

Role and responsibility of PExO



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Objective of the session

- 1. General idea about role and responsibility of a Panchayat .**
- 2. Legal framework of role and responsibility of a Panchayat**
- 3.The concept of Rule based and Role based approaches .**
- 4. Integration of role and responsibility of PExO with the role and responsibility of Panchayat .**

Concept of Panchayat

******* Here the nomenclature Panchayat is applicable for Gram Panchayat and Village Committee .**

****** It is considered that the PExO is posted in any Panchayat and thereby the role and responsibility of PExO as In Charge of the Panchayat will be highlighted and role of PExO being posted in any other office will not be discussed . For all those cases when the PExO will be posted in any other office except the Panchayat , the role and responsibility will be decided by the concerned DDO / HOO / HOD .**

Concept of Panchayat –Legal framework

As per Constitution ---

243 (d) . Panchayat means an institution (by whatever name called) of self government constituted under article 243B , for the rural areas .

243B . (1) There shall be constituted in every State , Panchayats at the village , intermediate and district levels in accordance with the provisions of this Part .

(2) Panchayats at the intermediate level may not be constituted in a State having a population not exceeding twenty Lakh

Concept of Panchayat –Legal framework

As per Tripura Panchayat Act –

Section -2

SS-19 . Gram means a gram declared or deemed to have been declared as such under this Act .

SS-18. Gram Sabha means a body consisting of persons registered in the electoral rolls relating to an area comprised within the area of Gram .

SS-18A. Gram Sangsad means a body consisting of persons registered at any time in the electoral rolls pertaining to a constituency or a group of constituencies delimited for the purpose of last preceding election to the Gram panchayat .

SS-20. Gram Panchayat means a Gram panchayat constituted under this Act

Concept of Panchayat –Legal framework

As per Tripura Panchayat Act –

Section -3

- (1) The State Government may by notification , publish in the Official Gazettee , declare for the purpose of this Act , any revenue mouza or part of a revenue mouza or groups of revenue mouzas or parts thereof to be a Gram .**
- (2) The notification under SS -1 shall specify the name of the Gram by which it shall be known and shall specify the local limits of such Gram .**

Concept of Panchayat –Legal framework

As per Tripura Panchayat Act –

Section -3

(3) The State Government may after making such enquiry as it may think fit ,by notification publish in the Official Gazette –

- (a) Exclude from any gram any area comprised therein**
- (b) Include in any of a gram any area contiguous to such gram ,**
- (c) Divide the area of a gram so as to constitute two or more grams ; or**
- (d) Unite the areas of two or more grams so as to constitute a single gram .**

Power and duties of GP – TP Act

Section -31 (Obligatory duties)

There are 12 obligatory duties

- 1. Sanitation**
- 2. Disease control – Malaria , epidemic etc**
- 3. Ensure drinking water – Cleaning and protection of streets**
- 4. Mtc / repair / construction of streets**
- 5. Removal of encroachment from the public places**
- 6. Repair / Mtc of other assets**
- 7. Management of public ponds , grazing grounds , burning ghat etc**
- 8. Supply of information – enquiry thereof**
- 9. Organizing voluntary works for development**
- 10. Fund management**
- 11. Tax collection**
- 12. Enforcement of cattle trespassers Act**

Power and duties of GP – TP Act

Section -32 (Other duties)

There are 26 other duties

1. Vocational education
2. Look after health institutions
3. Management of public markets which are not regulatory market
4. Irrigation
5. Increase production of agriculture ‘
6. Care of infirm and destitute
7. Rehabilitation of displaced persons
8. Improvement of ARDD
9. To ensure ventilation of govt schemes to the villagers
10. Land development
11. Development of plantation
12. Cultivation of land lying fallow
13. Cooperative management of land and other assets

Power and duties of GP – TP Act

Section -32 (Other duties)

There are 26 other duties

14. Land reforms – allotment of land
15. Implementation of various schemes
16. Publicity of govt schemes
17. Supervision of ration shops
18. Management of minor forest produce
19. Implementation of rural housing schemes
20. Rural electrification
21. Non conventional energy
22. Family welfare / women / child welfare
23. Welfare of SC / ST
24. Public distribution system
25. Mtc of community assets
26. Implementation of poverty alleviation prog .

