



# **ANNUAL ADMINISTRATIVE REPORT**

**2018-19**

**(1-4-2018 to 31-3-2019)**



**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. In the year, 2015 due to inclusion of 17 Gram Panchayats in the Municipalities the numbers of Gram Panchayats are 3226 and due to creation of new Panchayat Samiti namely Shri Naina Devi, District Bilaspur the number of Panchayat Samitis are 78 in this State.

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

<b>S.No</b>	<b>Year</b>	<b>No. of Gram Panchayats</b>
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
13	2015	3226

**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 16 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**

<i>SN.</i>	<i>Title</i>	<i>Bill No.</i>	<i>Act No.</i>	<i>Date of enactment or date from which it is in force</i>	<i>Sections amended.</i>
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.
16.	The H.P. Panchayati Raj (Amendment) Act, 2016	Bill No. 05 of 2016	Act No. 09 of 2016.	25.5.2016	Amendment of Section 5

## 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 tiers 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 was held during February, 2012.
- The fifth 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 in December, 2015 and January, 2016 and the elected office bearers started functioning w.e.f. 23<sup>rd</sup> January, 2016.

### **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.
11. The Himachal Pradesh Panchayati Raj (Appointment and Conditions of Services of Junior Scale Stenographers in Zila Parishads) Rules, 2016.

#### 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 Pradhan 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	Percentage	SC	ST	BC
1	2	3	4	5	6	7	8	9	10	11	12	13
<b><u>Pradhan Gram Panchayat</u></b>												
3226	420	432	120	130	102	122	953	1631	50.56	26.41	7.45	6.94
<b><u>Member Gram Panchayat</u></b>												
20348	1780	3474	508	906	0	0	7398	11778	57.88	25.82	6.95	0.00
<b><u>Chairman Panchayat Samiti</u></b>												
78	6	13	3	5	1	5	19	42	53.85	24.36	10.26	7.69
<b><u>Member Panchayat Samiti</u></b>												
1673	197	238	65	62	47	67	487	862	51.52	26.00	7.59	6.81
<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>Member Zila Parishad</u></b>												
250	26	35	11	13	8	10	69	127	50.80	24.40	9.60	7.20

## 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 Sabha 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. The District Panchayat Officer concerned shall notify Gram Panchayat-wise dates for the Gram Sabha meetings within the District. 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 practiced in this State. The Government has also entrusted the Gram Sabha 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 Programs 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 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 populations 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.

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.

#### **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 hosted in the Departmental Website [hppanchayat.nic.in](http://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, 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 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 Secretary (Panchayati Raj) at the State level. In this department posts of Gazetted and Non-Gazetted officers/officials as on 31.3.2019 were as under:-

Category	Name of the post	Sanctioned posts	Filled up posts	Vacant posts
Gazetted (Class-I)	1. Director and Special Secretary, IAS	01	01	-
	2. Joint Secretary / Joint Director (HAS)	01	01	-
	3. Additional Director, (PR)	01	01	-
	4. Deputy Director, (PR)	01	01	-
	5. Deputy Director (Legal)/Sr. Law Officer	01	01	-
	6. Superintendent. Gr-1	12	12	-
	7. Private Secretary	03	03	-
	8. District Panchayat Officer			
	9. Principal, Panchayati Raj Trg. Institutes.	01	01	-
Non-Gazetted (Class-II)	1. Superintendent, Grade-II	18	18	-
	2. District Audit Officer/Instructor	22	20	02
	3. Personal Assistant	01	01	-
Non-Gazetted (Class-III)	1. Senior Scale Stenographer	01	01	-
	2. Senior Assistant			
	3. Panchayat Inspector	22	16	06
	4. Panchayat Auditor	80	73	07
	5. Sub-Inspector	83	72	11
	6. Programmer	79	75	04
	7. Junior Scale Stenographer	04	01	03
	8. Hostel Warden	01	01	-
	9. Clerk	03	0	03
	10. Junior office Assistant	54	33	21
	11. Driver	19	15	04
	12. Cook	17	15	02
	13. Masalchi	06	03	03
Non-Gazetted (class-iv)	1. Gestetnor Operator	01	01	-
	2. Daftari	01	0	01
	3. Jamadar	01	01	-
	4. Peon	65	45	20
	5. Chowkidar	17	09	08
	6. Sweeper	10	08	02
	<b>Total:</b>	<b>530</b>	<b>433</b>	<b>97</b>

## 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. The District Panchayat Officer concerned shall notify Gram Panchayat-wise dates for the Gram Sabha meetings within the District.
- 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 has been empowered to issue fishing license to the anglers for sport fishing. Chairpersons and Vice-Chairpersons of Panchayat Samitis have been authorized to issue license 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.

