

# District Attachment

*by* Kumar Harsh

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FILE	DISTRICT_ATTACHMENT.DOCX (44.49K)		
TIME SUBMITTED	17-MAR-2017 10:57 PM	WORD COUNT	3152
SUBMISSION ID	785542147	CHARACTER COUNT	17196

## DISTRICT ATTACHMENT REPORT

**Name:** Kumar Harsh

**OT Code:** D03

**Name of the District:** North 24 Paraganas, West Bengal

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**Topics Covered:** MGNREGA and Municipal Commissioner

## MGNREGA

**1. Name of the State:**

⇒ West Bengal

**2. Name of the District:**

⇒ North 24 parganas

**3. Who is designated as DPC (District Programme Coordinator):**

⇒ District Magistrate

### A. Selection of Schemes

**4. Has the shelf of schemes been approved by district planning committee. If so, on what date?**

⇒ MGNREGS Annual Action Plan (AAP) for the FY-2016-17 has already been approved by DM & DPC, MGNREGS.

**5. Profile of schemes in shelf of schemes/ projects (in current financial)**

Categories/type of scheme	No. selected in shelf of schemes	No. started up to 1.1.2017	No. completed	No. abandoned
Anganwadi/Other Rural Infrastructure	21	45	4	
Bharat Nirman Rajeev Gandhi S <sub>1</sub> wa Kendra	8	25	3	
Drought Proofing	9949	31818	2973	
Fisheries	2	2	0	
Flood Control and Protection	393	1505	412	
Food Grain	1	0	0	
Land Development	6250	9247	3288	
Micro Irrigation Works	85	153	46	
Other Works	1	0	0	
Renovation of traditional water bodies	10	1	0	
Rural Connectivity	2949	6410	2150	
Rural Sanitation	6565	1101	332	
Water Conservation and Water Harvesting	5086	11370	3589	
Works on Individuals	8622	31050	16923	

**Land (Category IV)**

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**a. WHY have some categories of schemes not started?**

⇒ Not applicable.

**b. Enquire why some schemes are abandoned?**

**6. Did the Gram Panchayats conduct a Gram Sabha for finalizing AAP/ Shelf of schemes? If so when?**

⇒ Yes, all Gram Panchayats conducted a Gram Sabha for finalizing AAP/ Shelf of schemes in the month of December.

**7. What is the role of Block Panchayat in selection of schemes?**

⇒ Block Programme Management Unit (BPMU) especially the technical persons (TAs) check GP's AAP along with the expected outcomes as per MoRD guidelines and sends it to the DPC for final approval.

**B. Mechanism for Implementation**

**i. Block level functionaries for implementation:**

<b>Designation</b>	<b>Role</b>	<b>Remarks</b>
<b>BDO &amp; PO, MGNREGS</b>	Monitoring and supervising implementation of works taken up by GP and other Programme Implementing Agencies (PIA) within the Block. Sending monthly reports on complaints received and disposed to District Programme Coordinator.	
<b>Jt. BDO &amp; Jt. PO, MGNREGS</b>	To assist the BDO & PO, MGNREGS for better implementation of MGNREGS at field level. Grievance management.	
<b>Assistant Programme Officer (APO)</b>	Monitoring and supervising of BPMU's day-to-day works and keeps liaison with the BDO & PO, MGNREGS. Process inspection and onsite scheme inspection. Fund management and to Co-ordinate with financial institutions (Bank). Grievance management.	
<b>Junior Programme Officer (JPO)</b>	Programme management, to organize Block & GP level meeting. Worksite management, grievance management, updating of Complaint Register at Block. Training management.	
<b>Technical Assistant (TA)</b>	Administrative approval of schemes. Technical inspection of schemes. Supervision management. Responsible for AAP, Labour Budget (LB), Shelf of Schemes etc.	

Computer Assistant (CA)	Responsible for all MIS related matters and VLE management.	1
Programme Assistant (PA)	Mail management, Daily Progress report (DPR), online uploading etc.	

