

district attachment report C 28

by Kavita Meena

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**IAS PROFESSIONAL COURSE PHASE-I, 2016
WINTER STUDY TOUR**

DISTRICT ATTACHMENT REPORT

Name of the State : GUJRAT
Name of the District : ANAND
Name of the Officer Trainee : KAVITA MEENA
OT Code : C28

PART	TOPIC
A	DISTRICT MAGISTRATE
B	HEALTH



**Lal Bahadur Shastri National Academy of Administration
Mussoorie – 248 179**

a. (i) Role and responsibilities of sections/ offices in Collectorate

1) District Municipal Office

DMO functions as per the provisions of the Gujarat Municipality Act, 1963 which includes Administrative as well as supervisory control over Municipalities of the district under the overall supervision of the Directorate of Municipalities, Gandhinagar.

2) Election Branch

This branch serves as an important link between the Electoral Machinery & Citizens. Conducting free and fair Elections and error free Electoral Rolls continues to remain the primary and priority areas of the Branch, for which this branch looks after the preparation of Electoral Roll, preparation of elector's photo-identity card (EPIC), reorganization and rationalization of polling stations etc.

3) Registry Branch

Registry branch mainly deals with the receiving and dispatching work of the office. It receives and dispatches all the letters of the Collectorate.

4) Accounts Branch

: Accounts Branch deals with the district establishment of Revenue Department in the matters related to grants, pension, income tax, budget, audit and other accounting related matter.

5) Magisterial Branch:

The Magisterial branch is an instrumental branch in the Collectorate as by virtue of his post a District Collector is also a District Magistrate. The branch mainly functions in the cases related to CrPC, The Bombay Police Act-1951, The Prohibition Act-1949, Arms Act-1959, PASA etc. Arms license, Petroleum storage NOC etc. are issued by this Branch. Law and Order situations in the district are also looked after by this branch under the direct control & Supervision of the District Magistrate.

6) Chitnish Branch

Chitnish is a Marathi word, meaning thereby a secretary to.. As a class-II revenue officer he/she functions in Collectorate as a Chitnish to collector and assists higher / superior officers in decision making process.

7) Supply Branch

Food and Civil Supply Department has been established¹ on 8th November, 1965. The department works on Public Distribution System (PDS). It regulates the stock of Essential Commodities provided by the State Government for supplying to the public through PDS.

¹Public Relation Officer Branch

PRO is key Post in the district collectorate which acts as single window system linking all branches of Collectorate. Applicants are guided in proper way by PRO. Public grievances and SWAGAT relate matters are also dealt by PRO.

9)Disaster Branch

Implementing Disaster Risk Management Program and work related to relief compensation.

10)Land Reforms & Appeal¹ Branch

Dy. Collector Land Reform is an Important Office Dealing with the Matters related to Land reforms in the district. It does 100% checking of all the cases decided by the ALT (Agriculture Land Tribunal) Mamlatdar. It also takes the cases under Revision as per Section 76 of Bombay Tenancy Act, 1948.

¹11)Record Branch

This branch mainly deals with the work related to records of various branches of the collectorate which includes issuing certified copies of original records, classification of record in a,b,c,d class and destruction of outdated records.

12)Small Savings Branch

This branch approves and renews Mahila Pradhan Kshetriya Bachat Yojana (M.P.K.B.Y) Scheme's agencies and maintains all the details of the freedom fighters of the district and submits their pension cases to the government.

ADMINISTRATIVE FUNCTIONARY REPORT

I. DISTRICT MAGISTRATE

(A) (i) Role and responsibilities of Sections/ Offices in collectorate

Name of Office/ Section	Designation Of Head	Responsibilities of Section	Act/Rules Implimented	Records Maintained	Time line/Citizen Charater	Remarks
P.R.O. Branch	P.R.O.	1.Taluka Swagat. 2.District Swagat. 3.Stat Swagat. 4.Co-Ordination Committee. 5.R.T.I. Act. 6.R.C.P.S. Act. 7.Other Office Inspection 8.National Festival.	1. R.T.I. Act- 2005 2.R.C.P.S. Act- 2013			

