

**Government of Himachal Pradesh  
Department of Panchayati Raj**

No. PCH-HB(1)12/2002-II-15128-15671 Shimla-9 Dated,

23 August, 2008

**NOTIFICATION**

The Governor of Himachal Pradesh is pleased to order the following amendment in the provision of the Scheme, notified vide notification No. PCH-HB (1)12/02-II-427-793 dated 7-4-2008 for engaging Takniki Sahayaks for Gram Panchayat namely;

1. In Sr. No. 5 under heading “**Distribution of Marks**” in order to make out merit of the candidates appeared before the selection committee the maximum marks would be 100 to be distributed in the following manner:-

Sr. No.	Qualification	Total marks	Procedure of calculation
(a)	Performance in degree/diploma	57	1. Percentage of marks in degree divided by 1.75 2. Percentage of marks in 3 year diploma divided by 2.0 or 3. Percentage of marks in 2 years I.T.I. diploma divided by 2.127(only for existing Takniki Sahayaks. For new Takniki Sahayaks the qualification will be Degree/ 3 years Diploma in civil Engineering)
(b)	Experience	10	@ 2 marks per year of experience of relevant nature.
(c)	Candidates belonging to the category of BPL/SC/ST/OBC	5	--

(d)	Candidate having no family member in Government Service	5	--
(e)	Preference for resident of concerned Block	5	--
(f)	Handicapped	3	--
(g)	Interview	15	--

**By order**  
**Secretary (Panchayats) to the**  
**Government of Himachal Pradesh**

**Endst.No. PCH-HB(1)12/2002-II-15128-15671 Shimla-9 Dated 23 August, 2008**

**Copy forwarded for information and necessary action:-**

1. The Secretary(GAD) to the Government of H.P for information in compliance to the decision of the Council of Ministers dated 8.8.2008
2. All the Administrative Secretaries to the Govt. of HP, Shimla-2
3. All the Head of the Departments in Himachal Pradesh.
4. All the Deputy Commissioners in H.P.
5. All the Sub-Divisional Officer (Civil) in H.P.
6. All the Chairperson Panchayat Samiti in H.P.
7. All the Project Officers, DRDA/District Panchayat Officers in H.P.
8. Principal, Panchayati Raj Training Institute , Mashobra, District Shimla and Baijnath, District Kangra.
9. All the Assistant Engineers (Dev.) in H.P.
10. All the Block Development Officer-cum-Executive Officers, Panchayat Samiti in H.P.
11. All the Pradhan Gram Panchayats in H.P.
12. Concerned official for up loading the said Notification on Internet I.D. No. of this Department for publication in e-gazette, H.P.
13. Guard file.

**Joint Secretary (Panchayats) to the**  
**Government of Himachal Pradesh.**

**Government of Himachal Pradesh  
Department of Panchayati Raj**

No.PCH-HB(1)12/2002-II-4750-5116

Shimla-9 Dated, 7<sup>th</sup> June, 2008

**NOTIFICATION**

The Governor of Himachal Pradesh is pleased to order the following amendment in the provision of the Scheme, notified vide notification No. PCH-HB (1)12/02-II-427-793 dated 7-4-2008 for engaging Takniki Sahayaks for Gram Panchayat namely;

1. In Sr. No. 4 under heading “**Mode of allocation of Gram Panchayats**” after the composition of selection committee the following provisos shall be added is namely;

“Provided that BDO (E.O. Panchayat Samiti) may constitute a group consisting of 2 to 5 Panchayats to be allocated to a Takniki Sahayak (called Takniki Sahayak circle). All the existing empanelled Takniki Sahayaks, who are actually working would be allocated a Takniki Sahayak circle, without undergoing fresh interview, by the Executive Officer Panchayat Samiti (BDO).:

“Provided further that the remaining vacant groups (Takniki Sahayak circle) would be filled up as per the notification issued on 7.4.2008.”

2. After Sr. No. 10 new Sr. No. 10- (A) shall be inserted namely;

“**Provision for TA/DA** Takniki Sahayak will be entitled for TA and DA at the following rate:-

1. Takniki Sahayaks will be entitled to draw millage allowance i.e. actual bus fare on the production of the tickets.
2. Takniki Sahayaks will also be entitled for DA @ Rs. 56 /-. Daily allowance for a fraction of a days occurring during absences from headquarters will be calculated as under:-
  - (a) For absence not exceeding 6 nil hours

- (b) For absence exceeding 6 hours but not exceeding 12 hours 70% of the normal rates
- (c) For absence exceeding 12 hours Full Daily Allowance

3. TA/DA share be paid by the concerned Gram Panchayat out of its own fund, if he has toured in connection with his official work from his headquarter beyond the radius of 8 K.Ms.”

