



# **ANNUAL ADMINISTRATIVE REPORT**

**2014-15**

**(1-4-2014 to 31-3-2015)**

**Panchayati Raj Department, Himachal Pradesh, Shimla-171009**

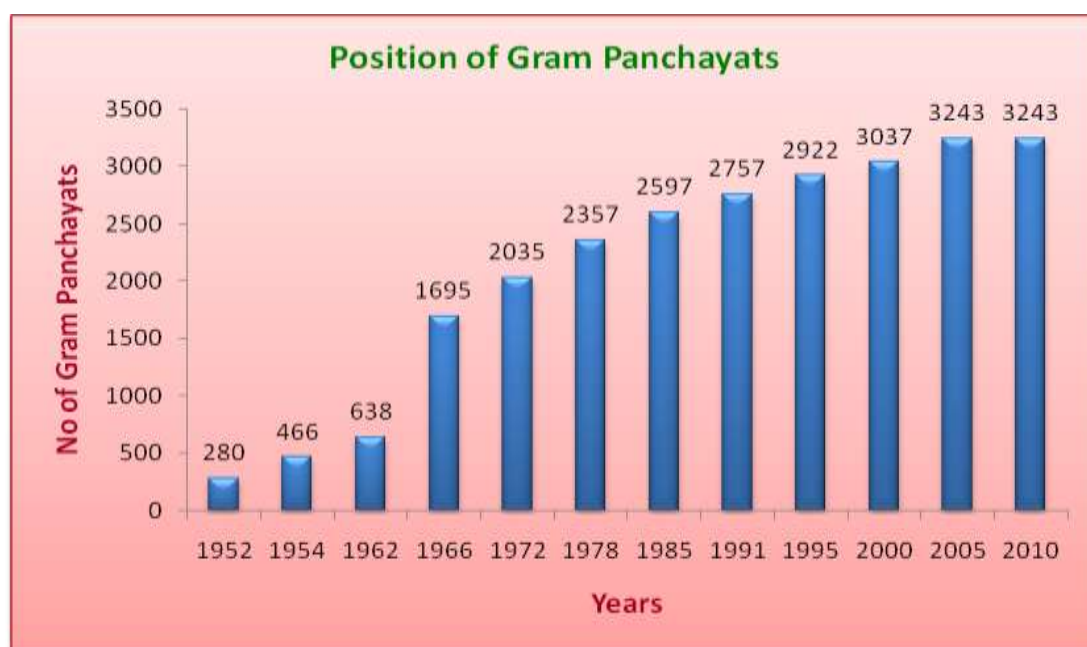
# **CHAPTER-1**

## **INTRODUCTION**

Panchayati Raj system in Himachal Pradesh was established under the provisions of the Himachal Pradesh Panchayat Raj Act, 1952 in the year 1954. Only 280 Gram Panchayats existed prior to the enactment of the Himachal Pradesh Panchayat Raj Act, 1952. However, after the enactment of the said Act, 466 Gram Panchayats were established in the year 1954 and the number of Gram Panchayats was increased to 638 during the year 1962. On 1<sup>st</sup> November, 1966, the hilly areas of Punjab were merged in the State and consequently the number of Gram Panchayats rose to 1695. In the merged areas, a three tier Panchayati Raj system was in existence under the provisions of the Punjab Panchayat Samiti and Zila Parishad Act, whereas two-tier system was prevalent in the then State of Himachal Pradesh. With a view to bring uniformity in the Panchayati Raj system of the old and the newly merged areas, the Himachal Pradesh Panchayati Raj Act, 1968 was enacted on 15<sup>th</sup> November, 1970 and the two tier Panchayati Raj system was established throughout the State. Besides this the Nayaya Panchayats were also in existence in this State for discharging judicial functions. During the year 1977 the Nayaya Panchayats were abolished and the judicial functions were transferred to the Gram Panchayats. After the enactment of the said Act in the year 1970 the existing Gram Sabhas were reorganized /bifurcated from time to time and new Gram Sabhas/Gram Panchayats were established. During the year 2005-2006 Government created 206 new Gram Sabha circles, thereby raising the number to 3243. No new Gram Sabha has been constituted during the year 2010. At present there are 3243 Gram Sabhas, 77 Panchayat Samitis and 12 Zila Parishads in the State.

**The number of Gram Panchayats since 1952 is as under:**

S.No	Year	No. of Gram Panchayats
1	1952	280
2	1954	466
3	1962	638
4	1966	1695
5	1972	2035
6	1978	2357
7	1985	2597
8	1991	2757
9	1995	2922
10	2000	3037
11	2005	3243
12	2010	3243



## 1. Enactment of State PR Act:

With a view to bring law relating to the Panchayats in conformity with the provisions of the 73<sup>rd</sup> Constitutional Amendment Act, the Himachal Pradesh Panchayati Raj Act, 1968 was repealed and the Himachal Pradesh Panchayati Raj Act, 1994 was enacted w.e.f. 23<sup>rd</sup> April, 1994. Since the enactment of the HPPR Act, 1994, it has been amended 13 times as per the following details:-

### *Details of Amendments brought in the HPPR Act, 1994 from time to time since its enactment on 23<sup>rd</sup> April, 1994*

SN.	Title	Bill No.	Act No.	Date of enactment or date from which it is in force	Sections amended.
1.	The H.P. Panchayati Raj (Amendment) Act, 1997.	Bill No. 3 of 1997	Act No. 10 of 1997	16.1.1997	3, 77, 88, 124, 167
2.	The H.P. Panchayati Raj (2 <sup>nd</sup> Amendment) Act, 1997.	Bill No. 17 of 1997	Act No. 1 of 1998	24.5.2004	1, Addition of Chapter VI- A (Section 97-A to 97-I.
3.	The H.P. Panchayati Raj (Amendment) Act, 2000.	Bill No. 12 of 2000	Act No. 18 of 2000	8.6.2000	2, 8, 15, 22, 78, 79, 80, 84, 89, 90, 91, 92, 93, 95, 101, 114, addition of sections 12-A & 121-B, 122, 145, addition of Chapter X-A & sections 160-A to 160-E and 163-A, 179, 180, 181, 182, 200.
4.	The H.P. Panchayati Raj (2 <sup>nd</sup> Amendment) Act, 2000.	Bill No. 20 of 2000	Act No. 4 of 2001.	15.12.2000	2, 5, insertion of sec. 7-A, 13, 110, 131, 138, 184, 185.
5.	The H.P. Panchayati Raj (Amendment) Act, 2001.	Bill No. 14 of 2001	Act No. 22 of 2001	19.10.2001	8, 11, 23, 78, 118, 161, 174, 175, insertion of 175-A & 175-B, 181, substitution of Schedule-I.
6.	The H.P. Panchayati Raj (Amendment) Act, 2002.	Bill No. 5 of 2002	Act No. 10 of 2002.	8.5.2002	3, 71, 122, 140, 145.
7.	The H.P. Panchayati Raj (Amendment) Act, 2005.	Bill No. 10 of 2005	Act No. 17 of 2005.	30.5.2005	Insertion of section 5-A, Amendment of sections 7, 8, 9, 15, 23, 78, 89, 99, 122, 129, 145, 146, 153 to 155.
8.	The H.P. Panchayati Raj (Amendment) Act, 2006.	Bill No. 15 of 2006	Act No. 20 of 2006.	12.10.2006	Amendment of section 2 and insertion of section 11-A.
9.	The H.P. Panchayati Raj (Amendment) Act, 2007.	Bill No. 11 of 2007	Act No. 15 of 2007.	22.09.2007	Amendment of section 185.
10.	The H.P. Panchayati Raj (Amendment) Act, 2008.	Bill No. 9 of 2008	Act No. 10 of 2008.	13. 6.2008	Amendment of sections 2, 8, 78, 89, 99, 125, and 129.
11.	The H.P. Panchayati Raj (Second Amendment) Act, 2008.	Bill No. 16 of 2008	Act No. 17 of 2008.	7.10.2008	Amendment of sections 2, 145, 163 and 181.

12	The H.P. Panchayati Raj (Amendment) Act, 2010.	Bill No. 7 of 2010	Act No. 15 of 2010.	15.6.2010	Amendment of sections 2, 4, 5, 7, 7-A 115, 118, 138 and 144, and substitution of section 181.
13	The H.P. Panchayati Raj (Second Amendment) Act, 2010.	Bill No. 40 of 2010	Act No. 9 of 2011.	28.1.2011	Amendment of sections 98 & 122 Substitution of sections 100 and 118.
14	The H.P. Panchayati Raj (Amendment) Act, 2014.	Bill No. 12 of 2014	Act No. 1 of 2015.	19.1.2015	Amendment of sections 2 & Substitution of sections 134.
15	The H.P. Panchayati Raj (Amendment) Act, 2015.	Bill No. 09 of 2015	Act No. 15 of 2015.	29.4.2015	Substitution of sections 5-B & Amendment of sections 2, 5, 7, 8, 11-A, 99, 122, 131, 144.

## 2. Elections and establishment of three tier Panchayati Raj System:

As per the requirements of the provisions of the Constitution and the State Panchayati Raj Act, 1994, the three tier Panchayati Raj system was established in this State during the year 1995-96.

