



Financial limits of Standing Committees of the Zilla Parishads and Anchalik Parishads under Zilla Parishad Rules, 1964

No. 2717-Panch/iZ-2/64

Dated Calcutta, the 10th July, 1964

In exercise of the power conferred by clause (a) of the proviso to sub-rule (1) of Rule 67 of the West Bengal Zilla Parishads (Election, Constitution and Administration) Rules, 1964, the Governor is pleased hereby to fix, in respect of the works and schemes specified in column 1 of the Table below undertaken by Zilla Parishads and Anchalik Parishads. The financial limits specified in the corresponding entries in column 2 and 3 of the said Table to be respectively the financial limits up to which standing committees of the Zilla Parishads and Anchalik Parishads shall be competent, without reference to such Zilla Parishad or Anchalik Parishads, as the case may be, to accord administrative and financial sanction.

The Table

Works and Schemes	Financial limits of Standing Committees of Zilla Parishads	Financial limits of Standing Committees of Anchalik Parishads
(1)	(2)	(3)
1. To accord administrative sanction in respect of a scheme	Rs. 20,000.00	Rs. 5,000.00
(a) for non-recurring expenditure	Rs. 10,000.00	Rs. 3,000.00
(b) for recurring expenditure for year		
2. To accord financial sanction in respect of works.	Rs. 10,000.00	Rs. 2,000.00
(a) for each items of non-recu-rring expenditure		
(b) for each item of recurring	Rs. 5,000.00	Rs. 1,000.00

expenditure per year		
3. To Give financial sanction of grant-in-aid in respect of each scheme		
(a) Non-recurring	Rs. 5,000.00	Rs. 1,000.00
(b) Recurring per year	Rs. 2,000.00	Rs. 500.00

By order of the Governor,

Sd/- N. M. Bardhan

Joint Secretary to the Govt. of West Bengal

Dept. of Local Self-Govt. and Panchayats



Department Of Panchayat & Rural Development

Regarding Secretary of a Gram Panchayat

No. 21385/Panch/2A-61/76

Dated 14.9.78

From: The Dy. Secretary to the Government of West Bengal

To: The Director of Panchayats, West Bengal

Sub.: Recruitment to the posts of Secretary to Gram Panchayats constituted under the West Bengal Panchayat Act, 1973

MEMO

1. The undersigned is directed to say that under the provision of the West Bengal Panchayat Act, 1957, 2926 Anchal Panchayats were in existence each having a Secretary as provided under the Act. Elections were, however, held in 2897 Anchal Panchayats and 3242 Gram Panchayats have been set up under the West Bengal Panchayat Act, 1973. In terms of Section 219 of the 1973 Act, the existing 2897 Anchal Panchayat Secretaries will be deemed to be employed by the newly constituted Gram Panchayats who are the successor bodies to the outgoing Anchal Panchayats. Under Section 35 of the said Act each of the 3242 Gram Panchayats shall be provided with a Secretary. Thus owing to re-organisation of the outgoing set up, 345 new Gram Panchayats will come into operation and the equivalent number of Secretaries will have to be provided.
2. The Governor is, accordingly, pleased to sanction the creation of 345 additional posts of Secretary to Gram Panchayats in the usual scale of pay and allowances as admissible. The Governor is further pleased to decide that the Asstt. Secretaries working in Purulia District and Islampore Sub-Division of West-Dinajpur district (Ex-Bihar personnel), Additional Anchal Panchayat Secretaries/Asstt. Secretaries/Managers, G. I. Projects, Dafadars and Chowkidars who were on the payroll of the respective Anchal Panchayats on 4.6.78 may be appointed to the posts of Secretary to Gram Panchayats under the new set up limited to 10% of the total strength of Secretaries to Gram Panchayats provided they possess the requisite academic qualification.

3. D. P., W. B. is requested to kindly take steps for filling up the existing vacancies in the posts of Secretary to Gram Panchayats accordingly. Prior to appointment of the eligible employees referred to in paragraph 2 above to the posts of Secretary to Gram Panchayats a State wise gradation list should be prepared on the basis of the length of service rendered by each such employee in the concerned Anchal Panchayats. After they are appointed to the posts of Secretary to Gram Panchayat their inter-seniority will be determined on the basis of the gradation list so prepared and not on the basis of the actual date of joining of the incumbents concerned.

4. A separate order will follow regarding the filling up the rest of the vacancies in the posts of Secretary to Gram Panchayats through direct recruitment.

Sd/- N. R. Haldar

13.9.78

Deputy Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

RADIOGRAM

Bar on new appointments

From: Secretary Department of Panchayats & C.D. (Panchayats)

To: The District Magistrate..... (All)

No. 16170 (13) Panch

Dated 10.7.78

No New Post should be created and no New Appointment should be made in any outgoing Anchal Panchayat until further instructions(.) Funds and all Properties of the outgoing Panchayat Raj. Bodies should be conserved scrupulously and no expenditure from these funds should be made except Absolutely Essential Committed Expenses(.) District Magistrate is the Prescribed Authority for the purpose of Section 219 of the Panchayat Act, 1973 for allocation of all properties and funds of Gram Panchayats and Anchal Panchayats under 1957 Act to the Gram Panchayats Constituted under 1973 Act(.) It is requested that action in these regards be taken at once(.)

Regarding Chowkidars/Dafadars

No. 8794/III/Panch/4C-1/80

Dated 2.4.81

From: The Assistant Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Appointment of a son/daughter/near relation of a Chowkidar or Dafadar who dies in harness

The undersigned is directed to say that several representations are being received by Government

from the sons/daughters/near relations of the deceased Chowkidars/Dafadars who died in harness praying for their appointment in the post of Chowkidar/Dafadar or against any other suitable vacancies according their qualifications. As the Government policy in regard to recruitment to the post of Chowkidars/Dafadars has not yet been finalised, it is not possible at this stage to consider their prayer for appointment in the vacant post of Chowkidars/Dafadars. This point will be duly examined after the final decision the matter of appointment to the aforesaid posts is taken.

However, in consideration of the distressed condition the families of the deceased Chowkidars/Dafadars have been thrown into, the sons/daughters/near relations of the Chowkidars who died/die in harness if they possess the requisite qualification may be considered for appointment against vacancies in the post of Secretary of Gram Panchayat in terms of para-2 of this Deptt. memo no. 23761/Panch dt. 23.10.78.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

No. AS-469/DP 2E-133/78(403)

Dated 13.1.79

Copy forwarded for information and necessary action to the:

(1) District Magistrate/Deputy Commissioner

(2) District Panchayat Officer, He is autho-rised to send requisition to the local Employment Exchange in the prescribed form on receipt of specific instructions from D.P., W.B. as to the nature of vacancies (i.e. whether reserved or not).

(3) Sub-Divisional Officer, He is requested to inform the Sabhapatis of Panchayat Samitis and M. L. A's concerned.

(4) Block Development Officer

The Selection Committee will prepare a panel of selected candidates arranged in order of merit (not exceeding 3) for each vacancy and send the same to the D. P., W. B. for the issue of appointment letter. The panel will remain valid for 6 months.

Sd/- N. R. Haldar

Director of Panchayats, West Bengal

N0.AS-469/DP-403(10)

Dated 13.1.79

Copy forwarded for information to the Director of National Employment Service with the request to kindly advise the local Employment Exchange to send the names of candidates residing in the respective Blocks on receipt of requisition from the District Panchayat Officers.

Sd/- N. R. Haldar

Director of Panchayats, West Bengal





Department Of Panchayat & Rural Development

Office accommodation—Panchayat Samiti

No. 191(324)-Panch/0-38/78

Dated: 24.1.79

From: The Deputy Secretary to the Government of West Bengal

To: The Block Development Officer.....

P.O..... Dist.....

Subject: Office accommodation for Panchayat Samiti

The undersigned is directed to say that it has been decided by the Govt. that the sitting accommodation of Sabhapati of Panchayat Samiti and Office of the Panchayat Samiti should be arranged in the existing office of the Block Development Officer. Additional accommodation, if necessary, should be arranged as far as practicable near the Block Office by hiring suitable space for which fund will be provided by the Department of Panchayats.

He is, therefore, requested to take necessary action immediately.

Sd/- N. R. Halder

Deputy Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 1558(15) Panch/2A-21/78(Pt.II)

Dated 15.2.79

From: The Assistant Secretary to the Govt. of West Bengal

To: The District Panchayat Officer,

Sub: Recruitment to the posts of Job Assistant by the Gram Pancha-yats—prescribed requisition form & model appointment letter

MEMO

In continuation of this Department No. 98-Panch dated 8.1.79 the undersigned is directed to forward herewith the prescribed requisition form for obtaining names of candidates from the local Employment Exchange in the jurisdiction of which the Block is located and a model form for issue of appointment letter for information and guidance.

..... Spare copies along with enclosures are enclosed for circulation to Block Development Officers.

Sd/- B. L.Sen

Assistant Secretary to the Govt. of West Bengal

Requisition

- | | |
|-------------------------------------|--|
| 1. Name and address of the Employer | Pradhan Gram Panchayat
.....Block |
| 2. Telephone Number | |
| 3. Nature of Vacancy | |
| (a) Type of worker required | Job Assistant, Gram Panchayat |

(b) Description of duties	The Job Assistant of a Gram Panchayat will be a whole-time employee of the Gram Panchayat. His duties would be among others checking, writing and verification of earth work involved in any scheme including maintenance of Measurement Book. He shall act under the direct supervision of the Pradhan or Upa-Pradhan of the Gram Panchayat.
(c) Qualification required	A pass in Madhyamik Examination or any other equivalent or higher examination.
(d) Age limits	Between 18 and 35 years, the upper age limit being relaxable by 5 years in the case of a candidate belonging to Scheduled Castes/ Scheduled Tribes.
4. Number of Vacancies:	
(a) Temporary	1 (one)
5. Pay and Allowances	Rs. 160-3-214-4-250 plus usual allowances and ad-hoc increase in pay as admissible to a Secretary to Gram Panchayat
6. Place of work	Within Gram Panchayat,Block.
7. Probable date by which the vacancy will be filled	After completion of necessary formalities
8. Particulars regarding Interview I Test:	
(a) Date of Interview/Test	Candidates will be interviewed by a Selection Committee at the Block level. Necessary particulars will be made known to the candidates by Block Development Officer,
(b) Time of Interview/Test	
(c) Place of Interview/Test	
(d) Designation and address of the person to whom applicants should report	Block Development Officer, P.O. District.....

9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up the vacancies.

(1) Candidates should ordinarily be residents of..... Block area

10. Any other relevant information on any item not covered, under this proforma that may enable Exchanges to submit suitable candidate

(2) Preference will be given to candidates knowing cycling

Block Development Officer

..... Gram Panchayat

..... Block

P.O. Dist.

Memo No.

Dated

ORDER

Shri son of Shri/Late Village P.O. P.S. in the Dist. of..... is hereby appointed temporarily as Job-Assistant, Gram Panchayat within Block in the District ofwith effect from the date of his joining the post.

He will draw pay in the scale of pay of Rs. 160-3-214-4-250/- (E/B after 8th and 16th stages) plus allowances and ad-hoc increase in pay as admissible to a Secretary to Gram Panchayat.

The appointment is terminable without any notice and assigning any reason.

No T.A. will be allowed for joining the post.

Pradhan

..... Gram Panchayat

No...../

Dated.....

Copy forwarded for information and necessary action to Shri
..... S/o. Shri Gram

..... P.O., Dist. He is directed to report to this office immediately and not later than a fortnight from the issue of this order. Before joining he is required to produce the original documents showing his date of birth and requisite academic qualification (i.e. pass in Madhyamik Examination). He is further required to submit a written declaration accepting the terms of appointment.

Pradhan

..... Gram Panchayat

No./.....

Dated.....

Copy forwarded for information and necessary action to the—

(1) District Panchayat Officer,

(2) B.D.O., P.O. Dist.....

(3) D.P., West Bengal

Pradhan

..... Gram Panchayat



Department Of Panchayat & Rural Development

No. 23761-Panch/2A-18/78

Dated Calcutta the 23.10.78

From: The Deputy Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Recruitment to the posts of Secretary to Gram Panchayats constituted under the West Bengal Panchayat Act, 1973

MEMO

1. In continuation of this Department memo No. 21385 Panch dt. 14.9.78 on the above subject the under-signed is directed to say that the Governor has been pleased to decide that recruitment to fill up the rest vacancies in the posts of Secretary to Gram Panchayats through Employment Exchanges shall be made according to the norms and procedure laid down below:

- (1) The candidates should ordinarily be resident of the concerned block (Panchayat Samiti) area. He should possess the requisite academic qualification i.e. a pass in School Final Examination or any other equivalent or higher examination. The age of entry shall be between 18 and 35 years relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes and Hill-men. Preference may, however, be given to the candidates who know cycling.
- (2) The names of the eligible candidates should be obtained from the local Employment Exchanges in respect of the Blocks concerned where such vacancies exist. 1% names of all such candidates should then be scrutinised at the Block level by a Selection Committee consisting of the Sub-Divisional Officer concerned as Chairman, District Panchayat Officer, M.L.A. or M.L.As (not being Ministers) of the Block concerned, Sabhapati of the

concerned Panchayat Samiti as Members and the Block Development Officer as Convenor. The Committee should also include a representative of a Minister where .the Minister is the M.L.A. of the Block concerned. The candidates recommended by the Selection Committee will then be appointed by the Director of Panchayats, West Bengal.

(3) In case such local eligible candidates are not available, recruitment should be made by open advertisement at the Block level when the candidates should be asked to enroll themselves in local Employment Exchange. The Selection Committee mentioned above should then make their recommendations on the basis of written and/or oral test of the candidates and the candidates so recommended by the Selection Committee will be appointed by the Director of Panchayats.

(4) In a Block where there is no Employment Exchange, recruitment may be made by open advertisement, but the Candidates should be residents of the Blocks concerned.

2. The Governor is also pleased to decide that the appointing authority will be competent without referring to the Employment Exchanges to give appointment to a son/daughter/near relation of an Anchal/Gram Panchayat employee who dies in harness leaving his family in immediate need of assistance, provided the dependent possesses prescribed qualification according to recruitment rules, in cases arising on or after 17.10.75.

3. Director of Panchayats, West Bengal is now requested to kindly take steps for filling up the existing vacancies in the posts of Secretary to Gram Panchayats accordingly.

