



STANDING COMMITTEE

by Smt. Debjani Basu Debroy ,PEO
Jirania R.D. Block.

PANCHAYATI RAJ

1. What is Standing Committee?

➔ Standing Committees are the core committees formed with the Elected Members & Ex-officio Members of Panchayat Samiti to monitor developmental works of different sectors of concerned Panchayat Samiti.

2. Nos. of Standing Committees in a Panchayat Samiti

➔ Each Panchayat Samiti has 07(Seven) Nos. Standing Committee.

3. Duration of Standing Committee.

➔ 2 (Two) Years or so long as he continues to be a member of Panchayat samite whichever is earlier

4. No. of Members of each Standing Committee.

➔ 5(Five) or 7(Seven) depending on the total no of Elected Members other than Chairman and Vice-Chairman .



Name of the Standing Committees:-

- ❖ **Finance, Audit and Planning (Finance Standing Committee)**
- ❖ **Education, Environment, Cultural Health & Sports Affairs (Education Standing Committee)**
- ❖ **Communication, Rural Electrification and Non-Conventional Energy (Works Standing Committee)**
- ❖ **Industries including Cottage Industries & Sericulture (Industry Standing Committee)**

Name of Standing Committees

- ❖ **Social Justice Standing Committee.**
- ❖ **Agriculture, Food, Irrigation Co-Operation, Fisheries and Animal Husbandry(Agri-Standing Committee)**
- ❖ **Poverty Alleviation Programme, Social & Farm Forestry, Rural Housing & Drinking Water(Poverty Alleviation Standing Committee)**

MEMBERS OF STANDING COMMITTEE

SL NO	MEMBERS
1)	ALL DIRECTLY ELECTED MEMBERS OF PANCHAYAT SAMITI
2)	ALL ZP MEMBERS OF CONCERNED PANCHAYAT SAMITI (EX-OFFICIO MEMBERS)
3)	ALL GRAM PANCHAYAT PRADHANS OF CONCERNED PANCHAYAT SAMIT (EX-OFFICIO MEMBERS)
4)	MLA OF CONCERNED PANCHAYAT SAMITI AREA (EX-OFFICIO MEMBER)



Officers Appointed as a Members of Standing Committee

Sl.No	Name of the Standing Committee	Name /Designation of the Officer appointed as members of the Standing Committees
1	Finance, Audit and Planning	<ol style="list-style-type: none">1. Block Development Officer2. Asstt. Registrar of Co-Operative Societies of the Concerned Sub-Division.3. Lead Bank Representatives4. Deputy Collector (Revenue Circle)
2	Education, Environment, Cultural Health & Sports Affairs	<ol style="list-style-type: none">1. SDMO2. Inspector of School3. Inspector of Social Education and Social Welfare4. C.D.P.O5. Senior Information Officer of ICA Department
3	Communication, Rural Electrification and Non-Conventional Energy	<ol style="list-style-type: none">1. Block Development Officer2. Sub-Divisional Officer (PWD)3. Sr. Manager, TSECL4. Asstt. Engineer, RD Department

Sl.No	Name of the Standing Committee	Name /Designation of the Officer appointed as members of the Standing Committees
4	Industries including Cottage Industries & Sericulture	<ol style="list-style-type: none"> 1. Supdt. of Industries/Asstt. Manager of Industries of Block Level 2. Asstt. Project Director, DRDA. 3. In-Charge Officer of the Sericulture & Handloom
5	Social Justice	<ol style="list-style-type: none"> 1. Block Development Officer 2. SDTWO 3. Inspector of School Education 4. Representative of the Social Welfare Board
6	Agriculture, Food, Irrigation Co-Operation, Fisheries and Animal Husbandry	<ol style="list-style-type: none"> 1. Supdt. of Agriculture 2. Asstt. Director (Food/SDC(Food)) 3. Supdt. of Fisheries 4. Asstt. Director of Animal Resources Dev. Deptt. 5. Asstt. Registrar of Co-Operative Societies 6. Sub-Divisional Officer (WR)

Sl.No	Name of the Standing Committee	Name /Designation of the Officer appointed as members of the Standing Committees
7	Poverty Alleviation Programme Social & Farm Forestry, Rural Housing & Drinking Water	<ol style="list-style-type: none">1. Block Development Officer2. DFO of the Forest Department3. Asstt. Engineer, RD Department4. Asstt. Engineer, DWS Department5. Supdt. of Agriculture/Horticulture6. Supdt. of Fisheries



Procedure of Selection of the Members of Standing Committee

- ❖ **Prescribed Authority for presided over the election of Members of Standing Committee - SDM**
- ❖ **Notice to be given in FORM-21 The Tripura Panchayats(Election of Office Bearers) Rules 1994 for selection of Standing Committee Members.**
- ❖ **Notice is to be given to the members before 7(Seven) days.**

