

Foundation Course for MPDOs - Vol - 1 (Direct Recruitment)



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Andhra Pradesh State Institute of
Rural Development and Panchayat Raj

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Chapter -1

INTRODUCTION OF PR SYSTEM

The Community Development Programme was launched in the country in 1952 with a view to bringing about social and economic change in rural life. Due emphasis was given on peoples' participation and uplift of the people through their own initiative and self-help. The National Extension service was established soon after with a view to reinforcing the administrative infrastructure at lower levels of administration. Thus, peoples' involvement, as recognized in the Second Five Year Plan also became the critical issue in these programmes. The thrust of Second Five-year Plan was to establish statutory Panchayats at village level as a vehicle for national extension and community development programmes. It was soon realized that the community development programmes are not yielding desired results. Accordingly, the Balwanthrai Mehta Team was appointed in 1957 to study the impact of the community development and national extension programmes in all aspects and assess the extent to which these have succeeded in utilizing local initiative.

The Mehta Team observed that development cannot progress without responsibility and power. Community development can be realised only when the community understands its problems: realizes its responsibilities, exercises the necessary powers through its chosen representatives and maintains a constant and intelligent vigilance on local administration. It was from this standpoint that the Mehta Team recommended establishment of popular administration in terms of statutory elective local bodies at district, Block and village levels and devolution to them of the necessary resources, powers and authority.

In accordance with the recommendations of Mehta Team, Panchayat Raj Legislations were enacted in different states in the country.

Recommendations of Balwanthrai Mehta Committee – Eminence of Panchayat Samitis

After independence, schemes such as the Community Development Scheme (1952) and the National Extension Service (1953) were implemented for Rural, Social, and economic development. Despite providing heavy irrigation water from the center, these schemes could not sustain the expected yields at the field level. The administration was concentrated in the hands of officials in the "Development Block" that were established all over the country.

Expected results have not received. In view of these experiences, a committee was formed on January 10, 1957 under the chairmanship of Balwanthrai Mehta. This committee submitted its report on 24th November 1957. This committee has proposed a plan for solving local problems locally and for leading rural development programs as a people's movement by establishing a strong public body at the rural level and providing it with the necessary powers, resources and personnel. The Central and State Governments are expected to exercise discretion, advise, monitor and plan for people, who are deprived of their rights. Central Government and State Government shall establish three-tier panchayat raj system at village, samiti and zilla

level to reduce workload, promote people's participation in development and simplify administration. On April 1, 1958, the recommendations of this committee were approved by the National Development Council.

Three Tier PanchayatRaj System – Balwanthrai Mehta Model

As per the recommendations of this committee, Panchayat Raj System was established in the country in 1959. Rajasthan (on 2 October 1959) and Andhra Pradesh combined state (on 1 November 1959) were the first to adopt, Panchayat Raj System. In 1959, the Panchayat Samitis and Zilla Parishads Act became three-tiered.

Although Panchayat Raj institutions have been in existence for a long time, they failed to acquire the status of viable and responsible peoples' bodies. Based on the concept of 'Democratic decentralization'. This is clearly reflected in various evaluation reports. It was. Therefore, felt that the future of Panchayat Raj bodies will continue to be affected by Socio-Political considerations unless these are provided due place in the Constitution of India. Accordingly, provisions for a three-tier structure, regular elections, reservation of SC & ST and women were made in the 73rd Constitution Amendment.

Ashok Mehta Committee

The Government formed a committee under the chairman ship of Ashok Mehatha in 1977 to study the Panchayat Raj system.

The committee recommended two tier systems in Panchayat Raj including Zilla Parishads in the district level as well as the Mandal Panchayats against the three tire system that was proposed by the Balwantrai committee. The committee also recommended the protection of Panchayet Raj and the decentralisation of power at different levels.

Ashok Mehta Committee recommendations

- Reservation for the seats based on the weaker section.
- Women reservations.
- Adequate all the financial resources for panchayats.
- Requirement for the constitutional sector.
- Motivate people ato extend the participation.
- Three-tier system replaced in two-tier system
- The district gets first preference.
- Create more responsible aspects and proper planning by Zilla Parishad for district.
- Development functions all should be handed over on the Zilla Parishad to control and increase the development of the district.
- Seats for ST and SC should be reserved based on the population

73rd Constitution Amendment and It's salient features

Article 243 A to O

Article 243: DEFINITIONS

- ❖ **DISTRICT:** Means a district in a state.
- ❖ **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.
- ❖ **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 purpose of this part.
- ❖ **PANCHAYAT:** Means an institution (by whatever name called) of self-Government constituted under article 243-B for the rural areas.
- ❖ **243-A GRAM SABHA:** A Grama Sabha may exercise such powers and perform such functions at the village level as the legislature of the state may, by law, provide.
- ❖ **243-B CONSTITUTION OF PANCHAYATS:** There shall be constituted in every state panchayats at the village, intermediate and district levels in accordance with the provisions of this part.
- ❖ **243-C COMPOSITION OF PANCHAYATS:** All the seats in a panchayat shall be filled by persons chosen by district election from territorial constituencies in the panchayat area and for this purpose. Each panchayat area shall be divided into territorial constituencies.
- ❖ The chairperson of the panchayats and other members of a panchayat whether or not chosen by district election from territorial constituencies in the panchayat area shall have the right to vote in the meetings of the panchayats.
- ❖ **243-D RESERVATION OF SEATS:** Seats shall be reserved for
 - a) Scheduled castes
 - b) Scheduled tribes
 - c) Backward classes
 - d) Women
- ❖ **243-E DURATION OF PANCHAYATS etc:** Shall continue for 5 years from the date appointed for its first meeting and no longer.

- ❖ 243-F DISQUALIFICATIONS FOR MEMBERSHIP: A person shall be disqualified for being chosen as, and for being, a member of a panchayat.
- ❖ 243-G POWERS AUTHORITY AND RESPONSIBILITIES OF PANCHAYATS: Subject to the provisions of the constitution, The legislature of a state may, by law, endow the panchayats with each powers and authority as may be necessary to enable them to functions as institutions of self-Government.
- ❖ The preparation of plans for economic development and social justice.
- ❖ 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.
- ❖ 243-H Powers to impose Taxes by and funds of the panchayats.
- ❖ 243-I Constitution of Finance Commission to review financial position.
- ❖ 243-J Audit of Accounts of Panchayats.
- ❖ 243-K ELECTIONS OF THE PANCHAYATS: The superintendents, 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.
- ❖ 243-L Application to Union Territories.
- ❖ 243-M Part not to Apply to certain Areas.
- ❖ 243-N Constituencies Of Existing Laws And Panchayats.
- ❖ 243-O Bar to Interference by Courts in Electoral Matters.

XI th Schedule

The 29 subjects enumerated in the Eleventh Schedule to the constitution are as follows:

1. Agriculture including agriculture extension.
2. Land improvement, implementation of land reforms, land Consolidation and soil conservation.
3. Minor irrigation, water management and watershed development.
4. Animal husbandry, dairy farms 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 their means of communication.
14. Rural electrification, including distribution of electricity.
15. Non-conventional energy sources.
16. Poverty alleviation programmes.
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 Scheduled Tribes.
28. Public Distribution System.
29. Maintenance of community assets.

The introduction of Panchayat Raj system was a logical step towards integration of the concept of peoples' participation in a formal way. with the planning process. on the one hand and devolution of responsibility to the people for the development of their own area on the other. It encompassed other facets of life be it social, economic or political. It is evident from the activities Peoples participation in the Panchayat Raj system.

In a democratic set institution based on developmental ideology not only contribute in the economic development but also help in raising the standards of public life. While. on the one hand the establishment of Panchayat Raj augmented the involvement in the planning process. These institutions also accelerated the process of Socio-political development of the people, which implied raising the sense of citizenship.

The 73rd Constitutional Amendment has provided a fresh breeze in promoting the concept of "Democratic Decentralization" in practice.

AP PANCHAYAT RAJ ACT, 1994 (ACT NO.13.OF 1994)

In 1994, the integrated Act for all the three tiers of Panchayat Raj i.e., Gram Panchayat, Mandal Parishad and Zilla Parishads was passed and enacted in our state. The A.P. Panchayat Raj Act came into force w.e.f. **30.5.94**

The provisions of APPR Act 1994 came into operation w.e.f. 30.5.94. Prior to it there were two Acts one governing the matters relating to Gram Panchayats i.e.A.P. Gram Panchayats Act, 1964 and the other is AP Mandal Praja Parishads, Zilla Praja Parishads, Zilla Pranalika Sameksha Act, 1986. These two Acts were integrated and the combined Act viz APPR Act 1994 was enacted providing for all matters relating to three tiers of the system i.e. Gram Panchayats, Mandal Parishads and Zilla Parishads. In this manual the respective functions of Mandal Parishad its President, Vice President, the Mandal Development officer and the subordinates working under the Mandal Parishads have been brought out in detail. The procedural matters relating to execution of Works and Schemes, management of Properties, collections of taxes and other items, the maintenance of accounts and other registers, provisions relating to audit and surcharge have been dealt with. The arrangement has been made in such a manner as the provisions contained in Sections 148-176 of the APPR Act 1994.

APPR ACT the Division of sections

APPR Act-1994- 8 Parts- 278 Sections		
PART	SECTION	REMARKS
1&2	1-147	Gram Panchayat
3	148-176	Mandal Praja Parishad
4	177-199	Zilla Praja Parishad
5	200-234	State Election Commission
6	235-242	State Finance Commission
6 a	242 A-242I	PESA
7	243-267	GP.MP.ZP Common Subjects
8	268-278	Government Powers to Issue Orders

Governments have introduced party-based elections for members of MPTC, its Vice President and president. Governments have also made provision for reservation of seats for scheduled Tribes, Scheduled Castes, Backward Classes, Women and Minorities in the Mandal Parishads.

Earlier to the present Mandal Parishad set up under the APPR Act, 1994, the immediate predecessor bodies were called Mandal Praja Parishads and they were

constituted under the AP Mandal Praja Parishads, Zilla Praja Parishads and Zilla Pranalika Abhivridi Sameeksha Act 1986. The Mandal Praja Parishads were constituted for the first time w.e.f. 15.1.87 with a view to taking the administration nearer to the villages. Prior to the Mandal Praja Parishads Panchayat Samithis were functioning in the state. There were 334 Panchayat Samithis in the state having a population of 75000-1Lakh. These were constituted mainly for implementation of Community Development Programmes under Five Year Plans. This was in pursuance of recommendations made by Balwantraji Mehta Committee in 1957. In Andhra Pradesh Panchayat Samithis were constituted w.e.f. 1.11.58. Prior to the Panchayat Samithis there used to be Gram Panchayats at the Village level and District Boards at District Level. For a brief spell from 1920-1933 the then British Government had constituted Taluk Boards in the erstwhile Madras Presidency i.e. presently Andhra area of Andhra Pradesh.

At present in Andhra Pradesh 26 districts constituted from erstwhile 13 districts (13 Zilla Praja Parishads) 660 mandals with 13,371-gram panchayats.

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Chapter-2

THE NEW PANCHAYAT RAJ ACT AND PATTERNS IN ANDHRA PRADESH

Introduction: The Act of the Andhra Pradesh Legislative Assembly which was reserved by the Governor on the 15th April, 1994 for the consideration and assent of the President received the assent of the President on the 21st April, 1994 and the said assent is hereby first published on the 22nd April, 1994 in the Andhra Pradesh Gazette, Part-IV-B (Ext.). An Act to provide for the constitution of Gram Panchayats, Mandal Parishads and Zilla Parishads and for matters connected therewith.

Patterns of Panchayat Raj

Gram Sabha: The Act provides for a three-tier structure of Panchayat Raj a Gram Panchayat at the village level, a Mandal Parishad at the Mandal level, and a Zilla Parishad at the district level. Further the Act also provides for the constitution of Gram Sabha for every village. In sum, Gram Sabha is a body which consists of all persons whose names are included in the electoral roll of a Gram Panchayat. A Gram Sabha is usually required to meet at least twice in a year. The meetings of the Gram Sabha are presided over by the Sarpanch and in his/her absence by the Upa-Sarpanch. A Gram Sabha has to consider the following matters in its meeting placed before it by the Gram Panchayat.

- a) Annual statement of accounts and audit report.
- b) Report on the administration of the preceding year.
- c) Programme of works for the year or any new programme not covered.
- d) Proposals for fresh taxation or for enhancement of existing taxes.
- e) Selection of schemes, beneficiaries and locations.
- f) Such other matters as may be prescribed.

It can be observed from a comparative analysis of the Acts that except clause (e) all other matters to be considered by the Gram Sabha are the replica of the provisions of the A.P. Gram Panchayats Act, 1964.

Composition of Gram Panchayat

A Gram Panchayat consists of 5-21 elected members inclusive of its Sarpanch depending upon the size of its population. The members of the Gram Panchayats are from the elected by all the registered voters of a Gram Panchayat from wards through secret ballot system. The term of office of members elected at ordinary election is five years date appointed by the Commissioner for the first meeting of the Gram Panchayat after the ordinary election.

Reservation of seats

- The Act provides for the reservation of seats in a Gram Panchayat to persons belonging to SC/STs in proportion to their population to total population by rotation.
- One-third of the total seats in a Gram Panchayat are also reserved for persons belonging to Backward Classes (BCs) and by rotation.
- Not less than one-third of the total number of seats reserved under clauses (a) and (b) are reserved for women belonging to those respective categories.
- Not less than one third of the total number of seats (including the number of seats reserved for women belonging to SCs, STs and BCs are reserved for women and by rotation.

Under the 1986 Act, 20 per cent seats were reserved for Backward Classes, nine per cent for women. 15 per cent for SCs and six per cent for STs.

Election of Sarpanch

The Sarpanch of a Gram Panchayat is elected by all the registered voters of a Gram Panchayat and continues in office for a period of five years unless or otherwise removed from office. So, the Act provides for the direct election of the Sarpanch: However, the Upa-Sarpanch of a Gram Panchayat is elected by the elected members of the Gram Panchayat. The principle of reservation for the office of Sarpanch as in the case of ward members of a Gram Panchayat has been provided in this Act.

The 1986 Act had provided for direct elections to the offices of Sarpanch, Gram Panchayat. President. Mandal Parishad and Chairman, Zilla Parishad.

Disqualification of members

The Act provides for the disqualification of members on some specific grounds. A person who is sentenced by a criminal court for offences involving moral delinquency is disqualified for election as a member for a period of five years from the date of conviction. Similarly, a person who begets more than two children after one year from the date of commencement of this legislation is disqualified to become a member in the PRIs. Such a measure is a welcome step as it encourages the small family norm among the rural leaders in the countryside. It will be a good beginning if such a method is adopted even at the higher echelons of power in the country to have a positive outlook towards family planning and the small family norm.

Powers and functions of Gram Panchayat

Apart from the functions mentioned in the XI Schedule of the Constitution (73rd Amendment) Act, the Panchayat Act listed out a wide array of functions of the Gram Panchayat. They included 12 obligatory functions and 27 optional functions.

Functional committees: The Act provides for the setting up of functional committees of Gram Panchayat on various subjects like water supply, family planning

and education in addition to the functional committees on agriculture, public health. Sanitation and communications. These committees are expected to play a vital role in effectively discharging the functions of the PRI is at the grass roots level.

Transfer of property: The Act provides for the transfer of poramboke lands to the Gram Panchayats. Adequate measures are also taken for the transfer of forest lands to the Gram Panchayats which are proximate to the forests. In fact, these provisions have been incorporated in the Act in line with the recommendations made by Narasimham Committee.

Taxation powers: The taxation powers are vested with the Gram Panchayats. House tax kolagaram and surcharge on stamp duty are made compulsory taxes while the rest continue to be optional taxes. The new taxes incorporated in this Act are advertisement tax and special tax on houses for the construction, maintenance, repair, extension and improvement of water or drainage works or the lighting of the public streets.

Constitution of Mandal Parishad

The Act provides for the formation of Mandal Parishad for each Mandal. The nomenclature of this intermediary tier in the State earlier was Mandal Parishad which has been changed to Mandal Panchayat by the Act and finally coined as Mandal Parishad following the suggestions made by the Select Committee.

Composition of Mandal Parishad:

A Mandal Parishad inter alia, consists of the following members:

- i. Members elected from territorial constituencies.
- ii. Members of Legislative Assembly representing a constituency which comprises either whole or part of the Mandal concerned-ex-officio.
- iii. Member of the House of the People representing a constituency which comprises either whole or part of the Mandal concerned- ex-officio.
- iv. Member of the Council of States who is a registered voter in a Mandal - ex-officio.
- v. One member belonging to minorities and co-opted by the elected members:
and
- vi. Sarpanches of Gram Panchayats as Permanent invitees.

For the purpose of election of members from territorial constituencies, each constituency consists of population between 3000-4000. The elected members of the Mandal Parishad only are eligible either to contest or vote in the election to the offices of President Vice-President of Mandal Parishad,

Reservation of seats: Seats are reserved for the election of members (Mandal Parishad) from different territorial constituencies to various social segments as in Gram Panchayat.

Election of President: The President of the Mandal Parishad is elected by the elected members of the Mandal Parishad. The office of the President is reserved to different social segments like SCs, STs, 9Cs and women. The term of office of the President is for five years. Any vacancy arising in the office of the President or Vice-President has to be filled within a period of six months by fresh election and a person elected against the vacancy shall continue for the remaining period.

Permanent invitees: The Collector and the presidents of Agricultural Marketing Committees are the permanent invitees to the meetings of the Mandal Parishad with the right to speak but are not entitled to vote in any meeting.

Special invitees: The president of a Mandal Parishad may for the purpose of consultation invite any person other than an office bearer of any political party having experience and specialised knowledge of any subject under the consideration of the Mandal Parishad to attend the meeting of the Mandal Parishad. Such a person has the right to speak but not entitled to vote.

Powers and functions of Mandal Parishad

Every Mandal Parishad can exercise such powers and perform such functions as may be entrusted to it by rules made in this behalf in regard to the subjects enumerated in Schedule I and particularly exercise powers and perform functions specified in Schedule II. There are 29 items under Schedule I whereas the functions under Schedule II are classified under board categories of (1) community development; (2) agriculture; (3) animal husbandry and fisheries and (4) health and rural sanitation. In this way a wide range of subjects have been entrusted to the Mandal Parishads without denting the sphere of action of each item.

Constitution of Zilla Parishad

A Zilla Parishad can be constituted for each district through a notification issued by the government.

Composition: A Zilla Parishad consists of the following members:

- i. Members elected from territorial constituencies which obviously is a Mandal.
- ii. Member of the Legislative Assembly of the State representing constituency which forms part or a whole of the district concerned.
- iii. Member of the House of the People representing a constituency which forms part or whole of the district concerned.
- iv. Member of the Council of States who is a registered voter in the district.
- v. Two members belonging to minorities and co-opted by the elected members of the Zilla Parishad.

Permanent invitees: The following are the permanent invitees to the meetings of the Zilla Parishad.

- i. Chairman, District Co-operative Marketing Society.
- ii. Chairman, Zilla Grandhalaya Samstha.
- iii. Chairman, District Co-operative Central Bank.

- iv. District Collector, and
- v. All Presidents of Mandal Parishads in the district.

All Permanent invitees are entitled to participate in the meetings of the Zilla Parishad without the right to vote.

Reservation of Seats: Seats are reserved for the election of members from different territorial constituencies to different social brackets as in case of Mandal Parishad

Election of Chairman: The Chairman of the Zilla Parishad is elected by the directly elected members of the Zilla Parishad. The principle of reservation in respect of the election of the office of Chairman. Zilla Parishad is followed in the manner prescribed above.

Standing Committees: There are seven standing committees of the Zilla Parishad. All the standing committees barring the one on agriculture and two other committees are headed by the Chairman.

The Chairman, Zilla Parishad is the ex-officio member of all the standing committees the members of different standing committees are nominated by Chairman. The standing committees are:

1. Standing committee for planning and finance.
2. Standing committee for rural development.
3. Standing committee for agriculture.
4. Standing committee for education and medical services.
5. Standing committee for women's welfare.
6. Standing committee for social welfare, and
7. Standing committee for works.

Power to cancel resolutions of PRIS

The government assumed powers to cancel or suspend any resolution passed by the Gram Panchayat or Mandal Parishad or Zilla Parishad or any standing committee of Zilla Parishad if in their opinion any such resolution is not legally passed or is in excess of abuse of the powers conferred by or under this Act or on its execution is likely to cause danger to human life, health or safety or is likely to lead to a riot or affray.

Power to dissolve PRIS

If at any time, it appears to the government that a Gram Panchayat or a Mandal Parishad or a Zilla Parishad is not competent to perform its functions or has failed to exercise its powers or has exceeded or abused any of the powers conferred upon it by or under this Act or any other law for the time being in force, the government may dissolve it with effect from a specified date and reconstitute it either immediately or within a period of six months from the date of dissolution.

Removal of non-officials

If in the opinion of the District Collector the Sarpanch or the Upa-Sarpanch and in the opinion of the government the President or Vice-President as the case may be, the Chairman or the Vice-Chairman (i) willfully omitted or refused to carry out the orders of the government for proper working of the concerned local body (ii) abused his/her position or the powers vested in him/her or (iii) is guilty of misconduct in the discharge of his/her duties or (iv) persistently defaulted in the performance of his functions and duties entrusted to him/her under the Act, the Collector as the case may be, the government may remove such Sarpanch or Upa-Sarpanch, President or Vice-President or Chairman or Vice-Chairman after giving him an opportunity for explanation.

A Sarpanch or Upa-Sarpanch, a President or Vice-President or a Chairman or Vice-Chairman removed from his office under this section shall not be eligible for re-election as Sarpanch or Upa-Sarpanch, President or Vice-President or Chairman or Vice-Chairman for a period of two years from the date of removal.

Motion of no confidence

A motion expressing want of confidence in the Upa-Sarpanch or President or Vice-President or Chairman or Vice-Chairman may be made by giving a written notice of intention to move the motion in such form and to such authority as may be prescribed signed by not less than one-half of the total number of members of the Gram Panchayat, Mandal Parishad or Zilla Parishad.

No notice of motion under this section can be made within two years of the date of assumption of office by the person against whom the motion is sought to be moved. Further, no such notice can be made against the same person more than once during his/her term of office.

If the motion is carried with support of not less than two-thirds of the total number of members in the case of Upa-Sarpanch, the Commissioner shall and in the case of President or Vice-President, or Chairman or Vice-Chairman, the government shall by notification remove the person from office and the resultant vacancy shall be filled in the same manner as a casual vacancy.

It is pertinent to note that there is no provision in the Act to move a no-confidence motion against the Sarpanch of a Gram Panchayat for the apparent reason that she is directly elected by all the voters of a Gram Panchayat. However, the government can remove him/her from office for gross irregularities specified in the Act.

Constitution of State Election Commission

The Act provides for the constitution of an Election Commission for the superintendence, direction and control of the preparation of electoral rolls for, and the conduct of elections to all the PRIs governed by this Act. The Government of Andhra Pradesh through a notification published in the Andhra Pradesh Gazette with No. 240 dated June 18, 1994 appointed Mr. S. Kasipandian, a retired IAS officer as Election Commissioner for a period of five years.

No party-based elections

The State Election Commission shall not allot to any contesting candidate any symbol reserved for a recognised political party by the Election Commission of India. Thus, the new Act (1994) does not provide for party-based elections to PR bodies.

The elections to PRIs in the State were fought on party lines with party symbols for the first time in 1987. Although party-based elections to PRIs have their own merits and demerits, it is widely believed that such elections may trigger off large-scale violence with factions and feeds already widespread in the villages.

Election proceedings

Not with standing anything in the civil procedure code or any other law for the time being in force, no court shall grant any permanent or temporary injunction or make any interim order restraining any proceeding which is being or about to be taken under this Act for the preparation or publication of any electoral roll for the conduct of any election. Hence election disputes are placed out of the purview of law courts in the normal circumstances.

Finance Commission

The Governor shall on the recommendations of the State government constitute a Finance Commission as soon as may be within one year from the date of commencement of Constitution (73rd Amendment) Act, 1992 and thereafter on the expiry of every five years. The Finance Commission shall consist of a Chairman and other members.

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Chapter-3

CONSTITUTION OF MANDAL PRAJA PARISHAD

The Mandal Parishads are constituted as per Section 148 of the APPR Act, 1994.

CONSTITUTION:

A Mandal Parishad shall be constituted by the Government by a notification which should specify

1. The date from which it comes into operation.
2. The areas in terms of Gram Panchayats, revenue villages parts of villages (and survey numbers wherever they are required) but not parts of any Gram Panchayats.
3. In cases where any area of a Mandal Parishad is merged in a municipality or constituted into a municipality the remaining areas will either be constituted as Mandal with some other areas of an adjoining Mandal.
4. Government will also indicate whether in respect of such a re-delimited Mandal, the President, Vice President and Members will continue in office.
5. The Government will also notify supplemental, incidental and consequential provisions as they may deem it necessary.

COMPOSITION OF MANDAL PARISHADS

The Members of the Mandal Parishad shall be from the following categories:

- a. Members elected from Territorial Constituencies (consisting of one member for a population of 3000-4000) (As prescribed in G.O.Ms.No.880 PR&RD Ele-1.dt.3.12.94 and G.O.Ms.No.66402, Election-1, PR&RD.dt.3.1.95)
- b. Members of Rajya Sabha who chooses who is a registered voter in the constituency.
- c. Member of Lok Sabha whose area comprises either wholly or partly the Mandal concerned.
- d. One person (who is a registered voter) co-opted by the members in category 1, representing minorities namely Muslims, Christians, Buddhists, Jains & Parsis (Zoroastrians).

The term of Ex-officio members will continue so long as they hold office. The term of co-opted members is for a period of 5 years from the date of first meeting as in the case of MPTC members.

If any person becomes a member in more than one category mentioned above he shall choose one category to continue and vacate the office in the other within 15 days of the election to the latter category. Failing which he shall cease to hold office in the highest tier to which he was elected and shall be treated as a member from the latter category. (G.O.Ms.No. 135, PR&RD Elec III.dt. 13.3.95).

STATUS OF THE MANDAL PARISHAD

1. Mandal Parishad is a legal entity with perpetual succession. Common seal.
2. Corporate body with power to acquire, hold and dispose of property.
3. To enter into contracts and may by its corporate name sue and be sued.
4. Distinct body whose functions are different from her that of its President and members. The Act enjoins that the powers of the Mandal Parishad, its President and MPDO shall be exercised by the authority in whom they are vested and notice versa.

MANDAL OFFICE SEAL

As regards common seal a round metal seal has to be got manufactured in Telugu with state emblem but with the words 'MANDAL

PARISHAD..... (name of the Mandal) and the name of District in the place of Andhra Pradesh in the seal and kept in the safe custody of MPDO and a certificate to the effect of its safe custody submitted to CEO by 1st January every year (G.O.Ms.No.508 dt.6.8.1994).

If the seal has not already been made it should be made in the form should contain the name of the Mandal Parishad in Telugu and the remaining portion may have some replica of any rural activity pictured. The seal shall be under the personal custody and he should submit certificate to the Chief Executive Officer of the district stating that the seal is in good condition in cases of any loss the fact should be immediately reported both of Collector as well as CEO. (G.O.Ms.No.508 PR&RD dt: 6.8.94)

POWER TO MAKE BYELAWS (S.259)

Rules have been issued in G.O.Ms No. 434 PR& RD and Relief, (Mandals-1) dated 15.7.95 regulating the procedure for making Bye laws by the Gram Panchayats/ Mandal Parishads / Zilla Parishads. To begin with the, Mandal Parishad must publish the draft of proposed Bye laws or alternation of Bye laws calling for objections and suggestions within a period of not less than 30 days. Bye laws or alteration of Bye laws will have effect only when they are approved by the Commissioner in case of Gram Panchayats, Zilla Parishads in case of Mandal Parishads and Government in case of Zilla Parishads. The Bye laws so approved shall be published in English and Telugu in the District Gazette and will come into force on the expiry of 30 days after such publication.

DIVISION OF A MANDAL INTO TERRITORIAL CONSTITUENCIES

1. For determining the number of Territorial Constituencies in a Mandal the population of the Mandal should be divided by 3500.
2. While computing the total population of the Mandal the population covered by Municipalities should be deleted.

3. The figures arrived after division shall be the strength of the Mandal Parishad Territorial constituencies.
4. While computing the remainder shall be rounded off to 1 if it is more than 0.50 and should be ignored if it is less than 0.50 as indicated in the following example,

Example	Mandal Population	Dividing Factor	Quotient	Reminder	No of Territorial Constituencies
28,632	28632/3500	3500	8	0.18	8
38,128	38128/3500	3500	9	0.75	10

1. While carving out the area in a Mandal Parishad Territorial Constituency the following principles Should be followed:
 - i) While pooling the population of two or more villages for the purpose of carving out of a territorial constituency of a Mandal as far as practically the geographical contiguity should be maintained.
 - ii) The viability of a constituency as an administrative/ development unit should be maintained.
 - iii) The continuity in electoral roll should be maintained.
 - iv) The maximum population in a Mandal territorial constituency should not exceed 4000 and shall not be less than 3000. In extraordinary circumstances where it is inevitable proposals should be got approved by the Commissioner PR.
 - v) While clubbing two or more Gram Panchayats (on the basis of population criteria) if a Gram Panchayat as a whole is included in one Mandal Territorial Constituency.
 - vi) While clubbing wards to make up population it should be ensured that the adjacent wards only should be clubbed.
 - vii) It should be ensured that the area of Mandal Territorial Constituency falls wholly within the jurisdiction of a Village Development Officer.
 - viii) The direction of the carving out should start from the North- West direction and proceed towards South-East.
 - ix) Gram Panchayats which are divided by natural boundary like a river, hill, etc., should not be merged to form a Mandal Territorial Constituency.
 - x) The Gram panchayat should not be fragmented to constitute a Mandal Parishad Territorial Constituency.
 - xi) A village whose population is between 3000 and 4000 may be divided into parts.
 - xii) The Gram Panchayats which are apart where jurisdiction of another MPTC intervenes should be merged.
 - xiii) The electoral rolls of one Panchayat should not be disturbed by interpolating the rolls of another Gram Panchayat. Only after completion of the names of one electoral roll, the other village should be included.

NOMENCLATURE OF MANDAL TERRITORIAL CONSTITUENCIES

1. The number of Mandal Territorial Constituency.
2. The code number allotted to a district should be written first.
3. After the code number of the district the code number allotted to a Mandal by the District Collector should be written.
4. Then the name of the village would be written. If there are more than one village in a Territorial Constituency the name of the village having the highest population should be written.

4	8		
a) Code No. of a District	Code No of Mandal Ramnagar Name of the Main Panchayat		
11	18	Krishnapuram	Rajampet
b) Name of the District	Code No. of Mandal	Name of the Main Panchayat	Name of the Locality

MANDAL PRAJA PARISHAD FUNCTIONS

The functions of Mandal Parishads have been specified under sec. 161. of the Act. In schedule I of the Act, the general functions have been Incorporated which are applicable to Gram Panchayats, Mandal Parishads and Zilla Parishads in pursuance of Constitution Amendment Act, 1992. In order to define the specific role of each body, rules have to be issued in consultation with various departments concerned with the 29 subjects specified in the Schedule. The functions of Mandal Parishads have been incorporated in schedule II contains subjects like Agriculture, Animal Husbandry, Health and Rural Sanitation. Education, Social Education, Communications, Cooperation, Cottage Industries, Women, Welfare. Social Welfare, Emergency Relief, Collection of Statistics, Self-help Programmes and Trusts. These powers were exercised by the erstwhile Panchayat samithisi.e. the Repealed Act under the AP Panchayat Samithis and Zilla Parishads Act, 1959.

The following are the main functions of the Mandal Parishad; (Sec. 161 of the Act read with Schedule II of the Act)

1. To instal confidence in the public, to mobilize their support. cooperation in identifying their felt needs and to take steps to execute the programmes with grants provided by Government for this purpose.
2. To enlist people's cooperation for all Governmental programmes under Five Year Plans, with the involvement and participation of people in the rural areas.

1. COMMUNITY DEVELOPMENT: To organize, and educate people to create awareness among them about the need to mobilize self-help and actively involve in building up assets, common benefits of the community in bringing to shape by means of executing works the requirements of the community. For this purpose, the Mandal Parishads will enlist the support of Gram Panchayats, Cooperative Societies, Voluntary Organizations and the people.

2. AGRICULTURE: The doing of everything necessary to step-up agricultural production and in particular:

- i) Multiplication and distribution of improved seeds;
- ii) Distribution of fertilizers
- iii) Popularization of improved techniques, methods and practices and improved implements;
- iv) Achieving self-sufficiency in green manure and composing of farmyard manure:
- v) Encouraging fruit and vegetable cultivation;
- vi) Reclamation of land and conservation of soil:
- vii) Providing credit for agricultural purposes;
- viii) Propagating and assisting in plant protection methods;
- ix) Laying out demonstration plots and working out better methods of farm management.
- x) Bringing more acres under irrigation by renovating and sinking wells, repairing and digging private tanks and maintaining Government minor irrigation sources and supply channel;
- xi) Utilizing more power for agriculture purposes:
- xii) Exploiting underground water sources by sinking wells, filter points and tube wells;
- xiii) Tree planting;
- xiv) Growing of village forests.

3. ANIMAL HUSBANDRY AND FISHERIES:

- i. Upgrading local stock by introducing pedigree breeding bulls and castrating scrub bulls.
- ii. Introducing improved breeds of cattle, sheep, pigs and poultry.
- iii. Controlling contagious diseases by systematic protection.
- iv. Introducing improved fodders and feeds.

- v. Establishing and maintaining of artificial insemination centres, first aid Centre and minor veterinary dispensaries.
- vi. Educating the people about the importance of better cattle for both milk and drought.

4. HEALTH AND RURAL SANITATION:

- i. Expanding existing medical and health services and bringing them within the reach of people
- ii. Establishing and maintaining Primary Health Centres and Maternity Centres
- iii. Providing protected drinking water facilities:
- iv. Controlling epidemics:
- v. Providing drains and soakage pits for village and house drainage encouraging the use of sanitary type of latrines, and utilizing human waste carrying out environmental sanitation campaigns and educating the public in
 - a) Nutrition
 - b) Maternity and child health.
 - c) Communicable diseases and
 - d) Family planning and the like

5. EDUCATION: Maintenance and expansion of (elementary) primary and upper primary schools and in particular

- i. Establishment of Adult Education Centres, Adult Literacy Centres, non-formal education, and functional education:
- ii. Provision and improvement of accommodation for schools with people participation;
- iii. Promotion of education to implement the provisions of Compulsory Education Act for the children in the age group of 6-14 years.
- iv. To establish and maintain preprimary primary and upper primary schools.