- After enactment of the H.P.P.R.A, 1994 First general elections of Panchayati Raj bodies of this State (except in Development Block Lahaul and Development Block Pangri) were held during December, 1995 and the Panchayats started functioning w.e.f. 23<sup>rd</sup> January, 1996 and the 5 years term expired on 22<sup>nd</sup> January, 2001. In Development Block Lahaul and Development Block Pangri the first general elections were held during May, 1996.
- Second general elections of Panchayati Raj bodies of this State, except in Development Block Lahaul and Development Block Pangri, were held during December, 2000 and the Panchayats started functioning w.e.f. 23<sup>rd</sup> January, 2001 and the 5 years term expired on 22<sup>nd</sup> January, 2006. In Development Block Lahaul and Development Block Pangri the second general elections were held during May, 2006.
- The Third general elections of Panchayati Raj bodies of this State (except Development Block Lahaul and Development Block Pangri) were held in December, 2005 and the Panchayats started functioning w.e.f. 23<sup>rd</sup> January, 2006 and five year term of Panchayats expired on 22<sup>nd</sup> January, 2011.
- The fourth general elections barring 48 Gram Panchayats i.e. 28 Gram Panchayats of Sub-Divisions Lahaul of District Lahaul-Spiti and 16 Gram Panchayats of Sub-Division Pangri of District Chamba and 4 Gram Panchayats of District Kullu, two Panchayat Samitis namely Lahaul and Pangri and Zila Parishad Lahaul Spiti were held on

28<sup>th</sup> and 30<sup>th</sup> December, 2010 and 1<sup>st</sup> January, 2011 and the elected office bearers started functioning w.e.f. 23<sup>rd</sup> January, 2011. The elections of remaining 44 Gram Panchayats, 2 Panchayat Samiti and 1 Zila Parishad were held during June, 2011, the election of 4 Gram Panchayats of Kullu District has been held during February, 2012.

### **3. Details of various laws enacted:**

The following is the detail of various laws enacted by the Panchayati Raj Department of the State Government:-

1. The Himachal Pradesh Panchayati Raj Act, 1994.
2. The Himachal Pradesh Panchayati Raj (Election) Rules, 1994.
3. The State Election Commissioner (Condition of Service) Rules, 1994.
4. The Himachal Pradesh Panchayati Raj (General) Rules, 1997.
5. The Himachal Pradesh Panchayati Raj (Finance, Budget, Accounts, Audit, Works and Allowances) Rules, 2002.
6. The Himachal Pradesh Panchayati Raj (Appointment and Conditions of Services of Junior Scale Stenographers in Zila Parishads) Rules, 2009.
7. The Himachal Pradesh Panchayat (extension to the scheduled areas) Rules, 2011.
8. The Himachal Pradesh Panchayati Raj (Appointment and Conditions of Services of Junior Scale Engineer in Zila Parishad) Rules, 2013.
9. The Himachal Pradesh Panchayati Raj (Appointment and Conditions of Service of Panchayat Sahayaks in Zila Parishad) Rules, 2014.
10. The Himachal Pradesh Panchayati Raj (Appointment and Conditions of Services of Assistant Engineer in Zila Parishad) Rules, 2015.

### **4. Reservation for office bearers of PRIs:**

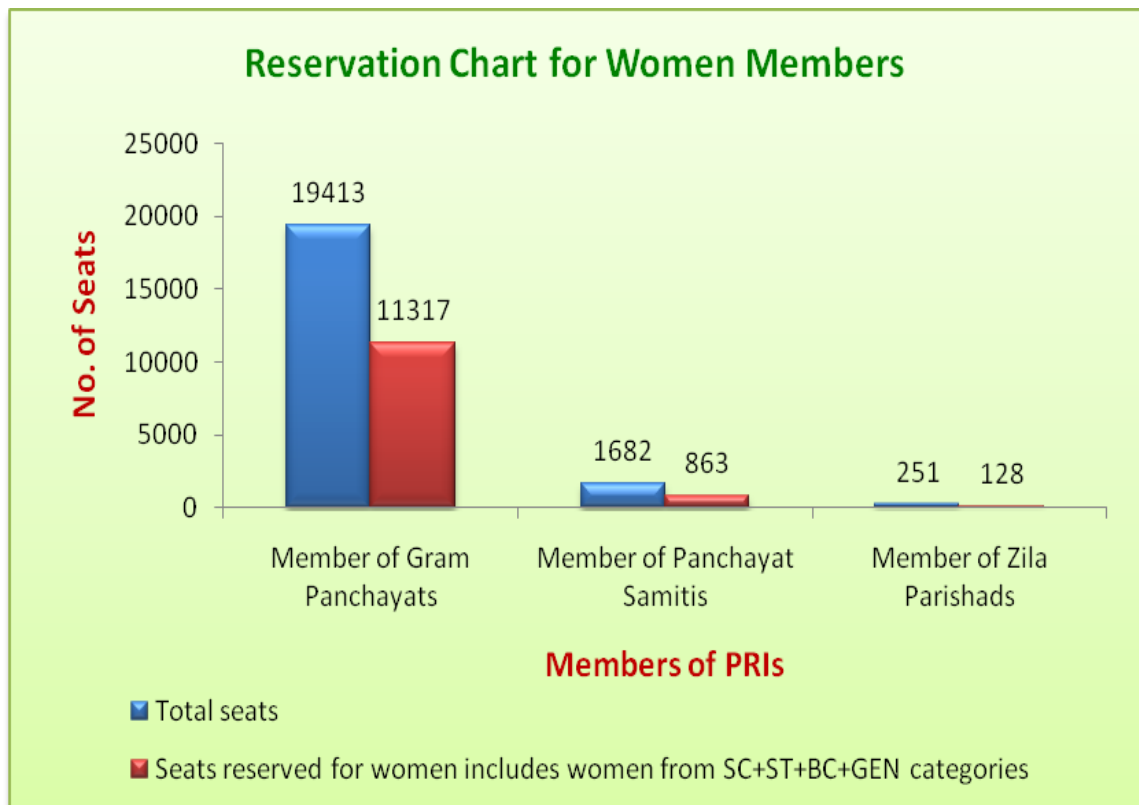
As per the provisions of the Constitution, reservation is being provided against seats of members and offices of Chairpersons of PRIs at all the three levels to the persons belonging to the categories of the Scheduled Castes, Scheduled Tribes and women. However,

reservation is also being provided to the persons belonging to the category of Backward Classes in the offices of Pradhans of Gram Panchayats, members and Chairpersons of Panchayat Samitis and Zila Parishads. All the offices of Chairpersons of PRIs in schedule-V (Tribal) area have been reserved for the Scheduled Tribes as per the requirement of the provisions of the Panchayats (Extension to the Scheduled Areas) Act, 1996 read with section 97-D of the Himachal Pradesh Panchayati Raj Act, 1994

**The details of reservation made during the existing term of Panchayats are as under:**

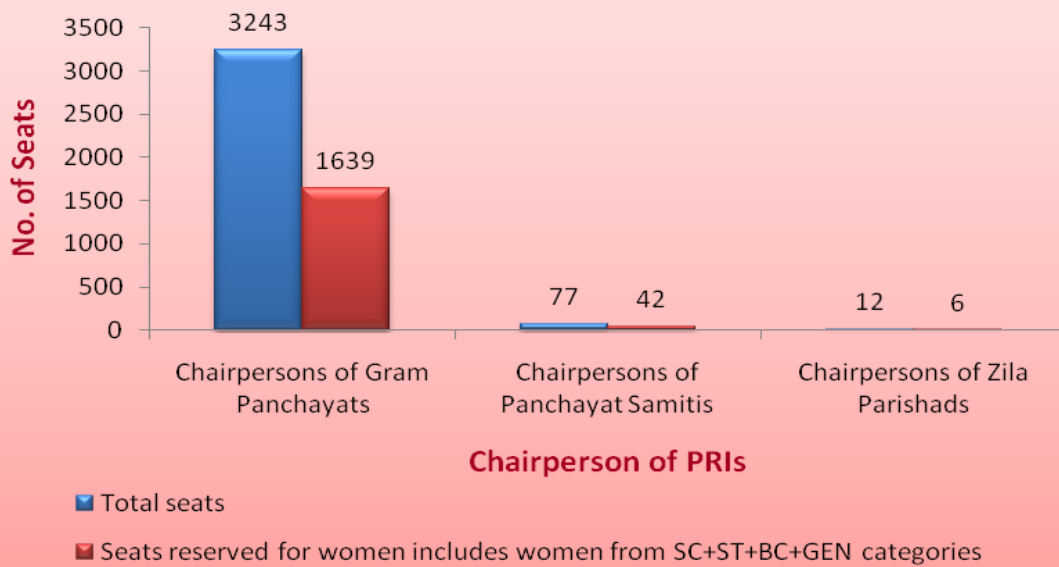
Total seats	Seats reserved for Scheduled Castes		Seats reserved for Scheduled Tribes		Seats reserved for Backward Classes		Seats reserved for General Women	reserved for Women		Percentage for reservation		
	General	Women	General	Women	General	Women		Total	Percent age	SC	ST	BC
1	2	3	4	5	6	7	8	9	10	11	12	13
<b><u>Pradhan Gram Panchayat</u></b>												
3243	390	421	97	104	109	127	987	1639	50.54	25.01	6.20	7.28
<b><u>Member Gram Panchayat</u></b>												
19413	1587	3412	394	622	0	0	7283	11317	58.30	25.75	5.23	0.00
<b><u>Chairman Panchayat Samiti</u></b>												
77	5	13	3	4	1	5	20	42	54.55	23.38	9.09	7.79
<b><u>Member Panchayat Samiti</u></b>												
1682	192	226	47	56	48	67	514	863	51.31	24.85	6.12	6.84
<b><u>Chairman Zila Parishad</u></b>												
12	1	2	1	1	0	1	2	6	50.00	25.00	16.67	8.33
<b><u>Chairman Zila Parishad</u></b>												
251	28	34	8	11	8	10	73	128	51.00	24.70	7.57	7.17

