর ইত্যাদি প্রদানের দায় থেকে অব্যাহতি দেওয়া হয়েছে -

(১) কত ব্যক্তি -

(২) মোট টাকা

(৩) একক ক্ষেত্রে সর্বাধিক কত মকুব করা হয়েছে -

৪। গ্রাম পঞ্চায়েত কর্তৃক কর ইত্যাদি আদায়ের পরিমাণ:

৫। গ্রাম পঞ্চায়েত কর্তৃক কর ইত্যাদি আদায়ের পরিমাণ:

	বকেয়া আদায়	হার	হাল	আদায়	হার	মোট আদায়	হার
(১) ৪৬ ধারানুযায়ী							
(২) ৪৭ ধারানুযায়ী							
(৩) ২৩ (২) ধারানুযায়ী							

৬। গ্রাম পঞ্চায়েতের কর্মচারী সংখ্যা	অনুমোদিত পদ	অননুমোদিত পদ
(ক) সচিব		
(খ) সহ-সচিব		
(গ) কর্মসহায়ক		
(ঘ) কর আদায়কারী		
(ঙ) দফাদার		
(চ) চৌকিদার		
(ছ) অন্যান্য		

৭। গ্রাম পঞ্চায়েতের অধিবেশনের সংখ্যা

	আহূত	অনুষ্ঠিত		
		সংখ্যা	উপস্থিত সংখ্যা	মূলতুবি
(ক) সাধারণ :				
(খ) বিশেষ :				
(গ) জরুরী :				
(ঘ) যান্মাসিক : (নির্বাচন এলাকা অনুযায়ী)				
(ঙ) বাৎসরিক : (নির্বাচন এলাকা অনুযায়ী)				

গ্রাম পঞ্চায়েতের অনুমতি ছাড়া ক্রমান্বয়ে ৩টি অধিবেশনে কোনও সদস্য অনুপস্থিত হয়েছিলেন কি?

৮। গ্রাম পঞ্চায়েতের নিজস্ব স্থাবর ও অস্থাবর সম্পত্তি

(১) জমি

(ক) পরিমাণ

(খ) ক্রয়মূল্য/ দানমূল্য

(গ) কোন সালে ক্রয়মূল্য/ নির্মাণমূল্য

(ঘ) অন্যান্য/ বিবরণ

(২) পঞ্চায়েত ঘর

(ক) আয়তন

(খ) নির্মাণকালীন ব্যয়

(গ) সরকারি অনুদান

(৩) যন্ত্রপাতি, আসবাবপত্র, যানবাহন ও অন্যান্য আয়মুখী অস্থাবর সম্পত্তি (প্রতিটি মূল্য ২৫০টাকার অধিক)

বিবরণ

ক্রয়মূল্য

কোন সালে গৃহীত

(ক) গভীর নলকূপ

(খ) নদী জলোত্তলক সেচব্যবস্থা

(গ) খাল -

(১) পুকুর

(ঘ) খোঁয়াড়

(ঙ) হোমিওপ্যাথিক ডিসপেনসারি

(চ) অ্যালোপ্যাথিক ডিসপেনসারি

(ছ) আয়ুর্বেদিক ডিসপেনসারি

(জ) গুদামঘর

(ঝ) হাট/ বাজার

১০। পরিচালনার জন্য গ্রাম পঞ্চায়েতে ন্যস্ত বা হস্তান্তরিত, রাজ্য সরকারের ও অন্যান্য প্রতিষ্ঠানের সম্পত্তি স্বত্ত্বের বিবরণ:

(ক)

(খ)

(গ)

১১। নিরীক্ষার অন্তর্গত বছরে বিভিন্ন স্কীম বাবদ প্রাপ্ত অর্থ এবং ঐ স্কীম রূপায়ণের বিবরণ -

ক্রমিক নং	মূল্য প্রকল্পের নাম						
১	২	৩	৪	৫	৬	৭	৮
উক্ত স্কীম বাবদ ব্যয় নগদ অর্থ	খাদ্য শস্য	মোট ব্যয় নগদ ও খাদ্য শস্য	উৎপন্ন শ্রমদিবস	সৃষ্ট সম্পদের পরিমাণ কত কিমি রাস্তা কতগুলি গৃহনির্মাণ ইত্যাদি	সদ্যবহারের প্রমাণপত্র নির্দিষ্ট বিভাগে কোন তারিখে প্রেরিত হইয়াছে	প্রকল্পের সমাপন স্থিতি	
						নগদ অর্থ	খাদ্য শস্য
১).....	১).....	১).....	১).....	১).....	১).....	১).....	১).....
২).....	২).....	২).....	২).....	২).....	২).....	২).....	২).....
৩).....	৩).....	৩).....	৩).....	৩).....	৩).....	৩).....	৩).....
৯	১০	১১	১২	১৩	১৪	১৫	১৬

## নির্দীক্ষকের বিশেষ জ্ঞাতব্য বিষয়

### ১। পূর্ববর্তী বৎসরের অডিট রিপোর্ট-সংক্রান্ত

পূর্ববর্তী বৎসরের অডিট রিপোর্ট গ্রাম পঞ্চায়েতের অধিবেশনে রিপোর্ট প্রাপ্তির ৯০ দিনের মধ্যে আলোচিত হইয়াছিল কি? ওই উক্ত অধিবেশনের গৃহীত প্রস্তাবসমূহ অডিটরের নিকট প্রেরণ করা হইয়াছে কি?

### ২। হিসাবসংক্রান্ত

(ক) ক্যাশবই যথাযথভাবে লেখা হইয়াছে কি?

(খ) প্রতি মাসে অন্ততঃ একবার তহবিল পরীক্ষা করিয়া সেই মর্মে প্রধানের সার্টিফিকেট ক্যাশ বইতে লেখা আছে কি?

৩। বাৎসরিক হিসাবের সংক্ষিপ্ত বিবরণ গ্রাম পঞ্চায়েতের অধিবেশনে অনুমোদিত হইয়াছিল কি এবং উক্ত বিবরণ ১৪ নং ফরমে নিয়মানুযায়ী জারি করা হইয়াছিল কি? বাৎসরিক হিসাব পঞ্চায়েতের সভায় কোন্ তারিখের মঞ্জুর হইয়াছে?

৪। (ক) সমুদয় প্রাপ্ত টাকা ড্রাফট, চেক সমন্বিত ক্যাশবইতে জমা হইয়াছে কি?

(খ) ৩১শে মার্চ তারিখের মধ্যে যে সকল প্রাপ্ত চেক ভাঙানো যায় নাই - তাহার বিবরণ

চেক নং

তাং

টাকার পরিমাণ

৫। অডিট করার সময় অডিটর ওই দিনের জের তহবিল গণনা করিয়া ক্যাশবইয়ের সঙ্গে ঠিকমত পাইলেন কি?

৬। (ক) গ্রাম পঞ্চায়েতের তহবিল রক্ষণের জন্য কোন্ পোস্ট অফিসে/ ব্যাংকে একাউন্ট খোলা হইয়াছে -

পোঃ অফিস/ব্যাংক

অ্যাকাউন্ট নং

মন্তব্য

নাম ও ঠিকানা

(খ) পোঃ অফিস/ ব্যাংক অ্যাকাউন্ট পরিচালকদিগের নাম ও ঠিকানা

(১) প্রধান

(২) উপ-প্রধান

গ্রাম পঞ্চায়েত / পঞ্চায়েত স্ৰমিতি

বাংলাদেশ আয় ও ব্যয়েৰ হিছাব ১৯.....১৯ (১লা এপ্রিল হইতে ৩১শে মার্চ)

আয়	টাকা	ব্যয়	টাকা
১। প্রারম্ভিক স্থিতি (ক) নিজস্ব তহবিল (খ) ন্যস্ত তহবিল		১। সাধারণ প্রশাসন (ক) সচিবের জন্য (১) বেতন	
২। দফাদার ও চৌকিদারদের জন্য সরকার কর্তৃক প্রদত্ত অনুদান (ক) বেতন (খ) ভাতা (গ) ঋণ (ঘ) অগ্রিম (ঙ) বোনাস		(২) ভাতা (৩) ঋণ (৪) বোনাস (৫) গ্রুপ ইন্সিওরেন্স (খ) কর্মসহায়কের জন্য (১) বেতন (২) ভাতা (৩) ঋণ (৪) বোনাস (৫) গ্রুপ ইন্সিওরেন্স	
৩। গ্রাম পঞ্চায়েতের সচিব ও অন্যান্য কর্মীদের জন্য রাজ্য সরকার কর্তৃক প্রদত্ত অনুদান ও সাহায্য (ক) সচিবের জন্য (১) বেতন (২) ভাতা (৩) ঋণ (৪) বোনাস (খ) সহ-সচিবের জন্য (১) বেতন (২) ভাতা (৩) ঋণ (৪) বোনাস (গ) কর্মসহায়কের জন্য (১) বেতন (২) ভাতা (৩) ঋণ (৪) বোনাস (ঘ)কর আদায়কারীর জন্য (১) ভাতা		(৬) প্রভিডেন্ট ফান্ড (গ) সহ-সচিবের জন্য (১) বেতন (২) ভাতা (৩) ঋণ (৪) বোনাস (৫) গ্রুপ ইন্সিওরেন্স (৬) প্রভিডেন্ট ফান্ড (ঘ) কর আদায়কারীর জন্য (১) ভাতা (৭) দপ্তর পরিচালনব্যয় (১) উপনিমিত্ত (২) ডাকটিকিট (৩) টেলিফোন (৪) বাড়িভাড়া (৫) পরিবহনব্যয় (৬) আসবাবপত্র বাবদ (৭) অন্যান্য বাবদ (৮) বিবিধ (৯) পাথের বাবদ (১) সচিবের	
৪। ৪৫ (১) ধারামতে প্রাপ্ত			