6. SOCIAL EDUCATION: The creation of new outlook among the people and making themselves self-reliant, hardworking and responsive to community action and in particular

- i. Establishment of information community and recreation centres;
- ii. Establishment of youth organizations, Mahila Mandals, Farmers clubs and the like:
- iii. Organization of watch and ward
- iv. Encouragement of physical and cultural activities.
- v. Organization of voluntary sanitary squads

7. COMMUNICATIONS: Formation and maintenance of inter village roads and roads connecting Mandal headquarters. To form, upgrade, and maintain inter village roads with a view to connect all habitations by proper (all weather roads) and

connecting these places with the neighboring Mandal headquarters or nearest urban towns.

The execution of all programmes under Community Development in association with Panchayats, Cooperative Societies, Voluntary Organizations and the people.

8. CO Operation: - Water uses association, National Savings Certificates

9. Cottage industries: - Skill Development Trainings for Rural Populations, Khadi Village Industries Board (KVIIC)

10. WOMEN WELFARE: Implementation of schemes specially designed for the welfare of women and children including popularization of thrift and savings.

11. SOCIAL WELFARE: Measures for implementing the poverty alleviation schemes (under SGSY), construction of Community Centers in SC/ST localities, extension of provision of water supply, and other amenities, including formation of internal roads, extension of street lighting, eradication of untouchability. To take up execution and maintenance of drinking water wells, PWS, MPWS schemes. borewells and ensure their functioning in Gram Panchayats.

12. EMERGENCY RELIEF: Provision of emergency relief through voluntary effort in case of distress owing to fires, epidemics and other wide spread calamities.

13. COLLECTION OF STATISTICS: collection and compilation of such statistics as may be found necessary either by the Mandal Parishad or Zilla Parishad or the Government

14. Self Help: - Community Participation in development and Income generation activity

15. TRUSTS: Management of trusts for the furtherance of any purpose.

15.A. As per Art.243 of constitution the state Govt. may endow such powers and authority as may be necessary to enable them to function as institutions of self. Govt. The powers transferred so far under eleventh schedule are as follows:

In addition, the statutory functions assigned to Mandal Parishad under each sphere of activity are as follows.

- i. Under Sec:168 of the PR Act, the MPDO and other officers and staff of MP and the staff employed in the institutions and schools under Mandal Parishad shall be subordinate to M.P. It shall review their work fix specific tasks, issue directives and exercise such other specific functions as prescribed under the rules:

- ii. Sanction of all works, schemes and programmes subject to the rules made in this behalf a careful monitoring of the execution of works, including the revision of estimates due to escalations, including utilization of assets movable and immovables. Mandal Parishads will be kept informed of the condition usage the condition of buildings, quarterly review of adjustment of dues from various District departmental heads, receipt of grants from Government collection of rents and other dues from parties, lapsed deposits which will form part of Mandal Parishad fund.
- iii. Periodically review action in court cases against Mandal Parishad field either by subordinates or lessees, contractors and others.
- iv. On receipt of orders of Government transferring new schemes, institutions to the control of the Mandal parishad, the Mandal Parishad resumes such management and frames by laws for its management.

All items of expenditure incurred from the funds of the Mandal Parishads shall be placed before the Mandal Parishads for its approval.

The Mandal Parishad shall sanction its budget (presented by the MPDO) of estimated income and expenditure every year by 30th November. and submit it to Zilla Parishad for approval by 15th January preceding the budget year (G.O.Ms.No. 15 PR&RD Accts.IV) dt.10.1.95.

The Mandal Parishad shall also forward to the Zilla Parishad its Annual Administration Report in the prescribed format (presented by the MPDO) a narrative as well as a statistical account of its activities for each by the 30th May of the following year to the Zilla Parishad and Commissioner of Panchayat Raj with a copy to Government. The Standing Committee NO.1 of ZP shall consider it and submit it to Commissioner by 30th June of every year (G.O.Ms. No.28 PR&RD (Mandal) (dt.16.1.98)

The Mandal Parishad shall submit its Annual Accounts in respect of Mandal Parishad as approved by it by 15th May of each year as prescribed in G.O.Ms.No.559 PR&RD Mandal dt. 5.9.94.

- i. The Mandal Parishad shall be competent to issue any direction to the MPDO or the other subordinate staff. The Mandal Parishad shall have the power to call for any document. Record or file in the custody of MPDO and MPDO shall comply with such requisition. (Sec. 163 of the APPR Act, 1994)
- ii. The Mandal Parishad shall have the power to call from any Village staff, any information, in respect of any item within the scope of the functions of the Act

in respect of a village or a person or property there in and the said officer shall comply with it.

The Mandal Parishad with the prior approval of Zilla parishad levy contributions from the funds of the Gram Panchayats in the Mandal (Sec 161(3) of the Act).

The Mandal Parishad with the prior sanction of the Government levy surcharge on land cess/ (in Andhra area) and local cess levied in Telangana area [Sec:161(4)].

A Mandal Parishad shall have powers to impose duty in the form of surcharge on any tax levied in Gram Panchayats. The prior permission of Government will have to be obtained. [Sec.161(4)]

- i. The Mandal shall endeavor to install among the people within its jurisdiction a spirit of self-help and initiative and harness their enthusiasm for raising the standard of living.
- ii. The manner in which these functions have to be exercised. the regulations on financial powers, sanction and execution of works, programmes etc are prescribed under the rules issued for each specific purpose.
 - a) A defect in the establishment of a Mandal Parishad
 - b) On the ground that the President, Vice President or member was not entitled to hold or continue in office by reason of any disqualification or by reason of any irregularity or illegality in his nomination or election as the case may be or by reason of such act having been done during the period of any vacancy in the office of the President, Vice President or member of such Mandal Parishad. (Sec 251 of the APPR Act, 1994),

Some of the schemes specified in the Schedule II of S. 161 of the Act include.

Organizing Mahila Mandals, Yuvak Mandals and taking up such activities for community benefit including improving literacy. promoting awareness campaigns for family planning programmes.

Formation, maintenance and up-gradation of inter-village roads within the Mandal area including widening up-gradation and acquisition of lands for the purpose of laying roads by invoking provisions of Land Acquisition Act, 1894 or persuading the owners to gift their lands for the public convenience which will be an asset to the local community.

Maintenance of minor irrigation sources upto 80/40 hectares in Andhra and Telangana area and taking up of a special maintenance and repairs to these sources

and restoration of standards as per norms once in 5 yrs according to the cycle system approved in the master plan in respect of all MI sources in a Mandal. The system of execution of works under Minor Irrigation has been revised in 1998.

To construct and maintain rest houses, Dharmashalas for the benefit of travelling inspecting officers, and pilgrims visiting shrines and attending other religious festivals, within the jurisdiction of the Mandal with the prior permission of the Government.

To gather statistics relating to amenities available in the villages and hamlets in the areas of the Mandal Parishads.

Maintain rural electrification schemes transferred to the control of the Mandal Parishads promotion and popularization of devices for tapping wind power, solar power etc., under non-conventional energy sources,

Establish and maintain libraries and promote cultural activities,

Establish and maintain markets serving the needs of a group of Panchayats. The markets of district importance will be maintained by the ZP and markets of Mandal level importance will be maintained by Mandal Parishad. The Mandal Parishad will manage the mandal markets in terms of §112 (G.OMs.No.628 PR&RD Pts III) dt.23.9.95(the Mandal is entitled to 35%) as its share from Mandal markets.

All government Social welfare programmes and schemes (**Navaratnalu**)

Review of implementation of public distribution system.

Take up such relief measures as assigned by the Government, Collector or other officers during emergencies like floods, droughts, fire accidents, natural calamities or outbreak of epidemics.

Mandal Parishad shall take up the review of the progress of expenditure, achievements in physical and financial targets and the pace of progress of expenditure of works for both plan and non-plan schemes under developmental programmes in the jurisdiction of Mandal in respect of agriculture, animal husbandry, education, social welfare, communications, electricity, housing, wage employment schemes, industries and trade etc.

- i. Agricultural programmes with references to extent of area sown both in Kharif and Rabi seasons under High yielding varieties and utilization of fertilizer and pesticides etc., credit facilities to farmers and technical guidance provided to them. (**Raithu Bharosa Kendralu**)
- ii. The position regarding credit and subsidy adjusted by KVIC, State Khadi Board, other corporations in Handloom sector etc., credit facilities extended to rural artisans and marketing facilities, provided to them in the Mandal and the incomes derived by various artisan groups and entrepreneurs in small and cottage industries and making suggestions in these spheres to the marketing agencies at district and state level.
- iii. Steps for achieving enrolment of children in the age group of 6-14 years by arranging coaching to them outside school hours convenient to them, getting admission to them in Government SC/ST/BC hostels, providing text books, note books, uniforms to them free of cost.

V.a) Rural Housing programmes (**Pedalandariki Illu-Jagananna Colonies**)

d) Provision of medical and health facilities including functioning of primary health centres, (**YSR Arogya Sri, YSR Village Health Clinics**)

e) Control of epidemics, sanitary arrangements (**JSS**) at fairs and festivals taking place in the Mandal area

Progress of thrift and savings like investments in National savings, purchase of national savings certificates, postal life insurance, group insurance schemes etc., in the Mandal areas.

The following items have to be placed before the Mandal Parishad for its consideration, opinion and approval:

- i) Under MGNREGS key activities Proposed Mandal Plan will be placed before Mandal Praja Parishad.
- ii) The progress of expenditure on works under the identified watersheds implemented in Mandal areas. The functioning of water development teams, Watershed associations and review of progress of works and expenditure.
- iii) Implementation of various area development schemes implemented by sectoral officers at the DRDA level or line departments will be placed before Mandal Parishad for information and review.

A Mandal Parishad shall be competent to exercise the powers and functions assigned to it under the **District Boards Act**, including the powers to levy and collect taxes under the provisions of the said Act.

- a) Two or more Gram Panchayats may construct and maintain water works for supply of water for drinking purposes or for washing purposes from a common source and entrust its maintenance to the Mandal Parishad on such terms as may be agreed upon [S. 162(1)] Rules under this Section are under issue. Example multi village schemes
- b) In the same manner the panchayats may entrust the management of any institution or the execution or maintenance of any work.
- c) Two or more Mandal Parishads establish and maintain common dispensaries, child welfare centres and institutions of same kind and maintain them as prescribed under Rules (S.162),

In respect of leases like fisheries, markets, under the control of Mandal Parishad, if the lessee incurs loss of income due to closure of markets in instances where it is closed for considerable period due to out breaks of epidemics on the orders of competent authorities or the premises being inundated due to heavy floods, or in the case of fishery rental due to breaches the fish getting escaped or beyond the control, whole fish in tanks due to poisoning the circumstances of which are beyond the control the Mandal Parishad can consider remission in the lease amounts payable by lessee, upto Rs.1000/- and whenever higher amounts are involved submit proposals to the higher authorities.

EMERGENCY RELIEF: The Mandal Parishads are also actively involved in arranging relief or evacuating persons (during floods) in grave and emergency situations arising out of natural calamities.

The main three functions of the Mandal Parishad are

- i. Primary Education
- ii. Maintenance of Minor Irrigation Sources
- iii. Formation and Maintenance of Roads

I. PRIMARY EDUCATION:

The A.P. School Education Act 1998 regulate the Primary and Secondary Education according to which parent teacher committees, School Education Committees, Panchayat Mandal and ZP Education Committees play vital role for the all-round development of the schools.

II. CONSTRUCTION AND MAINTENANCE OF ROADS.

The Classification of roads in the State are as follows:

Mandal Parishads Roads.

The Mandal Parishad is entrusted with the formation and maintenance inter village roads connecting different villages intense, and, roads connecting mandal headquarters with the villages in mandal jurisdiction. The AEE/AE working in the Mandal parishad should maintain record of all the roads belonging to the Mandal Parishads, their length, amounts spent on each road during each year and the present condition of the road and volume of traffic on these roads. Important roads where there is higher volume of traffic should be given priority in maintenance. The Mandal Parishads should take action for upgradation of roads, widening of roads wherever required and proper maintenance.

A perspective plan (5year/3 year) of shelf of projects containing plans for upgradation of earthen roads into metalled roads/and metalled roads into BT should be prepared for taking up from funds under PMGSY /other Schemes.

TRAVELLERS BUNGALOWS:

There are some mandals which are maintaining travellers bungalows in their jurisdiction which were constructed by the District Board and transferred to the Control of Mandal parishads. The maintenance of these bungalows, the collection of rentals from the occupants should be so managed in a manner that income. Would be generated sufficient for their maintenance.

OTHER PROPERTIES: The Zilla Parishads and Mandal Parishads have some lands at various places acquired for storage of works materials required for taking up works departmentally. Such places should be carefully guarded, and protected from encroachments. Similarly lands containing quarries of morum, gravel was also acquired by the District Boards, By obtaining orders from Government such properties can be proposed for public auction or used for any purposes of MP/ZP.

SELF-HELP: Mandal Parishads are instrumental for successful Implementation of family planning programmes, rural health campaigns in villages, literacy campaigns, afforestation programmes, farm and social forestry programmes, implementation of intensive Child Development Schemes, programmes relating to special Nutrition for children in the age group of 6 to 14. programmes for prevention of blindness and health care of pregnant and nursing mothers etc.

Powers and functions of the President and Vice-President:

SECTION -165

- 1) The President of a Mandal Parishad shall, -
 - a) exercise administrative control over the Mandal Parishad Development Officer for the purposes of implementation of the resolution of the Mandal parishad.
 - b) preside over and conduct the meetings of the Mandal Parishad and
 - c) have full access to all records of the Mandal Parishad.
- 2) In case of emergency the President may in consultation with the Mandal Parishad Development Officer direct the execution of any work or the doing of any act which requires the sanction of the Mandal Parishad and immediate execution or the doing of which is, in his opinion, necessary for the service or safety of the general public; but he shall report the action taken this subsection and the reasons therefor to the Mandal Parishad at its next meeting: Provided that he shall not direct the execution of any work or the doing of any act in contravention of any order of the Government.
- 3) The Vice-President shall exercise such powers and perform such functions of the President as the President may, from time to time, delegates him in writing.
- 4) When the office of the President is vacant the Vice-President of the Mandal Parishad shall exercise the powers and perform the functions of the President until a new President is elected.
- 5) If the President has been continuously absent from the Mandal for more than fifteen days, or is incapacitated for more than fifteen days, his power and functions during such absence or incapacity shall devolve on the vice President.

2. MANDAL PRAJA PARISHAD PRESIDENT - FUNCTIONS

The President of a Mandal Parishad shall also perform the following functions:

I. STATUTORY:

1. He shall have access to all records of the Mandal Parishad.
2. The powers of President shall devolve on the Vice-President during his absence for more than 14 days
3. The President can visit any office under the control of Mandal Parishad
4. a) He shall be competent to invite all officers of Government departments.
b.) He will be in authority to fix the date and time of convening meeting of MP and approve the agenda.
5. He will be entitled to attend the Zilla Parishad meetings as on ex-officio invite and participate in the deliberation of its meetings.
6. He shall attend such training programmes, seminars workshops arranged by Government or other authorities at National or State Level institutes.
7. The Mandal President shall pay dues to the Mandal Parishad before the due dates served on the notices so that no room is given to question disqualification for nonpayment of dues.
8. He shall not take up any contract works or accept any appointment or position in any PR body or State or Central Government which will attract provisions of disqualification contained under Section 18 to 22.
9. Shall be bound to take oath of office as required u/s 252 of APPR Act within 3 months of assumption of office or in any of the first 3 meetings held within a period of 90 days.
10. Can resign his office by presenting his resignation to the CEO in the manner prescribed under rules.

II. DEVELOPMENTAL:

Participate in the monthly review meeting with the MPDO and staff in the matter of review of their work with reference to financial and physical targets for programmes and schemes, management of institutions, preparation of budgets, administration reports on time review of replies to audit paras, review of position with regard to releases due from Government and Heads of Departments.

III. EMERGENCY POWERS:

1. In emergency situation like flood or drought, he in consultation with MPDO, or Collector may take up execution of any work form out of funds of the Mandal and supervise the implementation.

IV. GENERAL:

1. He shall represent the Mandal as the Statutory Head of the mandal Parishad at all public forums is entitled to participate in all Government functions like foundations, inaugurations, ceremonies and all state functions and celebrations taking place at Mandal level and his name should also find place on the plaques.

V. ADMINISTRATIVE:

1. Shall have administrative control over the Mandal Parishad Development Officer for the purpose of implementation of resolutions of the Mandal Parishad.
2. Shall have such control and exercise such authority over the other staff of the Mandal Parishad.
3. prescribed under the relevant rules applicable to the cadre. Shall be entitled to attend all staff review meeting and review the work of all the field officers and office staff who are employed in the Mandal Parishad.
4. Sanction casual leave to the MPDO and forward earned leave applications of MPDO to the Chief Executive Officer of the ZP who is competent to sanction earned leave upto one month or Commissioner of Panchayat Raj wherever the Commissioner is competent as per G.O.Ms.No.480 dt 21.10.83.
5. All correspondence received from Government Commissioner PR and other Heads of Departments at the State and at the District level may be shown to the Mandal President.
6. The tappals addressed to the Mandal President should be sent to the Mandal President. In case he is not available, the MPDO can open the tappal and take action and submit the papers to Mandal President for perusal.
7. He shall be competent to inspect the work of the subordinate staff with the assistance of MPDO. He shall deal through the Mandal Parishad Development Officer in the matter of issuing instructions to the subordinate staff under the control of the Mandal Parishad
8. Mandal President is entitled to inspect all works from the funds of the Mandal Parishad. The Mandal President may also visit schools and other institutions like anganwadis, Mahila Mandal, VO and encourage them to strengthen their activities.
9. The Mandal President shall tour extensively in the Mandal area and find out provisions made by PR institutions in matters relating to drinking water,

Sanitation facilities, social forestry, ferry points, markets of Mandal parishad social welfare hostels etc...,

10. He shall preside over all meetings of Mandal Parishad or the committees. He should inspect the schemes implemented through Government funds.
11. He may participate in Joint Mandal Level Bankers Committee Meetings.
12. The President should visit as many SC, ST, BC localities to see whether amenities provided in the main village are extended to the SC/ST/BC localities and to redress their grievance if any and to take up matters with District Collectors/Heads of Departments for necessary action.
13. The Mandal President may also visit the SC, ST, BC, hostels functioning in the Mandal and check up the quality. The advice of the MP should be communicated to the District Social Welfare Officer by the MPDO in the form of 5 letter for suitable action.
14. The Mandal President is the ex-officio president of the Consultative Committee of PHCS.
15. Mandal President is the Chairman of the Mandal Hospital Advisory Board.
16. a) The Mandal President is a member of Mandal Food Advisory Committee
b) The Mandal President shall also can visit RBKS and veterinary hospitals.
17. a) Mandal President shall periodically sit with the MPDO and the Senior Accountant and review the financial position of the Mandal Parishad and releases due from the Government.
18. The Mandal President may also visit the areas where soil conservation programmes, afforestation programme under MGNREGS works and other area development programmes.
19. Mandal President may also periodically visit and ascertain the progress and distribution of house site pattas.
20. The Mandal President may visit libraries working under the control of Zilla Grandhalaya Samstha.
21. Mandal President shall also ascertain about the community needs. like burial and burning grounds, to various committees threshing floors, grazing grounds in villages.

22. He shall exercise powers of supervision over the Gram Panchayats in the Mandal where the funds of the Mandal Parishad are placed at the disposal of the Gram Panchayat.
23. In case of emergency the President may in consultation with MPDO direct the execution of any work or the doing of any act which requires the sanction of Mandal Parishad which in his opinion necessary for the service or safety of the general public. He should not do any work which is in contravention of Government orders.
24. He shall also exercise such powers and performs such functions as may be entrusted to him by the Government.

VI. MEETINGS:

1. He has no power to stop or adjourn a meeting at his own will. The President shall decide all points of order.
2. The President should record the time of commencement and closure of the meeting and sign the minutes then and there soon after the meeting is over

FUNCTIONS OF MEMBERS OF MPTC AND OTHER CATEGORIES (UNDER S.149-151) Cooption Member, Second Vice President

1. The Members of MPTC have a right to participate in the deliberations of the Mandal Parishad meetings and bring to the notice of the Mandal (Parishad) any observations regarding execution of works, suggestions for taking up new works, defects or delays in execution, malpractices if any with regard to execution of works, maintenance of institutions and other matters of general importance within their knowledge.
2. Shall attend all meetings wherever intimation of notice is given to him and shall not be absent continuously for a period of 3months to avoid incurring of disqualification. Under S, 19,20 & 21. viz, of the Act the circumstances under which MPTC members incur disqualifications are
 - 1) Conviction by a Criminal court for an offence involving moral turpitude
 - 2) Of unsound mind and stands so declared by a competent court.
 - 3) For an offence under the Protection of Civil Rights Act, 1958

- 4) A deaf, mute or suffering from leprosy
- 5) Undischarged insolvent
- 6) Has interest in a subsisting contract with Mandal Parishad
- 7) Employed in State/ Central Governments/Mandal or as legal practitioner for Mandal Parishad or employed as Managing Agent in which share of Government is not less than 25%.
- 8) Is in arrears of any kind otherwise than in a fiduciary capacity
- 9) A person who is having more than two children.
- 10) Absents himself from 3 consecutive ordinary meetings over a period of 90 days notices of which were duly served on him. He can however apply for restoration once only during his term of 5yrs in office. He may also apply for restorations for the second time to the Mandal Parishad, which may restore him.
- 11) Fails to take oath of allegiance to the constitution as laid down in Sec. 252 he shall cease to be a member if he fails to take oath in the periods extended to him in terms of 3 to 5 of Sec. 252.

3. All Members have access to all records of the Mandal Parishad except records of confidential nature.

4. Shall be entitled to receive honorarium (GOMS.No:89, Dated:07-09-2015, MPP-Rs:6000/- MPTC-Rs:3000/-)

Mandal Praja Parishad Second Vice President: -

148. 153. 156.165, Sections of Andhra Pradesh Panchayat Raj Act 1994 some amendments were made by the Government through the 14th Act dated 20-12-2021. According to this order was given to elect two mandal vice- presidents in the mandal.

165 In sub- section 3 the term Vice- President should be substituted as one of the Vice- Presidents. 165 In sub- section 4, the Vice- President appointed by the District Collector to carry out the duties of the President shall perform the duties of charge. A special meeting has been arranged for the election of the second Vice- President on 4th January 2022.

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Chapter - 4

POWERS AND FUNCTIONS OF MANDAL PRAJA PARISHAD OFFICERS

Powers and Functions of Mandal Parishad Development Officer

Section:167 of the Act deals with the powers and functions of the Mandal Parishad Development Officer. Under section 168 of the Act, the Mandal Parishad Development Officer and other officers and staff of the Mandal Parishad and the institutions and schools under the Mandal Parishad shall be subordinate to the Mandal Parishad.

The Mandal Parishad Development Officer is the Chief Executive Officer of the Mandal Parishad (Sec. 167(1)) The Mandal Parishad Development Officer shall ordinarily attend the meeting of the Mandal Parishad and shall be entitled to take part in the discussions there at but he shall not be entitled to vote or to move any resolution He is responsible for the implementations the resolutions of the Mandal Parishad.

The Mandal Parishad Development Officer shall implement the directions if any issued by Government for the implementation of the resolutions and if he fails shall be liable for disciplinary action. If in the opinion of the Mandal Parishad Development Officer the Mandal Parishad Passed a resolution either illegally or in excess or abuse of powers conferred on it etc. he should immediately bring the fact to the note of the District Collector and, if necessary, also the Government through President.

The Mandal Parishad Development Officer shall with the approval of, or on the direction of the President, convene the meetings of the Mandal Parishad so that at least one meeting of the Mandal Parishad is held every month. If the Mandal Parishad Development Officer fails to discharge that duty, with the result that no meeting of the Mandal Parishad is held within a period of ninety days from the last meeting, he shall be liable to disciplinary action under the relevant rules.

Where the President fails to give his approval for convening the meeting so as to hold a meeting within a period of ninety days aforesaid, the Mandal Parishad Development Officer may himself convene the meeting in the manner prescribed (Section 167 (3) of the Act)

It is the duty of the Mandal Parishad Development Officer to frame a Budget showing the probable receipts and expenditure of the Mandal for the following year and place it before the Mandal Parishad before 10th November, preceding the Budget

year for sanction. The Budget so sanctioned shall be submitted by the Mandal Parishad Development Officer to the Zilla Parishad before 15th January for approval, Vide section of the Act and GOMs No: 15 PR&RD Date: 10-1-95

The Mandal Parishad Development Officer shall soon after the completion of the financial year, cause preparation of the Annual Accounts of the Mandal Parishad for that year and after consideration of the same by the Mandal Parishad shall send a copy to the Director of Local Fund Audit not later than 30th April.

Under Section 268 of the Act Mandal Parishad Development Officer should prepare the Administrative Report of the Mandal prescribed in GO Ms No: 28 PR & RD Dt. 16-1-98 and get it approved by Mandal Parishad. This report should be sent to the Zilla Parishad before 30th of May every year.

He will have administrative control and supervision over the staff borne on the establishment of the Mandal Parishad and the staff working in the institutions and schemes transferred to the Mandal Parishad.

According to the orders issued in G.O. Ms No 489 PR&RD (E VIII date: 3-12-98. the Mandal Parishad Development Officer is empowered:

- a) To dispose of any sale movable property of the Mandal Parishad the value of which does not exceed rupees five hundred in each instance, in consultation with the President. Mandal Parishad, and
- b) Sanction writes off of cessés on a requisition made by the Revenue Department upto Rupees two hundred and fifty. (G.O.Ms.No.489 PR&RD EVII dt. 3-12-96)
- c) Sanction for printing locally without referring to Govt. Press not exceeding Rs.1000/- (Rupees one thousand only)
- d) In case of emergency sanction expenditure upto Rs.500/- with the approval of the President Mandal Parishad, every item of expenditure sanctioned shall be place before Mandal Parishad for information.

Powers over Gram Panchayats

The Powers of Supervision of Mandal Parishad Development Officer over Gram Panchayats are given in the Rules Issued with G.O.Ms.No.489 PR&RD (Estt. VII) Date. 3- 12-1996 Department as detailed below

In respect of any scheme, project institution or other work of a Mandal Parishad entrusted to the gram Panchayats within its jurisdiction and also in respect of programme of Gram Panchayats having a direct bearing on the development activities of the Mandal Parishad, the Mandal Parishad Development Officer may enter on and inspect

- a) An immovable property, or any work in progress under the control of any Gram Panchayat or its executive authority.
- b) Any institution maintained by or under the control of any Gram Panchayat and any records, registers or other documents kept in such institution
- c) The office of any Gram Panchayat and any records, register or other documents kept therein.

The Mandal Parishad Development Officer may in pursuance of the commendations of the Mandal Parishad.

- a) Direct any Gram Panchayat to make provision for and to execute or provided public work or amenity or service corresponding to or directly bearing on any scheme of the Mandal Parishad.
- b) Call for any record, register or other document in the possession or under the control of any Gram Panchayat or executive authority.
- c) Require any Gram Panchayat or executive authority to furnish any return plan, estimate, statement, account or statistic.
- d) Require any Gram Panchayat or executive authority to furnish any information or report on any matter connected with such Gram Panchayat.
- e) Record in writing for the consideration of any Gram Panchayat or executive authority any observations in regard to its or his proceedings or duties

Where a scheme or work of the Mandal Parishad is entrusted to two or more Gram Panchayats jointly and where two or more Gram Panchayats have taken up any scheme or work as Joint venture having a direct bearing on any development activity of the Mandal Parishad, the Mandal Parishad Development Officer shall have the same powers as are specified in rules 1 and 2 over such Gram Panchayats in respect of such scheme or work

The powers exercisable by the Mandal Parishad Development Officer, under the above paras shall be in addition to, and not in derogation of any powers exercisable by other competent Officers of the Government under the control of the Commissioner Panchayat Raj.

Extension Officer (Panchayat Raj and Rural Development)

G.O. Ms. No. 410, PR&RD. Dated 28th December, 2011.

(I) Administrative Functions and Responsibilities:

1. Exercise supervision and control and provide guidance to the Gram Panchayats.
2. Ensure preparation of annual budget, replies to audit reports of the Gram Panchayats.
3. Ensure maintenance of Gram Panchayat accounts strictly in accordance with the rules and upload the accounts.
4. Ensure reconciliation of Gram Panchayat Accounts.
5. Inspect all Gram Panchayats in the Mandal in every quarter, and submit a detailed Inspection Report to Divisional Panchayat Officer. Inspections include physical verification of Gram Panchayat Properties including movable and immovable properties.
6. Hold enquiries on complaints of maladministration in Gram Panchayats.
7. Submit report to the MPDO and D.L.P.O. on the disqualification of Sarpanches and Ward Members of Gram Panchayats and also casual vacancies of the members
8. Authority competent to sanction casual leave to Panchayat Secretaries.
9. Act as incharge MPDO in the absence of MPDO under the orders of Chief Executive Officer, Zilla Parishad.
10. Review the work of Panchayat Secretaries.
11. Ensure Gram Panchayats should conduct the general body meetings and Gram Sabhas regularly.

(II) Financial & Development functions and responsibilities

1. Report to the concerned on the occurrence of mis-utilization of funds in Gram Panchayats.
2. Ensure collection of taxes, fees, and other amounts due to the Gram Panchayats.
3. Attend the auctions and sales conducted by the Gram Panchayats

(III) Functions and Responsibilities in Capacity Building Activities

1. Conduct training to all Sarpanches and Ward Members.
2. Ensure all official functionaries such as Panchayat Secretaries and other staff members of Gram Panchayat should attend the training courses organized by the APSIRDPR/ETCS and other training institutes.

(IV) General Functions:

1. Attend any other functions or responsibilities entrusted by the higher level authorities etc. Are the functions and responsibilities of the Extension Officer (PR&RD).

Administrative Officers - Mandal Praja Parishad Office

Job chart of Administrative Officer (Superintendent)

G.O.Ms.No.88.PR&RD, Dated: 15-12-2021.

Nature of Work

1. Overall supervision of office work, All the files that go to the MPDO should circulate through Administrative Officer, including those pertaining to Engineering, Rural Development, Pension Scheme, All Welfare Schemes, Elections and Education (all corporations) etc.
2. Supervision of Attendance Register, Movement Register, C. L's Register, Run-on-note etc.
3. To act as Chief Accountant and to Supervision of all accounts maintained by the Senior Asst, such as Cash Books, Pass Books, Cheque Books, M-Books, Scrutiny of Final bills of M.P. General Funds and other Schemes His main function is to act as financial advisor and as an internal auditor.
4. Preparation of replies to all Audit Objections. Preparation of Monthly accounts/ Annual accounts / Budget Estimates.
5. Revised Estimates, Number Statements and U. Cs etc... Access to information of all sections and responsibility to answer all correspondence from the higher authorities in the absence of MPDO.
6. Sanction of C. Ls to the staff of MPPS
7. Certify the Reconciliations of Treasury balances and Bank accounts of all Schemes and Grants maintained by Mandal Parishad in every month.
8. Convening the weekly review meeting in the Mandal to monitor the work done. Regarding MGNREGS-
9. Maintaining proper accounts of the resources received, released and utilized.
10. Maintain all the accounts of MGNREGS.
11. All the bills of MGNREGS should be circulated through A.O iv Maintain payment watch Register.
12. Monitor the payment cycle.
13. Monitor the work of Computer Operator.
14. Attestation of all entries in Service Registers of Staff.
15. Public Information Officer for RTI Act.

Job Chart of Mandal Education Officers

(Rc. No .1998/C2-1/96 of C&DSC. A.P, Hyd dt.16.8.1996)

Academic functions.

Inspections and visits.

Maintenance of Inspection visit charts.

Inspections and visits to hostels.

Conduct of Meetings and organization of Seminars and Workshops.

Academic and innovative practices for Improvement of Quality of Education in PS/UPS.

Trying out innovations in selected schools.

Administrative Actions: GOMS No: 2, and AP Gov order GOMS No: 117, Date: 10-06-2022.

Enrollment and Educational Statistics.

Incentive Schemes Amma Vodi. Supply of JagannaVidyakanuka.

Fixation cadre strength, Vacancy positions, Recruitment, Pensions, Transfers, Deceased Teachers S.R.s etc.

Implementation of Mid-Day Meals Scheme JagannaGorumudda.

Adequacy Functions.

Mandal Assistant Executive Engineer A.E.E (PR)

Mandal Praja Parishad is responsible for infrastructure development for the convenience of the people. Mandal Engineering Officer plays an important role in managing and monitoring the development. Mandal Engineering Officer to implement the development plans of Gram Panchayat, Mandal Praja Parishad Cooperation is especially important.

A.E. E (PR) under administrative control of M.P.D. O and under technical control of D.E.E. Sanction of leaves and technical permission for all works related to Mandal Praja Parishad

He should assist the MPDO in the matter of calling of tenders and finalization to contractors/ agencies for execution of works. He is responsible for issuing mark out, commencement and completion of works, getting measurements and check measurements recorded in MBooks and preparation and submission of bills to the MPDO.

On requisitions received from the Gram Panchayat including works under MGNREGS schemes like rural roads maintenance, rural water supply scheme, minor irrigation schemes etc.

Registers of roads under Mandal Praja Parishad should be maintained.

Full details of the buildings, places and their use in Mandal Praja Parishad should be entered in the register.

Deductions should be observed and recorded as prescribed in M-Book. For example, seinerage charges, quality control, labour cess etc.

Supervision of engineering staff including Engineering Assistants in Gram Sachivalayams.

Assistant Executive Engineer A.E.E (RWS)

A.E RWS have a detailed list of village wise minor irrigation tanks, their extent of ayacut area and the division of tanks areas wise for taking up of special repairs so as to ensure that once in 5 yrs. all tanks are repaired to the designed level of standards, under the cycle system.

A register of all drinking water sources tanks, protected water supply schemes, hand bore wells.

He should also prepare estimates for strengthening of MI tank bunds, removal of silt etc., every year and place proposals before the Mandal Parishad for their sanction. Whenever any quarrying is permitted for sand, he should check the condition of bund earmark the areas wherever such quarrying can be taken up along with safety of structures, surplus weirs and matter connected with digging up to porous strata.

He will be responsible for maintenance of supply of drinking water, sanitation works. He will be assisted by Engineering Assistants in Gram Sachivalayams in these activities.

Tied grant works of 15th finance mostly related to RWS functionaries.

Job Chart of the Panchayat Secretary

G.O.MS No.149 PR&RD (Mdl-1) Department, Dated:30-09-2019

The following Rules relating to the functions of Panchayat Secretary under section 268 read with 36(6) of Andhra Pradesh Panchayat Raj Act, 1994 were issued through G.O.Ms.No.199, PR&RD, Dated. 18-05-2007. The duties of Panchayat Secretary were divided into 3 categories. The job chart of Panchayat Secretaries specifically includes all these functions listed below.