<b>Details showing the number of women elected on un-reserved seats</b>			
<b>A. In the case of Gram Panchayats</b>			
<b>Sr. No.</b>	<b>No. of women elected on un-reserved seats</b>		
	<b>Pradhans</b>	<b>Up-Pradhans</b>	<b>Members</b>
1	32	20	352
<b>B. In the case of Panchayat Samitis</b>			
<b>Sr. No.</b>	<b>No. of women elected on un-reserved seats</b>		
	<b>Chairman</b>	<b>Vice-chairman</b>	<b>Members</b>
1	3	11	25
<b>C. In the case of Zila Parishads</b>			
<b>Sr. No.</b>	<b>No. of women elected on un-reserved seats</b>		
	<b>Chairman</b>	<b>Vice-chairman</b>	<b>Members</b>
1	2	2	4
	<b>37</b>	<b>33</b>	<b>381</b>
			<b>451</b>

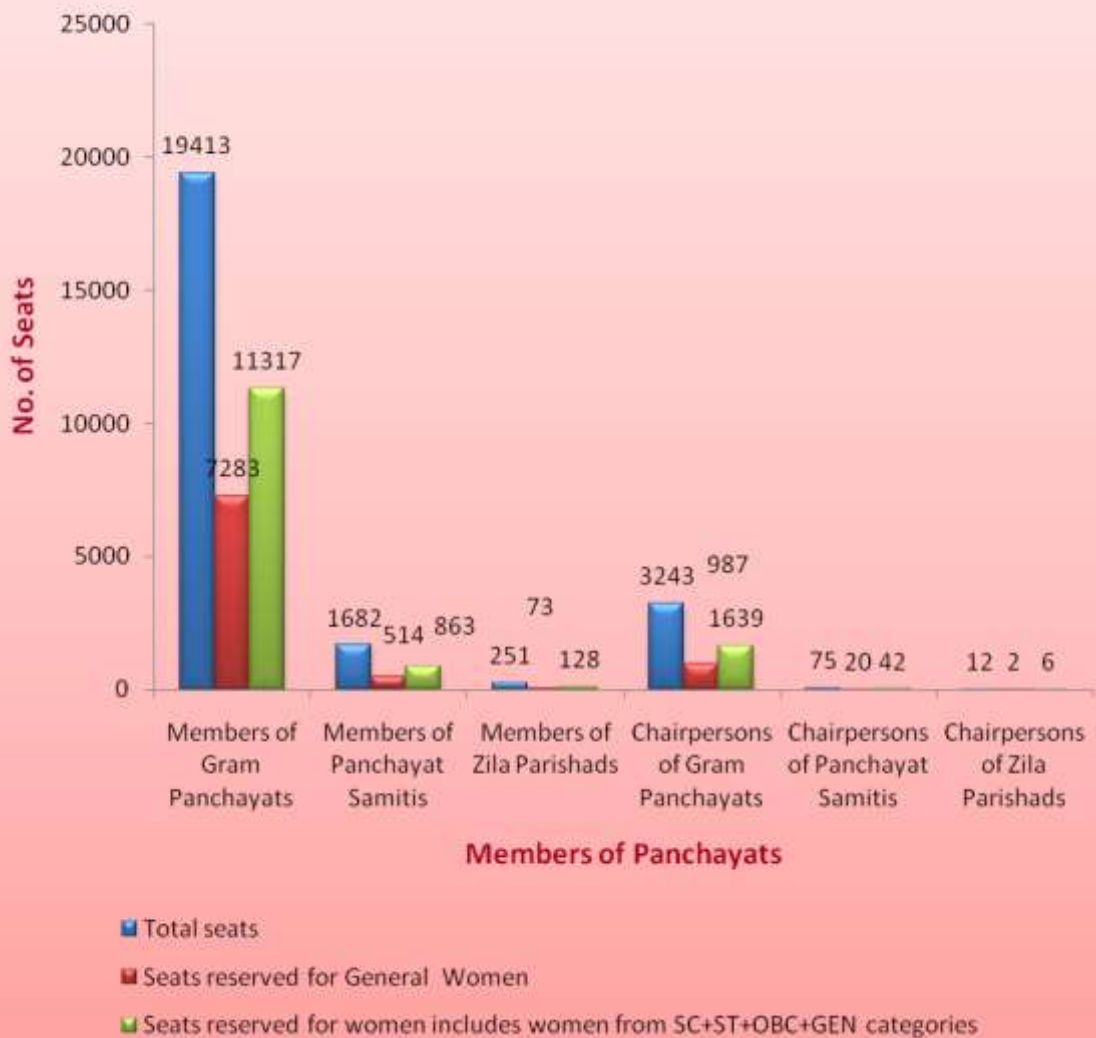




### Reservation Chart for Women Chairperson



### Position of PRIs



## 5. Structure of Panchayati Raj in Himachal Pradesh:

- a. **Gram Sabha/ Up-Gram Sabha:** Gram Sabha which forms the core of the democratic decentralization needs to be given utmost attention. Thus, the state government has already taken steps to strengthen the institution of Gram Sabha. Gram Sabhas have been empowered to form Vigilance Committee(s) from amongst their members to supervise Gram Panchayats works, schemes and other activities. No Member of Gram Panchayat, is eligible to become member of the Vigilance Committee. It has been made mandatory for every Gram Sabha to hold Four General Meetings every year, besides Special Meetings. These meetings are required to be held on first Sunday of January, April, July and 2<sup>nd</sup> October. The accounts of the Panchayats are to be placed before the Gram Sabha meetings for consideration and approval. In addition to this, Audit Notes and Replies thereto, are also required to be placed in the meetings of the Gram Sabha. In this way, Social Audit is being practised in this State. The Government has also entrusted the Gram Sabhas with authority to select beneficiaries under various Poverty Alleviation Programmes. The Himachal Pradesh Panchayati Raj Act has also been amended and under the amended provisions, there shall be constituted a Up-Gram Sabha for each Ward of the Gram Sabha and all Members of the Gram Sabha, residing in the area of the Ward shall be the Members of Up-Gram Sabha. Every Up-Gram Sabha is required to hold two General Meetings every year and it shall be the responsibility of the Member of the Gram Panchayat to convene such meetings. The meeting of the Up-Gram Sabha shall be presided over by the Member of the Gram Panchayat representing the Ward, who shall also record the proceedings. The Up-Gram Sabha may deliberate on issues relating to its area and make recommendations to the Gram Panchayat or Gram Sabha. It shall also nominate its Members to represent it in the General Meetings of the Gram Sabha and these members shall be nominated in such a manner that 50% of the total families residing in the area of the Ward get nominated provided that one-half of the nomination shall be of women. But this nomination shall not debar any member of Up-

Gram Sabha to attend the General Meeting of the Gram Sabha. Agenda of the Gram Sabha meeting will be circulated to the Gram Sabha members along with the notice of meeting. The village level functionaries of the Agriculture, Animal Husbandry, Primary Education, Forest, Health and Family Welfare, Horticulture, Irrigation and Public Health, Revenue and Social justice & Empowerment Departments shall attend the meetings of the Gram Sabha in whose jurisdiction they are posted. If such village level functionaries fail to attend the meetings, the Gram Sabha shall report the matter to their controlling officer through the Gram Panchayat. They shall take disciplinary action against such functionaries within one month from the date of receipt of the report and shall intimate the action taken to the Gram Sabha through the Gram Panchayat. In addition to this Gram Sabha will authorize Gram Panchayat to issue Utilization Certificate of funds spent on the implementation of the Plans, Projects and Programmes undertaken in the Gram Panchayat areas.

- b. **Gram Panchayat:** Gram Panchayats are constituted for a village or group of villages having population ranging from 1000 to 5000. In Scheduled and other far flung areas, Gram Panchayats are also constituted for a population of less than 1000. The number of members of Gram Panchayat is determined on the basis of population which ranges from 5 to 13 excluding Pradhan and Up-Pradhan. Pradhan, Up-Pradhan and Members of Gram Panchayats are required to be elected directly by the voters of the Panchayat area. The Member of the Panchayat Samiti representing a part or whole of the Gram Sabha area is also the Member of the concerned Gram Panchayat(s) and has the right to vote.
- c. **Panchayat Samiti:** Intermediate body of the three-tier Panchayati Raj system in the State is called Panchayat Samiti. This institution is generally co-terminus with the Development Blocks. Members of Panchayat Samiti are elected directly whereas the Chair-Persons and Vice-Chairperson are elected indirectly by the elected Members. The number of elected Members of Panchayat Samiti is determined by the

Govt. at the rate of one Member for every 3500 population or part thereof subject to a minimum of 15 Members. There is no separate office of Panchayat Samiti but office of the Block Development Officer is functioning as Samiti's office. Block Development Officer has been designated as the Executive Officer-cum-Secretary of the Panchayat Samiti. The Member of the Zila Parishad, representing the Ward which comprises whole or part of the Panchayat Samiti area, is also the Member of the Panchayat Samiti.