<p>অনুদান/ সাহায্য  (ক) রাজ্য সরকার থেকে  (খ) কেন্দ্রীয় সরকার থেকে  ৫। বিশেষ উদ্দেশ্যপ্রাপ্ত সরকারি অনুদান/ সাহায্য  (১) উৎসাহদায়ক অনুদান  (ক) পরিকল্পনা বহির্ভূত  (খ) পরিকল্পনা অন্তর্ভুক্ত  (২) পরিপূরক অনুদান  (ক) পরিকল্পনা বহির্ভূত  (খ) পরিকল্পনা অন্তর্ভুক্ত  (৩) এককালীন অনুদান  (ক) প্রধানের সম্মানী  (খ) উপ-প্রধানের সম্মানী  (৪) সদস্যদের ভ্রমণভাতা  ৬। জিলা পরিষদ/ পঞ্চগয়েত সমিতি/ অন্যান্য স্থানীয় সংস্থা কর্তৃক প্রদত্ত অনুদান/ সাহায্য  ৪৫ (১) (বি) ধারামতে  ৭। কর, অভিকর, শুল্ক, ফি বাবদ প্রাপ্ত টাকা ৪৫ (২) (ডি) ধারামতে  ৮। চৌকিদারি চাকরান বাবদ প্রাপ্ত টাকা  ৯। রাজ্য সরকার কর্তৃক ন্যস্ত ও নির্দেশিত দায়িত্ব বাবদ ২২ ধারামতে প্রাপ্ত টাকার  ১০। রাজ্য সরকারের সম্পত্তি বা স্বত্বের পরিচালনায় এবং গ্রাম পঞ্চগয়েত দায়িত্ব বর্তেছে এমন সম্পত্তি থেকে (৩৩ ধারামতে)  ১১। গ্রাম পঞ্চগয়েত কর্তৃক সৃষ্ট সম্পত্তি ও উৎপাদনমুখী কাজ থেকে আয়  ১২। ট্রাস্ট ও উৎসর্জন থেকে সর্বপ্রকার দান ও সাহায্য বাবদ প্রাপ্ত ৪৫(১) (এক) ধারামতে  ১৩। বিবিধ আদায়  (ক) ২৩ (২) ধারামতে</p>		<p>(২) কর্মসহায়কের  (৩) সহ-সচিবের  (৪) চৌকিদার/ দফাদার  (৫) সদস্য/ কর্মকর্তাদের  (ছ) সম্মানী  (১) প্রধানের  (২) উপ-প্রধানের  (জ) কর, অভিকর ইত্যাদি আদায়ের ব্যয়  ২। দফাদার/ চৌকিদারদের জন্য ব্যয়  (১) বেতন  (২) ভাতা  (৩) বোনাস  (৪) পোশাক ও সাজসজ্জাম  (৫) অগ্রিম  (৬) ঋণ  (৭) গ্রুপ ইন্সিওরেন্স  ৩। অত্যাব্যয়ক দ্রব্যাদির জন্য ব্যয় (১৯ ধারামতে)  ৪। ন্যস্ত কর্তব্যাদির জন্য ব্যয় (২০ ধারামতে)  ৫। ইচ্ছাধীন কর্তব্যাদির জন্য ব্যয় (২১ ধারামতে)  ৬। গৃহনির্মাণ নিয়ন্ত্রণ বাবদ ব্যয় ২৩ (৬) ধারামতে উপনিমিত্ত  ৭। সর্বসাধারণের ব্যবহার্য রক্ষণাবেক্ষণ বাবদ ব্যয় (২৫ ধারামতে)  ৮। জনস্বাস্থ্য ও অন্যান্য ব্যবস্থা সম্বন্ধে নিয়ন্ত্রণমূলক কাজের জন্য ব্যয়  (ক) ষাটী বিশ্রামাগার  (খ) নলকূপ/ কূপ  (গ) শৌচাগার  ৯। অন্যান্য জনকল্যাণমূলক কাজের জন্য ব্যয়  (ক) খেলাধুলা</p>	
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(খ) ২৩ (৬) ধারামতে (গ) ২৪ ধারামতে (ঘ) ২৬ ধারামতে (ঙ) ২৭ ধারামতে (চ) ২৯ ধারামতে ১৪। (ক) জেলা পরিষদের এজেন্ট হিসাবে কাজ করার জন্য প্রাপ্ত টাকা (খ) পঞ্চগয়েত সমিতির এজেন্ট হিসাবে কাজ করার জন্য প্রাপ্ত টাকা ১০৯ (২) ধারামতে ১৫। ঋণ বাবদ প্রাপ্ত টাকা (ক) রাজ্য সরকার (খ) কেন্দ্রীয় সরকার (গ) অর্থলগ্নি সংস্থা/ ব্যক্তি বিশেষ থেকে ১৬। (ক) অগ্রিম (খ) জমা ১৭। বিবিধ দায় (ক) খোঁসাড় বাবদ (খ) সুদ বাবদ (গ) অন্যান্য		(খ) জনসংযোগ ১০। (ক) জেলা পরিষদ কর্তৃক ন্যস্ত কর্তব্য সম্পাদনের জন্য ব্যয় (৩১ ধারামতে) (খ) পঞ্চগয়েত সমিতি কর্তৃক ন্যস্ত কর্তৃক ব্যয় ১১। ঋণ ইত্যাদি পরিশোধ ও সুদ বাবদ ব্যয় ১২। (ক) অগ্রিম (খ) জমা ১৩। বিবিধ (ক) পরিবহন (খ) সম্পত্তি সংরক্ষণ	
<b>মোট</b>		<b>মোট</b>	

উদ্ধৃত তহবিল বা

অগ্রিমের হিসাব

১৯.....১৯.....

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প্রারম্ভিক স্থিতি চলতি বছরে অগ্রিমের (ক) পঞ্চগয়েত তহবিল  
বছরের মোট অগ্রিম অ্যাডজাস্টমেন্ট টাকা  
প্রদানের পরিমাণ (১২ক) (১) প্রাপ্ত অগ্রিম হতে মোট (খ) ন্যস্ত তহবিল টাকা  
নগদ ক্যাশ ফেরত সর্বমোট -  
অ্যাডজাস্টমেন্ট বিলের মাধ্যমে (ক) সেভিংস ব্যাংক  
ফেরত ১৬ (ক) সমাপন স্থিতি (খ) প্রধানের লিফট  
৩১/৩/১৯ (গ) প্রাপ্ত চেক ভাঙানো হয় নাই

<b>মোট</b>	<b>মোট</b>
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নিরীক্ষকের স্বাক্ষর:  
তারিখ:



গ্রাম পঞ্চায়েত  
পঞ্চায়েত সমিতি  
বাৎসরিক আয় ও ব্যয়ের হিসাব  
১৯.....১৯  
(১লা এপ্রিল হইতে ৩১শে মার্চ)

আয়	টাকা	ব্যয়	টাকা
১। প্রারম্ভিক স্থিতি		১। সাধারণ প্রশাসন	
(ক) নিজস্ব তহবিল		(ক) সচিবের জন্য	
(খ) ন্যস্ত তহবিল		(১) বেতন	
২। দফাদার ও চৌকিদারদের		(২) ভাতা	
জন্য সরকার কর্তৃক		(৩) ঋণ	
প্রদত্ত অনুদান		(৪) বোনাস	
(ক) বেতন		(৫) গ্রুপ	
(খ) ভাতা		ইন্সিওরেন্স	
(গ) ঋণ		(খ) কর্মসহায়কের জন্য	
(ঘ) অগ্রিম		(১) বেতন	
(ঙ) বোনাস		(২) ভাতা	
৩। গ্রাম পঞ্চায়েতের সচিব		(৩) ঋণ	
ও অন্যান্য কর্মীদের জন্য		(৪) বোনাস	
রাজ্য সরকার কর্তৃক		(৫) গ্রুপ	
প্রদত্ত অনুদান ও সাহায্য		ইন্সিওরেন্স	
(ক) সচিবের জন্য		(৬) প্রভিডেন্ট	
(১) বেতন		ফান্ড	
(২) ভাতা		(গ) সহ-সচিবের জন্য	
(৩) ঋণ		(১) বেতন	
(৪) বোনাস		(২) ভাতা	
(খ) সহ-সচিবের জন্য		(৩) ঋণ	
(১) বেতন		(৪) বোনাস	
(২) ভাতা		(৫) গ্রুপ	
(৩) ঋণ		ইন্সিওরেন্স	
(৪) বোনাস		(৬) প্রভিডেন্ট ফান্ড	

আয়	টাকা	ব্যয়	টাকা
(গ) কর্মসহায়কের জন্য (১) বেতন (২) ভাতা (৩) ঋণ (৪) বোনাস		(ঘ) কর আদায়কারীর জন্য (১) ভাতা (ঙ) দপ্তর পরিচালনব্যয় (১) উপনিমিত্ত (২) ডাকটিকিট (৩) টেলিফোন (৪) বাড়িভাড়া (৫) পরিবহণব্যয় (৬) আসবাবপত্র বাবদ (৭) অন্যান্য বাবদ (৮) বিবিধ	
৪। ৪৫ (১) ধারামতে প্রাপ্ত অনুদান/সাহায্য (ক) রাজ্য সরকার থেকে (খ) কেন্দ্রীয় সরকার থেকে		(চ) পাথেয় বাবদ (১) সচিবের (২) কর্মসহায়কের (৩) সহ-সচিবের (৪) চৌকিদার/ দফাদার (৫) সদস্য/ কর্মকর্তাদের	
৫। বিশেষ উদ্দেশ্যপ্রাপ্ত সরকারি অনুদান/সাহায্য (১) উৎসাহদায়ক অনুদান (ক) পরিকল্পনা বহির্ভূত (খ) পরিকল্পনা অন্তর্ভুক্ত (২) পরিপূরক অনুদান (ক) পরিকল্পনা বহির্ভূত (খ) পরিকল্পনা অন্তর্ভুক্ত (৩) এককালীন অনুদান (ক) প্রধানের সম্মানী (খ) উপ-প্রধানের সম্মানী (৪) সদস্যদের ভ্রমণভাতা		(ছ) সম্মানী (১) প্রধানের (২) উপ-প্রধানের (জ) কর, অভিকর ইত্যাদি আদায়ের ব্যয় ২। দফাদার/চৌকিদারদের জন্য ব্যয় (১) বেতন (২) ভাতা	

আয়	টাকা	ব্যয়	টাকা
৬। জিলা পরিষদ/পঞ্চায়েত সমিতি/অন্যান্য স্থানীয় সংস্থা কর্তৃক প্রদত্ত অনুদান/সাহায্য ৪৫(১) (বি) ধারামতে		(৩) বোনাস (৪) পোশাক ও সাজসরঞ্জাম (৫) অগ্রিম (৬) ঋণ (৭) গ্রুপ ইন্সিওরেন্স	
৭। কর, অভিকর, শুল্ক, ফি বাবদ প্রাপ্ত টাকা ৪৫(২) (ডি) ধারামতে		৩। অত্যাৱশ্যক দ্রব্যাদির জন্য ব্যয় (১৯ ধারামতে)	
৮। চৌকিদারি চাকরান বাবদ প্রাপ্ত টাকা		৪। ন্যস্ত কর্তব্যাদির জন্য ব্যয় (২০ ধারামতে)	
৯। রাজ্য সরকার কর্তৃক ন্যস্ত ও নির্দেশিত দায়িত্ব বাবদ ২২ ধারামতে প্রাপ্ত টাকা		৫। ইচ্ছাধীন কর্তব্যাদির জন্য ব্যয় (২১ ধারামতে)	
১০। রাজ্য সরকারের সম্পত্তি বা স্বত্বের পরিচালনায় এবং গ্রাম পঞ্চায়েত দায়িত্ব বর্তেছে এমন সম্পত্তি থেকে (৩৩ ধারামতে)।		৬। গৃহনির্মাণ নিয়ন্ত্রণ বাবদ ব্যয়- ২৩ (৬) ধারামতে- উপনিমিত্ত	
১১। গ্রাম পঞ্চায়েত কর্তৃক সৃষ্ট সম্পত্তি ও উৎপাদনমুখী কাজ থেকে আয়।		৭। সর্বসাধারণের ব্যবহার্য রক্ষণাবেক্ষণ বাবদ ব্যয় (২৫ ধারামতে)	
১২। ট্রাস্ট ও উৎসর্জন থেকে সর্বপ্রকার দান ও সাহায্য বাবদ প্রাপ্ত ৪৫(১)(এক) ধারামতে।		৮। জনস্বাস্থ্য ও অন্যান্য ব্যবস্থা সম্বন্ধে নিয়ন্ত্রণমূলক কাজের জন্য ব্যয় (ক) যাত্রী বিশ্রামাগার (খ) নলকূপ/কূপ (গ) শৌচাগার	
১৩। বিবিধ আদায় (ক) ২৩(২) ধারামতে (খ) ২৩(৬) ধারামতে (গ) ২৪ ধারামতে		৯। অন্যান্য জনকল্যাণমূলক কাজের জন্য ব্যয় (ক) খেলাধুলা (খ) জনসংযোগ (গ)	
		১০। (ক) জেলা পরিষদ কর্তৃক ন্যস্ত কর্তব্য সম্পাদনের জন্য ব্যয় (৩১ ধারামতে)	

আয়	টাকা	ব্যয়	টাকা
(ঘ) ২৬ ধারামতে (ঙ) ২৭ ধারামতে (চ) ২৯ ধারামতে		(খ) পঞ্চায়েত সমিতি কর্তৃক ন্যস্ত কর্তব্য ব্যয়	
১৪। (ক) জেলা পরিষদের এজেন্ট হিসাবে কাজ করার জন্য প্রাপ্ত টাকা (খ) পঞ্চায়েত সমিতির এজেন্ট হিসাবে কাজ করার জন্য প্রাপ্ত টাকা ১০৯ (২) ধারামতে		১১। ঋণ ইত্যাদি পরিশোধ ও সুদ বাবদ ব্যয় ১২। (ক) অগ্রিম (খ) জমা ১৩। বিবিধ ব্যয় : (ক) পরিবহণ (খ) সম্পত্তি সংরক্ষণ	
১৫। ঋণ বাবদ প্রাপ্ত টাকা (ক) রাজ্য সরকার (খ) কেন্দ্রীয় সরকার (গ) অর্থলগ্নি সংস্থা/ব্যক্তি বিশেষ থেকে			
১৬। (ক) অগ্রিম (খ) জমা			
১৭। বিবিধ দায় (ক) খোঁয়াড় বাবদ (খ) সুদ বাবদ (গ) অন্যান্য			
মোট—		মোট —	

অগ্রিমের হিসাব ১৯ ————— ১৯ —————  
 প্রারম্ভিক স্থিতি চলতি বছরে অগ্রিমের  
 চলতি বছরে মোট অ্যাডজাস্টমেন্ট  
 অগ্রিম প্রদানের পরিমাণ (১) প্রাপ্ত অগ্রিম হতে মোট  
 (১২ ক) নগদ ক্যাশ ফেরত  
 অ্যাডজাস্টমেন্ট বিলের  
 মাধ্যমে ফেরত ১৬  
 (ক) সমাপন স্থিতি  
 ৩১।৩।১৯

মোট— মোট—

উদ্ধৃত তহবিল আ  
 (ক) পঞ্চায়েত তহবিল টাকা  
 (খ) ন্যস্ত তহবিল টাকা  
 সর্বমোট—  
 (ক) সেভিংস ব্যাংক  
 (খ) প্রধানের নিকট  
 (গ) প্রাপ্ত চেক ভাঙানো হয় নাই  
 নিরীক্ষকের স্বাক্ষর :  
 তারিখ :



### **CHART OF INSPECTOR (PROGRESS & EVALUATION)**

#### **A. Resource Inventory, Statistical Data**

(1) Inspector (Progress & Evaluation) shall be responsible for preparation of resource inventory of the block.