Sd/- N. R. Haldar

Deputy Secretary to the Govt. of West Bengal



Sarkars (Tax Collectors) under Gram Panchayats

Extract of the West Bengal Anchal and Gram Panchayats (Accounts and Audit) Rules, 1959 relating to the appointment of Sarkars (Tax Collectors)

Rule 9. Collection of dues—(1) The Anchal Panchayat shall, at a meeting, appoint Sarkars. who would be entrusted with the task of collecting the Pan-chayat dues for a specified period. The remuneration to be paid to a Sarkar shall be at the rate of such percentage as may be fixed by the District Panchayat Officer from time to time on realisations made by him. The Prodhan or Upa-prodhan or any other member of the Anchal Panchayat may be engaged for collecting dues, but no remuneration shall be paid to him. Every person other than the Prodhan, the Upa-Prodhan or a member of the Anchal Panchayat appointed as Sarkar for collection of dues shall in advance, deposit such security in the Anchal Panchayat Fund Savings Bank Account as may be fixed by the District Panchayat Officer and shall be given a Daily Collection Book in Form IV and a Book of Receipts in Form 4 prescribed under rule 117 of the West Bengal Panchayat Rules, 1958. The amount collected each day by the Sarkar shall be entered by him in the Collection Book in respect of such single transaction on the same day and receipts against payment shall also be granted by him on the same day. On the first day of a month and also on any day when the Sarkar has Rs, 25 or more in hand he shall produce the Daily Collection Book and the Receipt Book to the Prodhan and make over the amount to the Prodhan for credit to the Anchal Panchayat Fund and obtain the Prodhan's signature in the Daily Collection Book, The Prodhan shall post the collections in the relevant Register on the same day.

(2) The Anchal Panchayat may take disciplinary action against a Sarkar by discharging or dismissing or suspending him or forfeiting his security deposit. Before taking any such disciplinary action, the procedure laid down in sub-rule (2) of rule 50 of the West Bengal Panchayat Rules, 1958, shall be followed.

No. 28148(15)/Panch/IT-16/78

Dated: 21.12.78

From: Deputy Secretary to the Govt. of West Bengal

To: The District Officer,

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Subject: Dismissal of Sarkars (Tax Collectors) under Anchal/Gram Panchayats in violation of the existing rules

The undersigned is directed to say that it has come to the notice of the Govt. that some of the newly constituted Gram Panchayats are dispensing with the services of the Sarkars (Tax Collectors) appointed by the erstwhile Anchal Panchayats in violation of the existing rules.

2. In terms of rule 9(2) of the West Bengal Anchal and Gram Panchayats (Accounts and Audit) Rules, 1959 read with rule 50(2) of the West Bengal Panchayat Rules, 1958, an Anchal/Gram Panchayat may take disciplinary action against a Sarkar (Tax Collector) by discharging or dismissing or suspending him or forfeiting his security deposit. But before taking such disciplinary action, the Anchal/Gram Panchayat shall frame charge or charges against him and shall give a copy of the same to him requiring him to submit within a specified time his explanation, if any, relating to the charge or charges. Thereafter the Anchal/Gram Panchayat shall take into consideration the explanation and, if necessary, may require him to submit further explanation, and before any order of punishment is passed, he, if he so desires, shall be given a personal hearing and the evidence, if any, given by him or by his witness shall be recorded in writing.

In terms of rule 51 of the West Bengal Panchayat Rules, 1958, the delinquent Sarkar (Tax Collector) may prefer appeal to the District Panchayat Officer against an order of punishment passed under rule 50 ibid and the order of the latter shall be final.

3. In terms of clause (g) of section 219 of the West Bengal Panchayat Act, 1973, all rules made under the West Bengal Panchayat Act, 1957 shall continue in force in so far as they are not inconsistent

with the provisions of the new Act until they are repealed or amended and as such the provisions of the West Bengal Anchal and Gram Panchayat (Accounts and Audit) Rules, 1959 and of the West Bengal Panchayat Rules, 1958 relating to the-terms and condi-tions of service of the Sarkar (Tax Collector) shall hold good even after the coming into office of the new Gram Panchayats until they are repealed or amended.

4. In the circumstances, the undersigned is directed to request the Dist. Magistrate to kindly bring the position of law as stated above to the notice of the Prodhans of the Gram Panchayats within his district and instruct them to ensure that no disciplinary action is taken against any Sarkar (Tax Collector) without due observance of the requirements of rules mentioned heretofore.

Sd/- N. R. Halder

Deputy Secretary to the Govt. of West Bengal



Regarding Job Assistant of a Gram Panchayat

No. 98-Panch/2A-21/78

Dated 8.1.79

From: The Deputy Secretary to the Govt. of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Creation of posts of Job Assistants by the Gram Panchayats

The undersigned is directed by order of the Governor to say that in order to enable the Gram Panchayats to execute the various schemes entrusted to them effectively and efficiently, the Governor is pleased to approve under the proviso to Sub-Section (1) of Section 36 of the West Bengal Panchayat Act, 1973 the creation of a temporary post of Job-Assistant by each Gram Panchayat under it in the scale of pay of Rs. 160-3-214-4-250/- plus allowances and ad-hoc increase in pay as admissible to a Secretary to Gram Panchayat. The duties of a Job-Assistant would be among others checking, writing and verification of earthwork involved in any scheme including maintenance of Measurement Book.

2. The appointment to the post will be made by the Gram Panchayat under Sub-section (1) of Section 36 of the West Bengal Panchayat Act, 1973 according to the norms and procedure laid down below:

(a) The candidates should ordinarily be residents of the concerned Block (Panchayat Samiti) area. The minimum educational qualification for appointment to the post should be that the candidate has passed the Madhyamik Examination. The age of entry into service shall be between 18 and 35 years, the upper age limit being relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes and Hillmen. Preference may, however, be given to the candidate who knows cycling.

(b) The recruitment to such posts shall be made through the Employment Exchanges. The candidates shall be selected by a Selection Committee at the Block level consisting of—

(i) Sub-Divisional Officer

— Chairman

- (ii) M.L.A. or M.L.A's of the Block concerned — Member (not being Minister)
- (iii) Representative of a Minister where the Minister is the M.L. A. of the Block concerned — Member
- (iv) Sabhapati of the Panchayat Samiti concerned — Member
- (v) District Panchayat Officer — Member
- (vi) Block Development Officer — Convenor

The Pradhan of the Gram Panchayat concerned should be invited to attend the meeting of the Selection Committee when the candidate in respect of the Gram Panchayat is selected.

(c) The names of the eligible candidates residing in the concerned Block area should be obtained by the Convenor of the Selection Committee from the Local Employment Exchange. The requisition for names of candidates should be made to the Employment Exchange in the prescribed form.

(d) The selection Committee will prepare a panel of selected candidates arranged in order of merit (not exceeding two) for each vacancy and send the same to the concerned Gram Panchayat for the issue of appointment letter. While making Selection of candidates due regard should be given to policy laid down by Govt. in respect of candidates belonging to-Scheduled Castes and Scheduled Tribes. Once the panel is drawn up this should be regarded as final and no revision should be allowed. In case the first candidate of the panel does not accept the offer of appointment, the second candidate may be appointed. If neither of them is available, fresh panel should be prepared.

(e) In case such local eligible candidates are not available, recruitment should be made by open advertisement at the Block level when the candidates should be asked to enroll themselves in local Employment Exchange. The Selection "Committee mentioned above should then make their recommendations on the basis of written and/or oral test of the candidates and the candidates so recommended by the Selection Committee will be appointed by the Gram Panchayats concerned as Job-Assistant.

3. The undersigned is also directed by order of the Governor to say that the Governor is pleased to sanction payment of annual grant to the Gram Panchayats for meeting the cost of pay and allowances of the Job-Assistants as mentioned in para 1 above under the head "314-Community Development (Panchayats)-III-Assistance to Panchayati Raj Institutions-Non-Plan-Grants-in-aid/Contributions-Grants-in-aid/Gontributions to Anchal Panchayats".

4. This order issues with the concurrence of Finance Department. Vide their U/O. No. Group G781 dt. 8.1.79.

5. All District Officers, S.D.Os and B.D.Os are being informed direct.

Sd/- N. R.Halder

Deputy Secretary to the Govt. of West Bengal

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Action on Audit Report by Panchayat Samiti/Zilla Parishad

No. 14380 Panch/2A-2/81 (Cell-V)

Dated 6.5.1981

ORDER

In order that the defects and irregularities as revealed in audit reports are remedied by the Panchayat Samitis and Zilla Parishads in terms of Sub-section (1) of section 191 of the West Bengal Panchayat Act, 1973 and that the statutory obligations of the Panchayat Samitis and Zilla Parishads are properly and adequately discharged, the Governor is pleased hereby to issue, in exercise of the power conferred by section 212 of the said Act, the following instructions for the guidance of all the Panchayat Samitis and Zilla Parishads:

Instructions

As soon as possible after receipt of the audit report from the Examiner of Local Accounts, West Bengal (hereinafter referred to as Auditor), and keeping in view the prescribed time limit of two months for fulfillment of its obligations, a special meeting of the Artha-O-Sanstha Sthayee Samiti of the Panchayat Samiti or the Zilla Parishad, as the case may be, shall be convened. Extracts of observations made by the auditor on any material irregularity or impropriety in expenditure or recovery of money due to the

Panchayat Samiti/ Zilla Parishad or any loss or wastage of money or other, property belonging to it should be appended to the notice for the meeting. The full audit report should be made available in the office of the Panchayat Samiti/Zilla Parishad to all members of the said Sthayee Samiti who may want to go through it before the meeting. The discussions on the audit report shall be the sole agenda for the said meeting of the Sthayee Samiti.

2. When the meeting is held, the whole report of the Auditor should be placed before the members for perusal. Thereafter the observations made by the Auditor on any material irregularity or impropriety, loss or wastage in regard to matters aforesaid should be discussed in detail and item by item. The recommendations of the Sthayee Samiti on the actions to be taken by the Panchayat Samiti/Zilla Parishad to remedy the defects or the irregularities, or failing any remedial action, reasons or explanations for such failure should be recorded clearly, specifically and item by item in the minutes of the meeting of the Sthayee Samiti.

3. Thereafter a special meeting of the Panchayat Samiti/Zilla Parishad shall be convened to consider the observations made by the Auditor and the recommendations of the Artha-O-Sanstha Sthayee Samiti thereon and a record of the entire proceedings of the meeting shall be kept.

4. After the meeting, the Panchayat Samiti/Zilla Parishad shall inform the Auditor of the action taken by it on the audit report. Particular care should be taken to ensure that the whole course of action is completed within two months from the date of receipt of the audit report.

5. The Panchayat Samiti/Zilla Parishad shall comply with the provisions contained in sub-rules (2) and (3) of rule 103 of the West Bengal Zilla Parishad (Election, Constitution and Administration) Rules, 1964 mutatis mutandis. It is desirable that the Panchayat Samiti while forwarding the statement giving particulars of action taken on the audit report to the District Magistrate/Deputy Commissioner for onward transmission to the Accountant General, West Bengal should route it through the Sub-Divisional Officer concerned. Similarly, the Zilla

Parishad while forwarding the statement giving particulars of action taken on the audit report to the District Magistrate/ Deputy Commissioner for onward transmission to the Accountant General, West Bengal should endorse a copy thereof to the Divisional Commissioner for information.

By order of the Governor,

N. R. Halder

Joint Secretary to the Government of West Bengal

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Department Of Panchayat & Rural Development

Payment of T.A./D.A. to the office-bearers and. members of the Zilla Parishad and Panchayat Samiti

No. 24038/I/Panch/4A-2/81 Pt.
25.8.81

Dated:

From: Shri N. R. Halder, I.A.S.

Joint Secretary to the Govt. of West Bengal

To: The Accountant-General, West Bengal

Subject: Payment of T.A./D.A. to the office-bearers and members of the
Zilla Parishads and Panchayat Samitis

Sir,

I am directed to say that at present an annual grant is paid to the Zilla Parishads and Panchayat Samitis for payment of T.A./D.A. to their office-bearers and other non-official members for—

- (i) Six meetings each of the general body of the Zilla Parishads and Panchayat Samitis;
- (ii) Twelve meetings each of the eight Sthayee Samitis of the Zilla Parishads; and

(iii) Ten meetings each of the eight Sthayee Samitis of the Panchayat Samitis.

Under the provisions of the West Bengal Zilla Parishads (Election, Consti-tution and Administration) Rules, 1964 read with the Local Self-Govt. Accounts Rules, no T.A./D.A. is admissible to any non-official member including office- bearers for journeys made outside the concerned district or block, as the case may be, and also for journeys performed within the district or block, as the case may be, within a radius of 8 KM from the place whence such journeys commence.

2. The question of payment of T.A./D.A. to the office-bearers and non-official members of the Zilla Parishads and the Panchayat Samitis has since been reviewed by Government. Accordingly, I am directed by order of the Governor to say that pending framing of new rules for the purpose, the Governor is pleased to decide that:

(i) T.A./D.A. should be paid to the office-bearers and non-official members of the Zilla Parishads and Panchayat Samitis and their Sthayee Samitis at the usual rates for all meetings as may be necessary to be held for proper discharge of the duties and functions of such bodies.

(ii) The office-bearers of the Zilla Parishads and the Panchayat Samitis including the Karmadhyakshas of their Sthayee Samitis will be entitled to T.A./D.A. from the funds of the concerned Zilla Parishad or tile Panchayat Samiti at the usual rates for the purpose of journey made outside the district or the block, as the case may be, in connection with attending the meeting convened by different authorities for official purpose.

(iii) For journeys within the district or the block, as the case may be, beyond a radius of eight KM in connection with inspection or super-vision of work, the office-bearers of the Zilla Parishads and the Panchayat Samitis and non-official members of each of the Sthayee Samitis including Karmadhyakshas shall be entitled to T.A./D.A. at the usual rates provided that such journeys are performed at the request of the Karmadhyaksha of

the Sthyaee Samiti or the Sabhadhipati or the Sabhapati of the concerned Zilla Parishad or Panchayat Samiti as the case may be, in writing or are authorised by a resolution of the Sthayee Samiti concerned at the meeting.

(iv) The office-bearers of Zilla Parishads and Panchayat Samitis and non-official members of each of the Sthayee Samitis including Karmadhyakshas will be paid from the fund of the concerned Zilla Parishad or the Panchayat Samiti, as the case may be, in the shape of contingent expenditure, the actual cost of travelling performed within a radius of eight KM through less costly mode of transport for the purpose of inspection and supervision of work provided that such journeys are performed at the request of the Karmadhyaksha of the Sthayee Samiti or the Sabhadhipati or the Sabhapati of the concerned Zilla Parishad or Panchayat Samiti, as the case may be, in writing or are authorised by a resolution of the Sthayee Samiti concerned at a meeting.