**By order**

**Secretary (Panchayats) to the  
Government of Himachal Pradesh**

**Endst.No.PCH-HB(1)12/2002-II- 4750-5116 Shimla-9 Dated 7.6.2008**

**Copy forwarded for information and necessary action:-**

14. The Secretary(GAD) to the Government of H.P for information in compliance to the decision of the Council of Ministers dated 4.6.2008
15. All the Administrative Secretaries to the Govt. of HP, Shimla-2
16. All the Head of the Departments in Himachal Pradesh.
17. All the Deputy Commissioners in H.P.
18. All the Sub-Divisional Officer (Civil) in H.P.
19. All the Chairperson Panchayat Samiti in H.P.
20. All the Project Officers, DRDA/District Panchayat Officers in H.P.
21. Principal, Panchayati Raj Training Institute , Mashobra, District Shimla and Baijnath, District Kangra.
22. All the Assistant Engineers (Dev.) in H.P.
23. All the Block Development Officer-cum-Executive Officers, Panchayat Samiti in H.P.
24. All the Pradhan Gram Panchayats in H.P.
25. Concerned official for up loading the said Notification on Internet I.D. No. of this Department for publication in e-gazette, H.P.
26. Guard file.
- 27.

**Joint Secretary (Panchayats) to the  
Government of Himachal Pradesh.**

**Government of Himachal Pradesh  
Department of Panchayati Raj**

No.PCH-HB(1)12/2002-II-

Shimla-9 Dated, 7<sup>th</sup> April 2008

**NOTIFICATION**

In super session of this Department Notification No. No.PCH-HB(1)12/2002-4114-4363 dated 18-2-2005 relating to the Takniki Sahayak Scheme, the Governor of Himachal Pradesh is pleased to order formulation of following new scheme for engaging Takniki Sahayak for Gram Panchayats. The objective of the scheme is to strengthen Takniki Sahayaks. The Takniki Sahayak will ensure quality and cost effectiveness of Civil works being carried out and executed by the Gram Panchayats under National Rural Employment Guarantee Scheme and all other development works in the State of Himachal Pradesh. The scheme provides for accreditation of technically qualified person at the block level.

**1. Minimum Educational and other qualifications required for accreditation in the panel.**

- a. Degree/Diploma in Civil Engineering from recognized institution. However, the existing persons who are in the panel are also eligible for accreditation in the panel.
- b. Basic knowledge of computer.
- c. The Candidate should be of sound mind and good physical health.
- d. The candidate should not have any criminal record.
- e. The candidate should not have any outstanding dues payable to the State Government or the Gram Panchayat.
- f. The candidate should not have been disqualified under any law for the time being in force from holding any office under the government.

2. **Minimum age limit:-** The candidate should have attained the age of 18 year as on 1st January of the year in which he/she applies to the post.

3. **Mode of accreditation in the panel.**

Any person possessing aforementioned qualification can apply for accreditation in the panel to concerned Executive Officer Panchayat Samiti. The Executive Officer Panchayat Samiti will invite the applications for this purpose by putting a notice on the notice board of the Panchayat Samiti, Block Development Office as well as Gram Panchayat Office and all other conspicuous places. At least 15 days notice will be given for inviting applications. The panel will be an open ended. There would no restrictions on the number of eligible to be accredited.

4. **Mode of allocation of Gram Panchayats.**

The Executive Officer, Panchayat Samiti, in consultation with concerned Pradhan Gram Panchayats will constitute a group of 3 to 12 Gram Panchayats keeping in view the geographical condition, contiguity and quantum of work in the concerned Gram Panchayats. The group should be such that a Takniki Sahayak get sufficient work and service charges. The number of Panchayats in a group could further be modified by Director (PR) in special cases. After constituting the groups of Panchayats in the block, the Executive Officer, Panchayat Samiti will invite applications from the accredited engineers from the panel for allocation of a group of Panchayats to a Takniki Sahayak. He will also fix the headquarters of the Takniki Sahayak in one of the Gram Panchayats of the group. The allocation of group of Panchayats to a specific Takniki Sahayak will be made by a selection committee. The composition of the selection committee will be as under:-

- |       |                                     |                    |
|-------|-------------------------------------|--------------------|
| (i)   | Sub Divisional Officer(Civil)       | : Chairman         |
| (ii)  | Chairman Panchayat Samiti           | : Member           |
| (iii) | Assistant Engineer (Dev.)           | : Member           |
| (iii) | Executive Officer, Panchayat Samiti | : Member Secretary |

In order to make out merit of the candidates appeared before the selection committee the maximum marks would be 100 to be distributed in the following manner:-