(2) He will collect, scrutinise and analyse the statistical data in respect of villages in the Block, on the basis of the village Survey Reports and other reports furnished by different agencies like Gram Panchayat, Panchayat Samiti and functionaries like Gram Sevaks, Gram Sevikas.

(3) He will visit different areas of block to verify the correctness of information and data furnished by different agencies.

(4) He will supervise various types of Socio-economic survey, different types- of census operation to be conducted at the Block Level.

(5) He will maintain and update the Block Information Register in respect of the Resource—Inventory, information and data collected in pursuance to his discharge of responsibility mentioned above.

#### **B. Block Plan**

(1) He will co-ordinate the task of formulating the Block Plan and prepare the draft plan after considering the suggestions of different

concerned officials and keeping in view allocations proposed by different departments.

### C. Instruction and Guidance

(1) He will guide and impart necessary instructions to, various functionaries such as Gram. Sevaks, Gram Sevikas, Secretary and Job Assistant of Gram Panchayat, Anchai Development Workers and concerned functionaries of Panchayat Samiti in the matter of collection, compilation and preparation of statistical reports and returns and maintenance of relevant registers.

### D. Monitoring/Evaluation/Review of Schemes

(1) He will monitor, evaluate and review all on-going programmes implemented by different agencies including Gram Panchayat and Panchayat Samiti under the overall supervision of the Block Development Officer.

(2) He will maintain and update data in this regard and offer his suggestions to appropriate authority through the Block Development Officer.

### E. RDP, RLEGP, Housing Schemes

(1) Inspector (Progress & Evaluation) will co-ordinate with different departmental officers, officials of DRDA and Banks in the matter of formulation and implementation of schemes under IRDP and RLEGP. He will be responsible for post implementation monitoring and evaluation of schemes under IRDP.

(2) He will co-ordinate and supervise the work of construction of huts under the Rural Housing Scheme of Panchayat and C. D. Department. He will also be responsible for collection, tabulation and furnishing of reports and returns in this respect.

(3) He will maintain liaison with Panchayat Samity for speedy implementation of the Social Housing Scheme of the Panchayat and C. D. Department. He will also ensure that the Panchayat Samiti furnishes monthly reports timely.

#### F. Miscellaneous

(1) He will act as one of the members of Artha-O-Sanstha-O-Unnayan Parikalpana Sthayee Samiti and Purta Karya Sthayee Samiti.

(2) He will also perform such other duties as may be entrusted to him by the department or B. D. O. from time to time.

Sd/- L. B. Pariyar

Secretary to the Govt. of West Bengal.

## Foreword

The erstwhile Department of Panchayats (which is now the Department of Panchayats and Rural Development) published two volumes of books containing the circulars, orders etc. of the Department dealing with a large number of subjects concerning the Panchayats in this State. The compendia were found to be extremely useful to the field formations. Those two volumes covered orders, circulars etc. on such subjects upto 1991.

The need to publish another compendium was being felt for sometime, for quite a large number of similar circulars, orders and advice has since been issued by the Department and as it usually happens, individual circulars etc. are often lost sight of. Hence this attempt to print and publish another compendium, which will contain all important circulars etc. till early 1998. In this volume, the circulars have not only been classified on the basis of their subjects but arranged chronologically in each chapter dealing with a subject. One hopes this will make the present volume more user-friendly than before.

The idea of printing and publishing bunches of official circulars etc. is not a novel idea at all and further, this is fundamentally a bureaucratic exercise. Nevertheless, the value of such publications is easily appreciated by the users. The users here are not only the Government functionaries at the field level, but the members of the Panchayat bodies as also any serious reader who might like to glean elements of State policies that often are reflected in such circulars etc. It is perhaps needless to add that policies in this behalf, have assumed a much greater importance after the enactment of the 73rd amendment of the Constitution than ever before.

It is my pleasure and privilege to thank all those who have taken all sorts of trouble in bringing out this volume. I am not naming anyone separately, for it has been a truly cooperative effort and each and everyone involved in the effort deserve unstinted praise for their inputs.

Department of Panchayats  
and Rural Development  
31st January, 1998



(S. N. Ghosh)  
Principal Secretary





## Department Of Panchayat & Rural Development

No. HF/ O/ FW/14C-2/94 (1) 174 – P

Dated: 19.5.1997

### NOTIFICATION

The Block Sanitary Inspector or any other person now functioning as Registrar of Births and Deaths for a block is hereby directed to appoint each Pradhan, Gram Panchayat within the block as sub-registrar in respect of the area within the jurisdiction of the respective Panchayat. All the power of Registrars as per RBD Act of 1969. The Block sanitary Inspector as Registrar of Births and Deaths for the Block should supervise and guide the registration activity in the area, ensure timely submission of reports and returns and make relevant forms available to the Pradhan, Gram Panchayat to enable him to function effectively as Sub-Registrar of Births and Deaths.

This has concurrence of Department of Panchayats and Rural Development.

Sd/-

Director of Health Services

&

Chief Registrar of Births & Deaths,

West Bengal.



## পশ্চিমবঙ্গ সরকার

### পঞ্চায়েত ও গ্রামোন্নয়ন বিভাগ

৬৩, নেতাজী সুভাষ রোড, জেলাপ বিল্ডিং, ১ম তল, কলকাতা - ৭০০০১১

টেলিফোন: (০৩৩) ২২৪৩-১০৪০৪১৬৬৬৮ টেলিফ্যাক্স: (০৩৩) ২২৪৩-৮৭১১(০৩৩) ২২৪২০০৮০

পত্রাঙ্ক: ৫২৭৮(১৮)/RD (SGSY)/20M-6/05 – Pt-I

দিনাঙ্ক: ১৭/০৭/২০০৭

প্রেরক : ডক্টর মানবেন্দ্রনাথ রায়, আই.এ.এস  
প্রধান সচিব, পশ্চিমবঙ্গ সরকার

প্রাপক : জেলা শাসক (সকল)

বিষয় : গ্রামীণ পরিবার সমীক্ষা সংক্রান্ত নির্দেশিকাগুলির সংকলন এবং বিভিন্ন কর্মসূচীর  
অন্তর্গত প্রকল্প সম্পাদনের রূপরেখা (নির্দেশিকা-৫)।

মহাশয়,

এই দপ্তর দারিদ্রসীমার নীচে থাকা পরিবারের তালিকা (বি পি এল তালিকা) ও পারিবারিক সমীক্ষার সামগ্রিক তালিকা প্রকাশের কর্মপদ্ধতি এবং চূড়ান্ত তালিকার ভিত্তিতে ইন্দিরা আবাস যোজনা (IAY)-র জন্য প্রস্তাবিত স্থায়ী তালিকা এবং জাতীয় বার্ষিক্যজনিত অবসরভাতা প্রকল্প (NOAPS), অন্ত্যোদয় অন্ন যোজনা (AAY) ইত্যাদির জন্য উপভোক্তা শনাক্তকরণ সংক্রান্ত কাজ সম্পর্কে যথাক্রমে এই করণের ০২/০৪/২০০৭ তারিখের 076/JS(DG)/2007/SGSY/20M-6/05 পত্রাঙ্কে, ০৪/০৪/২০০৭ তারিখের 079/JS(DG)/2007/SGSY/20M-6/05 পত্রাঙ্কে, ১৩/০৪/২০০৭ তারিখের 2654 (18)/2007/SGSY/20M-6/05 পত্রাঙ্কে, ০৩/০৫/২০০৭ তারিখের 3070(18)/2007-RD/SGSY/20M-6/05(Pt.I) এবং ২৫/০৫/২০০৭ তারিখের 3583(18)-RD/2007/SGSY/20M-6/05(Pt.I) পত্রাঙ্কে চারটি নির্দেশিকা জারি করা হয়েছে। ইতিমধ্যে, খাদ্য ও সরবরাহ দপ্তর অন্ত্যোদয় অন্ন যোজনা (AAY) এবং বি পি এল রেশন কার্ডের উপভোক্তা নির্বাচন করার জন্য রেশন কার্ড নবীকরণের যে পদ্ধতি অবলম্বন করতে হবে সেই সংক্রান্ত বিষয়ে একটি বিজ্ঞপ্তি জারি করেছেন। এখন এই সকল নির্দেশিকাগুলির ভিত্তিতে যে সমস্ত কাজ করতে হবে সেই ব্যাপারে একটি সামগ্রিক নির্দেশিকা দেওয়া ও সেই অনুযায়ী করণীয় কাজের একটি সময়সীমা ঠিক করে দেওয়া আবশ্যিক হয়ে পড়েছে। বর্তমান নির্দেশিকাটিতে করণীয় কাজগুলি সংক্ষেপে বলা হয়েছে।

#### ১) সকল পরিবারের তালিকা প্রকাশ এবং পরবর্তী কার্যাবলি

- ❖ এই দপ্তরের ২৯/০৯/২০০৬ তারিখের নির্দেশনামাঙ্ক 5555 RD-তে এবং পুনরায় ২৫/০৫/২০০৭ তারিখের 3583 (18) পত্রাঙ্কে বলা হয়েছিল যে তালিকা প্রকাশের ৩০ দিনের মধ্যে প্রত্যেক পরিবারের কর্তার, তাঁর পিতা/স্বামীর নামসহ, চিহ্নিতকরণ সম্পূর্ণ করতে হবে। পিতা/স্বামীর নাম নথিভুক্ত করার জন্য কোন পৃথক নিদর্শ উদ্ভাবন করতে হবে না। পরিবারের কর্তার নামের নিচে যে ফাঁকা জায়গা আছে, সেখানে পিতা/স্বামীর নাম লিপিবদ্ধ করলেই চলবে। পরবর্তীকালে ঐ তথ্যগুলি RHS ২.০.০ সফটওয়্যারের দ্বারা তথ্যভান্ডার (database)-এ অন্তর্ভুক্ত করতে হবে।
- ❖ সামাজিক অবস্থানের (অর্থাৎ তপশিলি জাতি/উপজাতি/সংখ্যালঘু) চিহ্নিতকরণ: এই দপ্তরের ০৩/০৫/২০০৭ তারিখের 3070(18)/2007-RD/SGSY/20M-6/05(Pt.I) পত্রাঙ্কে প্রেরিত নির্দেশিকা ৩-এ বলা হয়েছিল যে তপশিলি জাতি/উপজাতি/সংখ্যালঘু সংক্রান্ত তথ্য স্থানীয়ভাবে যোগাড় করতে হবে। মুদ্রিত তালিকার মোট নম্বরের পরের যে ফাঁকা জায়গা আছে, সেখানে ওই তথ্য লিপিবদ্ধ করতে হবে।
- ❖ প্রতিবেদন প্রাপ্তির ৭ দিনের মধ্যে গ্রাম পঞ্চায়েতগুলি সংসদের পেশ করা তালিকা যাচাই করে সেটি ব্লক উন্নয়ন আধিকারিকের কাছে পাঠাবেন।
- ❖ ব্লক উন্নয়ন আধিকারিক উপরোক্ত প্রাপ্ত তালিকা সংকলন করে তথ্যাবলি ব্লকস্তরে তথ্যভান্ডারে নথিভুক্ত করবেন।