Role and responsibilities of sections/ Office in Collectorate, Mahesana

Name of Office/Section	Designation of Head	Responsibilities of Section	Act/ Rules implemented	Records maintained	Timeline/citizen charter	Remarks
Establishment Branch	Assistant Chitnis	<ul style="list-style-type: none"> • Seniority-class-3,4 • Higher Scale • Departmental Enquiry class-3,4 • Primary Enquiry class-1,2,3,4 • Promotion/Transfer class-3,4 • Demand Sheet for recruitment of class-3,4 • Deputation of class-3 • District Transfer of class-3 • Departmental Exams • N.O.C. for Passport/foreign tour • Regarding Confidential Reports of class-3 • Regarding Leave of employees/Officers • Regarding Leave Travel Concession • Regarding Charge Allowance • Regarding Establishment of Revenue Talati • Resignation of employees • Regarding Training of employees/Officers • Regarding Right To Information Act work. • Regarding Outsourcing of Servants and Driver 	Gujarat civil service Rules-2002	<ul style="list-style-type: none"> • History Sheet • Roster Register • RTI Register • Departmental Enquiry Register • Primary Enquiry Register • Leave S.R. Register • Confidential Reports of class-3 • Moveable immovable property Sheet of employees/ Officers • Worksheet • Select file 	-----	-----

a. (i) Role and responsibilities of sections / offices in Collectorate

Name of office / Section	Designation of Head	Responsibilities of Section	Act / Rules implemented	Records maintained
Disaster Branch (Emergency Response Centre)	Mamlatdar Disaster	<p>1. Section shall promote or cause to be promoted awareness and preparedness and advise and train the community, and stakeholders with a view to increasing capacity of the community and stakeholders to deal with potential disaster.</p> <p>2. During occurrence / outbreak of any disaster, Co- ordinting in such a quick and firm manner starting from life saving link to Disaster risk reduction team. e.g. An Ambulance, Fire services, gram rakshak dal, police force etc., so that lives can be saved and hazards / consequences of disaster can be minimised to lowest level.</p> <p>3. During monsoon, all necessary actions/plans/trained staff preapared and make accessible 24*7, in order to cope up with flood situation.</p> <p>4. Giving Assistance to cattle Head Died, Ex-gratia payment to families of deceased persons, Assistance Subsidy to Panjarapole Gaushalas, Assistance for repair / restoration of damaged houses.</p>	Gujarat State Disaster Management Act, 2003	Relevant Records are maintained.
		1. Providing basic needs to human and animals in case of Scracity.	Gujarat Scarcity Manual (1993)	Relevant Records are maintained.

Name of Office/ Section	Designation Of Head	Responsibilities of Section	Act/Rules Implimented	Records Maintained	Time line/Citizen Charater	Remarks
Fojdari Branch	District Magistrate	1.Gun licence 2. Explosive N.O.C. 3.PASA Detaionation Order 4. Petroleum/Gas N.O.C. 5.Indian Citizenship/ Long Term Visa 6.Poision Licence 10. Cinemas licence and Collect Tex.	1.Arms Act-1959 2.Explosive Act-1884 3.Pasa Act-1985 4.Petroleum Rules-2002 5.Gas Cylinders Rules-2004 6.Citizenship Rules-2009 7.Electricity Act-2003 8. Telegraph Act-1885 9.Poision Act-1919 10.Entertinment Tax Act-1977 and luxuryTax Act-1977			

Name Of Office/Section	Designation Of Head	Responsibilities Of Section	Act/Rules Implemented	Records Maintained	Timeline/ Citizen Charter	Remarks
Additional chitnis branch	Additional chitnis to the collector	Land Acquisition related applications, govt care of temples, district level tourism activities, repairing of cars, stamp fee refund and court fee refund, issue of FRA certificate, excise duty exemption certificate	State Tourism Policy, Revenue department GR no. STP/ 1102010/144/h-1 dt.21 Aug 2015. recognition of forest rights act 2006.	Nil	-	-