Power and duties of GP – TP Act

Section -33 (Discretionary duties)

There are 25 other duties

1. Street lighting
2. Road side plantation
3. Establishment and mtc horticulture trg. Centre
4. To take steps for increase of surface water
5. Promotion of cooperative movement
6. Construction and regulation of markets and management of fairs / melas etc
7. Ensure manure distribution
8. To ease agri loan
9. Cleaning drive
10. Promotion of cottage industry
11. Improvement of ARDD activity
12. Destruction of rabid dogs
13. Construction and mtc of sarais / cattle sheds / cart stands

Power and duties of GP – TP Act

Section -33 (Discretionary duties)

There are 25 other duties

- 14. Regulating production and disposal of food stuffs**
- 15. Disposal of unclaimed cattle**
- 16. Disposal of unclaimed corpses and carcasses**
- 17. Strengthening of library movement**
- 18. Encouraging socio cultural activities**
- 19. Record keeping of census –Population status**
- 20. Fire management**
- 21. Prevention of burglary and dacoity**
- 22. Relief operation during disaster**
- 23. Preparation of action plan**
- 24. Duties as assigned by the PS and ZP**
- 25. To create comfort for villagers**

Comprehensive idea over Role and responsibility of GP

1. Socio economic development
2. Poverty alleviation
3. Rural housing
4. Creation of infrastructure
5. Rural electricity
6. Development of agriculture and horticulture
7. Development of animal resource
8. Development of education and training
9. Development of social welfare and education
10. Irrigation
11. Drinking water
12. Health
13. Smart Governance
14. Women and child welfare
15. Concern over environment
16. Swachata
17. Welfare of marginalized section
18. Socio – Cultural – Sports activity

Requirement of GP for comprehensive development

- 1. Devolution of power**
- 2. Fund availability**
- 3. Office with smart infrastructure**
- 4. Manpower**
- 5. People participation**
- 6. Planning**
- 7. Financial Management**

Devolution of power

Devolution of power in respect of various Departments is very much limited as except RD (Panchayat) Department no other Department has taken steps to depute staffs to the Panchayat and hence Panchayat is acting as a channel with other Line Departments for development .

Fund availability

The status of own source revenue in the shape of tax and non tax for Panchayat is not at all smart . There is almost no existence of tax collection . So the fund attracts only the fund that comes directly to the Panchayat from various schemes and utilizing the said fund Panchayat may take up works for implementation . At the same time as no other Department directly places fund to the Panchayat , so rest of the development attracts direct implementation of works by other Line Departments and in such cases Panchayat is taking the responsibility of preparation of action plan , selection of beneficiaries and monitoring .

Schemes implemented in Panchayats directly

- MGNREGA
- PMAY (G)
- SBM
- XVth FC
- PDF
- MSY (R)
- CMMVS
- CMSPY

Office with smart infrastructure

- 1. Panchayat Bhawan**
- 2. The unit cost of one PB is Rs. 20 Lakh**
- 3. Panchayats having computers with peripherals**
- 4. The availability of electricity for all Panchayats**
- 5. Availability of furniture**
- 6. Availability of internet**
- 7. Scientific record management**
- 8. ISO certification**

Manpower

- 1. In Charge of the Panchayat**
 - 2. Staff from scheme – Gram Rojgar Sevak**
 - 3. Gr-D STAFF**
 - 4. Part Time Pump Operator**
- Keeping in mind the size of our panchayats usually presence of two efficient Gr-C official is sufficient to run the Panchayat smartly**

Peoples Participation

- Peoples Plan campaign**
- PRA technique**
- No one should be left behind**
- No village should be left behind**
- Gram Sabha , Mahila Sabha , Bal Sabha**

Planning

- Preparation of Annual Action Plan – Panchayat Development Plan (PDP)**
- GPDP**
- BPDP**
- DPDP**
- Comprehensive plan with all flagship schemes**
- Sustainable Development Goals**
- Localized Sustainable Development Goals**

Millennium Development Goals

- ✓ Adopted by UN in 2000
- ✓ 189 Countries were signatory
- ✓ For the period 2000 - 2015
- ✓ Limited to social and economic development