## ২) বি. পি. এল তালিকার প্রকাশের সময় এবং তার পরবর্তী কর্তব্যসমূহ

- ❖ ব্লক উন্নয়ন আধিকারিকের দ্বারা প্রকাশিত পারিবারিক সমীক্ষার তালিকা ও তার অন্তর্গত বি. পি. এল তালিকা সবকটি গ্রাম পঞ্চায়েত এবং গ্রাম সংসদে সংশ্লিষ্ট সকলের জ্ঞাতার্থে টাঙিয়ে রাখতে হবে।
- ❖ কোন পরিবারের প্রাপ্ত নম্বর সম্পর্কে কারোর আপত্তি থাকলে তিনি লিখিতভাবে, যে কোন বা সবকটি মাপকাঠি (parameter)-তে প্রাপ্ত নম্বর এবং বাস্তবে ওই মাপকাঠিতে যে নম্বর হওয়া উচিত তা উল্লেখ করে, তাঁর দাবি বা আপত্তি পেশ করতে পারবেন। যে সকল পরিবারের নাম বি. পি. এল তালিকায় নেই কিন্তু তাঁদের প্রাপ্ত নম্বর সংক্রান্ত কোন প্রকৃত ত্রুটি আছে, তাঁদের কাছ থেকেও আপত্তি বা দাবী নেওয়া হবে।
- ❖ এইভাবে যে সমস্ত আপত্তি বা দাবি পাওয়া যাবে সেগুলি গ্রাম পঞ্চায়েত স্তরে একটি রেজিস্টারে নিম্নবর্ণিত ছকে লিপিবদ্ধ করতে হবে। বাঁকুড়া জেলা কর্তৃপক্ষ একটি ছক ব্যবহার করেছেন যাতে আপত্তি বা দাবি নথিভুক্ত করা হবে এবং স্ব-উদ্যোগে সরকারি কর্মকর্তার দ্বারা তদন্ত সাপেক্ষে সংশোধনগুলি লিপিবদ্ধ হবে। জেলাগুলি নিজেরা ইতিমধ্যে অনুরূপ কোন ছক ব্যবহার না করে থাকলে এই নির্দেশিকার ‘ক’ থেকে ‘গ’ পরিশিষ্টে সংযুক্ত ছকগুলি ব্যবহার করতে পারেন। যে সমস্ত দরখাস্ত পাওয়া যাবে সেগুলি গ্রাম পঞ্চায়েত স্তরে একটি রেজিস্টারে নিম্নবর্ণিত ছকে লিপিবদ্ধ করতে হবে।

### ছক- ক

ক্রমাঙ্ক	দরখাস্ত গ্রহণের তারিখ	যে পরিবারের সাপেক্ষে দাবি/আপত্তি করা হয়েছে সেই পরিবারের কর্তার নাম	পরিবারের RHS ক্রমাঙ্ক	যে সংশোধনের জন্য আবেদন করা হয়েছে তার বিশদ বিবরণ	প্রাপ্ত নম্বর												দরখাস্তকারির নাম, পরিবারের কর্তার সাথে সম্পর্ক (যদি থাকে)
					P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	
				বর্তমান তালিকা অনুযায়ী													
				দরখাস্তে প্রার্থিত সংশোধন													

- ❖ সমীক্ষায় এক বা একাধিক বস্তুগত অবস্থানের ক্ষেত্রে ভুল থাকায় যে সকল অযোগ্য ব্যক্তির নাম বি. পি. এল তালিকায় স্থান পেয়েছে তাঁদের নাম বাদ দেওয়ার জন্য একটি তালিকা গ্রাম সংসদ প্রস্তুত করবেন। তাদের বিপিএল পরিবারের জন্য নির্দিষ্ট কোন সুযোগ আপাতত দেওয়া যাবে না।
- ❖ ইতিমধ্যে যে সকল ব্যক্তি স্থায়ীভাবে এলাকা ছেড়ে চলে গেছেন বা মারা গেছেন, বি. পি. এল তালিকায় প্রয়োজনীয় সংশোধনের জন্য তাঁদের একটি তালিকা গ্রাম সংসদ প্রস্তুত করবেন।

এইভাবে যে সকল দাবি বা আপত্তি জমা পড়বে সেগুলি নথিভুক্ত করে গ্রাম পঞ্চায়েতে পাঠাতে হবে। মনে রাখা দরকার যে, গ্রাম সংসদকে সেই সকল পরিবারের নাম সুপারিশ করার অধিকার দেওয়া হয়েছে যাদের নাম ভুলবশতঃ বি. পি. এল তালিকায় লিপিবদ্ধ হয়েছে যাতে তাঁদের বি. পি. এল পরিবারের জন্য উদ্দিষ্ট কোন সুবিধা না দেওয়া হয় এবং পরিশেষে ওই নামগুলি তদন্ত করে বি. পি. এল. তালিকা থেকে বাদ দেওয়া যায়। যদি দেখা যায় যে, প্রাপ্ত নম্বর ভুলক্রমে বেশি দেওয়া হয়েছে, তাহলে গ্রামসংসদ ওই সকল পরিবারকে কোন্ কোন্ ক্ষেত্রে নম্বর বেশি দেওয়া হয়েছে তা উল্লেখ করে দরখাস্ত করার উপদেশ দিতে পারেন যাতে যথা সময়ে তা তদন্তের দ্বারা যাচাই করা যেতে পারে। গ্রাম পঞ্চায়েত এই বিষয়ে যে সব দরখাস্ত পাবেন, সেগুলির রসিদ দিতে হবে। এই রসিদ একটি আদর্শ ছকে হওয়া বাঞ্ছনীয়, যা জেলা গুলি তৈরি করে নেবে।

- ❖ গ্রাম পঞ্চায়েত উপরের ছক-ক অনুযায়ী একটি রেজিস্টারে গ্রামীণ পরিবার সমীক্ষায় প্রাপ্ত নম্বর সংক্রান্ত সমস্ত দরখাস্তের তথ্য লিপিবদ্ধ করবেন।

## ৩) ইন্দিরা আবাস যোজনার স্থায়ী তালিকা প্রস্তুত করতে গ্রাম সংসদ যে সকল পদক্ষেপ নেবেন :

- ❖ নির্দেশিকা (৩) অনুযায়ী মোট প্রাপ্ত নম্বর ৩৩ বা তার কম এবং P2 বা বাসগৃহের গঠন ও প্রকৃতির মাপকাঠিতে ১ নম্বর যারা পেয়েছেন তার - এর ভিত্তিতে প্রস্তুত এবং ব্লক উন্নয়ন আধিকারিকের দ্বারা প্রেরিত ইন্দিরা আবাস যোজনার বিবেচ্য তালিকা গ্রাম সংসদ গুলিতে প্রকাশ করা হবে।

- ❖ যে সকল পরিবার ইতিমধ্যে IAY/PMGY/(GA)/SGRY(IFS) বা সরকারি যে কোনো প্রকল্পে স্থায়ী বাড়ী তৈরীর সহায়তা পেয়েছেন তাঁদের এই প্রকার যোগ্য পরিবারের চূড়ান্ত তালিকা থেকে বাদ দিতে হবে।
- ❖ সমীক্ষায় এক বা একাধিক বস্তুগত অবস্থানের ক্ষেত্রে ভুল থাকার জন্য যে সকল অযোগ্য ব্যক্তির নাম আলোচ্য তালিকায় নথিভুক্ত হয়েছে তাদের সকলের একটি তালিকা প্রস্তুত করতে হবে এবং তাঁদের নাম চূড়ান্ত তালিকা থেকে বাদ দিতে হবে।
- ❖ ইতিমধ্যে যে সকল ব্যক্তি এলাকা ছেড়ে চলে গেছেন বা মারা গেছেন, বি. পি. এল তালিকায় প্রয়োজনীয় সংশোধনের জন্য তাঁদের একটি তালিকা গ্রাম সংসদ প্রস্তুত করবে যাতে তাঁদের নাম চূড়ান্ত তালিকা থেকে বাদ দেওয়া যায়।
- ❖ যে সমস্ত পরিবারের বাসগৃহ প্রধানমন্ত্রী গ্রাম সড়ক যোজনার আওতাভুক্ত রাস্তা নির্মাণের জন্য স্থানান্তরিত করতে হবে অথবা যে সকল বাসগৃহ কোন প্রাকৃতিক দুর্যোগের কারণে সম্পূর্ণ ধ্বংসপ্রাপ্ত হয়েছে এবং যার ক্ষতির পরিমাণ এমনই যে পরিবারটির অবস্থান দারিদ্রসীমার নীচে চলে আসবে, তাদের তালিকা এবং প্রাপ্ত নম্বর সমূহ পৃথক ভাবে গ্রাম পঞ্চায়েত এবং পঞ্চায়েত সমিতি মারফৎ জিলা পরিষদের কাছে পাঠাতে হবে। এই তালিকাটিও গ্রাম সংসদ অনুমোদন করবে।

যে সকল পরিবারের নাম ইন্দিরা আবাস যোজনার বিবেচ্য তালিকার থেকে বাদ দেওয়া হচ্ছে তাদের প্রত্যেকটির ক্ষেত্রে বাদ দেওয়ার কারণ দেখিয়ে একটি পৃথক তালিকা নীচের ছক অনুযায়ী প্রস্তুত করতে হবে :

**ছক - খ : ইন্দিরা আবাস যোজনার থেকে নাম বাদ দেওয়ার নিদর্শ**

ক্রমাঙ্ক	পরিবারের কর্তার নাম	RHS-ক্রমাঙ্ক	নাম বাদ দেওয়ার কারণ

যেখানে ১ = প্রাক্তন উপভোক্তা

২ = কিছু বা সবকটি মাপকাঠিতে ভুল থাকার দরুণ অযোগ্য হিসাবে পরিগণিত (নির্দিষ্ট করে বিশদে লিখুন)

**৪) পরিবারের প্রাপ্তবয়স্ক মহিলা সদস্যের চিহ্নিতকরণ যার নামে ইন্দিরা আবাস যোজনার সহায়তা প্রদত্ত হবে :**

এক্ষেত্রে পরিবারের কর্তার মা (তিনি ওই পরিবারের সদস্যা হলে) অথবা স্ত্রী মনোনীত হওয়া বাঞ্ছনীয়।

- ❖ গ্রাম সংসদ স্তরে তালিকা প্রকাশের ১৫ দিনের মধ্যে এই কাজ শেষ করতে হবে এবং তা গ্রাম পঞ্চায়েতের নিকট পেশ করতে হবে। গ্রাম পঞ্চায়েত এক সপ্তাহের মধ্যে ওই তালিকা পরীক্ষা করে তা সংশ্লিষ্ট ব্লক উন্নয়ন আধিকারিকের কাছে পাঠাবেন। ব্লক উন্নয়ন আধিকারিক সেটি প্রদত্ত ছক অনুযায়ী চার ভাগে (তপশিলি জাতি, তপশিলি উপজাতি, সংখ্যালঘু এবং সাধারণ) মোট পাওয়া নম্বরের উর্ধ্বক্রমে প্রকাশ করবেন।

তালিকা প্রাপ্তির পরে ব্লক উন্নয়ন আধিকারিক উপলব্ধ তথ্যের সাথে মিলিয়ে গ্রাম সংসদ অনুযায়ী ইন্দিরা আবাস যোজনার স্থায়ী অপেক্ষমান তালিকা প্রকাশ করবেন।

