

9. INSPECTOR OF PANCHAYATS

9.2 Administrative Setup at Divisional Development Office and Panchayat Development Wing of Collectorates

Rural Development (E5) Department

G.O. (Ms) No. 244

Dated : 01.08.1997

Read :

1. G.O. (Ms) No. 1161, Rural Development & Local Administration, dated 21.05.1964.
2. G.O. (Ms) No. 1452, Rural Development & Local Administration, dated 12.06.1974.
3. G.O. (Ms) No. 653, Rural Development, dated 13.08.1987.
4. G.O. (Ms) No. 263, Rural Development, dated 27.12.1996.
5. G.O. (Ms) No. 39, Rural Development, dated 5.2.1997.
6. G.O. (Ms) No. 68, Rural Development, dated 7.03.1997.
7. G.O. (Ms) No. 75, Rural Development, dated 14.03.1997.
8. G.O. (Ms) No. 92, Rural Development, dated 26.03.1997
9. G.O. (Ms) No. 93, Rural Development, dated 26.03.1997.
10. Director of Rural Developments circular No.74549/96/ JVVVT dated 31.03.1997
11. G.O. (Ms) No. 137, Rural Development, dated 02.05.1997
12. G.O. (Ms) No. 180, Rural Development, dated 9.06.1997.

ORDER

The three tier system of Panchayat Administration consisting of Village Panchayats, Block Level Panchayats and District Level Panchayats has come in to being in the State after the October 1996 Local Body Election, as per the constitution (Seventy third Amendment) Act 1992 and the Tamil Nadu Panchayats Act, 1994. Separate duties and responsibilities for each level of Panchayats have been prescribed. The Panchayats at each level function independently of each other. Therefore, it has become necessary to reorganize the existing administrative set up at different levels so as to be in tune with the new three tier system. The Government has examined this issue carefully.

2. In so far as the administrative set up at division level is concerned, most of the Districts have two Divisional Development Officers each and in a few Districts there are three Divisional Development Offices each. The administrative set up of the Divisional Development Officers in general is as follows -

Sl.No	Category of Post	No. of Posts
1	Divisional Development Officer	1
2	Deputy Block Development Officer (Admn.)	1
3	Extension Officer (Accounts)	1
4	Assistants	4
5	Junior Assistants	2
6	Steno-Typist	1
7	Typist	1
8	Driver	1
9	Record Clerk	1
10	Office Assistant	3

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Note: There is a post of Extension Officer (Panchayats) or Additional Panchayat Officer at the Divisional Level in those Divisional Development Officers Office where there more than 300 Panchayats in the Division.

The Divisional Development Offices were created in the year 1974 as an intermediary level supervisory and co-ordination mechanism between the Panchayat / Panchayat Unions and the Collectorate. Since then, bigger Districts have been bifurcated / trifurcated and new Districts have been created making co-ordination possible at District level under the new Panchayat Act and the Rules being framed there under, no statutory or regulatory powers vest with the intermediate or divisional level. There is no matter in regard to which the Panchayats, Panchayat Unions or Block Development Officers have to take the orders of the Divisional Development Officers unlike in the past, grants due to the Village Panchayats and Block Level Panchayats are being released to them directly by the District Collector. As such, the Divisional Development Officers cannot, in the new dispensation, be vested with any administrative or financial tasks. Further in the new set up, which envisages that each of the levels should function separately with clearly identified duties and responsibilities, it has become important to ensure proper monitoring and supervision of activities of each level. In particular it is important to create a mechanism which will supervise and advise the Village Panchayats, especially in the context of substantial autonomy in financial and administrative matters granted to them. This mechanism should ensure proper distribution of grants which now will be channelised directly from the district level, and not through Panchayat Union Officer.

Secondly, Article 243J of the Constitution of India envisages the putting in place of an audit and accounting system for the Panchayats, in the context of new Act. Pendency of large number of audit objections relating to Village Panchayats and Panchayat Unions for quite a long time has revealed that special efforts have to be taken to ensure proper accounting at Village / Block level and to enforce accounting procedures, reconciliation and settlement of audit objections.