### **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. 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.10,000/- per tower and annual renewal fee at the rate of Rs.5000/- 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 25% 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.
- (d) A penalty @ 5% per week of the annual renewal fee would be payable by the Telecom Service Provider if payment is delayed beyond thirty days.
- (e) If payment is delayed for more than two months, the respective local body after giving the seven days final notice, have the right to cancel the permission is reserved.

**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. 1.6.2018 is as under:-

S.No.	Particular of elected representatives	Rates of Honorarium
1	Chairperson of ZP	11000/-
2	Vice-Chairperson of ZP	7500/-
3	Member of ZP	4500/-
4	Chairperson of PS	6500/-
5	Vice-Chairperson of PS	4500/-
6	Member of PS	4000/-
7	Pradhan of GP	4000/-
8	Up-Pradhan of GP	2500/-
9	Member of GP	Rs. 240/- per meeting subject to maximum of two meeting in a month.

**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 9<sup>th</sup> May 2017:-**

Sr. No	Category of the Office bearers of Panchayats	Rates of Daily and Travelling Allowance
1	Chairperson and Vice-Chairperson of Zila Parishads.	Actual Bus/Rail Fare and Daily Allowance @ 240/- Per day
2	Members of Zila Parishad and Chairperson and Vice	Actual Bus/Rail Fare and Daily



	Chairperson of Panchayat Samitis.	Allowance@ 180/- Per day
3	Members of Panchayat Samitis, Pradhans and Up-Pradhans of Gram Panchayats.	Actual Bus/Rail Fare and Daily Allowance@ 150/- Per day
4	Members of Gram Panchayats	Actual Bus/Rail Fare and Daily Allowance@ 90/- Per day

The expenditure on travelling and daily allowances is 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 providing access of information, publicity, accountability, promptness in dealing with public. Any voter of the Panchayat area can inspect the record of the Panchayat and can have copy thereof after paying 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 is to be displayed on the notice boards of the Panchayats. Besides, attendance of the Panchayat Secretary in a particular Panchayat is 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 two to seven Gram Panchayats in the Block. The Gram Panchayats are free to take the services of any of the Takniki Sahayaks from the panel drawn. In addition after completion of 10 years service they have been made daily wagers and are being paid monthly @ 341/- per day and after 5 years Technical Assistant are being paid regular scale @ 5910-20200+ 3000 G.P. Presently 1081 Technical Assistant are working in Gram Panchayats. Out of which 685 Technical Assistants on regular basis and remaining on daily / commission basis. 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 from grant received from Govt. The above technical staff is placed under the overall control of the concerned Panchayat. 173 Contractual J.E. have been regularized in the pay scale of 10,300-34,800+3800Grade pay in Zila Parishads.

At present, Panchayat secretaries have been posted in 215 Gram Panchayats, who are employees of the State Government (RDD). 417 Gram Panchayats have been provided services of Panchayat Secretary on contract basis and their services have been placed under the overall control of the Zila Parishad concerned. They are paid monthly salary of 9710/- p.m. As on per the rules the Panchayat Secretary contract are imparted training and at the end of the training there is an examination. In addition there are 355 Panchayat Sahayak, re-designated as Panchayat Secretaries (on contract) and 1374 Panchayat Secretaries (contract) have been regularized in Zila Parishad completion of five years in 2015-16 to 2016-17. 135 Panchayat Sahayak has been re-designated as Panchayat Secretaries (on contract) and 500 Panchayat Secretaries (Contract) have been regularized in Zila Parishad cadre in the year 2017-18.

According to the decision of Govt in 2018-19 Panchayat Sahayak category has been re -designated as Panchayat Secretaries (Contract) by abolishing the category of Panchayat Sahayak.

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 with honorarium of Rs 6300/- per month . Besides this, every Gram Panchayat has appointed one Panchayat Chowkidar, who is paid Rs 4150/- honorarium per month.

12 Junior Scale Stenographer had been appointed in Zila Parishads, which have been regularized in the pay band of 5910-20200+2800 Grade pay. 12 Kanisht Lekhapals have been appointed in Zila Parishads which have been regularized in the pay scale of 5910-20200+1900 Grade Pay.