3. The Governor has been further pleased to direct that—

(i) Every bill for T.A./D.A. of the office-bearers and members of the Zilla Parishads and the Panchayat Samitis and their Sthayee Samitis should be accompanied by a tour-diary duly approved by the controlling authority after his satisfaction. The Divisional Commissioner shall continue to be the controlling authority in respect of the Sabhadhipati of the Zilla Parishad and the Sabhadhipati shall continue to be the controlling authority in respect of other members of the Zilla Parishad. Similarly, the Sub-divisional Officer shall continue to be the controlling authority in respect of the Sabhapati of the Panchayat Samiti and the Sabhapati shall continue to be the controlling authority in respect of other members of the Panchayat Samiti.

(ii) For the purpose of reimbursement of the cost of travelling referred to in paragraph 2(iv) above, individual members should produce the contingent bill along with a certificate to the effect that he has actually incurred the expenditure in connection with the official work of the Zilla Parishad or the Panchayat Samiti. Such contingent expenditure may be incurred from 5% of the fund earmarked for contingent expenditure out of the allotments made for execution of schemes assigned to the Zilla

Parishad/Panchayat Samiti by different departments of Government and be passed for payment with the approval of the Sabhadhipati of the Zilla - Parishad or the Sabhapati of the Panchayat Samiti, as the case may be.

(iii) For the purpose of payment of T.A./D.A. and reimbursement of the cost of travelling, individual claims of the members shall be deter-mined on the basis of journeys commencing from and to their usual place of residence.

4. Government shall bear all the expenses for payment of T.A./D.A. to the office-bearers and non-official members of the Zilla Parishads and the Panchayat Samitis including their Sthayee Samitis and the Zilla Parishad/ Panchayat Samiti Fund will be augmented for the purpose by payment of grants from Government in this Department.

5. This order issues with the concurrence of the Finance Department vide their un-official No. Group-B 382 dated 14.8.81.

Yours faithfully,

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

(Vide also Circular No. 19804-Panch dated 1.9.82 on maintenance of gradation list of 2P employees in “Addenda”)

No. 25093-VIII/Panch/2E-3/81

Dated: 9.9.81

Sub: Revision of structure of emoluments of the employees under Panchayati Raj Institutions in this State

MEMORANDUM

In Finance Department’s resolution No. 9716-F dated 16.11.77, Government constituted a Pay Commission to examine and recommend what changes should be made in the structure of emoluments and other allied matters in respect of all employees under the rule-making control of Government along with all the employees under different Panchayati Raj Institutions in this State.

The Commission submitted their final reports in October, 1980.

2. After careful consideration of these recommendations the Governor is pleased to direct that in the Panchayati Raj Institutions Viz. Gram Panchayat/ Anchal Panchayat,/Panchayat Samiti/Anchalik Parishad and Zilla Parishad, all employees occupying the posts on the existing scale of pay as described in column (2) and (3) of Annexure shall be entitled to draw pay in the revised scales of pay as shown against each of the posts in column (4) of the said Annexure. The details of the scales as shown against each of the posts in column (4) will be found in West Bengal Services (R.P.A.) Rules, 1981.

3. In respect of application of the revised scale of pay fixation of initial pay in the revised scale of pay, option and other allied matters the provisions of the West Bengal Services (Revision of Pay and Allowance) Rules, 1981 as promulgated with Finance Department Notification No. 5691-F dated 28.7.81 and the Finance Department Memorandum No. 5690-F dated-28.7.81, explanatory of the said rules and on allied matters shall apply mutatis mutandis to employees under Panchayati Raj Institutions in this State. A copy of the aforesaid rules and explanatory Memorandum published in the extra-ordinary issue of the “Calcutta Gazette” dated the 31st July, 1981 will be forwarded in due

course.

4. Option: The option shall be exercised in writing in the form set out in Schedule II to the West Bengal Services (Revision of Pay and Allowance) Rules, 1981 to the authority mentioned below:

(A) in the cases of all occupants of the posts under Zilla Parishads mentioned in Annexure, to the Executive Officer of the respective Zilla Parishad.

(B) in the cases of all occupants of the posts under Panchayat Samiti/Anchalik Parishad mentioned in Annexure, to the Executive Officer of the respective Panchayat Samiti/Anchalik Parishad.

(C) in the cases of all occupants of the posts under Gram Panchayat/Anchal Panchayat mentioned in Annexure, to the Block Development Officer of the respective blocks.

The option once exercised shall be final and cannot be modified at any subsequent date.

5. The order shall be effective and shall be deemed to have been effective from 1st April 1981.

6. This order issues with the concurrence of the Finance Department of this Government vide their Un-official No. 1398 Group 'J' dated, 20.8.81.

7. Separate orders regarding Chowkidars and Dafadars will be issued shortly.

By order of the Governor,

Sd/- B. C. Mukherjee

Secretary to the Government of West Bengal

(Enclosure to G.O. No. 25093/Vn/Panch/2E-3/81 dated, 9.9.81)

Panchayat Samiti/Anchalik Parishad

SI. No.	Name of the post	Existing Scale of Pay	Revised Scale of Pay
(1)	(2)	(3)	(4)
1.	Clerk	Rs. 230-350/-	Rs. 300-685/-
2.	Peon	Rs. 135-165/-	Rs. 220-388/-
Gram Panchayat/Anchal Panchayat			
1.	Secretary	Rs. 160-250/-	Rs. 300-685/-

2.	Asstt. Secretary (in Purulia district and Islampur Sub-Division of West Dinajpur district)	(1) Rs. 160-250/- (2) Rs. 145-230/-	(i) If the minimum educational qualification required is S.F./ Matriculate Rs. 300-685/- (ii) Otherwise Rs. 280-617/-
3.	Job-Assistant	Rs. 160-250/-	Rs. 300-685/-

ANNEXURE

Enclosure to G.O. No. 25093/VHI-Panch/2E-3/81 Dated 9.9.81 Zilla Parishad

SI. No.	Name of posts	Existing scale of pay	Revised scale of pay
1	2	3	4
1.	District Engineer (in the rank of Executive Engineer)	Rs. 825-1,4751- Administrative allowance Rs. 75/- in some districts	Rs. 1,100-1,900/- No administrative allowance
2.	District Engineer (in the rank of Assistant Engineer)	Rs. 475 - 1,150/- Rs. 325 - 1,000/- Rs. 500 - 800/-	Rs. 660-1,600/-
3.	Assistant Engineer	Rs. 475 – 1,100/-	Rs. 660-1,600/-

4.	Sub-Assistant Engineer/ Estimator/Overseer/Surveyor/ Draftsman	(i) Rs. 300 – 600/- (a) higher initial at Rs. 330/-and Spl. pay Rs. 50/- for S.A.E./ Estimator in some cases (b) Spl. pay between Rs. 25/-and Rs. 50/- in some cases (ii) Rs. 280-	1. Sub-Assistant Engineer/ Estimator/Overseer/Estimator-cum-Draftsman Rs. 425-1,050/- No Spl. pay. No Spl. Allowance. 2. Draftsman/Surveyor Rs. 380-910/- 3. Assistant Surveyor
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		500/- (iii) Rs. 230-425/- (iv) Rs. 180-350/-	(i) If minimum educational qualification is S.F/ Matriculate Rs. 300-685/- (ii) Otherwise Rs. 280-617/-
5.	Junior Draftsman	Rs. 230-425/-	1. Where minimum educational qualification required is S.F./ Matriculate Rs. 300-685/- 2. Otherwise Rs. 280-617/-
6.	Tracer-cum-Amin	Rs. 230-425/-	
7.	Assistant Estimator	(i) Rs. 230-425/- (ii) Rs. 180-350/-	
8.	Engineering Store-Keeper and Tube-well Mechanic	Rs. 180-350/-	
9.	Work Assistant/Work Sarkar/Road Sarkar	Rs. 180-350/-	Rs. 300-685/-
10.	Tracer	Rs. 180-350/-	Rs. 280-617/-
11.	Roller Mistry/Tube-well Mistry Tubewell/Expert		
12.	Machine Driver (Bankura)	Rs. 180-350/-	Rs. 260-537/-
13.	Jeep Driver-cum-Mechanic	Rs. 180-350/-	Rs. 280-617/-
14.	Electrician	Rs. 180-350/-	Rs. 260-537/-
15.	Roller Driver	(i) Rs. 180-350/- (ii) Rs. 160-250/-	Rs. 280-617/-
16.	Plumber Mistry	Rs. 160-250/-	Rs. 260-537/-
17.	Jeep Driver	(i) Rs. 230-425/- (ii) Rs. 180-350/-	Rs. 280-617/-
18.	Telephone Operator	(i) Rs. 230-425/- (ii) Rs. 180-350/-	Rs. 300-685/-
19.	Medical Superintendent	Rs. 450-950/-	Rs. 660-1,600/-

20.	Medical Officer	(i) Rs. 375-650/- (ii) Rs. 310-600/- (iii) Rs. 300-600/- (iv) Rs. 330-550/- (v) Rs. 230-425/- (vi) Rs. 200-350/- (vii) Rs. 175-275/- (Unregistered)	1. For M.B.B.S. Rs. 500-1,360/ 2. For L.M.F. Rs. 440-1,170/- 3. For others Rs. 280-617/-
21.	Compounder/Pharmacist	(i) Rs. 230-425/- (ii) Rs. 180-350/- (iii) Rs. 160-250/- (iv) Rs. 160-225/- (v) Rs. 145-200/- (Unqualified)	1. For Diploma holders Rs. 360-815/- 2. For other Registered Pharmacist Rs. 300-685/-
22.	Medical Store-Keeper	Rs. 230-425/-	1. For posts where minimum re-cruitment qualification is S.F./
23.	Leprosy Assistant	Rs. 180-350/-	Matriculate Rs. 300-685/-

24.	Laboratory Assistant	Rs. 180-350/-	2. For others Rs. 280-617/-
25.	Dispensary Attendant-cum-Night 'Guard/Dispensary Helper	(i) Rs. 135-180/- (ii) Rs. 110-155/-	Rs. 220-388/-
26.	Dispensary Sweeper	(i) Rs. 60/- (Fixed) (ii) Rs. 50/- (Fixed) (iii) Rs. 20/- (Fixed)	Rs. 220-388/- provided the incumbents are employed on whole time basis
27.	Homoeopathic Medical Officer	(i) Rs. 230-425/- (ii) Rs. 200-320/-	1. For Degree holders Rs. 500-1,360/- 2. For Diploma holders Rs. 440-1,170/-
28.	Homoeopathic Inspector	Rs. 330-550/-	3. For others Rs. 280-617/-
29.	Homoeopathic Doctor	Rs. 180-350/-	
30.	Kaviraj	Rs. 180-350/-	
31.	Ferry Supervisor	(i) Rs. 330-550/- (ii) Rs. 230-425/-	Rs. 300-685/-
32.	Pound and Ferry Inspector	Rs. 330-550/-	
33.	L.D. Asst.-cum-Press Manager	Rs. 230-425/-	
34.	Compositor-in-Charge	(i) Rs. 230-425/- (ii) Rs. 180-350/-	Rs. 300-685/- (No Spl. Pay) Rs. 280-617/- (No Spl. Pay)
35.	Compositor	plus special pay Rs. 10/-	
36.	Binder-cum-Ruler	Rs. 180-350/-	Rs. 260-537/-
37.	Paper Shifter	Rs. 160-250/-	Rs. 245-455/-

38.	Machine man	(i) Rs. 160-250/- (ii) Rs. 145-230/-	1. Rs. 280-617/- (Power driven press) 2. Rs. 245-455/- (Hand press)
39.	Ink man	(i) Rs. 150-230/- (ii) Rs. 135-180/-	Rs. 230-414/-
40.	Pressman	Rs. 145-230/-	1. Rs. 280-617/- (Power driven press) 2. Rs. 245-455/- (Hand press)
41.	Wearing Teacher	(i) Rs. 180-350/- (ii) Rs. 160-300/-	Rs. 260-537/-
42.	Adhyapak (Burdwan		1. If minimum educational qualification is S.F. or Matriculate Rs. 300-685/- 2. For others Rs. 280-617/-
43.	Office Superintendent, Head Clerk, Head Asst., Head Clerk-cum-Accountant, Head Asst. - cum-Accountant, Accountant-cum-Office Superintendent, Accountant in the office of the Zilla Parishad or in the office of the District Engineer of the Zilla Parishad	(i) Rs. 450-615/- (ii) Rs. 435-615/- (iii) Rs. 420-615/- (with Special pay if any)	Rs. 425-1,050/- (No Special Pay)

44.	Sectional Head Clerk, Head Asstt., Head Clerk, Head-Clerk-cum-Accountant, Accountant, Asstt. Accountant in the office of the Zilla Parishad or in the office of the District Engineer of the Zilla Parishad	(i) Rs. 375-600/- (ii) Rs. 350-580/- (iii) Rs. 330-550/- (iv) Rs. 300-600/- (with Special pay if any)	Rs. 380-910/- (No Special Pay)
45.	Asstt. Accountant in the office of the Zilla Parishad or in the office of the District Engineer of the Zilla Parishad	Rs. 230-425/- (With Special pay if any)	Rs. 300-685/-
46.	U.D. Asstt./Senior Grade Clerk	Rs. 330-550/-	Rs. 380-910/-
47.	Stenographer	Rs. 330-550/-	Rs. 380-910/-
48.	Steno-Typist	(i) Rs. 330-550/- (ii) Rs. 230-425/-	Rs. 300-685/-
49.	L.D. Clerk/Junior Clerk/ Tracer Clerk	Rs. 230-425/-	1. For L.D. Clerks & others where recruitment qualification is S.F. or equivalent Rs. 300-685/- 2. For others with lower qualification Rs. 280-617/-
50.	Clerk-cum-Cashier	Rs. 230-425/- Spl. Pay Rs. 25/- in some cases	
51.	Typist	(i) Rs. 230-425/- (ii) Rs. 180-350/-	
52.	Muharrier	Rs. 180-350/-	
53.	Store-Keeper	Rs. 180-350/-	
54.	Record-Keeper	Rs. 180-350/-	

55.	Record-Supplier	(i) Rs. 180-350/- (ii) Rs. 160-250/- (iii) Rs. 150-230/-	Rs. 245-455/-
56.	Cash Muharrier	Rs. 160-250/-	Rs. 245-455/-
57.	Cash Sarkar		
58.	Duftary	(i) Rs. 160-250/- (ii) Rs. 145-230/- (iii) Rs. 135-180/-	Rs. 230-414/-
59.	Asstt. Jeep Driver-cum-Cleaner (Murshidabad Zilla Parishad)	Rs. 160-250/-	Rs. 245-455/-
60.	Khansama	Rs. 145-230/-	Rs. 230-414/-
61.	Overseer-cum-Tashildar	Rs. 145-230/-	
62.	Asstt. To Overseer	Rs. 145-200/-	
63.	Class IV employees including Chainman, Durwan, Night Guard, Chowkidar, Dom, Cleaner, Sweeper, G.D.A., Roller Cleaner etc	(i) Rs. 135-180/- (ii) Rs. 120-165/- (iii) Rs. 90-120/- (iv) Fixed Pay (v) Rs. 128/- (Sweeper) (vi) Rs. 123/- (Sweeper)	Rs. 230-288/- Provided those on fixed pay now are employed on whole time basis.
64.	Dresser (Birbhum Zilla Parishad)	Rs. 160-250/-	Rs. 245-455/-
65.	Nurse (Hooghly Zilla Parishad)	Rs. 230-425/-	Rs. 300-685/-

(Vide also Circular No. 22121-Panch dated 27.7.83 & No. 2003 dated 15.2.83 in “Addenda”)

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Department Of Panchayat & Rural Development

No. 25278-III/Panch/IP-53/81
21.9.81

Dated

From: The Joint Secretary to the Government of West Bengal

To: The Director of Panchayats, West Bengal

**Sub: Validity of Panel for recruitment to the post of Job Assistant—
Clarification regarding.**

The undersigned is directed to say that in terms of the Govt. Order No. Cell-III-22645/Panch dt. 3.10.80 the panel of selected candidates for the post of Job-Assistant of a Gram Panchayat as prepared by the Selection Committee of the Block Level is to remain valid for a period of one year from the date of its preparation.