In the circumstances, the Government have decided to reorganise the Divisional and the District level administrative setup in the context of administrative requirements of the new set up put in place by the 73rd amendment to the Constitution of India.

3. The existing administrative set up in the Panchayat Development wing of the Collectorate will remain unchanged and the standard pattern of staffing of the Panchayat development wing of the Collectorate in each district will be as set out in the Government Order fifth read above (vide annexure-I to that Government Order).

4. The system of routing the grants due to the Village Panchayats through the Panchayat Unions and executing the Village Panchayat works by the Panchayat Unions is no longer in vogue. Under the three tier system of Panchayat administration, grants are being released to the Village Panchayats by the Collector or District Rural Development Agencies directly and Village Panchayat are implementing the schemes entrusted with them and executing the works taken up out of their funds. Close monitoring of the activities of about 300-500 Panchayats in each District has to be done at the District Level. Therefore, the Government direct that the office of the Divisional Development Officer at the Headquarters of each District (or wherever there is no Divisional Development Office at District Headquarters, the one located nearest to the District headquarters), shall be redesignated as the office of the "Development Officer (Panchayats)" and shall retain all posts currently in existence in that office. That is to say, the Divisional Development Officer headquarters is redesignated as Development Officer (Panchayats) with all the staff currently working with him in position. There will be no change in the location of the office or officers. In general, the pattern of staffing for this office will be as follows:

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Sl.No	Category of Post	No. of Posts
1	Development Officer (Panchayats)	1
2	Deputy Block Development Officer/ (Admn.)	1
3	Extension Officer (Accounts)	1
4	Assistants	4
5	Junior Assistants	2
6	Steno-Typist	1
7	Typist	1
8	Driver	1
9	Record Clerk	1
10	Office Assistant	3

Note: There is a post of Extension Officer (Panchayats) or Additional Panchayat Officer in the Divisional Office now that will continue.

5. The Development Officer (Panchayats) will continue to be pay Drawing Officer for the staff of this office including Jawahar Velai Vaippu Thittam sub Division, Hand Pump and Power Pump maintenance and Radio and Television maintenance staff and other staff currently borne on his establishment. He will be a touring officer having jurisdiction over all Village Panchayats in the District. The Collector may delegate the powers of Inspector of Panchayats in respect of Village Panchayats to the Development Officer (Panchayats). He would also release grants to District Panchayats and Panchayat Unions.

6. The existing administrative setup at District level is not able to pay required attention to matters connected with audit of Village Panchayat Accounts and follow up action on Audit / Inspection reports relating to Panchayat Unions. As a result, employees are facing hardships at the time of promotion and retirement. It is necessary to detect lapses and irregularities and take remedial measures without time lag. As Inspector of Panchayats, the Collector has to pay due attention to this aspect. More importantly, the new system of Village accounting procedure introduced requires a detailed programme of audit to be finalised and implemented systematically. Therefore, the Government direct that the office of another Divisional Development Officer in each district shall be redesignated as office of the "Development Officer (Audit)" There will be no change in the location of the office or officers. The staff pattern for his office will be as follows:

Sl.No	Category of Post	No. of Posts
1	Development Officer (Audit)	1
2	Deputy Block Development Officer	1
3	Assistants	3
4	Junior Assistants	1
5	Steno-Typist	1
6	Typist	1
7	Driver	1
8	Office Assistant	2

7. The Development Officer (Audit) will continue to draw pay for the staff of his office and for the staff currently working in the office including Jawahar Velai Vaippu Thittam sub - Division, Hand Pump, Power Pump maintenance staff and Radio and Television maintenance staff. He will be Touring Officer having jurisdiction over all Village Panchayats, Block Level Panchayats and District Panchayat in the District.