**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 @21000 PM	Tailoring teachers @6300PM	Takniki Sahayak (Regular Scale) 5910+20200+3000	Panchayat Sachiv (contract) @9710 PM	Panchayat Sachiv (Regular) 5910-20200-1900 PM	Panchayat Chowkidar @4150 PM	Junior Accountant (Regular) 5910-20200+1900	Junior Scale stenographer (Regular) 5910-20200+2800
1.	Bilaspur	4	7	0	95	39	37	86	151	0	1
2.	Chamba	20	6	0	201	67	47	204	283	1	1
3.	Hamirpur	9	5	0	162	39	47	129	229	1	1
4.	Kangra	39	13	0	448	144	209	409	748	1	1
5.	Kinnaur	4	2	2	08	20	12	48	65	1	1
6.	Kullu	11	5	0	160	44	48	105	204	1	1
7.	Lahaul-Spiti	2	3	1	04	3	03	28	41	1	1
8.	Mandi	26	5	0	289	136	57	296	469	1	1
9.	Shimla	25	4	1	234	119	45	206	363	1	1
10.	Sirmaur	12	6	0	172	21	34	142	228	1	1
11.	Solan	10	4	0	137	47	39	127	211	1	1
12.	Una	11	4	0	138	6	51	147	234	0	1
<b>Total</b>		<b>173</b>	<b>64</b>	<b>4</b>	<b>2048</b>	<b>685</b>	<b>629</b>	<b>1927</b>	<b>3226</b>	<b>0</b>	<b>12</b>

Note:-

- There is one clerk, one driver and one peon in each Zila Parishad of the State.
- There is a scheme for providing technical assistant to 2 to 7 Gram Panchayat on commission basis, as per the requirement and on minimum retainer ship.
- 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 is 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 District. Audit Officer at the Headquarters and one District Audit Officer in each district have 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 are being conducted every year. 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. In addition, 2 post of District Audit officer and 11 posts of Auditors were vacant.

**The details of departmental audit of Gram Panchayats and Panchayat Samitis for the year 1.4.2018 to 31.3.2019 are as under:-**

Sr. No	Name of District	Total no of Panchayat Samitis	Panchayat Samitis Audited					Total no of Gram Panchayat	Gram Panchayat Audited				
			Deppt. Auditors	LAD	CA	Total Audit conducted	Percentage		Deppt. Auditors	LAD	CA	Total Audit detail	Percentage
1	Shimla	10	2	—	—	2	20%	363	297	16	-	313	86%
2	Chamb a	7	5	2	—	7	100%	283	270	8	-	278	98%
3	Bilasp ur	4	4	0	—	4	100%	151	132	9	-	141	93%
4	Kangra	15	4	3	—	7	47%	748	583	26	97	706	94%
5	Kinnaur	3	1	—	—	1	33%	65	29	-	-	29	45%
6	Lahaul Spiti	2	0	—	—	0	0%	41	5	-	-	5	12%
7	Hamirp ur	6	3	—	—	3	50%	229	179	20	-	199	87%
8	Kullu	5	2	1	—	3	60%	204	33	17	101	151	74%
9	Sirmaur	6	5	—	—	5	83%	228	129	7	-	136	60%
10	Una	5	5	—	—	5	100%	234	219	12	-	231	99%
11	Solan	5	3	—	—	3	60%	211	193	2	-	195	92%
12	Mandi	10	3	1	-	4	40%	469	319	-	-	-	68%
	<b>Total</b>	<b>78</b>	<b>37</b>	<b>7</b>	<b>0</b>	<b>44</b>	<b>56%</b>	<b>3226</b>	<b>2388</b>	<b>117</b>	<b>198</b>	<b>2704</b>	<b>84%</b>

- In view of the above 117 Gram Panchayats were audited by Local Audit Department, 198 Gram Panchayats were audited by C.As. As such, out of 3226 Gram Panchayats, 2704 Gram Panchayats was audited in the year 2018-19

### 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 details of inspections of Gram Panchayats from 1.4.2018 to 31.3.2019 are as under:**