The undersigned is directed by order of Governor to clarify that the period of one year shall be computed from the date of communication of the panel to

the Pradhan/Upa-Pradhan of the Gram Panchayat concerned.

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 26365(14)/III/Panch/2A-83/81

Dated: 10 11.81

From: The Assistant Secretary to the Govt. of West Bengal

To: The Executive Officer Zilla Parishad

Subject: Retention of 'D' Category (Glass IV) employees of the Zilla Parishads in service beyond 60 years.

The undersigned is directed to say that the Govt. employees belonging to 'D' Category (Class IV) who entered into service prior to 1.7.48 are required to retire from service with effect from the afternoon of the last day of the month in which they attain the age of 60 years. These employees are also eligible for being retained in service beyond 60 years up to the age of 65 years provided they continue to be both physically and mentally fit for further service. As the employees of the Zilla Parishads are given more or less the same benefits as are sanctioned by Govt. from time to time for their employees on identical posts, a question has now arisen as to whether the 'D' category (Class IV) employees of the Zilla Parishads who entered into services under the erstwhile District Boards prior to 1.7.48 will also be retained in service beyond 60 years and till their attaining the age of 65 years. After careful consideration

of the matter it has been decided by Govt. that the 'D' Category (Class IV) employees of the Zilla Parishads who entered into services prior to 1.7.48 under the erstwhile District Boards may also be retained in service by the Zilla Parishads concerned till they attain the age of 65 years.

2. It has further been decided by Govt. that the retention in service of such employees for the first 2 years (i.e. from 60 years to 62 years) should be granted as extension of service provided these employees remain both physically fit and mentally alert and their services till 60 years are continuous. For this purpose Govt. will relax u/r. 2(2) of the West Bengal Zilla Parishads (Leave & Retirement of Staff) Rules, 1973 in favour of the concerned employees the requirement of rule 6 *ibid*. Retention of these employees in service beyond 62 years to 65 years will however be sanctioned as re-employment on year to year basis provided the employees continue to be both physically fit and mentally alert.

3. The Zilla Parishads are however advised to refer each individual case of such extension of service or re-employment, as the case may be, to the Govt. well ahead so that the Govt. can issue necessary orders before the extension of service or re-employment actually takes place. Such a proposal should be accompanied by a resolution of the Zilla Parishad duly adopted in a meeting and should indicate the exact date of birth and entry into service of the in-cumbent concerned. In no case the Zilla Parishad should retain any employee in service without obtaining prior approval of the Govt.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

No. 29685/Panch/2A-21/78

Dated 16.12.81

From: The Joint Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Recruitment to the posts of Job Assistant under the Gram Panchayats

The undersigned is directed to refer to Govt. Order No. 98-Panch dt. 8.1.79, 9468-Panch dt. 6.6.79 and 215-Panch dt. 1.8.79 issued in the matter of recruitment to the posts of Job Assistant and to say that the Governor has now been pleased to make the following further clarifications:

1. Government instructions regarding equal importance to the written and oral interview as mentioned in the Govt. Order No. 215-Panch dt. 1.8.79 referred to above should mean that the merit list of the candidates be prepared on the basis of the aggregate arrived at by taking together the marks obtained in written as well as oral tests of the candidate. To prevent any confusion, it has been decided that henceforth there shall be a written test of 100 marks consisting of 20 in English, 30 in Bengali/Nepali and 50 in Arithmetic. All candidates securing the qualifying marks of 40 should be called for an oral test where each member of the Interviewing Board should give his mark of assessment out of 50. The aggregate of these marks should then be divided by the number of members including the Chairman present in the Board and the result (rounded off when necessary) should be added to the mark obtained by the candidate in the written test. The merit list will be prepared on the basis of this final score of a candidate.

The question paper in all cases should be set by the S.D.O. as Chairman of the Committee.

2. The Selection Committee will henceforth forward the panel of two eligible candidates to the concerned B.D.O. who in his turn will send the name and particulars of only the first candidate to the Gram Panchayat for issue of the appointment letter within a fortnight from the date of receipt of the intimation. If the first candidate does not join within a month from the date of receipt of the appointment letter or if he leaves the job after joining before the expiry of the validity of the panel, the name and particulars of the second candidate lying with the B.D.O. should be sent expeditiously to that Gram Panchayat. If the panel is exhausted within the period of validity or if the vacancy

cannot filled up due to expiry of the validity of the panel, the Sub-Divisional Recruitment Committees should be approached for preparation of fresh panel.

3. The Pradhan while issuing the letter of appointment should ensure that it is sent to the candidate as a Registered letter with acknowledgement due. He should also simultaneously send a copy of the said appointment letter to the B.D.O. who on receipt of it would summon the candidate to verify if the letter had duly been received by him. If necessary, the B.D.O. should supply an attested copy of the appointment letter to the candidate who would be entitled to report for joining on the strength of that attested copy.

4. All District Officers, Sub-Divisional Officer and Block Development Officers are being informed direct.

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 31800/Panch/2A-21/78

Dated 4.1.82

From: The Joint Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

CORRIGENDUM

For the words “Sub-Divisional Recruitment Committee” appearing in the penultimate line of para-2 of this Department order No. 29685-Panch dated 16.12.81 regarding recruitment to the posts of Job Assistant please substitute the words “Block Level Selection Committee”.

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal



No. 4316/VIII/Panch/2E-3/81

Dated 22.2.82

Sub.: Revision of structure of emoluments of the Chowkidars and Dafadars under the Gram/Anchal Panchayats

MEMORANDUM

The question of examination of the structure of emoluments of the Chowkidars and Dafadars was referred to the Second Pay Commission set Up by the Govt. in Finance Deptt's Resolution No. 9716-F dt. 16.11.77. After careful consideration of the recommendation of the Pay Commission, the Governor has been pleased to direct that the monthly rate of contribution by Govt. towards increase in salary of the Dafadars and Chowkidars under the Gram/Anchal Panchayats shall be revised with effect from 1.4.81, 1.8.81 and 1.1.82 as follows:

Name of the Post	Items	Rate of Contribution by Government			
		Existing rate as on 31.3.81	Revised rate with effect from 1.4.81	Further revised rate with effect from 1.8.81	Further revised rate with effect from 1.1.82
		Rs.	Rs.	Rs.	Rs.

1. Dafadar	(a) Pay	-	100.00	100.00	125.00
	(b) Dearness Pay	135.00	31.00	31.00	31.00
	(c) Dearness Allowances	-	49.00	49.00	56.00
	(d) Addl. D.A.	-	16.00	25.00	25.00
	Total	135.00	196.00	205.00	237.00
2. Chowkidar	(a) Pay	-	100.00	100.00	100.00
	(b) Dearness Pay	135.00	31.00	31.00	31.00
	(c) Dearness Allowances	-	49.00	49.00	56.00
	(d) Addl. D.A.	-	16.00	25.00	25.00
	Total	135.00	196.00	205.00	237.00

2. Payment of interim relief sanctioned to Dafadars and Chowkidars with effect from 1.8.81 under G.O. No. 6006-F dt. 6.8.81 should not be drawn separately and the amount already drawn under that G.O. should be adjusted.

3. The question of review of the cadre of Dafadars and Chowkidars under the Gram/Anchal Panchayats is under active consideration of Govt. The Governor is further pleased to direct that, pending review of the cadre, the existing vacancies in the post of Dafadars may be filled up by promotion from amongst the Chowkidars with due importance to seniority but the existing vacancies in the post of Chowkidars as well as the future vacancies caused by promotion, retirement or otherwise shall not be filled up until further instructions from Government.

4. Necessary action to implement this order will be taken by the Director of Panchayats, West Bengal.

5. This order issues with the concurrence of the Finance

Department vide their un-official No. 355 Group-J dt. 22.2.1982.

By order of the Governor

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 12080/III/Panch/2S-4/81

Dated 30.4.82

From: The Asstt. Secretary to the Government of West Bengal

To: The District Panchayat Officer,

Sub: Leave of the Job-Assistants of Gram Panchayats

The undersigned is directed to say that it has come to the notice of the Government that the Job-Assistants are often allowed by the appointing authorities viz. Prodhans of the concerned Gram Panchayats to undergo training which have no relevance to their services resulting in dislocation of the services performed by them. The Govt. desires that in no case Job-Assistants of any other categories of employees of the Gram Panchayats should be allowed by their respective appointing authorities or any authority to undergo such training, which are not relevant to their services. The District Panchayat Officer is accordingly requested to see that henceforth no Job-Assistants or other categories of employees of the Gram Panchayats within the district are permitted to undergo any such training.

2. Prodhans of all Gram Panchayats within the district and others concerned may be informed accordingly.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No.19804/(15)/III/Panch/2E-96/82

Dated: 1.9.82

From: The Assistant Secretary to the Government of West Bengal

To: The Executive Officer, Zilla Parishad

Sub: Maintenance of Gradation List of Zilla Parishad employees.

The undersigned is directed to say that maintenance of a gradation list for different categories of employees of Zilla Parishad is essential for the purpose of making promotion which is done on the basis of seniority. This department is not aware if the gradation lists of Zilla Parishad employees are maintained systematically so that there may not be any difficulty at the time of making promotion.

To obviate any such difficulty the Zilla Parishad is requested to maintain systematically the Gradation List of different categories of its

employees—Clerical as well as technical in the proforma appended below. The Gradation Lists are to be revised and brought up-to-date in January each year.

Proforma

Gradation List of Zilla Parishad Staff as on the 1st January, 19.....

..... Zilla Parishad.

1. Name of the Post/Cadre.....

2. Scale of Pay
.....

3. No. of sanctioned posts—

(a) Permanent
.....

(b) Temporary
.....

SI. No.	Name and Educational Qualification	Date of birth	Date of first appointment Officiating/Substantive
1	2	3	4

Date of appointment to the present post Officiating/Substantive	Pay	Date of next increment	Residential address
1	2	3	4

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 332EDN(P)/10M-7/79

Dated 12.3.79

From: M. M. Sinha Roy, Deputy Secretary to the Govt. of West Bengal

To: The Director of Primary Education, West Bengal

Sub: Grant of special casual leave to Primary School Teachers on the days they attend meeting of Panchayat Bodies

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order that non-Government Primary School Teachers who have been elected members of the Zilla Parishads, Panchayat Samitis and Gram Panchayats, be granted special casual leave (to be treated as on duty) for their attending meetings of the Zilla Parishads, Panchayat Samitis and Gram Panchayats, as the case may be, provided they produce documents to the concerned authorities to show that they actually attended the meetings of the Zilla Parishads/Panchayat Bodies for the day(s) in question.

Sd/- M. M. Sinha Roy

Deputy Secretary





Department Of Panchayat & Rural Development

555-Edn(S)/2L-4/79

Dated Calcutta, the 18th May, 1979

From: Shri S. N. Chowdhury, Deputy Secretary to the Government of West Bengal

To: The Secretary, West Bengal Board of Secondary Education

Sub: Grant of special leave to the staff of recognised non-Government Secondary Institutions for attending meetings of Panchayat Bodies

Sir,

I am directed to say that a number of teachers and non-teaching employees of recognised non-Government Secondary Schools have been elected as members of the Gram Panchayats/Samitis and Zilla Parishads. They have, sometimes, to attend the meetings of the said bodies during the school hours. There is no provision in the existing leave rules for granting special leave to the employees of such institutions when they attend the meetings of the Panchayat Bodies as members.

It is, therefore, requested that, pending amendment of the leave rules, the Board may kindly issue necessary instruction to the authorities of the schools concerned to grant special casual leave, as and when necessary, to the staff of recognised non-Government Secondary Schools for attending meetings of Zilla Parishads, Panchayat Samitis and Gram Panchayats as the case may be. Such leave (to be treated as duty) may be sanctioned on production of

documents to show that they actually attended the meetings for the day or days for which special casual leave is required.

Yours faithfully,

Sd/- S. N. Chowdhury

Deputy Secretary

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Department Of Panchayat & Rural Development

No. 9468 Panch/2A—21/78

Dated 6.6.79

From: The Joint Secretary to the Government of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Recruitment to the posts of Job Assistant under the Gram Panchayats

In modification of para 2 of Govt. Order No. 98 Panch/2A-21/78 dated 8.1.79 in connection with recruitment to the posts of Job Assistant, the under-signed is directed by order of the Governor to say that the appointment to the post of Job Assistant will be made by a Gram Panchayat under Sub-section (1) of Section 36 of the West Bengal Panchayat Act, 1973, according to the norms and procedure laid down below:

(a) The candidates should be residents of the concerned Block (Panchayat Samiti) area. The minimum educational qualification for appointment to the post should be that the candidate has passed the Madhaymik Examination. The age of entry into service shall be between 18 and 35 years, the upper age limit being relaxable by 5 years in case of candidates belonging to Scheduled Castes, Scheduled Tribes and Hillmen. Preference may, however, be given to the candidates who know cycling.