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8. The above Divisional Development Officers Office now has some more posts than those listed in Para6 above. In the Government Order fourth read above, orders were issued for the creation of an Engineering Wing headed by a Divisional Engineer attached to the District Rural Development Agency in each District. Necessary ministerial Staff has to be provided for the Engineering Wing. Hence, the Government directs that the following posts from the above Divisional Development Office shall be transferred to the Engineering Wing at the District level:

SI.No	Category of Post	No. of Posts
1	Assistant	1
2	Junior Assistant	1
3	Office Assistant	1

9. The District Rural Development Agencies which are implementing several antipoverty and development schemes have to maintain a lot of accounts and records. The Government therefore, direct that one post of Extension Officer (Accounts) in the above Division in each District be transferred to the respective District Rural Development Agency. Many of the District Rural Development Agencies are not having Record Clerks. Therefore, the Government direct that one post of Record Clerk at the above Division in each District be transferred to he respective District Rural Development Agencies if they are not already having any post of Record Clerk.

10. The Pattern of staff prescribed above will be applicable to all the District except The Nilgiris.

11. In the Government order fifth read above while sanctioning staff for forming new Divisional Development Offices at Madurantakam, Tiruttani, Thiruchengode, Udhamapalayam and Thiruvarur it was ordered that actual creation and filling up of the posts will be done only after issue of separate orders for creating Development Divisions. In the Government order sixth read above, while sanctioning formation of Development Divisions it was ordered that necessary orders regarding sanction of staff for these Divisions will be issued separately. Therefore there are no functional Divisional Development Offices at Madurantakam and Tirutanni are no longer required. The Divisional Offices of Tiruchengode, and Uthamapalayam will now function as the Offices of Development Officer (Audit) with the staff pattern for these Offices as indicated in Para 6 above. The staff sanctioned for the above divisions in the G.O fifth cited will be restricted to the requirement of posts indicated in Para 6,8,9 above. The Divisional Office at Tiruvarur will now function as the office of the Development Officer (Panchayats) with the staff sanctioned in the Government order fifth read above.

12. Karur District has only one Divisional Development Office. This will function as the office of the Development Offices (Panchayats). The new divisional office at Kulithalai will function as the office of the Development Officer (Audit) with the staff pattern indicated in Para 6 above.

13. In the Districts where there is only one Divisional Development Office currently, the Development Officer (Audit) and his supporting staff shall be accommodated in the respective Collectorate.

14. In regard to The Nilgiris District the pattern of staff ordered in Para 3 and Para 4 above will be applicable. As this District has one Development Division consisting of 4 Panchayat Unions and Twenty seven Village Panchayats only, there will be no separate Development Officer (Audit) and supporting staff. The functions of the Development Officer (Audit) shall be attended to by the Development Officer (Panchayats) in this District, with the following additional staff.

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Sl.No	Category of Post	No. of Posts
1	Extension Officer (Accounts)	1
2	Assistant	1
3	Junior Assistant	1
4	Record Clerk	1
5	Office Assistant	1

15. Cuddalore, Villupuram, Vellore, Salem, Dharmapuri, Erode, Coimbatore, Tiruchirapalli, Perambalur, Thanjavur and Thirunelveli Districts, at present, have a third Divisional Development Office. All the posts in the administrative side in these Divisional Offices and surplus posts if any, in order Divisional Offices and in the Panchayat Development Wing of all Collectorates in excess of the reorganized pattern of staff prescribed above shall stand transferred to the respective District Panchayat temporarily. Vacancies in reorganized set up shall be filled up by the personnel of these posts transferred to District Panchayats and consequential vacancies of these transferred posts in the District Panchayat shall not be filled up.

16. Details of category wise number of posts now existing in the District Rural Development Agency and District Panchayat and number of posts transferred from District Division level as ordered above shall be reported to the Director of Rural Development and Government immediately. Orders prescribing pattern of staff for the District Rural Development Agencies and District Panchayat will issue separately.

17. Shortage of posts if any as per the pattern prescribed above shall be made good by redeployment of posts if any existing at Block, Division or District level in excess of the pattern prescribed.

