

CHAPTER-I

The guiding and driving force of Rural Development and Panchayats Department is to endow the Panchayats (Gram Panchayats, Panchayat Samiti and Zila Parishad) with such powers and authority as may be necessary to enable them to function as institutions of self Govt. in Rural areas of the State. 73rd amendment of Constitution of India has provided social scenario with assured participation of rural people especially women folk and weaker section of society, in achieving their envisaged aspirations and other needs. The department has well organized setup manned by administrative and technical staff. Outline of this structure is shown in the form of chart as per annexure.

Functions and Duties

The Department of Rural Development and Panchayats is assigned with the duty of assisting the PRIs in discharging of its constitutional obligations. The main functions and duties of the offices and employees working in the department are :-

1. Providing administrative frame-work for smooth functioning of the PRIs.
2. Rendering assistance in implementing schemes and projects through PRIs.
3. To Extend the technical support and know how to PRIs in order to execute various development schemes at the different levels.
4. Providing appropriate forum for redressal of grievances of rural people concerning the Department.
5. Arranging training programme and courses suitable to cater to the needs of PRIs and rural masses.
6. Rendering help in connection with election of PRI bodies.
7. Affording forum of planning at the micro level and consolidating them at the District level through constitutional bodies of State District Planning Boards.
8. Providing frame work of Quasi judicial Courts of Collector and Commissioner to regulate and utilized the shamlat land for the benefit of Panchayats and also to protect the common property of the PRIs.
9. Mobilizing women of the rural area to make them aware of their social needs and strengthen their economic status.

RURAL DEVELOPMENT AND PANCHAYATS DEPARTMENT, PUNJAB

(ADMINISTRATIVE SET-UP)

F. C./SECY.
(R.D.P.)

Director (R.D.P.)				Joint Dev. Comm. I.R.D.P.			
U.S.(R.D.)	D.S. (R.D.)	A.D.P.	C.P.F.	D.D. (L.D.)	D.D.(W.P.)	J.D.P.	S.E.. (P.R.C.)
NON GAZETTED E.S.T.B. (H.Q.) FIELD	GAZETTED (HQ) FIELD	I.S.T.B. DEALS WITH PLAN SCHEME ETC	DEALS WITH FINANCIAL MATTERS E.T.C.	DEALS WITH SHAMLAT LAND E.T.C.	DEALS WITH WOMEN'S PROGS. E.T.C.	E.S.T.B. OF & WING E.T.C. D.D.(P.) DEALS WITH PANCHAYAT ELEC./ ENQUIRIES	ENGG. WING

FIELD ORGANISATION

DIV. DY. DIRECTORS

PATIALA

JALANDHAR

FEROZEPUR

FARIDKOT

DISTRICT DEVELOPMENT AND PANCHAYAT OFFICERS-(17)

PATIALA LUDHIANA SANGRUR ROOPNAGAR FATEHGARH SAHIB JALANDHAR AMRITSAR KAPURTHALA GURDASPUR NAWAN SHEHAR HOSHIARPUR FEROZEPUR MUKATSAR MOGA FARIDKOT BATALA MANSA

BLOCK DEVELOPMENT & PANCHAYAT OFFICER'S-(140)

SOCIAL EDU. & PANCHAYAT OFFICER'S-(140)

PANCHAYAT OFFICER'S-(140)

DEVELOPMENT OFFICER'S-(17)

10 GRAM SEWAK
(EACH BLOCK)

1 PANCHAYAT SECY.
(OF 5 PANCHAYAT'S)

2 GRAM SEWAK'S
(EACH BLOCK)

CRAFT TEACHER

RURAL DEVELOPMENT AND PANCHAYAT DEPARTMENT, PUNJAB

(ADMINISTRATIVE SET-UP)

FINANCIAL COMMISSIONER (R.D.P.)

DIRECTOR (R.D.P.)

JOINT DEV. COMM. (I.R.D.P.)