Administrative Functions:

1. The Panchayat Secretary shall be responsible for discharging the functions vested on him/her by the Act, allied Acts, and Rules in addition to the functions specially assigned by the Government from time to time.
2. He/ She is the Executive Authority and also Convener/ Secretary to Village Secretariat of the Grama Panchayat.

3. He/She shall collect taxes and non-taxes of the Gram Panchayat promptly and deposit them in the treasury regularly. Shall not keep huge amounts as cash in hand.
4. He/ She shall maintain and act as the custodian of the entire records/ registers of the Gram Panchayat including cheque books.
5. He/She is subordinate to the Gram Panchayat and shall function under the control of the Sarpanch of the Gram Panchayat.
6. He/ She shall convene and ensure arrangements for periodical conduct of all statutory meetings such as Grama Panchayat/ Village Secretariat meetings, Standing Committee meetings, and Grama Sabhas as directed by the Sarpanch.
7. He/ She shall attend the meeting of the Gram Panchayat/ Village Secretariat and Functional committees thereon with the consent of the Sarpanch.
8. He/ She shall implement the resolutions of the Gram Panchayat/ Village Secretariat and of the committees thereof.
9. He/ She shall co-ordinate & supervise the officers and employees working under the village secretariat.
10. He/ She shall have power to initiate disciplinary action against the employees of the Village Secretariat.
11. He/She shall protect the Government properties and take effective steps to safeguard the interest of Government.
12. He/She shall be the general custodian of all assets of the Grama Panchayats/Village Secretariats.
13. He/She shall take action against the encroachments, damage or misuse of Panchayat lands and buildings if any and report to the Gram Sabha/ Higher authorities with the support of Village Revenue Officer.
14. He/ She shall assist authorities during the floods, cyclone, accidents etc., and take up preventive, relief and rehabilitation work with the support of Village Secretariat Functionaries.
15. He/ She shall take mitigation and preventive measures and report any outbreak of communicable diseases especially Malaria, Japanese encephalitis and Gastroenteritis and other such diseases to the nearest Primary Health Centre immediately with the support of ANM and VRO.

16. He/She shall be responsible for the total sanitation (including personal, community hygiene and Solid and Liquid Waste Management, ODF) in the village.
17. He/ She shall assist the integrated child development scheme functionaries in implementing their various activities with the support of Women & Child Development Assistant.
18. He/ She shall act as Registrar of births and deaths primarily, as per act and rules and also issue Birth and Death Certificates. Submit Monthly Report Birth and Death Information to the Revenue Department (concerned Tahsildar / Dy. Tahsildar) by 5th of succeeding month with proper acknowledgement.
19. He/She shall act as Marriage Officer, as per act and rules and also issue Marriage Certificates.
20. He/ She shall place the needs/ beneficiaries/problems identified by Village Volunteers and verified by the Functional Assistants of Village Secretariat before Grama Sabha.
21. He/She shall perform election duties.
22. He/ She shall report cases of atrocities against Scheduled Caste and Scheduled Tribes with the coordination and support of (Social/ Tribal) Welfare Assistant and VRO.
23. He/ She shall strive for eradication of untouchability by providing access to Scheduled Castes and Scheduled Tribes in temples and removal of discrimination in all forms against the Scheduled Caste / Schedule Tribe population in coordination with VRO, Social/ Tribal Welfare Assistant.
24. He/She shall report on the atrocities against women and children to the authorities concerned and to take action within 24 hours with the help of Women Police.
25. He/ She shall assist and provide information to the concerned officials about any black-market sales of seeds, fertilizers and pesticides with the support and coordination of Agriculture Assistant.
26. Shall ensure proper coordination between the Grama Panchayat and Village Secretariat Functional Assistants. Act as administrator of various softwares used in office and shall assign login facilities to Functional Assistants as users with privileges.

27. Shall Call for and Conduct random checks of files and registers in office and record observations/directions there on and initial with date and seal to ensure proper maintenance of Records.
28. Shall discharge various duties such as Advisor to the Grama Panchayat, Implementing Officer, Finance Manager, Tax assessment Authority, Licensing Authority, Permitting Authority, Registrar of Births & Deaths, Marriage Officer, Estate Officer, Drawing & Disbursing Officer, Assistant Public Information Officer etc., as conferred on him/her by various statutes diligently.

Financial Functions

1. The Panchayat Secretary of the village secretariat acts as DDO (Drawing and disbursing officer) and the pay and allowances of all the staff of Village Secretariat will be disbursed by her/him. The honorarium of Village Volunteers also will be paid by the Panchayat Secretary.
2. Payments shall be made either by pay order or by digital transaction for all kinds of expenditure authorized by Grama Panchayat.
3. Prepare the annual accounts, Budget Estimates and the DCB statement of the preceding financial year and place before the Grama Panchayat to ensure its approval and submission to AP State Audit Department authorities before the 15th May of succeeding year.
4. Furnish the returns, accounts statements, Administrative Report and other details when called for by the Government or any audit authority.
5. Inspect or cause to be inspected the accounts of the line departments under the control of the Grama Panchayat.
6. Coordinate with Functional Assistants in utilization of the plan/ programme/ scheme funds as per the GPDP and to render utilization certificates to Government as ordered by it.

Functions under Community Welfare and Development

1. He/She shall ensure payment of all types of social security pensions through Welfare Assistant.
2. He/She shall furnish the particulars about implementation of developmental activities with the support of Village Secretariat Functionaries.
3. He/She shall take steps to prepare the consolidated list of identified needs from the data collected by the Village Volunteers with the help of Digital Assistant and shall prepare the sector wise draft list of heads of household under the poverty line, keeping the names starting with the lowest levels of

- income and upward with the help of Village Secretariat Functionaries from the household data collected by the Village Volunteers.
4. He/She should prepare the Gram Panchayat Development Plans for the holistic, Sustainable development of the village with support of Elected Representatives, Village Secretariat Functional Assistants and Village Volunteers by ensuring maximum public participation.
 5. He/ he shall motivate the women along with the Women Police, Women & Child Development Assistant for formation of new self-help groups by encouraging the habit of thrift, impart best principles of group management in the self-help groups through regular training and capacity building.
 6. He/She shall attend monthly staff meetings convened by President, Mandal Praja Parishad and Mandal Parishad Development Officer and other meetings convened by District Officer on behalf of the Village Secretariat.
 7. He/She shall support the V.T.D.A. along with the Village Secretariat Functionaries in preparation of Micro plans and in implementing them and shall attend the meetings of V.T.D.A.
 8. He/She shall coordinate and support Agriculture/Horticulture/Sericulture Assistant for agricultural development and in implementing its programmes and in disseminate extension information.
 9. He/she shall assist in implementation of Jalayagnam and Employment Guaranteescheme with the support of Engineering Assistant.
 - 10.He/She shall organize to collect the details of seedlings planted in each location, motivate the concerned to protect them and collect percentage of survival periodically along with the Agriculture/ Horticulture/ Sericulture Assistant.
 - 11.He/She in coordination with Education & Welfare Assistant shall assist the Education department in their enrolment drive and shall take steps to improve functional literacy of adults.
 - 12.He/She shall assist in maintaining and update of Gram Panchayat Information Board and Information Boards relating to assets in the villages.
 - 13.He/She shall mobilize the public participation in Natural Resource Management, jointforest Management/Community Forest development.
 - 14.Cause beat of tom-tom and adopt other methods for informing people about events.

15.He/She shall attend to any other duties as assigned by the competent authorities from time to time.

Program Officer (PO):

M.P.D.O has to act as Program Officer MGNREGS

(Memo.No.1261/EGS/PM(T)2011.Dated.1612.2011.)

1. Mobilize labour and open up works in all villages in all GPS/habitation.
2. PO shall ensure that sufficient shelf of works exist to meet the labour demand and ensure that all labour HH will get entitled wage days.
3. PO will ensure that the work applications from SSSS are collected by FA and receipts are given and see that works are opened based on the demand.
4. PO shall over see on Work Employment Plan (WEP) done every month to all the SSS groups in the mandals.
5. PO shall responsible to maintain attendance register and see that all staff should come in time to office.
6. PO shall over see that work commencement letters; Muster rolls are issued to all SSS as per the written demand/oral demand/WEP.
7. PO shall ensure the capacity building/strengthening of SSSS and Mates.
8. Po shall ensure that all the labourers are formed into SSSS.
9. PO shall ensure for continuous capacity building of FAS/TAS especially on rights and entitlements and on guidelines issued time to time on the implementation of the scheme.
10. PO shall receive the filled-up Muster rolls along with M. Books and ensure that they are scrutinized properly and see that the pay orders are generated by the Computer operator in time.
11. PO shall coordinate with all EGS staff and ensure that the pay orders are generated within 3 days from the date of closure of muster.
12. PO is responsible to conduct weekly meetings with all FAS/TAS in the mandal.
13. PO can initiate, recommend disciplinary action against erring APO/TA/EC/CO to Project Director DWMA with a copy to District Programme Coordinator.
14. The PO shall report to Asst Project Director in the implementation of EGS.
15. The PO shall check the Muster rolls by taking actual roll call and sign in the muster roll for at least 2 musters per day for 4 days in a week.
16. PO shall ensure the work site facilities at work site in all the villages.
17. PO shall be responsible to conduct the monthly meeting of APNA-NGO's.

18. PO shall ensure that all necessary documents and records will be furnished to social audit teams for conducting regular social audit and also regular concurrent social audit. PO shall also produce necessary documents to quality control teams.
19. PO shall produce of books of accounts, bills, vouchers and other necessary records to internal audit.
20. PO shall be responsible for issuing of new job cards for all Households whoever applied for new job cards.
21. PO shall oversee distribution of pay slip to the labours in time through.

FAs.

22. PO shall ensure that the wage payments are disbursed by the paying agencies i.e., business correspondents/post masters in time on the disbursement dates in the villages.
23. PO shall ensure that the medical bills of the injured labourers are scrutinized and paid in time.
24. PO shall be responsible for Grievance redressal pertaining to MGNREGS.
25. PO shall ensure to maintain all mandated records in MCC.
26. PO shall ensure that all APO/EC/TA/FA to upload the eMMS data on daily basis.
27. PO shall ensure that Unemployment Allowance to Wage seeker's is paid as per rules.
28. POS shall be responsible for opening of accounts to new labourers in the Post offices or Banks.
29. The POS shall take prompt action to pay the required compensation to the Wage seeker as per the rules.

Additional Programme Officer (APO):

1. Mobilize labour and open up works in all villages in all GPs/habitation.
2. Identification of new works and ensure to sufficient shelf of works to meet the labour demand.
3. APO will ensure that the work applications from SSSS are collected by FA and receipts are given and see that works are opened based on the demand.
4. APO shall ensure Work Employment Plan (WEP) done every month to all the SSS groups in the mandals.
5. APO shall ensure that work commencement letters, Muster rolls are issued to all SSS as per the written demand/ oral demand/WEP.

6. APO shall take responsibilities of strengthening the SSSS and Mates and also ensure that all the labourers are formed into SSSS.
7. APO shall take responsibility of continuous capacity building of FAS/TAS especially on rights and entitlements and guidelines in the implementation of the scheme.
8. APO shall receive the filled-up Muster rolls along with M. Books and ensure that they are scrutinized properly and see that the pay orders are generated by the Computer operator in time.
9. APO shall coordinate with all FA, CO, TA& ECs and ensure that the pay orders are generated within 3 days from the date of closure of muster.
10. APO shall record the change request and troubleshooting issues related to software required in the mandal through Request tracking system (RTC) in online.
11. In the absence of Programme Officer, the Addl. PO will review weekly meetings with all FAS/TAS in the mandal.
12. To initiate, recommend disciplinary action against erring FA/CO/TA to PO with a copy to Project Director, DWMA.
13. The APO shall be under administrative control of Programme Officer and technical control of Asst PD. The APO will not report to the Engineering Consultant.
14. The APO shall check the Muster rolls by taking actual roll call and sign in the muster roll for atleast 2 musters per day for 4 days in a week.
15. Addl. PO shall ensure the work site facilities at work site in all the villages.
16. In the absence of PO, the APO shall conduct the monthly meeting of APNA-NGO's.
17. APO shall ensure that all necessary documents and records will be furnished to social audit teams for conducting regular social audit and also regular concurrent social audit.
18. APO shall be responsible to produce books of accounts, bills, vouchers and other necessary records to internal audit.
19. APO shall ensure that new job cards are issued for all Households, whoever applied for new job cards.
20. APO shall ensure regular update of job cards of all labourers and also updation GP registers in the villages.

21. Addl.PO shall ensure distribution of pay slip to the Labourers Intime through FAS.
22. APO shall ensure that the wage payments are disbursed by the paying agencies i.e., business correspondents/post masters in time/on the disbursement dates in the villages.
23. APOS shall ensure opening of accounts to new labourers in the Post offices or Banks.
24. Addl.PO shall see that the medical bills of the injured labourers are scrutinized and paid in time.
25. The APO shall ensure that Computer operator shall maintain records and documents properly in the mandal in the MCC.
26. The Computer Operator will report to the APO who will properly guide them in taking up the various transactions like generations of job cards, pay orders and generation of other documents, for the smooth implementation of the scheme.
27. The APO should live and stay in Headquarters. If he/she wants to leave headquarters he shall take permission from the Programme Officer under written intimation to Asst. PD.
28. Addl.PO shall be responsible for Grievance redressal.
29. Addl.PO shall ensure that the recoveries proposed by the Quality control and Social Audit are affected.
30. Addl.PO shall maintain all mandated records in MCC.
31. Addl. PO shall be responsible for organizing trainings at mandal level.
32. Addl.PO shall take responsibility for issuing and receiving muster rolls and maintain muster watch register.
33. APO shall ensure that all TA/FA to upload the CMMS data on daily basis.

Powers and functions of the Chief Executive Officer,

Zilla Parishad

[G.O.Ms.No. 488, Panchayat Raj and Rural Development (Estt. VII) Department, dated 03-12-1996]

In exercise of the powers conferred by sub-sections (1) and (3) of section 268 read with sub-section (4) of section 186 of the Andhra Pradesh Panchayat Raj Act, 1994

ADMINISTRATIVE

- 1) Call for any information, return, statement, account or report from any Office, or servant of, or holding office under the Zilla Parishad or Mandal Parishad, including Parishad Educational Officer, Accounts Officer and Executive Engineer (Panchayat Raj).
- 2) Supervise and control the execution of all activities of the Zilla Parishad.
- 3) Intimate the vacancies whether casual or arising by efflux of time in the office of the various members of the Zilla Parishad and any Standing Committee thereof and fix dates for elections at ordinary meetings, Intimate the vacancies whether casual or arising by efflux of time in any of the standing committees to the Chairman of the Zilla Parishad.
- 4) Have administrative control over all Officers working under the Zilla Parishad.
- 5) Sanction increments and all kinds of leave except special disability leave and study leave to Mandal Parishad Development Officers.
- 6) Make additional charge arrangements of the Mandal Parishad Development Officers during training, leave, etc., and to sanction charge allowance as per rules.
- 7) Initiate Confidential Reports every year on the work of the District Officers under the control of the Zilla Parishad including the Deputy Chief Executive Officer, Zilla Parishad, Mandal Parishad Development Officers and Parishad Education Officer and shall countersign confidential reports of employees under the Zilla Parishad belonging to Education, Accounts, General and Engineering Wings which will be initiated by wing officers concerned and be the custodian of the personal files.
- 8) Review the work and diaries of Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer (Panchayat Raj) and Mandal Parishad Development Officers and other Officers under the control of the Zilla Parishad. The Superintending Engineer shall receive copies of the Chief Executive Officer's review of Executive Engineers' diaries.
- 9) Countersign Travelling Allowance bills of Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer (Panchayat Raj) and other Officers under the administrative control of the Zilla Parishad.
- 10) Sign and drawing his own Travelling Allowance bills.

11) (a) to inspect Mandal Parishads in the district excluding the Mandal Parishads to be inspected by the District Collector and Revenue Divisional collector including the half yearly inspection of loan branch.

(b) to make up random inspection of Mandal Parishads and Gram Panchayats.

FINANCIAL

12) (a) Sanction payment of advance of Pay and Travelling Allowance on transfer to the categories of employees specified below.

(1) Superintendents, Senior Assistants, Senior Accountants of Zilla Parishad.

(2) All Medical Officers of regular dispensaries and C.D.M. Stores, Zilla Parishad.

(3) Headmasters and Teachers of Zilla Parishad Secondary Schools.

(b) Supply of medicines and other accessories subject to the budget provisions and to sanction the cost on production of bills.

(c) any other advance permissible under the rules.

13) Sanction the investigation into the delay in the payment of the salaries and allowances of employees of Zilla Parishad and sanction the payment after investigation, if the claim does not exceed two years.

14) Sanction excess consumption of petrol for vehicles of Zilla Parishad provided the excess is not more than 25% of the scheduled quota.

15) Sanction amounts for payments of compensation for land acquisition determined by the Land Acquisition Officer.

16) Sanction time barred travelling allowance bills of non-officials except Chairman, Zilla Parishad.

17) Seal, endorse, transfer, negotiate or otherwise deal with Government securities, standing in the name of erstwhile District Board and Zilla Parishad with the approval of the Zilla Parishad.

18) Sanction investments of the funds of the Zilla Parishad in Government securities, Co-operative and Commercial Banks and National Saving Certificates with the approval of the Zilla Parishad.

19) Sanction House Rent for the Zilla Parishad or other Panchayat Raj Offices on the strength of valuation certificates exceeding Rs.1,000/- (Rupees One thousand only) per month but not exceeding Rs.1,500/- (Rupees One thousand five hundred only) per month.

20) Sanction contingent expenditure upto Rs.1,000/- (Rupees One thousand only) in each.

- 21) Sanction expenditure towards maintenance of Light/Heavy Motor Vehicles, repairs to Zilla Parishad Vehicles upto the limit of Rs.10,000/- (Rupees Ten thousand only).
- 22) Permit the Headmaster of Secondary Schools to utilise upto Rs.750/- (Rupees Seven Hundred and fifty only), from the Audio-Visual Education Fees for electrification of school buildings.
- 23) Sanction payment of taxes, fees, land revenue and charges payable to State Funds (Revenue Department) by the leases of endowment lands.
- 24) Sanction payment of the postal and printing charges.
- 25) In cases of emergency, sanction expenditure upto Rs.1,000/- (Rupees One thousand only) with approval of Chairman, Zilla Parishad.
- 26) Sanction for purchase of stationery not exceeding Rs.1,000/- (Rupees one thousand only) per annum.
- 27) Sanction for purchase of steel and wooden furniture not exceeding Rs.2,000/- (Rupees two thousand only) and Rs.1,000/- (Rupees one thousand only) for repairs to furniture per annum.
- 28) Sanction for purchase of bulbs and lamps not exceeding Rs.500/- (Rupees Five hundred only) per annum.
- 29) Sanction for purchase of books, maps and periodicals not exceeding Rs.400/- (Rupees Four hundred only) per annum.
- 30) Sanction for repairs to typewriters not exceeding Rs.600/- (Rupees six hundred only) per annum.

NOTE: - Every item of expenditure sanctioned by the Chief Executive Officer shall be placed with the remarks of the Accounts Officer, Zilla parishad before the Standing Committee for information. Countersign and sanction authority of his own TA Bills.

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Chapter – 5

MANDAL PRAJA PARISHAD MEETINGS

((Section 160 of APPR Act 1994 vide (GOMS.No.218 PR&RD dated 31.3.95))

Introduction: Parishad means assembly. Mandal Praja Parishad means People's Assembly organized at Mandal level. We will know about the organization of Mandal Parishad meetings, which is the HEART of Mandal Praja Parishad's administration. The Mandal Praja Parishads have been legislated to enable them to function as effective local governments.

Mandal Parishad and Zilla Parishads

General

2. (i) A meeting of every Mandal Parishads/Zilla Parishad shall be convened Once in every month for the transaction of business upon such dates and at such times as it may arrange and also at other times as often as the meeting is called by the President of the Mandal Parishad/Chairman of the Zilla Parishad.
(ii) The Mandal Parishad Development Officer/Chief Executive Officer shall. With the approval or on the direction of the President/Chairman concerned. Convene the meetings of the Mandal Parishad /Zilla Parishad as above.

Provided that where the President Chairman fails to give his approval for convening the meeting within a period of 90 days from the last meeting the Mandal Parishad Development Officer/Chief Executive Officer may himself convene the meeting after issuing notices to the members and permanent invitees immediately in respect of the meetings to be held and also inform the President/Chairman in the matter immediately.

Provided further that if any Mandal Parishad Development officer Chief Executive Officer fails to convene the meeting within a period of 90 days from the last meeting, he shall be liable for disciplinary action under the relevant rules.

3. No meeting shall ordinarily be held on any day during the period when the State legislative Assembly or either House of Parliament is in session. However, a meeting may be convened on a holiday, if the State Legislative Assembly or either House of Parliament is in session.
4. (i) No meetings shall be held unless notice of the place, date and time of the

Meeting and of the business to be transacted thereof is given at least six clear Days before the date of the meeting. The meetings of the Mandal Parishads/Zilla Parishads and Standing Committees of the Zilla Parishads shall be held in their respective Head Quarters offices only.

(ii) In case of urgency, the President/Chairman may convene a meeting Giving atleast two days notice.

5. The agenda for the meeting, with notes on each item along with the issues that require consideration shall, as far as possible, be prepared in Telugu by the Mandal Parishad Development Officer/Chief Executive Officer in consultation with the President/ Chairman. The Mandal Parishad Development Officer/Chief Executive officer may include in the agenda any subject which in his opinion should be considered by the Mandal Parishad and shall include therein any subject specified by the President/Chairman.

6. (i) The President/Chairman shall, on receipt of a requisition in writing signed by not less than one-third of the members then on the Mandal Parishad/Zilla Parishad specifying the resolution, which is proposed to be move all for a special meeting.

(ii) The draft notice of the meeting called by the members signing the Requisition shall be signed by such members and the notices of that meeting Addressed to individual members shall be authenticated by the Mandal Parishad Development Officer.

(iii) If. The President/Chairman fails within three days from the delivery of Such requisition to call a meeting on the day specified therein. Meeting may Be called by the members signing the requisition subject to the provisions of Rule 7.

7. (i) No special meeting shall be held unless at least seven clear days notice specifying the purpose for which such meeting is to be held and the place, the date and time there of has been given by separate communication addressed to each member.

(ii) A properly convened meeting of a Mandal Parishad or Zilla Parishad shall Not be postponed to a later date except on a written request signed by not Less than one- 1/2- half of the total number of members than on the Mandal Parishad or Zilla Parishad

8. Every meeting shall be presided over by the President/Chairman and in his absence by the Vice-Presidents, Vice-Chairmans and in the absence of both the President and the Vice-President/the Chairman and the Vice-Chairman. by a member chosen by the members present at the meeting.
9. Whenever the President Chairman finds it necessary to temporarily leave the Chair. He may call on the Vice-Presidents/Vice-Chairmans on in the latter's Absence some other member to preside.
10. If the Offices of the President and the Vice-Presidents/the Chairman and the Vice- Chairmans are vacant. The duties assigned to the President/Chairman under rules 4 and 5 of these rules shall be performed by the Mandal Parishad Development Officer/Chief Executive Officer.
11. All the meetings of Mandal Parishads/Zilla Parishads shall be open to the Public. Provided that the presiding member and in the case of a meeting for The consideration of a motion expressing want of confidence convened under Section 245 of the Act, the District Collector in the case of Zilla Parishad or Any Officer authorised by in any him to preside over the meeting of Mandal Parishad as the case may be, may in particular case direct that the public Generally or any particular person shall withdraw
12. In the case of any resolution not carried unanimously, the names of the Members who vote for and against shall be recorded.
13. **Quorum:** No business shall be transacted at a meeting of the Mandal Parishad/Zilla Parishad unless there be present atleast one-third of the Number of members then on the Mandal Parishad/Zilla Parishad.
14. (i) if, within half an hour after the time appointed for a meeting, there is no

quorum, the meeting shall stand adjourned to a later hour on the same day Or to the same time on the following day, as may be specified by the Presiding Member.

(ii) Adjournment for want of quorum: - If at any time it is brought to the Notice of the Presiding Member that there is no quorum. The Presiding Member may, then ring a quorum bell and if after an interval of not less than 15 minutes quorum is not constituted. The Presiding Member shall adjourn The meeting to a later hour on the same day or a time on the next day to be Specified by him.

(iii) If there is no quorum in the adjourned meeting a fresh meeting may be Convened following the procedure prescribed in Rule (4).

15. No resolution of a Mandal Parishad/Zilla Parishad shall be modified or Cancelled within three months after the passing there of except at a meeting Specially convened in that behalf and by a resolution of Mandal Parishad/Zilla Parishad supported by not less than one-half of the number of Members' then on the Mandal Parishad/Zilla Parishads.

16. (i) The proceedings of the meeting of the Mandal Parishad/Zilla Parishad Shall be in Telugu as far as possible..

(ii) (a) The minutes of the proceedings of every meetings of Mandal Parishad Shall drawn up and entered in a book to be kept for the purpose and shall Be signed by the Presiding Member after each meeting.

(b) The minutes of the proceedings of every meeting of Zilla Parishad Shall be drawn up and entered in a book to be kept for the purpose and Shall be signed by the Presiding Member after each meeting.

(c) The minutes of the proceedings of every Standing Committees shall be Drawn up and entered in a book maintained separately for each Standing Committee meeting for the purpose and shall be signed by the Presiding Member after each meeting.

(iii) The minutes of the proceedings of every meeting shall contain a record Of the following, among other matters:-

(a) Name of Members who stage a walk-out at any time during the Meeting.

(b) If a member who attends the meeting late or leaves the meeting early. As the case may be, wishes that the time of his arrival or departure may be recorded, he shall announce to the Presiding Member and the Mandal Parishad Development Officer/Chief Executive Officer shall, accordingly. comply with it. The Mandal Parishad Development Officer/Chief Executive Officer shall, in all such cases, note the item on the agenda which is being discussed at the time of such late arrival or early departure of any member.

(iv) The permanent invitees to the meetings of the Mandal Parishad/Zilla Parishad, as provided in the Act, shall be entitled to participate in the meetings of the Mandal Parishad/General Body of the Zilla Parishad without right to vote.

(v) The Mandal Parishad Development Officer/Chief Executive Officer shall forward a copy of the minutes of the proceedings of each meeting of the Mandal Parishad /Zilla Parishad to the Commissioner, Panchayat Raj within 7 days of each meeting.

(vi) Any member present at a meeting and wishing to submit his minute of dissent shall do so in respect of the proceeding immediately after conclusion of discussion on the subject. The Minute of the dissent shall form part of the proceedings of the meeting.

(vii) Where a decision taken in matters connected with law, procedure, standing orders of the government and the like is not in consonance of the advice rendered at the meeting by the Mandal Parishad Development Officer/ Chief Executive officer, a record of the advice rendered by him shall form part

of the proceedings.

17. A member, while speaking, shall not---

- i. Comment on any matter on which a judicial decision is pending;
- ii. Make a personal charge against a member or an official,
- iii. Use offensive language about the conduct or proceedings of the Parliament or of the Legislature of any State or of any Zilla Parishad or Mandal Parishad
- iv. Utter defamatory words; or
- v. Use his right of speech for the purpose of obstructing the business of the Mandal Parishad/ Zilla Parishad.

18. A member who has once addressed the meeting on a motion shall not subsequently move or second an amendment thereto or otherwise take part in the debate.

19. No member shall speak on a motion after it has been put to vote by the presiding member.

20. No member may speak more than once on a motion except the mover who has the right of reply. After the mover's reply, no member shall speak on the motion. If the mover of a motion speaks on an amendment thereto, he loses his right of reply.

21. No speech, except with the permission of the presiding member shall exceed Five minutes in duration: provided that the mover of a resolution in moving the same may speak for ten minutes.

22 (i) No member shall vote on, or take part in, the discussion of any subject coming up for consideration at a meeting of the Mandal Parishad/Zilla Parishad. if the subject is one in which apart from its general appellation to the public. he has any direct or indirect pecuniary interest by himself or as partner of a firm

(ii) The presiding member may prohibit any member from voting on, or taking

part in the discussion of any subject in which he believes such member to have pecuniary interest, or he may require such member to absent himself during the discussions.

(iii) Such member may challenge the decision of the presiding member, who shall there upon put the question to the meeting. The decision of the meeting shall be final.

(iv) If the presiding member is believed by any member present at the meeting to have any such pecuniary interest in any subject under discussion. The presiding member may move a motion to that effect is carried, be required to absent himself from the meeting during such discussion.

(v) The member concerned shall not be entitled to vote on the question referred to in sub-rule (3) and the presiding member shall not be entitled to vote on the motion referred to in sub-rule (4).

Order of The Day

23. A list of business for the day shall be prepared by the presiding member in the following order:

(i) Interrelations and questions.

(ii) Papers to be laid on the table of the Mandal Parishad/Zilla Parishad for the first time (no discussion shall be allowed on these papers on that day)

(iii) Election of members to the Standing Committee in the case of Zilla Parishad

(iv) Matters relating to urgent official business brought forward by the presiding member.

(v) Any motion regarding change of order of business.

(vi) Proceedings of Standing Committees of Zilla Parishads

(vii) Resolutions.

(viii) Other official business.

Decorum

24. The members shall sit in such order as the presiding member may appoint. The members shall speak only from their places.
25. A member desiring to speak on any matter before the Mandal Parishad/Zilla Parishad shall rise from his place, but shall not speak before the presiding member calls the name of the speaker, when he shall address the presiding member. If two or more members rise simultaneously to speak, the presiding member shall call the member who first caught his eye to speak first/The other member or members shall immediately resume their seats. At any time, the presiding member rises in his seat. any member speaking shall resume his seat
26. When a member is called to order to sit by the presiding member such Member shall immediately sit down.

Urgent Resolutions

27. (i) No business, not included in the list of business for the day shall be Transacted at any sitting and without the leave of the presiding member and of the Mandal Parishad/Zilla Parishad, except in the form of a motion.
 - (ii) (a) Not more than one such motion shall be made at any one sitting.
 - (b) Not more than one matter shall be discussed on the same motion and the motion shall be restricted to a specific matter of recent occurrence.
 - (c) The motion shall not raise discussion on a matter, which has been discussed at a meeting of the Mandal Parishad/Zilla Parishad during the previous three months.
 - (d) The motion shall not anticipate a matter, which has been previously appointed for consideration or with reference to which a notice of motion has been previously given.
 - (e) The motion shall not deal with a matter on which a resolution could not be moved.
28. Leave to make such a motion must be asked for after questions of the ordinary meetings; and at other meeting before the business for the day is entered upon.

29. The members making such a motion shall hand over to the presiding member a written statement containing the motion before the meeting commences but he shall not speak thereon.

30. The presiding member if he is of opinion that the motion is in order shall read the same to the Mandal Parishad Zilla Parishad and ask the Mandal parishad/Zilla Parishad if it gives leave. If majority of the members present and voting signify their assent the presiding member shall announce that the motion will be taken up in that meeting

31. The debate on such motion shall automatically terminate that day after which other question can be put.

Resolutions

32. Any member may move resolution relating to a matter concerning the administration of the Mandal Parishad/Zilla Parishad.

33 (i) The presiding member shall decide on the admissibility of a resolution and shall disallow any resolution which in his opinion contravenes the provisions of the Act or the rules made thereunder and his decision shall be final subject to the provisions of a Section 246.

(ii) If the resolution relates to a matter unconnected with the administration of the Mandal Parishad/Zilla Parishad and if the presiding member is of the opinion that it may lead to a unseemly controversy he may disallow the resolution.

34, Every resolution shall be clearly and precisely expressed and shall raise a definite issue.

35. Resolutions shall not contain arguments, Inference, ironical expressions or defamatory statements, nor shall they refer to the conduct or character of persons except in their official or public capacity.

36 Resolution shall be of an affirmative character

37. Notice of resolution shall be in writing and signed by the mover.

38. A member who wishes to move a resolution shall be give at least eight clear days notice of his intention and shall together with the notice submit a copy of the resolution which he wishes to move, but the presiding member may allow for reasons to be stated by him, a resolution to be entered on the list of business with shorter notice than eight days.

39. The relative precedence of resolutions given notices of by members for being move of meaning of the Mandal Parishad-Zilla Parishad shall be determined by ballot, if necessary.

40. No member shall be entitled to ballot for more than one resolution at a time.

41. Resolutions be allotted but not reached or disposed of shall lapse.

42. A member shall be at liberty to give fresh notice in respect of resolutions which have lapsed.

43. Not more than ten resolutions according to the order of priority determined by ballot shall ordinarily be set down for every meeting.

44. A member in whose name a resolution appears on the list of business shall, when called on either--

(i) move the resolution or

(ii) Withdraw the resolution, in which case he shall continue himself to a more statement to that effect.

45. If the member when called on is absent. the resolution standing in his name shall be considered to have been with drawn.

46. Every resolution which has been moved shall be seconded, otherwise, it shall not be discussed, nor shall any question be put on it.

47. The discussions on a resolution shall be strictly limited to the subject of the resolution.

48. When any resolution involving several points has been discussed it shall be in the discretion of the presiding member to divide the resolution, and put each or any point to vote separately as he may think at.

49. Routine resolutions, namely, regarding periodical statements and proceedings of the standing committees and the like, may be put to the meeting by the presiding member without their having been moved or recorded.

50. The presiding member has the same right of moving or speaking on a resolution or motion as any other member.

Questions

51. Notice of a question shall be given at least fifteen clear days before the sitting of the Mandal Parishad/Zilla Parishad at which it is to be asked and a copy of the question shall be submitted with the notice. Provided that the presiding member may allow a question to be asked with shorter notice than fifteen days, or may extend the time for answering a question. The Mandal Parishad Development Officer/Chief Executive Officer or any other officer concerned with the subject with the permission of the presiding member may answer interpellations and supplementary questions thereon.

52. A question may be asked for the purpose of obtaining information on any matter pertaining to the administration of the Mandal Parishad/Zilla Parishad.

53. In order that a question may be admissible, it shall satisfy the following conditions:-

(i) It shall not contain any name or statement not strictly necessary to make the question intelligible.

(ii) If a question contains a statement, the member asking shall make himself responsible for the accuracy of the statement.

(iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements.

(iv) It shall not ask for the expression of opinion or the solution or an abstract or of a hypothetical proposition.

(v) It shall not ask about the character or conduct of any person except in his official or public capacity.

(vi) It shall not pertain to the individual grievances or complaints of members of the Mandal Parishad/Zilla Parishad or of the employees of the Mandal Parishad/Zilla Parishad or Government.

(vii) It shall not be of excessive length.

(viii) A question once fully answered shall not be asked again.