(A) (i) Role and responsibilities / Offices in Collectorate

Name of Office Section	Designation Of Head	Responsibilities of Section	Act/ Rules Implimented	Records Maintained	Time line/ Citizen Charater
Land Branch	R.A.C.	(1)Converting Land Tenure	Land revenue code 1879	registers and statements	-
		(2) Alloting land for deferent purpose			
		(3) converting land for non agriculture purpose			90 days for converting non agriculture purpose as lend revenue code 1979 section-65
		(4) revise non agriculture land			

(B) Role of District Magistrate/District Collector

(i) Committees head by District collector

Name Of the Committee	Department related to	Statutory/Administrative	Provision under which Constituted	Role of DM (chairman/ Member/ Invitee)	Role of the committee	Periodicity of meeting(monthly / quarterly/ Half yearly/ Annual)	Remarks
Co-Ordination	All District level	Administrative	-	Chairman	Co-Ordination	Monthly	-

(ii) Mandatory inspections to be conducted by District Magistrate/District Collector

Type of Inspection	Provision	Periodicity	Remarks
Other District level Offices	Resolution	Monthly	-

(iii) Revenue/Magisterial Court Work Of the District Magistrate/District Collector

Act	Provision	Jurisdiction (Original/Appellate/Review/Revision)
1. R.T.I. Act.-2005	Section-19(1)	Appellate
2.R.C.P.S. Act-2013	Section-10	Designated authority

Name of the Committee	Department Related to	Statutory/ Administrative	Provision under which Constituted	Role Of DM (Chairman/ Member/ Invitee)	Role Of the Committee	Periodicity of meeting (Monthly/ Quarterly/ Half Yearly/ Annual)
Law & Order	Home Department			Chairman	Maintained law & Order in District	Monthly
Traffic Saluhkar Committee	Home Department			Chairman	Maintain Traffic in District	Monthly
Akta Committee	Home Department			Chairman	Maintained law & Order in District	Yearly

Workshop on Sexual Harassment of Women Committee	Women and Child Development			District Officer	Women Safety	Quarterly
District Women Safety Committee	Home Department			Chairman	Women Safety	Quarterly

(i) Committees Headed By District Magistrate/District Collector

Name of the committee	Department related to	Statutory/ administrative	Provision under which constituted	Role of dm (chairman/ member/ invitee)	Role of the committee	Periodicity of meeting ((monthly/ quarterly/ half yerarly/ annual)
District tourism developm ent committee	Industries and mines department	District collector	-	chairman	to devlope tourism places in district	quarterly

			4	5	6	7
Gunotsav Committee	Education	-	-	member invitee	Inspectaion of Primary School	Annualy
Law & Order	Home Department	-	-	Chairman	Maintatined law & Orader in District	Monthly
Traffik Salahkar Cimmittee	Home Department	-	-	Chairman	Maintai traffik in District	Monthly
Akta Committee	Home Department			Chairman	Maintatined law & Orader in District	Yearly

Name of the committee	Department related to	Statutory/ administrative	Provision under which constituted	Role of dm (chairman/ member/ invitee)	Role of the committee	Periodicity of meeting (monthly/ quarterly/ half yerarly/ annual)
District Urban Development Agency	Urban Development and Urban Housing department		Urban Development and Urban Housing department resolution no:UBS/1098-1217-dh Dt:30/6/98	Give administrative approval under SJMMSVY	Give sanction to municipalities' proposals under SJMMSVY	Quarterly

(ii) Mandatory Inspectons To Be Conducted By District Magistrate / District Collector

Type of inspection	Provision	Periodicity	Remarks
1	2	3	4
Office Inspection	-	Monthly & Annuly	-
Circle Officer Daftar Inspection	-	Monthly	

(iii) Revenue Magisterial Court Work Of the District Magistrate/ District Collecto

Act	Provision	Jurisdiction (original/appellate/review/ revision)
1	2	3
Land Revenue code	Section--108(6)	Appellate
Land Revenue code	Section--203	Appellate
Land Revenue code	Section-211	Appellate
Land Revenue code	Section-67	Original
Land Revenue code	Section-66	Original
Gujarat Municipal Act	Section-38	Appellate
Gujarat Municipal Act	Section-258	Appellate

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Your overall impressions on the institution of Collector, efficiency of the system, need for speedy delivery and better definition of role, devolution of authority and

responsibility.

