

# Tehsildar and SWACHH Bharat

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FILE	TEHSILDARANDSWACHH.DOCX (40.1K)		
TIME SUBMITTED	17-MAR-2017 02:09PM	WORD COUNT	3030
SUBMISSION ID	785398173	CHARACTER COUNT	17259

## Part A

### I. TEHSILDAR

Perambalur taluk formed in 1911 It has 1 Block and 2 Revenue villages (firka) Area of Responsibility is 27 sq. km

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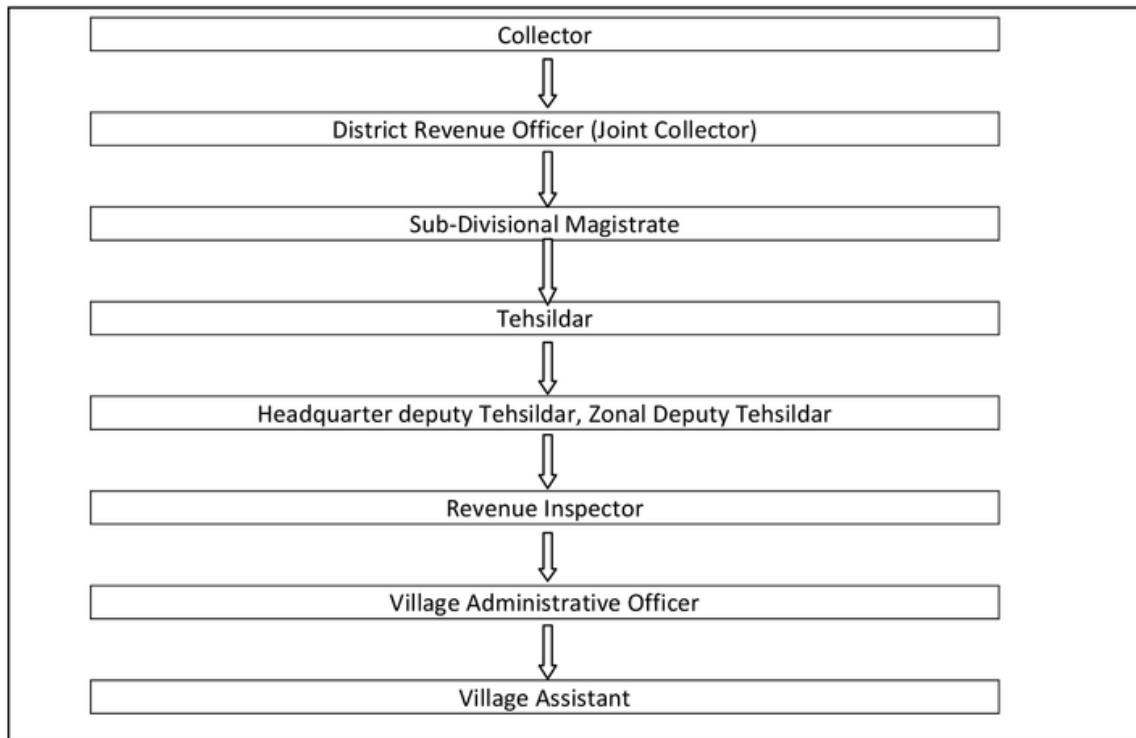
#### ADMINISTRATION:

1.	Total No. of Taluks	:	3 (Perambalur, Veppanthattai & Kunnam)
2.	Total No. of Panchayat Blocks	:	4 (Perambalur, Veppanthattai, Alathur & Veppur)
3.	Total No. of Revenue Villages	:	152
4.	Total No. of Village Panchayats	:	121
5.	Total No. of Town Panchayat	:	4 ( Poolambady, Arumbavoor, Kurumbalur, Lebbaikudykadu
6.	Total No. of Municipality	:	1 (Perambalur)

REVENUE		DEVELOPMENT	
Name of the Taluk	Total No. of Revenue Villages	Name of the Blocks	Total No. of Village Panchayats
1) Perambalur	27	1) Perambalur	20
2) Veppanthattai	39	2) Veppanthattai	29
3) Kunnam	86	3) Alathur	39
		4) Veppur	33
<b>Total</b>	<b>152</b>	<b>Total</b>	

Source: [Online] Available from <http://ecourts.gov.in/tn/perambalur> [Accessed on 26 February 2017]

#### Administrative Hierarchy Perambalur District



#### 1) Role and Responsibilities of sections in office of Tehsildar

There were two Tehsildars in perambalur collector. First Tehsildar looked after Law and Order and second Tehsildar took care of Social service schemes.