**ইন্দিরা আবাস যোজনার স্থায়ী অপেক্ষমান তালিকা প্রস্তুতির জন্য তথ্য আহরণের নিদর্শ**

**ছক - গ**

ক্রমাঙ্ক	পরিবারের কর্তার নাম	RHS-ক্রমাঙ্ক	মানের উর্ধ্বক্রমে মোট প্রাপ্ত নম্বর	পরিবারের যে পূর্ণবয়স্ক সদস্যা উপভোক্তা হবেন তার নাম ও বয়স	পরিবারের প্রধানের সাথে ওই মহিলার সম্পর্ক	ওই মহিলার বয়স	সামাজিক অবস্থান (তপশিলি জাতি/উপজাতি)	সংখ্যালঘু	সাধারণ
ক	খ	গ	ঘ	ঙ	চ	ছ	জ	ঝ	

এই তথ্যগুলি সমীক্ষার প্রথম নিদর্শটিতে পাওয়া যাবে। সেখান থেকে এগুলি সংগ্রহ করা যেতে পারে। যদি তা পাওয়া না যায়, তাহলে সমীক্ষা করে তথ্যগুলি সংগ্রহ করতে হবে।

**৫) জাতীয় বার্ষিক্যজনিত অবসরভাতা প্রকল্প (NOAPS) অথবা অবসরভাতা প্রকল্পের সহায়তা পাবার জন্য উপযুক্ত ব্যক্তিদের চিহ্নিতকরণের জন্য গ্রহণীয় পদক্ষেপ :**

গ্রাম সংসদগুলি ৬৫ বছরের বেশি বয়স্ক এবং মোট প্রাপ্ত নম্বর ৩৩-এর কম, এমন ব্যক্তিদের চিহ্নিত করবেন। NOAPS, AY, AAY এবং বি পি এল রেশন কার্ডের জন্য তথ্য আহরণের একটি সংকলিত ছক (ছক - ঘ) পরবর্তী পরিচ্ছেদে উল্লেখিত হল। এই তালিকাগুলি যাচাই এবং সংকলনের জন্য ব্লক উন্নয়ন আধিকারিকের কাছে পাঠাতে হবে। তিনি তা জেলা পঞ্চায়েত ও গ্রামোন্নয়ন আধিকারিকের কাছে পাঠাবেন যাতে যে সকল যোগ্য ব্যক্তি কোন প্রকল্পের সহায়তা পান নি, তাঁদের নাম উপযুক্ত সামাজিক সহায়তা প্রকল্পের জন্য বিবেচিত হয়।

**৬) বি পি এল এবং অন্ত্যোদয় অন্ন যোজনা রেশন কার্ডের জন্য যোগ্য ব্যক্তিদের চিহ্নিতকরণের জন্য গ্রহণীয় পদক্ষেপ :**

খাদ্য ও সরবরাহ দপ্তরের কর্মচারীবৃন্দ গ্রাম পঞ্চায়েতের কাছ থেকে গ্রামীণ পরিবার সমীক্ষার তথ্য পাবার পরে নিম্নলিখিত কাজগুলি করার জন্য ওই দপ্তরের ৮ই মে, ২০০৭ তারিখের 2841(130)-FS/Food/5R-4/07 পত্রাঙ্কে নির্দেশপ্রাপ্ত হয়েছেন :

- ❖ যে সকল পরিবারের মোট প্রাপ্ত নম্বর ২৮ থেকে ৩৩-এর মধ্যে (দুটি নম্বর সমেত) বি পি এল কার্ড দেওয়ার জন্য RHS তথ্যভান্ডার থেকে তাঁদের পরিবারভুক্ত সব সদস্যদের তালিকা প্রস্তুত করা।
- ❖ যে সকল ব্যক্তির বয়স ৬৫ বছরের বেশি, কিন্তু যারা কোন অবসরভাতা প্রকল্পের সহায়তা পাচ্ছেন না, তাঁদের অন্নপূর্ণা যোজনার রেশন কার্ড দেওয়ার জন্য ছক - ঘ ব্যবহার করতে হবে।
- ❖ RHS অনুযায়ী পরিবারের কর্তা বা তাঁর প্রতিনিধি সবকটি রেশন কার্ড এবং প্রয়োজনীয় ক্ষেত্রে ভোন্টের সচিত্র পরিচয়পত্র নিয়ে পরিদর্শকের কাছে উপস্থিত হবেন। যদি পরিবারের একজন মাত্র সদস্যের ভোন্টের সচিত্র পরিচয়পত্র থাকে, তাহলেও পরিবারের রেশন কার্ডের নবীকরণ করতে হবে এবং ভোন্টের সচিত্র পরিচয়পত্রের সংখ্যাটি লাল কালি দিয়ে কার্ডে লিখতে হবে।
- ❖ যদি কোন কারণে পরিবারের সদস্য সংখ্যা কমে যায়, তাহলে তৎক্ষণাৎ সংশ্লিষ্ট রেশন কার্ডটি বাতিল করতে হবে।
- ❖ যদি কোন কারণে পরিবারের সদস্য সংখ্যা বেড়ে যায়, তাহলে তা নথিভুক্ত করতে হবে কিন্তু সংশ্লিষ্ট ব্যক্তিগত রেশন কার্ডটি পরবর্তীকালে দেওয়া হবে। প্রথম পর্বে শুধুমাত্র চালু রেশন কার্ডের কাজ করা হবে।
- ❖ যে সকল পরিবারের অবস্থান সাধারণ থেকে বি পি এল বা বি পি এল থেকে AAY কার্ডে বা বিপরীত দিকে পরিবর্তিত হয়েছে, তাঁদের পরিবর্তিত রেশন কার্ড বন্টন দ্বিতীয় পর্বে বিবেচনা করা হবে।

**ছক - ঘ**

**NOAPS, AY, AAY এবং বি পি এল রেশন কার্ডের জন্য তথ্য আহরণের সংকলিত নিদর্শ**

ক্রমিক	RHS-ক্রমিক	পরিবারের কর্তার নাম	*মোট প্রাপ্ত নম্বর	সদস্যের নাম	রেশন কার্ডের পূর্বতন অবস্থা		পরিবারের কর্তার সাথে সম্পর্ক	বয়স	কোন দারিদ্র দূরীকরণ প্রকল্পের পূর্বতন উপভোক্তা হয়ে থাকলে প্রকল্পের নাম	ভোন্টারের সচিত্র পরিচয়পত্রের ক্রমিক	রেশন কার্ডের ক্রমিক
					বি পি এল	AAY					
##											

##পরিবারের প্রতি সদস্যের জন্য পৃথক সারি রাখতে হবে। প্রতি পরিবারের আলাদা -RHS-ক্রমিক থাকবে

\*যদি মোট প্রাপ্ত নম্বর ২৭-এর কম হয়, তাহলে পরিবারটি AAY কার্ডের জন্য উপযুক্ত হবেন; আবার যদি মোট প্রাপ্ত নম্বর ২৭-এর বেশি কিন্তু ৩৩-এর কম হয়, তাহলে পরিবারটি বি পি এল কার্ডের জন্য উপযুক্ত হবেন।

উপরোক্ত কাজগুলি তালিকা প্রকাশের এক মাসের মধ্যে গ্রাম পঞ্চায়েত স্তরে সম্পূর্ণ করতে হবে। তালিকাটিতে গ্রাম পঞ্চায়েতের প্রধান এবং খাদ্য ও সরবরাহ দপ্তরের কর্মকর্তা যুগ্মভাবে স্বাক্ষর করবেন। সেটিকে খাদ্য ও সরবরাহের মহকুমা নিয়ামকের কাছে পাঠাতে হবে; তিনি সেটিকে জেলা নিয়ামকের কাছে পাঠাবেন।

৭) উপরের বর্ণনা অনুযায়ী সংগৃহীত তথ্য নথিভুক্ত এবং পদ্ধতিগুলি অবলম্বন করার জন্য RHS 2.0.0 সফটওয়্যারের একটি ব্যবহারকারীর হাতবই এই পত্রের সাথে সংযুক্ত করা হল।

৮) এখন, যে সব কাজগুলির কথা বলা হল সেই সব কাজের ব্যাপ্তি এবং সমস্যার কথা বিবেচনা করে সরকার এই মত পোষণ করছেন যে, পূর্বে নির্ধারিত সময়সীমার কিছু সম্প্রসারণ দরকার। সমস্ত দিক বিবেচনার পরে দাবী ও আপত্তি গ্রহণ সহ সম্পূর্ণ কাজ শেষ করার তারিখ ১৫ই আগস্ট, ২০০৭ পর্যন্ত বাড়ানো হল। আরও জানানো হচ্ছে যে, দাবী ও আপত্তির নিষ্পত্তির ব্যবস্থা চালু রাখার সঙ্গে সঙ্গে বিভিন্ন দারিদ্র দূরীকরণ কর্মসূচীর উপভোক্তা নির্বাচনের কাজ যাতে আটকে না থাকে তার জন্য গ্রামীণ পারিবারিক সমীক্ষা, ২০০৫ -এর ভিত্তিতে ইতিমধ্যে প্রকাশিত চূড়ান্ত বি পি এল তালিকাটি ব্যবহার করতে হবে। দাবী ও আপত্তিগুলি নিষ্পত্তি হওয়ার পর যারা যখন বিপিএল হিসাবে চিহ্নিত হবেন তাঁরা সেই সময় থেকে বিপিএল পরিবারদের জন্য নির্দিষ্ট সুযোগ-সুবিধা পাবেন। দাবী ও আপত্তি নিষ্পত্তির পদ্ধতি পরবর্তীকালে জানানো হবে।

ভবদীয়

(মানবেন্দ্র নাথ রায়)

পত্রাঙ্ক: ৫২৭৮(১৮)/১(১৮)/RD (SGSY)/20M-6/05 – Pt-I

দিনাঙ্ক: ১৭/০৭/২০০৭

এই পত্রের কপি মাননীয়/ মাননীয়া সভাপতিদের অবগতির জন্য পাঠানো হল।

সভাপতি, .....

(মানবেন্দ্র নাথ রায়)





**কর্মসূচি রূপায়ণের বিবরণ**  
**(১৯.....১৯ আর্থিক বৎসর)**

.....গ্রাম পঞ্চায়েত

.....পঞ্চায়েত সমিতি

.....জেলা

**কর্মসূচি (প্রোগ্রাম) -এর নাম**

	জহর রোজগার যোজনা	খরাদ্রাণ	কাজের বিনিময়ে খাদ্য	গ্রামীণ উন্নয়ন	গ্রামীণ পুনর্গঠন	গ্রামীণ পুনর্গঠন (আবাস)	অন্যান্য
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- ৯। পূর্ব বৎসরের অসমাপ্ত প্রকল্পের সংস্থা
- ২। পূর্ব বৎসরে অবশিষ্ট  
টাকা  
গম  
চাল
- ৩। আলোচ্য বৎসরে প্রাপ্ত  
টাকা  
গম  
চাল
- ৪। মোট (২) + (৩)  
টাকা  
গম  
চাল
- ৫। আলোচ্য বৎসরে অনুমোদিত প্রকল্পের সংখ্যা
- ৬। আলোচ্য বৎসরে প্রকৃত ব্যয়  
টাকা  
গম  
চাল

**কর্মসূচি (প্রোগ্রাম) -এর নাম**

	জহর রোজগার যোজনা	খরাত্রাণ	কাজের বিনিময়ে খাদ্য	গ্রামীণ উন্নয়ন	গ্রামীণ পুনর্গঠন	গ্রামীণ পুনর্গঠন (আবাস)	অন্যান্য
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৭। অবশিষ্ট

টাকা

গম

চাল

৮। রূপায়িত প্রকল্পের সংখ্যা সমাপ্ত

(ক) পূর্ব বৎসরের অনুমোদিত প্রকল্পের মধ্যে

(খ) আলোচ্য বৎসরের অনুমোদিত প্রকল্পের মধ্যে

৯। কত শ্রমদিবসের কাজ হয়েছে

১০। সমাপ্তি সার্টিফিকেট কতগুলি প্রকল্পের ক্ষেত্রে পাঠানো হয়েছে

(ক) পূর্ববর্তী বৎসরের অসমাপ্ত কিন্তু বর্তমান বৎসরে সমাপ্ত প্রকল্পের ক্ষেত্রে -

(খ) বর্তমান বৎসরে গৃহীত ও রূপায়িত প্রকল্পের ক্ষেত্রে

১১। সদ্যবহার সার্টিফিকেট কতগুলি প্রকল্পের ক্ষেত্রে পাঠানো হয়েছে।

**কর্মসূচি (প্রোগ্রাম) -এর নাম**

	জহর রোজগার যোজনা	খরাত্রাণ	কাজের বিনিময়ে খাদ্য	গ্রামীণ উন্নয়ন	গ্রামীণ পুনর্গঠন	গ্রামীণ পুনর্গঠন (আবাস)	অন্যান্য
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(ক) পূর্ববর্তী বৎসরের অসমাপ্ত কিন্তু বর্তমান বৎসরে সমাপ্ত প্রকল্পের ক্ষেত্রে -