Sr no.	Name of District	Total no of Gram Panchayats	Total no of Gram Panchayats Inspected	Balance	Percentage
1	Shimla	363	246	117	67.77%
2	Chamba	283	40	243	14.13%
3	Bilaspur	151	79	72	52.32%
4	Kangra	748	586	162	78.34%
5	Kinnaur	65	07	58	10.77%
6	Lahaul Spiti	41	0	41	0%
7	Hamirpur	229	116	113	50.66%
8	Kullu	204	132	72	64.71%
9	Sirmaur	228	69	159	30.26%
10	Una	234	136	98	58.12%
11	Solan	211	156	55	73.93%
12	Mandi	469	415	54	88.48%
	<b>Total</b>	<b>3226</b>	<b>1982</b>	<b>1244</b>	<b>61.44%</b>

## CHAPTER 5

### TRAINING

#### **Status of Training imparted to PRIs in all Districts/PRTIs as on 31.03.2019**

Training to elected representative is being given from time to time at PRTI Mashobra (District Shimla), Baijnath (District Kangra), Thunag (District Mandi). Training to Zila Parishad Chairman and vice Chairman is being given at HIPA Fairlawns (District Shimla). District Panchayat officers are giving training to elected representative of PRIs at District level. The detail of training given in the year 2018-19 is given below.

<b>Sr.No</b>	<b>year</b>	<b>Total No. of Elect. Rep. of PRIs Trained</b>	<b>Total No of Officials trained</b>
1	2018-19	1742	1477

#### **Staffing Position:**

There is one post of Principal and 3 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 Bhawan 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 tiers 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, Chamba and Una have been completed and their offices have started functioning from these buildings. The construction work of the Zila Parishad building of Shimla is under progress and Lahul-Spiti, Kinnaur work 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

### Status of e-Panchayat Project:-

Under e-Panchayat a suite of 11 Core Common Applications have 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). Seven Applications have been rolled out. These Software Applications are PRIASoft, Plan Plus, National Panchayat Portal, Local Government Directory, Area Profiler, Service Plus, National Asset Directory and Action Soft. In which department working in seven application is given below.

1. **PRIA Soft:-** Captures receipt & expenditure details through voucher entries and automatically generates cash book, register, etc.
2. **Plan Plus:-** Helps Panchayats, Urban Local Bodies and line departments in preparing perspective, annual and action Plans. In plan plus we have to check online report like (approve action plan/ pending action plan) GPDP plan will upload or not. All this report will check.
3. **Action Soft:-** Facilitates monitoring of physical & financial outcomes/outputs under various programmes.
4. **National ASSET Directory:-** Captures the asses details, like movable immovable asset.
5. **Area profiler:-** Captures geographic, demographic, infrastructural, socio-economic and natural resources profile of a village / Panchayat. Universal database for planning of all sectorial programmes and also provided details of Elected Representatives, etc.
6. **LGD:-** Captures all details of local governments and assigns unique code. Also amps Panchayats with Assembly and Parliamentary Constituencies. This work is done by state.
7. **GPDP:-** Gram Panchayats have been mandated for the preparation of Gram Panchayat Development Plan (GPDP) for economic development and social justice utilizing the resources available to them. The GPDP planning process has to be comprehensive and based on participatory process which involves the full convergence with Schemes of all related Central Ministries / Line Departments related to 29 subjects enlisted in the Eleventh Schedule of the Constitution.

## **Commendable works/Achievements**

### **1. Gram Panchayat Karya Sanchalan Marg Darshika:**

Panchayati Raj Department has compiled and launched a booklet titled “Gram Panchayat Karya Sanchalan Marg Darshika” on the occasion of State level Panchayati Raj Day on 25<sup>th</sup> April, 2018 at Mandi. This contains consolidated provisions of various acts and rules such as birth & death, marriage and registration of entries in parivar register alongwith guidelines/ clarifications which is beneficial for Gram Panchayat Level officials to dispose of various works. The booklet is also available online at departmental website [www.hppanchayat.nic.in](http://www.hppanchayat.nic.in) for awareness of general public.

### **2.On-line Parivar Register:**

The parivar register is being maintained through online software and all the residents of Gram Panchayats are being provided online copy of parivar registers. Any person can obtain copy of the Parivar Register online from anywhere.

### **3. Gram Gaurav Patt:**

Every Gram Panchayats have been directed to install Gram Gaurav Patt as per budget assurances vide instructions dated 7.6.2018. These Gaurav Patts shall primarily depict the names and achievements of reputed persons of the Panchayat area besides depicting social, economic, cultural and political recognition of the Gram Panchayat.

### **4. Silver Jubilee Celebration:**

The silver jubilee year of the enactment of Himachal Pradesh Panchayati Raj Act, 1994 has been celebrated as “Gram Sabha Year”.



