

# District Admin Report

*by* Bhoyar NARAYANRAO

---

FILE	DISTRICT_TRAINING.DOCX (32.92K)		
TIME SUBMITTED	19-MAR-2017 10:07 PM	WORD COUNT	3376
SUBMISSION ID	786063657	CHARACTER COUNT	18903

**1**  
**IAS PROFESSIONAL COURSE PHASE-1 ,2016**  
**Winter Study Tour**  
**District Administration Report**

**Name of the State : Karnataka**  
**Name of the District : Uttara Kannada**  
**Name of the OT : Bhoyar Harshal Narayanrao**

Role and responsibilities of a district collector are varied and complex. The office of a deputy commissioner in Karwar has following main divisions.

The office of Add. Deputy Commissioner .This officer is second in command to the Deputy Commissioner and looks after the work in the absence of the latter. Also certain committees are looked after by this office as a part of delegated work.

The departments or the sections are called as Shirastas and the officers manning it are known as Shirastedars.

The Establishment department is one of the main departments of the office. Establishment Section is entrusted with the work of gazette maintenance, establishment of revenue department directly under the administrative control of Collector, salary and other financial provisions of staff. Provides rehabilitation assistance, identifies families in distress as per government notification from time to time. In Uttarkannada district it also looks after the implementation of Right to Information Act. It has duty to look after administration of calamity related issues under National Disaster Management Act. This section maintain the records related to Recruitment, Disciplinary measures (Quasi-judicial- Access to information is limited in the interest of administration) All types of personal monetary claims and salary of staff.

The next important section is land revenue section. The peculiarity of the district is that it has 80% land is Forest land. The section looks after the conversion related issues of forest land , encroachment of forest land and the revenue lands. The other aspect is related to land reforms. It includes entire gamut like computerization of land records, working of Bhoomi and Kaveri setup that contains maintenance of records of rights, field book, geo tagging of assets. The section is also related to land acquisition and related disputes the issues of compensation, relief and rehabilitation. It is guided by the new act, Land Acquisition Act 2013. This is an important function considering the fact that many important national assets like naval base, Seabird and a nuclear plant are located in the district. Other important function of this section is land revenue collection. Main functions were; maintenance of record of rights, recovery of land revenue and all other kinds of Government dues, conducting of Jamabandi etc.

The next section is related to performance of magisterial functions. It includes handling of magisterial cases this section looks after various law and order related issues just like bound down cases under section 107 and 110 of CrPC and other issues related to preventive detention and curfew, this section also deals with habitually absconder related cases and issues like maintenance law and order, maintenance of annual crime register, issuing of arms licenses. Sirastedar i.e. The Officers of this Department are also expected to act on the behalf of Deputy Commissioner to keep eye on conduct enquiries into all major accidents including major fires incidents, riots and natural calamities etc. During our visit we came across a case of a woman of Pakistani origin married to an Indian man in the district and she was Applying for Indian citizenship these types of varied functions are performed by this section.

The other important section is Accounts section. This deals with payment of monthly salaries of the staff in the district office, and all the officials and subordinate staff in the revenue department. Other important function is to manage TA bills, maintain salary accounts, calculation of income tax, TDS management, medical expenses and its reimbursement, maintenance of PPF, GPF funds, loans etc.

Other function is to maintain PD accounts related to various schemes and programs. This section looks after receiving of funds for central schemes and it's disbursement and maintain its accounts. Also it maintains Service books of staff. Also one of the function is checking of stamps at treasury. LTC of staff. Accepting cheques for natural calamities, Issue of no dues, no D.E. certificates to the Govt. servants who are due for retirement.

The other important section is the Election section. This section deals with all the necessary function in elections of Lok Sabha, Vidhansabha, MLCs, All Panchayat Raj elections. It looks after drives to enroll new voters, preparation of electoral rolls, Computerization of electoral Rolls, Preparation of Voters list and its revision. Preparation of budget for election. Maintenance of election stationary forms etc. The act that governs the functions is People's Representation Act. 1956.