(খ) বর্তমান বৎসরে গৃহীত ও রূপায়িত প্রকল্পের ক্ষেত্রে

১২। যে সব ক্ষেত্রে সমাপ্তি সার্টিফিকেট দেওয়া হয়েছে কিন্তু সদ্যবহার

সার্টিফিকেট দেওয়া হয়নি

কর্মসূচি রূপায়ণের বিবরণ  
(১৯.....১৯ আর্থিক বৎসর)

.....গ্রাম পঞ্চায়েত

.....পঞ্চায়েত সমিতি

.....জেলা

কর্মসূচি (প্রোগ্রাম)-এর নাম

	জহর রোজগার যোজনা	খরাত্রাণ	কাজের বিনিময়ে খাদ্য	গ্রামীণ উন্নয়ন	গ্রামীণ পুনর্গঠন	গ্রামীণ পুনর্গঠন (আবাস)	অন্যান্য
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১। পূর্ব বৎসরের অসমাপ্ত  
প্রকল্পের সংস্থা

২। পূর্ব বৎসরে অবশিষ্ট

টাকা—

গম—

চাল—

৩। আলোচ্য বৎসরে প্রাপ্ত

টাকা—

গম—

চাল—

৪। মোট (২) + (৩)

টাকা—

গম—

চাল—

৫। আলোচ্য বৎসরে

অনুমোদিত প্রকল্পের

সংখ্যা :

৬। আলোচ্য বৎসরে

প্রকৃত ব্যয়

টাকা—

গম—

চাল—

কর্মসূচি (প্রোগ্রাম)-এর নাম

	জহর রোজগার যোজনা	খরাত্রাণ	কাজের বিনিময়ে খাদ্য	গ্রামীণ উন্নয়ন	গ্রামীণ পুনর্গঠন	গ্রামীণ পুনর্গঠন (আবাস)	অন্যান্য
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৭। অবশিষ্ট

টাকা—

গম—

চাল—

৮। রূপায়িত প্রকল্পের  
সংখ্যা সমাপ্ত

(ক) পূর্ব বৎসরের  
অনুমোদিত  
প্রকল্পের মধ্যে

(খ) আলোচ্য বৎসরের  
অনুমোদিত  
প্রকল্পের মধ্যে

৯। কত শ্রমদিবসের কাজ  
হয়েছে

১০। সমাপ্তি সার্টিফিকেট  
কতগুলি প্রকল্পের  
ক্ষেত্রে পাঠানো  
হয়েছে

(ক) পূর্ববর্তী বৎসরের  
অসমাপ্ত কিন্তু  
বর্তমান বৎসরে  
সমাপ্ত প্রকল্পের  
ক্ষেত্রে—

(খ) বর্তমান বৎসরে  
গৃহীত ও রূপায়িত  
প্রকল্পের  
ক্ষেত্রে—

১১। সদ্যবহার সার্টিফিকেট  
কতগুলি প্রকল্পের  
ক্ষেত্রে পাঠানো হয়েছে

কর্মসূচি (প্রোগ্রাম)-এর নাম

	জহর রোজগার যোজনা	খরাত্রাণ	কাজের বিনিময়ে খাদ্য	গ্রামীণ উন্নয়ন	গ্রামীণ পুনর্গঠন	গ্রামীণ পুনর্গঠন (আবাস)	অন্যান্য
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(ক) পূর্ববর্তী বৎসরের  
অসমাপ্ত কিন্তু  
বর্তমান বৎসরে  
সমাপ্ত প্রকল্পের  
ক্ষেত্রে—

(খ) বর্তমান বৎসরে  
গৃহীত ও রূপায়িত  
প্রকল্পের  
ক্ষেত্রে—

১২। যে সব ক্ষেত্রে সমাপ্তি  
সার্টিফিকেট দেওয়া  
হয়েছে কিন্তু সদ্ব্যবহার  
সার্টিফিকেট দেওয়া  
হয়নি

## ইচ্ছাপত্র

প্রতি : নির্বাহী আধিকারিক,

..... পঞ্চায়েত সমিতি

পোঃ ..... জেলা .....

(প্রধান, .....গ্রাম পঞ্চায়েত মাধ্যমে)

মহাশয়

আমি এতদ্বারা ঘোষণা করিতেছি যে গ্রাম পঞ্চায়েত কর্মী পদে নিয়োগের শর্তাবলী মানিয়া লইয়া গ্রাম পঞ্চায়েত কর্মী পদে আমি যোগদান করিতে ইচ্ছুক।

ইতি

আপনার বিশ্বস্ত

স্থান:

(আবেদনকারীর স্বাক্ষর)

তারিখ:

পদের নাম:

গ্রাম পঞ্চায়েতের নাম:

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## অঙ্গীকারপত্র

প্রতি : নির্বাহী অধিকারিক,

..... পঞ্চায়েত সমিতি

পোঃ ..... জেলা .....

(প্রধান, ..... গ্রাম পঞ্চায়েত মাধ্যমে)

মহাশয়

আমি এতদ্বারা অঙ্গীকার করিতেছি যে গ্রাম পঞ্চায়েত কর্মী হিসাবে ন্যূন  
সকল দায়িত্ব পালন করিতে আমি বাধ্য থাকিব।

ইতি

অপনার বিশ্বস্ত

স্থান:

(আবেদনকারীর স্বাক্ষর)

তারিখ:

পদের নাম:

গ্রাম পঞ্চায়েতের নাম:



## APPENDIX-'C

[Vide Para 21 (3)]

### FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES (.....) IN THE PROVIDENT FUND ACCOUNT

To The.

[Through.....{the Head of Office}]

Sir,

I am due to retire/have retired/have been discharged/dismissed/have resigned finally from service and my resignation has been accepted with effect from.....  
.forenoon/afternoon.

2. My Provident Fund Account No. is.....

3. A sum of Rs.....(Rupees. ) was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of.....for Rs.....encashed on.....at..... Treasury/ Sub-Treasury.

\*4. My specimen signature, in duplicate, duly attested by a Gazetted Officer of Government, is enclosed.

5. I certify that I have drawn/not drawn temporary advance/advances from my Provident Fund Account during the 36 months immediately preceding the date of my quitting service or thereafter.

6. I certify further that I have made/not made/withdrawal/withdrawals from my Provident Fund Account during 36 months immediately preceding the date of my quitting service or thereafter.

7. Details of the temporary advances drawn by me/withdrawals made by me from my Provident Fund Account during the 36 months preceding the date of my quitting service or thereafter are given below :

(1) Amount of advances/withdrawals. Date

(2)

\* Paragraph 4 applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber last served, otherwise it may be struck out.

Yours faithfully,

(Signature)



Station

Dated :

Name

Address

### **CERTIFICATE BY THE HEAD OF OFFICE**

It is certified after due verification with reference in my office, that no temporary advance/withdrawal was sanctioned to the applicant from his/her Provident Fund Account during the 36 months immediately preceding the date of his/her quitting service or thereafter—

OR

It is certified after due verification with reference to the records in my office, that the following temporary advance/final withdrawals were sanctioned to and drawn by the applicant from his/her Provident Fund Account during the 36 months immediately preceding the date of his/ her quitting service or thereafter :—

Amount of advance/withdrawal

Date

Voucher No.

(1)

(2)

(Signature of the Head of Office)



## APPENDIX-'C

[Vide Para 21 (3)]

### FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES (.....) IN THE PROVIDENT FUND ACCOUNT

To The.

[Through.....{the Head of Office}]

Sir,

I am due to retire/have retired/have been discharged/dismissed/have resigned finally from service and my resignation has been accepted with effect from.....  
.forenoon/afternoon.

2. My Provident Fund Account No. is.....

3. A sum of Rs.....(Rupees. ) was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of.....for Rs.....encashed on.....at..... Treasury/ Sub-Treasury.

\*4. My specimen signature, in duplicate, duly attested by a Gazetted Officer of Government, is enclosed.

5. I certify that I have drawn/not drawn temporary advance/advances from my Provident Fund Account during the 36 months immediately preceding the date of my quitting service or thereafter.

6. I certify further that I have made/not made/withdrawal/withdrawals from my Provident Fund Account during 36 months immediately preceding the date of my quitting service or thereafter.

7. Details of the temporary advances drawn by me/withdrawals made by me from my Provident Fund Account during the 36 months preceding the date of my quitting service or thereafter are given below :

(1) Amount of advances/withdrawals. Date

(2)

\* Paragraph 4 applies only when payment is desired at a treasury other than the one at the District Headquarters where the subscriber last served, otherwise it may be struck out.

Yours faithfully,

(Signature)

Station

Dated :

Name

Address

### **CERTIFICATE BY THE HEAD OF OFFICE**

It is certified after due verification with reference in my office, that no temporary advance/withdrawal was sanctioned to the applicant from his/her Provident Fund Account during the 36 months immediately preceding the date of his/her quitting service or thereafter—

OR

It is certified after due verification with reference to the records in my office, that the following temporary advance/final withdrawals were sanctioned to and drawn by the applicant from his/her Provident Fund Account during the 36 months immediately preceding the date of his/ her quitting service or thereafter :—

Amount of advance/withdrawal

Date

Voucher No.

(1)

(2)

(Signature of the Head of Office)

**APPENDIX-'D' [Vide Para 31 (1)]**

**ANNUAL STATEMENT OF PROVIDENT FUND BY ACCOUNTS OFFICER**

Accounting Year-.....Rate of Interest-.....

Account	Name of Subscriber	Opening balance	Deposits during the year		Interest allowed during the year	Withdrawal during the year	Balance	Remarks if any
			Subs-cription	Advance repayment				
1	2	3	4	5	6	7	8	9

Notes : 1. If the subscriber desires to make any alteration in the nomination already made, a revised nomination may be sent forthwith in accordance with the rules of the Fund.

2. In case the subscriber, owing to his/her having no family then, had nominated a person/persons other than a member/members of his family and has subsequently acquired a family he/she should submit a nomination in favour of a member/members of his/her family.

3. The Subscriber is requested to satisfy himself/herself as to the correctness of the statement and to bring errors, if any, to the notice of the Accounts Officer, within month(s) from the date of its receipt.

Signature.....

Designation.....

Date.....



## ANNEXURE

Enclosure to G. O. No. 1/VIII/Panch/2P-

2/89

Dated : 1.1.90.