## CHAPTER 8

### Funds:

The budget provisions of the department for the year 2018-19 were as follows:-

**The GIA details for the year 2018-19 in respect of Panchayati Raj Department.**

(Rs. in Lakh)

D.No. 20	SOE 41-Salary	42-Non-salary	44-Capital Assets	20-Other Charges	37-Major works	Total
2515-00-101-02 SOON-NP- Assistance to PRIs	-	43.00	38.01	-	-	<b>81.01</b>
2515-00-101-10 SOON-NP- Assistance to PRIs	-	-	53.49	-	-	<b>53.49</b>
2515-00-101-14 SOON-NP- Other Charges	-	-	-	50.00	-	<b>50.00</b>
2515-00-196-04 SOON-NP- SFC	8288.00	325.74	200.00	-	-	<b>8813.00</b>
2515-00-196-05 SOON-NP- SFC			2700.00	-	-	<b>2700.00</b>
2515-00-197-04 SOON-NP- SFC	634.07	66.86	600.00	-	-	<b>1300.93</b>
2515-00-197-05 SOON-NP- SFC	-	-	1800.00	-	-	<b>1800.00</b>
2515-00-198-03 SOON-NP- 14 <sup>th</sup> Finance Commission	-	-	36163.00	-	-	<b>36163.00</b>
2515-00-198-04 SOON-SFC	7816.89	806.5	667.27	-	-	<b>9290.6</b>
2515-00-101-15-C90N-P	-	596.33	-	-	-	<b>596.33</b>
2515-00-101-15-S10N-P	-	66.76	-	-	-	<b>66.76</b>
4216-02-800-01-SOON-P	-	-	-	-	36.00	<b>36.00</b>
4216-03-800-01-SOON-P	-	-	-	-	109.00	<b>109.00</b>
4515-00-101-01-SOON-P	-	-	-	-	571.50	<b>571.50</b>
<b>D.No.31</b>	<b>SOE 41-Salary</b>	<b>42-Non-salary</b>	<b>44-Capital Assets</b>	<b>20-other Charges</b>	<b>-</b>	<b>Total</b>
2515-00-796-01-SOON-P – Assistance to PRI	676.63	32.00	60.00	-		<b>768.63</b>
<b>D. No. 32</b>	<b>SOE 41-Salary</b>	<b>42-Non-salary</b>	<b>44-Capital Assets</b>	<b>20-other Charges</b>	<b>21-Maintenance</b>	<b>Total</b>
2515-00-789-12-C90N-P-under SCSP	-	216.40	-	-	-	<b>216.40</b>
2515-00-789-12-S10N-P-under SCSP	-	24.15	-	-	-	<b>24.15</b>
2515-00-789-10-SOON-P-under SCSP	-	-	-	-	359.8	<b>359.8</b>

## CHAPTER 9

### Right to Information Act

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

#### STATE LEVEL

Sr. No.	Name of the Officers with present designation	Designation under RTI Act, 2005
1.	Additional 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

S.N.	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 O/o District Panchayat Officer	01792-223756

##### DISTRICT SIRMOUR AT NAHAN

<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	01702-222410
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01702-222272
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01702-222272

### **DISTRICT KINNAUR**

<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	
2.	Public Information Officer	Superintendent Grade-II O/o District Panchayat Officer	01786-222290
3.	Assistant Public Information Officer	Senior Assistant O/o District Panchayat Officer	01786-222290

### **DISTRICT KULLU**

<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	01902-222226
2.	Public Information Officer.	Superintendent Grade-II O/o District Panchayat Officer.	01902-222306
3.	Assistant Public Information Officer	Senior Assistant O/o District 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.	Superintendent Grade-II 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.
3.	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/PanchayatSahayak 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 (Bajnath)</b>	<b>Telephone (Thunag)</b>
1.	Principal	Appellate Authority	95177-2740227	951894-263041	01907 25758
2.	Senior most Instructor	Public Information Officer.	95177-2740227	951894-263041	01907 25758
3.	Junior Assistant/ Clerk	Assistant Public Information Officer.	95177-2740227	951894-263041	01907 25758

**OFFICE OF THE SECRETARY, ZILA PARISHAD DISTRICT 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 DISTRICT 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 DISTRICT 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 DISTRICT 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, District 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 DISTRICT 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 DISTRICT 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 DISTRICT BILASPUR**

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

**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).