- d. **Zila Parishads:** This is uppermost body of the Panchayati Raj System. In H.P Zila Parishads were constituted for the first time after the enactment of new law relating to Panchayati Raj System consequent upon the enactment of the 73<sup>rd</sup> Constitutional Amendment, presently there are 12 Zila Parishads in this State. The Members of Zila Parishad are elected directly by the people. However the Chairpersons and Vice-Chairperson are elected by the elected Members indirectly. The number of elected Members of Zila Parishad is determined by the State Government at the rate of one Member for every 25000 population or part thereof subject to a minimum of 10 members. The members of Lok-Sabha, Members of State Legislative Assembly representing a part or whole of the District and the Members of Council of States where they are registered as voters and the Chairpersons of the Panchayat Samitis of the District, are also the Members of Zila Parishad. Additional Deputy Commissioner/ADM has been designated as Chief Executive Officer, whereas District Panchayat Officer is the Secretary of Zila Parishad.

6. ***Constitution of District Planning Committees & Participatory Planning through Panchayats:***

The Chairperson of the DPCs is the Minister or Speaker or Deputy Speaker nominated by the State Government. The Deputy Commissioner is the Secretary of the respective District Planning Committee under the provisions of Section 185 of the Act.

As per the intention of Article 243-G of the Constitution of India, the activities followed by transfer of related funds and

functionaries are yet to be devolved upon the PRIs. In the absence of transfer of functions, funds and functionaries, Panchayats are unable to prepare plans for onwards submission to the District Planning Committee. Presently, the Plans are being prepared by the PRIs in respect of two districts namely Chamba and Sirmour and these Plans are being consolidated and approved by the District Planning Committees for BRGF funds. The Plans for these two districts are being prepared on the software developed by the GOI namely PLANPLUS. However, Panchayats at present are preparing Plans in respect of untied funds available with them and these Plans are approved by the Gram Sabha.

The third Term of the Panchayats expired on 22<sup>nd</sup> January, 2011. The general elections for the fourth Term have been conducted in December, 2010 and January, 2011 and the present Panchayats have started functioning with effect from 23<sup>rd</sup> January, 2011. As per the requirement of Article 243 Z (D) of the Constitution read with Section 185 of the Himachal Pradesh Panchayati Raj Act, 1994, the State Government has issued notification on 29<sup>th</sup> March, 2011, published in official Gazette on 1<sup>st</sup> April, 2011, for determination of Members of the District Planning Committees of all the 12 Districts and to include the Ministers, Speaker and Deputy Speaker as Members and Chairmen of the DPC. (Copy of the said notification is available on official website [hppanchayat.nic.in](http://hppanchayat.nic.in))

## **7. Provisions of Panchayat Extension to Schedule Area in the Scheduled Areas:**

### **Status of Panchayats in the Schedule-V (Tribal) Areas in the State.**

#### **General:**

- Whole of the districts of Kinnaur and Lahaul-Spiti and two Development Blocks, viz. Pangi and Bharmour of Chamba District comprise Schedule-V areas in this State.
- There are 2 Zila Parishads, viz. Kinnaur and Lahaul-Spiti, part of Zila Parishad Chamba, 7 Panchayat Samitis viz. Kalpa, Nichar, Pooh, Lahaul, Spiti, Bharmour, Pangi and 151 Gram Panchayats comprising in the Scheduled-V areas. Following are the number of Gram Panchayats, development block wise in the Schedule-V areas:

<b>Kinnaur:</b>	<b>65</b>	
	1. Kalpa	: 23
	2. Nichar	: 18
	3. Pooh	: 24

<b>Lahaul-Spiti:</b>	<b>41</b>	
	1. Lahaul	: 28
	2. Spiti	: 13

<b>Chamba:</b>	<b>45</b>	
	1. Bharmour	: 29
	2. Pangi	: 16

- As per the 2011, Census the total population of the Schedule-V areas in the State is 1, 36,475. There are 31032 households in tribal areas.
  - The seats of Members are being reserved for the persons belonging to the Scheduled Tribes and the Scheduled Castes in the Schedule-V areas as per the provisions of the Panchayat Extension to Schedule Area.
  - State Government has provided 100% reservation in the offices of Chairpersons of Panchayats at all three levels for the persons belonging to the Scheduled Tribes in Schedule-V area of the State and 50% of the total offices are further reserved for women including Scheduled Tribes.
- Rules under PESA:** The State Government has framed and published the HP Panchayati Raj (Extension to the Scheduled Areas) Rules, 2011 vide Notification No. PCH-HA (1) 4/ 2006-III, dated 26<sup>th</sup> March, 2011 and published in the official Gazette on 1<sup>st</sup> April, 2011. The copy of the said rules has also been hoisted in the Deptt. Website ***hppanchayat.nic.in***.

## **CHAPTER-2**

### **MAIN FUNCTIONS OF THE DEPARTMENT**

The Department, under the provisions of Himachal Pradesh Panchayati Raj Act, 1994 is empowered to establish/constitute Gram Panchayats, Panchayat Samitis and Zila Parishads, and also re-organize and bifurcate the Gram Sabha circles. Besides supervision of works entrusted to Panchayati Raj Institutions, the department exercises financial control on the grants, loans provided to PRIs and expenditure incurred by them. With a view to solve the problems faced by the PRIs the department provides guidance to them. Besides this the department ensures that the provisions of Act and Rules are properly complied with and imparts training to the elected representatives of PRIs as well as to the concerned officials.

## CHAPTER-3

### ADMINISTRATIVE SET UP OF DEPARTMENT

This department is under the direct control of Rural Development and Panchayati Raj Minister and ACS (Panchayats) at the State level. In this department posts of Gazetted and Non-Gazetted officers/officials as on 31.3.2015 were as under:-

Category	Name of the post	Sanctioned posts	Filled up posts	Vacant posts
Gazetted (Class-I)	1. Director, IAS	1	1	-
	2. Addl. Director/Joint Director HAS	1	1	-
	3. Joint Director, (PR)	1	1	-
	4. Deputy Director, (PR)	1	1	-
	5. Deputy Controller.(PR)	1	-	1
	6. Superintendent. Gr-1	1	1	-
	7. Private Secretary	1	1	-
	8. District Panchayat Officer	12	9	3
	9. Principal, Panchayati Raj Trg. Institutes.	3	3	-
Gazetted (Class-II)	1. Law officer	1	1	-
Non-Gazetted (Class-II)	1. Superintendent, Grade-II	13	10	3
	2. Editor-cum-Panchayat Information Officer	1	1	-
	3. District Audit Officer/Instructor	22	20	2
	4. Personal Assistant	1	1	-
Non-Gazetted (Class-III)	1. Senior Scale Stenographer	1	1	-
	2. Senior Assistant	22	22	0
	3. Panchayat Inspector	75	60	15
	4. Panchayat Auditor	83	70	13
	5. Sub-Inspector	73	70	3
	6. Junior Scale	1	-	1



<b>Category</b>	<b>Name of the post</b>	<b>Sanctioned posts</b>	<b>Filled up posts</b>	<b>Vacant posts</b>
	Stenographer			
	7. Clerk	69	41	28
	8. Driver	14	12	2
	9. Cook	2	2	-
Non-Gazetted (class-iv)	1. Gestetener Operator	1	1	-
	2. Daftari	1	1	-
	3. Jamadar	1	1	-
	4. Peon	62	52	10
	5. Chowkidar	12	10	2
	6. Sweeper	4	4	-
	<b>Total:</b>	<b>481</b>	<b>398</b>	<b>83</b>

- 3 Posts of Superintendent Grade-II and 2 Posts of DAO/Instructor are vacant due to secondment postings of the Officials.

## **CHAPTER-4**

### **POWERS & FUNCTIONS OF PANCHAYATS**

#### **A. Powers and functions specified under the H.P. Panchayati Raj Act, 1994 and the rules made there under:**

- Gram Panchayats have been empowered to enquire and make report about misconduct of certain officials such as Peon, Bailiff, Constable, Head Constable, Chowkidar/ of the Irrigation Department, Forest Guard, Patwari Vaccinator, Canal Overseer, Game Watcher and Panchayat Secretary, etc.
- Gram Panchayats have been empowered to hear and decide cases relating to minor offences under the I.P.C., the Vaccination Act, 1880, the Cattle Trespass Act, 1871, the Himachal Pradesh Juveniles (Prevention of smoking Act), 1952 and the Public Gambling Act, 1867 and also to hear and decide applications for maintenance under section 125 of the Cr. P.C.
- Gram Sabhas have been empowered to approve the Annual Budget of the Gram Panchayat as well as to consider and take appropriate action in respect of the Annual Statement of Accounts of the Gram Panchayat, report of the administration of the preceding financial year and the last Audit Note and the replies, if any, made thereto;
- Gram Sabhas have been empowered to approve plans, programmes and budget prepared by the Gram Panchayat for economic development and social services and also to authorize, after being satisfied, issuance of utilization certificates of funds spent on the implementation of the plans, projects and programmes of the Gram Panchayat.
- Gram Sabhas have been empowered to constitute Vigilance Committees to supervise the Gram Panchayat works, schemes and other activities and to place reports concerning them in its meeting and shall also send a copy of the said report to the BDO.
- Panchayats at all the three levels have been empowered to execute developmental works. However, technical sanction of Takniki Sahyaks, Junior Engineer, Assistant Engineer and Executive Engineer as per the limits specified in Appendix-D of the Himachal Pradesh Panchayati Raj (Finances, Budget, Accounts, Audit, works, Taxation and Allowances) Rules, 2002, is required.
- With a view to achieve maximum participation in the meetings of the Gram Sabhas, it has been made mandatory that every Gram Sabha shall

hold four general meetings in each year on the predetermined day's i.e. On 1<sup>st</sup> Sunday of January, April, July and on 2<sup>nd</sup> October.