DEPUTY SECRETARY (RURAL DEVELOPMENT) GAZETTED	UNDER SECRETARY (RURAL DEVELOPMENT) 1. NON GAZETTED NOT (HQ/FIELD) (R.D.E. I, III, V Br.)	ADDL. DIRECTOR (PANCHAYAT) 1. PLAN SCHEMES 2. FOCAL POINTS 3. A.I. UNIT 4. CONTROL ON EPO'S 5. D.M.G.V. 6. CATTLE FAIR CELL 7. A.R.T. SECTION	DEPUTY DIRECTOR (WOMEN PROGRAM) 1. MAHILA MANDALS 2. SMOKELESS CHULAS 3. CREATION/ CONTINUATION OF POSTS REGARDING NEW BLOCKS 4. MISC. WORK 5. T.R.G. BRANCH 6. S.I.R.D. NABHA & BATALA 7. P.M.L./O.	CONTROLLER PANCHAYATI RAJ (FINANCE) 1. AUDIT OF P.R.I. 2. BUDGET FOR NON-PLAN 3. DISC. GRANTS 4. PROPERTY CELL 5. PENSION CELL (P/S) 6. A.V.A UNITS	JOINT DIRECTOR (PANCHAYAT) 1. G.P.F. BRANCH 2. GENERAL BRANCH 3. E.S.T.B. BRANCH 4. LEGAL BRANCH 5. ELECTION BRANCH	SUPPT. ENGINEER (PANCHAYATI RAJ) 1. LAND DEV. BR. 2. PANCHAYATI RAJ ACT 3. COMPLAINT/ ENG. OF PANCHAYATS (PTL. DIV.)	DY. DIR. (L.D.) 1. D.D.O. OF B. WING 2. COMPLAINTS/ ENCUPLE OF PANCHAYAT (JAL. DIV.)
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Annexure

Joint Development Commissioner (IRD) Punjab/Rural Development and Panchayats Department

The particulars of its organization, functions and duties

IRDP Wing is a part of Rural Development & Panchayats Department. **The organizational set of this wing is as under :-**

Headquarter

JDC (IRDP)

Deputy Director (EP)	Economist-cum-Statistician	
Accounts Officer Officer	Superintendent	Research
	Senior Assistants	Investigators

District Level

Chairman (DRDA)

A.D.C. (D) Cum	C.E.O. Zila Parishad	
A.P.O.	Superintendent	Dy. C.E.O.
Investigator	Accountant	Superintendent
Clerk	Accounts Clerk	Accountant
	Clerk	

The Directorate of Rural Development and Panchayats has two wings i.e. A & B

A WING

Establishment branches RDE-1 to 5 are working under the Deputy Secretary, Rural Development (DSRD) and Under Secretary, Rural Development (USRD) mainly dealing with establishment matters of Officers/Officials of the Rural Development and Panchayats Department. They submit their files to the Director Rural Development and Panchayats who also acts as Special Secretary Rural Development and Panchayats (SRDP).

Regarding finances of PRIs, Controller Panchayati Raj Finance (CPF) looks after the work relating to Budget, Accounts/Audit and Cattle Fair Cell (Financial matters only) of the Department. Besides, Joint Director (Planning) looks after the Planning section of the Department. Research Officer of Economic Intelligence Units assists him in collection and compilation of requisite data. Details of duties and functions are as per annexure.

Deputy Director (Women Programme) looks after the work of Women Programmes through Development Officers (Women Programme) and Mukhya Sevikas etc. One Education & Panchayat Officer (EPO) looks after the training programme.

Budget, Accounts and Compilation Branch

This branch works under the Superintendence and control of the Controller Panchayati Raj Finance. It deals with the recommendations of Central and State Finance Commissions. All grants/sanctions are issued in accordance with the guidelines and parameters laid down by the Finance Commission (Govt. of India) and State Finance Commission (Govt. of Punjab).

Grants under major heads, such as 2515-other Rural Development Programmes (Non Plan), 3604 Liquor Tax Grant, 2202 Craft Teachers salary and 2235-Reimbursement Medical to Pensioners are also dealt with by this branch. Budget for Training Centre Batala, Superintending Engineer (Panchayati Raj) and Cattle Fair Staff is also examined and prepared by this branch.

Monthly and annual accounts work in respect of Zila Parishads and Panchayat Samitis in the State is also looked after by the Budget Branch. Reconciliation of income and expenditure account of the department with that of the Accountant General, Punjab is also looked after by the Budget Branch. Audit paras of A.G. Punjab in respect of Govt. money are also dealt with by the Budget branch.