(b) The recruitment of the Job Assistant will be made from the open market without reference to the Employment Exchange by inviting applications through advertisements in the local newspaper and by publication of notices in the conspicuous places within the Block. The applications will be invited by the Convenor of the Block Level

Selection Committee consisting of—

**(i) Sub-Divisional Officer
— Chairman**

**(ii) Sabhapati of the Panchayat Samiti concerned
— Member**

**(iii) Sahakari Sabhapati of Panchayat Samiti concerned
— Member**

**(iv) MLA or MLAs of the Block concerned (not being Ministers)
— Member**

**(v) Representative of the Minister where the Minister is the MLA of the Block concerned

— Member**

**(vi) District Panchayat Officer
Member —**

**(vii) Block Development Officer
Member-Convenor —**

(viii) Pradhan of the Gram Panchayat in respect of which a candidate is selected

— Member

(c) The candidates should furnish along with their applications the residential certificates to be issued by the Pradhans of the Gram

Panchayats within whose area they reside. The candidates must also quote Employment Exchange Registration number in their applications. In case any candidate has not registered himself in the Employment Exchange, he should get himself enrolled in the local Employment Exchange before submission of application.

(d) There should be a written test to be held by the Selection Committee after which an oral interview may be held for the candidates who have qualified in the written test. The Selection Committee will prepare a panel of selected candidates arranged in order of merit (not exceeding two) for each Gram Panchayat and send the same to the Gram Panchayat concerned for issue of appointment letter. The panel of candidates, as prepared by the Selection Committee will be binding on the Gram Panchayat and no revision should be allowed. In case the first candidate of the panel does not accept the offer of appointment, the second candidate may be appointed. If neither of them is available, fresh panel should be prepared.

(e) 15% and 5% of the posts within each block should be reserved for candidates belonging to Scheduled Castes and Scheduled Tribes respectively. For this purpose the Selection Committee should follow the 20-point roster prescribed by the State Government. The placement of vacancies in the 20-point roster will be determined strictly on the basis of the numerical serial of the Gram Panchayats occurring in the Gazette Notification constituting each Panchayat Samiti (This has been illustrated in the Appendix).

2. In pursuance of G.O. No. 98 Panch/2A-21/78 dated 8.1.79 some Block Level Selection Committees might have already received names of candidates from the Employment Exchange, held written test or oral interview for those candidates, and even prepare panels of suitable candidates for appointment of Job Assistants. The action so far taken by the Selection Committees should be treated as cancelled. All such candidates should be advised by the Block level Selection Committee to submit applications after open advertisements and the cases would be considered along with others. However, any appointment made by Gram Panchayat on the basis of panel received from the Selection Committee before the receipt of Government instructions staying further proceedings in the

matter of recruitment of Job Assistant should hold good.

3. All District Officers, Sub-divisional Officers, and Block Development Officers are being informed direct.

N. R. Halder

Joint Secretary to the Govt. West Bengal

APPENDIX

Illustration showing placement of vacancies for Scheduled Castes and Scheduled Tribes for recruitment to the posts of Job Assistant under Gram Panchayats (vide para 1 (e) of Govt. Order No. 9468 Panch 2A-21/78, dated 6.6.79.

20 Point Roster

1st vacancy	: Unreserved	11th vacancy	: Unreserved
2nd vacancy	: Unreserved	12th vacancy	: Unreserved
3rd vacancy	: Scheduled Caste	13th vacancy	: Scheduled Caste
4th vacancy	: Unreserved	14th vacancy	: Unreserved
5th vacancy	: Unreserved	15th vacancy	: Unreserved
6th vacancy	: Unreserved	16th vacancy	: Unreserved
7th vacancy	: Unreserved	17th vacancy	: Unreserved
8th vacancy	: Scheduled Tribe	18th vacancy	: Scheduled Caste
9th vacancy	: Unreserved	19th vacancy	: Unreserved
10th vacancy	: Unreserved	20th vacancy	: Unreserved

Copy of Radiogram No. 215/Panch/79 dated 1.8.79 from the Secretary, Panchayat & G.D. Deptt. Addressed to the District Magistrates of Hooghly/ Midnapore/Nadia/Burdwan/ Bankura/Murshidabad/Birbhum/Malda/West Dinajpur/24-Parganas/Howrah and endorsed to the District Magistrates of other Districts.

Please Refer to Panchayats & G.D. Deptt's No. 212/Panch/79 Dated

27.7.79 Regarding Recruitment of Job Assistants (.) The Following clarifications may be noted with regard to G.O. No. 9468/ Panch Dated 6.6.79 (.)

(One) The Candidate applying for the posts should have passed the Madhyamik Examination, School Final Examination or any other Equivalent Examination (.) (Two) Each candidate should be asked to give his option for 'one Gram Panchayat only and should specify the Gram Panchayat for which he is Willing to be considered (.) This should be done by a fresh advertisement block wise if options have not been already obtained (.) (Three) The Government gives equal importance to both the written test and the oral interview (.) The S.D.O. as Chairman of the Block Level Selection Committee will be in over-all charge in all aspects regarding the holding of written test (.) If any written test has already been held and the Block Level Selection Committee approves of it fresh written test need not be held (.) (Four) All other procedures communicated under G.O. No. 9468/Panch Dated 6.6.79 should stand (.) Immediate steps for recruit-ment of Job Assistants should be taken accordingly (.) inform all Concerned (.)



Department Of Panchayat & Rural Development

Superannuation of the employee's of the Zilla Parishads/Panchayat Samiti

No. 11332(15) AZP/3R-3/75
Calcutta the 23.5.80

Dated,

From: The Assistant Secretary to the Government of West Bengal

To: The Executive Officer, Zilla Parishad

Sub: Enhancement of the age of compulsory retirement in respect of the employees in subordinate service (Glass I) under Zilla Parishad

The undersigned is directed to say that in terms of rule 6 of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973, the employees of the Zilla Parishad including those coming under subordinate service (Glass IV) are due to retire compulsorily on attaining the age of 58 years.

But the employee in Govt. service included in Group 'D' are ordinarily due to

retire from service on attaining the age of 60 years.

The employees of Zilla Parishads have been moving Govt. persistently for a long time to fix their age of retirement at par with the similar category of Government Servants.

The acceptance of the demand involves amendment to rule 6 of the aforesaid Rules which cannot be made at this stage as the West Bengal Zilla Parishads Act, 1963, has since been repealed. Moreover, the question of revision of the structures of emoluments and the conditions of service in respect of the Zilla Parishad employees have been referred to the Pay Commission for consideration.

Pending recommendations of the Pay Commission in respect of the Zilla Parishad employees and decisions of the Govt. thereon and framing new Rules replacing the West Bengal Zilla Parishads (Leave and Retirement of Staff) Rules, 1973, I am directed by order of the Governor to say that the Govt. will have no objection to relax under rule 2(2) *ibid* the requirement of rule 6 in respect of an employee of the Zilla Parishad included in subordinate service (Class IV) if the concerned Zilla Parishad is agreeable to retain him in service up to attainment of the age of 60 years and approaches the Govt. for prior approval in each case.

The Zilla Parishad is accordingly advised to refer each such case to the Govt. for issue of necessary orders. Such a proposal should be accompanied by a resolution of the Zilla Parishad duly adopted in a meeting and indicating the exact date of birth of the incumbent concerned.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 11868(325)/AZP/2Z-4/74

Dated Calcutta, 22nd may, 1980

From: The Assistant Secretary to the Govt. of West Bengal

To: The Executive Officer, Panchayat Samiti, P.O.....
Dist.....

Procedure regarding appointment of Staff by Panchayat Samiti

Sub: Appointment of Peons of Panchayat Samitis to the posts of Clerk

MEMO

The undersigned is directed to say that the employees of Panchayat Samitis in this State have been moving the Government persistently for a long time for promotion of qualified peons employed under Panchayat Samitis to the posts of Clerk under the same bodies. In this connection his attention is invited to this Department memo No. 2231-AZP/2Z-4/74 dated 25.2.77 conveying the decisions of Government in the matter. A copy of that memo is enclosed for his information.

As the position in regard to promotion of these staff to the posts of Clerk remains the same as before even after replacement of the erstwhile Anchalik Parishads by Panchayat Samitis, the undersigned is directed by order of the Governor to reiterate that there would be no

objection if a Panchayat Samiti Peon who is duly qualified for the post of Clerk is appointed to the post of Clerk under any Panchayat Samiti as a direct recruit provided he is found otherwise suitable.

The Government would also have no objection to consider relaxation of upper age limit under rule 2(2) of the West Bengal Zilla Parishad (Leave & Retirement of Staff) Rules, 1973, in the case of an over-aged Peon, if and when necessary, for appointment to the post of Clerk in any Panchayat Samiti as a direct recruit.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal

Copy of memo No. 2231-AZP/2L-4/74 dated 25.2.77 from the Deputy Secretary, Department of Panchayats, addressed to the Director of Panchayats, West Bengal, regarding Appointment of qualified Peons of the Anchalik Parishads to the post of Clerk in Anchalik Parishads.

Ref : His D.O. No. 8603-DP

dated 16.11.76

The undersigned is directed to say that in the West Bengal Zilla Parishads Act, 1963 and the Rules made thereunder there is no provision for appointment of a Peon of an Anchalik Parishad to the post of Clerk under the same or any other Anchalik Parishad either by promotion or by transfer. Government do not, however, consider it desirable to go in for amendment of the Act and Rules at the present moment. Government do not also consider it expedient to introduce district cadre in respect of Anchalik Parishads Peons when the Anchalik Parishads are in suppression.

2. It has, however, been decided by Government that there would be no objection if the Anchalik Parishad Peons who are qualified for the post of Clerks are appointed to the post of Clerk under any Anchalik Parishad as direct recruits, provided they are otherwise found suitable. The appointment should, however, be made according to rules in force.

3. It has also been decided by Government that they would have no objection to consider relaxation of upper age limit under rule 2(2) of the West Bengal Zilla Parishad (Leave & Retirement of Staff) Rules, 1973 in the case of over-aged Peons, if and when necessary, for

appointment to the post of Clerk in any Anchalik Parishad as direct recruit.

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Department Of Panchayat & Rural Development

No. 12081-Panch/IT-17/79
May, 1980

Calcutta, The 27th

From: The Asstt. Secy. to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Subject: Remuneration for collecting Sarkars of Gram Panchayats

MEMO

The undersigned is directed to say that under rule 9(1) of the West Bengal Anchal and Gram Panchayats (Accounts & Audit) Rules, 1959 which are still in force in terms of the provision of section 219(g) of the West Bengal Panchayat Act, 1973, the remuneration to be paid to a Sarkar is to be fixed by the District Panchayat Officer concerned.

2. In suppression of this Department Order No. 6620 Panch/4A-3/70 dated 6.7.71 the undersigned is directed to say that in fixing the remuneration to be paid to a Sarkar for collection of the dues of the Gram Panchayat under the rule referred to above, the following principle should be followed: —

(i) the Gram Panchayat shall pay an allowance of Rs. 20/- per month to a Sarkar provided the number of Sarkars to be entertained by a Gram

Panchayat is determined in the following manner:

One Sarkar should be entertained by the Gram Panchayat if the collection figures in the previous year did not exceed Rs. 10,000/-. If the collection figure of the previous year exceeded Rs. 10,000/-the Gram Panchayat may entertain one additional Sarkar but the number of Sarkars under any Gram Panchayat shall not exceed 2 (two) in any case;

(ii) the rate of the commission payable to a Sarkar should be graduated in the following scale:

Amount of the tax	Rate of Commission collection
Up to Rs. 6,000/-	10% of collection
Above Rs. 6,000/-	15% of collection

3. It has also since been decided by Government that in order to enable the Gram Panchayat to meet the additional expenditure involved in payment of the said allowance to the Sarkar, the Government will sanction with effect from 1980-81, an equivalent amount as grant-in-aid to the Gram Panchayat to be credited to its fund.

4. The amount involved for payment of grants to the Gram Panchayats as stated in para 3 above will proceed against a new sub-head “(h) Contributions towards allowances of Sarkars under Gram Panchayats”, the opening of which is hereby sanctioned under the head, “314-Community Development (Pan-chayats)-III. Assistance to Panchayati Raj Institutions—Non-Plan Grants-in-aid/Contribution—(1) Grants-in-aid/Contributions to the Gram Panchayats.” Necessary fund will be provided thereunder by reappropriation in due course.

5. This has the concurrence of the Finance Department vide their un-official No. Group-B 342 dated 16.5.80.

6. The Accountant-General, West Bengal is being informed direct.

Sd/-B. L. Sen
Asstt. Secy. to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 17495(15)-Panch/0-38/78
17.6.80

Dated:

From: The Asstt. Secretary to the Govt. of West Bengal

To: The District Panchayat Officer

Subject: Payment of rent for hired office accommodation for Panchayat Samiti

MEMO

The undersigned is directed to say that in this Deptt. Circular No. 191 (324) Panch/0-38/78. dated 24.1.79 it was stated that the sitting accommodation of the Sabhapati of Panchayat Samiti and the office of Panchayat Samiti should be arranged in the existing office of the Block Development Officer and that additional accommodation, if necessary, should be arranged as far as practicable near the Block office by hiring suitable space for which fund would be provided by this Deptt. References have been/are being received in this Deptt. for allotment of fund for payment of house rent for additional

accommodation hired/proposed to be hired by different Panchayat Samitis.

2. The undersigned is to state that this Deptt. has been sanctioning from 1978-79 contingent fund @ Rs. 900/- per quarter to each Panchayat Samiti for the purpose of meeting the cost of house rent and electricity bills, etc. etc. Attention is drawn in this connection to para 2 (6) each of this Deptt. Nos. 4275(15) AZP/1G-44/78 dated 22.3.79 and 6350(15) AZP/1G-60/79 dated 24.3.80 in which allotments of funds were released for the aforesaid contingent expenditure of Panchayat Samitis during 1978-79 and 1979-80. Funds for such contingent expenditure during 1980-81 will be released as early as possible.

3. The undersigned is to clarify that the cost of house rent for hired accommodation of Panchayat Samiti not exceeding Rs. 200/- per month should be met out of the said contingent fund sanctioned to it by Government and that excess expenditure, if any, incurred by Panchayat Samiti on this account should be met by it from its own resources.

Sd/- B. L. Sen

Assistant Secretary to the Government of West Bengal

(Vide Circular no. 4770AZP dated 3.4.79 in "Addenda" regarding Expansion of existing office building of Z.P.)