Basic Pay	Existing dearness pay and the amount in terms of para 22(A) of the Death-cum Retirement Benefit Scheme, 1985, for the employees of Panchayats	Additional amount (inclusive of additional amount countable for pensionary benefit as declared under G.O. No. 16788/VHI/Panch., dated 22-7-86) reckonable for pensionary benefits
1	2	3
220	79	369
225	81	372
230	83	381
235	85	389
240	86	397
245	88	405
250	90	414
251	90	415
255	92	422
256	92	424
257	93	425
260	94	430
262	94	434
263	95	435
266	96	440
267	96	442
268	96	444
270	97	447
272	98	450
274	99	453
277	100	458
278	100	460
280	101	463

281	101	465
284	102	470
287	103	475
288	104	477
290	104	480
291	105	482
294	106	487
295	106	488
296	107	490
298	107	493
300	108	494
301	108	495
302	108	497
303	108	498
304	108	500
305	108	501
308	108	506
310	108	508
311	108	510
312	108	511
314	108	514
315	108	516
319	108	521
320	108	523
321	108	524
322	108	526
324	108	529
327	108	533
329	108	536
330	108	537
331	108	539
334	108	543
335	108	544
336	108	546
340	108	552
341	108	552
343	108	556
344	108	557
350	108	566
351	108	567
354	108	572
357	108	576
358	108	578
359	108	579
360	108	580
361	108	582
364	108	586

366	108	589
367	108	590
370	108	595
371	108	596
372	108	598
374	108	601
375	108	602
380	108	609
381	108	611
382	108	612
383	108	614
384	108	615
388	108	621
390	108	624
391	108	625
392	108	626
394	108	629
395	108	631
398	108	635
400	108	638
401	108	638
406	110	639
410	111	640
411	111	640
414	112	640
415	112	640
418	113	641
419	113	641
421	114	641
425	115	642
428	116	642
430	116	643
433	117	643
437	118	644
440	119	644
442	119	645
445	120	645
446	120	645
455	123	647
457	123	647
460	124	647
469	127	649
470	127	649
472	127	649
475	128	650
480	130	650
481	130	651

485	131	651
487	131	651
490	132	652
495	134	653
500	135	654
502	136	654
505	136	654
509	137	655
510	138	655
517	140	656
520	140	657
523	141	657
525	142	657
530	143	658
532	144	658
535	144	661
537	145	663
540	146	667
545	147	673
547	148	676
550	149	679
560	151	692
562	152	694
565	153	698
570	154	704
575	155	710
577	156	713
580	157	716
585	158	722
590	159	729
597	161	737
600	162	741
605	163	747
610	165	753
615	166	760
617	167	762
620	167	766
625	169	772
630	170	778
635	171	784
640	173	790
645	174	797
650	176	803
655	177	809
660	178	815
665	180	821
670	181	827



675	182	834
680	184	840
685	185	846
690	186	852
695	188	858
700	189	865
710	192	877
715	193	883
720	194	889
725	196	895
730	197	902
735	198	908
740	200	914
745	201	920
750	203	926
755	204	932
760	205	939
765	207	945
770	208	951
775	209	957
780	211	963
785	212	969
790	213	976
795	215	982
800	216	988
810	219	999
815	220	1005
820	221	1010
825	223	1016
830	224	1021
835	225	1027
840	227	1032
845	228	1038
850	230	1044
860	232	1055
865	234	1060
870	235	1066
875	236	1071
880	238	1077
895	242	1093
900	243	1099
910	243	1110
940	243	1142
945	243	1148
950	243	1153
980	243	1185
990	243	1196

1000	243	1207
1015	243	1207
1020	243	1207
1030—1500	243	1207
1540	243	1224
1550	243	1227
1600	243	1257
1620	243	1269
1660	243	1301
1680	243	1319
1720	243	1357
1740	243	1375
1780	243	1412
1800	243	1431
1840	243	1468
1900	243	1524

Sd/- S. Bhattacharya

Dy. Secy. to the Govt. of West  
Bengal



## ANNEXURE I

G. O. No. 3/Panch/VIII/2P-2/89

Dated

11 1990

Pension /Family Pension		Relief on Pension from 1-6-1988 to 31-1-1989	Pension /Family Pension			Relief on Pension from 1-6-1988 to 31-1-1989
(1)		(2)	(1)			(2)
Rs.		Rs.	Rs.			Rs.
375 to	376	49	616	To	623	81
377 to	384	50	624	To	630	82
385 to	392	51	631	To	638	83
393 to	400	52	639	To	646	84
401 to	407	53	647	To	653	85
408 to	415	54	654	To	661	86
416 to	423	55	662	To	669	87
424 to	430	56	670	To	676	88
431 to	438	57	677	To	684	89
439 to	446	58	685	To	692	90
447 to	453	59	693	To	700	91
454 to	461	60	701	To	707	92
462 to	469	61	708	To	715	93
470 to	176	62	716	To	723	94
477 to	484	63	724	To	730	95
485 to	492	64	731	to	738	96
493 to	500	65	739	to	746	97

501 to	507	66	747	to	753	98
508 to	515	67	754	to	761	99
516 to	523	68	762	to	769	100
524 to	530	69	770	to	776	101
531 to	538	70	777	to	784	102
539 to	546	71	785	to	792	103
547 to	553	72	793	to	800	104
554 to	561	73	801	to	807	105
562 to	569	74	808	to	815	106
570 to	576	75	816	to	823	107
577 to	584	76	824	to	830	108
585 to	592	77	831	to	838	109
593 to	600	78	839	to	846	110
601 to	607	79	847	to	853	111

608 to 615	80	854 to 861	112
862 to 869	113	1185 to 1192	155
870 to 876	114	1193 to 1200	156
877 to 884	115	1201 to 1207	157
885 to 892	116	1208 to 1215	158
893 to 900	117	1216 to 1223	159
901 to 907	118	1224 to 1230	160
908 to 915	119	1231 to 1238	161
916 to 923	120	1239 to 1246	162
924 to 930	121	1247 to 1253	163
931 to 938	122	1254 to 1261	164
939 to 946	123	1262 to 1269	165
947 to 953	124	1270 to 1276	166
954 to 961	125	1277 to 1284	167

962 to 969	126	1285 to 1292	168
970 to 976	127	1293 to 1300	169
977 to 984	128	1301 to 1307	170
985 to 992	129	1308 to 1315	171
993 to 1000	130	1316 to 1323	172
1001 to 1007	131	1324 to 1330	173
1008 to 1015	132	1331 to 1338	174
1016 to 1023	133	1339 to 1346	175
1024 to 1030	134	1347 to 1353	176
1031 to 1038	135	- 1354 to 1361	177
1039 to 1046	136	1362 to 1369	178
1047 to 1053	137	1370 to 1376	179
1054 to 1061	138	1377 to 1384	180
1062 to 1069	139	1385 to 1392	181

1070 to 1076	140	1393 to 1400	182
1077 to 1084	141	1401 to 1407	183
1085 to 1092	142	1408 to 1415	184
1093 to 1100	143	1416 to 1423	185
1101 to 1107	144	1424 to 1430	186
1108 to 1115	145	1431 to 1438	187
1116 to 1123	146	1439 to 1446	188
1124 to 1130	147	1447 to 1453	189
1131 to 1138	148	1454 to 1461	190
1139 to 1146	149	1462 to 1469	191
1147 to 1153	150	1470 to 1476	192
1154 to 1161	151	1477 to 1484	193
1162 to 1169	152	1485 to 1492	194
1170 to 1176	153	1493 to 1500	195

1177 to 1184	-154	1501 to 1507	196
1508 to 1515	197	1677 to 1684	219
1516 to 1523	198	1685 to 1692	220
1524 to 1530	199	1693 to 1700	221
1531 to 1538	200	1701 to 1707	222
1539 to 1546	201	1708 to 1715	223
1547 to 1553	202	1716 to 1723	224
1554 to 1561	203	1724 to 1730	225
1562 to 1569	204	1731 to 1738	226
1570 to 1576	205	1739 to 1746	227
1577 to 1584	206	1747 to 2533	228
1585 to 1592	207	2534 to 2544	229
1593 to 1600	208	2545 to 2555	230
1601 to 1607	209	2556 to 2566	231



1608 to 1615	210	2567 to 2577	232
1616 to 1623	211	2578 to 2588	233
1624 to 1630	212	2589 to 2600	234
1631 to 1638	213	2601 to 2611	235
1639 to 1646	214	2612 to 2622	236
1647 to 1653	215	2623 to 2633	237
1654 to 1661	216	2634 to 2644	238
1662 to 1669	217	2645 to 2655	239
1670 to 1676	218	2656 to 2666	240
		2667 to 2675	241

Sd/- S. Bhattacharya

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





**ANNEXURE I**

**G.O. No. 2/VIII/Panch/2P-2/89**

**Dated: 1.1.90**

**[Paragraph 4(A) (a), 4(B) (a)]**

Table showing existing pension / family pension and the consolidated pension / family pension due from 1-1-1986 in respect of pensioners drawing pension of Rs. 500 per month or less

Existing pension/family pension	Consolidated pensions /family pension etc., due from 1-1-1986, in respect of pensioners covered by	
	Para 4(A)	Para 4(B)
	(1)	(2)
Rs.	Rs.	Rs.
131 or below		
132	375	375
133	375	375
134	375	375
135	375	375
136	375	375
137	375	375
138	375	375
139	375	375
140	375	375
141	375	375
142	375	375
143	375	375
144	375	375

145	375	375
146	375	375
147	375	375
148	375	375
149	375	375
150	375	375
151	375	375
152	375	375
153	375	375
154	375	375
155	375	375
156	375	375
157	376	375
158	378	375
159	380	375
160	382	375
161	385	375
162	387	375
163	389	375
164	391	375
165	393	375
166	395	375
167	397	375
168	399	375
169	401	376
170	403	378
171	405	380
172	407	382
173	409	384
174	412	385
175	414	387
176	416	389
177	418	391
178	420	393
179	422	395
180	424	397
181	426	399
182	428	401
183	430	403
184	432	405
185	434	407
186	436	409

187	439	410
188	441	412
189	443	414
190	445	416
191	447	418
192	449	420
193	451	422
194	453	424
195	455	426
196	457	428
197	459	430
198	461	432
199	463	434
200	465	435
201	468	437
202	470	439
203	472	441
204	474	443
205	476	445
206	478	447
207	480	449
208	482	451
209	484	453
210	486	455
211	488	457
212	490	459
213	492	461
214	495	462
215	497	464
216	499	466
217	501	468
218	503	470
219	505	472
220	507	474
221	509	476
222	511	478
223	513	480
224	515	482
225	517	484
226	519	486
227	522	487
228	524	489

229	526	491
230	528	493
231	530	495
232	532	497
233	534	499
234	536	500
235	538	503
236	540	505
237	542	507
238	544	509
239	546	511
240	548	512
241	552	514
242	554	516
243	556	518
244	558	520
245	560	522
246	563	524
247	565	526
248	567	528
249	569	530
250	571	532
251	574	534
252	576	536
253	578	538
254	581	539
255	583	541
256	586	543
257	588	545
258	590	547
259	592	549
260	594	552
261	597	554
262	599	556
263	601	558
264	603	560
265	605	563
266	608	565
267	611	566
268	613	568
269	615	570
270	618	572

271	620	575
272	622	577
273	624	579
274	626	581
275	629	583
276	631	586
277	633	588
278	635	590
279	637	592
280	640	593
281	643	596
282	645	598
283	647	600
284	649	602
285	652	604
286	654	607
287	656	609
288	558	611
289	660	613
290	663	615
291	665	618
292	667	620
293	669	622
294	672	623
295	675	625
296	677	627
297	679	630
298	681	632
299	684	634
300	686	636
301	688	638
302	690	641
303	692	643
304	695	645
305	697	647
306	699	649
307	702	651
308	704	653
309	707	655
310	709	657
311	711	659
312	713	662

313	715	664
314	718	666
315	720	668
316	722	670
317	724	673
318	726	675
319	729	677
320	731	778
321	734	680
322	736	682
323	739	685
324	741	687
325	743	689
326	745	691
327	747	693
328	750	696
329	752	698
330	754	700
331	756	702
332	758	704
333	761	707
334	764	708
335	766	710
336	768	712
337	770	714
338	773	717
339	775	719
340	777	721
341	779	723
342	781	725
343	784	728
344	786	730
345	788	732
346	790	734
347	794	735
348	796	737
349	798	740
350	800	742
351	802	744
352	805	746
353	807	748
354	809	751

355	811	753
356	813	755
357	816	757
358	818	759
359	820	762
360	822	763
361	825	765
362	828	767
363	830	769
364	832	772
365	834	774
366	836	776
367	839	778
368	841	780
369	843	783
370	845	785
371	847	787
372	850	789
373	852	791
374	855	792
375	857	795
376	860	797
377	862	799
378	864	801
379	866	803
380	868	806
381	871	808
382	873	810
383	875	812
384	877	814
385	879	817
386	882	819
387	885	820
388	887	822
389	889	824
390	891	827
391	894	829
392	896	831
393	898	833
394	900	835
395	902	838
396	905	840