54. The presiding member, may, within the period of notice, disallow any question or any part of question on the ground that it relates to a matter which is not primarily the concern of the Mandal Parishad /Zilla Parishad and if he does so, the question or part of the question shall not be placed on the list of questions.

55. The presiding member shall decide on the admissibility of question and may disallow any question when, in his opinion, it is an abuse of the right of questioning or is in contravention of these rules or on the ground that it cannot be answered in the public interest.

56. (i) The questions which have not been disallowed shall be entered in the list of questions for the day and shall be called if the time made available for

questions permits. in the order in which they stand in the list, before any other business is entered upon at the meeting

(ii) If a question stands in the name of more than one member, the presiding member may permit any one of such members present to ask the question. if none of the members who put the question is present, the question shall not be taken up.

57. The first thirty minutes of every ordinary meeting shall be available for the asking and answering of questions.

58. Interpellation received at a particular meeting shall be disposed of in the same meeting and shall not be adjourned for the next or subsequent meetings.

59. Any member may, at any time raise a point of order for the decision the presiding member but in doing so, shall confine himself solely to stating the point.

Putting The Questions

60. After the debate on a question is concluded, the presiding member shall put the question to vote.

61. When a question is put to vote the presiding member shall call for a show of hands, and he shall count the hands shown for or against, and declare the result.

62. All questions which may come before the Mandal Parishad/Zilla Parishad at any meeting shall be decided by a majority of the members present and voting at the meeting. and in every case of equality of votes, the presiding member shall have and exercise a second or casting vote.

63. An item of business may be passed over if no motion is proposed in reference thereto.

Breaches of Order

64. A member is guilty of breach of order, who

(i) Uses objectionable offensive words and refuses to withdraw them or offer any apology,

(ii) Willfully disturbs the peaceful and orderly conduct of the meeting

(iii) refuse to obey any order from the Chair: or

(iv) does not resume his seat when the presiding member rises in his chair or when he is called upon to do so by the presiding member.

65. Any member may take objection to any offensive words.

66. A member may move a motion if he considers the words used by the other member are offensive, to declare it as offensive, if the motions is agree, the presiding member shall direct the member who used them to withdraw the words.

67. Objections to offensive words shall be taken when the words are used and not after another member has begun to speak.

68. If the presiding member declares that the words used by a member are offensive and if the member does not withdraw the same after a direction has been given under rule he shall be guilty of breach of order.

69. The presiding member, after having called the attention of the Mandal Parishad/Zilla Parishad to the conduct of member who persists in irrelevance or in tedious repetitions either of his own arguments or of the arguments used by other members in debate, may direct him to discontinue his speech.

70. The presiding member may direct any member whose conduct is in his option. Grossly, disorderly, to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and assent himself during the remainder of the day's meeting, if any member so, the member shall be absent from meetings of the Mandal Parishad/ Zilla Parishad for a certain period not exceeding four months provided that such absence shall not be a ground for purpose of disqualification.

71. The president/Chairman may, in case of grave disorder arising in the meeting of the Mandal Parishad/Zilla Parishad, suspend any sitting for a time to be named by him.

Closure

72. At any time after a motion has been made and at the end of a speech, any member may move "that the question be now put" and unless it appears to the presiding member that such motion is an abuse of the rules of the Mandal Parishad/Zilla Parishad or an infringement of the right of reasonable debate. the question "that the question be now put" shall be put forthwith and decided without amendment or debate. Should the motion be carried, the presiding member shall take the consensus of the meeting whether the mover be allowed to reply. If the mover is so allowed he shall bring his reply to a close within five minutes. After that or should the reply by the mover be not allowed. The motion or amendments under the debate shall be at once put to vote.

Miscellaneous

1. The Mandal Parishad Development Officer shall have the custody of the proceedings and records of the Mandal Parishad and the Chief Executive Officer shall have the custody of proceedings and records of Zilla Parishad and all the Standing Committee thereof.

2. The Mandal Parishad Development Officer/Chief Executive Officer may grant copies of the proceedings and records of the Mandal Parishad/Zilla Parishad and the Standing Committee on payment of such fees as the Mandal Parishad/Zilla Parishad may prescribed.

Conducting meetings-Important sections and rules:

Parishad means assembly. Mandal Praja Parishad means People's Assembly organized at Mandal level. We will know about the organization of Mandal Parishad meetings, which is the HEART of Mandal Praja Parishad's administration. The Mandal Praja Parishads have been legislated to enable them to function as effective local governments. The following are the important Steps and arrangements.

ARRANGEMENTS FOR MANDAL PRAJA PARISHAD MEETINGS

Mandal Praja Parishad –Types of meetings, different committees, power to make bye laws and co-ordination at Mandal Level.

I) MANDAL PARISHAD GENERAL BODY MEETINGS: (Sec-160)

1. Public Representatives and Officers attend for Mandal Praja Parishad meetings.

- i. Elected members of Mandal Praja Parishad
- ii. Ex-Officio members of Mandal Praja Parishad
- iii. Permanent Invitees of Mandal Praja Parishad
- iv. Special Invitees of Mandal Praja Parishad
- v. Officials of various Departments who are required to attend.

a) Details of Public Representatives and officers who are participated in Mandal Praja Parishad General Body Meetings.

Elected Representatives:

- i. Mandal Praja Parishad President ((SEC 149(1)(i) &151,153))
- ii. Mandal Praja Parishad Vice Presidents ((SEC149(1)(i) &151,153))
- iii. MPTC Members ((SEC 149(1)(i) &151,154))
- iv. Co-Opted members elected from minority groups.

Ex-Officio Members:

- i. Member of Legislative Assembly ((SEC 149(1)(ii))
- ii. Member of Parliament (Lok sabha) ((SEC 149(1)(iii))
- iii. Member of Parliament (Rajya sabha) ((SEC 149(1)(iv))
- iv. Member of Legislative Council ((SEC 149 (1) (ii a))

Permanent Invitees (SEC-158):

- i. Zilla Praja Parishad Chairperson
- ii. Z.P.T.C. members
- iii. The Gram Panchayat Sarpanches
- iv. The Chairpersons of the Agricultural Market Committee

District Collector

Special invitees (SEC-159):

Subject Experts

Presidents of Primary Agricultural Co- Operative Credit Unions Appointed by vide orders G.O. Rt. No. 1583, dated 15.12.2008

Officers:

Mandal Praja Parishad meeting shall be attended by Officials of the Departments to whom decentralized functions have been transferred, Mandal Level officers & staff of Mandal Praja Parishad office and incharges of different schemes.

b) Voting Rights to the Elected and EX-Officio members of the MPP:

1. Members to vote in MPP general/urgent/requisition meetings

- i. MPTC members
- ii. All Ex-Officio members

2. Voting rights to members in Special meetings like election of President, Vice-President, Co-Opted members and No confidence motion on President & Vice-presidents.
 - i. MP (Loksabha)
 - ii. MP (Rajyasabha)
 - iii. MLA
 - iv. MLC
 - v. Co-Opted members
 3. Voting rights to the members in special meetings for approval of MPP Budget:
 - i. MPTC members
 - ii. Ex-Officio members
 4. The MLA concerned shall have the right to vote in all Mandal Praja Parishads within the constituency of an MLA (Members of Legislative Assembly).
 5. In all Mandal Praja Parishads within the constituency of an MP (Members of Lok Sabha), the respective MP shall have the right to vote.
 6. An MP (Members of the Rajya Sabha) has the right to vote only in the constituency in which he is registered as a voter.
 7. An MLC (Members of the Legislative Council) has the right to vote only in the constituency in which he is registered as a voter.
2. MANAGEMENT OF MANDAL PRAJA PARISHAD MEETINGS: is mandatory as per APPR act 1994 SEC-160.
- i) Mandal Praja Parishad Meetings-General Rules(G.O.MS NO .218, PR&RD relief(Mandals-2)dated 31.03.1995)).

ii) Types of Mandal Parishad Meetings:

1.General Body Meetings:

- a) General meeting
- b) Urgent Meeting
- c) Special Meeting
- d) Requisition Meeting

a) General meeting

Notice must be given to the member at least six (6) days (excluding the date of receipt of the notice of meeting, the date of the meeting) in advance (Rule-4(1)).

b) Urgent Meeting

In cases of emergency matters, urgent decisions are to be taken, a meeting with at least two (2) days' notice (Rule-4(2)).

c) Special Meeting

A special meeting is a meeting arranged to take a decision on a particular matter. In order to make arrangements for the special meeting, a notice with the agenda should be sent to the member at least seven (7) days.

d) Requisition Meeting.

When 1/3rd of the members present in the Mandal Praja Parishad have signed a written request to introduce a resolution to deal with any issue, the M.P.P should arrange a separate meeting. (Rules-6(1))

Note: In a duly constituted Mandal Praja Parishad meeting, the postponement of the meeting is not possible unless half of the total number of members present, requested to reschedule for another date. (Rule-7(2))

Preparation of agenda for the meeting: (Rule-5)

Mandal Praja Parishad Development Officer prepares the meeting agenda in consultation with the Mandal Praja Parishad President. Mandal Parishad Development Officer should prepare notes related to each item in the agenda with issues to be considered.

No meeting shall be held without giving notice of the date, time and place of the meeting along with the agenda of the meeting to the members within the prescribed period. (Rule -4(1)).

Procedure of issuing meeting notice

(G.O.MS.No.506, dated: 06.08.94)

The persons who are not reside in the Mandal; the notice of general, special meeting shall be posted at least 10 days & 6 days in advance to their residence through register post.

Seating Arrangements in Mandal Praja Parishad Meetings

Mandal Praja Parishad Presidents, M.L.As., M. Ps should be provided seats on Dayas (Government Memo No. 57385/Mandals-III/96-1 dated 12.01.1996).

Public attendance at Mandal Praja Parishad meetings (Rules-11)

Only elected public representatives of the Mandal Praja Parishads, Special Invitees, concerned officers, Permanent and other invitees are allowed to attend the meetings of the Mandal Praja Parishad. (Memo. No. 27712/Mandals-III/96-1, dated 24.07.1996).

Non-attendance of meetings (Sec. 156 (2) & Sec. 20). There is no excuse for not attending. However, in the case of women, if they are pregnant or lactating mother, there is an exemption to up to 4-months for a written appeal. These rule also applicable for co-option member.

This disqualification does not apply to ex officio members listed in section 149(I)(II)(III)(IV)

Each meeting should be presided over by Mandal Praja Parishad president. Mandal Prajaparishad Vice-Presidents preside over the meeting in the absence of Mandal Praja Parishad presidents. rule (8 to 10)

The procedure of maintaining the decency in meetings:(Rules-24, 25 and 26)

Members should sit in the order of their allotted seats.

Members should not move from their respective places.

Members who want to speak shall stand.

Whenever the M.P.P got up from his seat the member shall stop his speech and sit.

Quorum (Rules 13 & 14)

The minimum number of members required to conduct the meeting is called **quorum**. At least 1/3rd of the total number of members of Mandal Praja Parishad must attend to conduct meeting.

Quorum does not include permanent invitees and special invitees.

If there is no quorum at prescribed time shall wait for ½ hour / (30 minutes) after that the meeting shall be postponed by M.P.P to the same day another time or next day. (Rule-14(1)).

Quorum should be maintained from the beginning to till the end of the meeting.

Quorum for Special meetings

In a special meeting the members as per the sections of 149,151,153 and 154 will possess voting right

In the meetings held for the election of Mandal Parishad President, Vice-President, Co-option member and no-confidence motion meetings, there will be no voting rights for M.L. A, M. P, and M.L. Cs

Postponement of meeting for the lack of quorum. (Rule 14(2) (3))

Quorum for Co-option member election (G.O.MS No.173, Dated.10-05-2006)

Quorum for President and Vice-President Elections (section 149(1)(1))

(G.O.MS No.173, Dated.10-05-2006)

The order of discussion in Mandal Praja Parishad meeting (rule 23)

Rules to be observed by the congregation while speaking in the meeting (Rules-17)

Do not talk about court pending matters.

After one person has changed the decision of the meeting or the introduction of the proposal, neither the introduction nor the reinforcement of the other party shall be involved in the action (Rules-18)

The presiding council shall not vote on a proposal again after it has been put to vote (Rule-19)

Any member shall, without the permission of the M.P.P, exceed five (5) minutes (Rules-21)

If the members feel that there is an advantage in the matter. (Rule-22(1),22(2),22(3),22(5))

If there is financial advantage to M.P.P (rule 22(4)22(5))

Questions in Mandal Praja Parishad Meetings (Rule 51 to 59)

Conditions to allow the questions (rule no 53)

Moving proposal for voting (rule 60 & 61)

Casting vote/Decisive vote (rule no: 62)

Process of resolutions Rule (32 to 50)

Emergency resolutions Rule (27 to 31)

Recording the proceedings of meeting or minutes (Rule 16&12)

Violation of rules (rule 64 to 70)

Meeting Closure (rule 72)

Meeting Registers

- a. Agenda register
- b. Members attendance register
- c. Minutes register

There as similarities in Assembly session and Mandal Praja Parishad Meetings

Mandal Praja Parishad can take action against the officers who are absent for the meetings

Functional committees of Mandal Praja Parishad (G.O.MS No:148 PR & RD Dated:24.4.2008)

1. Natural resource management functional committee
(Agriculture, Veterinary, Fisheries, Watersheds)
2. Infrastructure development functional committee
(Roads, Culverts, Drainage)
3. Human resources management functional committee
(Education, Health, Sanitation, SC, ST, BC, Minorities, Woman and Children, Aged persons welfare)

Mandal Praja Parishad joint committees

APPR Act Section 175,176

G.O.MS No: 435, Dated: 15.07.1994.

Joint committees for ferries (G.O.MS No:87,Dated:13.03.2000)

BYELAWS (S.259)

Rules have been issued in G.O.Ms No.434 PR&RD and Relief,(Mandals DI) dated.15.7.95 regulating the procedure for making Bye laws by the Gram Panchayats/ Mandal Parishads/ Zilla Parishads. To begin with, the Gram Panchayat must publish the draft of proposed Bye laws or alternation of Bye laws calling for objections and suggestions within a period of not less than 30 days. Bye laws or alteration of Bye laws will have effect only when they are approved by the Commissioner in case of Gram Panchayats, Zilla parishads in case of Mandal Parishads and Government in case of Zilla Parishads. The Bye laws so approved shall be published in English and Telugu in the District Gazette and will come into force on the expiry of 30 days after such publication.

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Chapter-6

MANDAL PRAJA PARISHAD IN INFRASTRUCTURE DEVELOPMENT

The various infrastructure facilities to be constructed and maintained by the Mandal Parishads are categorized as follows:

I. Basic and Core Functions

II. Provisions for Devolved Functions

III. Protection of properties – Role of MPPs

I. BASIC AND CORE FUNCTIONS

A Drinking water

B. Sanitation

C. Sparks and social forests

D. Roads

E. Development of Minor Irrigation sources

F. Mandal Praja Parishad Markets/ Shopping Complex

A) DRINKING WATER:

a) Importance: Water is more essential for human life. It is the first task of Gram Panchayats, Mandal Praja Parishads and Zilla Parishads to provide safe drinking water to the people in the village at least 55 liters per person per day. If there is no water, the village will become a wasteland. Most of the diseases that people can get are due to drinking contaminated water or a unhygienic environment.

b) Drinking Water Sources:

1. Single Village Scheme (PWS - Protected Water Supply Scheme): This Protected Water Supply Scheme is spread throughout the Gram Panchayat or a part of Gram Panchayat. This scheme is managed by Grama Panchayat.
2. CPWS (Comprehensive Protected Water Supply Scheme): A scheme to supply safe water to one or more gram panchayats and these are managed by Mandal/Zilla Praja Parishad.

3. Hand pumps: The villages in which there is no PWS, CPWS schemes water supply is done through hand pumps. Mandal Parishads will be responsible for managing these hand pumps.

Drinking Water Supply-O&M (Operation & Maintenance):

Maintenance of Drinking Water Sources:

- The surroundings of drinking water sources should be kept free of plants, dungheaps, waste water and garbage.
- A platform, soak pits should be constructed around the water structures like borewells etc.

Maintenance of OHSRs

- **Process of Chlorination:** Chlorination must, if water supplied by the Gram Panchayats is to be clean and safe.
- Motor Maintenance
- Filterbeds Maintenance
- Pipeline Maintenance
- Taps Maintenance
- Quality Maintenance
- Water Quality Tests

Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishads take part in efficient administration by carrying out drinking water related works.

1. Hand Pumps
2. CPWS schemes
3. Groundwater Augmentation and conservation

Technical aspects

Under section 162(1) (xi) (i) of the APR Act, construction of water supply schemes operated by one or more Gram Panchayats, management of joint water supply structures or to carry out any construction work with its consent can be handed over to the Mandal Praja Parishad on conditional basis. The functions mentioned below have been transferred to Mandal Praja Parishad vide Government Order No.569. P.R.&RD Department (RW.S.1) dated 22.12.2007

- 1) Development of water supply systems
- 2) Planning in maintenance of comprehensive protected water supply systems (CPWS schemes) in more than one Gram Panchayat.

- 3) Protected water supply schemes, maintenance of hand pumps and planned according to release of funds
- 4) Undertaking water transportation, renting borewells for water supply.
- 5) Checking water quality.

Mandal Praja Parishad programs:

- * Inspection of tanks, pumps, valve chambers, force of water should be checked.
- * The process of chlorination is done by checking the dose of chlorine through chloroscopes and the details in the logbook must be registered.
- * Taps / hand pumps and bore wells should be kept free of water contamination.
- * Leakages should be identified, reported and repaired.
- * Water quality tests should be done before and after monsoons.
- * Formation of technical committee to assist gram panchayats in implementation of watershed programmes.
- * Integration of watershed schemes with various other schemes of individual beneficiaries to achieve desired results.
- * Monitoring the implementation and progress of watershed projects.
- * Coordinating various agencies and departments implementing watershed schemes.
- * Capacity building for the implementation of water sheds through Mandal Velugu Training Centres, Cluster Livelihoods Training Centres.

B. SANITATION:

- ❖ Importance of sanitation.
- ❖ What is sanitation management?
- ❖ Sanitation management at Individual, household and community/village levels.
- ❖ GP/MPP part to achieve sanitation in the village.
- ❖ coordination with health worker, Engineering Assistant and Volunteers.

Infrastructure provided by the mandal praja parishads in the following four aspects relating to sanitation management.

- 1) Village with out open defecation.
- 2) Solid waste management.
- 3) Liquid waste management.
- 4) Facilities in Burrial grounds.

1. Villages without open defecation: Actions to be taken by gram panchayats and mandala Prai parishads to overcome the problem of open defecation.

- Construction and proper maintenance of Individual sanitary latrines.
- Community Sanitary Complexes.

2. Solid waste management: Construction and maintenance of SWPC sheds

- i. Stages of construction in SWPC sheds
 - a) Construction of vermin compost pits.
 - b) Construction of Nadep pits.
- ii. Goods/Facilities required:
 - a) Dustbins
 - b) Tricycles
 - c) Safety kits
 - d) Electricity and Water Facilities.
 - e) Fencing, gate
 - f) Toilet Facility.
 - g) construction of Watchmen shed.
- iii. Appointment of Green Ambassadors.
- iv. Segregation of dry waste and wet waste.
- v. Operation Zero Waste Management (OZM).
- vi. Process of Uberization.
- vii. Two stages in compost preparation.
- viii. Significance of Vermicompost.
- ix. Bed preparation - release of earthworms.
- x. Statues of national leaders.
- xi. Greenery and plantation.
- xii. Plastic cutter/Shredder cum glass pulverizer.
- xiii. Polythene cutter.
- xiv. Incinerator.
- xv. Animal and Bird laying Area (ABLG).

- xvi. NotifiedCollectionYard (NCY).
- xvii. Equipmentrequiredfor maintenanceofSWPC
 1. Spade (Paara)
 2. Watercan
 3. Dimmesa.
 4. Thornspade.
 5. Gunapam.
 6. Sandsieve
 7. Gunnybags.
 8. Weighingmachine
 9. Packingmachine.

Responsibilityofmandala Praia parishadsinproper maitanence ,monotaring SWPC sheds.

3. LIQUIDWASTEMANAGEMENT:

1. Black Water management
2. Grey water management

4. BetterfacilitiesinBurialGrounds:

Mandal Parishad should endeavor to provide the below mentionedfacilitiesinburialgrounds

1. Roadfacility
2. Levellingofgraveyards
3. Waterfacility
4. Bio-fencing, Protectingwall
5. Crematorium,Bathing fecility
6. Plantation.

C.PARKSANDSOCIALFORESTS

- ☞ Developmentofparks
- ☞ Establishmentandmanagementofnurseries
- ☞ Plantationprogrammes.

D.ROADS

Construction,maintenanceanddevelopmentoflinkroads.Mandalprajapar shad roleinmaintenanceofLinkroads.

Mandal praja parishad role in planning and implementation of PMGSYprogrammesinConstructionofRoadsandculverts.

E. DEVELOPMENT OF MINOR IRRIGATION SOURCES:

✓ **Types of Tanks**

1. drinking water ponds.
2. Fish ponds
3. Irrigation Ponds
 - ✓ Water Conservation Measures - Role of Local bodies.
 - ✓ Safety, silting and repairs of Bunds.
 - ✓ Maintenance of Feeder Channels.
 - ✓ Desilting of Ponds.
 - ✓ Maintenance of Community Wells.

F. Mandal Praja Parishad Markets/ Shopping Complex:

The mandal praja parishad has to build shopping complexes in the places under its jurisdiction and also provide necessary infrastructure facilities to generate income within the mandal.

(Section 259 and GOMS NO 434 Dated 15/07/1994)

II. PROVISIONS FOR DEVOLVED FUNCTIONS

- A.** Organization and Management of Mandal Praja Parishad primary/Upper primary Schools.
- B.** Health Centers.
 - Primary Health Centers.
 - Health Sub Centers.
- C.** Veterinary Hospitals.
- D.** Infrastructure relating to Agriculture.
 - Crop Threshing places.
 - Agriculture Warehouses.
- E.** Women and Child Welfare Facilities.
 - Anganwadi schools
 - Mahila mandala Buildings (GOMS NO 569 PR&RD(RWS-1) dated 22-12-2007.
 - D.M.T.C.
- F.** Social Welfare Facilities:
 - Community Buildings
 - Social Welfare hostels.
 - Adult education centers.

IV. PROTECTION OF PROPERTIES – ROLE OF MPDS

The primary function of Democratic government is to be accountable to the people, for this there is a need to protect the public assets. Mandal praja parishad as a local government should constantly monitor to protect government properties under its jurisdiction.

Protection of Assets - Responsibility of Mandal Praja Parishad:

The main function of a democratic government is to be responsible to the people as part of which there is also the need to protect the assets belonging to the people. As a local government, the Mandal Praja Parishad should continuously monitor the government assets under its jurisdiction to protect them. The Mandal Praja Parishad should be responsible for the protection of all the assets as the local government at the mandal level.

These assets i.e. the following items/institutions were mainly passed on to the samitis when the Panchayati Raj system was established as per the recommendations of the Balwant Rai Mehta Committee made in 1959.

- School Education- Schools
- Link Roads Between Villages
- Primary Health Centres
- Agricultural Warehouses
- Veterinary Centres.
- Wells
- Artificial Insemination Centers, First Aid Centres
- Adult Education Centres,
- Libraries
- Social Recreation Centres
- Sewing Training Centres

After Mandal Praja Parishads were formed in 1994, they were vested with assets as mentioned below. They can be divided into two types.

1. Inherited And Owned Assets
2. Assets Created By Allocation Of Mandal Praja Parishad Funds

Inherited And Owned Assets

- ❖ Hand Bores
- ❖ Mandal C. P. W. S Schemes
- ❖ Primary School Buildings
- ❖ Mandal Praja Parishad Office Building, Staff Quarters Buildings.
- ❖ Own Sites.
- ❖ Link Roads
- ❖ The Check Dams Constructed Under The Watersheds
- ❖ Assets In The Form Of Gifts And Donations To The Mandal Praja Parishad.

Assets Created By The Allocation Of Mandal Praja Parishad Funds.

- ❖ Ferries
- ❖ Hospital Buildings
- ❖ Cemeteries
- ❖ Veterinary Clinics
- ❖ Social Gardens, Nurseries
- ❖ Minor Water Sources

The Mandal Praja Parishad, a mid-level local government, as a corporate entity, may have assets anywhere. This means that the Mandal Praja Parishad shall not lose the right over its properties if the area within the jurisdiction of the Mandal Praja Parishad constituted under Section 148 is subsequently included in the municipalities or in any of their other jurisdictions. This means that the Mandal Praja Parishad has the right of ownership when the property is within the purview of any municipality. An example of this is the weekly market "Indira Market" of Narsipatnam Mandal Praja Parishad in Visakhapatnam district. However, in the course of time, when any Mandal Praja Parishad is fully merged with any municipality, the government takes a decision on the assets belonging to the Mandal Praja Parishad and issues orders.

The management of assets related to mandal parishad can be protected and 23 per cent of the general funds can be spent for pre-maintenance. Also, the **15th Finance** Commission funds can be spent from **UNTIDE** funds for the maintenance of various assets. Thus, the Mandal Praja Parishad should be deemed to be directly and indirectly responsible for the above assets. The Mandal Praja Parishad should exercise its right and authority over the assets set up by it to protect the assets.

Asset management policy

- 1.** Setting up a protective fence around the identified assets
- 2.** To set up a board in the name of Mandal Praja Parishad at the relevant site with the details of the property.
- 3.** The programs of the Mandal Praja Parishad are frequently conducted in the area where the properties are located..
- 4.** Continuous monitoring using technology such as digital fencing
- 5.** Mandal Praja Parishad Presidents, Vice Presidents, MPTC. Members, MPDO And an action committee with mandal-level officers should be put into action.
- 6.** The protection of mandal praja parishad assets should be considered as the strength of the local government and should take a pledge and abide by it.
- 7.** Section 148(4) of the Andhra Pradesh Panchayati Raj Act, 1994 empowers the Mandal Praja Parishad to acquire, own and spend property in its name. A review of his assets should be conducted every three months to make it a full-fledged success.
- 8.** As per government GO No.18, dated 24.03.2017, mandal praja parishad should make allocations from the general funds and conduct a monitoring inspection on the assets to be spent. (G.O. No. 18 is fully dealt with in Chapter 7)
- 9.** These assets should be uploaded in the National Asset Directory (NAD) of the Panchayati Raj Department.
- 10.** In the 15th Finance Commission, provisions were given to spend the untied funds on 29 items. It is, therefore, necessary to recognise the jurisdiction of the local government directly and indirectly over the assets within the 29-point area and to protect the assets of the respective institutions.
- 11.** In order to protect the aforementioned assets, the status of assets should be reviewed in the general meetings held every month by each Mandal Praja Parishad, i.e., this issue must be included in the agenda of every meeting. For example, review matters relating to school buildings with school headmasters and take steps towards the conservation of school buildings from time to time. For example, surveying the sites of existing schools and fencing or bio-fencing for their protection.
- 12.** The Mandal Praja Parishad should encourage the Mandal Praja Parishad to play an active role in protecting the assets of the Mandal Praja Parishad.

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Chapter-7

REGULATORY POWERS OF MANDAL PRAJA PARISHAD AND PRECAUTIONARY MEASURES

We know that Mandal Praja Parishads' primary responsibility is to improve the fundamental standards of people living in rural areas by providing the infrastructure they require. The Mandal Praja Parishads have been given authority by our state government to form and carry out plans for economic development and social justice related to the 29 items included in the 11th schedule of the Constitution through the 73rd amendment, as well as some specific items in schedules 1 and 11. The transfer of power has occurred. Each Mandal Praja Parishad, with the consent of the relevant Zilla Parishad, shall make Bye Laws (Bye Laws) to carry out any of the Mandal Praja Parishad established for the purposes of the State Government.

1 Management of hand pumps - Mandal Parishad Regulatory powers:

Each Mandal Praja Parishad has a few hundred hand pumps, and the people are meeting their needs. These hand pumps are frequently broken and need to be repaired. However, in some cases, people can damage these hand pumps such as blowing and stealing hand pump parts, rough handling of hand pumps, causing an unsanitary environment in hand pumps, and becoming factors in the spread of infections.

Due to the accumulation of water around the pump, it causes the spread of mosquitoes and poses a threat to public health. Some people are also involved in washing clothes and bathing by hand. Mandal Praja Parishad, the owner of the hand pumps, is responsible for mechanizing all these.

The following persons may report to the Mandal Praja Parishad about their damage to hand pumps.

1. Any villagers
2. Gram Panchayat.
3. M.P.T.C. members

Gram Panchayat Staff: Engineering Assistant, Panchayat Secretary, Village Volunteer, and any other staff may be subject to Mandal Praja Parishad's scrutiny.

Role of Mandal Praja Parishad

- The staff of Gram Panchayat should be given practical knowledge on the management of hand pumps.

- Awareness should be created among the people on the maintenance of hand pumps- maintaining cleanliness in the vicinity of hand pumps.
- The people listed above should be made aware. Mandal Praja Parishad is concerned about taking legal action against those who violate the law.
- Bye- laws should be prepared and approved by the Zilla Praja Parishad. The bye-laws are clear about the amount of fine to be charged for each violation from the violator to be specified.
- Appropriate steps should be taken to ensure that delinquency fee is collected by the Gram Panchayat and credited to the general funds of Mandal Praja Parishad.
- Water samples should be collected from the hand pumps within a fixed period and quality tests should be done.

2. Comprehensive Protected Drinking Water Scheme (CPWS):

Drinking water supply schemes involving two or more villages are called Comprehensive Protected Drinking Water (CPWS) schemes. Since it is difficult to manage such schemes at the level of a Gram Panchayat, these schemes are maintained by either Mandal Praja Parishad or Zilla Praja Parishad or gram panchayats.

Losses may occur in some of the CPWS schemes listed below.

- * Stealing motors
- * Damage to pipelines
- * Contamination of water sources
- * Excavation of pits
- * Adding water by attaching electric motor to pumps/pipelines.
- * Cutting and stealing electrical wires (cable wire).
- * Illegal use of potable water by private individuals for their agricultural lands.

Mandal Praja Parishads should take legal action against those who commit such errors by enacting Laws. Penalties should be determined based on the severity of the error/damage, and should be clearly stated in the bylaws and approved by the Zilla Praja Parishad.

3. Water conservation measures

Act of WALTA:

The Water, Land, and Trees Act, 2002 was enacted by the State Government in order to conserve existing ground water resources and provide sustainable water resources for future generations. Panchayat Raj Rural Development Department, Government Order 339, 6-11-2004 Walta Act implementation rules have been issued.

Mandal Walta Authority has been established at the Mandal level to oversee the implementation of this Act, chaired by the Tahsildar.

This authority's vice-chairman will be MPDO.

The District Collector appoints two M.P.T.C. members to this authority.

According to the Walta Act, all bore wells and reservoirs must be registered in their own unique way.

To dig a new borewell, anyone must first obtain permission from the Mandal Walta Committee.

According to WALTA Rules (Rule 15), the government can take over private bore wells owned by anyone and provide drinking water to the public in emergency situations.

Mandal Praja Parishad should direct that while giving building plan approval each Gram Panchayat takes appropriate steps to ensure that the building construction along with soak pits and water conservation structures are strictly constructed within the premises of the house (Rule 16).

The general body meeting of Mandal Praja Parishad should review this matter and provide appropriate guidance to Gram Panchayats.

The Mandal WALTA Authority should have control over the people and organization that pollute the water in rivers and wells, as well as the soil.

The zonal authority has the authority to regulate or prohibit such industries. This entails relocating the industry or halting production processes.

This issue can be discussed at the Mandal Praja Parishad's general body meeting. Rule (18,19)

Bore wells may not be dug within 250 metres (within a radius) of water bodies designated for public drinking water.

In the event of non-compliance with the borewell to borewell distance, the Walta Act measures and penalties should be coordinated on a Mandal walabasis. Borewells dug in contravention of the Walta Act may be closed.

According to the Walta Act, the penalty can be imposed from Rs 1000 to Rs 5000 and the vehicles and goods used for violating the rules should be seized.

What steps have been taken under the Walta Act. Discussions should be held in Mandal Praja Parishad meetings, Gram Panchayat meetings and functional committees.

4. Sanitation:

Individual toilets should be provided to households that do not have toilets.

Those who have not previously been sanctioned should be motivated and encouraged to construct toilets. Offences against people who defecate in public areas must be imposed and collected.

Gram Panchayats should be encouraged to collect penalties from people who commit open defecation in a way that China has prescribed. The amount of the penalty should also be decided by law, and Mandal Praja Parishad should issue by-laws to Gram Panchayats in this regard.

Public toilets:

There is a need for construction of public toilets in densely populated areas (bus stands, markets, markets, pilgrimages). Mandal Praja Parishad can construct public toilets at its own cost. The Mandal Praja Parishad may frame bye-laws to levy an offence fee on those found guilty of public defecation or public urination. Bye-laws should be formulated and approved by the Zilla Praja Parishad.

Toilets in offices:

The toilets in the schools are being maintained by the sanitation staff using the funds of the education department. Mandal Praja Parishad should review this issue.

Solid waste management:

Gram Panchayats should formulate by-laws for solid waste management. Gram Panchayats should make byelaws and encourage for implementation. The Mandal Praja Parishad should conduct a review on this matter.

Liquid waste management

Village panchayats should have bylaws on liquid waste management. The Mandal Praja Parishad should conduct a review on this issue as well.

5. Plantation:

The trees planted on both sides of the roads belonging to Mandal Praja Parishad should be protected. Mandal Praja Parishad should formulate bylaws to take action against those responsible for anything that happens to the plants. Zilla Praja Parishad to fix the delinquent fees and incorporate them in the by-laws. In case of damage to the fruit bearing plants belonging to Mandal Praja Parishad, appropriate action should be taken to punish the culprits as per the bylaws. Criminal action may also be taken.

6. Roads/culverts

In case of damage to Mandal Praja Parishad link roads, laws should be prepared to impose penalty on the persons causing the damage and appropriate actions should be taken as per the bylaws. Mandal Praja Parishad may be damaged as shown below.

1. Driving tractors without sets on roads
2. Driving of heavy load lorries on the roads cause the roads to be blocked. 3. Traffic on the roads will be disrupted.
4. Digging roads, dumping sewage on the road, otherwise damaging the road, closing roads, building walls, etc. will cause damage to the safety of roads. Mandal Praja Parishad bylaws should be drafted and implemented on these matters. Therefore, measures should be taken to mitigate the loss.

7. Minor source water bodies

Small water bodies under Mandal Praja Parishad may be damaged in the following ways.

- * Weakening of pond embankments.
- * Stealing shutters, stealing broken stones.
- * Evaporating grass, removing and moving the soil in the pond bed
- * Harvesting without permission.