18. While transferring the posts of Drivers from division to District level, the connected vehicles also shall be transferred.

19. The Hand pump and Power pumps maintenance staff, Radio and Television maintenance staff and Jawahar Velai Vaippu Thittam sub-division at Division level will continue at their present offices. The staff of Jawahar Velai Vaippu Thittam sub-division, Hand Pump and Power Pump maintenance staff and Radio and T.V maintenance staff at Division level where there is no office of Divisional Development Officer will be attach to the Development Officer (Panchayats) concerned for purpose of drawal and disbursement of salary.

20. A job chart indicating broad categories of works to be allocated to the Personal Assistant (Panchayat Development) to Collector, Development Officer (Panchayats) and Development Officer (Audit) is given in the Annexure-II to this order. It is not a final or detailed one. Based on the guidelines in this annexure, the Director of Rural Development shall immediately issue detailed orders allocating work to the three Officers and communicate copies to the Government. While allocating work, it shall be borne in mind that except matters connected with audit and Panchayat election, all matters relating to Village Panchayats shall be allocated to the Development Officer (Panchayats) and all matters relating to other Panchayats shall be allocated to the Personal Assistant (Panchayat Development) to Collector and matters relating to audit and election in all levels of Panchayats shall be entrusted to the Development Officer (Audit). Other general matters and matters relating to schemes not entrusted to District Rural Development Agency shall be allotted to the Personal Assistant (Panchayat Development) to Collector.

21. The reorganized set up as per this Government order will come in to force with effect from 1st August 1997. All previous orders in regard to Division level administrative set up shall stand cancelled. Consequent on the reorganization there shall not be any retrenchment or reversion. If there are any surplus posts, the Collectors should report details to the Director of Rural Development and the Government before 15.8.97 so that they could be deployed elsewhere in future.

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22. This order issues with the concurrence of the Finance Department vide its U.O.No.148/JS (LSR)/97, dated 26.6.97.

(By order of the Governor)

S.NARAYAN
DEVELOPMENT COMMISSIONER

ANNEXURE - I

(Vide G.O. (Ms) No. 39, R.D.Dt.5.2.97)

PATTERN OF STAFF FOR PANCHAYAT DEVELOPMENT BRANCH OF COLLECTOTARES

Sl.No	Category of Post	Number of posts		
		Districts having Ten and less number of blocks	Districts having Eleven to Fifteen Blocks	Districts having sixteen and more Blocks
1	2	3	4	5
1	Personal Assistant to Collector (Panchayat Development)	1	1	1
2	Block Development Officer / Huzur Sharistadhar	1	1	1
3	Deputy Block Development Officer / Head Assistant	1	2	2
4	Extension Officer (Accounts)	1	1	1
5	Assistants	7	7	8
6	Junior Assistants	3	4	4
7	Steno - Typist	1	1	1
8	Typists	2	3	3
9	Jeep Driver	1	1	1
10	Record Clerk	2	2	2
11	Office Assistants	3	4	4
12	Night Watchman	1	1	1
13	Masalchi	1	1	1

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POWER PUMP MAINTENANCE CELL

Sl.No	Category of Post	No. of Post (Applicable to all Districts)
1	Assistant Executive Engineer	1
2	Junior Assistants	1
3	Typists	1
4	Jeep Driver	1
5	Office Assistants	1

BIOGAS PROGRAMME

Sl.No	Category of Post	No. of Post (Applicable to all Districts)
1	Block Development Officer (Bio Gas)	1
2	Assistant Engineer (Bio Gas)	1
3	Technician (Bio Gas)	1