Budget and Accounts Section

Budget and Accounts section works under the superintendence and control of Controller Panchayati Raj (Finances) and deal with the Following works :-

- (1) Discretionary grants, as approved by the Finance Department and sanctioned by the Hon'ble Chief Minister and other Ministers including Parliamentary Secretaries, under the Capital Head "4515-Capital outlay-other Rural Development Programme-Discretionary grants for development purposes by Ministers." These grants are given as per policy guidelines issued on the subject on year-to-year basis. Grants are issued in the name of District Development and Panchayat Officer of the district concerned, who further releases the same, to the agencies in whose name the grants are actually sanctioned by the CM/other Ministers and Parliamentary Secretaries. Utilization Certificates, for the rightful use of the grant, is furnished by the concerned District Development and Panchayat Officer.
- (2) Coordination work relating to CAG reports and PAC paras is dealt with by this section Budget estimates of Zila Parishads/Panchayat Samitis, which are outside the preview of consolidated fund of the State, are also examined by this section.

Audit Section

The Audit wing of the Department functions under the direct control of the Controller Panchayati Raj (Finances) assisted by One Assistant Controller, two Section Officers (S.A.S.) & Five Senior Auditors (Non-S.A.S.). The S.A.S. cadre section officers and non S.A.S. departmental Senior Auditors are responsible for conducting Internal Audit of the following offices :-

1. District Development and Panchayat Officers
2. Zila Parishads
3. Development Officers (Woman Programme)
4. Cattle Fair Officers
5. Director State Institute of Rural Development (SIRD) and Principal GTC at Batala.

Nabha &

6. Panchayat Samitis

Section Officers and Senior Auditors (at Head quarter) are also responsible for follow up action of the Internal Audit Inspection Reports/Notes submitted by the Examiner Local Fund Accounts, Punjab, Chandigarh (Statutory auditor of PS/ZP funds), Accountant General Punjab, Chandigarh and other inspecting officers at District level.

Art Section

The Art Section prepares the administrative chart of the officers working in the field as well as at headquarter. This section also prepares the charts showing the details of statistical performance and other relevant information and material for publicity purposes.

CATTLE FAIR CELL

Cattle Fairs at 70 different places duly identified by the department are organized in the State on regular basis.

This Cell deals with :-

- (i) auction of cattle fair grounds,
- (ii) preparation of cattle fair jantri and
- (iii) maintenance of Cattle fair grounds etc.

TRAINING BRANCH

This Section deals with imparting training to the departmental officers/officials and representatives of the PRIs for increasing working proficiency at different levels. As per Govt. of India guidelines, two days training camps are organized at block level for imparting training in batches. Each batch consists of 75 participants. Out of 141 blocks, training has been completed in 106 blocks so far. After the 73rd Constitutional Amendment under three tier system, the PRIs have become the back bone of Indian democratic system by devolution of powers at the grass root level. The department have also non-Govt. organization like CRRID, IDC, SOSVA, KHETI, VIRSAT, JAN SIHKIIAN SANSTHAN, SOPSH & IMITY for imparting training to the representatives of the PRIs in the State.

Establishment Branch (Directorate Side)

- 1) All cases relating to Establishment of officers/officials.
- 2) Preparation of Salary Bills, Arrears of Pay etc., Medical Bills, T.A. Bills of Headquarter staff, Contingent Bills and other Misc. works.
- 3) Maintenance of Service Books.
- 4) All works relating to preparation of Budget and the work relating to continuation of Temporary Posts for obtaining sanction from F.D. and sanctioning of leave.
- 5) Calculation of Income Tax of Officers/Officials.
- 6) Maintenance of G.I.S. Accounts of Employees.
- 7) Reconciliation of figures of Pay, T.A. contingency etc. with Treasury Office.
- 8) Audit Inspection Reports.