Actions like encroachment of the pond caused damage. Byelaws should be formulated and measures should be taken to prevent this loss.

Mandal Praja Parishad Markets, Shopping Complexes

- * Mandal Praja Parishad make Bylaws for the management of Mandal Praja Parishad markets and shopping complexes
- * By-laws should be framed for actions of occupiers who keep the shopping complex vacant and cause loss of income, damage to property.
- * Avoiding operation of unlicensed objectionable (liquor, meat etc.) businesses in violation of license terms.

Regulation of private markets established in Mandal Praja Parishad premises

(Section 108 & 112)

- Construction of roads, gates, canals, pits, latrines etc. to markets.
- The whole or part of the market premises should be cemented and roofed.
- Ensuring clean air and light in the area.
- Supply of fresh water. Ensuring sufficient space between shops.
- Ensuring cleanliness of the markets, regular removal of garbage and shifting it from Gram Panchayat garbage to Sampada manufacturing center. (SWPC)
- Scales prevent differences in measurements and adulteration of goods.

Mandal Praja Parishad may suspend the license of such person in case of failure of the private market owner to carry out the above-mentioned works. Markets without renewing the license during the period of suspension conducting is illegal.

8. Ferries-mandal praja parishad regulating powers

The Mandal Praja Parishad has the authority and responsibility for the construction and maintenance of inter-link roads, ferries, and routes under the Andhra Pradesh Panchayat Raj Act, 1994, Schedule-11.

Handing over 18 ferries in various districts of the state to Mandal Praja Parishad via G.O.M.S.No.22, dated 13.01.1999, Panchayati Raj & Rural Development (MDL-1) Government orders.

Management of Ferries: Mandal Praja Parishad Powers:

People living on the banks of the river use ferries to cross from one bank to the other. If the ferries are in the same Gram Panchayat, then the concerned Gram Panchayat will have the authority to manage them. When there are ferries connecting public roads in more than one gram panchayat, joint committees are formed to manage them. (Section 175 and G.O. M.S.No.

435, dt.15.07.1994)

Members in Joint committees: Gram Panchayat Sarpanch, Mandal Territorial Constituency Member, Nominated Voter (Experienced in Ferry Management) and Extension Officer (PRRD).

9. Duties of the Joint Committee:

- Looking after the management of ferries.
- Levy of fees as per the rates fixed by the committee keeping in view the rates fixed by the Government, on goods, on animals carried on leashes, on passenger vehicles.

Ferry fare details visible to passengers on all sides of the ferry in Telugu and boards should be set up in English language.

Number of sailors to be manned on the boat, number of passengers, animals, vehicles to be loaded keeping in mind the number of hours to be run and the type of boat and the quantity of other goods.

- The joint committee should utilize the fund under its purview for maintenance of nearby roads, provision of infrastructure for ferry passengers, and overhead expenses for ferry operations.
- The remaining net income after incurring the allowable expenditure related to Sherry Management shall be distributed among the concerned local bodies in equal proportion after the end of the financial year.

The Mandal Praja Parishad may make bye-laws (bylaws) under the Andhra Pradesh Panchayat Raj Act (1994, Section 259) regarding the management of ferries.

10. Power to regulate schools:

Among the primary and secondary schools established under the management of Mandal Praja Parishad, even though the department spends funds and provides properties, the immovable properties constructed by them will be transferred to the Mandal Praja Parishad. Mandal Praja Parishad should prepare bylaws to protect these assets. Breaches should be taken seriously.

- In case of encroachment of school premises, notices should be given as per bylaws.
- Civil criminal action should be initiated if the places are found to be unsanitary.
- Indulging in unsocial activities in schools.
- Cutting down trees - Stealing of wood.
- Tethering of cattle in the school premises
- Making the school premises unsanitary.
- Transfer of water in the school without permission by private persons.
- Damage to school property.
- Writing on school walls (either outside or inside).
- Unauthorized use of school premises by outsiders...

These issues should be reviewed in Mandal Praja Parishad meetings. Corrective measures should be taken...

Health Centers, Sub Centers, Veterinary Hospitals, Rural Animal Husbandry Centers, Women's Councils

If any such encroachment is brought to the notice of the Mandal Praja Parishad regarding damage to property such as buildings, social welfare hostels, community halls, Sakshara Bharat Kendras, health sub-centres, veterinary clinics, rural animal centres, women's council buildings etc. The issues should be mentioned in the Mandal Praja Parishad general body meeting and brought to the attention of the officials of the concerned departments. Such coordination should ensure security of assets within the mandal. A report of corrective action taken by them should be sent to Mandal Praja Parishad.

The following steps can be taken by the Agriculture Functional Committee (GOMS348 Dated: 18.02.2007)

1. Conduct soil tests for conservation of agricultural soil and proactively increase soil fertility. Actions should be taken. Also, farmers should be made aware to cultivate crops adapted to the suitable type of land.
2. In case of crop loss due to natural calamities, farmers should be made aware that they should get crop insurance so that farmers get compensation.

12. Tasks

The functional committee members in Mandal Praja Parishad ensure the quality of the work being done in the Mandal. To ensure that structures like roads and buildings are of good quality and robust by regular inspection.

Early actions should be taken. If there is a lack of quality in the structures, the responsible should be identified and actions should be taken.

13. Natural calamities:

According to Section 41 of the National Disaster Management Act 2005 Mandal Praja Parishad has to take the following steps as per the directions of the District Disaster Management Authority.

- a) Mandal Praja Parishad subordinate officers and staff should be trained to deal with disasters.
- b) Prepare human and financial resources to deal with calamities such as tsunami, typhoon, flood, drought, earthquake etc. which occur without warning.
- c) Measures should be taken to ensure that all types of structures and buildings constructed under Mandal Praja Parishad are constructed in accordance with the standards prescribed by the National, State and District Disaster Management Authority to avoid damage due to disasters.
- d) Steps should be taken in accordance with state and district plans for disaster relief, rehabilitation and reconstruction of damaged houses and other properties.
- e) Mandal Praja Parishad should take all necessary measures to effectively deal with calamities as per requirement.

**Actions to be taken by
Mandal Praja Parishad to deal with natural calamities:**

1. The Natural Resources Action Committees should take their responsibility of surveying and demarcating the canals, ponds of the mandal to prevent encroachment.
2. The available schemes like Mahatma Gandhi National Rural Employment Guarantee Scheme, (Planting of trees, construction of rain water conservation structures) and Water Shed (Check Dams) should be efficiently utilized to efficiently deal with and avoid disasters like drought or floods which occur frequently in accordance with the respective geographical conditions.
3. Undertaking silage pits, cultivation of fodder plants in empty places, first construction of cattle water etc. through employment guarantee scheme to maintain fodder in advance without causing problems in animal nutrition due to drought.
4. Mandal Praja Parishads in frequently flooded villages should construct facilities such as cyclone shelter houses and latrines for safe evacuation of the displaced, or support the maintenance and development of existing infrastructure.
5. Organizing training programs for people and staff at village level in collaboration with all government departments, voluntary organizations and volunteers to deal effectively with natural disasters.
6. The Mandal Praja Parishad should prepare a Disaster Management Plan in advance in coordinate with the Gram Panchayat under its jurisdiction.
7. Mandal Praja Parishads should work in line with state planning through available schemes and best practice simple methods in other areas to prepare local people and enhance their capacity to deal effectively with natural calamities like floods without any loss of life and property.

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Chapter –8

MANDAL PRAJA PARISHAD FUNDS

1. MANDAL PARISHAD GENERAL FUNDS AND THEIR UTILIZATION FOR VARIOUS PROGRAMMES

The assigned revenues like land cess/local cess, Surcharge on stamp duty, share in entertainment are adjusted by the Sub Treasury Officers. It is the duty of MPDO/Sr Asst to check up whether all statutory adjustments are made during each quarter/year. The population grant (per capita) grant released at the rate of Rs 8/- per head of population is released by Government and adjusted to general funds. Share of market fee from Mandal markets, rents from shopping complexes, income from remunerative enterprises, lapsed deposits, contributions received from public for a particular work like water supply scheme. Contributions from other local bodies, income from fishery sales, fish sales auction of sand, form part of general funds.

Mandal Parishad Fund consists of General funds and grants released by Government for specific purposes.

GENERAL REVENUES CONSISTS OF:

- 1) Rs 8/- Per capita grant on the basis of preceding censuses.
- 2) 1% out of 5% surcharge on duty on transfer of property collected and adjusted by Registration Department (in Mandal once)
- 3) 40% of portion of entertainment tax collected by Commercial Tax Department (the balance 60% being adjusted to concerned Gram Panchayats)
- 4) Petty Supervision charges at 71/2 (on works)
- 5) Seignorage fee on minor minerals as defined under Minor Mineral Concession Rules, 1996 apportioned among the Zilla Parishad.

Mandal Parishad and Gram Panchayat in the ratio of 25:37 5:37.5 respectively i.e. Mandal share is 37.5%.

- 6) Share in income from markets classified as Mandal Markets and District Markets respectively.

Mandal Markets - 50% of the income

ZP Markets -37.5% of the income

- 7) Fairs and Festivals: Appertaining to

Mandals } 50% of the income

Zilla Parishad) 37.5% of the income

8) Ferries under Sec 57(1) of the Act.

a) If the road connecting the ferry point belongs to the Mandal Parishad the total income is appropriated by Mandal Parishad.

b) If the ferry point is transferred from Roads and Buildings Department such proposition of share as is fixed by Government.

Government Andhra Pradesh Issued G.O.Ms.No.436 PR&RD dated:15.07.1994. to enable Mandal Parishad, impose taxes.

9) Every Mandal Parishad may levied with the prior sanction of the government a duty in the form of a surcharge on any tax imposed by a Gram Panchayat or on land cess or local cess levied within its jurisdiction in such manner and subject to such maximum as may be prescribed section 161(4) of the Act.

APPR Act section 259 Mandal Parishads can make Byelaws and get income from various properties and also impose fines and penalties from breach of rule. (Section 269)

Mandal PrajaPardhashat Own Resources

Mandal Praja Parishad can impose levy of tax or surcharge Section 161(4) and 172 (vii). Funds received from own sources.

Recovery of sums due to the Mandal Parishad as arrears of the land revenue section 254 of APPR Act.

a) Mandal PrajaPardhashat rules for levy of fess and penalties

APPR Act section 259 Mandal Parishads can make Byelaws and get income from various properties and also impose fines and penalties from breach of rule. (Section 269).

b) Income Derived through rents

Staff quarters and other MP buildings

c) Income generating properties

Auctioning the properties ex: markets, shopping complexes, ferries, fruit bearing trees, scrap material according to G.O.Ms.No.215, PR&RD, and dated.25.6.2001.

d) Ferries: In the part of devaluation the right of collecting taxes from ferries services, steam lunch, transport toboats and mechanized boats toll fees has been given to Panchayat Raj Institutions from transport and R&B department **(G.O.MS. No:308 (Mandals-I) dated:1.9.2005).**

Collection of arrears through seizing movable properties (Section 254)

Mandal PrajaParishat can recover its dues as per narms of revenue recovery act.

f) **Fairs&festivals:** Mandal Praja Parishad get share of income fairs and festivals according to the G.O.Ms.No.127, Dated.14.3.1996.

S.No	Name of Resource	Ratio of Income Division			Amount Collected by	Who Credit in the amount	Details of Income division GOs
		G.P	M.P	Z.P			
1	Mineral Cess	25	50	25	State Government	CEO ZP	G.O.Ms.No.384, Dated.10.6.1983
2	Seinerage Fee	25	50	25	State Government	Concerned Department	G.O.Ms.No.255, Dated.2.8.2001
3	MP Markets	65	35	--	MP	MP	G.O.Ms.No.628, Dated.23.9.1995
4	ZP markets	37.5	37.5	25	ZP	ZP	G.O.Ms.No.628, Dated.23.9.1995
5	MP Fairs and Festivals	50	50	--	MP	MP	G.O.Ms.No.127, Dated.14.3.1996
6	ZP Fairs and Festivals	37.5	37.5	25	ZP	ZP	G.O.Ms.No.127, Dated.14.3.1996
7	Income through Joint ferries	50	50	--	MP	MP	G.O.Ms.No.87, Dated.13.3.2000

f) Donations: The Mandal Praja Parishad can make donations for carrying out any work required to be done by Mandal Praja Parishad under Section – 172 (1) (iv) by the people of Mandal Praja Parishad NRIs, Industrial organizations, Corporate Social Responsibility Funds, donations.

- i. Public/NRI Donations:** The people of Mandal Praja Parishad can donate for various development projects. Those who live abroad can send donations to the local governments for the development of their respective areas.
- ii. Special Donations:** Section 172 (iv) of the Government of Andhra Pradesh State government has issued G.O. M. S. No. 102 PR&RD (Pts III) Dated. 03.11.2015 through these donations can be accepted in the form of cash and land from Indian citizens, NRIs.

Government allocationsto Mandal Praja Parishad

The state government allocates the amounts collected by the respective departments to the local governments as indicated below.

- i. Entertainment Tax
- ii. Surcharge on Stamps Duty
- iii. Mineral Cess
- iv. Seinerage Fee
- v. Magisterial Fines

i. Entertainment Tax: Government collects entertainment tax. The commercial tax department will

allocate in 60:40 ratio to Gram Panchayat and Mandal Praja Parishads

ii. Surcharge on Stamps Duty: G.O.Ms. No:226, Dated.6.4.2013 the collected 1.5% surcharge will be

allocated in ratio 3:1:1 to GP,M.P,Z.P

iii. Mineral Cess : will be divided in ratio 25:50:25 and allocated to GP,M.P,Z.P

Iv. Seinerage Fee : will be divided in ratio 25:50:25 and allocated to GP,M.P,Z.P

G.O.Ms.No.255,PR&RD-III,dated:2.8.2001.The 35% of derived senerage fees should be utilized for

road forming in mining areas.

v. Ferries: Income derived from ferries in district will be allocated in the ratio of 37.5:37.5:25 to

Z.P, M.P and GP

Government Grants

State Government Grants	Central Government Grants
Directly credited in to MP	Directly credited in to MP
1.Percaita grant (Rs:8/-)	15 th Finance Commission funds
2.State Finance Commission grants	
3.MPTC honorarium and TA, DA	
4.Entertainment tax	Credited in to Other Accounts
5.Surcharge on stamp duty	
6.Contingent grant	M.G.N.R.E.G.S components
7.Security deposits, miscellaneous receipts	S.B.M funds
8. Seinerage Funds	R.G.S funds

State Government Grants

1. Per capita grants: G.O.Ms. No:278, PR&RD (Mandals-I) Dated.20.6.1998, Rs:8/- per head according to population.

G.O.Ms.No.461, dated.13.12.2013, It is agreed to release Rs:16/- per capita.

2.State Finance Commission:

Article 243-I of 73rd Constitutional amendment,

APPR Act-1994, Section 235 to 242.

The fifth finance commission should be constituted in Andhra Pradesh

3.MPTC honorarium and TA, DA:

APPR Act-1994, Section 170 and Previous GO.597, Dated.16.08.1995. and latest G.O.Ms. No.89, Dated.7.9.2015 the honorarium and TA credited to Mandal Praja Parishad Account.

Central Government Grants

1.15 th Finance Commission grants will be awarded from 2020-2026

The details available in separate chapter.

Mandal Praja Parishad Deposits

Types of deposits

- ✓ Election deposits
- ✓ Security deposits (G.O.Ms. No:589)
- ✓ Earnest money deposits (EMD)
- ✓ Further security deposits

Advances

Devolution and Decentralization of funds

Mandal Praja Parishad Fund

According to APPR Act-1994, section 171(1) all the above funds are called "Mandal Praja Parishad Fund".As per section 171(2) Mandal Praja Parishad in come should be deposit in nearest treasury. Except orders are issued to deposit in bank accounts.

According to section 171(3) all the pay orders and cheques should be signed by Mandal Parshad Development Officer.

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Chapter-9

MANDAL PRAJA PARISHAD RULES OF EXPENDITURE

According to section 171(3) Mandal Praja Parishad Development officer is the drawing and disbursement officer.

Section 172 (3) The expenses of the Mandal Praja Parishad shall include the salaries and allowances of its officers and other employees, the allowances to be paid under Sections 159 and 170, any item of expenditure directed by the Government for carrying out the purposes of this Act and such other expenses as may be necessary for such purposes.

I.The following three accounts are maintained by mandal praja parishad by treasury

- a. General Funds
- b. Women Welfare Funds
- c. Education Fund (now it is in the control of M.E.O)
- d. CenterFinance Commission funds

II.MandalPraja Parishad Accounts (in Banks)

- i. 15th Finance Commission Grants
- ii.RGSA
- iii.BRDF
- iv.M.G.N.R.E.G.S

The rules of expenditure are frame according to section 171

At present G.O.M.S.No.18 PR&RD Dated:24.03.2017.

Maintenance of Properties-23%

SC Welfare 15%

ST Welfare 6%

Women & Child welfare 15%

Drinking Water supplies 12%

Office Maintenance 15%

Contingence 4%

Other Departmental Works (Health&Education,Agriculture&Veterinary)

1. SC Welfare 15%

The earmarked funds 15% will be divided in to two parts 1/3 of the funds will be sent to APSC Co-operative Society. The Remaining 2/3 will be spent for the welfare, infrastructure activities for SC population in Mandal (G.O. Ms No. 457PR&RD Dated:17-09-1986

Example: SC welfare Hostels Community Centers, leveling of House sites

2. ST Welfare 6%

The year marked funds of ST welfare will be divided in to two parts 1/3 of the amount should be sent to AP State ST welfare society the remaining 2/3 should be spent for the welfare programmes Scheduled Tribes in Mandal. The activities should be taken i.e., community drainage residential schools medical aid for chronic patients construction of ST Colonies G.O.Ms No.351 PR&RD dated: 06-04-1978.

3.Women and Child welfare 15%:

The works shall be taken by Mandal Parishad for women and children are mention in G.O Ms No. 27 women and child welfare &disabled welfare department dated: 20-06-2003. Example: construction of Aganvadi Buildings Additional rooms for ECE Centers. financial assistance to women, awareness camps for women industrialists if the Mandal Parishad fails to spent the money by September of the next financial year the Amount should be paid to AP women welfare cooperative finance corporation Limited.

4.Office Maintenance and purchase of tools 15%

(G.O. Ms.No.704 PR Dated: 05-11-1994)

a) Office Maintenance Daily Wages Vehicle maintenance and rented vehicles

(G.O Rt.No.547 PR dated:02-06-2015)

b) Stationery and Printing Charges, legal charges, Schools Maintenance, land acquisition charges, tender publication, 4th class Employees uniform (two pairs for year), purchasing furniture, Postal Charges, Telephone/Cell Phone Bills, Water and Electricity Charges, hot and cold charges, repairs, VIPs Visiting charges.

5. Contingencies 4%

a) Books and forms G.o.No.30 PR&RD dated: 22-01-1999 according to this G.O all forms shall be bought from AP State Trading corporation. Memo No 5280/CPR&RE H299 dated: 25-09-2002.

b) 4th Class Employees uniforms Go Ms. No. 1599 PR dated: 014-11-2003 uniform shall be bought from Khadi Bhandar/ APCO/Co Optex.

c) petrol or Diesel shall be used not exceeding 160 Lts per Month per day Vehicle Rent shall be not more than Eight Hundred. Rented vehicle permitted only for ten days log book shall be maintained.

MPDOs are provided vehicle allowance by Government.

d) Office Rent G.O.Ms.No.395 PR&RD dated: 22-09-1998

e) Telephone Bills G.O. Ms No.583GAD (op2) department dated: 26-10-1988

f) Black board and furniture in schools

g) Advertisements MPDO shall take pre or post approval of Mandal Parishad to issue Advertisements G.O.Ms.No.1607S2160/2 dated:13-08-1960

1. Other Departmental works: 10%.

Health providing facilities In PHC centers

Education Schools repairs water supply etc.

Providing amenities for women representatives

Veterinary providing facilities at vetnery Hospitals, Cattle hostel

15 th Finance commission Funds

G.O.Ms.No.680, PR&RD Dated.2.11.2020

G.O.Ms.No.20, PR&RD Dated.12.5.2022

The detail will be discussed in Chapter- 15.

Funds Transferred from other departments to Mandal Praja Parishad

G.O.Ms.No.571, PR&RD Dated.26.12.2007

Devolution GOs -10

Contribution from Mandal Praja Parishad funds to eighter gram panchayat or Zilla praja parishad with prior permission of government.

G.O.Ms.No.704,PR&RD,Dated.5.11.1994.

- ✓ Cultural activities
- ✓ To NGOs who work for poor,disable, patients
- ✓ Contagious diseases
- ✓ Sports authority
- ✓ Natural disasters and fire accidents
- ✓ PM/CM cyclone relief fund

Establishing joint institutions by two or more Mandal Praja Parishads

G.O.Ms.No.73 PR&RD Dated.29.2.2000

These institutions are maintained by joint committee

Section 175 of APPR Act.

Two Separate registers shall be maintained in Mandal Praja Parishad Contingent grant.

1. Permanent advance register
2. Contingent charges register

The Mandal Praja Parishad shall follow the rules of article 3-4 of AP financial code.

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Chapter-10

PREPARATION OF BUDGET IN MANDAL PRAJA PARISHADS

Introduction:

The Budget is a statement or sets of statements containing the probable receipts and expenditure of the Institutions under different Heads for the ensuing year. Normally Revised Budget Estimates for the current year follow the Budget Estimates for the ensuring year. In case of Mandal Parishads, section 174 of the A.P. Panchayat Raj Act. 1994 read with rules prescribing preparation of Budgets of M.P.s and Z.Ps issued under GO. Ms. No. 15. P.R&R. D& Relief Dept. Dr. 10. 01. 1995 lay down the detailed procedure for preparation and sanction of Budget Estimates. The M.P.D. Os shall prepare Revised Budget Estimates for the current year along with the Budget Estimates for the ensuring year during October, November of every year.

Preparation of Budget Estimates-Guidelines:

While preparing the Budget Estimates the following aspects shall be kept in view by the M.P.D.Os

- 1. The working balance shall be provided in the Budget at the rate not less than 2.5% of the estimated receipts for the year excluding grants and debt Heads.**
- 2. It is irregular to set apart this working Balance and invest the same in interest bearing securities as it is intended to be carried forward as pending balance to the next year's Account**
3. The MP. shall earmark 6%,15%, and 15% from its General funds towards welfareof STs. Welfare of SC & Women and child welfare respectively. Theamounts at the prescribed percentage shall be worked out on the estimated total receipts of General funds and provisions made in the Budget Estimates.
4. Adequate provisions have to be made in the Budget for amounts required towards various obligatory functions as detailed in Schedule. II under Section 161 of the A.P.PRAct. 1994.

5. Similarly Govt have also been issuing instructions from time to time specifying the schemes to the normal Departments which are transferred to the M.Ps for performing those functions also, necessary funds are to be provided for.
6. No increase shall be made over the Review estimates unless adequate reasons justifying for such increases are given. Similarly in case a charge once provided for and accepted may have subsequently become unnecessary. In such cases the actual amounts received only shall be shown.
7. The Budget Estimate for receipts shall be based on the grants released during the previous year. The taxes, duties, contributions and fees levied etc. and the increase or reduction in such rates which has not sanctioned by the competent Authority shall be proposed in the Budget Estimates. In other words, proposals for sanction of grants levy of new taxes etc. which are pending with Government shall not find place in the Budget.
8. Likewise, in case of expenditure, provision shall be made for all sanctioned schemes, but not for schemes of new expenditure for which proposals are pending with Government.
9. Under the Head "other schemes" the transactions relating to programme like P.M.J.S.Y, 15th F.C, JJM, Disaster Managements' etc., shall be shown separately in respect of each programme.
10. The Rates in the Budget Estimate for the year in which the Budget Estimate of the preceding year is to be prepared shall be given. If the Budget Estimates are prepared for the year 2023-24. Col. (2) of the Budget shall give the actuals for 2021-22. Col. (3) shall give the Budget Estimate for 2023-24, Col. (4) shall give the revised estimates for 2022-23, Col. (5) shall give the figures for Budget Estimates for 2023-24,
11. The Budget Estimate have to be divided into two sections viz.. Section I .Maintenance and Section II .Development
 Government grants and other receipts for maintenance of functions and institutions transferred to M.Ps. and also maintenance expenditure, will come under Sec. 1. while Government grants and loans other receipts and expenditure incurred for development works relating to the plan schemes and other capital works will fall under Sec. 2.

12. Each item in the Budget estimate shall be rounded to the nearest hundred rupees.
13. The figures in the Budget shall correspond as nearly as possible with the figures recorded in the Annual Accounts. The M.P.D.O. shall reconcile all the differences between his figures and those of the Treasury and certify stating the reconciliation has been made shall be appended to the Revised Budget Estimate.
14. The Budget of every M.P. and an Abstract thereof shall be prepared in Form A of the Rules prescribing preparation of Budget Rules. Similarly, all proposals for re- appropriations shall be made in form 'B' of the said Rules, while proposals for additional allotments shall be made on Form C of the said Rules.
15. The Abstract of accounts to be sent along with the budget shall be prepared with reference to the figures posted in the detailed budget and the subsidiary Accounts maintained.

Preparation of Revised Budget Estimates – Guidelines

The revised Budget estimate for the year is an estimate of the probable receipts or disbursements under each Head for that year framed in the course of the year with reference to the actual transactions recorded for the months of that year for which complete Accounts have become available.

The following points shall be kept in view while preparing the **R.B.Es**

1. Assuming that the revised budget estimate is prepared in the month of October when the actual for first 6 months are available, one of the three methods may be adopted for assessing the requirements for the second half-year.
 - a) by adding to the actual of the first 6 months of the current year. those of the last 6 months of the previous year, or.
 - b) by taking proportionate figures, so that the revised estimate will be two times of the actual of the first 6 months, or.
 - c) by assuming that the revised estimates for the current year will bear

the same proportion to the actual for the first 6 months as the actual of previous years to those of the first 4 months of that year.

2. No separate figures shall be given in the revised estimate for leave Salaries.
3. The revised estimates shall allow for any additional appropriations that have been sanctioned after the budget was passed and the references to the orders regarding them be given in the remark's column.

Sanction of Budget.

Copies of the Budget of Mandal Parishads prepared in Telugu shall be circulated to the members of MP far in advance of Nov 30th so that the meeting of the Mandal Parishad will have to be convened to discuss the Budget proposals on or before 30th Nov- preceding the Budget year. The Mandal Parishad shall sanction the Budget with such modifications if any as it thinks fit after satisfying itself on the following points viz.

i) The estimate of receipts is exhaustive and cautious and provides for collection of the entire loans outstanding recover and those falling due during the Budget year

ii) The recommendations, if any, of the Govt. or Heads of the Department including CPR have to be duly considered in framing the Budget

iii) provision has been made for all obligatory charges including functions, institutions. Trusts and the like transferred from the District Boards, other development activities prescribed by Govt. and all India bodies and Institutions.

- i) provision has been made for due discharge of all liabilities in respect of loans contracted by the Mandal Parishads and for all other commitments.
- ii) Variations between the figures of the Budget year and those of the previous years have been adequately explained.
- iii) The working balance is not less than the minimum as specified in para 2.1 and
- iv) Due account is taken of contribution from people and institutions for aided self-help programme.

The M.P.D.O shall submit the sanctioned Budget to the Z.P and where there is no Z.P to the Dist Collector on or before 15th January preceding the Budget year. In case where the M.P.D.O does not prepare and place the Budget of the M.P before the general Body of the M.P. before 30th Nov he shall be liable for disciplinary action. If for any reason the Budget is not sanctioned by the Mandal Parishad before 15th January, the MPDO shall submit

the Budget to the District Collector who shall modify it with such modifications if any as he thinks and forward it to ZP which shall there up on approve the budget as if it were submitted to it. If there is no ZP for the District. The sanction accorded by the Collector shall be final. The M.P.D.O shall forward a copy of the sanctioned Budget to the Auditor. Likewise, modifications, if any made in the Budget by the Z.P/Collector under sub-Section (2) of Sec. 174 shall communicate to the Auditor by the M.P.D.O.

Budget proposals shall not contain any proposals which were submitted to Govt or other authority for sanction but were not sanctioned so far.

The sanction of the Budget shall not by itself be deemed to authorise the MPDO to incur all expenditure as provided for therein. The orders of the competent authority shall be obtained invariably before the expenditure.

Additional allotments and transfer of funds.

All allotments made in the Budget shall lapse at the close of the year and no portion of it shall be reserved or transferred to deposit Head of Account to avoid lapse of funds. However during the course of an year, where an allotment or additional allotment under head of Account is found necessary a revised budget or supplementary Budget shall be framed by re-appropriation from other heads subject to the condition that all such applications for re-appropriations shall be made in form 'B' appended to Budget Rules and placed before the MP for approval. After its approval such applications shall be sent to ZP in time to admit passing of the orders by the Z.P before the end of the year and the MPDO shall forward a copy of such supplementary Budget to the Auditor. Where it is found necessary to find allotment or additional allotment from the balances of any General sources in the case of Mandal Praja Parishad (M.P) they shall be sanctioned subject to the following.

- i) The working balance shall not be reduced below the minimum specified in the paragraph 2.1.
- ii) Applications for allotments or additional allotments shall be made in form 'C' of the Budget rules and shall be placed before the M.P. by

the MPDO. After approval of such proposal by the M.P such applications shall be forwarded to the Z.P to admit passing of the orders on them by the Z.P before the end of the year.

3) A copy of the sanction of allotments/addl. allotments shall be forwarded to the Auditor by the MPDO-

Statements to be appended to the Budget estimates

The following statements are to be appended to the Budget estimates.

1. Statement showing Unspent balances of purposive grants
2. Number Statements
3. Loan statement of MPs.

ANNUAL ACCOUNT:

The annual Account is nothing but a summarised statement of receipts and charges of a Mandal Parishad for a financial year classified under different Heads in a systematic manner. It consists of General Account and several other subsidiary counts. It also represents the sum total of the 12 monthly accounts from April to March of the year

Main and Subsidiary Accounts of Annual Account

The annual account comprises of 14 accounts viz. General Account and several other subsidiary accounts at detailed below

- A. General Account
- B. Communitis Development Account
- C. Elementary Education Account
- D. Social Welfare Account
- E. Animal Husbandry Account

F. Women and Child Welfare Account

G. Minor Irrigation Account

H. Roads and Bridges Account

I. Rural Water Supply Account

J. Other programmes Account

i. Critical Balances Investment Account

ii. Rural Sanitation

iii. Others

K. Endowments Account

L. Deposits Account

M. Advances Account

N. Loans Account

In order to ensure uniformity and proper classification of Heads posting of transactions both under receipts and expenditure will be made in to the various accounts as detailed above.

Receipts and Charges-Further Classification as Maintenance and Development:

All the transactions in different accounts are further classified into "maintenance" and "Development" according to the nature of the receipt or expenditure. For example miscellaneous receipts or Grants which are of recurring nature meant for creation of durable assets like new roads, buildings bridges etc. come under "Development". Like wise all expenditure which is Incurred towards routine maintenance or to keep the things in their original state of functioning will come under "Maintenance", while all such expenditure, which result in productive expenditure resulting in creation of durable assets can safely be classified as "Development" Expenditure.

ADMINISTRATIVE REPORT OF MANDAL PRAJA PARISHAD:

1. According to the AP PR Act 1994 Section 253 the MPDO has to prepare for each financial year an administration report of the Mandal Parishad compiling the details required in the proforma prescribed by Government and place the same before the mandal praja parishat 30th May of each year before the Mandal Parishad in respect of the preceding year and submit it to the Zilla Parishad.
2. The Zilla Parishad should scrutinize the administration report of mandal Parishad, and submit a consolidated Administrative Report proper and submit it to the Commissioner of Panchayat Raj by 30th of June with a copy to the Government.
3. Administrative report consists of two portions one is narrative and other is statistical. The details of narration includes a summary of activities taken up; the name of the person who is holding the position as Mandal President, Vice president and MPDO, nature of vacancies in the offices of the members and the number of meetings held, the nature of business transacted from various ordinary, special and urgent meetings, the time spent on business and the participation of members in general and the participation of weaker sections in the meetings and provisions made for developmental activities. Special emphasis on women development, child welfare, Scheduled castes, Scheduled tribes, forming of new roads, taking up of Minor irrigation tanks. Special programmes under Agriculture, Animal Husbandry, individual beneficiary schemes, area development schemes, health programmes, family planning campaigns, vaccination programmes, sanitation in fairs and festival, housing schemes if taken any, cooperation and involvement with other agencies of Government or N.G.Os etc. These data are supported with statistical, numerical, and figurative information.
4. Administrative report shall be prepared in prescribed proforma.

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Chapter - 11

PANCHAYAT DEVELOPMENT PLAN

Introduction

Article 243G of the Constitution of India acknowledges Panchayats as institutions of local self-government and mandates them to prepare plans for economic development and social justice. As local government, Gram Panchayats (GPS) are responsible for delivery of basic services so local citizens and address vulnerabilities of poor and marginalized ones. This can only be achieved through implementation of well thought out plans through efficient and responsible utilization of available resources.

Gram Panchayat Development Plans (GPDP) to be prepared for effective implementation of flagship schemes/programmes on subjects of National Importance, The formulation process of Panchayat Development Plans must be comprehensive and based on participatory process, which inter alia involves the full convergence of the schemes of Central and State Governments on the development including those related with 29 subjects listed in the Eleventh Schedule of the Indian Constitution. Similarly, Intermediate/Block and District Panchayats are responsible for preparing **Block Panchayat Development Plan (BPDP)/Mandal Praja Parishad Development Plan (MPDP)** and **District Panchayat Development Plan (DPDP)** at the respective levels.

The PRIs are mandated for delivery of critical public services including **water supply, sanitation, internal roads, drainage, street lighting, health, education and nutrition** etc. up to the level of Gram Panchayats/ villages. 29 subjects listed in eleventh schedule of the Constitution are quite relevant for achieving **Sustainable Development Goals (SDGs)**. Hence, role of PRIs became more important for achievements of SDGs through localization.

Facilitators: A facilitator for each Gram Panchayat(GP)/Mandal Praja Parishad /District Panchayat will be appointed by the State/UT. The role of a facilitator is

very crucial in the preparation of the Development Plan as they need to work together with communities at the Panchayat level and also work with all line Ministries simultaneously. States/UTs may consider Community Resource Persons (CRPS), trained Social Auditors or other appropriate person including officials, previous Elected Representatives etc. for nomination as facilitators. The focus should be on personal attributes, such as people who are involved with community or who are already trained earlier to carry out the tasks of a facilitator. After selection of facilitators they should be made aware of their roles and detailed responsibilities. It is also important that selected facilitators could be able to carry out mapping of the Poverty Reduction survey as per **Mission Antyodaya (MA)** using MA format for scoring under various criteria to get validated in the **Gram Sabha**, As a part of preparation towards CDP facilitators will be required to undertake following activities on priority basis.