**ii. Gram Panchayat level functionaries for implementation:**

Designation	Role	Remarks
Pradhan	Monitoring and supervising implementation of works under MGNREGS at GP level. Pradhan is the ultimate authority for passing any type of bill. Work management.	
Nirman Sahayak (NS)	Preparation of AAP of the concerned GP. Technical inspection of schemes. Supervisor management. Shelf of Schemes & etc.	
Executive Assistant (EA)	Monitoring and supervising of GPPMU's day-to-day works and keeps liaison with the Pradhan. Verification of all type of bills, cash book maintaining, tender procedure, Labour Budget (LB), report returns etc.	
Secretary	Finance management, work management, cash book maintaining, tender procedure, record management.	
Gram Rozgar Sevak (GRS)	Assisting Gram Panchayat in executing MGNREGA works at Gram Panchayat level. Overseeing the process of registration, distribution of job cards, provision of dated receipts against job applications, allocation of work to applicants etc.	
Village Level Entrepreneur (VLE)	Responsible for all MIS related matters.	

**iii. Whether cluster level facilitation them are functional? If so, what is the composition?**

⇒ Not available.

**iv. What are the facilities provided at work site?**

⇒ Safe Drinking water, shades, first-aid box, crèche (a person preferably a woman should be engaged to tend to children if there are more than five children on a work site. This person will be paid wages in the same way as the other workers on site) and temporary toilets.

**v. What is the infrastructure for documentation, record keeping and monitoring?**

(a) At Gram Panchayat level: Still camera, computer, printer, scanner, net

connection, 7 registers, vehicle support.

(b) **At Block level:** Still camera, video camera, computer, printer, scanner, net connection, relevant registers, vehicle support etc.

vi. **Comment on the role of mate:**

- Supervise worksites.
- Collection of daily attendance in muster roll.
- Take measurement at the end of the day.
- Maintain measurement book at the worksites.
- Update entries in the job cards.
- Facilitate applications for jobcards and submit them to the GP.

**C. Job Cards & Wages**

1. **No. of job cards issued:**

⇒ 786609

2. **No. of non-functioned job card:**

⇒ 355041

3. **% of non-functioned job cards:**

⇒ 45.14

4. **Reasons for their being non-functional:**

- Low wage rate.
- Problem regarding delayed payment and insufficient flow of fund.
- Most of the Blocks are urbanized and there exists of various incomes generation options.

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5.

Sl. No.	Details	No.	%
a.	No. of job card holders who are women?	640591	38.07
b.	No. of women who have been given employment in 2016-17	241569	39.40
c.	No. of SC/ST who have been given employment in 2016-17	235236	38.37
d.	No. of Minority who have been given employment in 2016-17	208737	34.05
e.	No. of disabled who have been give employment in 2016-17	1313	0.21
f.	Total employment this year	613059	

6. **Reasons for poor representation of women or any social group.**

7. **Have a look at the MIS and select 3 GPs with zero mandays this year, 3 with top most wage employment generations. Explore why it is so?**

⇒ Nil.

8. **What is the daily wage and awareness?**

⇒ USK-Rs. 176/-, every active job card holders knows the fact.

9. **Do people know about unemployment allowance?**

⇒ Most of the active job card holders know about the unemployment allowance.

10. **What are the delays in wage payment?**

- a. ✓ Nil
- b. 10-15 days
- c. 30 days
- 1 More than 30days
- e. Whether unemployment allowance is paid?
- ⇒ No.

#### D. Scheme

##### 1. What is the preferred scheme in the district and why?

⇒ **Pond Excavation(Farm Pond)** for water harvesting for agriculture purpose, to increase use of sub surface water instead of boring well & also for fish and wildlife, in some places it also use for drinking water in saline zone.

**Construction of Anganwadi Center** as a convergence scheme with women & child Department & Backward Classes Welfare Department & Tribal Development Section for childhood development.

**House hold Latrine** scheme for rural sanitation, **Vermicompost** for better livelihood generation and also for organic cultivation, Plantation like Roadside plantation, Block Plantation work with "**Brikshapatta**" for women SHG group job card holder for empowerment of women and also environment protection. **Mangrove Plantation** in Sundarban area through local workgroups also protects bio-diversity of Sundarban area and generates income for the local people.