Sustainable Development Goals

- ✓ Adopted by UN in September, 2015
- ✓ 193 Countries are signatory
- ✓ For the period 2015 – 2030
- ✓ Addressing three dimensions of development
 - Social,*
 - Economic & Environmental*



Nine Themes – Localization of Sustainable Development Goals

Theme	Name	Targets
Theme -1	Poverty free and enhanced livelihood in villages	16
Theme-2	Healthy Village	10
Theme -3	Child friendly Village	17
Theme-4	Water Sufficient Village	11
Theme-5	Clean and green village	13
Theme-6	Village with self sufficient Infrastructure	11
Theme -7	Socially Just and socially secured Village	21
Theme -8	Village with Good Governance	25
Theme- 9	Woman friendly Village	20
	TOTAL	144

Financial Management

- No cash transaction**
- UPI enablement**
- Public Financial Management System**
- Online Audit mechanism**
- Regular maintenance of cashbook and allied registers**

General Roles and responsibility of PExO

- 1. Has to perform duty as In Charge of the Panchayat**
- 2. Maintenance of all records , registers , cash book**
- 3. Joint signatory of the fund of the Panchayat**
- 4. Regular updation of online portal of financial transaction**
- 5. Organizing meetings of Panchayats regularly , writing of agenda , minutes etc**
- 6. Organizing Gram Sabha , Mahila Sabha and Bal Sabha regularly**
- 7. Implementation of Various schemes as IO**

General Roles and responsibility of PExO

- 8. Proper monitoring and supervision of progress of schemes**
- 9. Managing various correspondences and submission of reports**
- 10. Collection of Revenue**
- 11. Public relations**
- 12. Regulatory Function of law etc**
- 13. Preparation of plan**
- 14. Public service delivery**

‘Administration is meant to achieve something and not to exist in some kind of an ivory tower following certain rules of procedure and Narcissus –like looking on itself with complete satisfaction . The test after all , is the human being and their welfare’.

---Jawaharlal Nehru

Rule based and role based approaches

Rule based approach is traditional style of governance borrowed from British and gives emphasis on legislative acts , conduct rules , departmental regulations and bye-laws with other administrative conventions for service delivery and governance

**----- Suffers from serious lack of contact with ground realities .
-----It acts as a hindrance in nation building .**

Role based approach envisages role not duty as the main characteristic of the modern administration It tends to break the rigidity of traditional governance and gives due respect to flexibility required on the ground by any committed official .

**---Helps to understand ground realities and come out with innovative ideas to get desired and required outcomes
--- Service delivery is encouraged and quality governance is ensured**

Some disparities – Some key indicators

Criteria	Urban (%)	Rural (%)
Female population age 6 years and above who ever attended school (%)	82.5	66.8
Women with 10 or more years of schooling (%)	56.3	33.7
Children under age 5 years whose birth was registered with the civil authority (%)	93.3	87.5
Population living in households that use an improved sanitation facility (%)	81.5	64.9
Woman age 20-24 years married before age 18 years	14.7	27.0
Infant mortality rate (IMR)	26.6	38.4
Under five mortality rate	31.5	45.7

Do we Govt employees deliver as expected

1. Is not there existence of red tapism ?
2. Don't people have to visit our offices a number of times ?
3. Are we really punctual ?
4. Is not there existence of corruption in our system ?
5. Don't we divert our duties ?
6. Are we really motivated ?
7. We are proud for our soldiers – Are people proud for our job ?
8. Are you proud for your organization in respect of its service delivery ?
9. Is your organization proud for you ?

The Three Types of Employees

1

ENGAGED , employees work with passion feel a profound connection to their organization . They drive innovation and move the organization forward

2

NOT-ENGAGED , employees are essentially ‘checked out ‘ . They are sleepwalking through their workday , putting time –but not energy or passion --- into their work

3

ACTIVELY DISENGAGED , employees are not just unhappy at work ; they are busy acting out their unhappiness . Everyday these employees undermine what their engaged coworkers accomplish .

Genuine drawbacks -

Attitudinal Problems of the employees , their indifference and insensitivity, asymmetry in the wielding of power at various levels and perceiving themselves as indispensable.

