

No : PCH-HB (1)01/2019-A.Assurance-III-
Government of Himachal Pradesh,
Department of Panchayati Raj.

36912-37001

Personal Attention

To

All the Chief Executive Office (P.S.)-cum-
Block Development Officers Himachal Pradesh.

Shimla-9,

Dated, - 21-08-2024

Subject:-

Instructions regarding monitoring the presence/attendance of Panchayat Secretaries in Gram Panchayats.

Sir / Madam,

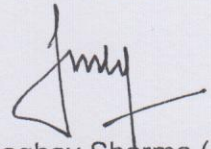
This is with reference to the proceedings of the meeting of Local Fund Account Committee held on dated the 26th July, 2024, wherein, the directions have been issued by the Committee to take effective steps towards ensuring the presence/attendance of Panchayat Secretaries in concerned Gram Panchayats.

In above context, the directions regarding ensuring presence/attendance of Panchayat Secretaries as well as other staff in concerned Gram Panchayats have already been conveyed by this department vide Office Order No. RDD-II.B(15)2/17 (Monitoring)-6086-6213 dated 17th October, 2017, the copy of the same is being enclosed herewith, with the directions to strictly adhere to the instructions already conveyed in the ibid communication.

In addition to above, if any official mentioned in the above communication/order is assigned the additional charge of one or more Gram Panchayat(s), it will be the responsibility of the concerned Chief Executive Officer (Panchayat Samiti)/Block Development Officer to fix day wise schedule with regard to presence of such official in respective Gram Panchayats and a copy of the same shall be displayed on the Notice Board of concerned Gram Panchayats for the convenience of General Public.

The above instructions/directions should be complied immediately in its letter and spirit and compliance thereof should reach in this office within a week positively, through the Chief Executive Officer of concerned Zila Parishad.

Yours Faithfully,



Raghav Sharma (I.A.S.)

Director, Panchayati Raj Department,
Himachal Pradesh, Shimla-9.

Tele: 2623805 (e-mail: directorprhp@gmail.com)

Endst No:- As above-
Copy forwarded to:-

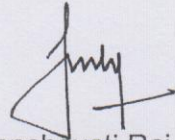
37002-54

Shimla-9,

Dated, - 21-08-2024

1. The Secretary, Himachal Pradesh Vidhansabha, Shimla-4 for information with regard to their Office Letter No. वि०स०-प्रा०स० (विविध पत्राचार) 7-7/2023 dated the 31st July 2024.

2. All the Deputy Commissioners Himachal Pradesh for information.
3. Additional Director Rural Development Department, Shimla-9 for information.
4. All the Chief Executive Officer (Zila Parishad)-cum-Additional Deputy Commissioners Himachal Pradesh for information.
5. All the Deputy Director-cum Project Officers, District Rural Development Agency Himachal Pradesh for information.
6. All the Secretary (Zila Parishad)-cum-District Panchayat Officers Himachal Pradesh for information.
7. Superintendent Grade-I and Superintendent Grade-II (LC-I and Budget) State Headquarter for information.



Director, Panchayati Raj Department,
Himachal Pradesh, Shimla-9.

NO. RDD-II. B(15)2/17 (Monitoring)----- Shimla-09 dated, October, 2017

Officer Order

The mechanism for the monitoring of **presence / Accountability of Panchayat Secretary (RD&ZP) Panchayat Sahayak, Takniki Sahayak and Gram Rojgar Sewak** the following directions are hereby issued:-