##### 1 2. Convergence of fund with other MoRD schemes:

⇒ Table A

##### 3. Convergence of funds with other departments:

⇒ Table B

##### 4. Schemes which are poorly implemented in the district and reasons thereof.

1 ⇒ Not Applicable

##### 5. Muster Roll (MR):

i. Is computerized muster roll generated?

⇒ Yes

ii. What is the status of filling?

1 Within the stimulated period issued MR are being filled properly.

iii. Who fills the muster roll?

⇒ Supervisor

iv. Who verified the muster roll?

⇒ NS for technical verification and EA for financial verification.

v. Who certified the muster roll?

⇒ NS for technical verification and EA for financial verification.



vi. Check a muster roll and see if there are any deviations?

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**E. Transparency**

**1. What is the status of vigilance and monitoring committee?**

**2. What is the mechanism to lodge complaint:**

**a. Complaints box:**

⇒ Yes

**b. Telephone number :**

⇒ District: (033) 2584-6258, Time: 10.00 A.M. to 6.30 P.M. (working day)

**c. Public grievance day:**

⇒ First Wednesday of every Bengali month.

**d. Is there an ombudsman? Who and what is the role?**

⇒ No.

**3. What is the documentation done:**

**a. Photograph:**

⇒ Yes.

**b. Videography:**

⇒ Yes.

**c. Geo-tagged plate:**

⇒ Yes.

**4. Is the list of schemes displayed:**

a. Wall writing

b. ✓Hoarding

c. ✓Pamphlet

d. ✓On internet

**5. Are the records available for examination, if so where?**

⇒ Yes, at the concerned office.

**6. Social Audit:**

⇒ This subject is related to **District Social Audit Unit**.

**F. Observation & Analysis**

- Locally relevant works like unique species of mangrove were planted that are easily sold in the markets.
- Most of the works were given during non monsoon seasons.
- The strategies adopted were coupled with the demand side requirements.



- There has been convergence with fisheries, Sundarban development Board which is an exemplar model for dovetailing of schemes.
- The provision of an ombudsman may make the grievance redressal system more robust.
- The provision of a server at the local NIC center for storing all the relevant documentation related to completion of works.

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## Municipal Commissioner

### 1. Institutional Arrangement

- a. When was the election for Urban Local Body done? -- 03.10.2015
- b. How many councilors? – 41
- Male: 24 Female: 17
- c. Standing committee of Urban Local Body

Name of the Standing Committee	Role	Periodicity of Meeting
Finance and Resource Mobilization Standing Committee	The Standing Committee shall be recommendory bodies, and each Standing Committee shall perform such functions, an such powers, and discharge such duties, as the Corporation at a meeting delegate to it.	Newly Formed Standing Committee
Solid Waste Management Standing Committee	The Standing Committees shall be recommendory bodies, and each Standing Committee shall perform such functions, and exercise such powers, and discharge such duties, as the Corporation at a meeting delegated to it.	Newly Formed Standing Committee
Water Supply Public Health and Sanitation Standing Committee	The Sanitation Committees shall be recommendory bodies, and each Standing Committee shall perform such functions, and discharge such duties, as the Corporation at a meeting delegated to it.	Newly Formed Standing Committee
Public Works Standing Committee	The Standing Committee shall be recommendory bodies, and each Standing Committee shall perform such functions, and exercise such powers, and discharge such duties, as the Corporation at a meeting delegated to it.	Newly Formed Standing Committee
Health, Education and Urban Poverty Alleviation Standing Committee	The Standing Committees shall be recommendory bodies, and each Standing Committee shall perform such functions, and exercise such powers, and discharge such duties, as the Corporation at a	Newly Formed Standing Committee

meeting delegated to it.
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**d. (i) Power of the board vs standing committees:**

According to The West Bengal Municipal Corporation Act, 2006 under Section 25, SI-1 to 4, Standing Committees are Recommendary Bodies. Standing Committee shall submit opinion or report or recommendation or suggestion which shall be subject to confirmation or modification of Board.