- (i) Coordinate with the frontline staff of participating Ministries/Departments
- (ii) Facilitate the special **Gram Sabha (GS)** for GPDP on the designated day
- (iii) Ensure community mobilization including vulnerable sections like SC/ST/Women/ Minorities/Disabled during the Gram Sabha. Community Based Organizations (CBOS) such as SHG/Youth Groups/ Mahila Mandals and other may be supported to ensure their presence in Gram Sabha,
- (iv) Submit report regarding conduct of the Gram Sabha at Gram Panchayat/ Mandal Praja Parishad / District Panchayat.
- (v) Supporting the Gram Sabha in preparation of GPDP
- (vi) Uploading of approved GPDP on **e Gram Swaraj portal**

Frontline Workers: Frontline workers appointed by of all departments play an important role in ensuring convergence of activities of different schemes in GPDPs to ensure participation of frontline workers/officers in both the Gram Sabhas organized during **PPC (Peoples Plan Campaign)** for preparation of GPDP and disseminate features of their schemes, resources, etc. and facilitate incorporating activities of their Departmental Village Action Plan into GPDP.

Following are the responsibilities of Frontline workers require to undertake during PPC

- (i) Collect and update data regarding different schemes of the respective Departments.
- (ii) Provide status of the proposed activities and fund disbursed in previous FY, the data incorporate in Detailed Status Report.

- (iii) Present a brief structured presentation having details of schemes, activities, resources of the department in GS
- (iv) The front line workers will read draft GPDP in detail and provide feedback and suggestions in Development Seminar organized by GP

People's Plan Campaign for Panchayat Development Plan

Process for preparation of Gram Panchayat Development Plan (GPDP)

The GPDP is the development plan of the GP. It is to be prepared through a participatory process involving all stakeholders matching people's needs and priorities with available resources. The GPDP does three essential things:

- i) It provides a **VISION** of what the people would like their village
- ii) It sets out clear **GOALS** to achieve that vision, and
- iii) Provides an **ACTION PLAN** to reach those goals,

The following are the key components of **GPDP preparation**.

Cycle of the preparation in GPDP:

Formation of Gram Panchayat Planning Facilitating Team (GPPFT): GPDP is an important initiative that needs continuous people's active participation. Hence, GPPET created with pool of dedicated human resource who can voluntarily devote their services remained involved at every stage of GPDP starting from environment building for plan preparation to the approval of the plan at the Gram Sabha and implementation of activities. The representatives of sectoral/line departments at GP level should invariably be the members of this team. Apart from this, the citizens of the GP who are working/living elsewhere either in the country or outside should also be invited to become members of the GPPFT. This is aimed at harnessing their knowledge/skills and expertise for sustainable development of the GP area. The GP may divide the GPPFT members into "Ward Planning Facilitating Team (WPFT) with a minimum of 3-5 members headed by the respective GP ward members to facilitate community-based planning processes of GPDP. WPFT is responsible to ensure that all members and residents of their particular wards participate in the planning process actively and without any kind of hindrance and hesitation. To ensure that every thematic area under GPs are

covered, the CPTFT members may further form thematic groups based on their relevant field experience.

Environment creation and Community mobilization: The environment generation activities are of immense importance to bring about attitudinal changes, outlook and re-orientation among the community and governance systems regarding their active participation in the decision-making process towards their socio and economic development. The GPPFT with assistance from women ward members and Self-Help Groups (SHGs) are involved in the environment building process for GPDP at the GP level.

Focus Areas in Planning: Gram Panchayats are entitled to provide basic services and take up development works. With the renewed focus on the localization of SDGs, Gram Panchayats should focus on the following 9 thematic approaches while preparing plans in local level:

Theme 1: Poverty Free & Enhanced Livelihood Village

Theme 2: Healthy Village

Theme 3 Child Friendly Village Theme

Theme 4: Water Sufficient Village

Theme 5: Clean and Green Village

Theme 6: Village with Self Sufficient Infrastructure Theme

Theme 7: Socially Just and Socially Secured Village

Theme 8: Village with Good Governance

Theme 9: Women Friendly Village

Data Collection-Situation Analysis: The data collected can be put to use to assess and analyze the current situation of GP and to identify gaps to prepare Plan to address at the grass roots level. Therefore, both primary data and secondary data should be collected at the grassroots level.

Socio-Economic Caste Census (SECC): The situation analysis serves as the basis for setting priorities for addressing the issues to further incorporate in the GPDP. The processes for situation analysis are

- i) Existing conditions and development status of the GP related to key areas like health education, poverty, the situation of vulnerable groups, etc...must be identified.
- ii) Information about the quality of existing services and quality of life must be collected.
- iii) Critical information on deficiencies and gaps in basic services, infrastructure and amenities including drinking water, sanitation, drainage, road conditions, cleanliness etc. that exists in the GP must be collected.

Development Status Report (DSR): On completion of situation analysis, the GPPFT is to prepare draft Development Status Report, as per indicative guidelines of GPDP and place before the Gram Sabha.

Visioning Exercise: Gram Sabha is to undertake visioning exercise on the basis of the findings of the DSR. The visioning exercise is to ensure objectivity in planning and endow people with a sense of ownership of the planning process. It should also help to identify priorities in the identified key thematic areas and set clear milestones to be achieved by the GP during the plan period.

Prioritization of Needs: Prioritization of needs should be done across the various identified thematic sectors covering all sections of the GP. Special focus must be given to 'Sankalp' taken themes prioritized by GPs .

Resources Envelope: GP should know the resources on the basis of which it is to prepare the GPDP. It needs to consider the financial and human resources. The resource envelope includes Central/State Finance Commission Grants, funds under Central/State Government Schemes. OSR etc. The funds spent by the higher tiers like District Panchayat and Intermediate Panchayat in GP should be part of resource of GP. The planned activities need to be matched with the resources.

Organizing Special Gram Sabha: A special Gram Sabha to be organized after the collection of primary and secondary data, and other activities as

mentioned above. The frontline workers of each department will give a brief presentation on the activities under taken, funds utilized for the current year and proposed activities, funds allocated for the next financial year and a statement of the same needs to be submitted to the GP. Facilitators appointed shall ensure community mobilization including representation from vulnerable sections such as SC/ST/Women during the Gram Sabha. Poverty reduction plans prepared by Village Organization (VO) can be incorporated in the GP after presentation and deliberations in the Gram Sabha. Poverty reduction plans prepared by Village Organization (VO) can be incorporated in the GP after presentation and deliberations in the Gram Sabha.

Integration of Poverty Reduction Plan in GPDP

The Guidelines for preparation of GPDP require GP's to prepare GPDP which inter alia have component addressing vulnerabilities of poor and marginalized people and their livelihood opportunities through an integrated poverty reduction plan that also converges with the labour budgeting and projectisation exercises under MGNREGS SHGs and their federations, as institutions of the poor have a key role in the planning for and implementation of interventions for economic development and social justice. The responsibilities of the SHG network listed in the DAY NRLM framework, include participating actively in Gram Sabhas and other form of panchayats, providing feedback through community based monitoring, and supporting CPV in their development initiatives and planning exercises. A joint advisory (Annexure-IV) by the Ministry of Panchayati Raj and Ministry of Rural Development has been used for integration VPRP in to GPDP. VPRP activities has also been made part of the drop down under relevant themes for the integration.

Preparation of Draft GPDP: Draft plan shall be prepared indicating the works identified in each focus area along with cost estimation/fund allocation, timelines for completion of works. A special meeting of the GP shall be convened to discuss and finalize the changes before submitting final Draft GPDP.

Final GPDP: In the presence of officials from all line departments and community

Including Panchayat Sarpanch, Panchayat Secretary and GP members, the final GPDP in the form of a brief Presentation of GPDP document with project-wise details and discussion on the prepared plan is to be placed before the Gram Sabha by GP and GPPFT members. The minutes of the meeting are to be recorded properly, which may include apart from other proceedings.

- i) Number of Attendees of the meeting
- ii) Agenda
- iii) Issues raised
- iv) Items/activities discussed and agreed items/activities discussed and not agreed etc.

Uploading Plan on e-Gram Swaraj portal:The plans prepared through above mentioned procedure to be uploaded on revamped GPDP portal of **e-Gram SWARAJ(eGS)** application with the complete Profile of the Gram Panchayat, including Sarpanch & Panchayat Secretary details, Demographic details, Panchayat finances, asset details, thematic activities to be taken up etc. Hard Copy of the plan may be kept in the office of GP for public disclosure .The asset creation activities may be published on public information board.

Preparation of Mandal Praja Parishad

Introduction:The Constitutional provision is intended to empower all three tiers of Panchayats by enabling the State Governments to devolve powers and authority including these matters listed in the Eleventh Schedule for planning for Economic Development and Social Justice and implementation of schemes in their area. This will also include the powers to impose taxes and provisions of funds to the Panchayats(Article-243 H). On the recommendation of the Fifteenth Finance Commission (XV FC), Government of India has decided to provide grants also to **Intermedia Panchayats (IP) or Mandal Praja Parishads (Block Panchayats) and Zilla Praja Parishads (District Panchayats DPS)** from 2020-21.

Preparation of Mandal Praja Parishad Development Plans / Block Panchayat Development Plans (BPDP)

BPDP / MPDP to be prepared through a participatory inclusive and transparent process with modified bottom up approach BPDP may arrive at development needs by consolidating gaps ascertained in GPDP's through Mission Antyodaya data. The BIDP process envisages need bed planning, supplementing GPDP Further, it would also strive to contribute to national commitments eg SDGs and national priorities. The plan activities of the line departments operating at the Intermediate Panchayat level should be integrated into the BPDP, although the same may be implemented by the line departments themselves. The process, structure and format of a BPDP may be largely the same as followed for GPDP, which is:

- i) After GPDP's are prepared and approved at GP level, the same are to be forwarded by the GP's to the Mandal Praja Parishads.
- ii) Those projects and activities, which are to be implemented in more than one GP area and which should be implemented at the Mandal Praja Parishad level because of its higher institutional capacity and technical competence, are to be considered by the Mandal Praja Parishad for BPDP.
- iii) The BPDP will be approved by Block Sabha consisting of all MPTC members,ZTPC member of that mandal and all Sarpnches of that mandal.
- iv) Apart from elected representatives, block level line department officials, leader of SHG federations, experts, professionals, doctors, etc. should also be nominated as members of Block Sabha.
- v) There may be total 50-80 persons including aforesaid ones nominated as member of Block Sabha by President of Intermediate Panchayat.
- vi) The meeting of Block Sabha will be presided by President of the Intermediate Panchayat and Block Panchayat Officer/Block Development Officer may be nominated as Convener of Block Sabha
- vii) The financial matter would be sanctioned by competent authority as authorized by State Government in Intermediate Panchayat.

Steps for preparing Block Panchayat Development Plan:

- i) Formation of Intermediate-Planning Planning Committee (IPPC) for every Intermediate Panchayat for shared understanding and facilitation of the entire planning process orienting and activating them to take up

and carry forward the entire process of Block Panchayat Development Plan.

- ii) Environment creation and community mobilization.
- iii) Collection of primary and secondary data.
- iv) Situation analysis, need assessment and gap identification.
- v) Visioning exercise for goal setting.
- vi) Resources and identification/estimation of corresponding activities- Special Block Sabha.
- vii) Plan development, prioritization and projectization.
- viii) Approval of BPDP and uploading on e - Gram Swaraj Portal.
- ix) Implementation, monitoring and impact analysis

Focus Areas of Planning at Mandal Praja Parishad/Block level:

Mandal Praja Parishads are also supposed to provide basic services and take up development works related to the functions devolved to them as per the Eleventh Schedule of the Constitution of India having 29 subjects, where GPs could work to ensure Economic Development and Social Justice. However, with the renewed focus on the localization of SDGs, Mandal Praja Parishad should also focus on 9 thematic approaches while preparing plans in local level.

Preparation of District Panchayat Development Plan (DPDP)/Zilla Praja Parishad Development Plan (ZPPDP)

As local government, the District Panchayats are also responsible for ensuring delivery of basic services to local citizens and addressing vulnerabilities of poor and marginalized sections of the population. This can be achieved only through implementation of need focused plans through efficient and responsible utilization of available resources and expanding the resources to cater to their priorities. Further, it has to be ensured that there should not be duplication of its works with those undertaken /to be undertaken by the Gram Panchayat. Mandal Praja Parishad and linedepartments. The preparation of the District Panchayat Development Plan for rural area is a time bund process. It is an essential part of chain of plans to be prepared in cascading mode. It should be prepared after completion of CPDS by the Gram Panchayat and Block Panchayat Development

Plan by the Mandal Praja Parishad in their respective area. It should provide building blocks to Draft District Panchayat Development Plan to be prepared by the District Planning Committee for district as a whole.

Process of preparation of Zilla Praja Parishad /District Panchayat Development Plan (DPDP)

Zilla Praja Parishad Development Plan should ideally match with people's needs, basic services and their aspirations, prioritized in accordance with the available resources. It should be prepared through a participatory inclusive and transparent process with modified bottom up approach. The Zilla Praja Parishad Development Plan process envisages need based planning, supplementing GPDPs and BPDPs. Further, it would also strive to contribute to national commitments eg. SDGs and priorities. The plan activities of the line departments operating at the District level should be integrated into the Zilla Praja Parishad Development Plan, although the same may be implemented by the line departments themselves. The process, structure and format of a DPDP may be largely the same as followed at GP level for GPDP and Mandal Praja Parishad(MP) level for MPDP/BPDP, which is as under

- i) After GPDPs and BPDPs in the area of the district are prepared and approved at GP and MP levels, the GPDPs and BPDPs are to be forwarded by the GPs and MPs respectively to the Zilla Praja Parishad.
- ii) Those projects and activities, which are to be implemented in more than one GP area but cannot be accommodated in the BPDP and also those projects and activities, which are to be implemented in more than one block area but cannot be included in the BPDP for want of technical competencies or lack of resources, are to be considered by the Zilla Praja Parishad for inclusion in the ZPPDP/DPDP.
- iii) Besides, the District Panchayat Development Plan would include those activities which the Zilla Praja Parishad need to implement following the principles of subsidiarity.

- iv) The District Panchayat Development Plan would be approved by District Sabha consisting of all ZPTC members, Mandal Praja Parishad Presidents and Vice Presidents, PSarpanches of at least five Gram Panchayats from the concerned District, shall be convened and this meeting has to be considered as District Sabha.
- v) Apart from elected representatives, District level officers of line department, academicians, doctors, NGOs, representatives of women collectives should also be nominated as member of District Sabha.

Steps for preparing Zilla Praja Parishad Development Plan

- i) Formation of District Panchayat Development Planning Committee (DPDPC) for every District for shared understanding and facilitation of the entire planning process orienting and activating them to take up and carry forward the entire process of DPDP for rural area.
- ii) Environment creation and community mobilization.
- iii) Collection of primary and secondary data.
- iv) Situation analysis, need assessment and gap identification.
- v) Development Status Report.
- vi) Visioning exercise for goal setting.
- vii) Resources and identification/estimation of corresponding activities-Special District Sabha.
- viii) Plan development, prioritization and projectisation.
- ix) Approval of DPDP and uploading on eGramSwaraj Portal.

- x) Implementation, monitoring and impact analysis.

Focus areas of Planning at Zilla Praja Parishad level

The Development works related to the functions devolved to them as per the Eleventh schedule as per Constitution and renewed focus on the localization

of SDGs. District Panchayat should also focus on 9 thematic approaches while preparing plans in district level.

However, at District level larger projects may be undertaken. As decentralized planning travels from Gram Panchayat to Zilla Praja Parishad the activities for economic development would come into prominence. Further, most of agencies implementing Central and State Government schemes are available in district headquarter, where Zilla Praja Parishad is also situated, therefore, convergence and collective action and support for medium and small-scale industries would come to central stage of the development planning.

A Framework for preparation of BPDP and DPDP prepared by MoPR and Circulated among the States/UT Many States have issued guidelines/directions to Mandal Praja Parishad and Zilla Praja Parishad for preparation of their place The processes, structure and system vary widely for preparation of BPDP and DPDP.

Article 243 ZD. Committee for District Planning:

(1) There shall be constituted in every State atInthe district level a District Planning Committee to consolidate the plans prepared by thePanchayats and the Municipalities in the district and to prepare a draft development plan for the District as a whole.

(2) The Legislature of a State may, by law, make provision with respect to –

(a) The composition of the District Planning Committees.

(b) The manner in which the seats in such Committees shall be filled:

Provided that not less than four-fifths of the total number of members of such Committee shall be elected by, and from amongst, the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the District.

(c) The functions relating to district planning which may be assigned to such (d) the manner in which the Chairpersons of such Committees shall be chosen.

(3) Every District Planning Committee shall, in preparing the draft development plan

(a) Have regard to -

(i) Matters of common interest between the Panchayats and the Municipalities including spatial planning, sharing of water and other physical and natural

resources, the intergrade development of infrastructure and environmental conservation.

(ii) The extent and type of available resources whether financial or otherwise;

(b) Consult such institutions and organizations as the Governor may, by order, specify.

(4) The Chairperson of every District Planning Committee shall forward the development plan, as recommended by such committee, to the Government of the State.

AP State Government Go's regarding Planning process:

G.O.Ms.No:15 PR&RD and Relief Dept. Dated: 10.01.1995.

G.O.Ms.No:26 Financial & Planning (Planning Dept.III). Dated: 22.06.1995.

G.O.Ms.No:438 PR&RD Dated: 24.10.1998.

G.O.No:20 PR&RD. Dated: 17.01. 2007.

G.O.Ms.No:449 PR&RD. Dated: 03.10.2007.

G.O.Ms.No:142 PR&RD. Dated: 18.08.2008.

Memo No: 117, 7404, CPR&RD/RGSA 2020 Dated: 10.3.2021 Office of the CPR

Letter No: 3431 CPR&RD RGSA PMU /2021 Dated:30.09.2022



SDG Goals-Thematic Approach

Thematic Approach for the Localization of Sustainable Development Goals through Panchayati Raj Institutions




Theme	Vision	Local Goals	Local Action Points
<p>Theme 1</p> <p>Poverty free and enhanced livelihoods in Village</p> <p>SDGS- 1,2,3,4,5,6,7,8,10,11,13,15</p>	<ul style="list-style-type: none"> •A poverty-free Panchayat, where there is growth and prosperity with enhanced livelihoods for all. •A village, that ensures there is social protection so that no one slip back to poverty. 	<ol style="list-style-type: none"> 1. Comprehensive coverage of all eligible beneficiaries under livelihood and social protection schemes including PDS, ICDS, etc. 2. Economic development & employment generation through individual/collective enterprises. 3.100% enrollment of children in school-going age with appropriate pupil-teacher ratio. 	<ul style="list-style-type: none"> •Identification of people living with multiple deprivations as per SECC/MA data. Effective distribution of job cards. •Facilitate registration in PDS. •Income generation through skill training, entrepreneurship Development and employment. • Improvement in land productivity-irrigation, better seeds, bio-fertilizers, identification of technologies, use of KVKS appropriate new • Strengthening SHGS by handholding training and initiate thrift credit activities and accessing bank linkages. •Plan Convergence of GPDP funds and programs.
Theme 2	Ensure healthy Lives and well-being for all at all	1. Eliminate stunting and wasting.	Enroll: . Families under PDS

<p>Healthy Village</p> <p>SDGS-2 & 3</p>	<p>ages.</p>	<p>2. Eliminate anaemia amongst adolescent girls and women.</p> <p>3. Low cost, highly nutritious and locally procured cereals, vegetables, fruits, eggs etc.</p> <p>4. Preventive and curative measures for communicable diseases.</p> <p>5. Zero maternal deaths, child deaths under 5 years.</p> <p>6. Provision for medical care and health facilities for all.</p> <p>7. Diversification in agriculture through multi-cropping and mixed farming.</p> <p>8. Promote organic farming.</p>	<p>. Children, pregnant women and adolescent girls under ICDS.</p> <p>Ensure:</p> <ul style="list-style-type: none"> •Growth monitoring of children under 6 yrs. •100% coverage of pregnant and lactating women, adolescent girls under ICDS supplementary nutrition program. •Quality and nutritious mid-day meals in schools. •Nutri-Garden in the schools. • PHSC/CHC, promotion of telemedicine.
<p>Theme 3</p> <p>Child-friendly Panchayat</p> <p>SDGS -1, 2, 3, 4 and 5</p>	<p>To ensure that all children have access to safe and protected environment and access to quality education & health services.</p>	<p>1. 100% child labour free.</p> <p>2. 100% enrolment in the school.</p> <p>3. No Trafficking cases.</p> <p>4. Reduction in child marriage cases.</p> <p>5. Ensure protected environment from all kinds of violence against children.</p> <p>6. Ensure child participation in local governance.</p> <p>7. Ensure safe, secure and clean environment.</p>	<p>Plan & Monitor:</p> <ul style="list-style-type: none"> • Quality infrastructure in schools with separate toilets for boys & girls. •Quality education - no dropouts. • Playground & library. • Skill training activities. •Bal Sabha/Children's Parliament. <p>Ensure:</p> <ul style="list-style-type: none"> •No cases of child marriages & trafficking. • Timely access to entitlements like uniforms, text books, scholarship grant etc. <p>Promote:</p> <ul style="list-style-type: none"> • Awareness on eliminating harmful use of alcohol and drugs.. • Awareness on legal provision of children.
<p>Theme 4</p> <p>Water Sufficient Village</p>	<p>A village with Functional House Tap Connections to all, with a</p>	<p>1.Access to adequate clear water to all and potable water facilities</p>	<p>Ensure:</p> <ul style="list-style-type: none"> •Adequate & safe piped water supply to all HHs. •Avoid contamination of water.

<p>SDGS -6 and 15</p>	<p>targeted standard of quality water supply, good water management and adequate water availability for agriculture and all needs, water recycling and harvesting</p>	<p>2. Access to sanitation facilities in the villages. 3. Ensure 100% usage of HHL 4. Develop mechanism on grey water treatment & purification. 5. Ensure 100% ODF. 6. Address ground water depletion, arsenic contamination, rainwater harvesting and groundwater recharge.</p>	<ul style="list-style-type: none"> • Ensure rainwater harvesting. • Water conservation for rain-fed agriculture. • Waste water recycling. <p>Plan & Monitor:</p> <ul style="list-style-type: none"> • Community monitoring of conservation of water bodies. • Regulation on water extraction based on demand-yield match. • Water distribution networks. • Recharge of groundwater aquifers. • Rejuvenation of Springs. <p>Facilitate:</p> <ul style="list-style-type: none"> • Appropriate micro-irrigation methods (Drip/Sprinkler) • Enhanced water-use efficiency by rationalizing water use for appropriate cropping pattern like Happa model (drought area) etc. • Use of technology for water testing. • Modern agriculture through water-efficient technologies.
<p>Theme 5</p> <p>Clean & Green Village</p> <p>SDGS-6, 7, 12, 13, 14 and 15</p>	<p>Creating a village, for the future of our children, which is lush and green with nature's bounty, using renewable energy, clean, protecting environment and climate resilient.</p>	<p>1. Shift from non-renewable to renewable source of energy. 2. 100% ODF. 3. Enhanced green cover through social forestry use of local nursery. 4. Ensuring conservation of biodiversity and sustainability of ecosystems.</p>	<p>Ensure:</p> <ul style="list-style-type: none"> • Use of solar energy in HHS and public places. • Efficient distribution system of electricity. • Efficient waste management facility. <p>Promote:</p> <ul style="list-style-type: none"> • Construction and use of bio-gas systems. • Harnessing of local hydel resource. • Energy efficient solar pumps for micro irrigation. • Community-based management of natural resources including forests, water bodies and sacred groves.

			<ul style="list-style-type: none"> •Planting of natural vegetation in high-slope areas, barren and other common lands and alongside roads. •Maintain Public Biodiversity Register. •Plantation schemes and nursery bed, composting units.
<p>Theme 6</p> <p>Self-sufficient Infrastructure Gram Panchayat</p> <p>SDGS-1, 2, 4, 5, 6, 9 and 11</p>	<p>To achieve Self-sufficient Infrastructure and ensure access for all to adequate, safe and affordable housing and basic services.</p>	<ol style="list-style-type: none"> 1. Ensure establishment of quality infrastructure - GP Bhawan, AWC, Schools, Health Centre, CSC, separate toilets with running tap water provision in schools. 2. Ensure all weather connectivity roads, solar street lights and community solar tree, ensure pucca house for all. 3. Ensure piped water to all HHs. 4. Ensure proper covered drainage system. 	<ul style="list-style-type: none"> •Availability of pucca houses. •Adequate, functional clean toilet facilities with running tap water in schools (separately for boys and girls) and Anganwadis. •Proper sewage system by the construction of close and covered drains. •GP Building with proper sanitation & drinking water facilities. •CSC with technical facilities. •Better infrastructure at PHSC/CHC & schools. •Community halls, Digital Public Library and playgrounds.
<p>Theme 7</p> <p>Socially-Secured Village</p> <p>SDGS -1, 2, 5, 10 and 16</p>	<p>Every person in the village must feel cared for and all eligible must be covered by social security systems.</p>	<ol style="list-style-type: none"> 1. Improving living standards of the BPL HHS. 2. Implementing and ensuring social protection schemes for all. 3. Facilitating enrolment of children and pregnant women under ICDS. 4. Reduce poverty by providing wage employment MGNREGS. under 5. Appropriate infrastructure and facilities for person with disability (Disabled-friendly). 	<ul style="list-style-type: none"> •Strengthen Gram Sabhas for ensuring responsive, inclusive, participatory and representative decision-making at all levels. • Identification of poor with multiple deprivations through socio-economic caste census data. • Converge different agencies, their programmes and schemes and community organizations which can support the Gram Panchayat. • Facilitate registration in PDS.

<p>Theme 8</p> <p>Villages with Good Governance</p> <p>SDG -16</p>	<p>Ensuring benefits of development under various schemes and responsive service delivery to all residents of GP through Good Governance.</p>	<ol style="list-style-type: none"> 1. Coordination and convergence among various institutions/stakeholders for preparation of GPDP. 2. Establishing partnership and collaboration in village. 3. Involvement of youth /children/SHG/village committees in localization of SDGS. 4. Promoting better public service delivery by use of technology. 	<ul style="list-style-type: none"> •Preparing integrated GPDPs. • Information Boards in Gram Panchayats. •Awareness about different Central & State schemes. • Timely disposal of RTI grievances. • Identifying the vulnerable & economically weaker section of the society. • Strengthen Gram Sabhas for ensuring responsive, inclusive, participatory and representative decision-making at all levels. • Effective delivery of the services through the use of ICT. • Strengthen the local committees for holistic development in rural areas.
<p>Theme 9</p> <p>Engendered Development in Villages</p> <p>SDGS- 1,2,3,4,5 and 8</p>	<p>To achieve gender equality, provide equal opportunities, empower women and girls in a safe environment.</p>	<ol style="list-style-type: none"> 1. Reduce crimes against women and girls. 2. Ensure safety of women in all public and private spheres. 3. Improve participation of women in socio-political, economic activities and participation in community-based organisations. 4. Equal wages for equal pay to the women. 	<ul style="list-style-type: none"> •100% school enrolment and retention of drop-out girls. •Programmes for school children against cybercrimes and substance abuse. •Conduct Mahila Sabha on a regular basis. •Discuss the issues of gender disparity and violence against women at community level. •Develop Gender Responsive Budget Plan. •Provide free legal aid services to the women in need and care. Women's participation in economic activities under SHGS. <p>Promote Awareness on:</p> <ul style="list-style-type: none"> •Legal Provisions for Women. •Stop Child Marriage & its negative impacts on

			<p>physical health and mental state of mind.</p> <ul style="list-style-type: none"> •SAY NO to Child Trafficking. •Awareness against gender discrimination practice: sex-determination & sex-selective abortion. <p>Ensure:</p> <ul style="list-style-type: none"> •Active inclusion and engagement of adolescent girls in livelihood and skill Development programmes. •Registration and tracking of women and girls who are migrating.
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Chapter - 12

AUDIT

(G.O.Ms: No: 703, PR&RD, Dated.5.11.1994)

According to APPPR Act Section 268 sub-section (1) and sub-section (2) the Government of Andhra Pradesh appoints the Director of Local Fund Audit as the Auditor to examine and audit after the end of each financial year all annual accounts of every Gram Panchayat, Mandal Praja Parishad, Zilla Praja Parishad and all accounts kept by every such Gram Panchayat, Mandal Praja Parishad and Zilla Praja Parishad under sub-section (1) Section 266 of the APPR Act.

Sec 266 Accounts and Audit: (1) The accounts of the Gram Panchayat Mandal Parishad and Zilla Parishad shall be maintained in such manner and such form as may be prescribed. The accounts maintained by the said local bodies shall be audited by the Director of State Audit appointed under Section 3 of the Andhra Pradesh State Audit Act, 1989.

(2) For the purpose of proper maintenance of accounts and matters connected therewith or incidental there to, it shall be competent for the Director of State Audit to issue such directions as he deems necessary to the Chief Executive Officer, who shall ensure that the said directions are carried out by the said local bodies.

Rules for Maintenance of Registers and Accounts by Mandal Praja Parishad and Zilla Praja Parishad (G.O.Ms.No.559, PR&RD and relief (Mandal-I)) Dated.5.09.1994.

The details will be Separate Chapter.

Guidelines to Avoid Irregularities and Audit Objections in the Mandal Praja Parishads and Zilla Praja Parishads.

Introduction:

The common irregularities that are noticed in the accounts of Mandal Praja Parishad and Zilla Praja Parishads broadly fall under the following categories.

1. Delay in disbursement and Misappropriation of funds.
2. Irregularities in utilization of C.D. Funds and grants.
3. Irregularities in accounting and utilization of loans.

4. Expenditure in excess of Budget provision or without budget provision.
5. Irregularities relating to pay and allowances of staff.
6. Irregularities in the purchase of materials etc.
7. Irregularities in works.
8. Extraordinary Expenditure.
9. Irregularities in preparation of monthly and Annual accounts
10. Defective maintenance of registers.
11. Non-production of records for audit.

The Irregularities may be avoided or minimized by following instructions given bellow.

1.Delay in disbursement and misappropriation of Funds:

Excess amount should not be drawn. The drawal of moneys and keeping them on hand without disbursement leads to defalcation of funds which should be avoided.

2. Irregularities in utilization of C.D. funds and grants:

- i. With regard to the utilization of General Funds specific instructions have been issued by Government in G.O. Ms. No.704, PR & RD Dated. 5-11-94 .The orders of Government issued from time to time have to be kept in view to utilize the general funds so as to avoid the audit objections.G.O. Ms. No.18, PR & RD(Mandal-III) Dated. 24-3-2017.

The earmarked Zilla Praja Parishad/Mandal Praja Parishad General Funds were allocated in the following manner:

S.No	Particular	Percentage
1	For upgradation, maintenance and restoration of existing assets including M.I Sources.	23%
2	For the welfare of a. Scheduled Castes b. Schedule Tribes c. Women and Child Welfare	15% 06% 15%
3	For Drinking Water in emergencies	12%

4	For office management, office equipment Establishment expenditure	15%
5	For unforeseen contingencies such as Activities of Public welfare contribution of Sports Festival, Cultural Programmes etc.	04%
6	Contribution/Expenditure towards Sectorial Activities of Health, Education, Welfare, Agriculture, Animal Husbandry and others	10%
Total		100%

3. Irregularities in accounting and utilization of loans:

The loan files and documents should be kept in the custody of the MPDO or Chief Accountant or Administrative Officer and produced for audit.

4. Expenditure is excess of Budget provision or without Budget provisions:

The budgets should be prepared strictly in accordance with the instructions issued in G.O.Ms.No. 15. Panchayat Raj dated 10.01. 1995, it is essential to indicate on each voucher, the budget provision for the year expenditure including the bill and balance of budget provision. Prompt action should be taken for prior re-appropriation of funds when there is no budget allotment or when budget provision is found to be insufficient.

5. Irregularities relating to pay and allowance of staff:

- i. The irregularity can be avoided by recording all permanent and temporary sanctioned post against the establishment concerned.
- ii. Excess and inadmissible payments: The pay of the employees consequent on promotion to higher posts or revision of scales of pay should be fixed correctly.
- iii. Excess payments due to wrong or irregular grant of leave and increments.
- iv. Travelling allowance bills: With regards to the check to be excised in Passing Travelling Allowance bills, a suggestive check slip is given in Appendix II B for guidance and to avoid irregularities in the passing of

Travelling bills.

- i) Fixed Travelling Allowance are drawn by the employees, recoveries of proportionate Fixed Travelling Allowance should be proportionately recover.
- ii) Arrears claims: Delay in sanction of increments in normal condition should be avoided.
- iii) General Provident Fund and Life Insurance Corporation premium recovered from pay bills not remitted promptly. The Life Insurance Corporation Premium recovered from Pay bills is not remitted

1. Irregularities in the purchase of materials etc.

- 1) (a) Sanction of competent authority not obtained.
 - (b) Tenders not invited wherever necessary.
 - (c) Advances paid to suppliers of goods and services.
 - (d) Articles not entered in the Stock Register.
- (2) The rules with G.O.Ms.No. 1232. P & LA. Dated 6.12. 1959 relating to invitation and acceptance of tenders for purchase of materials have to be strictly followed. The Chief Executive Officer/ MPDO has to obtain the sanction of competent authority before making purchases. Advances should not be paid to suppliers of goods or service before the articles are taken delivery of and inspected with regard to the number, quality, quantity and the specifications etc. When the bills for supplies are passed for payment the Chief Executive Officer Mandal Parishad Development Officer should check and test the stock entries in the concerned stock registers and record the Voucher No and date in which the payment was made.

2. Irregularities in Works:

- (1) The following are the lapses generally noticed.
 - a) Administrative and technical sanctions are not obtained.
 - b) Works executed without acquisition of site.
 - c) Non-invitation of tenders and non-acceptance of lowest tenders.
 - d) Payment made without check measurement.
 - e) Measurement Books and estimates etc., not produced.
 - f) Excess and inadmissible payments.

- g) Works left incomplete resulting in infructuous expenditure.
- h) Acquittances not obtained on nominal muster rolls.

(2) Rules relating to invitation and disposal of tenders for execution of works have been issued by Government in G.O.Ms No.589 PR & RD Dated.29-9-89 amendment .G.O.Ms.No. 477. PR & RD Dated.12.11.1998 and G.O.Ms.No. 195, PR & RD Dated.10-5-99 should be strictly followed.

Irregularities can be avoided by the Executive Engineers, Mandal Parishad Development Officers by following rules and insisting on close scrutiny of the work bills by the Divisional Accountants in the Office of the Executive Engineer. Zilla Praia Parishad Chief Accountants before passing them.