5. **Distribution of Marks** :

Sr. No.	Qualification	Total marks	Procedure of calculation
(a)	Performance in degree / diploma	47	1. Percentage of marks in degree divided by 2.127 or 2. Percentage of marks in 3 years diploma divided by 2.5 or 3. Percentage of marks in 2 years I.T.I. diploma divided by 3 (only for existing Takniki Sahayaks. For new Takniki Sahayaks the qualification will be Degree / 3 years Diploma in civil Engineering).
(b)	Experience	10	@ 2 marks per year of experience of relevant nature.
(c)	Candidates belonging to the category of BPL / SC/ST/OBC	10	--
(d)	Candidate having no family member in Government service	10	--
(e)	Preference for resident of concerned Block	5	
(f)	Handicapped	3	
(g)	Interview	15	
	Total:	100	

After selecting the required number of Takniki Sahayaks a waiting list will be prepared in order of merit of unselected candidates. This waiting list will be valid for one year.

**6. Technical approval and Assessment of work**

The powers of Takniki Sahayak for according technical approval and assessment of work would be Rs. 1,50,000/-. The Executive Officer, Panchayat Samiti will issue Measurement Books to the Takniki Sahayak and shall also maintain proper record of the MBs so issued.

**7. Service fee**

The Takniki Sahayak will be paid service fee in the following manner:-

- (i) Works costing upto 50,000/- = @ 2% of the total cost of the work.
- (ii) Work costing more than 50,000/- upto Rs. 1,50,000/- @ 1.5% of the total cost of the work.

The payment will be made on the basis of assessment done by him/her or on actual expenditure incurred on the work which ever is less. The payment of service fee can be made either by pooling the resources at Panchayat Samiti level or by the concerned Gram Panchayats as deemed proper by the Executive Officer, Panchayat Samiti.

The fee structure can be changed by the Director (PR) from time to time.

**8. Job Chart of Takniki Sahayaks:**

The Takniki Sahayak will render all such Technical Assistance to Gram Sabha / Gram Panchayats which is required right from the preparation of estimate till the completion of the work / scheme, which will include the following:-

- (i) Preparation of estimates, execution/supervision of works.
- (ii) Making entries in M.B(M.Bs.to be provided by E.O. Panchayat Samiti).



- (iii) Maintenance of all registers relating to works.
- (iv) Reporting of physical and financial progress of developmental works.
- (v) Any other related works assigned by the Department, Panchayat Samiti or the Executive Officer.

**9. De-accreditation of Takniki Sahayaks :**

1. The Takniki Sahayak will be de-accredited from the panel by Executive Officer Panchayat Samiti and he will not be assigned any Panchayat if the work assessed / measured by him/her is found wrong on consecutive occasions on test check done by other Technical persons or the majority of Panchayats of the group assigned to him/her, has passed resolutions for his/her removal. Provided that before de-accreditation of Takniki Sahayak opportunities of being heard shall be provided to him/her.
2. If it comes to the notice of the Rural Development or Panchayati Raj Departments that there has been gross misconduct or misappropriation of developmental scheme money by the Takniki Sahayak or he has failed to perform the duties assigned to him/her by the Gram Panchayats or any authority of the above departments and his/her continuance in the office is undesirable, the services of the Takniki Sahayak can be de-accredited and no Panchayats will be assigned to him/her. The order in this behalf will be based on the enquiry report conducted by E.O. Panchayat Samiti or any other officer appointed by Director (Panchayati Raj).

**10. Assignment of Group of Panchayats ( 3 to 12 Panchayats) to New Takniki Sahayak.**

In the event of de-accreditation of a Takniki Sahayak, the new Takniki Sahayak will be selected for a group of Gram Panchayats by E.O Panchayat Samiti from the waiting list . In the event of non availability of candidate in the waiting list new Takniki Sahayak will be selected by following the procedure as detailed at Sr. No. (3) to (5) above.

**11. Dispute Resolution regarding accreditation and allocation of Gram Panchayats:**

Aggrieved party may prefer an appeal before Deputy Commission of the concerned District within 30 days from the accreditation/ allocation of Gram Panchayats or from the date of de-accreditation from the panel, as the case may be. The decision of Deputy Commission shall be final.

**12. Power to remove difficulties:**

If any difficulty arises in the implementation or interpretation of the provisions of this scheme, the matter may be referred to the State Government for clarification/guidance, who shall be competent, by an order, to do anything to remove such difficulty not inconsistent with the provisions of this scheme.

**By order**

**Secretary (Panchayats) to the  
Government of Himachal Pradesh**

Endst. No.PCH-HB(1)12/2002- II- Shimla-9 Dated 7.4. 2008.

