



**PRESENTATION**  
**ON**  
**PART TIME PUMP OPERATORS**  
**( Engagement, Replacement, Functions etc.)**

**Prepared By**  
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## Introduction

- A “ **Part Time Pump Operator**” is responsible for operation, maintenance and monitoring of pump machine and related activities (such as water pressure management, minor maintenance, record keeping etc.) on a part time basis(4 to 6 hours every day or as per specific requirement).
- The RD(Panchayat)Department took over all minor irrigation (LI/DTW) schemes of rural areas for operation & maintenance in the year **2006** from the PWD (Water Resource Wing) .
- The RD(Panchayat)Department is the competent authority to engage Part Time Pump Operators(PTPOs) in minor irrigation schemes in rural areas of Tripura on part time basis.

- Presently, **1753** PTPOs under RD(Panchayat) Department and **72** permanent pump operators under PWD(Water Resources) are working in different irrigation schemes in the rural areas of the State.
- Eligibility for engagement of PTPO(w.e.f. 01.01.2024):
  1. Minimum age shall be **18** (eighteen) years.
  2. Maximum age shall be **60** (sixty) years.
  3. Minimum Qualification shall be standard/class-**VIII** passed.
  4. Candidate should be **permanent resident** of the concerned Gram Panchayat/Village Committee.

## Process for Engagement of PTPO

1. The Concerned GP / VC **adopts resolution** where in PRI Body recommends the name of a candidate.
2. The Concerned GP / VC **sends the resolution** / proposal alongwith requisite documents(like age proof certificate, educational qualification certificate, PRTC, prescribed format etc)to the concerned **BDO**.
3. The BDO **forwards the proposal** alongwith a checklist to the **Directorate of Panchayats**.
4. The Directorate **scrutinizes and process** the proposal to have Government approval .

## Process for Providing Remuneration

1. Submission of monthly working reports (verified by the Chairman of the User Committee) to the BDO by the **10<sup>th</sup>** of every month.
2. Remuneration /salary of PTPO is **Rs.7000/-** per month.

## Reason for Removal of PTPOs

1. Non-performance /erratic performance.
2. Inefficiency/long-term sickness/physically unfit.
3. Death/Resignation/Retirement.

## Process of removal

### **In case of non-performance /erratic performance:**

1. Concerned GP/VC adopts resolution to remove the PTPO.
2. Send the removal proposal to the BDO.
3. On receipt of the proposal, the BDO shall issue “Show Cause Notice”.
4. If BDO finds necessity, may give opportunity for hearing in person.
5. If not satisfied, a “Speaking Order” of removal shall be issued and the same to be intimated to the Directorate of Panchayats and the concerned PTPO.

### **In case of Resignation/Death/Supernuation:**

Concerned GP/VC adopts resolution proposing new name for the replacement of PTPO for the pump machine where the post of operator is vacant.

## Training of PTPOs

- **5(Five)days** training is conducted by the Superintending Engineer , PWD(WR).
- After completion of the training, “Training Completion Certificate” is provided.

## Revenue

Water charges shall not be less than **Rs. 50/-** per kani per crop in a year.

## Committees

There are two committees for effective running of the schemes. These two committees are :

- (A) Gram Panchayat/Village Committee Level Committee(User Committee)
- (B) Block Level Committee

### (A)Gram Panchayat/Village Committee Level Committee(User Committee)

1. Chairman : Pradhan/Chairman of GP/VC
2. Member- Secretary : Panchayat Secretary of GP/VC
3. Member : (a)One member of GP/VC of the respective area  
(b)One Govt. employee from the local beneficiaries  
(c)Two members from the beneficiaries of the scheme  
(d)Operator of the pump machine



## (B) Block Level Committee

1. Chairman : Chairman of the Panchayat Samiti / Block Advisory Committee.
2. Member- : B.D.O. of the concerned Block.  
Secretary
3. Members : (a) Asstt. Engineer,PWD(Water Resources).  
(b) Asstt. Engineer,Power Department.  
(c) Superintendent of Agriculture.  
(d) President of the Agriculture Standing Committee of the Panchayat Samiti / President of the Agriculture Sub- Committee of the BAC.