The next section is ADLR Survey and Settlement section. This section deals with Establishment, DDLR Court cases, Technical files, rebuild up cases and publication of periodicals.

The Tehsildar Endowment section deals with Aaradhana, Zila Dharmik Parishat, Common Pool Fund, Temple registration, Temple Budget etc.

The state has a service delivery guarantee act called as Sakala. It covers around 478 services of which 135 are online and spread across 48 departments. Few services include Caste certificate, income certificate Residence certificate, Driving license (Transport Dept.), Khatha transfer documents (Urban development), Issue of Ration cards (Food Dept.), Survey and Settlement (Revenue), Copy of FIR/Petitions (Police Dept.) Registration of Birth and Death. Every service is assigned with a specific time limit which is to be adhered by the department.

### Committees headed by Collector

There are around 37 committees that are headed by the Deputy Commissioner of Karwar.

1. **Revenue officer meeting:** It is headed by the DC And it is related to revenue related matters of the district. Tehsildars are the main participants of this meeting. It happens mostly on Monthly basis.
2. **District Level Encroachment Removal Committee:** This is related to revenue department.
3. **Republic Day Celebration Committee:** Related to revenue department and happens mostly on annual basis.
4. **Karnataka Rajothsava Celebration Committee:** Related to revenue department and it happens once in a year.
5. **District level finance commission implementation committee**
6. **District peace committee**
7. **Food security schemes committees**
8. **Food transport tender approval Committee**
9. **District level committee of Prime Minister 15 point programme by backward community and minority department district level beneficial committee by social welfare department**
10. **Schedule caste and Scheduled tribe land purchase committee by Dr. Ambedkar Development Corporation.**
11. **Kannada implementation district level committee by Kannada and culture department.**
12. **DIC single window committee. By commerce and industries department**
13. **PMR why committee by commerce and industries department**
14. **District level agriculture insurance committee by agriculture department**
15. **Send mining and transport Control Committee by mines and Geology department**
16. **Forest land encroachment removal committee by Forest Department this is generally headed by district forest officer and the deputy commissioner is the member of this committee**
17. **Road Transport committee this committee is related to transport department**
18. **District Tourism Development committee by tourism department**
19. **District birth and death registration coordination committee looked after by statistical department and the headed by liberty Commissioner**
20. **District Sainik Welfare committee and Soldier Welfare and Rehabilitation department**
21. **District Central Jail Advisory Committee under prisons department**

22. District level solid Waste Management Committee under Urban Development Department
23. District health committee related to health department and Chief medical officer is a part of this committee headed by deputy commissioner
24. Protection of women from domestic violence committee and Dar women and child development department
25. District level maternal death enquiry committee and health department
26. Committee of destroying of narcotic drugs and excise department
27. Committee for providing infrastructure to schedule caste colonies under social welfare department
28. District level child labor planning executive advisory committee and Labor Department
29. Committee for controlling illegal excise activities and excise department
30. National agriculture development scheme committee under Agriculture Department
31. Red Cross committee under Revenue Department
32. District level coordination committee under Revenue Department and Caste verification committee.

#### **Inspections conducted by District Magistrate**

In Karnataka the Deputy Commissioner can inspect all departments except judiciary and police. Mandatory inspection includes Annual Jamabandi from village to district level. Land records to ascertain total forest area.

Annual Inspection of Treasury.

Monthly visit to Anganwadis and schools and PHCs.

Biannual visit of SC/ST hostels. Monthly visit to Fair Price Shops

#### **Magisterial court work of the District Collector**

Act	Provision	Jurisdiction
Karnataka Land Revenue Act 1964	Sec 25, Sec49, Sec 50, Sec51, Sec 136	Revision
		Petition
		Revision
		Appeal Appeal Revision

		Petition
Karnataka Land Reforms Act		Appeal
Securitization Act	Related to Bank Loans under Sec 14	Appeal
Prevention of Transfer of certain Lands Act	Sec5	Petition. Revision

### Special Powers of District Collector:

1 Sanction of detention under National Security Act is the responsibility of Deputy Commissioner. The Superintendent of Police prepares dossier on which final affirmation is given by DC.