Copy forwarded for information and necessary action:-

28. The Secretary(GAD) to the Government of H.P for information in compliance to the decision of the Council of Ministers dated 13-3-2008.
29. All the Administrative Secretaries to the Govt. of HP, Shimla-2
30. All the Head of the Departments in Himachal Pradesh.
31. All the Deputy Commissioners in H.P.

32. All the Sub-Divisional Officer (Civil) in H.P.
33. All the Chairperson Panchayat Samiti in H.P.
34. All the Project Officers, DRDA/District Panchayat Officers in H.P.
35. Principal, Panchayati Raj Training Institute , Mashobra, District Shimla and Baijnath, District Kangra.
36. All the Assistant Engineers (Dev.) in H.P.
37. All the Block Development Officer-cum-Executive Officers, Panchayat Samiti in H.P.
38. Concerned official for up loading the said Notification on Internet I.D. No. of this Department for publication in e-gazette, H.P.
39. Guard file.

**Joint Secretary(Panchayats) to the  
Government of Himachal Pradesh.**

संख्या:-पीसीएच-एचबी(1)12/02- II-36672-48  
हिमाचल प्रदेश सरकार,  
पंचायती राज विभाग।

प्रेषक:-

निदेशक एवं विशेष सचिव,  
पंचायती राज विभाग,  
हिमाचल प्रदेश शिमला-9

प्रेषित:-

समस्त,  
खण्ड विकास अधिकारी,  
हिमाचल प्रदेश।  
शिमला-9

दिनांक

17 दिसम्बर, 2008

विषय:-

तकनीकी सहायकों की नियुक्ति हेतु निर्धारित तकनीकी योग्यता में छूट  
बारे।

महोदय/महोदया,

उपरोक्त विषय के सन्दर्भ में यह सूचित किया जाता है कि दिनांक 7.4.2008 को अधिसूचित योजना के अन्तर्गत तकनीकी सहायकों के चयन हेतु तकनीकी योग्यता सिविल इन्जिनियरिंग में डिग्री/डिप्लोमा रखी गई है। परन्तु कुछ विकास खण्डों में उक्त तकनीकी योग्यता वाले उपयुक्त उम्मीदवार उपलब्ध न होने के कारण सरकार द्वारा यह निर्णय लिया गया कि जिन विकास खण्डों में योजना में वांछित तकनीकी योग्यता वाले उपयुक्त उम्मीदवार उपलब्ध न हो तो उन विकास खण्डों में ड्राफ्टमैन, सरर्वेयर,(सिविल) श्रेणी की योग्यता रखने वाले उम्मीदवारों में से तकनीकी सहायकों का चयन किया जाए, जिसकी अनुमति विभागीय पत्र दिनांक 14.11.2008 के अन्तर्गत प्रदान की गई है। परन्तु इसके पश्चात भी कुछ विकास खण्डों से यह प्रस्ताव प्राप्त हुए हैं कि उनके विकास खण्डों में सिविल इन्जिनियरिंग में डिग्री/डिप्लोमा, ड्राफ्टमैन व सरर्वेयर (सिविल) के उम्मीदवार न होने के कारण वास्तुकार(आरकीटैक्ट) में डिग्रीधारक उम्मीदवारों में से भी तकनीकी सहायकों के चयन हेतु छूट प्रदान की जाए।

उपरोक्त के दृष्टिगत अब सरकार द्वारा यह निर्णय लिया है कि जिन विकास खण्डों में सिविल इन्जिनियरिंग में डिग्री/डिप्लोमा, ड्राफसटमैन व सरर्वेयर (सिविल) श्रेणी की योग्यता वाले उम्मीदवार उपलब्ध नहीं है, वहां तकनीकी सहायकों का चयन वास्तुकार (आरकीटैक्ट) डिग्री/डिप्लोमा धारक उम्मीदवार में से भी किया जा सकता है।

अतः आपसे अनुरोध है कि तकनीकी सहायक रहित ग्राम पंचायतों में शीघ्र साक्षात्कार करवाकर तकनीकी सहायकों का चयन करें तथा सूचना पूर्व निर्धारित प्रपत्र पर इस निदेशालय को भेजने की कृपा करें।

भवदीय

उप निदेशक,  
पंचायती राज विभाग,  
हिमाचल प्रदेश शिमला-9

पृष्ठांकनसंख्या: उपरोक्त-36672-48 शिमला-9 दिनांक 17 दिसम्बर, 2008.  
प्रतिलिपि:-

समस्त जिला पंचायत अधिकारी हिमाचल प्रदेश को सूचनार्थ।

उप निदेशक,  
पंचायती राज विभाग,  
हिमाचल प्रदेश शिमला-9