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8. Extraordinary Expenditure:

These can be avoided by following the executive instructions, statutory rules and the orders of Government issued from time to time.

9. Irregularities in preparation of monthly and annual accounts

(1) The monthly accounts of the Mandal Parishad Development Officer or Zilla Parishad should be sent to audit officer by 5th of the succeeding month. The annual account for each year should be sent to audit officer and also to Government by 15th of May of the next financial year vide G.O.Ms.No.559(Mandals I), Dated. 5.9.1994.

(2) Entries should also be made in the cash book, posting register and in the register of deposits of advance recoverable as and when refunds of deposits and payments of advance are made or when deposits are received and adjustments of advances are effected.

10. Proper maintenance of Registers:

(1) The register to be maintained in Mandal Parishad Officers have been prescribed in GO.Ms.No.559. Panchayat Raj, dated 5.9.94 along with their pro-forma. A list of the register is given in Appendix-I. The common registers should maintain properly as follows:

- i) Cash Book
- ii) Petty Cash Book
- iii) Grants Appropriate register
- iv) Register of loans
- v) Register of Contributions
- vi) Register of Deposits
- vii) Log Books of Motor vehicles
- viii) Register of tools and plants

Even though the precautions taken some audit objections may arise.

Further action on objections in the audit report

The audit report should be read thoroughly and steps should be taken to correct the objections mentioned. Answers should be written within 2 months explaining the actions taken on the objections and send the report to the Chief Executive Officer and Zilla Praja Parishad.

Certain factors should be identified in order to determine who is responsible for the objections in the audit report.

Andhra Pradesh Financial Code - Article: 273, They are:

The Mandal Praja Parishad and have failed to take appropriate permissions, Without appropriate orders and sanctions.

Full details not furnished to the Mandal Praja Parishad.

The persons also responsible for voting in favor of such resolutions. They are also held liable for damages in those cases.

Mandal Praja Parishad is held responsible even when decisions are taken on issues that are not within the jurisdiction of Mandal Praja Parishad.

Audit Online

Implementation of audit online application

Audit Online is one of Application of Panchayati Raj Institutions in PES suite of 12 designed software applications.

It will enable the audit of financial accounts, maintenance of audit records and easy to financial transactions. The Commissioner, Panchayati Raj & Rural Development Department has issued 6181/H1 2020 Dated.22.07.2020. Audit Online Application implemented from the financial year 2019-20.

Further details will be given another chapter.

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Chapter – 13

MAINTENANCE OF REGISTERS IN MANDAL PRAJA PARISHAD

(G.O.MS.No. 559, P.R. & R.D., dt. 05-09-1994 and G.O.MS.No.324, PR.Department, Date: 09-09-2010)

All the financial affairs of Mandal Praja Parishad are recorded in the respective registers. As per the approval of the Mandal Praja Parishad(MP), the expenses incurred, payments made etc. should be entered in the respective registers properly and timely. Mandal Praja Parishad, when MP wants to check any records and registers (As per Section 163 of APPR ACT 1994) M.P.D.O should produce records and registers.

Annexure-A Registers (as per GO 559 PR dt: 5.9.94)

I Receipts:

1. Accounts of fees managed departmentally
2. Other taxes and fees
3. Bill Books for Taxes and Fees and Warrants and Distraints.
4. Demand Register for taxes and fees.
5. Miscellaneous Bill Books.
6. Miscellaneous Demand Register.
7. Miscellaneous Receipts Register.
8. Miscellaneous Sales Register.
9. Prosecution Register.
10. Register of encroachment fees.
11. Register of encroachments.
12. Register of fruit bearing avenue trees.
13. Register of grants from Central and State Governments.
14. Register of subscriptions, contributions and donations.
15. Register of write-offs and remissions.

II Expenditure (General):

16. Acquittance Register
17. Cash Book

18. Cheque Book
19. Pay Bill Register
20. Petty Cash Book
21. Register of Bills passed for payment
22. Register of undisbursed pay.
23. T.A. Bill Register
24. Treasury Pass Book

III Establishment:

25. Establishment Audit Register
26. Last pay Certificates
27. Register of Increment Certificates
28. Register of Probationers
29. Register of Service Registers
30. Service Registers

IV Contingencies

31. Register of Advances
32. Register of Contingent Charges
33. Register of Permanent Advances

V Pensions:

34. Demand Register of Pensionary Contributions
35. Pension Fund Cash Book.
36. Pension Payment Audit Register
37. Register of Pension Payment Orders.

VI Provident Fund:

38. Abstract Register of Provident Fund.
39. Provident Fund Cash Book.
40. Provident Fund Ledger
41. Register of Insurance Policies
42. Register of Premia
43. Register of subscribers to the Provident Fund and their nominees
44. Register of Temporary withdrawals and their recoveries

VII Accounts:

45. Abstract register of receipts and expenditure
46. Annual Account
47. Budget

48. Detailed book of Receipts and Expenditure.
49. Detailed Monthly Account
50. Licenses for Industries and Factories
51. Loans Ledgers
52. Posting register of receipts and charges for general funds and Secondary Education/Elementary Education Fund.
53. Register of Cheques and Postal Orders received
54. Register of Deposits
55. Register of Investments
56. Register of Lapsed Deposits
57. Register of Loans
58. Register of Money Orders received
59. Register of Receipts and Expenditure on account of Endowments Transfer Entry Register
60. Transfer Entry Register.

VIII Stock Register:

61. Stock Account of Stationery
62. Stock Account of Forms
63. Stock Register of Furniture
64. Stock of Register of Measurement Books
65. Stock Register of Tools and Plant

IX Miscellaneous

66. Attendance Register of Members
67. Catalogue of Books
68. Cash Book to be used by Pleaders
69. Ledger to be used by Pleaders
70. Log Book for Motor vehicles
71. Register of Audit Objections
72. Register of Encroachments
73. Register of Immovable Properties
74. Register of Revenue Yielding Properties
75. Register of Security Deposits
76. Register of Suits
77. Stamp Account Book

X. Register Special to Subsidiary Institutions (Craft Centres, Women Welfare Centres Etc..)

- 78. Production Register of preparation Register.
- 79. Stock Account of Finished Products
- 80. Stock Account of Raw Materials

XI Engineering Branch

- 81. Abstract Register of receipts and charges
- 82. Acquittance Register of Establishment
- 83. Annual Register of receipts and Issues and Balances of Materials at Site Account.
- 84. Annual Verification Statement of Road Metal and Other Material
- 85. Cash Book
- 86. Contractor Ledger
- 87. Grants Appropriate Register
- 88. Monthly Log Book of Heavy Tools and Plant
- 89. Imprest Cash Book
- 90. Measurement Book
- 91. Petty Cash Book
- 92. Register of Agreement
- 93. Register of Advances Recoverable
- 94. Register of Buildings
- 95. Register of Bridges and Culverts
- 96. Register of Cheques and Money Orders
- 97. Register of Cheques Receipt Books
- 98. Register of Contractors
- 99. Register of Deposits
- 100. Register of Encroachments
- 101. Register of Estimates Received
- 102. Register of Estimates Technically Sanctioned
- 103. Register of Fixed Charges
- 104. Register of Fruit Bearing Avenues
- 105. Register of Hire Charges
- 106. Register of Lapsed Deposits
- 107. Register of Miscellaneous Recoveries.
- 108. Register of Miscellaneous Demand

109. Register of Miscellaneous Sales
110. Register of Miscellaneous Sanctions.
111. Register of Minor Irrigation Tanks
112. Register of Permanent Advances
113. Register of P.W.S. Schemes
114. Register of Roads
115. Register of Works
116. Register of Work Bills
117. Register of Works Check Measured and Super Check Measured
118. Register of Wells
119. Road Chart
120. Road Metal Rate Books
121. Stock Register of M. Books
122. Suspense Register
123. TE Register
124. T.E. Order
125. Tender Register
126. Tender Schedules Register
127. Treasury Remittance Book of the Engineer
128. Unstamped Receipt Book (see Rule-14)

Annexure-B Forms

I .Miscellaneous

1. Absentee Statements
2. Abstract of Monthly Account.
3. Agreement Forms
4. Annual Verification Statement
5. Application for Transfer of Allotments
6. Challan
7. Contingent Statement of Differences
8. Completion Reports
9. Contingent Bills
10. Contract Certificates
11. D.C.B. Statement of Schools (ZPs only)
12. Estimates (i) Detailed Measure Sheet

(ii) Abstract of Estimate

13. Form relating to Acquisitions and Transfer of Immovable Properties
14. Increment Certificates
15. Indent for Supply of Forms
16. Monthly D.C.B Statement
17. Pay Bills
18. Proposition Statement
19. Refund Vouchers of Lapsed Deposits
20. T.A. Bills

II. Provident Fund:

21. Bond of Indemnity
22. Deposit Account of Subscribers
23. Form of Nominations
24. Form of Register Notice
25. Statements of Provident Fund Subscriptions Received
26. Vouchers for repayment from Provident Fund

III. Pension

27. Application for Pension/Gratuity
28. Application for Family Pension
29. Application for Pensioner Gratuity
30. Call for Personal Appearance of Pensioner
31. Consolidate pensioners Bill Form
32. Declaration for Anticipatory Pension/DCRG.
33. List of Family Members
34. Nomination for DCRG
35. No Dues Certificate
36. Pension Payment Order
37. Pensioner Bill
38. Order of Pension Sanctioning authority

IV. Engineering

39. Agreement Forms
40. Covering list of Engineering Vouchers
41. Daily Log Sheet
42. Nominal Muster Rolls
43. Return showing the Receipts. Issues and Balances. materials at site

44. Running Account Bill.

Various Registers Maintained by Mandal Praja Parishad As per Model Accounting System the following records must be maintained in Mandal Praja Parishad.

The Records and registers maintained by Mandal Praja Parishad are divide in to 4 types.

1. Registers relating to meetings:
2. Registers relating to financial affairs
3. Registers relating to general administration
4. Registers relating to other departments

I. Meeting registers

- i. General meetings
Agenda register
Member's attendance register
Minutes register
- ii. Functional committee meeting
Agenda register
Member's attendance register
Minutes register

II. Financial affairs registers

- i. Income and Expenditure register
- ii. Scheme wise Capital Expenditure register
- iii. Annual Deposits, advances and loans register
- iv. Grants register(Central & State)
- v. Annual Demand, Collection, Balance register
- vi. Treasury Pass book
- vii. Cash book
- viii. Check book
- ix. Petty Cash book
- x. Bills Passed register

- xi. Grants appropriation register
- xii. Traveling allowance bills register
- xiii. Contingent charges register
- xiv. Stock register
- xv. Immovable properties register
 - a. Roads register
 - b. Lands register
 - c. Other properties register
- xvi. Movable properties register
- xvii. Tenders register
- xviii. Deposit register
- xix. Transfer entry register
- xx. Detailed posting register
- xxi. Abstract posting register
- xxii. Monthly Account register
- xxiii. Monthly reconciliation register

III. General Administration registers

- i. Staff service registers
- ii. Increment sanction register
- iii. Late attendance register
- iv. Staff casual leave register
- v. Staff movement register
- vi. Audit objections register
- vii. Tapaals register
- viii. Register Tapaals register
- ix. D.O letters register
- x. Distribution register(Tapaals)
- xi. Personal Register
- xii. Stamp Account Register
- xiii. Surcharge certificates register

IV Other Department Registers

- i. M Books registers

- ii. Vehicle Log book
- iii. Schools recognition register

Deferent Web sites used in mandal parishad administration

1. LGD Local Government Directory (<https://lgddirectory.gov.in>)
2. National Panchayat Portal (<http://panchayatportals.gov.in>)
3. Service Plus (<http://serviceonline.gov.in>)
4. Audit Online (<http://auditonline.gov.in>)
5. Gram Manchitra (<https://grammanchitra.gov.in>)
6. Training Management Portal (<http://trainingonline.gov.in>)

e- Gram Swaraj

1. <https://egramswaraj.gov.in>
2. Area Profiler
3. Resource Envelop
4. Annual Action Plan
5. Voucher Transactions
6. Prograess reporting
7. M Action Soft
8. National Asset Directory
9. Mission Anthyodaya Survey
- 10.Black Panchayt Development Plan

State Software Applications

1. Grama Ward Sachivalaya Portal (<https://gramwardsachivalayam.ap.gov.in>)
2. Spadana Portal (<https://www.spandana.ap.gov.in/>)
3. CFMS (<https://cfms.ap.gov.in>)

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Chapter-14

TRANSPARENCY AND ACCOUNTABILITY AND DISCIPLINE IN GOVERNANCE OF MANDAL PRAJA PARISHAD

The Andhra Pradesh Panchayat Raj Act 1994 provides adequate opportunities to Mandal Praja Parishad members to provide the necessary services to the people who have elected them. At the same time disciplinary measures to be taken in case of misuse of these opportunities are also enshrined in the law. The following are the disciplinary measures to be taken by the elected public representatives in case of failure to perform their duties and lack of accountability under the Andhra Pradesh Panchayat Raj Act 1994.

No confidence Motion against Mandal Praja Parishad President and Vice President: (Section 245) (G.O.M.S.No.200.PR&RD (Mandal 1) Dated:28.04.1998)

No-confidence motion will be moved by MPTC members against Mandal Prajaparishad President or Vice-President.

After the Tenure of 4 years and only once.

No confidence motion shall be proposed with a notice signed by not less than 50% of the M.P.T.Cs .

The total number of MPTCs includes vacant and suspended seats.

In no confidence motion the right to vote is vested in the Persons elected as per section 149 rule1(1) of APPRAAct.

The notice in form No.1 shall be submitted to sub collector/RDO by MPTC member who are signatories. G.O.Ms.No:200.

The notice shall be issued not less than 15 days before excluding issue and meeting dates. A special meeting will be convened with a quorum of 50%.

The no confidence motion will be approved with the support of 2/3 rds of the MPTC members only.

The members who are in suspension also vote.

The no confidence motion approved the information should be sent to government and vacancies fill as casual vacancy.

Not less than 15 full days (excluding date of receipt of notice, date of meeting) Y.P.T.C. Notice should be issued to the members.

Unless adjourned by order of the court, the meeting arranged for consideration of the resolution shall be held by A.

It should not be postponed for any reason. The meeting should not be held on a holiday. This is a specially organized meeting.

If a quorum is not present within one hour of the appointed time of the meeting, the meeting shall be adjourned. The notice takes time.

Quorum i.e. half of the total MPTC members of Mandal Praja Parishad should be present. Y.P.T.C. Members shall vote by raising their hands. If not less than two-thirds (2/3) of the total MPTC members support the resolution,

The State Government issues a notification removing the concerned person from the post. > Any fraction arrived at in determining the number of members shall be half of the total number of MPTC members. If it is less than 0.5 then discard it. and as one if 0.5 or greater should be considered.

Members under suspension are also entitled to vote in this meeting.

Repeal or suspension of resolution of Mandal Praja Parishad (Section 246)

1) The Government may either sumoto or on a reference made to them by the Executive Officer or, Mandal Praja Parishad Officer or MPDO as the case may be the chief executive officer in the manner prescribed, by order, in writing cancel any

Resolution passed by a gramapanchayat Mandal Prishadoe a Zill a Praishad or any standing committee of Zill a Praja Parishad if in their opinion such resolution-

(a) is not legally passed.

(b) is in excess or abuse of the powers conferred by or under this act or any other law; or

(c) (c) on its execution is likely to cause danger to human life, health or safety or is likely to lead to riot or affray.

2) The Government shall, before taking action under sub-section 1, give the Gram Panchayat, Mandal Parishad or the Zilla Parishad, as t may be, an opportunity for explanation.

(3) If in the opinion of the District Collector, immediate action is necessary to suspend a resolution on any of the grounds referred to in cluse(c) of sub-section (1), he may make a report to the Government and the G ment may, by order in writing, suspend the resolution.

Power of government to take action in default of a Gram Panchayat, Mandal Parishad or a Zilla Parishad .Section 247

POWERS OF GOVERNMENT TO ISSUE DIRECTIONS (SEC.248)

The Government shall be competent to issue such direction to the Chief Ex-Officer for the proper working of the Zilla Parishad or for the implementation of the resolutions thereof and the Chief Executive Officer shall implement such orders forth with and place a copy thereof for the perusal of the Chairman and Vice Chairman.

Notwithstanding anything contained in the Act, it shall be competent to the Commissioner or Government to issue such directions as they may consider necessary to the Executive Authority /Mandal Parishad Development Officer/ Chief Executive Officer for the proper working of the Gram Panchayat, Mandal Parishad, or the Zilla Parishad or for the implementation of the resolution there of and the Executive Authority. Mandal Parishad Development Officer or the Chief Executive Officer of Zilla Parishad shall implement those direction failing which, he shall be liable for disciplinary action under the relevant rules.

The Sarpanch /Mandal Parishad President/Chairman of Zilla Parishad shall ensure implementation of the Government orders and shall not do anything in derogation to the the directions of the Government. The Sarpanch, President or the Chairman who contravenes the provision shall be deemed to have wilfully omitted or refused or carry out the orders of the Government for the proper working of the Gram Panchayat. Mandal parishad or Zilla Parishad within the meaning of S.249.

**Powers of Government to remove Sarpanch, President or Chairman etc. :
Section 249.**

(1) If in the opinion of the District Collector the Sarpanch or the Upa-Sarpanch and in the opinion of the Government the President or the Vice President, or as the case may be, the Chairman or the Vice-Chairman,

(i) willfully omitted or refused to carry out the orders of the Government the proper working of the concerned local body, or

(ii) Abused his position or the powers vested in him, or

(iii) is guilty of misconduct in the discharge of his duties, or

(iv) persistently defaulted in the performance of his functions and duties trusted to him under the Act to the detriment of the functioning of the concerned local body or has become incapable of such performance.

The Collector, or as the case may be, the Government, may remove Such Sarpanch or Upa-Sarpanch, President or Vice-President, or as the case may be the Chairman or the Vice-Chairman, after giving him an opportunity for explanation.

Powers of Government to dissolve Gram Panchayat, Mandal Parishad or Zilla Parishad: Section-250

(1) (i) If, at any time, it appears to the government that a Gram Panchayat, Mandal Parishad or a Zilla Parishad is not competent to perform its functions or has failed to exercise its powers or the perform its functions or has exceeded or abused any of the powers conferred up on it by or under this Act, or any other law for the time being in force, the government may direct the gram Panchayat, Mandal Parishad, or as the case may be, Zilla Parishad to remedy such incompetency, failure, excess or abuse or give a satisfactory explanation therefore and if the gram panchayat, Mandal Parishad or the Zilla Parishad fails to comply with such direction, the Govern- may dissolve it with effect from a specified date and reconstitute it either immediately or within six months from the date of dissolution.

MEMBERS HOLDING DUAL OFFICES IN PANCHAYAT RAJ INSTITUTIONS Section 234 of APPR Act

(G.O.MS.NO.135 PR & RD DT. 13.3.95)

1. If any person is elected to more than one category of office mentioned below he shall within 15 days from the date of such recent election shall resign one of the offices/seats he wishes to continue and the other he wants to vacate.

WARD:

- (i) Ward member of Gram Panchayat:
- (ii) Sarpanch of Gram Panchayat
- (iii) Member of Mandal Parishad Territorial Constituency:
- (iv) Member of Zilla Parishad Territorial Constituency.

2. In case he fails to exercise the option within 15 days he shall continue to hold the office in the highest tier and the District Collector will intimate to him the offices vacated by him.
3. The offices vacated by him shall be filled as casual vacancies in the manner prescribed by Government.

OATH OF ALLEGIANCE (S.252)

Every person who is elected to any of the following offices shall before taking his seat make at a special meeting or any other meeting an oath of affirmation of his allegiance to the constitution of India in the following form.

FORM (G.O.MS.NO.132 PR & RD DT. 11.3.93)

"I.....certify having become a Sarpanch/Member of Gram Panchayat/ President/Member of a Mandal Parishad / Chairman / Member of Zilla Parishad, swear in the name of God / solemnly affirm that I will bear true faith and allegiance to the constitution of India as by law established and that I will faithfully discharge the duty upon which I am about to enter"

1. NO such Sarpanch, President or Chairman or member shall take his seat at a meeting of the Gram Panchayat / Mandal Parishad or as the case may be of the Zilla Parishad or do may act as such member unless he has made the oath of affirmation as laid down in this section.

2. If any person fails to take oath of office and ceases to hold office and on intimation by the Executive Authority applies for time to Gram Panchayat / Mandal Parishad/Zilla Parishad for extension of time, the Gram Panchayat / Mandal Parishad / ZP shall grant him time of not less than 4 months and not more than 9 months to take oath, pending which he will be restored to office.
3. If even during the extended period the member is not able to take oath, for reasons beyond his control apply to Government and Government may grant further time to enable him to take oath and notwithstanding anything in this Act, he will continue to hold office, if such person takes oath of affirmation during such extended period.

DISQUALIFICATIONS (S.18-22)

The following disqualification mentioned in S.18-22 of APPR Act equally apply to offices of members of gram Panchayat, MPTC members, ZPTC members, Upa Sarpanch, Mandal Parishad President and Vice President, Chairman and Vice Chairman, Zilla Parishads.

1. The person's name should be on the electoral roll and he should not be less than 21 years of age.
2. No employee of Central/State Government or a local authority or an employee of a corporation of any institution receiving aid from the funds of the Government and no office bearer of anybody constituted under a law made by the State Legislature of the State or of Parliament shall be qualified to hold office.
3. A dismissed employee of the Government or Local body (State or Central) on the ground of corruption or disloyalty to the State shall be disqualified.
4. Every person convicted for an offence punishable under Chapter IX A of Indian Penal Code or under any law or rule relating to the infringement of secrecy of voting shall be disqualified for a period of 5 years from the date

of his conviction or for such shorter period as the court may by order, determine.

5. A person convicted for an offence, specified under Sec.8 (2)(1) of the Representation of Peoples Act, 1951, the disqualification shall not take effect until after the expiration of the time for filing an appeal against such conviction and where an appeal is filed until the disposal of the appeal.

Provided that a person convicted for an offence under sec8 (1) of the representation of Peoples Act, shall be disqualified for being chosen an or for continuing as a member of a Gram Panchayat, Mandal Parishad, Zilla parishad for a period of 6 years from the date of convicting and a person convicted under Sub Sec (2) shall be disqualified for a period of 6 years from the date of conviction and a further period of five years from the date of release.

6. A person who has been convicted by a Criminal Court.

- i) For an offence under Protection of Civil Rights Act
- ii) For an offence involving moral delinquency shall be disqualified for a period of 5 years from the date of conviction or where he is sentenced to imprisonment while undergoing sentence and after a period of 5 years from the date of expiration thereof.

7. If he is of

- i. Unsound mind and declared so by a competent court.
- ii. A deaf, mute or suffering from leprosy.
- iii. An applicant to be adjudicated an insolvent or an undischarged insolvent. is interested in a subsisting contract made with or any work being done for the Gram Panchayat, Mandal Parishad or Zilla Parishad or any state or Central Government. A person will not be treated as having an interest in contract simply because.

- (a) He is a shareholder and not a Director.

- (b) Has any lease, sale or purchase of immovable property or an Agreement for the same.
- (c) Any agreement for loan of money or any security for payment of money only or.
- (d) In any newspaper in which any advertisement to the affairs of the Gram Panchayat are inserted.
- (e) Is employed as paid Legal Practitioner or Secretary of a company or a corporation (other than a Co-op society) in which not less than 25% of the paid up share capital is held by the State Government.
- (f) Is an Honorary Magistrate under the Code of Criminal Procedure, (1973) with jurisdiction in any part of the village.
- (g) Is already a member of gram panchayat and his term will not cease before the fresh election.
- (h) Is arrears of any dues, including sums surcharged, otherwise than in a fiduciary capacity to the gram Panchayat in respect of which a bill Served and the date for payment specified therein has expired.
- (i) A person having more than two children (the birth of another children within one year from the commencement of the Act, will not be taken into consideration for incurring disqualification.)

MEMBERS OF GRAM PANCHAYATS, MANDAL PARISHADS & ZILLA PARISHADS (ZPTC) SHALL BE DISQUALIFIED IF HE:

1. Is or becomes subject to any of the disqualifications specified in Sec.19.
2. Absents himself from the meetings of the Gram Panchayat/ Mandal Parishad/Zilla Parishad for a period of 90 days for such duration: in which three meetings were convened reckoned from the date of last meeting or his restoration to office as member under Sub. Section 1 of Sec.21, as the case may be, (if less than 3 meetings held absents himself for three consecutive ordinary meetings held after the said date. Women members with advance stage of pregnancy a period of 120 days is to be reckoned provided that
 - i. Due notice of meetings was served on him; and:

ii. The meeting was not one of a requisition meeting.

3. A person who ceases a member under S.18 or S.20 (a) read with Sec. 19 He shall be restored to office for such period of unexpired portion if and whethe conviction is annulled or in the case of restoration after receiving the intimation from the DPO he will be restored to office and any person was elected to fill the vacancy shall have to vacate office.

a) . Where an allegations made that any person who is elected as member of a gram Panchayat is not qualified or has become disqualified under §17. S.18.5.19 or Sec.20 by any voter or authority to the Executive Authority in Writing and the Executive Authority has given intimation of such allegation to themember through the District Panchayat Officer and such member Dispute the correctness of the allegation so made or any member himself Raises anydoubtwhether or not he has become disqualified under any of these sections,such member or any other member may and the Executive Authority shall at the direction of the Gram Panchayat or the Commissioner shall within a periodof twomonths from the date on which such intimation is given or doubt .Isentertained,as the case may be, apply to the District Munsiff having jurisdictionover the area.

b) . Till a decision is given he will continue to hold office:

c) . In case of Sarpanch or Upa Sarpanch, they will be restored to office in case they have vacated the office.

POWERS OF GOVERNMENT/COMMISSIONER/ COLLECTOR IN EMERGENCIES (SEC.262)

The Government/Commissioner/ Collector, in cases of emergency direct or provide for the doing of any act which a Zilla Parishad or its Executive Authority is empowered to execute or doing of which is necessary in their opinion for the safety of the public and direct that the expense of executing such work or doing

of such act shall be paid by the persons having the custody of the funds of the Gram Panchayat /Zilla Parishad.

1) Subject to such control as may be prescribed the Government, the Commissioner or the Collector may, in cases of emergency direct or provide or the execution of any work of the doing of any act which a Gram Panchayat or Executive Authority is empowered to execute or do, and the immediate execution or doing of which is in his opinion is necessary for safety of the public and may direct that the expense of executing such work or doing such act shall be paid by the person having the custody of the Gram Panchayat fund in priority to any other charges against such fund except charges for the service of authorized loans (the provision is applicable to Mandal Parishads and Zilla Parishads)

2) The powers of the nature referred to in sub-section (1) may be exercised by the Government in the case of a Mandal Parishad or a Zilla Parishad subject to the variation that for the expression "executive authority" the expression "Mandal Parishad Development Officer", or as the case may be "Chief Executive Officer" and for the expression "Gram Panchayat Fund", the expression "Mandal Parishad Fund", or as the case may be, the "Zilla Parishad Fund" is substituted.

Chairperson, President, Sarpanch etc., to be public servants: Section 258,

The Chairperson, the Vice-Chairperson or a member of a Zilla parishad, the President, the Vice-President or a member of a Mandal Parishad, the Sarpanch, Upa-Sarpanch or a member of a Gram Panchayat, the Chief Executive Officer, the Mandal Parishad Development Officer, the Executive Officer, or any officer or servant of a Zilla Parishad or a Mandal Parishad or the gram panchaya shall be deemed to be a public servant, within the meaning of Section 21 of Indian Penal code.

DISQUALIFICATIONS (S.18-22)

The following disqualification mentioned in S.18-22 of APPR Act equally apply to offices of members of gram Panchayat, MPTC members, ZPTC members, Upa Sarpanch, Mandal Parishad President and Vice President, Chairman and Vice Chairman, Zilla Parishads.

7. The person's name should be on the electoral roll and he should not be less than 21 years of age.
8. No employee of Central/State Government or a local authority or an employee of a corporation of any institution receiving aid from the funds of the Government and no office bearer of any body constituted under a law made by the State Legislature of the State or of Parliament shall be qualified to hold office.
9. A dismissed employee of the Government or Local body (State or Central) on the ground of corruption or disloyalty to the State shall be disqualified.
10. Every person convicted for an offence punishable under Chapter IX A of Indian Penal Code or under any law or rule relating to the infringement of secrecy of voting shall be disqualified for a period of 5 years from the date of his conviction or for such shorter period as the court may by order, determine.
11. A person convicted for an offence, specified under Sec.8 (2)(1) of the Representation of Peoples Act, 1951, the disqualification shall not take effect until after the expiration of the time for filing an appeal against such conviction and where an appeal is filed until the disposal of the appeal.

Provided that a person convicted for an offence under sec8 (1) of the representation of Peoples Act, shall be disqualified for being chosen an or for continuing as a member of a Gram Panchayat, Mandal Parishad, Zilla parishad for a period of 6 years from the date of convicting and a person convicted under Sub

Sec (2) shall be disqualified for a period of 6 years from the date of conviction and a further period of five years from the date of release.

12. A person who has been convicted by a Criminal Court.

- i) For an offence under Protection of Civil Rights Act.
- ii) For an offence involving moral delinquency shall be disqualified for a period of 5 years from the date of conviction or where he is sentenced to imprisonment while undergoing sentence and after a period of 5 years from the date of expiration thereof.

13. If he is of

- i) Unsound mind and declared so by a competent court.
- ii) A deaf, mute or suffering from leprosy.
- iii) An applicant to be adjudicated an insolvent or an undischarged insolvent is interested in a subsisting contract made with or any work being done for the Gram Panchayat, Mandal Parishad or Zilla Parishad or any state or Central Government. A person will not be treated as having an interest in contract simply because.
 - (a) He is a shareholder and not a Director.
 - (b) Has any lease, sale or purchase of immovable property or an agreement for the same.
 - (c) Any agreement for loan of money or any security for payment of money only or.
 - (d) In any newspaper in which any advertisement to the affairs of Gram Panchayat are inserted.
 - (e) Is employed as paid Legal Practitioner or Secretary of company or a corporation (other than a Co-op society) in which not less than 25% of the paid up share capital is held by the State Government.
 - (f) Is an Honorary Magistrate under the Code of Criminal Procedure, (1973) with jurisdiction in any part of the village. Is already a member of gram panchayat and his term will not cease

before the fresh election.

- (g) Is arrears of any dues, including sums surcharged, otherwise
- (h) than in a fiduciary capacity to the gram Panchayat in respect of which a bill is served and the date for payment specified therein has expired.
- (i) a person having more than two children (the birth of another child within one year from the commencement of the Act, will not be taken into consideration for incurring disqualification.)

MEMBERS OF GRAM PANCHAYATS, MANDAL PARISHADS & ZILLA PARISHADS (ZPTC) SHALL BE DISQUALIFIED IF HE:

1. Is or becomes subject to any of the disqualifications specified in Sec.19.
2. Absents himself from the meetings of the Gram Panchayat/ Mandal Parishad/Zilla Parishad for a period of 90 days for such duration: in which three meetings were convened reckoned from the date of last meeting or his restoration to office as member under Sub. Section 1 of Sec.21, as the case may be, (if less than 3 meetings held absents himself for three consecutive ordinary meetings held after the said date. Women members with advanced stage of pregnancy a period of 120 days is to be reckoned provided that
 - i. Due notice of meetings was served on him; and:
 - ii. The meeting was not one of a requisition meeting.
3. A person who ceases a member under S.18 or S.20 (a) read with Sec. 19 he shall be restored to office for such period of unexpired portion if and when the conviction is annulled or in the case of restoration after receiving the Intimation from the DPO he will be restored to office and any person was elected to fill the vacancy shall have to vacate office.

- a) Where an allegations made that any person who is elected as member of a gram Panchayat is not qualified or has become disqualified under Sec 17.
- b) .18.5.19 or Sec.20 by any voter or authority to the Executive Authority inwriting and the Executive Authority has given intimation of suchallegation to the member through the District Panchayat Officer an such member disputesthe correctness of the allegation so made or any member himself raises anydoubt whether or not he has become disqualified under any of these sections,such member or any other member may and the Executive Authority shall at the direction of the Gram Panchayat or the Commissioner shall within a period of two months from the date on which such intimation is given or doubt Is entertained,as the case may be, apply to the District Munsiff having jurisdiction over the area.
- c) Till a decision is given he will continue to hold office.
- d) In case of Sarpanch or Upa Sarpanch, they will be restored to office in case they have vacated the office.

RESIGNATIONS

In case where a member resigns his office, he should tender the resignation letter to the authority specified, in writing, who will ascertain about the genuineness of resignation and accept the same by issuing proceedings a to the date from which the resignation comes into force.

1. a) In case of members of a Gram Panchayat MPDO
and Upa Sarpanch

b) SarpanchGram Panchayat/ DPO

2. In case of MPTC members, Vice President Chief Executive Officer, ZP
and President of a Mandal Parishad

3. In case of members of ZP (ZPTC), Vice District Collector
Chairman and Chairman of Zilla Parishad

POWER TO REMOVE FROM OFFICE (note.Act-14)

1. If in the opinion of the District Collector, the Sarpanch or Upa Sarpanch and in the opinion of the Government the President or vice President or as the case may be the Chairman or the Vice Chairman.

- i. Wilfully omitted or refused to carry out the orders of the Government for the proper working of the concerned local body or
- ii. Abused his position or the powers vested in him or
- iii. is guilty of misconduct in the discharge of his duties or
- iv. Persistently defaulted in the performance of his functions and duties entrusted to him under the Act to the detriment of the functioning of the concerned local body or has become incapable of such performance.

The Collector as the case may be the government may remove such Sarpanch or Upa sarpanch, the Vice President or President or as the case may be the Chairman or Vice Chairman after giving him an opportunity for explanation. Provided that notwithstanding the fact that the Sarpanch, Upa Sarpanch, President or Vice President or as the case may be the Chairman or vice Chairman ceased to hold office by resignation or otherwise, the authority competent to remove him after giving an opportunity to make a representation to the person concerned, record a finding then the person will not be eligible to contest election for a period of two years from the date of such cessation.

2. If the Collector is satisfied that an elected member of a Gram panchayat or the Government are satisfied that an elected member of a Mandal Parishad or Zilla Parishad is guilty of any misconduct while acting or purporting to act in the

discharge of his duties, remove such member, after giving him an opportunity for explanation and any member so removed shall not be eligible for reelection as a member for a period of two years from the date of removal.