2 Similar provision for State specific public Safety act and Karnataka police Act

3 Effective use of Sec 107, Sec 110 of CrPC for sanction of Preventive Detention is the responsibility of District Collector.

4 Tapping of Sec144 of CrPC to prevent law and order issue from flaring up.

5 To make an assessment of losses of crops and recommend relief during natural calamities like fire, draught and flood etc.

6 Enhance land related compensation based on Circle rate. Reassess the amount compensation given

7 Acquisition of land under imminent domain under Land Acquisition Act 1894

9 Compulsory takeovers of water bodies, wells etc. to conserve water in drought affected area.

### Observation on role of District Collector

1. **Law and order:** It is one of the main functions of Deputy Commissioner. In the District the Bhatkal Taluka is sensitive in communal sense and the District administration is focused on this area to prevent communal events.

2. **Revenue function** is the core function it includes all matters related to assessment and adjudication of land disputes. Collection of land revenue. Land use conversion etc. Also includes maintenance of land records and management of public lands and properties.



3. Regulatory functions are important per <sup>1</sup> of the Deputy Commissioner. This includes control and supply of food and essential items, excise related matters, control of stamp duties, urban land ceiling etc.

4. Developmental: The role of the D.C in this area is of coordination of various dependent departments. Other important function is bringing out convergence of various schemes for their maximum utility and local effectiveness.

5. Representational function: D.C is a representative of a government in the district and he represents district at different forums, meetings, functions etc.

#### **Financial Management at the Collectorate:**

Type of accounting used is single entry system. Separate account section is present in the collectorate. Accounts are maintained manually. The registers are maintained and regularly checked by the D.C. There are 70 different heads for accounts in the cashbook. There are no specific heads for Chief Minister Funds, Subsidies for Sugarcane farmers; they are accounted under miscellaneous head.

The major heads includes Social Welfare, Land Acquisition, Dist. labour Office, Endowments, Muzrai, BUDC (Urban Development), Health, Education, Kannada Language and Culture, Election, Minority, etc.

20 different Cash Books are maintained by the office. They include Maintenance, Atal for Outsourcing, Aadhar Salary, Kutumbotsa Dist. festival, Elections, NSAP- National Pension. Central Schemes like NREGA, SSA etc.

Audit is conducted by State Audit Department. It has been two months back from the time of our visit.

Areas of improvement may be to computerize the book keeping rather than manual maintenance of books. Adoption of the double entry book system. During one of the meetings it is found that Utility Certificate is not maintained by accounts department that may be improved.

#### **Conclusion:**

The institution of District Collector is more than 200 years old but still manages to hold relevant. Even the second Administrative Reforms Commission has advised to continue with it. During my visit I found that that this office carries legitimacy among the eyes of the people. It has node around which entire edifice of District administration revolves. The institutional memory of this office is very valuable and evolving with advent of computerization and cloud related services.

The administration in Uttarkannada district is efficient and certain good practices are responsible for it to a particular extent.

Adoption of **Bhoomi and Kaveri**, it is software ecosystem that it's related to computerization of land records, registration of land or property deals etc. This has made the land revenue system hassle free and efficient. The second efficient system is **Khaja** <sup>4</sup> **2** it is online Treasury system that enables computerizations of entire Treasury operations. **Accounts to the government the entire activity can be tracked in the system. By automating the procedures and internal controls, it has strengthened the financial controls and promoted accountability and resulted in huge expenditure and efficiency gains.** Third is Police IT as popularly called, it is digitalization of operations like online FIR Registration to maintain of online daily diary, case diaries. Most of the Crime and criminal tracking is online and police stations are able to share vital resources. Convergence of Central schemes has made housing, toilets construction etc. more efficient. Also use of UID, geo tagging etc. has contributed to efficiency in implementing the schemes. One more project in Haliyal Taluk is worth mentioning.

