

Session on Sub-Divisional Administration and Rural Development

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**There are two key components of
the given topics:**

- **Sub-Divisional Administration and**
- **Rural Development**

Sub-Divisional Administration:

It is a part of District Administration headed by the Sub-Divisional Magistrate (SDM) who is responsible for the administrative affairs of a Sub-Division within a district.

Sub-Divisional Magistrate:

A Sub-Divisional Magistrate (SDM) is an administrative officer who heads a sub-division in a district. SDMs have Executive, Revenue and Magisterial duties.

■ Responsibilities of SDM includes:

Development - The SDM is responsible for the development of Sub-Division who coordinates with the various departments.

Implementation of Government policies - The SDM acts as a link between the District Administration and the grassroot communities to ensure that Government policies and programmes are implemented effectively.

Elections - The SDM is often appointed as the Returning Officer for Assembly Constituencies and the Assistant Returning Officer for Parliamentary Constituencies election.

Rural Development - The SDM plays an important role in Rural Development programmes.

Rural Development:

Rural Development is a term for improving the quality of life and economic wellbeing of the common people that reside in villages. In other words, Rural Development aims at bringing about overall growth in the rural areas in terms of Health, Education and quality of life.

Components of Rural Development

- Education
- Public health & sanitation
- Women empowerment
- Infrastructure Development (Roads & Bridges, electricity, irrigation facilities etc).
- Facilities for Agriculture Extension and Research.
- Availability of credit
- Employment opportunities etc

Sub-Divisional Administration plays effective role in Rural Development in different manners as follows:

In the matter of issuing of Birth & Death Certificate:

Registrar of Birth & Deaths: Generally Panchayat Secretary of concerned Gram Panchayat, Sub-ZDO for ADC villages, CEO / EO of concerned Municipal Councils and Nagar Panchayats, Health Officer of Agartala Municipal Corporation perform the duty of Registrar Birth & Deaths.

Additional District Registrar: Block Development Officer.

District Registrar: District Magistrate & Collector.

Chief Registrar: Director, Health Services

As per Sub-section 3 of Section 13 of RBD Act, 1969 regarding delayed registration of births and deaths provision is that —

Any birth or death which has not been registered within one year of its occurrence, shall be registered only on an order made by a Magistrate of the first class or a Presidency Magistrate after verifying the correctness of the birth or death and on payment of the prescribed fee.

For this purpose, the State Government vide Notification No.F.10(143)-SBHI/2013 Date 21/05/2015 issued by the Secretary to the Government of Tripura, Chief Registrar empowers the Sub-Divisional Magistrates to discharge the duty of first class Magistrate for this purpose within the respective jurisdiction.

As per order of the Hon'ble High Court of Tripura vide Case No. WP(C)/578/2021 dated 17/09/2021 with direction, if any person died outside of Tripura, in that case, the petitioner will submit necessary papers and the Agartala Municipal Corporation will issue the Death Certificate.

Role of Sub-Divisional Magistrate for creation of New Gram:

The proposal for creation of new Gram by curving out from existing area of the Gram having more population and geographically more wide shall be sent by the concerned BDO to the Director, Panchayat through the concerned Sub-Divisional Magistrate as per format D.

Role of Sub-Divisional Magistrate for delimitation of constituencies:

In pursuance of the provisions in of Rule 3,4 and Rule 6 of the Tripura Panchayats (Delimitation of Constituencies) Rules, 1993, as amended from time to time, the concerned Sub-Divisional Magistrate shall act as prescribed authority of the Gram Panchayat and Panchayat Samitis within the respective Blocks under the jurisdiction of the Sub-Division for determining the number of members of a Gram Panchayat and Panchayat Samiti and determine the area of constituencies and reservation of seats for Scheduled Tribes and Scheduled Castes and Women. The concerned Sub-Divisional Magistrate shall notify in Form-A(I) and B(I) after previous publication of the draft order in Form A and Form B for Gram Panchayats and Form C (I) and D (I) after previous publication of the draft order in Form –C and D for Panchayat Samitis.

Role of SDM for requisitioning of premises, vehicles etc for election purpose:

The District Magistrate or any Sub-Divisional Magistrate authorized by him in this behalf, herein-after in this rule referred to as the requisitioning authority.

- (a) That any premise are needed or are likely to be needed for the purpose of being used as a Poling Station or for the storage of ballot boxes after a poll has been taken or
- (b) That any vehicle, vessel or animal is need or is likely to be needed for the purpose of transport of ballot boxes to or from any polling station or transport of members of the police force for maintaining order during the conduct of such election, or transport of any officer or other person for performance of any duties in connection with a such election.

Role of Sub-Divisional Magistrate for formation of Standing Committees of Panchayat Samitis:

As per provision of Rule 31 and 32 of the Tripura Panchayat Election of Office Bearers Rules, 1994, the SDM performs the duty of Presiding Officer for elections of Members as well as President of Standing Committees of Panchayat Samitis.

Standing Committees of Panchayat Samiti

The Panchayat Samiti shall have the following Standing Committees

- (a) Finance, Audit and Planning Committee, to be known as Finance Committee.
- (b) Education, Environment, Cultural, Health and Sports Affairs Committee, to be known as Education and Health Committee.
- (c) Communication, Rural Electrification and Non Conventional Energy Committee, to be known as Works Committee.
- (d) Industries including Cottage industries and Sericulture Committee, to be known as Industries Committee.
- (e) Social Justice Committee.

- (f) Agriculture, Food, Irrigation, Co-operation, Fisheries and Animal Husbandry Committee, to be known as Agriculture Committee, and
- (g) Poverty Alleviation Programme, Social and Farm Forestry, Rural Housing and Drinking Water Committee, to be known as Poverty Housing Alleviation Committee
- (h) Such other Standing Committee or Committees as the Panchayat Samiti may subject to the approval of the State Government, constitute.

Other important duties

- Sub-Divisional Magistrate is the Supervising Officer of Executive Magistrates.

As per provision u/s 14 of Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS), the State Government may appoint as many person as it thinks fit to be Executive Magistrates and shall appoint one of them to be the District Magistrate.

All Executive Magistrates shall be subordinate to the District Magistrate, and every Executive Magistrate (other than Sub-Divisional Magistrate) exercising powers in a Sub-Division shall also be subordinate to the Sub-divisional Magistrate, subject, to the general control of the District Magistrate.

Executive Magistrate perform the duties related to u/s 126, u/s 127, u/s 128, u/s 129, u/s 130, u/s 131, u/s 132, u/s 133, u/s 152, u/s 163, u/s 164 of the Bharatiya Nagarik Suraksha Sanhita, 2023.

- Beneficiary Selection of all welfare schemes executed at Sub-division level are selected from the concerned Blocks.
- For updation of ration card, RoR is necessary and in that case BDO issue the RoR and subsequently SDM issue the ration card.
- During replacement of ration cards, BDO issue ration cards as issuing authority.
- BDO is the charge officer at Block level in Census operation and SDMs coordinate the matter at Sub-Divisional level.
- During the Assembly Election, BDO is the Assistant Returning Officer (ARO) who assist the Returning Officer (SDM).
- Land for development works of any department is identified and demarcated by the SDM.



**Thanks to
all**