

Duties and functions of Panchayat Samiti/ Block Advisory Committee/ Zilla Parishad

**PAYEL DASGUPTA
FACULTY (LEGAL AFFAIRS)
R.D (PANCHAYAT) DEPT.**

Duties and functions of Panchayat Samiti-

- The Panchayat Samiti, also known as the **Block Panchayat**, operates at the block level in the Panchayati Raj system and serves as an **intermediary between the Gram Panchayats (village level) and the Zilla Parishad (district level)**. Here are the detailed duties and functions of the Panchayat Samiti:

Development Planning and Implementation

1. Formulation of Plans:

- Prepare and implement **block-level development plans**, focusing on economic development and social justice.
- Identify the **needs of the community and prioritize projects** accordingly.

2. Execution of Schemes:

- Implement **schemes** related to agriculture, rural development, animal husbandry, fisheries, social forestry, and small-scale industries.
- **Execute programs** for improving drinking water supply, sanitation, and public health.

3. Monitoring and Evaluation:

- Monitor the progress of various **development projects and schemes**.
- Evaluate the impact and **effectiveness of the projects** to ensure desired outcomes.

Coordination and Supervision

4. Supervision of Gram Panchayats:

- **Supervise and guide** the activities of Gram Panchayats within the block.
- Ensure that Gram Panchayats adhere to the **policies and guidelines** issued by the state government.

5. Coordination of Activities:

- Coordinate the activities of **different departments and agencies working** within the block.
- Facilitate **cooperation and collaboration between various stakeholders** to achieve common goals.

Regulation and Administration

6. Maintenance of Public Assets:

- Administer and maintain **minor irrigation projects, rural roads, and other public assets.**
- Ensure the proper functioning of **educational institutions and healthcare facilities** within the block.

7. Public Distribution System:

- Oversee the operation of the public distribution system to ensure **fair and efficient distribution** of essential commodities.

Revenue Collection and Financial Management

8. Financial Management:

- Prepare the **annual budget** for the Panchayat Samiti and manage its financial resources.
- Ensure the **proper utilization of funds** allocated for various development projects and schemes.

9. Revenue Collection:

- Collect certain **taxes, duties, tolls, and fees** as authorized by state legislation.
- Maintain **proper records of all financial transactions.**

Public Welfare and Community Development

10. Social Welfare Programs:

- Implement social welfare schemes, including those for the marginalized and **economically weaker sections**.
- Promote initiatives for **women's empowerment, child development**, and care for the elderly and disabled.

11. Rural Industry Promotion:

- Encourage the **development of rural industries**, including small-scale and cottage industries.
- Provide **support and resources** for setting up and expanding rural enterprises.

12. Support for Cooperative Societies:

- **Promote the establishment and functioning of cooperative societies.**
- **Provide guidance and assistance to cooperative societies in their operations.**

Public Engagement and Transparency

13. Community Participation:

- **Engage with the community to understand their needs and grievances.**
- **Facilitate public participation in the planning and development process**

14. Transparency and Accountability:

- **Ensure transparency in the functioning of the Panchayat Samiti.**
- **Maintain accountability through regular audits and public disclosure of information.**

These functions collectively aim to promote **decentralized governance, ensure efficient delivery of services, and foster overall socio-economic development** at the block level.

Duties and function of Block advisory committee

The Block Advisory Committee (BAC) in Tripura plays a vital role in **supporting and enhancing the functioning of the Panchayat Samiti** at the block level. Its duties and functions include the following:

Advisory Role

1) Recommendations:

- Provide **advice and recommendations** to the Village Committee on various **development projects and schemes**.
- Suggest **improvements and modifications** to ongoing and proposed plans to better align with community needs.

2. Policy Guidance:

- Offer policy guidance to ensure that the **block's development activities** are in line with state and national policies.
- Ensure that the objectives of **various government schemes** are met effectively.

Monitoring and Evaluation

3. Project Monitoring:

- Monitor the **progress of ongoing development projects** and schemes within the block.
- Ensure that **projects are implemented according** to the planned timeline and within budget.

4. Impact Evaluation:

- Evaluate the **impact and effectiveness** of completed projects and schemes.
- Assess whether the **intended benefits** are reaching the target population.

Coordination and Facilitation

5. Departmental Coordination:

- Ensure better **coordination between different departments and agencies** working within the block.
- Facilitate collaboration among various stakeholders to **enhance the efficiency and effectiveness** of development initiatives.

6. Conflict Resolution:

- Assist in **resolving issues and conflicts** that arise during the implementation of projects and schemes.
- **Act as a mediator** to address and mitigate any disputes among community members or between the community and implementing agencies.

Community Engagement

7. Public Participation:

- Engage with the community to understand their needs, grievances, and suggestions.
- Facilitate **public participation in the planning and decision-making process** to ensure that development initiatives are community-driven.