- There shall be constituted Up-Gram Sabha for each Ward of the Gram Panchayat and all members of the Gram Sabha residing within the area of the Ward shall be members of the Up-Gram Sabha.
- Panchayats at all the three levels have been empowered to constitute standing committees.
- Panchayats at all the three levels have been empowered to raise loans for creation of income generating assets without previous sanction of the Government if the project is assessed by the financial institutions as economically/financially viable. However the Gram Panchayat shall be required to obtain prior approval of the Gram Sabha for raising a loan and further to intimate the State Government regarding raising of loan for a particular project.
- The Gram Panchayats have been empowered to protect public property such as sign boards, mile stones on public roads, paths, irrigation and water supply schemes, public taps, public wells, hand pumps, community centers, mahila mandal Bhawans, school buildings, health institution buildings. In case of violation of the orders of the Gram Panchayats in the matter, the Gram Panchayat can also impose penalty upto Rs.1000/- and in case of recurring breach, further penalty @ Rs.10/- per day with maximum upto Rs. 5,000 can be imposed.
- Panchayats have been authorized to levy taxes, fees, fines and cess.
- It has been made mandatory that the village level functionaries of the Agriculture, Animal Husbandry, Primary Education, Forest, Health and family Welfare, Horticulture, Irrigation & Public Health, Revenue and Social Justice and Empowerment Department shall attend the meetings of the Gram Sabha.

**B. Powers and functions devolved under executive orders from time to time:**

With a view to strengthen democracy at the grass root level and to make the PRIs viable institutions of self governance, the State Government has devolved powers, functions and responsibilities relating to 15 departments, namely Agriculture, Animal Husbandry, Ayurveda, Education, Food & Supplies, Forest, Health & Family Welfare, Horticulture, Industries, Irrigation & Public Health, Public Works, Revenue, Rural Development and Social Justice & Empowerment to the Panchayati Raj Institutions on 31<sup>st</sup> July, 1996 covering 29 subjects as mentioned in the 11<sup>th</sup> Schedule of the Constitution. Besides the above, the Government has also delegated following powers by way of executive orders to the PRIs:-

1. Preparation of Micro-Plans by Gram Panchayats.
2. Powers to decide about location of Institutions of public utility.

3. Village level committees of the department to be integrated with the standing committees of the PRIs set up.
4. Selection of beneficiaries under various schemes shall be done through Gram Sabha.
5. PRIs have been empowered to report about the physical attendance of Ayurvedic, Allopathic and Animal Husbandry Doctors, School Teachers, Patwaris, Forest Guards etc. at their places of posting.
6. Chairpersons of Zila Parishads have been designated as the Chairpersons of the Governing Body of the respective DRDAs.
7. Pradhan or Up-Pradhan of Gram Panchayats have been empowered to issue fishing licence to the anglers for sport fishing. Chairpersons and Vice-Chairpersons of Panchayat Samitis have been authorized to issue licence to professional fishermen for general and trout fishing and the money realized as license fee would be retained by the concerned Panchayats as its revenue.
8. Cess of Rs.1/- per bottle of liquor sold in the rural areas is collected and transferred to the Gram Panchayats for utilization in developmental activities.
9. Before grant of any lease for minor minerals, a resolution from the concerned Panchayat has been made compulsory.
10. Zila Parishads have been empowered to appoint Assistant Engineer on contract basis for giving technical guidance to PRIs.
11. The Gram Panchayats have been made the appointing authority in respect of the grass root level functionaries such as Panchayat Chowkidars, Tailoring Mistresses, Water Guard and Water Carrier etc. Panchayat Sahayak and Panchayat Secretaries (contract) are appointed by Zila Parishad.
12. Ownership of Primary School Buildings has been transferred to the Gram Panchayats and the maintenance/repair and control of Primary School buildings is the responsibility of Gram Panchayats.
13. Zila Parishad and Panchayat Samitis have been empowered to supervise the duties and functions regarding revenue matters to assist the revenue officials in identification of landless/houseless persons and formulation of policies for utilization of government land and giving no objection certificates for such land on lease at district and Block level.
14. Gram Sabha resolution has been made compulsory before granting of mining lease and installation of mineral based industry. The Gram Panchayats have also been given powers to issue permits for the personal bonafide use for extraction of sand, stone, bajri and slates.
15. Pradhans of Gram Panchayats have been appointed as Forest Officers to carry out the purposes of rule 11 of the Himachal Pradesh Forest Produce Transit (Land Routes) Rules, 1978 for the issuance of pass

for transport of Minor Forest Produce collected from the Forest in respect of 37 items.

**Financial Resources of Panchayats:**

1. Grant in aid from the Govt.
2. House tax.
3. Tax on extraction and export of sand, stone, Bajri and slates.
4. Liquor cess @ Re.1/- per bottle sold in rural areas.
5. Land revenue.
6. 1% contingency.
7. Interest money.
8. Teh-bazari from the shopkeepers.
9. Service fee.
10. Income from own assets such as shops, orchards etc.
11. License fee for fishing.
12. Permit fee for minor forest produce.
13. Duty on Mobile Communication Service towers.

**C. Imposition of taxes by Gram Panchayats:** Presently Zila Parishads and Panchayat Samitis are not levying any tax, fees, cess etc. However, a Gram Panchayat may, through a resolution and after previous publication, levy:-

- (i) **Property tax:** A Gram Panchayat may, through a resolution and after previous publication, levy property tax at such rates and in such manner as it may deem fit on residential and commercial buildings, in the Sabha area.
- (ii) **Profession Tax:** with the previous approval of the Government, a tax on persons carrying on any profession, trade, calling and employment other than agriculture in the Sabha area can be levied; provided such tax has not been levied in the Sabha area by any other local authority under any law for the time being in force;
- (iii) **Duty on transfer of property:** if so authorized by the Government, a duty on transfer of property in the form of a surcharge on the duty levied under the Indian Stamp Act, 1899, in its application to Himachal Pradesh, on instruments of sale, gift and mortgage with possession of immovable property situated in the Sabha area at such rate as may be fixed by the Government not exceeding two percent on, as the case may be, the amount of the consideration, the value of the property or the amount secured by the mortgage, as set forth in the instrument may be imposed.
- (iv) **Fees :** A Gram Panchayat may, through a resolution and after previous publication, levy following fees at such rates and in such manner as it may deem fit in the Sabha area, namely:-
  - (a) Teh-Bazari from the shopkeepers in the fairs.

- (b) service fee for cleaning of streets, lighting of streets, sanitation, solid and liquid waste management, parking of vehicles, as the case may be;
- (c) fee for registration of animals sold in the Sabha area; and
- (d) water rate where water is supplied by the Gram Panchayat.

**(v) Land Revenue:** Gram Panchayats have been empowered to collect the land revenue from the land owners/right holders and Gram Panchayats will use the collected land revenue at their own level.

**(vi) Liquor Cess:** Cess of Rs.1/- per bottle of liquor sold in the rural areas will be collected and transferred to the Gram Panchayats for utilization in developmental activities.

#### **D. Duty on Mobile Communication Service providers:**

Gram Panchayats have been authorized to levy duty on Mobile Communication Service providers for installation of Mobile Communication Tower at the rate of Rs.4,000/- per tower and annual renewal fee at the rate of Rs.2000/- per annum per tower with the following conditions:-

- (a) An option for lump sum payment of renewal fee may be given in blocks of 5 years (with 40% discount for upfront payment of the entire amount including renewal fees for 5 years).
- (b) There shall be periodic increase in renewal fee by 25% after every 5 years.
- (c) An additional amount at the rate of 60% shall be levied for every additional antenna which shares the same tower.

#### **Honorarium to elected representative of Panchayati Raj Institutions:**

Himachal Pradesh is perhaps one of the few states in India which is providing monthly honorarium to all the elected representatives of Panchayati Raj Institutions. The rates of Honorarium provided to elected representatives PRIs w.e.f. 1.4.2012 is as under:-

<b>S.No.</b>	<b>Particular of elected representatives</b>	<b>Rates of Honorarium</b>
1	Chairperson of ZP	5000/-
2	Vice-Chairperson of ZP	3500/-
3	Member of ZP	2000/-
4	Chairperson of PS	2500/-
5	Vice-Chairperson of PS	2000/-
6	Member of PS	1800/-
7	Pradhan of GP	1800/-
8	Up-Pradhan of GP	1500/-
9	Member of GP	Rs. 175/- per meeting subject to maximum of two meeting in a month.

**The daily allowance is admissible to the office bearers of Panchayats on following rates as per the notification No. PCH-HA (3)20/95-III Dated 24 August 2012:-**

<b>Sr. No</b>	<b>Category of the Office bearers of panchayats</b>	<b>Rates of Daily and Travelling Allowance</b>
1	Chairperson and Vice-Chairperson of Zila Parishads.	Actual Bus/Rail Fare and Daily Allowance@ 160/- Per day
2	Members of Zila Parishad and Chairperson and Vice Chairperson of Panchayat Samitis.	Actual Bus/Rail Fare and Daily Allowance@ 120/- Per day
3	Members of Panchayat Samitis, Pradhans and Up-Pradhans of Gram Panchayats.	Actual Bus/Rail Fare and Daily Allowance@ 100/- Per day
4	Members of Gram Panchayats	Actual Bus/Rail Fare and Daily Allowance@ 60/- Per day

The expenditure on travelling and daily allowances shall be borne by the concerned Panchayat.