Lack of Accountability- Seldom are disciplinary proceedings initiated because at most levels authority is divorced from accountability, Cumbersome disciplinary procedures, safeguards provided to employees , - performance evaluation systems within government which have not been effectively structured.

Poor time management – huge pendency of works , delivering poor service

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...Mission Karmayogi is a new experiment of its kind in the direction of capacity building. Through this mission, the government employees have to modernize their thinking, approach and improve their skill set. It is to give them an opportunity to become a Karmayogi...

PM Shri Narendra Modi

*at Aarambh Common Foundation Course,
on Rashtriya Ekta Diwas 2020*



Government Servant –Three qualities

1. Integrity (সততা)
2. Determination (দৃঢ়চিত্ততা)
3. Humility (নম্রতা)

No , the intelligence or knowledge are not included . It is ironical that our education system focuses entirely on imparting knowledge , when we know that attitude matters more in moving world and creating a high performing organization .

People First – Concept in Administration



What did Kautilya tell ?

Kautilya in his treatise Arthashastra elaborated the traits of the king of a well governed States: "in the happiness of his subjects lies his happiness, in their welfare his welfare, whatever pleases himself he does not consider as good, but whatever pleases his subjects he considers as good".



Why People First ?

Though, India has witnessed considerable socio-economic growth, **some sections can still be noticed marginalized.** This has led to socio-economic disparities. Women, members of schedule castes and schedule tribes are few of the examples. Disparities can even be noticed between urban and the rural ones.

Why People First ?

This is also needed because average citizen does not understand the complexities of governance and politics. They are hardly acquainted with the large structures and multiple levels of government departments, and are unable to obtain rapid and equitable access to government services .

The vision of our constitution is to create a welfare state and by implication, provide for developing people centric managers of public affairs.

How to be a perfect Karmayogi ?

- 1. Manage your time**
- 2. Manage your ambition**
- 3. Manage your learning**
- 4. Manage your energy**
- 5. Manage your relationship with your organization**

Manage your time

- 1. Time is very cultural and attitude to time is culture dependent**
- 2. Time is money .**
- 3. Time is a socio economic status marker .**
- 4. In Govt sector 'time' rarely gets importance**

Six most Punctual Nations

Country	
Switzerland	Coffee shops tend to be crowded at 4pm as it is the time for coffee break
Denmark	Culturally punctuality is a sacrosanct
Japan	The average annual delay of bullet train is 36 seconds
Germany	Arriving late in dinner is an insult to the host
Netharland	Dutch children have curriculum in school on punctuality
South Korea	Restaurants will not accept customers an hour before they close

Manage your ambition

- 1. Is your organization ambitious ?**
- 2. You and your organization are unsure what they want to achieve in reality in most of the cases**
- 3. Employees seem bored in their roles**
- 4. Employees in their comfort zones**

Manage your learning

- 1. If one employee does not learn quickly , will be termed as 'educated but living in the past'**
- 2. Self learning is a key**
- 3. Learn by watching others**
- 4. Learning by doing**

Time spent for learning – Be an expert

By taking one hour per day for independent study , seven hours per week , 365 hours in a year , one can learn at the rate of a full time student ; in three years the average person can become an expert in the topic of their choice .

Manage your energy

- 1. Need to recognize what is important and what is unimportant .**
- 2. The best energy comes from doing good works**
- 3. Energy also comes from doing tasks effortlessly**
- 4. Excessive talking , gossiping decreases your energy to your assigned work**
- 5. Lionel Messi walks 83% in the course of a match and really runs and focuses in the balance 17% when he scores goals or assists scoring goals .**

Manage your relationship with your organization

- 1. Are you proud about your organization ?**
- 2. Is your organization proud about you ?**
- 3. Are you one of the important organ of your organization ?**
- 4. Do you think about up gradation of your organization ?**
- 5. Do you dream about your organization ?**

Development and integration

Role of Officials

One Video

A close-up photograph of a person's hand holding a small, white rectangular card. The card is held between the thumb and index finger, with the rest of the hand visible in the background. The card has the words "THANK YOU FOR YOUR ATTENTION" printed in a bold, brown, textured font. The background is a soft, out-of-focus blue and white, suggesting a professional or office setting. The lighting is bright, creating a warm and positive atmosphere.

**THANK YOU
FOR YOUR
ATTENTION**