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POINTS OF ANALYSIS AND OBSERVATIONS OR KEY LEARNING POINTS ABOUT THE OFFICE OF THE DISTRICT COLLECTOR /MAGISTRATE OF ANAND.

The office of the district magistrate has been called the tortoise upon which the elephant of the government of India rests. Truly that is the situation even today where the office of the district magistrate is looked upon both by the common man and the state establishment to be the one stop for all the affairs in the district.

However the 300 years old office has over the time has seen many institutional change and the below is an analysis of the changing role and status of the office of the district magistrate in ANAND district of GUJRAT.

b. Observations on the role of District Magistrate/ District Collector Law and order-

Anand is a relatively peaceful district of Gujarat but we found an opportunity to peep into the law and order role of the district magistrate in the organizing of the state republic day function on 26th January.

The DM conducted regular meetings with the SP to review the intelligence and police preparation for the function. The DM and SP shared a very cordial relation which led to the smooth conduct of the administration.

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The district magistrate is responsible for the general law and order administration.

Technically the SP has to report to the DM in the review meetings.

In the statutory powers of licensing of arms and other powers such as the gangster act the DM and the SP work together.

Also the magisterial powers of the DM require a close coordination between the DM and the SP.

2)Regulatory

The regulatory role of the office of the DM has been a historical one. This institutional role ranges from issuing of licenses to renewal ,to making bylaws and execution of rules related to land administration, licenses for industrial units , giving permissions for various events by political rallies etc, the general superintendence of jails , and some minor regulatory functions such as supervision of the Regional Transport offices.

The magisterial functions of the DM are primarily regulatory like that under arms act, law and order, taking bonds of breach of peace and bonds for good behavior.

But today the regulatory functions have been largely devolved to the SDM and DM primarily focuses on the developmental and coordinating role.

3)Developmental

The developmental role of the DM has become very prominent in today's administration. However there is a crucial factor that in Gujarat the District Development Officer is the key functionary in the field of development and in this regard the role of DM gets circumscribed. But again the DM is the kingpin of the developmental administration as was evident at the district coordination meeting. In all the department the DM is the supervisory office and thus helps in enforcing accountability of the department in the execution of the various specially the poverty alleviation schemes such as the DRDA, NREGS, PMAY, JDY etc.

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Representational

The district collector is the returning officer for Lok Sabha elections .He is the district Election Officer and is key person in the fair conduct of elections in the district. His role includes execution of instructions from the election commission such as location of polling booths , vulnerability mapping , voter surveys and corrections of the same, strict observation of the model code of conduct by all the concerned stakeholders , declaration of results and issuing of certificates. The role of the DM also includes motivating the electorate of the district to exercise their constitutional duty of casting their vote .the district magistrate the District Judge and all the high officials of the district were present for the celebration of national voters day on 25th of January.

Judicial

Although after the separation of the judiciary from the executive in 1976 all the judicial functions of the dm in the sphere of criminal jurisdiction have been taken away but as the district revenue court is headed by the dm .also dm is the first class magistrate and is responsible for the administration of the powers vested under the Indian penal code and the civil procedure code.

Inspection and maintenance of jails in coordination with the district judge and the jail superintendant is also one of the judicial functions of the district magistrate.

Coordination

The coordination role of the DM is the most crucial one in the current scenario where the departments are becoming more independent and specialized reporting to their heads of the organization instead of the DM as the supreme office.

In order that these departments do not work in silos it is important that there is a linking pin at the district level with commensurate authority. DM at the district irons out differences amongst various departments and ensures unity of direction and vision.

Crucial observations

The interaction of the DM with the political functionaries such as MLAs and MPs during the review meeting was a very unconventional one where there seemed to be a tacit acceptance of technical upperhand of the officialdom unlike administrative and politico culture in states of northern India.