#### **Accountability and transparency in the functioning of PRIs:**

To make grass root level democratic institutions more responsive, accountable and to ensure transparency in their day to day functioning, instructions have been issued with respect to, access to information, publicity, accountability, promptness in dealing with public etc. Any voter of the Panchayat area can inspect the record of the Panchayat and can have copy thereof after paying the nominal fee prescribed for the purpose. Permanent as well as variable information including list of beneficiaries and list of schemes along with sanctioned amount thereto will be displayed on the notice boards of the Panchayats. Besides this, attendance of the Panchayat Secretary in a particular Panchayat will be verified by the concerned Pradhan.

#### **Technical & administrative Staff of PRIs.**

With a view to provide technical guidance and assistance in the execution of developmental works being executed by Panchayats, a panel of Takniki Sahayaks is drawn at the Block level so as to have one Takniki Sahayak for every two Gram Panchayats in the Block. The Gram Panchayats are free to take the services of any of the Takniki Sahayaks from the panel



drawn. The minimum monthly amount Rs. 5500/- will be paid to Takniki Sahayaks. The Takniki Sahayak would be paid 2% of the total cost of each work up to the value of Rs 100000/- and 1.5% up to work costing 200000/- and 1.25% up to the work costing more than Rs 2, 00,000/-. If the service fee is less than the minimum monthly amount than the minimum monthly amount will be paid to them but in case the Service fee is more than the minimum monthly amount than the higher amount of service fee will be paid to them. In addition to this after completion of 10 years service they have been made daily wagers and are being paid 240/- per day. Presently 1036 Technical Assistant are working in Gram Panchayat. Panchayat Samitis and Zila Parishads have been empowered to appoint Junior Engineers and Assistant Engineers respectively on contract basis, who are also selected by a committee on the basis of the approved criteria. The monthly remuneration paid to the Junior Engineers is ` 14,100/- (i.e. Grade Pay+ Pay Band) and the Assistant Engineers in the office of Zila Parishads are paid ` 21,000/- PM (Grade Pay+ Pay Band) respectively which is paid by the Panchayat concerned. The above technical staff is placed under the overall control of the concerned Panchayat. 117 Contractual J.E. have been regularized in the pay scale of ` 10,300-34,800+3800=14,590/- in Zila Parishads.

At present, Panchayat secretaries have been posted in 621 Gram Panchayats, who are employees of the State Government. 1000 Gram Panchayats have been provided services of Panchayat Sahayaks on contract basis and their services have been placed under the overall control of the Panchayats Samiti concerned. They are paid monthly remuneration of ` 7000/- p.m. As per the rules the Panchayat Sahayaks would be imparted training and at the end of the training there will be an examination. In addition there are 1277 Panchayat Sahayak re-designated as Panchayat Secretaries (on contract) after completion of 6 years of service who are being paid Rs 7810/- as monthly remuneration.

In addition to the above, with a view to train the rural women for self employment, Gram Panchayats have also been authorized to appoint Tailoring Teachers on contract basis. They are being paid monthly remuneration of Rs. 2000/- Besides this, every Gram Panchayat has appointed one Panchayat Chowkidar, who is being paid remuneration Rs. 2000/- per month.

12 Junior Scale Stenographer had been appointed in Zila Parishad, out of which 8 Jr. Scale Stenographer have been regularized in the pay band of 5910-20200+2800. 10 Kanisht Lekhapals have been appointed in Zila Parishads out of which 9 kanisht lekhpals have been regularized in the pay scale of ` 5910-20200+Grade Pay 1900.



Detail of Administrative and Technical staff working in Panchayati Raj Institutions is given below:-

Sr. No.	District	Junior Engineers (Regular) 10300-34800+3800	Junior Engineers (contract) @14100PM	Assistant Engineers @21000PM	Tailoring teachers @1600PM	Panchayat Sahayaks @7000PM	Panchayat Sachiv (contract) @7810PM	Panchayat Chowkidars @1800PM	Junior Accountant (Regular) 5910-20200+1900	Junior Accountant (Contract) @7810PM	Junior Scale stenographer (contract) 8710PM	Junior Scale stenographer (Regular)
1.	Bilaspur	03	05	0	110	44	62	151	0	0	0	1
2.	Chamba	13	04	0	210	104	126	283	0	0	1	0
3.	Hamirpur	05	05	0	176	75	85	229	0	0	0	1
4.	Kangra	24	13	0	458	237	302	760	1	0	1	0
5.	Kinnaur	05	0	2	08	24	28	65	2	0	1	0
6.	Kullu	08	04	0	164	72	77	204	1	0	0	1
7.	Lahaul-Spiti	04	0	1	04	13	15	41	1	1	0	1
8.	Mandi	15	11	0	288	151	176	473	1	0	0	1
9.	Shimla	17	08	0	235	78	140	363	2	0	1	0
10.	Sirmaur	11	04	0	171	78	94	228	0	0	0	1
11.	Solan	06	04	0	137	66	85	211	1	0	0	1
12.	Una	06	8	0	141	58	87	235	0	0	0	1
<b>Total</b>		<b>117</b>	<b>70</b>	<b>3</b>	<b>2102</b>	<b>1000</b>	<b>1277</b>	<b>3243</b>	<b>9</b>	<b>1</b>	<b>4</b>	<b>8</b>

Note:-

- There is one clerk, one driver and one peon in each Zila Parishad of the State (Regular Govt. employees)
- There is a scheme for providing technical assistant to 2 to 5 Gram Panchayat on commission basis, as per the requirement and on minimum retainership.
- There are 4 sanctioned posts of Assistant Engineers in Zila Parishad District Kinnaur (2nos.), Lahual-Spiti (1 no.) and Shimla (1no.).
- Cadre of Tailoring teachers has been declared as dying cadre.

#### **Audit:**

It has been provided under sub-section (1) of section 118 of the Himachal Pradesh Panchayati Raj Act, 1994 that there shall be an audit agency, in the Panchayati Raj Department to conduct audit of accounts of Panchayats. With a view to have proper financial control on income and expenditure of Panchayats, Deputy Controller (Audit) and Distt. Audit Officer at the Headquarters and one District Audit Officer in each district has been appointed. The District Audit Officers have been placed under the control of District Panchayat Officers. Panchayat Auditors have been posted in each

district in proportion to the number of Gram Panchayats i.e. one Auditor against 35 Panchayats.

The Audit of Gram Panchayats, Panchayat Samitis and Zila Parishads is being conducted every year. Audit of Zila Parishad is conducted by Deputy Controller (Audit) Panchayati Raj Department. Audit of Panchayat Samitis is conducted by the District Audit Officer whereas audit of Gram Panchayat is conducted by the Auditors. Besides this test audit of ten percent Gram Panchayats is conducted by the District Audit Officer. Re-audit of those Gram Panchayats and Panchayat Samitis is also conducted where serious cases of embezzlement come to the notice of Department. The target of audit could not be achieved because 1 post of Dy controller was vacant due to which audit of Zila Parishads could not be conducted. In addition to this 2 post of District Audit officer and 8 posts of Auditors were vacant.

**The detail of audit of Gram Panchayat and Panchayat Samitis for the year 1.4.2014 to 31.3.2015 is as under:-**

Sr.No	Name of District	Total no of Panchayat Samitis	Target of total no of Panchayat Samitis As in RFD $\frac{1}{50}\%$	Total no of Panchayat Samitis Audited	Percentage	Total no of Gram Panchayats	Target of total no of Gram Panchayat As in RFD $\frac{1}{50}\%$	Total no of Gram Panchayat Audited	Percentage
1-	Shimla	10	5	6	100+%	363	181	249	100+%
2-	Chamba	7	3	4	100+%	283	141	181	100+%
3-	Bilaspur	3	1	3	100+%	151	76	74	97%
4-	Kangra	15	7	6	86%	760	380	555	100+%
5-	Kinnaur	3	1	0	0%	65	33	44	100+%
6-	Lahaul Spiti	2	1	0	0%	41	21	11	52%
7-	Hamirpur	6	3	1	33%	229	115	104	90%
8-	Kullu	5	3	3	100%	204	102	62	61%
9-	Sirmaur	6	3	0	0%	228	114	86	75%
10-	Una	5	3	3	100%	235	118	73	62%
11-	Solan	5	3	2	66%	211	106	76	72%
12-	Mandi	10	5	2	40%	473	144	202	100+%
	<b>Total</b>	<b>77</b>	<b>38</b>	<b>30</b> <small>25</small>	<b>79%</b>	<b>3243</b>	<b>1531</b>	<b>1717</b>	<b>100+%</b>

**Inspection:**

Every year Gram Panchayats are inspected by the Panchayat Inspectors whereas the inspection of Panchayat Samitis is conducted by the District Panchayat Officer or other senior officer of the Department. The target of audit could not be achieved because 6 posts of Inspectors and 03 posts of Sub-Inspectors were vacant.

**The details of inspections of Gram Panchayats from 1.4.2014 to 31.3.2015 is as under:**

Sr no.	Name of District	Total no of Gram Panchayats	Target for Inspection of Gram Panchayats	Total no of Gram Panchayats Inspected	Percentage
1-	Shimla	363	218	128	59%
2-	Chamba	283	170	113	66%
3-	Bilaspur	151	91	80	88%
4-	Kangra	760	456	687	100+%
5-	Kinnaur	65	39	34	87%
6-	Lahaul Spiti	41	25	10	40%
7-	Hamirpur	229	137	102	74%
8-	Kullu	204	122	167	100+%
9	Sirmaur	228	173	83	48%
10-	Una	235	141	168	100+%
11	Solan	211	127	76	60%
12-	Mandi	473	172	224	100+%
	<b>Total</b>	<b>3243</b>	<b>1871</b>	<b>1872</b>	<b>100+%</b>

## CHAPTER 5

### Training

#### Status of Training imparted to PRIs in all Districts/PRTIs as on 31.03.2015

Training to elected representative is being given from time to time at PRTI Mashobra (Distt. Shimla), Baijnath (Distt.Kangra), Thunag (Distt. Mandi). Training to Zila Parishad Chairman and vice Chairman is being given at HIPA Fairlawns (Distt Shimla). District Panchayat officers are giving training to elected representative of PRIs at Distt level. The detail of training given in the year 2014-15 is given below.