## Functions of the Committee

The Committee takes the following decisions:

1. Extention of pipelines / irrigational canal,
2. Selection of location of hydrants,
3. Economy in operation and maintenance.

## Few Observations

1. Misaddressed proposals,
2. Improper qualification certificate ,
3. Misinterpretation of guidelines,
4. Resolution contains inadequate details.

# Checklist For Engagement/Replacement of PTPO

## Checklist must be submitted for [each] engagement/replacement of Part Time Pump Operator

1. Name of Block:
2. Name of GP/VC:
3. Name of Scheme:
4. Whether Old/New Scheme:
5. If new scheme, date of commission:
6. If new scheme, whether handed over to GP/VC or not (Yes/No):
7. If handed over, date of handing over by the PWD (WR):

Whether the following documents are submitted or not?( Fill up only the appropriate space.)

Sl. No.	Nature of Case	Criteria/Documents	Submitted? [ Yes/No]
A.	Engagement of PTPO at newly installed Pump Machine:	1) 'Resolution' adopted by the concerned Gram Panchayat/Village Committee.	
		2) Proposal to be submitted as per prescribed format (copy enclosed).	
		3) Certificate of Handing over of Pump Machine by the PWD (W.R) Department.	
		4) Document containing the reason for the non-engagement of departmental PTPO by the PWD (W.R) Department in the respective scheme.	
		5) Permanent Resident of Tripura Certificate (PRTC) of the proposed PTPO.	
		6) Age Proof certificate of the proposed PTPO.	
		7) Educational Qualification certificate of the proposed PTPO.	
		8) Bank Account details of the proposed PTPO.	
B.	Engagement of PTPO in case of death/retirement/ other reason of existing PTPO engaged by the PWD(WR) Department:	1) 'Resolution' adopted by the concerned Gram Panchayat/Village Committee.	
		2) Proposal to be submitted as per prescribed format.	
		3) Death Certificate of the demised PTPO.	
		4) Document containing the reason for the non-engagement of departmental PTPO by the PWD (W.R) Department in the respective scheme.	
		5) Permanent Resident of Tripura Certificate (PRTC) of the proposed PTPO.	
		6) Age Proof certificate of the proposed PTPO.	
		7) Educational Qualification certificate of the proposed PTPO.	
		8) Bank Account details of the proposed PTPO.	

C.	Replacement in case of death/ other reason (except resignation) of existing PTPO engaged by the RD( Panchayat) Department:	1) 'Resolution' adopted by the concerned Gram Panchayat/Village Committee.	
		2) Proposal to be submitted as per prescribed format.	
		3) Death Certificate of the demised PTPO.	
		4) Permanent Resident of Tripura Certificate (PRTC) of the proposed PTPO.	
		5) Age Proof certificate of the proposed PTPO.	
		6) Educational Qualification certificate of the proposed PTPO.	
		7) Bank Account details of the proposed PTPO.	
		D.	Replacement in case of resignation of existing PTPO:
2) Proposal to be submitted as per prescribed format.			
3) Copy of resignation of existing PTPO.			
4) Certificate of personal hearing of existing PTPO (model copy of the format enclosed).			
5) Permanent Resident of Tripura Certificate (PRTC) of the proposed PTPO.			
6) Age Proof certificate of the proposed PTPO.			
7) Educational Qualification certificate of the proposed PTPO.			
8) Bank Account details of the proposed PTPO.			

Signature and Designation of the employee by whom it is prepared

Block Development Officer  
.....RD Block

# Proforma For Engagement/Replacement of PTPO

## PROFORMA FOR ENGAGEMENT/REPLACEMENT OF PTPO.

Sl. No	Name of GP/VC	Name of Part Time Pump Operator (PTPO)	Whether the scheme is newly commissioned or not? If yes, the date of commissioning.	Whether the proposal is made as replacement of operator against existing LI/DTW scheme or not?	If yes, the reasons for replacement	Whether the proposal is passed by resolution of GP/VC or not ? (resolution must be enclosed)	Remarks
1	2	3	4	5	6	7	8

Signature of the In-charge  
Secretary of GP/VC

# LIFT IRRIGATION



# DEEP TUBE WELL





सशक्त पंचायत सतत् विकास

*Thank You!*  
*Any Question?*