Department Of Panchayat & Rural Development

No. 20020(1 l)/.AZP-2Z-4/74
17th July, 1980

Calcutta,

From: The Assistant Secretary to the Government of West Bengal

To: The District Panchayat Officer

Sub: Appointment of qualified Peons of Panchayat Samitis in the posts of Clerk-cum-Typist under them.

MEMO

The undersigned is directed to forward herewith a list of Peons now employed under different Panchayat Samitis in the district as shown against them who are reported to be duly qualified for appointment to the posts of Clerk-cum-Typist attached to Panchayat Samitis and to say that their cases may be considered against the vacant posts of Clerk-cum-Typist under different Panchayat Samitis in the district in terms of this Department's memo No. 11868(325)/AZP dated 22.5.80.

2. The undersigned is to say further that the qualified Peons as stated above will have to submit individual applications to the respective Panchayat Samitis where there are vacancies in the post of Clerk-cum-Typist. The applications shall be forwarded by the Executive Officer of the respective Panchayat Samitis under whom the applicants are now serving. The Panchayat Samitis who are to offer appointment to the post of Clerk-cum-Typist under them should satisfy themselves about the minimum educational qualification (Higher Secondary/School Final passed) of the applicants on the strength of the documentary evidence produced. Besides possession of the minimum educational qualification knowledge in typing (minimum speed 30 words per minute) should also be considered as an essential qualification for the post of Clerk-cum-Typist.

3. The Executive Officers of the Panchayat Samitis in the district may be informed accordingly.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal

(Vide also Circular No. 2932/III/Panch dated 1.2.83 in “Addenda” Section)



Department Of Panchayat & Rural Development

No. 20508(15)-Panch/2A-8/79
August, 1980

Calcutta, The 5th

From: The Asstt. Secy. to the Govt. of West Bengal

To: The District Panchayat Officer,

Subject: Irregular appointment of additional staff by the Gram Panchayats

MEMO

The undersigned is directed to say that it has come to the notice of Government that some Gram Panchayats are giving appointment to additional hands (with or without the approval of District Panchayat Officer) and thereafter are approaching Government for their absorption in the irregular set-up of the Gram Panchayats (say as Secretary) and thus are putting Government to a very embarrassing situation.

2. In this connection the undersigned is to say that the question of appointment of an additional hand by a Gram Panchayat may arise only

when there is a corresponding post in the establishment of a Gram Panchayat duly sanctioned. Under the proviso to sub-section (1) of section 36 of the West Bengal Panchayat Act, 1973, no post shall be created by a Gram Panchayat without the prior approval of the State Government or such authority subordinate to it as may be prescribed. No rule has yet been framed under the said Act empowering any subordinate authority to accord approval to the creation of any post by a Gram Panchayat.

In this connection rule 47 of the West Bengal Panchayat Rules, 1958 may be referred to. Under the said rule, an Anchal Panchayat may, with the prior approval of the District Panchayat Officer, appoint such additional staff as may be necessary for carrying out the work of the Anchal Panchayat. Be it mentioned that under the West Bengal Panchayat Act, 1957, there was no question of approval of State Government for the creation of any post by an Anchal Panchayat. As the West Bengal Panchayat Act, 1973, specifically enjoins that the prior approval of the State Government or any other competent authority is needed for the creation of any post by a Gram Panchayat, the provision of rule 47 of the West Bengal Panchayat Rules, 19⁵⁸ has become inconsistent with the provision of the proviso to sub-section (1) of section 36 of the said Act.

3. With a view to avoiding any scope for future complication in this regard, the District Panchayat Officer is requested not to accord approval under rule 47 of the West Bengal Panchayat Rules, 1958, to the appointment of any additional staff by a Gram Panchayat. He is further requested to see that the appointment of any additional staff irregularly made by a Gram Panchayat is terminated forthwith.

Sd/- B. L. Sen

Asstt. Secy. to the Govt. of West Bengal



Running Audit of the Gram Panchayats

No. 22473-Panch/2A-26/80

Dated: 30.9.80

ORDER

Whereas, the State Government has assigned various Rural Development Programmes to the Gram Panchayats for execution;

And Whereas, it is felt that day to day management of accounts and running audit will help the newly created Gram Panchayats to come to grips with various aspects of financial management;

And Whereas, the State Government has created the posts of Panchayat Accounts & Audit Officer for the above purpose;

Now, Therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973, the Governor is pleased to give the following instructions and directions for the guidance of every Gram Panchayat in the matter of assisting the Panchayat Accounts & Audit Officers in the discharge of their functions and taking other consequential actions:

Instructions and Directions

1. The Secretary of the Gram Panchayat shall remain present in the Gram

Panchayat office on the date/dates on which the Panchayat Accounts & Audit Officer is scheduled to visit his office according to the programme drawn up by him. It is desirable that the Pradhan of the Gram Panchayat should also make it convenient to remain present in the office.

2. The Secretary of the Gram Panchayat shall produce before the Panchayat Accounts and Audit Officer the books of accounts, cash books, registers and other papers in possession of the Gram Panchayat, as may be required for his examination. During the examination the Secretary of the Gram Panchayat shall explain all the papers and render such assistance as may be required by the Panchayat Accounts & Audit Officer.

3. The Gram Panchayat shall take into due consideration the observations recorded in writing during and after the examination by the Panchayat Accounts & Audit Officer in the matter of maintenance of the books of accounts, other registers and papers and take appropriate measures to rectify or reconcile the defects and discrepancies, in the manner indicated and within the time fixed by the Panchayat Accounts & Audit Officer. Immediately after the defects are rectified and discrepancies reconciled, the Gram Panchayat shall send a report to the Panchayat Accounts & Audit Officer stating the steps taken in the matter.

By Order of the Governor,

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

No. 22474-Panch/2A-26/80

Dated: 30.9.80

From: The Joint Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Subject: Duties and functions of the Panchayat Accounts & Audit Officers at the Block level

The undersigned is directed to say that in terms of the Government Order No. 128/Panch/2E-100/78 dated 10.1.79 the posts of the Panchayat Accounts & Audit Officers at the Block/Panchayat Samiti level were created for the purpose of organisation of Accounts and Internal Audit of Gram Panchayats within the block concerned. These Panchayat Accounts & Audit Officers at Block/Panchayat Samiti level will perform the following duties in the following manner:

(i) Panchayat Accounts & Audit Officers will draw up an advance programme to visit each of the Gram Panchayats within the jurisdiction of a Block at least once in every month for the purpose of organising the Accounts and conducting Internal Audit of the Gram Panchayats concerned. The advance programme will be drawn up in consultation with the Extension Officer for Panchayats of the Block concerned and with the approval of the Block Development Officer & Ex-Officio Executive Officer of the Panchayat Samiti. The advance programme will be intimated to the Pradhans and Secretaries of the Gram

Panchayats concerned.

(ii) Panchayat Accounts & Audit Officers will examine all books of accounts, records and registers including cash book and other documents in possession of the Gram Panchayats concerned.

(iii) Panchayat Accounts and Audit Officers are to regard themselves as a part of the management system of the Gram Panchayats. They will identify the errors, irregularities, illegalities, if any, in the matter of maintenance of accounts and make notes of the same. They themselves shall render all possible assistance in the matter of re-conciliation and rectification of the accounts of the Gram Panchayats concerned within a scheduled time. They shall make frequent visits to the Gram Panchayats to ensure that all errors, irregularities, etc. have been rectified.

(iv) The examination with verification of accounts will have to be recorded in the enclosed form of monthly report (Appendix I).

Three copies of the monthly report are to be prepared. One copy will be handed over to Pradhan for follow-up action and the second copy to be submitted to the JB.D.O. & Ex-Officio Executive Officer of the Panchayat Samiti through the Extension Officer for Panchayats. The third copy will be retained by the Panchayat Accounts & Audit Officer himself.

(v) When the Panchayat Accounts and Audit Officer shall feel that a Gram Panchayat is making persistent defaults in the matter of maintaining the accounts and registers, books or other papers concerned therewith, despite his repeated instructions and also when there is an irregularity of such serious nature as to need attention of higher authorities, he shall make a special report to the Block Development Officer and Ex-Officio Executive Officer of the Panchayat Samiti through the Extension Officer for Panchayats and shall mention the specific defaults of the Gram Panchayat and the corrective measures which were suggested by the Panchayat Accounts and Audit Officer.

(vi) Every three months ending on 30th June, 30th September, 31st December and 31st March of a financial year Panchayat Accounts and Audit Officers will prepare Internal Audit Reports in the enclosed form (Appendix II).

(vii) The Internal Audit Reports are to be prepared in triplicate. One copy will be forwarded to the Pradhans of the Gram Panchayats concerned and the other copy (i.e. second copy) will be marked to the B.D.O. & Ex-Officio Executive Officer of the Panchayat Samiti through the Extension Officer for Panchayats and the third copy will be retained by the Panchayat Accounts Audit Officer.

By order of the Governor,

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. Cell-III/22645/Panch/2A-21/78

Dated 3.10.80

From: The Joint Secretary, to the Govt. of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Validity of panel for recruitment to the post of Job Assistants.

MEMO

The undersigned is directed to say that after careful consideration it has since been decided that the panel of selected candidates for the post of Job Assistant of a Gram Panchayat prepared by the Selection Committee at the Block level shall remain valid for one year from the date of its preparation. It has further been decided that if the first candidate in the panel after joining the post of Job Asstt. tenders resignation within the validity period of the Panel, the second candidate in the panel shall be given appointment against the vacancy caused by such resignation.

2. If any vacancy occurs after the panel is exhausted or its validity expires, a reference should be made by the concerned Gram Panchayat to the Block level Selection Committee through the Block Development Officer for a fresh panel. The Selection Committee will prepare a fresh panel in accordance with the procedure already prescribed keeping in view that the vacancy being a new one will occur in order of rotation in the 20-point roster just after the point which was reached at the time of the last recruitment. For example, there are ten Gram Panchayats in a Block. At the time of initial recruitment, the Selection Committee while preparing the panel for each Gram Panchayat determined the character of each vacancy up to 10 (ten) point in the 20-point roster. Hence, the new vacancy will occur at point 11 (eleven) of that roster and the principle of Compulsory reference to 20-point roster will continue in that order for future vacancies.

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No.'1905-III/Panch/2E-41/80
21.1.81

Dated

From: The Assistant Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Appointment of staff by a Panchayat Samiti—Procedure regarding

The undersigned is directed to say that the procedure to be followed in the matter of recruitment of staff under a Panchayat Samiti has been under consideration of Government for some time past. It has since been decided that in consonance with the present recruitment policy prevailing in Government establishments the vacant posts under a Panchayat Samiti should also be filled up from amongst the qualified persons recommended by the concerned Employment Exchange through a Recruitment Committee the composition of which is prescribed below:

- (1) Sabhapati, Panchayat Samiti, Chairman.
- (2) Executive Officer, Panchayat Samiti Member Convenor.
- (3) Two members from the concerned Panchayat Samiti elected by the members from among themselves.....Member.

Any proposal for recruitment to fill a post should in the first instance be referred by the Executive Officer of the Panchayat Samiti to the Artha O Sanstha Sthayee Samiti. The Artha O Sanstha Sthayee Samiti will then forward the proposal to the Recruitment Committee referred to above to obtain names candidates from the local Employment Exchange and also

for preparation of a panel of at least two candidates in order of merit from amongst the persons recommended by the Employment Exchange through written tests and interviews as the committee may decide. The committee after preparation of the panel will submit the same to the Artha O Sanstha Sthayee Samiti for approval.

If the qualified Peons serving under Panchayat Samitis apply for the vacant post of Clerk-cum-Typist under the same or other Panchayat Samitis their cases should also be considered in terms of the instructions contained in this Deptt. Memo No. 11868 (325)/AZP dt. 22.5.80 and No. 20020 (11) AZP dt. 17.7.80.

As required under the law. 15% and 5% of the posts under the respective Panchayat Samitis should be reserved for the candidates belonging to the scheduled Castes and Scheduled Tribes respectively. For this purpose the selection Committee should follow the 20-point roster prescribed by the State Government. The placement of vacancies in the 20-point roster in respect of each category will be determined keeping in view that the concerned vacancy being a new one will occur in order of rotation in the 20-point roster just after the point which was reached at the time of last recruitment in the said category of the posts.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal



Department Of Panchayat & Rural Development

No.9358-III/Panch/2E-8/81

Dated 8.4.1981

From: The Assistant Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Appointment of a son/daughter/near relation of Anchal/Gram Panchayat Secretary when he is disabled permanently or otherwise incapacitated .

Ref.: His No. 2590/DP dated 28.1. 1981.

In continuation of para 2 of this Department memo. No. 23761/Panch dated 23.10.78 the undersigned is directed by order of the Governor to say that the Governor is pleased to order that the Director of Panchayats will be competent without referring to the Employment Exchange to give appointment in the post of Secretary of an Anchal/Gram Panchayat to a son/daughter/near relation of an Anchal/Gram Panchayat Secretary who is wholly dependent upon him when the Secretary is disabled permanently or otherwise incapacitated rendering him unfit to continue in service, provided, the fact of such disablement is certified by a Medical Officer of the Government and provided, the dependent possesses the prescribed qualification according to the recruitment rules prescribed for the said post.