**(ii) Power of the Municipal Commissioner vs standing Committees/Board:**

According to The West Bengal Municipal Corporation Act, 2006 under Section 44, The Commissioner is the Principal Executive Officer of the Corporation and shall exercise the powers and perform the functions confirmed under West Bengal Municipal Corporation Act, 2006 subject to the Supervision and control of the Mayor.

**(iii) What is the institutional arrangement to break a deadlock if arises?**

According to The West Bengal Municipal Corporation Act, 2006 under Section 48, in such situation the Mayor shall refer the matter to the State Government and the decision of the State Government shall be final.

**2. (i) Role and responsibilities of sections of Municipal Commissioner office**

Name of the Section	Designation of Head	Responsibilities of Section	Act/Rules Implemented	Records maintained	Timeline/ Citizen Charrter
Establishment and General Section	Commissioner	Receive and dispatch of letters and documents, maintain of Leave Statement and Service Record of Staff	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Register	60 days (Maximum)
Birth and Death Section	Commissioner	Issue of birth and death Certificate	The West Bengal Municipal Corporation Act, 2006	Relevant Papers	7 days (Maximum)

General Permission and Dog License	Commissioner	Issue of necessary permission and certificates	The West Bengal Municipal Corporation Act, 2006	Relevant Papers	7 days (Maximum)
Water Department	Executive Engineer (P.H.E)	Connection of Waterline to household and supply of water	The West Bengal Municipal Corporation Act, 2006	Relevant Files	60 days (Maximum)
Conservancy Section	Executive Engineer	Cleaning of Sweeping and Waste materials and Solid Waste Management	The West Bengal Municipal Corporation Act, 2006	Relevant Files	60 days (Maximum)
Building Plan	Executive Engineer	Processing of application regarding sanction of building plan including permission for starting construction work, completion certificate and occupancy certificate	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Register	60 days (Maximum)
Accounts	Finance Officer	Maintaining the accounts of the office and preparation of annual budget and supplementary budget	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)
PHE(Civil)	Executive Engineer	Construction , maintenance of all civil	The West Bengal Municipal Corporation	Relevant Files and Registers	60 days (Maximum)

		works and allied activities	Act, 2006		
PHE (E and M)	Executive Engineer	Maintenance of electrical installations like pump house etc	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)
PWD	Executive Engineer	Road Work	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)
Assessment	Finance Officer	Mutation and Tax Collection	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)
Trade License	Finance Officer	Issue of necessary trade license	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)
Health	Executive Engineer, PHE (Civil)	Preventive measures of disease and vector control	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)
Education	Finance Officer	Mid-day meal	The West Bengal Municipal Corporation Act, 2006	Relevant Files and Registers	60 days (Maximum)

**(iii) Is there an act which mandates service delivery deadlines? If so, what are the services delivered in this office under the Act:**

Maximum time limit for service delivery at 60 day as per Corporation Act, 2006

(iii) Quasi judicial work of the Municipal Commissioner:

Act	Provision	Jurisdiction (Original/ Appellate)
The West Bengal Municipal Corporation Act, 2006 under Section 44	Exercise the powers and perform the functions specifically conferred or	Bidhannagar Municipal Corporation

	imposed on him by/under this Act or by any other law for the time being in force	
	Assign the duties and exercise supervision and control over the proceedings and acts of all officers and employees of the Corporation.	
	Be responsible for the custody of all records other than the papers and documents connected with the proceedings of the corporation and mayor in council and the Municipal Accounts Committee and shall preserve the same in such manner and for such period as may be determined by regularization.	
	Be responsible for the preparation of the Annual Report on the working of the Corporation and such report shall be prepared as soon as may be after the first day of April every year and not later such date as may be fixed by the State Government and shall be placed before the board of councilors at a meeting for consideration before the same is forwarded to the State Government.	

## Revenues and Finance Management

- a. What are the sources of revenue and how are they collected and who collects?