Also the close collaboration between the business and the corporate sector and the administration for the overall development of the society was a very surprisingly pleasant experience as this cooperation was in no way verging to the crony capitalism .for example private sector provides CSR funds aligning it the priorities of the district administration rather than independent plans the administration also on its part ensures utmost ease of business.

The political stability had provided the administration a sense of vision and unity of direction due to absolute majority government.

PART B

III. HEALTH

1. Institutional Arrangement

- (i) Structure, role and responsibilities of District Health Society

Functionary	Role	
Chairman –DM CO CHAIR –DDC/CEO ZILA PANCHAYAT CEO –CHIEF MEDICAL OFFICER District Programme Manager, DHS Secretariat	responsible for planning and managing all health and family welfare programmes in the district, both in the rural as well as urban areas. Planning, Monitoring and Evaluation Inventory management, Procurement & Logistics	

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(ii) Functionaries at village level (AWW, ASHA, any other)

Functionary	Role	Remarks
AWM/ASHA	Role ranges from identifying and monitoring the health status of pregnant and lactating mother as well as the newborn and encouraging institutional deliveries.	Training in basic skills needed . This model of local sourcing of talent generates trust and enhances performance.

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2. Programmes being implemented

Programme	Target population	Type(Service/ incentive)	Remarks
NACP RSBY ART NHM	Entire district	Universal,curative ,both opd and inpatient	

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3. Status of service delivery & Program Implementation at District Hospital/ PHC
(i) Comment on availability of staff, doctors, beds, facilities, medicines and services.

Data-140 beds T the district hospital was very insufficient ,there was a generic medicine store, and surprisingly there was a very a good plastic surgeon.
There was huge vacancies and this was leading to a over stressed and strained work culture and thus quality suffered.

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- (ii) Quality of services including cleanliness, ambience, information, approachability of public to functionaries.

Cleanliness was satisfactory, ambience was good and there no old and defunct dingy corners. information was easily available as the reception had a very good sytem of PA. approachability of the public servants was good in that the service delivery culture of Gujrat as such is a very people friendly one. the was a grievance redressal helpline and outside on the wall very legibly the phone numbers of all the important officials was written in Gujrati language and was working well .

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- (iii) Status of operation theatre and surgical services provided. Record your observations on sanitation, equipment, availability of surgeons and specialists.

There as 4 super speciality operation theatres under construction. But in ICU there was lack of staff. There was a state of the art trauma centre supervised by a medical officer. The surgical devices were stored in a very standard way. Thus an all at a district level I was pleasantly surprised b¹ the level of professionalism in the surgical paramedical staff.

- (iv) Visit the labour room and record your observations on privacy, availability of toilet, disposal of biological waste and ambience.

In the labour room there was lack of lighting and space , privacy was of good standard and toilet was attached one. The disposal of the biological waste was a issue as there was regular dustbins, ambience was well maintained a soothing one .

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- (v) Visit the New Born Child Care Unit. Enquire details from Nurse in-charge and comment on efficacy of use of NCCU.

The NCCU was newly constructed and so was in good shape, the oxygen support and temperature maintaining devices were newly procured. There was good hygiene. The CMO as was told by the staff took personal interest in the NCCU. Nurse in charge was professional with huge experience was also good in communication. There was also the support of a pediatrician and the NCCU was managed under the guidelines of Janani Shishu Suraksha Karyakram.

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- (vi) Visit the microscopy unit (MU) of RNCTP and record your observations on quality, efficiency of identification of TB patients and efforts for their treatment

There was no separate microscopy unit for the RNCTP but the TB control programme was running very successfully a¹ we could also meet few patients who were happy with the personal follow up regarding their treatment.

- (vii) What the efforts in AIDS control. Comment on facilities available and impact (talk to people visiting Hospital).

There was a dedicated ART system , there were 2500 plus HIV patients ,the patients were called on phone to ask them to visit the centre, the officials also paid visits to the patients for follow up, the programme was very successful in sensitizing regarding the preventive aspects and there was a counseling arrangement also for the patients.