- 9) Maintenance of Cash Book.
- 10) All establishment matters of Panchayat Secretaries Viz appointments, transfers, Policy matter, Gratuity, Leave encashment, Civil Writ Petitions and other Misc. works.
- 11) All purchases relating to office work e.g. Stationery, Furniture etc.
- 12) Matters regarding hiring of accommodation in 17-E (office building) and Sector 32, (store building), Chandigarh.
- 13) Preparation of quarterly, half yearly and Yearly statements regarding Group A, B, C and D meant for Employment Exchange and Economic & Statistical Department.
- 14) All work relating to Receipt & Dispatch. Other Misc. works.
- 15) All work relating to Receipt & Dispatch.

G. P. Fund Branch

- 1) Maintenance of G. P. Fund Accounts of all the Officers/Officials of Rural Development and Panchayats Department (Group A, B, C and D).
- 2) Details of work about posting of G. P. F. deductions in the ledger.
- 3) Issuance of G. P. F. statement to the subscribers on year to year basis.
- 4) Cases of Final payment to Retirees.
- 5) Sanctioning of refundable and non-refundable advances.
- 6) Attending Audit objections of ELFA and A. G. Punjab.
- 7) Attending Court Cases relating to G. P. F.
- 8) Allotment of G. P. Fund Number to subscribers.
- 9) All other Misc. work relating to G. P. F.

Land Development Branch

Land Development Branch mainly deals with management of Shamlat Land. Main functions of the branch are :-

- 1) Cases dealing with the exchange of land with that of private owners, on the basis of equal value.
- 2) Disposal and sale of Gram Panchayat Lands as per the provisions of Section 12 of the Punjab Village Common Lands (Regulation) Act, 1961.
- 3) Gifting of Shamlat Land to the Institutions as approved under Section 13.

- 4) Monitoring and issuing general Instructions to lease out shamlat Lands as per the procedure laid in the Punjab Village common Lands (Regulation) Act, 1961.
- 5) Persuing court cases pending in the various courts pertaining to shamlat Lands.
- 6) Issuing sanction to defend court cases on Government expense.
- 7) Dealing with complaints received from the field offices about the un-authorized encroachment of shamlat lands for getting the encroachments removed.
- 8) Cases dealing with the allotment of shamlat land to the Scheduled Caste, Backward Classes, Landless labourer, tenants or any other deserving poor measuring 5 Marlas plots for construction of houses as per the provisions of Section 13(A) of the Act.
- 9) Monthly statements of panchayat land auction.
- 10) Dealing with matter pertaining to action taken report in respect of departmental meetings.
 - a) Cancellation of resolution of the panchayat under Section 199 *ibid*.

General Branch

- 1) Compilation of progress Report regarding recovery of House Tax.
- 2) Progress Report regarding inspection of the Gram Panchayats.
- 3) Report regarding levy of taxes by the Gram Panchayats under section 86 of the Punjab Panchayati Raj Act, 1994.
- 4) Report regarding problems faced by the village residents in the State regarding disposal of sullage water.
- 5) Assignment of functions regarding water supply and sanitation to Panchayat Raj Institutions in handing over Single Village Water Supply Scheme.
- 6) To seek reports from field officers regarding issue of Birth and Death Certificate by the Registrar (i.e. Panchayat Secretary of the concerned Gram Sabha).
- 7) Redressal of complaints against the appointment of Administrator at Gram Panchayat level under section 200 of Punjab Panchayati Raj Act, 1994. To prepare Annual Administrative Report regarding functioning and achievements of Gram Panchayats in the State.
- 8) Opening of small post office in Grams and appointment of Village Chowkidar.
- 9) Report regarding control of stray dogs in rural areas and their sterilization.
- 10) To publish advertisement regarding the working of PRIs and to watch the progress of the schemes of the department.
- 11) Report regarding construction of Panchayat Bhawan at District level and to hold tournament at Block, District and State levels.

- 12) Report regarding holding of Hari and Sauni meetings in every panchayat and to watch their progress.
- 13) Implementation of Social Security, Child and Women Welfare Schemes including grants of old age pension, widow pension, Orphan & Handicapped pension etc.
- 14) Implementation of Schemes regarding welfare of Scheduled Casts and Backward Classes and deserving poor.
- 15) Devolution powers to PRIs in compliance with the 73rd amendment of the Constitution of India.