<sup>2</sup> It is known as Sakala Sakhi. Sakala is time bound service delivery act of the state. **SAKALA SAKHIS are Women enlisted at District, Tehsil, and Village levels to help women file applications for schemes under Women & Child Development department. These women are literate, are willing to take up development work for the community.** However rising expectations of public is hard to manage and district administration is mindful of this fact. Being a large district, coordination is the issue here. Manual maintenance of cashbooks and audit trail is also an area where there is a scope of improvement. Since most of the development related responsibility is with Zilla Parishad, there is lack of clarity about D.C role in such matters.



## Part 2

### 1 HEALTH

#### Institutional Arrangement

#### Structural, role and responsibilities of District Health Society

Functionary	Role
Deputy Collector	D.C is the chairman of the committee. D.C. looks after working and review s its progress regularly
Civil Surgeon	Member Secretary, looks after the day to day functioning of the DHS
District Program Manager	Ensures that DHS functions as per rules and laws
District Accounts Manager	Takes care of budget ,accounts, estimates and other financial reporting
District M & E Officer	Take care of maintenance of database of health indicators on daily basis
1 District Planning Coordinator	Will be responsible for planning of all programs
District Community Mobilizer	Will be responsible for day to day affairs of ASHA's
Consultant NUHM	Looks after Urban health

DHS is an important Committee for health administration in the district. Since D.C is the chairman of the DHS, it helps to maintain coordination among different functionaries.

#### 1 Structure at block level

Functionary	Role
Medical Officer	Overall In charge and chairman of Rogi Kalyan Samiti
Block program manager	Look after the functioning as

	pare regulations and rules
Block Accountant	Maintain account of the unit, expenditure report.
Block Community mobilizer	Works with local functionaries like ASHA

#### Functionary at HSC level

This includes Medical officer as overall in charge and Auxiliary Midwives for ground level implementing of schemes in the health sector. We visited PHC in Sirisi Taluka it was functioning properly with two doctors and other staff. We found that medicine stock was maintained and physically present. Vaccines are maintained in the refrigerators and ambulance is in ready position. There are 10 PHCs in the Taluka with Medical officer as a head and assisted by lab technician, pharmacists, 3 Male and 3 female junior assistants. On an average there are 20 ASHAs per PHCs.

#### Functionaries at Village level

AWW	They work primarily for children between 0 -6 years and looks after non formal education and their nutrition needs'
ASHA	Acts as link between village population and the PHC. Works in the areas of RCH immunization, Preventive health care, Anti natal care, report of births to PHC, distribution of iron and folic acid tablets to the pregnant women
Junior Female Assistant	Focus on immunization
Junior Male Assistant	Focus on malaria in the village

### Programs being implemented

Program	Target population	Type
RCH(JSS and JSSY)	All pregnant women and newborn children	Reproductive Child Health program
NRHM	No criteria	Rural health system improvement program
NBSU/NBSS	Children Up To 5years	
Rashtriya Bal shuraksha karyakram	Children	Screening of children for diseases and defects
Rashtriya Kishori Shakti Karyakram	Adolescent	Reproductive and sexual health program
Kalazar elimination Program	Entire population	
RNTCP	TB affected population	Interventions to eliminate TB by2025
NUHM	Urban health care for all	Healthcare program
DBCP	Treatment of malaria for all	
NLEP	Leprosy treatment for the affected	

Certain State specific schemes are also administered by the health department.

They are

- **Prasuti Arake:** This scheme includes Rs1000 per month for child care for 6 months.
- **Madilu kit:** This contains 19 items, which are required by mother and infant for hygienic and safe living. It includes soap, mosquito net, sanitary pads etc.