397	907	842
398	909	844
399	911	846
400	913	847
401	917	850
402	919	852
403	921	854
404	923	856
405	926	858
406	928	861
407	930	863
408	932	865
409	934	867
410	937	869
411	939	872
412	941	874
413	943	876
414	946	877
415	949	879
416	951	882
417	953	884
418	955	886
419	957	888
420	960	890
421	962	893
422	964	895
423	966	897
424	968	899
425	971	901
426	973	904
427	976	905
428	978	907
429	981	909
430	983	911
431	985	913
432	987	916
433	989	918
434	992	920
435	994	922
436	996	924
437	998	927
438	1000	929

439	1003	931
440	1005	932
441	1008	934
442	1010	937
443	1012	939
444	1015	941
445	1017	943
446	1019	945
447	1021	948
448	1023	950
449	1026	952
450	1028	954
451	1030	956
452	1032	959
453	1034	961
454	1038	962
455	1040	964
456	1042	966
457	1044	968
458	1047	971
459	1049	973
460	1051	975
461	1053	977
462	1055	979
463	1058	982
464	1060	984
465	1062	986
466	1064	988
467	1067	989
468	1070	992
469	1072	994
470	1074	996
471	1076	998
472	1078	1000
473	1081	1003
474	1083	1005
475	1085	1007
476	1087	1009
477	1089	1011
478	1092	1014
479	1094	1016
480	1096	1017

481	1099	1019
482	1102	1021
483	1104	1023
484	1106	1026
485	1108	1028
486	1110	1030
487	1113	1032
488	1115	1034
489	1117	1037
490	1119	1039
491	1121	1041
492	1124	1043
493	1126	1045
494	1129	1047
495	1131	1049
496	1133	1051
497	1136	1053
498	1138	1055
499	1140	1058
500	1142	1060

Sd/- S. Bhattacharya

Dy. Secy. to the Govt. of West  
Bengal



ANNEXURE III

G. O. No. 3/Panch/VIII/2P-2/89

Dated :

1.1.1990

Pension /Family Pension from 1-2-89 onwards		Relief on Pension from 1-2-89 onwards
(1)		(2)
Rs		Rs.
375 to	377	68
378 to	388	69
389 to	394	71
395 to	400	72
401 to	405	73
406 to	411	74
412 to	416	75

417 to	422	76
423 to	427	77
428 to	433	78
434 to	438	79
439 to	444	80
445 to	450	81
451 to	455	82
456 to	461	83
462 to	466	84
467 to	472	85
473 to	477	86
478 to	483	87
484 to	488	88

489 to	494	89
495 to	560	90
501 to	505	91
506 to	511	92
512 to	516	93
517 to	522	94
523 to	527	95
528 to	533	96
534 to	538	97
539 to	544	98
545 to	550	99
551 to	555	100
556 to	561	101

562 to	566	102
567 to	572	103
573 to 577		104
578 to 583		105
584 to 588		106
589 to 594		107
595 to 600		108
601 to 605		109
606 to 611		110
612 to 616		111
617 to 622		
		112
623 to 627		113

628 to 633	114
634 to 638	115
639 to 644	116
645 to 650	117
651 to 655	118
656 to 661	119
662 to 666	120
667 to 672	121
673 to 677	122
678 to 683	123
684 to 688	124
689 to 694	125
695 to 700	126



701 to 705	127
706 to 711	128
712 to 716	129
717 to 722	130
723 to 727	131
728 to 733	132
734 to 738	133
739 to 744	134
745 to 750	135
751 to 755	136
756 to 761	137
762 to 766	138
767 to 772	139

773 to 777	140
778 to 783	141
784 to 788	142
789 to 794	143
795 to 800	144
801 to 805	145
806 to 811	146
812 to 816	147
817 to 822	148
823 to 827	149
828 to 833	150
834 to 838	151
839 to 844	152

845 to 850	153
851 to 855	154
856 to 861	155
862 to 866	156
867 to 872	157
873 to 877	158
878 to 883	159
884 to 888	160
889 to 894	161
895 to 900	162
901 to 905	163
906 to 911	164
' 912 to 916	165

917 to 922	166
923 to 927	167
928 to 933	168
934 to 938	169
939 to 944	170
945 to 950	171
951 to 955	172
956 to 961	173
962 to 966	174
967 to 972	175
973 to 977	176
978 to 983	177
984 to 988	178

989 to 994	179
995 to 1000	180
1001 to 1005	181
1006 to 1011	182
1012 to 1016	183
1017 to 1022	184
1023 to 1027	185
1028 to 1033	186
1034 to 1038	187
1039 to 1044	188
1045 to 1050	189
1051 to 1055	190
1056 to 1061	191

1062 to 1066	192
1067 to 1072	193
1073 to 1077	194
1078 to 1083	195
1084 to 1088	196
1089 to 1094	197
1095 to 1100	198
1101 to 1105	199
1106 to 1111	200
1112 to 1116	201
1117 to 1122	202
1123 to 1127	203
1128 to 1133	204

1134 to 1138	205
1139 to 1144	206
1145 to 1150	207
1151 to 1155	208
1156 to 1161	209
1162 to 1166	210
1167 to 1172	211
1173 to 1177	212
1178 to 1183	213
1184 to 1188	214
1189 to 1194	215
1195 to 1200	216
1201 to 1205	217

1206 to 1211	218
1212 to 1216	219
1217 to 1222	220
1223 to 1227	221
1228 to 1233	222
1234 to 1238	223
1239 to 1244	224
1245 to 1250	225
1251 to 1255	226
1256 to 1261	227
1262 to 1266	228
1267 to 1272	229
1273 to 1277	230



1278 to 1283	231
1284 to 1288	232
1289 to 1294	233
1295 to 3300	234
1301 to 1305	235
1306 to 1311	236
1312 to 1316	237
1317 to 1322	238
1323 to 1327	239
1328 to 1333	240
1334 to 1338	241
1339 to 1344	242
1345 to 1350	243

1351 to 1355	244
1356 to 1361	245
1362 to 1366	246
1367 to 1372	247
1373 to 1377	248
1378 to 1383	249
1384 to 1388	250
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1595 to 1600	288
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1628 to 1633	294
1634 to 1638	295

1639 to 1644	296
1645 to 1650	297
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1662 to 1666	300
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1673 to 1677	302
1678 to 1683	303
1684 to 1688	304
1689 to 1694	305
1695 to 1700	306
1701 to 1705	307
1706 to 1711	308

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2424 to 2430	316
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2454 to 2461	320
2462 to 2469	321

2470 to 2476	322
2477 to 2484	323
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2654 to 2661	346
2662 to 2669	347

2670 to 2675

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Sd/- S. Bhattacharya

Dy. Secy, to the Govt. of West Bengal

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## ANNEXURE-I

**Statement showing the existing strength of Dafadar and Chowkidar and the admissible strength of Gram Panchayat Karmee in each District**

Sl. No	District	Admissible strength of Gram Panchayat Karmee	Existing strength of Chowki-dar	Dafa-dar	Total	Surplus	Short fall
1.	North 24-Prgs.	638	701	126	827	189	—
2.	South 24-Prgs.	934	1157	195	1352	418	—
3.	How rah	474	306	70	376	—	98
4.	Nadia	558	470	89	559	1	—
5.	Murshidabad	763	8.12	163	975	212	—
6.	Midnapore	1516	1578	231	1809	231	—
7.	Burdwan	806	711	141	852	46	—
8.	Hooghly	615	540	103	643	28	—
9.	Bankura	562	521	81	602	40	—
10.	Birbhum	500	417	83	500	—	—
11.	Purulia	483	290	(Reports for 8 received) Blocks yet to be received			
12.	Malda	439	251	116	367	—	72

13.	Uttar Dinajpur	295	248	68	316	21	—
14.	Dakshin Dinajpur	194	230	47	277	83	—
15.	Jalpaiguri	368	278	81	359	—	9
16.	Darjeeling	254	73	15	88	—	166
			(Based on seats allocated recently for hills and plain areas)				
17.	Coochbehar	381	184	74	258	-	23
		9780	8767	1683	10450	1269	368

N. B. (1) Hill areas are entitled to 234 Chowkidars. As Panchayats are yet to be formed in hills, no fresh recruitment is required in Darjeeling.

(2) For Purulia, reports in respect of eight Blocks are yet to be received. So, the shortfall will be lesser.



**APPENDIX-'A'**

**[Vide Para 5(3)]**

Depositor No.-.....

**PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES**

**Subscriber's Nomination**

**When the subscriber has a family and wishes to nominate one member thereof**

I hereby nominate the person mentioned below, who is a member of my family as defined in para 2(1) (f) of the Provident Fund Scheme for the Employees of the Panchayat Bodies to receive the amount that may stand ,to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :

Name & Address of Nominee	Relationship With Subscriber	Age	Contingencies on the happening of which the nomination shall become Invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
---------------------------	------------------------------	-----	---	--

Dated this day of 199 at (Place)

Two witnesses to signature.

1.

2.

Signature of subscriber

**APPENDIX-'A' [Vide Para 5(3)]**

Depositor No.....

**PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES**

Subscriber's Nomination

When the subscriber has a family and wishes to nominate more than one member thereof

I hereby nominate the persons mentioned below, who are members of my family as defined in para 2(1) (f) of the Provident Fund Scheme for the Employees of the Panchayat Bodies to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name & Address of Nominees	Relationship with subscriber	Age	*Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person(s), if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

N. B. The subscriber should draw a line across the blank space below his last entry to prevent insertion of any name after he has signed.

Dated this day of 199 at (Place)

Two witnesses to signature.

1.

2.

Signature of Subscriber

This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**APPENDIX-'A' [Vide Para 5(3)]**

**Depositor No.-.....**

**PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES**

**Subscriber's Nomination**

**When the subscriber has no family and wishes to nominate one person**

I having no family as defined in para 2(l)(f) of the Provident Fund Scheme for the employees, of the Panchayat Bodies hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been paid :

Name and address of nominee	
Relationship with subscriber	Age
Contingencies (**) on the happening of which the nomination shall become invalid	
Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.	

Dated this day of 19 at (Place)

Two witnesses to signature.



1.

2.

Signature of Subscriber

Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

**APPENDIX-'A' [Vide Para 5(3)]**

**Depositor No.-.....**

**PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES**

**Subscriber's Nomination**

**When the subscriber has no family and wishes to nominate more than one person**

I having no family as defined in para 2(1) (f) of the Provident Fund Scheme for the employees of the Panchayat Bodies nominate the persons mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

Name & Address of nominees	Relationship with subscriber	Age	* Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person(s), if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
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N. B. The subscriber should draw a line across the blank space below his last entry to prevent insertion of any name after he has signed.

Dated this day of \_\_\_\_\_ 19 \_\_\_\_ at \_\_\_\_\_ (Place)

Two witnesses to signature.

1.

2.

Signature of Subscriber

This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Where a subscriber who has no family makes, a nomination, shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

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**National Informatics Centre**



## Department Of Panchayat & Rural Development

APPENDIX-'B' [Vide Para 12 & 15]

### FORM OF APPLICATION FOR AN ADVANCE FROM THE PROVIDENT FUND FOR THE EMPLOYEES OF PANCHAYAT BODIES

To \_\_\_\_\_

Sir,

I have the honour to apply for a temporary/non-refundable advance of Rs. -----from the sum at my credit in the Provident Fund. I have correctly answered each and all of the questions below.

Yours faithfully,

Dated

Station :

Signature

Designation

Address

QUESTIONS

ANSWER

"1. What is your—

(a) Date of birth—

(b) Date of appointment.

2. What is your Account Number,

3. What was the amount at your credit on the proceeding 31st March? (To be supported by the deposit account in original last furnished by the Accounts Officer, which will be returned after examination).

4. What are the reasons for which the advance is required? (If lengthy they should be stated separately).

5. What is your present pay ?

6. (a) Has any advance' been previously taken?

(b) If so, have all advances been completely repaid?

(c) If so, when was the last repayment installment (including interest) repaid?

(d) If previous advances have not been completely repaid how many more installments are due?

7. In how many installments (including interest installments) do you propose to repay the advance?
8. Do your deposits in the fund carry any interest (to be answered by Mohammedan employees only)