Election Branch

- 1) Deals with the matter pertaining to Constitution of new Panchayats, alteration in the boundary of existing Panchayats and Panchayat Samities.
- 2) Notification for general election to Panchayats and Panchayat Samitis and Zila Parishad during general election.
- 3) To determine the number of seats of Panches (Panchayat wise) on the basis of population of the Panchayat concerned.
- 4) Reservation of seats of offices of Panches for women, S. C. and B. C. category as per rule 11 of the Punjab Panchayati Raj Act, 1994 for election of Panchayati Raj Bodies.
- 5) To delineate the territorial Constituencies for the election of members of Panchayat Samiti and Zila Parishad.
- 6) Deals with the general correspondence with the district and State Election Commissioner.
- 7) Issue instructions for oath taking process for the newly elected members of Panchayats, Panchayat Samitis and Zila Parishads.
- 8) General advertisement of election process for the knowledge of common people.
- 9) Deals with the audit paras and audit notes received from Examiner Local Fund. Accounts (Statutory Auditor of the department) and get the irregularities rectified.

Complaint Branch

- 1) Deals with Complaints against Ex-Panches/Sarpanches or present Panches/Sarpanches received from Hon'ble Governor, Chief Minister and other Ministers directly from the complainants.
- 2) Complaints duly supported with valid affidavit are enquired into by calling both parties for decision on the basis of relevant record. Result of the enquiry is communicated to the concerned Sarpanches or Panches.
- 3) The entire proceeding of the enquiry is open to the public. Any interested party can have access to any part of the enquiry proceedings, at any time, as per procedure laid down under the rule.

- 4) Dealing with the complaints of the Division for which powers of the Director have been delegated under the Punjab Panchayati Raj Act, 1994 regarding :-

(a) Suspension and removal of Srpanchs under Section 29 *ibid.*

PANCHAYATI RAJ PUBLIC CONSTRUCTION WING

There is a separate Panchayati Raj Construction Wing in the department under the control of Superintending Engineer (PRC). There 16 Divisions, each headed by an Executive Engineer at the District Headquarter. In every division there are Sub Divisional Officers (PR) headed by the sub divisional engineer as per following tabulation :-

Sr. No.	Divisional headquarter at	Sub divisional headquarters at
1.	Amritsar	Amritsar Tarnataran Patti Ajnala Baba Bakala (at rayia)
2.	Bathinda	Bathinda Rampura Talwandi Sabo
3.	Faridkot	Faridkot Mukatsar Malout
4.	Fatehgarh Sahib	Fatehgarh Sahib Khamano (at Bassi Pathana)
5.	Ferozepur	Ferozepur Fazilka Zira
6.	Gurdaspur	Gurdaspur Batala Pathankot Dera Baba Nanak

Sr. No.	Divisional headquarter at	Sub divisional headquarters at
7.	Hoshiarpur	Hoshiarpur Dasua Mukerian Garh Shankar
8.	Jalandhar	Jalandhar Nakodar

		Philour
9.	Kapurthala	Kapurthala Phagwara
10.	Ludhiana	Ludhiana Samrala Jagraon Khanna (at Doraha)
11.	Mansa	Mansa Budladha
12.	Moga	Moga (No Sanction post of XEN)
13.	Nawan Shehar	Nawan Shehar (No Sanction post of XEN)
14.	Patiala	Patiala Rajpura Nabha Samana
15.	Ropar	Ropar Kharar
16.	Sangrur	Sangrur Malerkotla Barnala

In addition, there are 357 sanctioned posts of Junior Engineers in the State. In every block, 3 Junior Engineers are in position.

The functions of the construction wing

1) **Panchayat works** : This wing supervises and inspects the works executed by the panchayats and also provide technical guidance to the panchayats and assesses the work done.

2) **Panchayat Samiti & Zila Parishads Works** : This wing acts as an executing agency of the work executed through Panchayat Samities and Zila Parishads and also provides technical assistance to these bodies regarding construction works.

3) **Deposit work** : At district level, this wing executes the deposit works on the pattern of PWD specifications through the Executive Engineer (PR) concerned.

Even through due care has been taken while publishing the above information, department will not be responsible for any inadvertent errors.