Sr.No	year	Total No. of Elect. Rep. of PRIs Trained	Total No of Officials trained	Expenditure (Rs. In lakhs)
1	2014-15	12178	1881	131.32

#### **Staffing Position:**

There is one post of Principal and three posts of instructors, 2 posts of clerks, 2 posts of peons and one post of cook in each Panchayati Raj Training Institutes.

#### **Others Facilities:**

Library facilities are also provided in these institutes with provision of audio-visual aids (LCD, computer).

## **CHAPTER 6**

### **Panchayat Bhawan**

With a view to provide boarding and lodging facilities to the elected representatives of PRIs, Panchayat Bhawans at the district headquarters have been constructed. The construction work of Panchayat Bhawan/Resource centers/Offices of Secretary Zila Parishad solan has been started. There is no Panchayat Bhawan in District Kangra and Kinnaur The construction work of Panchayat Bhawans in the rest of the districts has been completed. State level Panchayat Bhawan is situated at Shimla, which is under the control of the State level Governing Body. An Executive Committee has also been constituted, which approves the income and expenditure of the Panchayat Bhawan Shimla. It also approves the action plan for smooth functioning of the Panchayat Bhawan. The meeting of the Governing Body is held as and when needed. Bye-laws have also been framed to ensure smooth functioning of the Panchayat Bhawan.

### **Zila Parishad Buildings:**

In the light of the provisions of 73<sup>rd</sup> Constitutional Amendment and the Himachal Pradesh Panchayati Raj Act, 1994, three tier system of Panchayats was established in the state and as a result of which Zila Parishads came in to existence for the first time in the year 1996. The office buildings of the Zila Parishads Bilaspur, Kangra, Sirmour, Solan, Hamirpur, Kullu, Mandi, Kinnaur, Chamba and Una have been completed and their offices have started functioning from these buildings. The construction work of the office buildings of Shimla and Lahul-Spiti is yet to be started. The Zila Parishads where the construction work has not been completed or is yet to start are functioning from others buildings of the Government.

## **CHAPTER 7**

### **RAJIV GANDHI PANCHAYAT SASHAKTIKARAN ABHIYAN (RGPSA)**

#### **BACKGROUND:-**

The Ministry of Panchayati Raj, Government of India has launched a new scheme to empower the Panchayati Raj system in the country by the name of RAJIV GANDHI PANCHAYAT SASHAKTIKARAN ABHIYAN (RGPSA) in the year 2012-13. This scheme provides an opportunity to fill up the critical gaps requiring immediate redressal. It is expected that strengthening of Panchayats under this Abhiyan will ensure smooth and efficient service delivery at the grass root level which will further create fair opportunities for transforming more and more functions, funds and functionaries from the line departments to the PRIs.

#### **OBJECTIVES of the RGPSA:-**

Rajeev Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) will support the State Government by providing funds for the following:-

- Technical and Administrative Support at Gram Panchayat level.
- Construction and repair of Gram Panchayat Buildings.
- Capacity Building and Training.
- Institutional Structure.
- District and Block level Resource Centres.
- Panchayat processes including provision of civic services in the Panchayats with inadequate resource base.
- E-enablement of Panchayats.
- Special support for Panchayats in PESA areas.
- Strengthening of State Election Commission.
- Information, Education and Communication activities.

#### **Status Note of RGPSA for the year 2014-15**

#### **Rajiv Gandhi Panchayat Sashaktikaran Abhiyan:-**

Solan and Hamirpur have been sanctioned Rs 225 lakh each for the construction of District Panchayat Resource Centre and 4 new District Kangra, Shimla, Bilaspur & Kinnaur have been sanctioned Rs 125 lakh each for the construction of District Panchayat Resource Centre. The Department has got annual plan approved under the Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) from the Government of India for the financial year 2014-15 on a sharing

pattern of 75:25. Rs 51.59 Crores have been sanctioned under sanctioned under RGPSA during annual plan 2014-15 and state has received Rs 20.34 Crore from the first instalment.

**Running activities of the project are as under:-**

- **Construction of buildings of new District Panchayat Resource Centers (DPRCs)**  
4 new Districts Panchayats Resource Centre (DPRCs) at Kangra, Shimla, Bilaspur & Kinnaur were sanctioned by the MOPR, GOI @ 250 lacs each and Rs 125 lacs per DPRCs i.e. 500 lacs only has been disbursed to above mentioned Districts.
- **Repair and construction of Gram Panchayats buildings.**  
Rs 916.25 were sanctioned during annual plan 2014-15 and state has received Rs 457.50 lacs in the first installment. 44 Gram Panchayats have been allocated Rs 82.50 lacs for repair of existing Gram Panchayats @ Rs 3.75 lakh each and 50 Gram Panchayats have been allocated 375 lacs for the construction of new Gram Panchayats buildings @ 15 lacs each.
- **Capacity Building & Training.**  
Rs 446 lacs have been released to PRTI Mashobra under Capacity Building & Training component.
- **Construction of Block Panchayat Resource Centre.**  
Rs 156.25 lacs has been received as first installment under annual plan 2014-15 of RGPSA. 13 Development Blocks have been released Rs 12.50 lakh each.
- **Up gradation of ETCs/District Institute of Panchayati Raj (PRTI, Baijnath)**  
Rs 25 lacs has been allocated to PRTI Baijnath under this component.
- **Strengthening of State Election Commission.**  
Rs 37.50 lacs have been sanctioned under this component and first installment of Rs 18.75 lacs have been released to State Election Commission.
- **Innovative Activities to strengthen Panchayati Raj Institutions:-**  
District Panchayat Officer Kinnaur has been granted Rs 62.79 lacs in the annual plan 2014-2015 for setting up of VSAT in all Gram Panchayats of Kinnaur. Rs 31.40 lacs received under first instalment has been further allocated to DPO Kinnaur.
- **Inadequate Resource to support GPs.**  
Rs 50 lacs have been sanctioned @ Rs 50000 each for 100 GPs under this component and first installment of Rs 25 lacs have been allocated to Backward Panchayats of the State to strengthen their resource base.
- **E-enablement of Panchayats.**  
Rs 764/- lacs has been sanctioned under this component for purchasing 1910 computer hardware @ Rs 40000/- each and first installment of Rs 382 lacs has been allocated to HPSEDC for purchasing the computer hardware to Gram Panchayats.
- **IEC activities.**  
A sum of Rs 10, 09,900/- has been spent on printing banners and publication of advertisement in Hamir Utsav magazine.
- **State Panchayat Resource Centre.**  
Rs 125 lacs have been sanctioned under this component and first installment of Rs 62.49 lacs have been released to PRTI Mashobra.

## **CHAPTER 8**

### **Status of e-Panchayat Project:-**

Under e-Panchayat a suite of 11 Core Common Applications has been developed by GOI under e-Panchayat Mode Mission Project(MMP) from internal core functions such as Planning, Monitoring, Implementation, Budgeting, Accounting, Social Audit etc. to citizen service delivery operations like issue of certificates, licenses etc. Together these eleven software Applications constitute the Panchayat Enterprise Suite (PES). Eight Applications have been rolled out. These Software Applications are namely PRIASoft, PlanPlus, National Panchayat Portal, Local Government Directory, Area Profiler, ServicePlus, National Asset Directory and ActionSoft.



## CHAPTER 9

### A. Funds:

The budget provisions of the department for the year 2014-15 were as follows:-

**The GIA details for the year 2014-15 in respect of Panchayati Raj Department.**

(Rs. in Lakh)

Non-Plan D.No. 20	SOE 41- Salary	42-Non- salary	44-Capital Assets	Total
2515-00-101-02 SOON- N Assistance to PRIs	----	44.00	38.01	<b>82.01</b>
2515-00-101-10-SOON-44 –N- Minor Minerals	--	---	50.08	<b>50.08</b>
2515-00-196-01-soon NP TFC	---	---	8766.51451	<b>8766.51451</b>
2515-00-197-01-soon NP TFC	---	---	5236.76700	<b>5236.76700</b>
2515-00-198-01-soon NP-TFC	---	---	3451.17800	<b>3451.17800</b>
2515-00-196-02-soon NP SFC	741.12	138.43268	---	<b>879.00</b>
2515-00-197-02-soon NP SFC	2868.85201	40.02	150.00	<b>3058.00</b>
2515-00-198-02-soon NP SFC	3771.36480	166.77	183.55	<b>4121.00</b>
2515-00-101-09-SOONA –PS- BRGF	---	---	824.00	<b>824.00</b>
2515-00-101-13-C75N-RGPSA	---	869.63190	213.59380	<b>1083.00</b>
2515-00-101-13-S25N-RGPSA	20.00	269.87730	71.19793	<b>361.00</b>
D.No.31 Tribal Area	SOE 41- Salary	42-Non- salary	44-Capital Assets	Total
2515-00-796-01-SOON-GIA-P PRIs	334.38	19.59	29.00	<b>382.00</b>
2515-00-796-07-SOON-44-N-V GIA Capital Assests(TFC) Spl. Area GIA	---	---	98.64	<b>98.64</b>
2515-00-796-11-C75N-GIA-P RGSPA	---	106.79690	30.51340	<b>137.00</b>
2515-00-796-11-S25N-GIA-P RGSPA	---	45.77010	---	<b>45.77010</b>
2515-00-796-13-SOONA-GIA-BRGF	---	---	15.00	<b>15.00</b>
D. No. 32 SC Component	SOE 41- Salary	42-Non- salary	44-Capital Assets	Total
2515-00-789-01-SOON- (Non-Salary) Community Centre	---	120.00	---	<b>120.00</b>
2515-00-789-02-SOONA-42 BRGF(Non-Salary)	---	353.00	---	<b>353.00</b>
2515-00-789-06-C75N-RGPSA	---	244.10720	61.02680	<b>305.00</b>
2515-00-789-06-S25N-42-RGPSA	---	101.71133	----	<b>101.71133</b>

### Capital Section:-

Demand No -20	37-major work
4216-02-800-01-DPO Res.	55.00
4216-03-800-01-PI/SI Res.	17.00
4515-00-101-01-Department/PRIs Building	63.00

## CHAPTER 10

### Achievement Under BRGF

This scheme is applicable in two Districts of the State i.e. District Chamba and District Sirmaur of the State. During the Financial year 2014-15 Rupees 1192.00 lakh has released by the department to the District Sirmaur under this project/Scheme for various developmental works.