8. Awareness and Advocacy:

- **Raise awareness about government schemes, rights, and entitlements** among the community.
- **Advocate for the rights and needs of marginalized and vulnerable groups** within the block.

Capacity Building

9. Training and Workshops:

- **Organize training** programs and workshops for Panchayat Samiti members and other stakeholders to **build their capacity in effective governance and project management.**
- **Provide technical support and guidance** to enhance the skills and knowledge of block-level officials and community leaders.

Reporting and Feedback

10. Feedback Mechanism:

- Establish a feedback mechanism to gather **inputs from the community** on the effectiveness of development initiatives.
- **Regularly report the feedback** to the Panchayat Samiti and other relevant authorities for necessary action.

11. Documentation and Reporting:

- **Maintain records and documentation** of all activities, recommendations, and monitoring reports.
- Prepare and **submit regular reports to the Panchayat Samiti** and higher authorities on the progress and challenges of development projects.

The Block Advisory Committee acts as a **bridge between the community and the Panchayat Samiti**, ensuring that development activities are well-coordinated, effectively implemented, and aligned with the needs and aspirations of the local population.

Duties and functions of Zilla Parishad

The Zilla Parishad operates at the **district level** in Tripura's Panchayati Raj system and serves as the **apex body overseeing the implementation of development programs** and ensuring the socio-economic growth of rural areas. Here are the detailed duties and functions of the Zilla Parishad:

Development Planning and Implementation

1. District Planning:

- Prepare comprehensive **district development plans**.
- Prioritize and implement **schemes related to agriculture, infrastructure, education, health, and social welfare**.

2. Scheme Execution:

- Implement **central and state government schemes** at the district level.
- Ensure the **effective execution of projects** aimed at rural development, poverty alleviation, and socio-economic growth.

Coordination and Supervision

3. Supervision of Lower Tiers:

- Supervise and guide the **activities of Panchayat Samitis and Gram Panchayats** within the district.
- Ensure that these bodies function according to the **prescribed guidelines and policies.**

4. Interdepartmental Coordination:

- Coordinate the activities of **various departments and agencies involved in development work** within the district.
- Facilitate cooperation among different stakeholders** to enhance the effectiveness of development initiatives.

Infrastructure Development

5. Infrastructure Projects:

- Develop and maintain district **roads, bridges, and other essential infrastructure.**
- Oversee the construction and maintenance of public buildings, such as **schools, hospitals, and community centers.**

6. Public Utilities:

- Ensure the provision and maintenance of public utilities like **water supply, sanitation, and electrification** in rural areas.

Revenue Management and Financial Administration

7. Financial Management:

- Prepare the **annual budget** for the Zilla Parishad and manage its financial resources.
- Ensure the **proper allocation and utilization of funds** for various development projects.

8. Revenue Collection:

- Collect **taxes, duties, tolls, and fees** as authorized by the state legislation.
- Maintain **accurate records of all financial transactions** and ensure transparency in financial management.

Social and Economic Development

9. Social Welfare Programs:

- Implement **social welfare schemes** targeting marginalized and economically weaker sections of society.
- Promote initiatives for women's empowerment, child development, and care for the elderly and disabled.

10. Economic Development:

- Encourage the **establishment and growth of small-scale industries**, including cottage industries.
- Support cooperative societies and **promote self-help groups** to enhance rural livelihoods.

Public Health and Education

11. Healthcare Services:

- Ensure the provision of **primary healthcare services** in rural areas.
- Implement programs to improve **public health, sanitation, and hygiene.**

12. Educational Development:

- Promote and support **primary and secondary education** in rural areas.
- Implement schemes to **improve literacy rates and reduce school dropout rates.**

Public Engagement and Transparency

13. Community Participation:

- Engage with the community to understand their needs, grievances, and suggestions.
- Facilitate **public participation** in the planning and decision-making process.

14. Transparency and Accountability:

- Ensure transparency in the functioning of the Zilla Parishad through **regular audits** and public disclosure of information.
- Maintain **accountability by keeping accurate records** and reporting to higher authorities.

Environmental Management

15. Natural Resource Management:

- Implement programs for the sustainable management of natural resources, including **soil and water conservation**.
- Promote **afforestation and environmental conservation** initiatives.

16. Disaster Management:

- Develop and implement **disaster management plans** to mitigate the impact of natural calamities.
- Coordinate **relief and rehabilitation efforts during and after disasters**.

The Zilla Parishad plays a crucial role in ensuring the **holistic development of rural areas** in Tripura, focusing on **infrastructure, social welfare, economic growth, and sustainable development** while fostering **community participation** and **ensuring transparency** in its operations.

THANK

YOU