1. It shall be ensured that a attendance register is maintained at GP level for the categories namely Panchayat Secretary (RD&ZP) Panchayat Sahayak Takniki Sahayak and Gram Rojgar Sewak and it will also be ensured that the same is verified and signed by the Pradhan/Up Pradhan.
2. It shall be ensured that the salary of above staff is prepared and disbursed to the above officials on the basis of attendance register.
3. It shall be ensured that the Panchayat Secretary/Sahayak is present in the office from 10.00 AM to 5.00 PM every working day (except the days on which official has been invited to attend any official meeting by the written order of the concerned authority). In case any Secretary/Sahayak is given the charge of more than one Gram Panchayat, it will be ensured that the working days of such Panchayat Secretary/Sahayak in each Panchayat are fixed and the schedule is displayed in the notice board of concerned Gram Panchayats.
4. It shall be ensured that the Gram Rojgar Sewak and Takniki Sahayak are present on the days fixed in Panchayats assigned to them and the schedule to this effect be displayed on the noticeboard of the each Gram Panchayat.
5. It shall be ensured that the Block officials regularly check the presence of the of the above officials in the Gram Panchayats assigned to them.
6. It shall be ensured that the movement/tour programme of the Panchayat Secretary/Panchayat sahayak/ Gram Rojgar Sewak and Takniki Sahayak is displayed on the noticeboard of the each Gram Panchayt assigned to them.
7. It shall be ensured that the tentative tour programme of PANCHAYAT SECRETARY (RD&ZP) Panchayat Sahayak, Gram Rojgar Sewak and Takniki Sahayak is submitted to the BDO and is displayed on the noticeboard of the each Gram Panchayt assigned to them.
8. It shall be ensured that the tour diary and attendance statement of Panchayat Secretary, Takniki Sahayak and Gram Rojgar Sewak are duly attested by Pradhan and is submitted to the BDO office every month.
9. It shall be ensured that the telephone number of Panchayat Secretary, Takniki Sahayak and Gram Rojgar Sewak, Pradhan, BDO, Panchayat Inspector, Social Education and Block Planning Officer (SEBPO), Ladies Social Education Organiser and JEs are displayed on the notice board of each Gram Panchayat.
10. It shall be ensured that the Officer/Officials are readily available on the

11. It shall be ensured that the Wall writing of BPL families, beneficiaries of Awas Yojna, Development Works (head wise) are strictly displayed on the notice board of each Gram Panchayat to ensure transparency.
12. It shall be ensured that the officers of the Directorate of the Rural Dev. & Panchayati Raj, Deputy Commissioner, ADC, SDO(C), Deputy Director-cum-P.O, DPO, BDO, Distt. Audit Officer conduct surprise visits of any Gram Panchayat to inspect and monitor the attendance and working of the officials of the Gram Panchayat.

The above instruction/directions should be complied immediately in letter and spirit.

By Order

Director-cum- Ex. Officio Secretary,
Rural Development Department,

6086-6213 Himachal Pradesh Shimla-09
Endst. No. As above. Dated, Shimla-09/17 Oct. 2017

Copy forwarded to for information and necessary action :-

1. The Chief Secretafry to the Govt. Of Himachal Pradesh Shimla-02 w.r.t. RSA No. 32/2017- titled as Prabhi Devi V/S Yash Pal Sharma.
2. The Pr. Secy. Rural Development Department, HP Shimla-02.
3. Ld. Assistant Advocate General, Himachal Pradesh Shimla-02 w.r.t. RSA No. 32/2017- titled as Prabhi Devi V/s Yash Pal Sharma.
4. All the Deputy Commissioner, in HP.
5. Joint Director-1/11/111 RDD and Panchayati Raj Shimla-09
6. The XEN (RDD) Kangra/Mandi and Shimla.
7. All Programme Officer, NRLM,SBM,SLNA,SLM@EC & MGNREGA Cell of RDD state Hq. Shimla-09.
8. Deputy Controller (F&A) RDD Hq. Shimla-09.
9. All the Deputy Director-cum- Project Director, DRDA, HP.
10. All the District Panchayat Officer, HP with the direction to circulate the same to the all PRIs HP.
11. All the Block Development Officer, Himachal Pradesh for strict compliance.
12. Superintendent Grade-II CD-III RDD Hq. Shimla-09.
13. Guard file.

Joint Director-cum- Joint Secretary,
Rural Development Department,
Himachal Pradesh Shimla-09