3. For the same grounds stated in item (1)(2) if the Collector or as the case may be Government are of the opinion that further continuance of such person in office would be detrimental to the interests of the concerned local body or the inhabitants of the village, Mandal or District, the District Collector or as the case may be. The Collector may by order, suspend such Sarpanch or Upa Sarpanch and Government may order suspend President or Vice President or as the case may be Chairman, Vice Chairman or member not exceeding three months pending investigation into the said charges and action there on under the foregoing provisions of this section. The Collector/Government can extend the period of suspension upto a maximum of 6 months. The suspended person shall not be entitled to attend meetings except a meeting for consideration of a no-confidence motion.

4. a) A person aggrieved by the orders of District Collector may within 30 days prefer an appeal to the Commissioner, and pending enquiry the Commissioner may stay the orders of the Collector

b) Any person aggrieved by the orders of the Commissioner of PR may prefer a Review Petition to the Government within 30 days from the date of the order and pending or decision on such review petition the Government may stay the orders appealed against. (G.O.Ms.No.693 PR&RD dt.28.10.95)

POWERS OF GOVERNMENT TO REVIEW AND TO REVISE (SEC.264)

The Government may either sua-motu or on an application from any person interested, call and examine the record of a Gram Panchayat Mandal Parishad or Zilla Parishad or of its Standing Committee's or of any authority, officer or person, in respect of any proceeding to satisfy themselves as to regularity of such proceeding of the correctness, legality or propriety of any decision or orders

passed therein and if an order should be modified, annulled or reversed or remitted for reconsideration, they may pass orders accordingly.

Provided that no such order shall be passed without giving an opportunity to the party concerned.

Government may stay the execution of any such decision or order pending exercise of their powers under subsection (1) in respect thereof.

Government may suo motu or at any time on an application received from any person interested within 90 days of the passing of an order review any such order if it was passed by them under any mistake of fact or law or in ignorance of any material fact.

Application made by interested person should be accompanied by a fee of fifteen rupees.

STATE ELECTION COMMISSION

The constitution and function of the State Election Commission are specified U/S 200 & 201 of the Act. He is the authority under whose directions all ordinary elections/ casual election to all the three tiers of Panchayat Raj will be conducted. The elections to Gram Panchayats were to be held on nonparty basis. Provisions were also made empowering the Election Commission to requisition the services of officers and employees of Government/ Local authorities for the conduct of elections, allotment of symbols under the Act (S202) requisitioning of the premises or vehicles for election purposes and payment of compensation etc., and lists out the corrupt practices and punishments indicated there for.

1. Bribing
2. Undue influence
3. Appeal by a candidate to vote for refrain from voting on the ground of religion, race, caste, community, language, or the use of religious symbols and national flag or the national emblem.
4. Feeling of community promotion or attempt to
5. Providing free conveyance to an elector.
6. Involvement of Government employees for purposes other than his duties.

The punishments for corrupt practices as prescribed in the Act is imprisonment upto 3 years and with fine upto Rs.3000/-.

The Act prohibits the printing of pamphlet, posters etc., unless the names of publisher and printer appear there on (S.216) maintenance of secrecy of voting, prohibition of holding public meetings of canvassing within a distance 100 meters (S.219) penalty for disorderly conduct near polling stations (S.220). (S.222) misconduct at the polling stations (S.221) breaches of official duty in connection with official duty, booth capturing. (S.224) and removal of ballot boxes from the polling stations (S.225) impersonation (S.226) were also provide for in the Act. The Act empowers the State Election Commission for the conduct of free and fair elections.

ELECTIONS:

The entire process of election will be conducted under the control and supervision of the State Election Commission and the personnel drafted for election work shall be treated as on deputation to the election commission and the enjoy the protection of law as defined under the rules in performing their duties with regard to conduct of elections. The offences treated as election offences are enumerated under Section 211- 230 of the APPR Act. The penal provisions relating to such offences have also been indicated in the same provisions.

The Election Commission will also fix the date of commencement of the term of offices of the newly constituted gram panchayats Mandal parishads and Zilla Parishads. Any petition questioning the ideality of an election should be made by filing an election petition file in the court of Principal of District Munsiff having jurisdiction over the GramPanchayat, Mandal Parishads and in the court of the Principal District Judge in respect of ZPTC members.

The election for the offices of co-opted members Chairmen, Vice Chairman, Chairman, member and President, Vice President will be conducted on the party basis.

The election will be by show of hands and such of those persons who disobey the party whip and are so intimated of the fact to the Collector or Chief Executive Officer, the person who disobeys such whip shall be disqualified and ceases to continue as a member.

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Chapter- 15

Creation of new Department of Gram Volunteers/Ward Volunteers and Village Secretariats/Ward Secretariats

(G.O.Ms.No.156.G. A (C.D) Dated: 21.12.2019.)

Volunteers had been appointed one for around 50 households in rural areas and one for around 100 households in Urban Local Body (ULB) in the state to ensure leak proof implementation of Government programmes/Schemes.

Village Secretariat in all villages and Ward Secretariat in all Municipal areas were established respectively, in order to revamp delivery system of Government Services and welfare schemes at the grass root level with the aim to improve living standards of the people through the concept of NAVARATHNALU as core theme of governance and to bring transparency and accountability in delivery of services to the citizens.

To achieve the optimum utilization of human resources positioned in the newly created secretariats for better coordination and synergy, among the Welfare & Implementation Departments, it is felt necessary to create a new Department to act as an integrated institution to build the capacities, to ensure Real time monitoring of newly positioned volunteers and secretariat functionaries for delivery of services to the citizens at their doorsteps.

Government created a new Department i.e. "Department of Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats".

The objectives of "Department of GVWV&VSWS" Secretariats are as detailed below: -

1. Ensure effective coordination among the newly positioned functionaries in village/ ward secretariat by mustering support from the concerned departments.
2. Ensure Intensive, Integrated and Comprehensive Training to all functionaries in village/ward Secretariats including volunteers.

3. Ensure well defined responsibilities and roles and specify these in a Manual with Clear Job Charts for all functionaries for smooth functioning of Secretariat.
4. Ensure effective participation of all related departments in village and ward planning and its implementation.
5. Ensure proper infrastructural facilities to both Village and Ward Secretariats.
6. Ensure funds flow online and ensure proper accounting system is put in place.
7. Ensure Suitable Mechanism for convergence of CBOS with Secretariats.
8. Establish effective online monitoring system and to ensure effective delivery of services.
9. Generation of Real time MIS reports to take appropriate decisions at Government level.

To achieve these objectives, the Government has reorganized the entire administration right from the Village level to State level. As a part of this, it has established Village Secretariats system vide G.O.Ms.No.110, PR&RD(MdIs-I) Department, Date: 19-7-2020 and recruited and positioned about 81,026 functional assistants for all Line Departments so far to strengthen the administration of Gram Panchayats. Government has appointed Village Volunteers. Further the Government have restructured the organization structure of the District Administration at Joint Collector level by creating a new post with the designation as Joint Collector, Village & Ward Secretariat and Development (JC - V & WS and D) at every District for effective monitoring and implementation of various development programmes under 'Navaratnalu' at District level. (The GVWV & VSWS Department G.O.Ms.No. 674, dated: 30.09.2020 of the PR & RD Department)

Government has created a separate department G.O.Ms.No.156, date 21.12. 2019 Grama Volunteers, Ward Volunteers & Village Secretariats and Ward Secretariats Department (GSWSD) for effectively monitoring the functioning of 15,004 village and Ward Secretariats in State which are created as administrative entities for every 2000 Population in Rural Areas and 4000 Population in Urban areas.

**TABLE-1
FUNCTIONARIES OF GRAMA SACHIVALAYAM**

SL No.	Designation of the Functionary	Primary Functions	Line Department
1	Panchayat Secretary (Grade V)	Executive Officer of the Panchayati act as Liaison Officer between Gram & Rural Panchayat & Village Secretariat, Convener, Custodian of Assets/ Records-Drawing & Disbursement Officer etc.	Panchayat Raj & Rural Development
2	Panchayat Secretary (Grade VI) (Digital Assistant)	Processing of Requests & Delivery of services after due approval etc.,	Panchayat Raj & Rural Development
3	Engineering Assistant	Execution of infrastructure related projects like Roads, Drains, Water & Rural supply, MGNREGA works, Nadu- Nedu etc.,	Panchayat Raj Development (Engineering)
4	Welfare & Education Assistant	Delivery of Welfare Schemes- YSR Social Asara, YSR Cheyutha, YSR Pension Kaanuka etc., Inspections Welfare of schools regarding Non-Academic activities like Mid-Day Meal implementation etc.	Social Welfare/ Tribal Welfare
5	Agriculture /Horticulture Sericulture Assistant	RBK Kendra - Integrated Village Plan-Departmental Schemes/ Services etc..	Agriculture and Cooperation
6	Veterinary/Fisheries Assistant	Selection of beneficiaries and State Animal & Central	Animal Husbandry. Fisheries

		Schemes, Applications under Animal Feed Act, Aqua culture etc.	
7	Village Revenue Officer (Grade II)	Officer Land records, Civil supply matters. Assist in issue of certificates like: Caste etc..	Revenue
8	Survey Assistant	Detailed Survey of lands Scheme, Maintaining all survey registers etc.	Revenue
9	Mahila Police/ Grama MahilaSamrakshanaKaryadarshi	Ensure safety for Women and Children.	Home
10	Energy Assistant	Identify Power Supply Problems, Short circuit points and Transformer Failures, Assist DISCOM Staff etc.,	Energy
11	Auxiliary Nurse Midwife (ANM)	Pregnancy care (Neo Natal/Post Medical, Natal),Child-Birth, Nutrition, Communicable & Non-Communicable diseases etc.,	Medical Health & Family Welfare

FUNCTIONARIES OF WARD SACHIVALAYAM

SL No.	Designation of the Functionary	Primary Functions	Line Department
1	Ward AdministrativeSecretary	Collection of Taxes, Assessment of Properties & other resources collection, act as Team Leader and in charge of the Ward Secretariat etc.	Municipal Administration & Urban Development
2	Ward Sanitation & Environment Secretary	Sanitation, Door to Door collection of Solid Waste, Implementation of CLAP Program etc..	Municipal Administration & Urban Development

3	Ward Education & Data Processing Secretary	Service Provider for Processing of Requests & Delivery of services after due approval, Aadhar & CSC services, Functioning of schools, Mid-Day Meal Program	Municipal Administration & Urban Development
4	Ward Amenities Secretary	Excution of Infrastructure works like roads, Drains,Culverts,Nadu-Nedu and Housing works etc..	Municipal Administration & Urban Development
5	Ward Welfare & Development Secretary	Welfare Activities, delivery of Welfare schemes and coordination with SHGs etc...	Municipal Administration & Urban Development
6	Ward Planning and Regulation Secretary	Assist in issuing of Building Permissions, Lay out Approvals, Identification of encroachments, Maintain & Monitor Mortgage Register, Maintain Prohibitory Property watch register etc..	Municipal Administration & Urban Development
7	Ward Revenue Secretary	Land records, CMI supply matters. Assist in issue of certificates ke: Caste etc...	Revenue
8	Ward Women and Weaker Sections Children Protection Secretary/ Ward MahilaSamrakshanaKaryadarshi	Ensure safety for Women and Children	Home
9	Ward Energy Secretary	Identify Power Supply Problems, Short circuit points and Transformer Failures, Assist DISCOM Staff etc.,	Energy

10	Ward Health Secretary	Pregnancy care. (Neo Natal Post Natal), Child-Birth, Nutrition, Communicable & Non-Communicable diseases etc...	Medical Health & Family Welfare
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Note 1: Mahila Police or Grama Mahila Samrakshana Kaiyadarshi Ward Mahila Samrakshana Kalyadarshi (or by any other designation it is called) shall not be a Police' within the meaning of Indian Police Act, 1861 or such other laws which govern functioning of the Police Department in the State of Andhra Pradesh.

Note 2: Allotment of the functions to the functionaries shall be in accordance with guidelines issued from time to time by the Government or the Line Department as the case may be.

Note 3: Functionaries are governed by the Service Rules issued by the respective Line Departments.

GRAMA SACHIVALAYAM

(G.O.Ms.No.110 Dated: PR&RD (MDL-I) DEPARTMENT 19-07-2019)

Article 243G vests powers in the State Legislatures to endow Panchayats with such powers and authority to function as institutions of self-government. As per the 73rd Amendment, AP Government enacted AP Panchayat Raj Act 1994.

1. The Act provides for the creation of three tier system of PRIs - gram panchayat at the village level, Mandal Parishad at the intermediate level and Zilla Panchayat at the district level, with required powers and functions contained in Schedule XI of the Constitution. Panchayats are responsible for preparation of plans and their execution for economic development and social justice related to 29 subjects (Annexure 1).

In Andhra Pradesh, vide references 1 to 10 read above, 10 subjects have been transferred to Panchayats. Due to lack of infrastructure and manpower at Gram Panchayat level, the intended objectives to establish a more meaningful local government could not be achieved.

The hon'ble Chief minister on number of occasions has declared that the Government is committed to revamp delivery systems in the State with an aim to improve living standards of the people through the concept of NAVARATHNALU as core theme of governance. To achieve this objective, Government would establish a system of Village Secretariats consisting of required functional assistants to strengthen Gram panchayats and provide services for every 2000 population in the state.

Need for Village Secretariat System

- i. Restructuring the delivery systems to function as an effective mechanism to deliver services.
- ii. A strong & workable channel for implementation of **NAVARATHNALU**
- iii. Transparency and accountability in delivery of government services to the citizens
- iv. Ensure convergence among departments providing services at village level.

After careful consideration, Government decided to establish Village Secretariats in the State of Andhra Pradesh.

Objectives

- i. To provide various Government / other services at the door steps of Citizens through single window system and ensure delivery of Navaratnalu.
- ii. Enable convergence of all line departments that provide services at the Village level
- iii. Preparation and timely implementation of village plans.
- iv. Mapping the field level functionaries with clearly specified roles making them accountable to Gram Panchayats/Gram Sabha with a well-defined Citizen Charter.
- v. Integrate the institution of village volunteers with village secretariat system enabling them to provide citizen services efficiently.

10. Structure & Composition of Village Secretariats

- i. The office of Gram Panchayat will be termed as "Village Secretariat".
- ii. Each Village Secretariat will be provided with a Panchayat Secretary who functions as the Secretary/convenor of the Village Secretariat.
- iii. The Village secretariat consisting of Panchayat Secretary & functional assistants shall be responsible to aid & assist Gram Panchayat(s) in performing its functions, while preserving the autonomy of Gram Panchayats.
- iv. Subject to administrative convenience, Functional Assistants working under a Village Secretariat, may cater to the needs of two or more contiguous Village Secretariats.
- v. The Village secretariats shall have such number of functional assistants working under the supervision of the Gram Panchayat.
- vi. Above functions are indicative only and as when required other functions may be added to it.
- vii. All the functionaries at the Village Secretariat shall act as an integrated workforce to deliver multiple services.
- viii. The functionaries will be assigned any other Government work as and when required, even if it does not pertain to their own department.

11. Area of operation of functional assistants

- i. Population unit of about 2000 persons is taken as the base, for provision of services by one team of functional assistants.
- ii. Rural areas (other than Agency areas)

- a. If a Gram panchayat (GP) population is more than 2,000 and less than 4000, the entire GP is considered as one unit and one team of functional assistants will be provided.
- b. In the case of smaller GPs having less than 2000 population, one team of functional assistants will provide services for one or more Gram panchayats, to cater to the needs of population of about 2000, for administrative convenience.
- c. In larger Gram Panchayats, additional teams of functional assistants will be provided in proportion to the population.
- d. Wherever additional teams of functional assistants are proposed in larger Gram Panchayats, the area of operation of additional teams as far as possible will be co-terminus with revenue villages, to enable effective provision of services by Revenue and Survey departments.
- iii. **Hilly & tribal areas**
- a. In hilly and tribal areas while deploying a team of functional assistants to one or more smaller Village Secretariats, distance and hilly tracts shall be considered and wherever required, population norm of 2000 shall be relaxed, to enable effective delivery of services to tribal population.

Grama Sachivalayam System has established on 02.10.2019 has a great tribute to the father of nation and his dream towards local self-government brought in to reality.

The following functionaries are placed and started to address local felt needs and implement the state governments **NAVARATHNALU**.

Grama Sachivalayam Functionaries

1. Panchayat Secretary Grade-V
2. Digital Assistant (PS Grade-VI)
3. Welfare and Educational Assistant
4. Engineering Assistant
5. Village Revenue Officer
6. Village Surveyor
7. ANM
8. Village Agriculture /Horticulture/Sericulture Assistant
9. Village Fisheries Assistant
10. Animal Husbandry
11. Energy Assistant

G.O.MS.No.674 dated 30.09.2020 of the Panchayat Raj and Rural Development Department has created a Divisional level post, Divisional Development Officers which are to be filled with the Mandal Parishad Development Officers on promotion, which is coterminous with the Revenue Division geographical areas.

Newly created post named as Divisional Development Officer in Panchayat Raj Department as a part of transformative governance Initiative by forming Gram/Ward Volunteers, Secretariat system, Joint Collector (V&WS and Development).

This administrative initiative effectively bridges gap for monitoring the functioning of Village and Ward Secretariats along with Volunteers System as Government already created the post of joint Collector (VSWS DI) at District level as well.

Functions that are assigned to Divisional Level Development Officer:

i. Tours:

D.L.D.O shall at least tour TWO Village Secretariats in their Jurisdiction every working day and submit their tour findings in the provision enabled in inspection APP. The tour shall be planned in such a way that all Village Secretariats in the jurisdiction shall be covered at least once before having the cycle of inspections repeated. The findings recorded on shortcomings if any shall be reviewed continuously till the issue is brought to logical conclusion during their tours. Officers are expected to inculcate appropriate and acceptable behavior amongst the Staff Members of Village Secretariats.

ii. Programmes/Schemes:

The Divisional Development Officer shall have a clear understanding of all schemes that are implemented by Government. The GSWs Department shall take steps to impart comprehensive training to officers. Accordingly, the Divisional Development Officers shall have complete understanding of IT Platforms that the department is providing and shall have latest developments and reports available with him.

DLDO shall make objective assessment about the progress made by Village Secretariats and have to make critical analysis and review to bring about progress the Government is expected to bring about.

iii. Service Delivery:

Most important function of GSWs Department is to cater to the needs of entitled Citizen of their Service Requests, Since the Department is offering 500+ Services of 30 + Departments, the Officers are expected to have complete understanding of implementation of Service Delivery procedures including SLAS and Sub SLAS that are agreed to by constituent departments. The Officer shall take all steps to get Villagesecretariats to deliver Service Requests within the agreed and SLAS by the constituent departments.

iv. Transparency in functioning:

The GSWs department is designed to reach every citizen in State in fulfilling their legitimate entitlements, it is expected that each of the procedures adopted shall be completely objective and transparent. As part of exercise Government has introduced the concept of Social Audit in unique way, by displaying Poster containing guidelines of Programmes/ Schemes implemented by the Government and display of names of Beneficiaries so that no ineligible person is getting benefit of welfare schemes. Further, the Government also undertakes Concurrent Social Audit to ascertain eligibility of applicants to the intended benefit.

Accordingly, the Officers are expected to see that the list of display is proper and if found to be missing or erroneously displayed shall take immediate steps to restore them and the action shall also be recorded in their Visit Notes.

v. Trainings:

DLDO's shall maintain the database on trainings imparted to each of the Village Secretariat employee and continuously strive to get the knowledge updated to them by making them undergo periodical trainings.

vi. Vacancies: DLDO's shall maintain vacancy position of the Village Secretariat employees and Volunteers and shall submit to the joint Collector (VSWS D) for taking further necessary action.

DLDO's shall take necessary steps to make in-charge arrangements for the Vacant Drawing and Disbursing Officer (DDO) positions in Village Secretariats, so that drawl of Salaries of Village Secretariat employees and Volunteers is not adversely affected.

vii. Meetings:

Divisional Development Officers shall attend Video Conferences if any scheduled in any virtual mode without fail, any abstentions, will be viewed seriously. The Officers are also expected to gain technical knowledge of attending to such meetings.

viii. Accordingly, all the Divisional level Development Officers are to strictly adhere to the guidelines issued in respect to their functioning in strengthening the Village Secretariat System in State, along with any other instructions that are being issued for compliance without fail.

As part of effective administration of village secretariats a new post was constituted as DLDO(Divisional Development Officer) at revenue divisional level.

JOB CHART OF DIVISIONAL DEVELOPMENT OFFICER:

(G.O.MS.No.674, PR&RD (EV). Dated 30.09.2020)

I) GENERAL POWERS:

1. Divisional Development Officer (DLDO) is a development functionary/ agent of Government positioned at Revenue Divisional Head Quarter.
2. DLDO shall perform facilitation, coordination, review and monitoring functions over all development activities in his/her jurisdiction.
3. Primary responsibility of DLDO is to secure people's participation in all the development programmes of Government Departments, PRIS and other Government sponsored agencies, thereby ensure transparency and accountability in programme implementation.
4. He/she will strive hard and achieve convergence among several developmental programmes taken up by the line departments at Divisional, Mandal and Village level duly utilizing the platforms of Grama Sabha and PRIS.
5. He will also forge working relationships among Government Departments, PRIS and parallel agencies for synergy.
6. He will deal with all the line departments of Government which implement developmental programmes with a special focus on the departments that devolved powers, functions & funds to PRIS.

7. DLDO is responsible to achieve targets set out by the Government from time to time on the developmental subjects with a focus on human development, social development and economic development in rural areas.
8. Strive to improve the progress in all the flag ship Welfare and Development programs as per the instructions of the Government.
9. Inventory and Maintenance of Asset Register for all PR body assets in the division, Ferries, Auctions and Court Cases etc.
10. Can attend General body meetings of Mandal Parishad without voting rights.
11. Any other work entrusted by the Government from time to time.

II. ADMINISTRATIVE POWERS:

1. He should tour 20 days in a month and submit his tour diary to the Joint Collector, V & WS and Development.
2. He should prepare his advance tour programme and submit to the Joint Collector, V&WS and Development for approval.
3. Inquiries under CCA rules against the employees of PR & RD in the Mandal.
4. He should give advance tour programme of Inspections so that records can be updated.
5. He should review tour diary of MPDOS working in the mandal in his jurisdiction.
6. During his visits, he should make at least (5) night halts in a month and usefully spend the leisure time in guiding the Mandal functionaries in any matter where they need guidance.
7. He shall hold inquiries and submit reports to the Joint Collector, V & WS and Development on complaints on maladministration in mandals in his jurisdiction.
8. He shall inspect all the mandals in his jurisdiction every half year and see that the defects pointed out by the inspecting officers rectified by the MPDOS within two months thereafter.
9. He shall review regularly implementation of mandal work and progress of important schemes and other Government Grants.
10. He shall be responsible for the implementation of all other directions and instructions issued by the higher authorities on mandal administration.

III. FINANCIAL POWERS

1. He shall guide the MPDOS in the matters of preparation of annual budgets, administrative reports, Mandal Development Plans, periodical returns, progress reports, replies to audit reports and other financial matters.
2. He shall certify each proposal furnished by the MPDO before recommending /rejecting them to the CEO, ZPP.
3. He shall extend cooperation to the bankers in recovery of loans and also participate in joint mandal level bankers meeting.
4. He shall guide the mandals in augmenting the resources of the mandals to Strengthen the financial position of mandals.
5. He shall watch the adjustment of grant-in-aid releases to MPPS.
6. He shall obtain reconciliation statements from the MPPS to ensure that the accounts of the institutions are reconciled from time to time.
7. He shall obtain the budget estimate of MPPS. After scrutiny forward them to ZPP for approval.
8. He shall obtain monthly periodical reports on audit and accounts matters from the MPP and review the progress from time to time.

IV. TRAININGS:

1. He shall attend all training programmes arranged at District level.
2. He shall make efforts to educate and communicate people about various schemes implemented by the Government.
3. He shall communicate latest information and technical knowledge of the implementation of Government schemes to all the MPPS/MPTCs under his jurisdiction through the MPDOs.
4. Organize training programmes to PRIS representatives, functionaries, functionaries and volunteers.
5. He should arrange bi-monthly trainings to MPPS/MPTCs at the mandal head quarters with the cooperation of MPDOS duly inviting resource persons of the District Officials of DRDA, SC/ST/BC & Housing Corporations etc., for the effective implementation of Government schemes.

V. MONITORING:

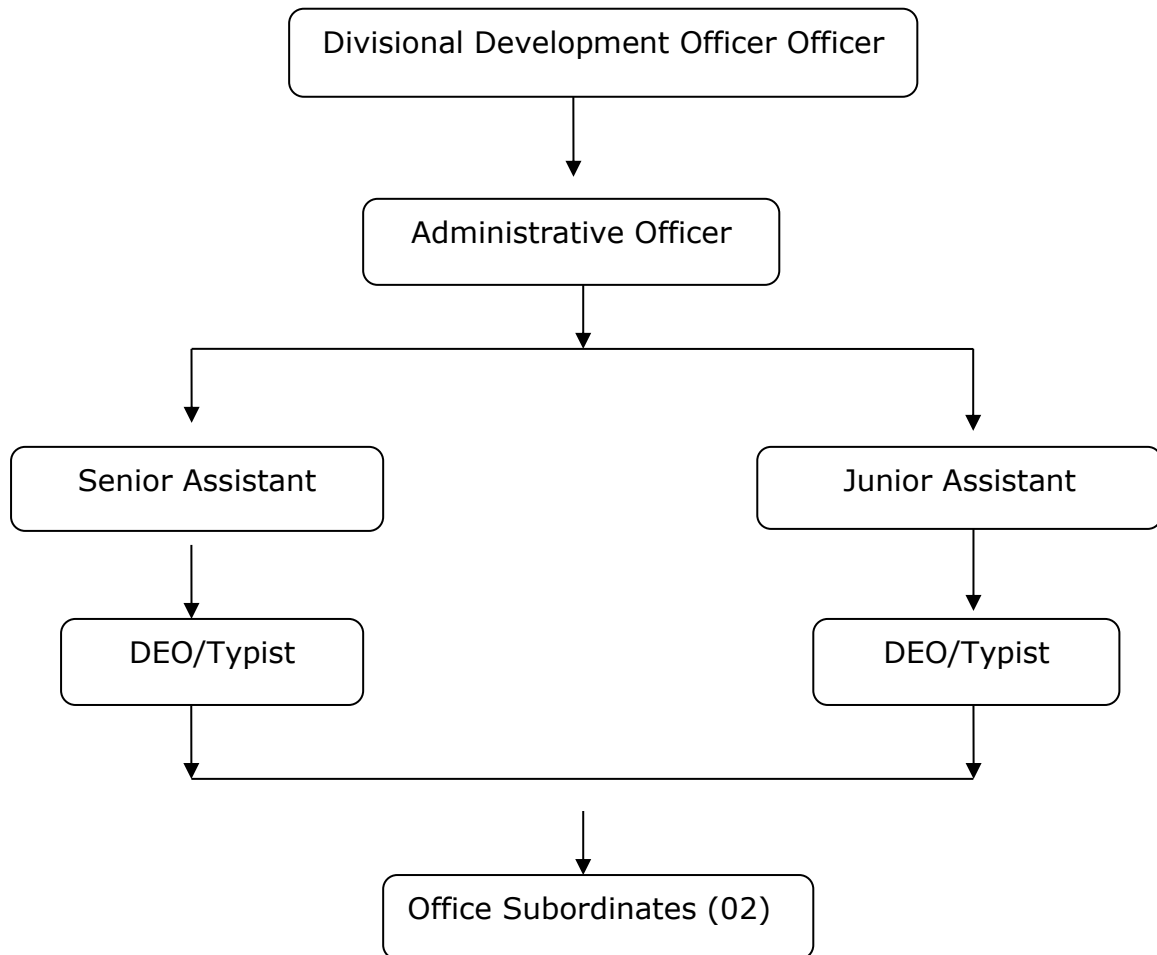
1. Monitoring the implementation of all Welfare and Development Schemes in time bound manner at division level.
2. Monitor the vacancy position of Village Volunteers from time to time with the MPDOS and shall take action to fill up vacancies.
3. Shall Monitor and supervise the functions delivered by all the line depts.
4. linked with VS dept as per the instructions of District authorities.
5. Ensure Functional Coordination in VSS in respective division.
6. Monitoring and guiding the proper implementation of all the Govt assigned Services in time bound manner.
7. Evaluating the performance of VSS from time to time and taking remedial measures to improve the functioning of VS system.

VI.CO-OPERATION:

1. He should maintain cordial relations with mandal and district level officers of other departments also for successful grounding of different schemes.
2. He should act liaison officer between MPPS/MPDOS, other district officers.
3. He shall be responsible for effective implementation and different public welfare schemes implemented through the mandal. He should also be a coordinator between officials and non-officials connected to the mandal development activities aiming at the enhancement of the quality of the people.

VII. ORGANOGRAM:

The **Organogram** of the Office of Divisional Development Officer is hereunder



CHAPTER-15A

Powers and Functions of the District panchayat Officer

(G.O.Ms.No.70, Panchayat Raj and Rural Development (Rules), dated 29.02.2000)

The District Panchayat Officer shall. –

(a) Exercise supervision and control over the Divisional Panchayat Officers, Extension Officer (Panchayats) and their staff in the district.

(b) Exercise supervision and control over the Gram Panchayats and their executives and also provide guidance to them.

(c) inspect all the notified Gram Panchayats whose income exceeds Rs. 21 lakhs (Rupees twenty one lakhs) in every year and visit other Gram Panchayats as many as possible for the purpose of inspection, superintendence and conducting of enquiries etc., and shall see that all Gram Panchayats are inspected by himself or by Divisional Panchayat Officer in every year irrespective of inspection made by the Extension Officer (Panchayats) and also see that all defects pointed out by the Inspecting Officers are rectified within two months, and he shall take immediate action against the defaulters under the provisions of Andhra Pradesh Panchayat Raj Act.

(d) inspect the Offices of all Divisional Panchayat Officers and Extension Officer (Panchayats) in the district in every year.

(e) hold enquiries and submit reports to the higher authorities on complaints of mal-administration in Gram Panchayats.

(f) maintain necessary statistics about the working of Gram Panchayats, within the district, including Jawahar Rozgar Yojana, T.F.C. and other Government Grants.

(g) prepare and submit Annual Confidential Reports relating to the post of Extension Officer (Panchayats) and Divisional Panchayat Officers in the District and submit to the commissioner of Panchayat Raj with his remarks.

(h) review the replies on audit reports, in respect of notified Gram Panchayats only.

(i) assist the District collector, in discharge of the statutory functions assigned to District Collector under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994.

- (j) inspect the works taken up in Gram Panchayats, with Gram Panchayat Funds, Jawahar Rozgar Yojana, T.F.C. and other Governments grants.
- (k) supervise and inspect the work relating to the general revision of house tax in Gram Panchayats.
- (l) take steps for collection of amounts covered by surcharge certificates issued by the Local Fund Department.
- (m) countersign the Travelling Allowance Bills of Divisional Panchayat Officers; (n) prepare, publish and maintain the electoral rolls of Gram Panchayats, in safe custody.
- (o) sanction the contract amounts for services of street lighting, sanitation and water supply in Gram Panchayats for an amount above Rs. 10,000/- (Rupees ten thousand only) but below Rs. 50,000/- (Rupees fifty thousand only) per year and the amount exceeding Rs. 50,000/- (Rupees fifty thousand only), the District Collector will sanction the same.
- (p) competent authority for transfers and postings of junior Assistants-cum-Bill Collectors and other provincialised staff in Gram Panchayats.
- (q) prepare and submit Annual Administration Reports of all Gram Panchayats in the District to Commissioner Panchayat Raj.
- (r) Sanction of annual grade increments to Divisional Panchayat Officers.
- (s) Sanction of earned leave to the Executive Officers and other employees of Gram Panchayats above 30 (thirty) days.
- (t) Sanction of earned leave to Divisional Panchayat Officers, Extension Officer (Panchayats) and their staff.
- (u) Sanction of causal leave to Divisional Panchayat Officers.
- (v) Sanction of continuation of already existing part-time posts, sanctioned by competent authority as per rules, within 30% of them; and
- (w) All other powers and functions provided under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994.

Powers and Functions of Divisional Panchayat Officer

(G.O.Ms.No.70, Panchayat Raj and Rural Development (Rules), dated 29.02.2000)

The Divisional Panchayat Officer shall. –

- (a) exercise supervision and control over the Extension Officers (Panchayats) and their officers within the Division.

- (b) exercise supervision and controls and provide guidance to the Gram Panchayats and their executives in his jurisdiction.
- (c) inspect all the Gram Panchayats in his jurisdiction every year, and see that all irregularities pointed out by the Inspecting Officers are rectified by the executive authorities of Gram Panchayats within two months from the date of inspection and shall submit reports to District Panchayat Officer in case of defaulters for necessary action under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994.
- (d) inspect the offices of Extension Officer (Panchayats) every year and see that the defects pointed out in the inspection are rectified by the Extension Officer (Panchayats) in the same year.
- (e) hold enquiries and submit reports to higher authorities on complaints of mal-administration of Gram Panchayats in his jurisdiction.
- (f) maintain necessary statistics about the working of Gram Panchayats in his jurisdiction, including Jawahar Rozgar Yojana, T.F.C. and other Government Grants.
- (g) initiate and submit Annual Confidential Reports of Extension Officers (Panchayats) to the District Panchayat Officer.
- (h) Review the replies to audit reports in respect of non-notified Gram Panchayats only.
- (i) Approve the journeys performed by the Sarpanches, Executive Officers of Gram Panchayats and other staff in Gram Panchayats.
- (j) Inspect the works taken up, with Gram Panchayat funds and other Government grants, including Jawahar Rozgar Yojana and T.F.C.
- (k) Inspect and supervise the work of Revision Officers appointed for revision of house tax.
- (l) Take steps for collection of amounts covered by the surcharge certificates issued by the Local Fund Audit Department.
- (m) Take steps for augmenting the resources of Gram Panchayats for improving the financial position of Gram Panchayats.
- (n) Fix up the upset price for leases, auctions and sales of various sources proposed by the Gram Panchayats.
- (o) Arrange special collection drives in Gram Panchayats, for realization of various taxes, fees and other amounts due to the Gram Panchayats to strengthen the finances of the Gram Panchayats.

- (p) Obtain scrutinise the annual budgets of the Gram Panchayats and ensure their approval by the Gram Panchayats in time.
- (q) Obtain the annual administration reports of all Gram Panchayats consolidate and submit report to District Panchayat officer.
- (r) Countersign the Travelling Allowance bills of Extension Officer (Panchayats);
- (s) verify the dis-qualifications of members under various provisions of the Act, and submit reports to District Panchayat Officer.
- (t) Sanction the contract amounts for services of street lighting, sanitation and water supply proposed by the Gram Panchayats, upto an amount Rs. 10,000/- (Rupees ten thousand) per year.
- (u) Prepare and submit report on casual vacancies in Gram Panchayats, in the Division to the District Panchayat Office.

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