Sd/-B.L. Sen

Assistant Secretary to the Govt. of West Bengal





Running Audit of the Panchayat Samiti

**No. 14376-Panch/2A-2/81 (Cell-V)
Calcutta, the 6th May, 1981**

ORDER

Whereas the State Government has assigned various rural development programmes to the Panchayat Samitis for execution and supervision;

And Whereas it is felt that day to day management of accounts and running audit will help the Panchayat Samitis to come to grips with various aspects of financial management;

And Whereas the State Government has created the posts of —

- (1) Samiti Accounts & Audit Officers for organisation of accounts and internal audit of Panchayat Samitis,**
- (2) Parishad Accounts & Audit Officers for supervision of the internal audit of the accounts of the Panchayat Samitis, and**
- (3) Regional Accounts & Audit Officers, inter-alia, for supervision of the accounting and audit in the Panchayat Organisation;**

Now, Therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973, the Governor is pleased to give the following instructions and directions for the guidance of every Panchayat Samiti in the

matter of assisting the Samiti Accounts & Audit Officers, the Parishad Accounts & Audit Officers and Regional Accounts & Audit Officers in the discharge of their functions and taking other Consequential actions:

Instructions and Directions

- 1. The Secretary of the Panchayat Samiti, shall remain present in the Panchayat Samiti Office on the date/dates on which the Samiti Accounts & Audit Officer or the Parishad Accounts & Audit Officer or the Regional Accounts & Audit Officer, as the case may be, is scheduled to visit the office according to the programme drawn up by him. It is desirable that the Executive Officer of the Panchayat Samiti and the Sabhapati of the Panchayat Samiti who is the ex-officio Karmadhyaksha of the Artha-O-Sanstha Sthayee Samiti should also make it convenient to remain present in the office.**
- 2. The Executive Officer of the Panchayat Samiti shall produce or cause to be produced before the Samiti Accounts & Audit Officer or the Parishad Accounts & Audit Officer or the Regional Accounts & Audit Officer, as the case may be the books of accounts, cash book, registers and other connected papers in possession of the Panchayat Samiti as may be required for his examination. During the examination the Secretary of the Panchayat Samiti shall explain all the papers and render such assistance as may be required by the Samiti Accounts and Audit Officer or the Parishad Accounts & Audit Officer or the Regional Accounts & Audit Officer, as the case may be.**
- 3. The Panchayat Samiti shall take into due consideration the observations recorded in writing during and after the examination by the Samiti Accounts & Audit Officer or the Parishad Accounts & Audit Officer or die Regional Accounts & Audit Officer, as the case may be, in the matter of maintenance of books of accounts, cash book, registers and other papers and take appropriate measures to rectify the defects and reconcile the discrepancies in the manner indicated and within the time fixed by the Samiti Accounts & Audit Officer or the Parishad Accounts & Audit Officer or the Regional Accounts & Audit Officer, as the case may be. Immediately after the defects are rectified and discrepancies reconciled, the Panchayat Samiti shall send a report to the Samiti Accounts & Audit Officer or the Parishad Accounts & Audit Officer or the Regional Accounts & Audit Officer, as the case may be, stating the steps taken in the matter.**

By order of the Governor,

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Running Audit of the Zilla Parishads

No. 14377/Panch/2A-2/81 (Cell-V)

Dated: 6.5.1981

ORDER

Whereas the State Government has assigned various rural development programmes to the Zilla Parishads for execution and supervision;

And Whereas it is felt that day to day management of accounts and running audit will help the Zilla Parishads to come to grips with various aspects of financial management;

And Whereas the State Government has created the posts of Regional Accounts and Audit Officers, inter alia, for organisation of accounts and internal audit of the Zilla Parishads;

Now, Therefore, in exercise of the power conferred by section 212 of the West Bengal Panchayat Act, 1973, the Governor is pleased to give the follow-ing instructions and directions for the guidance of every Zilla Parishad in the matter of assisting the Regional Accounts and Audit Officers in the dis-charge of their functions and taking other consequential actions:

Instructions and Directions

1. The Secretary of the Zilla Parishad shall remain present in the Zilla Parishad Office on the date/dates on which the Regional Accounts and Audit Officer is scheduled to visit the office according to the programme

drawn up by him. The Sabhadhipati of the Zilla Parishad who is the ex-officio Karmadhyaksha of the Artha-O-Sanstha Sthayee Samiti may also make it convenient to remain present in the office.

2. The Executive Officer of the Zilla Parishad shall cause to be produced before the Regional Accounts and Audit Officer the books of accounts, cash book, registers and other connected papers in possession of the Zilla Parishad as may be required for his examination. During the examination the Secretary of the Zilla Parishad shall render such assistance as may be required by the Regional Accounts and Audit Officer.

3. The Zilla Parishad shall take into due consideration the observations recorded in writing during and after the examination by the Regional Accounts and Audit Officer in the matter of maintenance of books of accounts, cash book, registers and other papers and take appropriate measures to rectify the defects and reconcile the discrepancies in the manner indicated and within the time fixed by the Regional Accounts and Audit Officer. Immediately after the defects are, rectified and discrepancies reconciled, the Zilla Parishad shall send a report to the Regional Accounts and Audit Officer stating the steps taken in the matter.

By order of the Governor,

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal





Department Of Panchayat & Rural Development

No, 14378-Panch/2A-2/81 (Cell-V)

Dated: 6.5.1981

From: The Joint Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Subject: Duties and functions of the Samiti Accounts and Audit Officers and the Parishad Accounts and Audit Officers

The undersigned is directed to say that in terms of the Government Order No. 128-Panch/2E-100/78 dated 10.1.79 the posts of the Samiti Accounts and Audit Officer were created for the purpose of organisation of accounts and internal audit of the Panchayat Samitis and those of the Parishad Accounts and Audit Officer for the purpose of supervision of the internal audit of the accounts of the Panchayat Samitis. It has been decided by Government that the aforesaid officers will perform the functions and discharge the duties in the manner indicated below:

A. Samiti Accounts and Audit Officer

- 1. He will draw up an advance programme to visit each of the Panchayat Samitis within the jurisdiction of the Sub-division at least once a month for the purpose of organising the accounts and conducting internal audit of the Panchayat Samiti concerned. He may also visit any Gram Panchayat within the Sub-division, if necessary, and may draw up an advance programme for the purpose. The advance programme shall be drawn up with the approval of the Sub-divisional Officer, and shall be intimated to the Sabhapati and the Executive Officer of the Panchayat Samiti concerned and the Pradhan of the Gram Panchayat concerned.**
- 2. He will examine all books of accounts, records and registers including cash book and other documents in possession of the Panchayat Samiti concerned.**
- 3. He would regard himself as a part of the management system of the Panchayat Samitis. He will identify the errors, irregularities, illegalities, if any, in the matter of maintenance of accounts and make notes of the same. He will also render “necessary guidance for rectification of the defects and reconciliation of the discrepancies by the Panchayat Samitis concerned within a scheduled time.**
- 4. After inspection of the accounts of the Panchayat Samitis in each month, he shall prepare a report in quadruplicate. One copy of the report will be furnished to the Executive Officer of the Panchayat Samiti for follow up action, the second copy will be submitted to the Parishad Accounts and Audit Officer and the third copy to the Sub-divisional Officer. The fourth copy will be retained by him.**
- 5. When he feels that a Panchayat Samiti is making persistent defaults in proper maintenance of the books of accounts, registers and other papers connected therewith, despite his repeated instructions, and also when there is an irregularity of such serious nature as to need the attention of higher authorities, he shall submit a special report to the Sub-divisional Officer with copies to the Executive Officer of the Panchayat Samiti concerned, Parishad Accounts and Audit Officer and the Executive Officer of the Zilla Parishad.**

The report shall mention the specific defaults of the Panchayat Samiti and the corrective measures suggested by him.

6. Every three months ending 30th June, 30th September, 31st December and 31st March of a financial year, he shall prepare internal audit reports in quadruplicate. One copy of the report will be forwarded to the Executive Officer of the Panchayat Samiti, the second copy to the Parishad Accounts and Audit Officer and the third copy to the Sub-divisional Officer. The fourth copy will be retained by him.

7. During the next visit to the Panchayat Samiti, he will take with him the copy of the monthly report, special report, if any, and the internal audit report for the previous quarter, and ensure that all errors, irregularities, etc. pointed out in the reports have been rectified by the Panchayat Samiti. He will also ensure that all errors, defects and irregularities, etc. as pointed out by the Examiner of Local Accounts, West Bengal in his annual audit report have been rectified by the Panchayat Samiti.

8. He shall, under instructions given by the District Officer, perform the functions and discharge the duties in connection with organisation of accounts and internal audit of the Panchayat Samitis in any other Sub-division within the district where there is a vacancy in the post of Samiti Accounts and Audit Officer.

9. He shall process the statement giving particulars of action taken by the Panchayat Samitis on the annual audit report of the Examiner of Local Accounts, West Bengal, before the same is forwarded by the Sub-divisional Officer to the District Magistrate/Deputy Commissioner for onward transmission to the Accountant-General, West Bengal.

10. During his visit to a Gram Panchayat he will go through the books of accounts, records, registers, cash book, etc. of the Gram Panchayat which he feels necessary to examine and give necessary instructions for rectification of any error, irregularity, etc. noticed by him.

11. He shall keep in touch with the Block Development Officers in the Sub-division and make an assessment of the work-done by the Panchayat Accounts and Audit Officers in the matter of organisation of accounts and

internal audit of the Gram Panchayats.

B. Parishad Accounts and Audit Officer

- 1. He will draw up an advance programme to visit each of the Panchayat Samitis within the district at least once in three months for the purpose of supervision of internal audit of the accounts of the Panchayat Samiti concerned. The advance programme shall be drawn up with the approval of the District Magistrate/Deputy Commissioner and shall be intimated to the Sabhapati and the Executive Officer of the Panchayat Samiti concerned.**
- 2. During the visit to the Panchayat Samiti, he will take with him the copy of the monthly reports, special report, if any, on the maintenance of accounts and the copy of the internal audit report submitted by the Samiti Accounts and Audit Officer. He will examine all relevant books of accounts records and registers including cash book and other documents in possession of the Panchayat Samiti, if necessary, to ensure that the errors, irregularities, etc. pointed out in the monthly reports, special reports and internal audit reports by the Samiti Accounts and Audit Officer and in the annual audit report by the Examiner of Local Accounts, West Bengal have been rectified.**
- 3.**
 - (a) He shall process the statement giving particulars of action taken by the Panchayat Samitis on the annual report of the Examiner of Local Accounts, West Bengal, as received from the Sub-divisional Officer, before the same is forwarded by the District Magistrate/Deputy Commissioner to the Accountant-General, West Bengal.**
 - (b) He shall also process the statement giving particulars of action taken by the Zilla Parishad on the annual audit report of the Examiner of Local Accounts, West Bengal, before the same is forwarded by the District Magistrate/Deputy Commissioner to the Accountant-General, West Bengal.**
- 4. He shall make an assessment of the work done by the Samiti Accounts and Audit Officers in the matter of organisation of accounts and internal audit of Panchayat Samitis and, if considered necessary, issue suitable instruction to the Samiti Accounts and Audit Officers in the matter. A copy of**

such instructions, if any, shall be endorsed to the Sub-divisional Officer concerned and the Regional Accounts and Audit Officer for information,

5. He shall, under instructions given by the District Officer, organise the accounts and internal audit of the Panchayat Samitis within any Sub-division in the district where there is a vacancy in the post of Samiti Accounts and Audit Officer.

By order of the Governor,

Sd/- N. R. Halder

Joint. Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No. 14379/Panch/2A-2/81 (Cell-V)

Dated: 6.5.81

From: The Joint Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Subject: Duties and functions of the Regional Accounts and Audit Officers

The undersigned is directed to say that in terms of Government Order No. 128/Panch/2E-100/78 dated 10.1.79 the posts of the Regional Accounts & Audit Officer were created for the purpose of organization of the accounts and internal audit of the Zilla Parishads within the Division and supervision of accounting and audit, training of personnel and follow up action-on audit reports in the Panchayats organizations in the division. It has been decided by Government that the Regional Accounts and Audit Officer will perform the functions and discharge the duties in the matter of organization of the accounts and internal audit of the Zilla Parishads and supervision of the

accounting and audit in the Panchayat organizations in the Division in the manner indicated below:

1. He will draw up an advance programme to visit each of the Zilla Parishads within his jurisdiction at least once a month for the purpose of organizing the, accounts and conducting internal audit of the Zilla Parishad concerned. He may also visit any Panchayat Samiti in the district, if necessary, and may draw up an advance programme for the purpose. The advance programme shall be drawn up with the approval of the Divisional Commissioner and shall be intimated to the Sabhadhipati, and the Executive Officer of the Zilla Parishad concerned, and the Sabhapati and the Executive Officer of the Panchayat Samiti concerned.
2. He will examine all books of accounts, records and registers including the cash book and other documents in possession of the Zilla Parishad concerned.
3. He will identify the errors, irregularities, illegalities, if any, in the matter of maintenance of accounts of the Zilla Parishads and make notes of them. He will also render necessary guidance for rectification of the defects and reconciliation of the discrepancies by the Zilla Parishad concerned within a scheduled time.
4. After inspection of the accounts of a Zilla Parishad each month, he shall prepare a report in triplicate. One copy will be furnished to the Executive Officer/Secretary of the Zilla Parishad for follow up action, the second copy will be submitted to 'the Divisional Com-missioner and the third copy will be retained by him.
5. When he feels that a Zilla Parishad is making persistent defaults in proper maintenance of the books of accounts, registers and other papers connected therewith, despite his repeated instructions, and also when there is an irregularity of such serious nature as to need the attention of higher authorities, he shall make a special report to the Divisional Commissioner and the Director of Panchayats, West Bengal, with a copy to the Executive Officer of the Zilla Parishad. The report shall mention the specific defaults of the Zilla Parishad and the corrective measures suggested by him.

6. Every three months ending 30th June, 30th September, 31st December, and 31st March of a financial year, he shall prepare internal audit reports in quadruplicate. One copy will be forwarded to the Executive Officer of the Zilla Parishad, the second copy to the Divisional Commissioner, the third copy to the Director of Panchayats, West Bengal, and the fourth copy will be retained by him.
7. During the next visit to the Zilla Parishad, he will take with him the copy of the monthly report, special report, if any and the internal audit report for the previous quarter and ensure that all errors, irregularities, etc. pointed out in the reports have been rectified by the Zilla Parishad. He will also ensure that all errors, defects, irregularities, etc. as pointed out by the Examiner of Local Accounts, West Bengal, in his annual audit report have been rectified by the Zilla Parishad.
8. During his visit to a Panchayat Samiti he will go through the books of accounts, records, registers, cash book, etc. of the Panchayat Samiti which he feels necessary to examine and give necessary instructions for rectification of any error, irregularity, etc. noticed by him.
9. He shall make an assessment of the work done by the Samiti Accounts and Audit Officers and the Parishad Accounts and Audit Officers in the matter of organization of accounts and internal audit of the Panchayat Samitis and, if considered necessary, issue suitable instructions to the Samiti Accounts and Audit Officers and the Parishad Accounts and Audit Officers in the matter. A copy of such instructions, if any, shall be endorsed to the Sub-divisional Officers and the District Officers concerned.

By order of the Governor,

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

No.7734/III/Panch/2S/81

Dated 22.3.83

From: The Asstt. Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Leave and leave sanctioning authority of the Job Assistants of Gram Panchayats

The undersigned is directed to say that it has been decided by Govt. that the Job-Assistants of the Gram Panchayats should be entitled to all kinds of leave as are now admissible to the Gram Panchayat Secretaries in terms of rule 32 (1) of the West Bengal (Gram Panchayat Administration) Rules, 1981. All these leaves to the Job-Assistants should, however, be sanctioned by the Pradhan of the concerned Gram Panchayat.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal





Miscellaneous

Maintenance of records of works/schemes

No. TV722164/Panch/3P-13/83

Dated 29.7.83

From: The Joint Secretary to the Government of West Bengal

To: The District Magistrate/Deputy Commissioner,.....