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(viii) Observe the inputs into Non-Communicable Diseases Control (NCDs) and what can be done to improve?

There was a dedicated area for NCD diagnosis and screening ,such as cancer diabetes etc, there were regular camps under various schemes ,for example the cancer screening camp was conducted regularly .there was also targeted number of patients to be screened.

- (ix) What efforts are being made to address old, infirm and differentially abled. Record your observations on impact.

There was a dedicated department in the hospital for the issuing of disability certificates, for geriatric care there was no special provision, also there were rehabilitation centres for the differently abled.

- (x) Is Family planning an issue? What services are being provided?

Family planning was not much of an issue as the society was a fairly aware and educated one.

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(xi) Does the district have any endemic disease or localized problem like fluoride contamination, lathyrism etc?

There was no such problem in the district.

- (xii) What is being done to remedy Malnourishment? Is the Nutrition Rehabilitation Centre functional? Who runs it? What is the impact?

Yes the nutrition rehabilitation centre was functional.it was run by the hospital unit,the impact was that there was greater awareness regarding balanced diet and not skipping the breakfast.

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4. Financial Management

- (i) Officer responsible. –the administrative wing
(ii) Type of Accounting – Single Entry
(iii) How maintained –Computerized (grants under the IFMS project)
(iv) Cash book
a. How many bank Accounts are being maintained? Are they updated?
there were 7 accounts such as that under RSBY,ROGI KALYAN SAMITI,BLOOD BANK ,THE INTEGRATED CHILD DEVELOPMANT SCHEME,AND REGULAR ACCOUNT.
c. Did you observe parking of funds?
YES there was parking of funds with the HDFC under various heads as the work under it was in varios stages of implementation.

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(v) When was the Audit last done and by whom?

The local internal audit as well as the state authority did audit last month only. That is Auditor general of Rajkot.

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(vi) Where there any objections raised? If so, what is the nature and how dealt?

There were no audit objections raised except for a few minor clarifications sought orally by the officers which were provided.

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(vii) What do you think would you do to improve financial management?

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A first would be moving to a double entry accrual based accounting ,another would be to take support of a standard accounting software as well as financial management software which would bring transparency and efficiency.

Analysis.

What according to you need to be done for better implementation of Health Initiatives? Are you aware of innovations made at other places which can be implemented here? Why do you think they would work? What do you think of the role of DM and SDM in the scheme of things? How is the interdepartmental coordination in the district and its impact on Immunization etc.

There were many bright spots such as there was dedicated website in which OPD timings ,doctor availability ,application of many certificates were provided.

The Rogi Kalian Samiti funds were being used for renovation I think there was a need for further rejuvenating the Rogi Kalian Samitis by bringing more eminent members and seeking online suggestions from patients as well online feedback form the patients regarding the services. This will not only enhance customer satisfaction but also accountability.

There were air coolers, drinking water dispensers, the faculty was well paid, there aim was to make the hospital paperless.