### Detail of funds allocated and received/released under BRGF for the year 2014-15

Year	Allocation by the GOI		Total Allocation	Provision made by the State Government in Plan	Release by the GOI		Release by the State Government		Works Sanctioned	
	Chamba	Sirmaur			Chamba	Sirmaur	Chamba	Sirmaur	Chamba	Sirmaur
2014-15										
	18.46	15.05	33.51	35.00	Nil	11.92	Nil	11.92	Nil	923

## CHAPTER 11

### Right to Information Act

In pursuance of the Section-5 of the Right to Information Act, 2005 the following officers has been designated to provide information:-

#### STATE LEVEL

Sr. No.	Name of the Officers with present designation	Designation under RTI Act, 2005
1.	Joint Director	Appellate Authority.
2.	Supdt. Grade-I	Public Information Officer
3.	Supdt. Grade-II	Assistant Public Information Officer.

#### At DISTRICT LEVEL

##### DISTRICT SHIMLA

S.N.	Designation under RTI Act, 2005	Name of the Post to be designated	Telephone / fax No.
1.	Appellate Authority	District Panchayat Officer	0177-2657028
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	0177-2657028
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	0177-2657028

##### DISTRICT SOLAN

	Designation under RTI Act, 2005	Name of the Post to be designated	Telephone / fax No.
1.	Appellate Authority	District Panchayat Officer	01792-223705
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01792-223756

3.	Assistant Public Information Officer	Senior Assistant Panchayat Officer	O/o District	01792-223756
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### DISTRICT SIRMOUR AT NAHAN

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Telephone / fax No.
1.	Appellate Authority	District Panchayat Officer	01702-222410
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01702-222272
3.	Assistant Public Information Officer	Senior Assistant Panchayat Officer	01702-222272

### DISTRICT KINNAUR

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Telephone / fax No.
1.	Appellate Authority	District Panchayat Officer	
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01786-222290
3.	Assistant Public Information Officer	Senior Assistant Panchayat Officer	01786-222290

### DISTRICT KULLU

Sr. No	Designation under RTI Act, 2005	Name of the Post to be designated	Telephone / fax No.
1.	Appellate Authority	District Panchayat Officer	01902-222226
2.	Public Information Officer.	Superintendent Grade-II O/o District Panchayat Officer.	01902-222306
3.	Assistant Public Information Officer	Senior Assistant Panchayat Officer.	01902-222306

**DISTRICT LAHUL-SPITI AT KEYLONG**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01900-222457
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01900-222457
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01900-222457

**DISTRICT MANDI**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01905-225205
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01905-223025
3.	Assistant Public Information Officer.	Senior Assistant O/o District Panchayat Officer	01905-223025

**DISTRICT HAMIRPUR**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01972-224324
2.	Public Information Officer.	Senior Assistant O/o District Panchayat Officer	01972-222407
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01972-222407

**DISTRICT BILASPUR**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01978-224763
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01978-223871
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01978-223871

**DISTRICT KANGRA AT DHARAMSHALA**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01892-223321
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01892-223209
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01892-223209

**DISTRICT CHAMBA**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01899-222540
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01899-222204
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01899-222204

**DISTRICT UNA**

<b>Sr. No</b>	<b>Designation under RTI Act, 2005</b>	<b>Name of the Post to be designated</b>	<b>Telephone / fax No.</b>
1.	Appellate Authority	District Panchayat Officer	01975-225188
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01975-222607
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01975-222607

**AT PANCHAYAT SAMITI LEVEL**

<b>Sr. No.</b>	<b>Officer/official</b>	<b>Designation under RTI Act, 2005</b>
1.	Executive Officer-cum Block Development Officer	Appellate Authority.
2.	Inspector (Panchayat)	Public Information Officer.
	Sub Inspector (Panchayat)	Assistant Public Information Officer.

**AT GRAM PANCHAYAT LEVEL**

<b>Sr. No.</b>	<b>Officer/official</b>	<b>Designation under RTI Act, 2005</b>
1.	Block Development Officer	Appellate Authority
2.	Secretary/Panchayat Sahayak of concerned Gram Panchayat	Public Information Officer

**PANCHAYATI RAJ INSTITUTES BAIJNATH, MASHOBRA AND THUNAG**

<b>Sr . No .</b>	<b>Name of the Post to be designated</b>	<b>Designation under RTI Act, 2005</b>	<b>Telephone (Mashobra)</b>	<b>Telephone (Baijnath)</b>	<b>Telephone (Thunag)</b>
1.	Principal	Appellate Authority	95177-2740227	951894-263041	0190725758

2.	Senior most Instructor	Public Information Officer.	95177-2740227	951894-263041	0190725758
3.	Junior Assistant/Clerk	Assistant Public Information Officer.	95177-2740227	951894-263041	0190725758

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT KINNAUR**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	Project Officer, I.T.D.P.-cum-Chief Executive Officer, Zila Parishad Kinnaur.
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Kinnaur.
3.	Asstt. Public Information Officer	Distt. Audit Officer Kinnaur

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT KULLU**

<b>Sl. No.</b>	<b>Name of the post to be designated</b>	<b>Designation under R.T.I. Act, 2005</b>
1.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Kullu
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Kullu.
3.	Asstt. Public Information Officer	Distt. Audit Officer Kullu

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT LAHAUL SPITI AT KEYLONG**

<b>Sr. No.</b>	<b>Name of Appellate Authority/ PIO/APIO</b>	<b>Designated &amp; Office Address</b>	<b>Jurisdiction (area/subject)</b>
1.	(PIO)	District Panchayat Officer	Supervision of PRIs up to District Level
2.	(APIO)	District Audit Officer	Conducting of Audit of PRIs upto District Level

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT SIRMOUR, NAHAN**

<b>Sl. No.</b>	<b>Name of the post to be designated</b>	<b>Designation under R.T.I. Act, 2005</b>
1.	Appellate Authority	District Panchayat Officer-Secretary, Zila Parishad Sirmour



2.	Superintendent, Panchayat Officer-Sirmour at Nahan	Public Information Officer
3.	Personal Assistant, Zila Parishad	Asstt. Public Information Officer

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTRICT MANDI**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P.
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P.
3.	Asstt. Public Information Officer	Distt. Audit Officer

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTRICT SOLAN**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	ADM-cum-Chief Executive Officer, Zila.Parishad. Solan
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Solan.
3.	Asstt. Public Information Officer	Distt. Audit Officer Solan

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTRICT SHIMLA**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	ADC-cum-Chief Executive Officer, Z.P. Shimla
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Shimla.
3.	Asstt. Public Information Officer	Distt. Audit Officer Shimla

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTRICT HAMIRPUR**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	Additional Distt Magistrate-cum-Chief Executive Officer, Z.P. Hamirpur

2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Hamirpur
3.	Asstt. Public Information Officer	Distt. Audit Officer Hamirpur

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT CHAMBA**

<b>Sl. No.</b>	<b>Name of the post to be designated</b>	<b>Designation under R.T.I. Act, 2005</b>
1	ADM-cum-Chief Executive Officer, Z.P. Chamba	Appellate Authority
2.	District Panchayat Officer-cum-Secretary, Z.P. Chamba.	Public Information Officer
3.	Distt. Audit Officer Chamba	Asstt. Public Information Officer

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT UNA**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Una
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Una.
3.	Asstt. Public Information Officer	Distt. Audit Officer Una

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTIRCT BILASPUR**

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Authority</b>	<b>Jurisdiction</b>
1	DPO	Appellate Authority	Zila Parishad Bilaspur
2.	DAO	Public Information Officer	Zila Parishad Bilaspur
3.	Supdt.	Asstt. Public Information Officer	Zila Parishad Bilaspur

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTRICT KANGRA AT  
DHARAMSHALA**

<b>Sl. No.</b>	<b>Designation under R.T.I. Act, 2005</b>	<b>Name of the post to be designated</b>
1.	Appellate Authority	Additional Deputy Commissioner-cum-Chief Executive Officer, Z.P. Kangra
2.	Public Information Officer	District Panchayat Officer-cum-Secretary, Z.P. Kangra.
3.	Asstt. Public Information Officer	Distt. Audit Officer Kangra

All information pertaining to this department is available on departmental website i.e. [www.hppanchayat.nic.in](http://www.hppanchayat.nic.in).