**Nagu Magu,** it's a door to door ambulance service for pregnant women

### **Status of Service Delivery**

We have visited Taluka level hospital at Sirisi. The staff was found adequate. There are two surgeons and 2 OBGs and six medical officers 12 trained sisters, the hospital is a 100 beds one. The hospital has all basic facility of secondary and little tertiary care. Stock of medicine was found present and supply was regular. Operations theatre was found operational, we got to know that it carry out about 230-250 deliveries along with other operations like cataract, vasectomy and tubectomy etc. Sanitation cleanliness was good, the toilet was inside the labour room with the washbasin, western style toilet was also there, the floor was made of non-slippery material and had adequate slope to clean easily.

Regarding availability of specialist one thing was observed that is the absence of pediatrician and hence honorary services of private pediatrician Mr. Dinesh Hegde is taken. Regarding disposal of biological waste, it is done every two days, color coding scheme was used .There is contract with IMA Cenera for this. New Born Child care unit was present and it is used for care of premature births, babies having feeding problem, suffering from jaundice etc.

Regarding RNCTP implementation we found that microscopy unit was present. New technique of CB-NAT was used to detect TB micro bacteria. Also TB resistance was detected through DNA analysis. Free treatment DOTS (weekly thrice).Also co-infection of HIV and TB are given treated with 99DOTS daily regime for a month.

Regarding AIDS control Anti-Retroviral Treatment is given at Dist. Hospital Karwar and at Sirisi. Treatment counseling and awareness program are regularly conducted under Integrated Counseling and Testing Centers. Program Adult Reproductive and Sexual Health (ARSH) are also active.

Regarding Family planning vasectomy and tubectomy are permanent methods also temporary methods like use of copper T and Oral tablets and free distribution of condoms etc. are done. To promote Vasectomy government offers Rs1100 per operation. Local diseases like goiter, renal stones are reported in the district. Sirisi taluka has 46 SAM children. To control this malnutrition SAM children are given 3 Eggs per day along with milk.

### **Financial Management:**

Officials responsible are Dist. Health Officer and RCHO. The type of accounting is double entry and is maintained through computers. Various heads are RCH, NRHM, IDSP, NHM-RCH, Mission Flex pool, immunization, IDSP, RNTCP, leprosy, Blindness, Kala-azar, NVBD. There are total 9 accounts and they are regularly updated. Parking of funds is done in joint account of RCHO and CEO. Audit was done by State Audit Department

### **Conclusion:**

Overall the level of healthcare is satisfactory, however certain improvements can make it more effective. Attendance of medical officers at PHCs should be monitored more

effectively. More frequent inspections from superior officers would be helpful. Appointment of specialists like provision of pediatrician at Sirisi block hospital can make reduction in IMR. Certain innovations like telemedicine in remote areas of the district can help to tide over the deficiency of specialists. Use of mobile medical vans and hospitals in PPP mode which has been implemented by Gujarat government can be replicated in the state. Preventive health care is a neglected area and certain administrative practices could be borrowed from Tamil Nadu. Certain improvements like district health officers or civil surgeons with mandatory post-graduation in public health management and policies can make them better planners and administrators of health care system in the district.

# District Admin Report

## ORIGINALITY REPORT

%**8**

SIMILARITY INDEX

%**5**

INTERNET SOURCES

%**0**

PUBLICATIONS

%**3**

STUDENT PAPERS

## PRIMARY SOURCES

**1**

Submitted to Lal Bahadur Shastri National  
Academy of Administration of Management

Student Paper

%**3**

**2**

[www.cherysh.org](http://www.cherysh.org)

Internet Source

%**1**

**3**

[pune.gov.in](http://pune.gov.in)

Internet Source

%**1**

**4**

[egov.eletsonline.com](http://egov.eletsonline.com)

Internet Source

%**1**

**5**

[en.wikipedia.org](http://en.wikipedia.org)

Internet Source

%**1**

**6**

[www.delhi.gov.in](http://www.delhi.gov.in)

Internet Source

%**1**

**7**

[www.nios.ac.in](http://www.nios.ac.in)

Internet Source

%**1**



EXCLUDE  
BIBLIOGRAPHY

ON