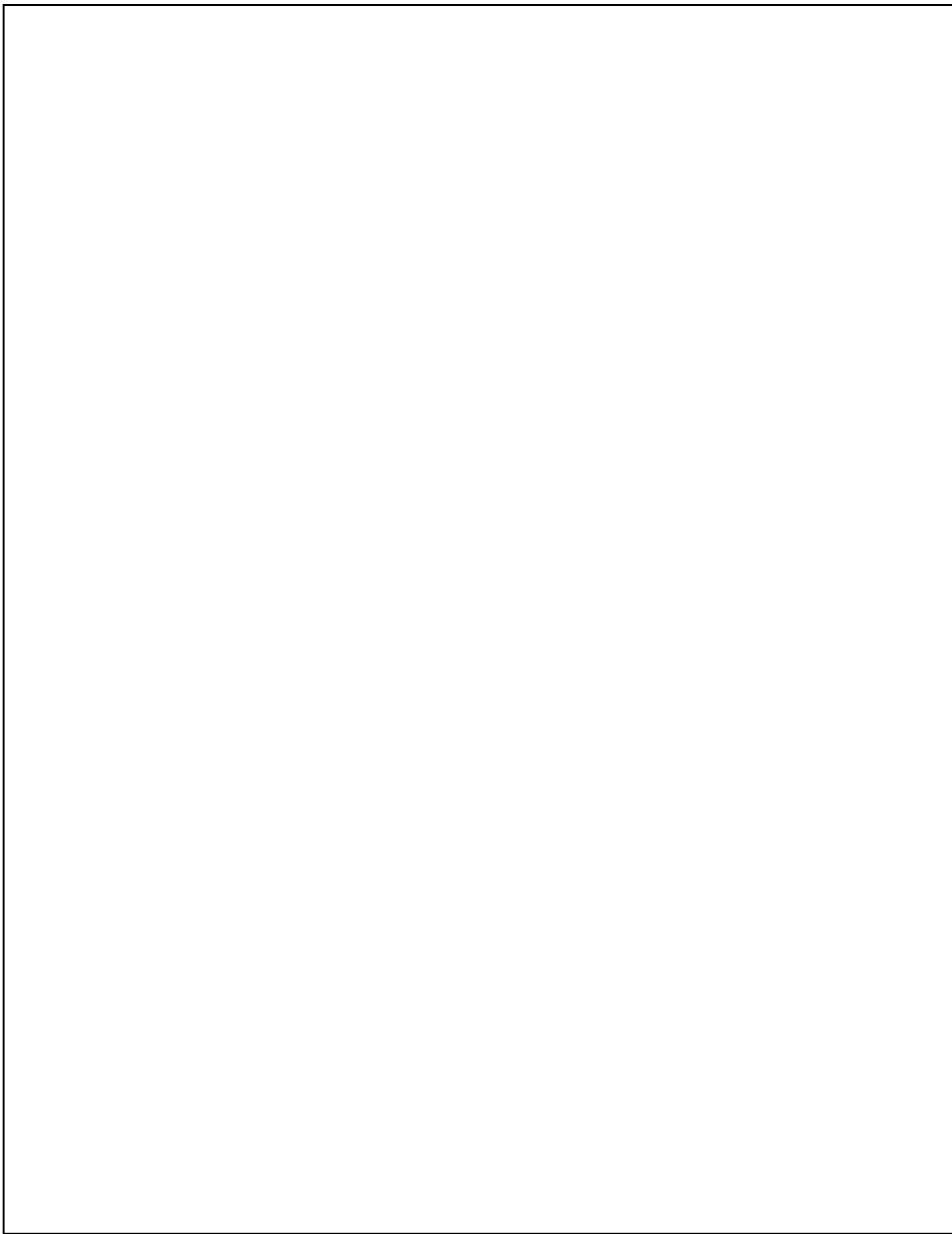
There were few initiatives such as library from donated books which had health related and spiritual books, RFIDlocks for maternity wards and food trolleys, yoga shivirs, there was cricket league for the staff, there was also a Sakhi Mandal for the hospital staff. This motivated me to look into a very crucial element of a very grave challenge of hoe to keep the hospital staff motivated-these efforts at improving the working environment created a feel good factor.

FOR BETTERMENT

- the Rogi Kalian Samitis need to be further strengthened by giving them more AUTONOMY.
- new ward such as the geriatric ward in needed given the increasing old aged patients.
- need to focus more on the preventive aspects of both communicable and non communicable diseases, this can be done through regular camps and electronic media.
- vacancy of staff needs to be filled ,for this advance manpower planning can be done.
- double entry accrual based accounting.
- managemant softwares for work division can be tried.

In this regard the DM and SDM can really be the pivot and champions for a healthy district. The DM and SDM are so overburdened that they need to prioritise health sector .in this regard the age old method of surprise inspection I think would be better along with convergence of schemes. A very crucial role of the DM would be in coordination of effort of various departments impacting health. For example if the municipality leaves potholes on the roadside or there is no regular cleaning of the sewerage the malaria control programmes or various preventive programmes would not be successful.

Another important factor is that the target based approach needs to be shunned and instead efforts to track the demand and demand management through preventive approach to public health needs to be adopted in the long term.



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