Sub: Maintenance of records of works/schemes executed by the Panchayats

MEMO

The undersigned is directed to say that it has been brought to the notice of this Department by the Vigilance Commission, Government of West Bengal that in connection with the enquiry of some allegations about construction of a road by a Gram Panchayat, the Enquiring Officer could not verify the heads of labourers actually engaged for the work due to absence of maintenance of records by the supervisors about the particulars of the individual workers.

The undersigned is accordingly directed to request the District Magistrate/ Deputy Commissioner to kindly advise the Gram Panchayats in his district to ensure that henceforth in respect of each work/scheme executed by Gram Panchayats, the person(s) authorised to supervise the work/scheme invariably records the names with full particulars of the individual daily workers with their acknowledgement of payments in the registers to be maintained for the purpose so that there is no difficulty for local verification, as and when necessary. Such Supervisor(s) should also maintain not only the labour-roll but also the actual record of work done—in case of earth work, borrow-pit measurement or finished embankment measurement; in case of jungle clearance, measurement of area cleared; in case of silt clearance, volume of silt cleared; in case of brick laying, volume or

number or area etc., as may be applicable.

Sd/- N. R. Halder

Joint Secretary to the Government of West Bengal

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Department Of Panchayat & Rural Development

No. 24051/1(15)/III/Panch/2E-54/82
1.9.83

Date:

From: The Assistant Secretary to the Govt. of West Bengal.

To: The District Magistrate/Deputy Commissioner,

Subject: Appointment of Chowkidars/Dafadars—Policy regarding

The undersigned is directed to say that in terms of Govt. order issued under this department Radiogram No. 16170-Panch dated 10.7.78 all recruitment to the posts of Chowkidars and Dafadars was to be kept in abeyance until further instructions. In para 3 of Govt. order No. 4316-Panch dated 22.2.82 it was subsequently directed that pending review of the cadre of the Chowkidars and Dafadars the existing vacancies in the posts of Dafadars can be filled up by promotion from amongst the Chowkidars on the basis of seniority. No clearance for filling up the resultant vacancies in the posts of Chowkidars has however .been given by the Govt. and the ban in the matter

of recruitment to those posts still exists.

The District Magistrate/Deputy Commissioner is requested to kindly see that the ban imposed by the Govt. in the matter of filling up of the posts of Chowkidars and Dafadars (except by promotion in cases of Dafadars) is strictly followed and that the services of Chowkidars and Dafadars appointed illegally, if there be any, are terminated forthwith. It would not be possible for the Govt. to regularise the services of Chowkidars and Dafadars appointed in clear violation of Govt. Orders.

Sd/- U. N. Bhaduri

Assistant Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

Homoeopathic Dispensaries

GOVERNMENT OF WEST BENGAL

No. Health/A&H/856/3H-105/82 I.

Dated, Calcutta, the 17th Sept., '83

From: The Joint Secretary to the Government of West Bengal

To: The Director of Homoeopathy, West Bengal

MEMORANDUM

In this Department Circular No. Medl/VI/2406/3H-20/76 dated 27.3.78 a decision for starting a scheme for providing the Anchals (since renamed as Gram Panchayats) of this State with Homoeopathic dispensaries was circu-lated. The scheme which is being operated jointly by the Health and Family Welfare Department and the Panchayat Department, envisages the establish-ment in every Anchal of this State a Homoeopathic dispensary with a part-time Homoeopathic doctor and a part-time Homoeopathic compounder at a consolidated salary of Rs. 250/- per month and Rs. 150/- per month respectively. According to the scheme the expenditure towards remuneration of the staff of the above dispensaries is borne by the Health and Family Welfare Depart-ment while the local Panchayats or the Panchayat Department provide necessary accommodation, cost of medicines and other contingencies for the dispensaries. A good number of Homoeopathic dispensaries have so far been sanctioned under the above scheme.

With the gradual extension of Homoeopathic dispensaries it has become necessary to streamline the procedure of selection of Gram Panchayats and management of the Gram Panchayat dispensaries. The undersigned is there-fore directed by order of the Governor to say that in partial modification of the circular referred to above, the Governor has been pleased to order that the administration of the Gram Panchayat Homoeopathic dispensaries will henceforth be regulated by the guidelines detailed

hereunder:

(i) Selection of sites for new Gram Panchayat Homoeopathic dispensaries and also of staff of those dispensaries shall be made by a District level Committee constituted for each district with the following:

(a) Sabhadhipati of the Zilla Parishad of the District— Chairman

(b) District Magistrate of the district or his representative

(c) Chief Medical Officer of Health of the district—Convenor-Secretary

(d) District Panchayat Officer

(e) One doctor from a Government Homoeopathic dispensary of the district to be nominated by the Chief Medical Officer of Health.

(ii) The list of such sites will be prepared on the basis of priority and submitted to the Department of Health & Family Welfare through the Department of Panchayat for approval. The Department of Health & Family Welfare will henceforth sanction its share of expenditure as per norm mentioned hereinafter for the respective Panchayats in the shape of grants. The number of new dispensaries to be included in the scheme from time to time will, however, depend on the availability of funds.

(iii) In case of dispensaries already established the Pradhans of respective Panchayats will submit proposals for grants every year to the Sabhadhipatis of the respective Zilla Parishads supported with utilisation certificate and audited subsidiary account in respect of the grant for the previous year and working statement for that year. The Sabhadhipatis will receive all such applications in respect of their districts and submit a concrete proposal to the Panchayat Department showing the total requirements for the districts concerned and the names of the Gram Panchayats. The Department of Health & Family Welfare will take steps to sanction grants on the recommendation of the Panchayat Department who will ensure submission of the utilisation certificate, audited accounts and work-ing statements in respect of the dispensaries by the respective Panchayats.

(iv) The total fund required for a- particular year towards honorarium of staff of the Panchayat Dispensaries will be placed by the Department of Health & Family Welfare at the disposal of the Panchayat Department for grants to the respective Panchayats.

(v) If any portion of the aforesaid grant for particular year becomes surplus the same will be refunded to the concerned Treasury under appropriate head of account and a certificate to the effect shall be submitted to this department through the Panchayat Department.

(vi) After dispensaries are selected and approved by the Health & Family Welfare Department the Pradhans of respective Gram Panchayats will engage from the list finalised for the purpose by the above Committee Homoeopathic doctor and Homoeopathic compounder in these dispensaries on honorarium of Rs. 250/- per month and Rs. 150/-per month respectively.

Action for termination of services of any staff of the above dispensaries should have the approval of the above Committee.

(vii) The qualifications of the Homoeopathic doctors and Homoeopathic compounders of the above dispensaries shall be as follows:

(a) Homoeopathic doctors: They should have qualification registerable in part—'A' of the Register of registered Homoeopathic practitioners maintained by the Council of Homoeopathic Medi-cine, West Bengal (D.M.S. or equivalent).

(b) Homoeopathic compounder: The candidate either should be registered in part 'B' of the Register of registered Homoeopathic practitioners maintained by the Council of Homoeopathic Medi-cine, West Bengal or they should have Class-VIII pass certificate and experience as a Homoeopathic compounder for at least 5 (five) years under a Homoeopathic doctor registered in Part 'A' of the State Homoeopathic Council.

Age: In case of age there shall not be any upper age limit but the Selection Committee will ensure that the selected candidates are physically fit and mentally alert for performing the duties.

(viii) The Director of Panchayats, West Bengal will take action for consti-tuting a Committee for each Panchayat Samiti of the following:

(a) Sabhapati of the Panchayat Samiti—Chairman

(b) B.D.O.

(c) Pradhans of the Gram Panchayats under the Panchayat Samiti where the dispensaries are actually located.

(d) One Medical Officer of the nearest P.H.C. or S.H.C. to be nominated by the C.M.O.H.—Secretary

(e) One Homoeopathic Medical Officer of a Govt. Homoeopathic dispensary to be nominated by the C.M.O.H.

The responsibility of the Committee will be to review the .working of the centre(s) and advise the respective Gram Panchayats in the management of the dispensaries from time to time.

This order is issued with the Concurrence of finance Deptt's u/o vide their u/o no. Group 2397 dt. 16.9.79 and also with the Concurrence of the Panchayat Deptts.

Sd/- Joint Secretary

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National Informatics Centre



Department Of Panchayat & Rural Development

No. 2401/III/Panch/2A-51/83
16.2.84

Dated:

From: The Secretary to the Govt. of West Bengal

To: The Director of Panchayats, West Bengal

Subject: Re-employment of superannuated employees

MEMO

The undersigned is directed to say that proposals are being received from different Panchayat Institutions for re-employment/extension of service of their employees after Superannuation. As the principle of the present Govt. is against re-employment and extension of service of superannuated employees unless special reasons exist, an employee of Zilla Parishad/ Panchayat Samiti/Gram Panchayat must retire at the age of 58/60 years, as the case may be, which is the prescribed age of superannuation under the present rules. Government now direct that the Panchayat Institutions at all levels should arrange substitute well in advance for the employee who are due to superannuate in order the post can be filled in by substitutes immediately after the superannuated employee retires. Such attempts should normally begin between one year and six months prior to the date of

superannuation of employees concerned depend-ing on the nature of posts. Govt. desires that a list of employees of all tires of P.R. bodies who are due to retire on superannuation within the 31st March of a year should be sent to Govt. in the proforma prescribed below at least before one year from the date of superannuation of the employees so that Govt. may keep a very strict watch on all cases of superannuation.

2. Though there are provisions under the existing rules for re-employ-ment/extension of service of employees of P.R. bodies, Government cannot be convinced that such re-employment should become inevitably necessary in case of each employee of P.R. bodies. Re-employment can not be granted for one's personal benefit only unless Government consider that such re-employment etc. will be inescapably necessary in the interest of the P.R. body concerned. Government therefore direct that while processing a case for re-employment/ extension of service of an employee of the Gram Panchayat/Panchayat Samiti and Zilla Parishad it should be examined by the concerned body as well as by the Director of Panchayats, West Bengal whether the criteria regarding (i) indispensability, (ii) essential in the interest of the P.R. body, (iii) excep-tional circumstances are applied rigorously and (iv) necessary steps have been taken for appointment of his substitute.

PROFORMA

Name of the P.R. Body..... Zilla Parishad/ Panchayat
Samiti/Gram Panchayat.

Name and designation of the employee	Date of Birth	Date of entry into service under the Institutions	Date of Superannuation (i.e. the date on which the employee attains the age of 58/60 years)	Remarks
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Sd/- D. Bhattacharyya

Secretary to the Government of West Bengal

(Vide also Circular No. 19804-Panch dated 1.9.82 on maintenance of gradation list of 2P employees in “Addenda”)



Department Of Panchayat & Rural Development

No.33005/III/Panch/2A-103/81

Dated 4.1.83

From: The Joint Secretary to the Govt. of West Bengal.

To: The Director of Panchayats, West Bengal.

Sub: Absorption of Assistant Secretaries in the posts of Secretaries under Gram Panchayats

The undersigned is directed to say that there are Assistant Secretaries, in addition to Secretaries, in some Gram Panchayats in the transferred territories of Purulia district and Islampur sub-division of West Dinajpur district. These Assistant Secretaries are all ex-Bihar Gram Sevaks who could not be absorbed as Secretaries to the erstwhile Anchal Panchayats because they did not have the requisite educational qualification prescribed for such posts. Under sub-rule(1) of rule 31 of the West Bengal Panchayat (Gram Panchayat Administration) Rule, 1081, the appointing authority, i.e., Director of Panchayats, West Bengal, has been empowered to relax the educational qualification in respect of Assistant Secretaries in the transferred territories of Purulia & West Dinajpur districts for the purpose of appointment to the posts of Gram Panchayat Secretaries. Under sub-rule (2) ibid, the appointing authority has also been empowered to relax the educational qualification in respect of Assistant Secretaries for the purpose of such appointment. This provision was made in the aforesaid rule with a view to absorbing all the Assistant Secretaries in the posts of Secretaries in the transferred territories of Purulia and West Dinajpur districts at the earliest opportunity.

The Director of Panchayats is, therefore, requested to kindly see that before appointing new recruits to the posts of Gram Panchayat Secretaries through the Employment Exchange, Assistant Secretaries in the aforesaid two districts are absorbed against available vacancies in the posts of Gram Panchayat Secretaries as quickly as possible. As soon as such Assistant Secretaries are absorbed as Secretaries, the posts of Assistant Secretaries so absorbed should be treated as abolished.

Sd/- N. R. Halder

Joint Secretary to the Govt. of West Bengal

No. 33005/1 (2)/III/Panch/2A-103/81

Dated 4.1.83

Copy forwarded for information and necessary action to the:

(1) District Panchayat Officer, Purulia

(2) District Panchayat Officer, West Dinajpur

When the post of Secretary under any Gram Panchayat falls vacant, it should first be seen whether, apart, from the Secretary, there is any Assistant Secretary working under the Gram Panchayat if so, the vacancy in the post of Secretary should be filled up by absorbing the Assistant Secretary working under the Gram Panchayat and a proposal to that effect may be submitted to the Director of Panchayats. If not, the vacancy may be filled up by a direct recruit through the Employment Exchange or otherwise as usual.

Sd/- B. L. Sen

Assistant Secretary to the Govt. of West Bengal

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Department Of Panchayat & Rural Development

ADDENDA

No. 2932/III/Panch/2A-71/82

Dated 1.2.83

From: The Asstt. Secretary to the Government of West Bengal

To: The Director of Panchayats, West Bengal

Sub: Sanction for taking into account the past services rendered by Panchayat Samiti Clerk-cum-Typist as Peon under the Samiti.

Ref : His No. 738/ZP dt. 26-7-82

The undersigned is directed to say that it has come to the notice of Govt. that the qualified peons employed under Panchayat Samitis have been promoted to the posts of Clerk-cum-Typist under the same Panchayat Samiti or any other Panchayat Samiti within the district. A question has now arisen whether such Clerk-cum-Typist will be entitled to count the past services rendered by them in the posts of Peon. After careful consideration of the matter it has been decided by Government that such categories of employees will be entitled to count their past services in the posts of Peon for the purpose of leave and other facilities.

Sd/- B. L. Sen

Assistant Secretary