Source of Revenue	How Collected	Who Collected	What Periodicity
Property Tax	Demand Raised	Through bank and Tax Collector	Quarterly/ Annually
Market rent	Demand Raised	Through Bank	Quarterly/ Annually
Hoarding/ Advertisement	Demand Raised	Through Bank	Annually
Car Parking	Tender	Through Bank	Quarterly/ Annually

- b. How are the revenue collections reconciled between the central office and the field offices?

Banks collected revenue on daily basis from field officers. Revenue Collection reports mailed on daily basis from the field offices to the central office which is being reconciled with the bank statement.

- c. Bank Accounts:

- (i) How many bank accounts are being maintained?

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- (ii) What are the heads?

- MPLAD/BEUP
- 14<sup>th</sup> Finance Commission
- Conservancy
- SUDA Subsidy
- Widow Pension
- Old age Pension
- Disability Pension
- BSUP
- Mid-day Meal
- UPHC
- Census
- Net Banking
- Film Festival
- Road Cutting/Road Restoration
- NUHM
- Swimming Pool
- Nirmal Bangla Mission



- Housing For all
- NULM
- AMRUT
- General Fund
- Bidhannagar Municipal Sports Academy
- RSKB
- Pension Gratuity/Pension Relief Fund

(iii) Who is responsible for updation?

-Staff of Accounts Department are responsible for updation and proper maintenance.

#### d. Municipal Accounting and Budgeting

(i) Who maintains the Accounts?

-Staff of Accounts Department maintains the Municipal Accounts

(ii) Double entry system of Accounting is followed.

(iii) Cashbook is maintained in computerized mode.

(iv) How many heads, what are they?

Four broad heads

- Revenue income
- Revenue Expenditure
- Capital Receipts
- Capital Expenses

We maintain our accounts in the financial accounting package provided by urban development and Municipal Affairs Department, Government of West Bengal.

(v) Are there any redundancies in accounting?

- There is a probability of redundancy of asset.

(vi) Did you see parking of funds?

- There is no parking of funds.

(vii) Who audits the funds?

-NA

(viii) Did the ULB have a clear budget? When was it approved by the board?

-ULB has a clear budget for the financial year – 2016-17

(ix) Was a deficit or a surplus budget? Explore reasons for the same.

- ULB has a surplus budget. It is non-profit organization. It provides services to its residents and runs by grants and aid. It is a part of the three-tier government and is in the lower level so the question of deficit does not arise.

#### 4. Service Delivery

a.

Type of Service	How Delivered (CSC/Online/At office)	Time frame	Remarks
Water Supply and Drainage	At Office	60 days	
Streets and public places including lighting	At Office	60 days	
Permission for construction of buildings and allied works	At Office	60 days	
Basti Development	At Office	60 days	
Solid Waste Management	At Office	60 days	
Environment Precautions	At Office	60 days	
Maintenance of Municipal Markets	At Office	60 days	
Registration of birth and death	At Office	7 Days	
Restraint of infection	At Office	60 days	

#### Analysis:

- Business process reengineering (BPR) has still not been adopted. More capacity building and budgetary allowance should be provided to make BPR possible.
- An all encompassing mass rapid transport is not available. The ongoing metro project is still stuck due to archaic land acquisition laws. The Municipal Corporation might have a bigger role in this sector in future.
- Water meters have not been installed. This is leading to the loss of revenue realization.

- Solid waste management is more of a pilot project than a full blown programme. Also, there is no segregation of waste at the source. Municipal workers collecting garbage should be better trained in segregation.
- Overall, the institution of the Municipal Commissioner facilitates the urban infrastructure by coordinating various aspects of development necessary for a metropolitan town like Kolkata.

# District Attachment

## ORIGINALITY REPORT

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SIMILARITY INDEX

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INTERNET SOURCES

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PUBLICATIONS

%**51**  
STUDENT PAPERS

## PRIMARY SOURCES

**1** Submitted to Lal Bahadur Shastri National Academy of Administration of Management  
Student Paper %**51**

**2** [www.odishapanchayat.gov.in](http://www.odishapanchayat.gov.in)  
Internet Source %**3**

**3** [nrega.nic.in](http://nrega.nic.in)  
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