ANNEXURE –II – JOB CHART**PERSONAL ASSISTANT (PANCHAYAT DEVELOPMENT) TO COLLECTOR**

1. Establishment matters relating to Panchayat Development staff at Block, Division and District levels including Hand Pump and Power Pump maintenance staff, Technical staff under JVVT, Biogas and TNADP (Water Supply) and District level Engineering Wing.
2. Matters relating to vehicles and Telephones, stationary, furniture, electricity and buildings in Panchayat Development Unit.
3. Preparation of budget estimate, revised estimate, F.M.A estimates in respect of Panchayat Development Unit and Reconciliation of accounts .
4. Bifurcation / Delimitation / Renaming / Re-classification etc., of Block level Panchayats Delimitation of Wards of Block and District Panchayats.
5. Matters relating to inspection of Block and District Panchayat Offices, record, works and assets, eviction of encroachments etc.
6. Surcharge proceedings against Chairman and Members of Block and District Panchayats.
7. Scrutiny and follow up of resolution, budget and administration reports of Block Level Panchayat and District Panchayats.
8. Release of statutory and Non- statutory grants due to and revenue assigned to Block Level Panchayat and District Panchayat.
9. Monitoring and recovery of amounts due from Block and District Panchayat to the Government and other organisation.
10. Monitoring of schemes like Twenty point Programme, Fifteen point Programme, Special component plane, Drought relief and Flood relief Programmes, Family welfare/measures, Flag Day T.B seals, Rural Water supply, Rural Industries Programme etc., to the extent they are implemented through and District Panchayat.
11. Approval and Monitoring of works taken up by Block level Panchayats and District Panchayats from their funds.
12. Matters relating to monitoring and implementation of schemes like M.Ps Local area development schemes and MLAs Local area development scheme and other scheme not entrusted to District Rural Development Agency.
13. Matters relating to co-ordination of activities of different levels of Panchayat, District Rural Development Agency, Other Departments and Organization involved in development activities.
14. Visit of VIPs and Committees etc.,
15. Defunct District Board matters.
16. Other general matters relating to Tourism, Pollution control, Town and Country Planning etc.,
Public Health, Eye camps, Health Camp, Social welfare and Adi Dravidar Welfare.

II. DEVELOPMENT OFFICER(VILLAGE PANCHAYAT)

1. Establishment matters of Village Panchayat servants such as Panchayat Assistants, Part time Clerks. Group Clerk- cum- Bill Collectors, sanitary workers, Power Pump/ Over Head Tank operators, Makkal Nala Paniyalargal etc.,
2. Matters relating to Bifurcation / Upgradation / Delimitation / Renaming etc., of Village Panchayats.
3. Scrutiny of budget of Village Panchayats in cases where there is difference of opinion between Village Panchayat and Additional Block Development Officer.

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4. Scrutiny and follow of resolution of Village Panchayats.
5. Inspection of Village Panchayat Office, Records, Works, Assets and matters relating to eviction of encroachments.
6. Surcharge proceeding against Village Panchayat President and Members.
7. Release of assigned Revenues like Duty on Transfer of property, share of entertainment tax, Local cess etc., State Finance Commission Devolution Grant and other Grants due to Village Panchayats.
8. Monitoring of collection of Taxes, Fees, Fines and others revenues due to Village Panchayats and recovery / deduction of amounts due from Village Panchayats to Government and Other Organisations.
9. Monitoring of provisions of basic amenities like Village roads, Street Lights, Water Supply, Sanitation, Library and Reading Room etc., by Village Panchayats and Works taken up out of Village Panchayat funds.
10. Matters relating to schemes implemented through Village Panchayats.
11. Matters relating to Village Panchayat administration /annual reports.

III. DEVELOPMENT OFFICER (AUDIT)

1. Monitoring of Progress of audit of Village Panchayats accounts by Audit Officer based at block level and follows up action on audit reports.
2. Follow up action on audit/Review / Inspection Reports relating to Panchayat at all three levels presented by Account General and Director of Local Fund Accounts.
3. Follow up action on reports of public Accounts committees / public undertaking committees and estimates committee relating to all kinds of Panchayats.
4. Follow up action on inspection Reports of Departmental Officers relating to all kinds of Panchayats.
5. Matters relating to Census in Village Panchayats/ Block level Panchayats and District Panchayats.
6. Matters relating to election in Village Panchayat, Block Level Panchayats and District Panchayats.