ON THE DAY OF ELECTION

- 1) Formation of quorum (Simple majority) .**
- 2) Proposal from selection of members among the members of Standing Committee**
- 3) The Presiding officer shall prepare a list of proposed candidates with their proposer and display and send to Dir of Panchayat**
- 4) Chairman & Vice Chairman are the Ex-Officio Members of all Standing Committee**
- 5) No Members shall be eligible to serve more than 5 Standing Committee(Except Chairman and Vice Chairman)**
- 6) NO Quorum-Adjourn meeting (Next Adjourn meeting no quorum shall be necessary)**

Procedure of Selection of the Presidents of Standing Committee

- ❑ **Chairman of Finance Standing Committee- Chairman of Panchayat Samiti.**
- ❑ **Notice given in Form 22 after 7 days of selection of members of Panchayat Samiti**
- ❑ **Prescribed authority for election-SDM**
- ❑ **Formation of Quorum**
- ❑ **Proposal from concerned Standing Committee and selection of president.**
- ❑ **SDM send the name of president to BDO,DM and DOP for Official Gazette**

- **PROCEDURE OF FUNCTIONING OF STANDING COMMITTEES OF PANCHAYAT SAMITI**

- ❖ **MEETING OF STANDING COMMITTEE -** Once in a month or decided by president.

- ❖ **PREPARATION OF LIST OF BUSINESS-**

Prepared by secretary of Panchayat Samiti

Entered in Book of Agenda countersigned by president

The first item of Agenda-confirmation of minutes of previous meeting

Second Item should be a report on the status of previous meeting.

❖ **NOTICE FOR MEETING**

- ❑ **At least before seven days for Normal Meeting and 3 days before any emergent meeting in Form-5**
- ❑ **Notice signed and send by the Secretary Panchayat Samiti to all members and arrange to display notice board of Panchayat Samiti.**

❖ **Quorum-**

Majority of members. No quorum is necessary for adjourned meeting.

❖ **Absence of Official**

If any official does not attend to consecutive meeting the matter shall be brought to the concerned dept by president through Chairman and to the Panchayat Dept.

- ❖ **Attendance Register-** Signed by all members before commencement of meeting
- ❖ **Adjourned meeting-** Lack of Quorum
- ❖ **Presiding over Standing Committee Meeting-** President. In absence of president one member selected by other members
- ❖ **Minutes Book-** Proceedings
- ❖ **Removal of members:-**
 - 1) Fails to attend three consecutive meeting
 - 2) Disqualified as a member of Panchayat Samiti
 - 3) Written resolution received from Panchayat Samiti

Duties of Standing Committees

- ❖ **Every Standing Committee shall submit to the Panchayat Samiti a quarter review progress of works and schemes**
- ❖ **Forwarded a copy of proceedings of every meeting to Chairman and Executive Officer**
- ❖ **Additional Duties of Finance Standing Committee.**

★ **Function of the Standing Committee:-**

1. The Finance Committee :-

(a) The finances of the Panchayat Samiti, framing of Budget, scrutinizing proposals for increase of revenue, examination of receipt and expenditure statements, consideration of all proposals affecting the finances of the Panchayat Samiti and general supervision of revenue and expenditure of the Panchayat samiti.

(b) The plan priorities, allocation of outlays to development programs horizontal and vertical linkages, implementation of guidelines issued by the Government, regular review of planning programs, evaluation of important programs and small savings schemes.

2. The Education and Health Committee

(a) All educational, environmental and sports activities of the Panchayat Samiti.

(b) The planning of education in the Block within the framework of the national policy and the national and state plans.

(c) Survey and evaluation of the educational activities of the Panchayat Samiti.

(d) Such other duties pertaining to education, adult literacy and cultural activities as the Panchayat Samiti may assign to it, and

(e) Health services, hospital, family welfare and other allied matters.

The works standing committee

communication, buildings, non- conventional energy, rural electrification and allied matters.

The Agriculture Committee

functions relating to agriculture production, animal husbandry, fisheries, contour bundhing and reclamation of waste land, food and co-operation.

The industries committee

- (a) Village and cottage industries
- (b) Promotion of industrial development of the district
- (c) Promotion of sericulture and
- (d) Promotion of handloom and handicraft.

The Social Justice Committee

- (a) Promotion of education, economic, social, cultural and other interests of the ST, Sc and the backward classes.
- (b) Promotion of the SC, ST and the backward classes from social injustice and all other forms of exploitation.
- (c) Amelioration of the condition of the SC and the ST and the backward classes and
- (d) Securing social justice to the SCs and the STs, women and other weaker sections of the society.

The poverty alleviation committee

Functions relating to promotion of rural water supply, sanitation, employment, other poverty alleviation programs, rural housing, social forestry and farm forestry.

- ❑ **The Standing Committees shall perform the functions referred to above to the extent the powers are delegated to them by the Panchayat Samiti.**
- ❑ **The Committees shall perform functions in respect of matters assigned to them and such additional duties as may be prescribed.**

Zilla Parishad :- Seven Standing Committee

GP Level:- Three Sub Committee

Seating Fee- Rs 200/- for PS and ZP, Rs 150/- for GP/VC



THANK YOU

D o Y o u H a v e A n y Q u e s t i o n ?