

I/304069/2023

सख्या-PCH-AuditCell-I/304069/2023  
हिमाचल प्रदेश सरकार,  
पंचायती राज विभाग।

सेवा में,

जिला पंचायत अधिकारी,  
ऊना जिला ऊना, हि0प्र0।  
दिनांक

22-12-2023

विषय :- पंचायत समिति सदस्यों का अन्य राज्यों में स्टडी टूर पर भेजने बारे।

महोदय,

उपरोक्त विषयक आपके कार्यालय पत्र संख्या पीसीएन-ऊना-बी(15)136/2023 - 12075 दिनांक 07 नवम्बर, 2023 के सन्दर्भ में सूचित किया जाता है कि इस विभाग की अधिसूचना संख्या पीसीएच-एचसी(33)/एक्सपोजर विजिट-63333-439, दिनांक 31 अक्तुबर, 2019 (प्रति संलग्न) अनुसार पंचायती राज संस्थाओं के निर्वाचित प्रतिनिधियों को राज्य से बाहर या राज्य के भीतर भ्रमण करने हेतु अपनी निधि से धनराशि व्यय करने का कोई प्रावधान नहीं है। अतः उक्त अधिसूचना के दृष्टिगत पंचायत समिति अम्ब के पदाधिकारियों को राज्य से बाहर या राज्य के भीतर भ्रमण करने की अनुमति प्रदान नहीं की जा सकती। अतः आप पंचायत समितियों को सुझाव दें कि वह ऐसी परिसम्पतियों का निर्माण करें ताकि उन्हें नियमित आय प्राप्त हो सके और वह आर्थिक रूप से आत्मनिर्भर बन सके।

संलग्न :- 3

Signed by

Niraj Chandla

Date: 22-12-2023 17:06:46

(नीरज चांदला)

अतिरिक्त निदेशक एवं संयुक्त सचिव,  
पंचायती राज विभाग,  
हि0प्र0, शिमला-9

पृ0सं0 यथोपरि-  
प्रतिलिपि :-

दिनांक 22-12-2023

(1) समस्त कार्यकारी अधिकारी एवं खण्ड विकास अधिकारी, हिमाचल प्रदेश को सूचनार्थ एवं आवश्यक कार्यवाही हेतू।

(2) प्रोग्रामर (कम्प्यूटर) निदेशालय पंचायती राज, हिमाचल प्रदेश को इस निर्देश सहित कि उक्त पत्र को अधिसूचना सहित विभागीय वेबसाईट पर अपलोड किया जाये।

अतिरिक्त निदेशक एवं संयुक्त सचिव,  
पंचायती राज विभाग,  
हि0प्र0, शिमला-9

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

No. PCH-HC(33)/2017-Exposure Visit- 63333-439 Dated 31 October 2019

**Notification**

**The Governor of Himachal Pradesh is pleased to notify the following policy guidelines for undertaking exposure visits by Elected Representatives / Officials of PRIs:-**

- I. Expenditure to conduct the exposure visits outside the state as well as within the state, shall be incurred from centrally sponsored schemes. No expenditure from state exchequer and own sources of PRIs will be allowed.
- II. A particular elected representative / officials will be allowed one exposure visit in five years. This will be followed strictly.
- III. Travel to the destination of exposure visit (out side state) and return journey will be through second class AC by Train. If any elected representative / officials wants to travel by air or above this mode, he is at liberty, but the expenditure over and above the second class AC will have to borne by that individual from his pocket.
- IV. In order to maximize the gains from exposure visits, it is important to identify well performing Panchayats or Panchayats with good practices on various thematic areas where visits would be organized. Panchayats both within and outside the States may be identified. The following areas of work must be covered:-
  - a) Core institutional functioning like regular Panchayat meetings, functioning of Standing Committees, preparation of participatory Gram Panchayat Development Plan, effective Gram Sabha meetings, high percentage of revenue collection, up-dated accounts and maintenance of records, provision and maintenance of basic civic services such as drinking water, sanitation etc.
  - b) Thematic excellence across sectors / programmes linked with priority areas of the State / Panchayats and Sustainable Development Goals

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- (SDGs) such as water conservation, sanitation & solid and liquid waste management, livelihood promotion, Panchayat-Self-Help Group (SGH) convergence, poverty reduction, e-governance or smart Panchayats, natural resource management, education, health, child development inclusion of vulnerable groups, disaster management, community engagement etc. So as also to meet the sustainable Development Goals (SDGs).

c) In every exposure visit focus area for study and replicability should be GPDP, e-Panchayat and online service delivery by GPs.

V. Considering the large number of Elected Representatives (ERs) and functionaries of Panchayats, certain principles may be evolved to ensure maximum coverage and maximum impact of exposure visits. For this purpose following issue will be taken into consideration:-

- a) Incentivizing well performing aspirational Panchayats through exposure visits within and outside their district / State. Award winning PRIs will selected on priority, later, these GPs can be developed as PLCs (Panchayat Learning Center).
- b) Motivating Panchayats with potential to perform well through exposure visits in well performing Panchayats within the State / district / Block.
- c) Selecting ERs and functionaries of Gram Panchayats indentified under Mission Antoydaya.
- d) Selecting ERs and functionaries of Gram Panchayats from the 100 most backward districts of the country.
- e) Repetition of ERs / functionaries is to be avoided.

VI. Duration of Exposure visits:-

- a) Three to five days 'standalone' exposure visit programme (outside the State / District)

- b) One to two day's field visit programme within the district / block.

VII. Post exposure visit follow-up and monitoring measure:-

- I. **Feedback:** Formal feedback should be taken from the visiting participants with focus on key takeaways and replicability of the learning in their own areas. These feedbacks should be uploaded on the websites of the State and SIRD.
- II. **Follow-up and monitoring:** Once the field visit programme is concluded, a de-briefing may be done by SIRD&PR / Panchayat Training Centre for critical assessment of learning from the field visit. A preliminary action plan for applying the key learning may be developed by the Panchayats that participated in the field visit. Panchayats that have undergone field visits should be further supported through training and handholding to develop their own models inspired by the good practices. Regular monitoring should also be done to track progress of work in these Panchayats.

**Power to relax:- Secretary -in-Charge shall have power to relax any of the conditions of these policy guidelines!**

By order  
Secretary(Panchayati Raj)  
to the Government of Himachal Pradesh.

Endst.No:- As above -63333-439 Dated 31 October 2019

Copy to :-

1. All the DCs of Himachal Pradesh for information.
2. Additional Director, Rural Development Department, Himachal Pradesh for information.
3. All District Panchayat Officers, Himachal Pradesh for information.
4. All Block Development Officers, Himachal Pradesh for information.
5. All Branches in Head Quarter for information.
6. Guard File.

(Surender Maltu)  
Joint Secretary (Panchayati Raj)  
to the Government of Himachal Pradesh.