Tehsildar were Responsible for maintains of various records like Peition register, Application register , Leave sanction register, Acquittance register , Cash book , undisbursed payment register, Daily cash remittance register ,Attendance register , Land records (Field measurement book ,A- register it is register that has survey of all villages) , Chitha register, Adangal which had village wise and year wise production) Birth and Death register, Encroachment register.

#### 2) Role of Tehsildar/ Circle officer in collection of Revenue

Role of Tehsildar was collection of Land revenue from farmers. The office collects revenue upto 1 lakh and 58 thousand. Though wetland per Acre rs 5 and dry land per Acre rs2

### **3) Regulatory**

Tehsildar has law and order maintenance responsibility and powers.

Tehsildar often uses power under Crpc107, 109, 110

Most of the disputes are solved:

- a) Peace talks are conducted between disputing parties.
- b) Keep watch on law and order situation
- c) Take matter to SDM if situation not under control
- d) If notorious / habitual offender then ask or advice police to arrest him / her
- e) Tehsildar adopts Amicable solutions at village level

EG: we got opportunity to see Tehsildar negotiating with farmers who were agitating because of long drought in their area.

### **4) Role of certificate issuing authority**

Tehsildar plays very important role in issuing certificate for scheduled caste scheduled tribe, backward classes etc. The verification is done by village administrative officer and on completion of verification Tehsildar issue certificates

Procedure to issue certificate

- 1) Application is registered through common service center
- 2) The application is forwarded to village administrative officer
- 3) Inquiry conducted by vao and recommendation made by revenue inspector
- 4) If certificate is for backward caste or most backward caste then forwarded to headquarter deputy tehsildar or zonal deputy tehsildar
- 5) If certificate is about scheduled caste then forwarded to Tehsildar
- 6) Then Tehsildar approves
- 7) Then the applicant is informed by message on mobile
- 8) Deputy Tehsildar gives Income certificate irrespective of income limit
- 9) Nativity certificate issued by Tehsildar
  
- 10) Building license according Tamilnadu building licensing act
- 11) Money lending license
- 12) Pawn broker license

### **5) Coordination with other department**

Land encroachment will take up measurement by Tehsildar. Land encroachment cleared for PWD projects. Highway, Rural development works. During Elections Village administrative officer to identify voters and certified through Tehsildar. Land for any official building is acquired with help of Tehsildar. Law and order situation is controlled.

### **6) Emergency/ disaster management role**

District disaster management plan is prepared every year under guidance of collector. Contacts with all departments are maintained for example phone numbers of departments like water supply , electricity, roads etc. There is periodic check on works progress of all departments like before onset of north east monsoon all river channels are cleared to prevent flooding in area. Tehsildar has important role in distribution of relief after disaster has onset. Tehsildar has to identify victims with help of revenue inspector and village administrative officer.

### **7) Financial management at Tehsil level**

- 1) Number of schemes implemented
  - a) Central 3
  - b) State 15
- 2) Number of bank accounts 1
- 3) Tehsildar explained that they are comfortable with one bank account so that procedure is simple easy to maintain. It is as per state government guidelines.
- 4) No bank accounts and books were not updated
- 5) Cash book was last updated on 12/01/17(note date) , 15/04/16(last entry)
- 6) There were 18 heads in cash book
- 7) All schemes were operational
- 8) No double entry system

#### **Role and Responsibility of Tehsildar**

Role of Tehsildar is almost important there were two tehsildars in taluk and two block development officers the institution at ground level is very strong. Tehsildar is busy whole day .Tehsildar office is basic land record holder, issue certificate to people, custodian of land, peace talks , law and order. For example

during protest of jalli kattu Tehsildar effectively managed to conduct peace talks with people and maintain law and order in area .Tehsildar often visited field at least once a month.

Field visit of Tehsildar is important and visit is done for purpose of watch on calamity for example measurement of Rain. Field visit to update Adangal register, Birth and Death register. For Adangal register tehsildar has to measure land under cultivation, yield, and shortfall in fertilizers. Distribution of patta .Demarcation of Natham lands (dwelling lands). Investigation for Gun license inquiry at taluk level. Other Roles and responsibilities of tehsildar are check vehicles under small and minor minerals act , stop illicit tree cutting ,Quarrying visit , visit to various public places like cinema, hotels , Hospitals , malls etc.

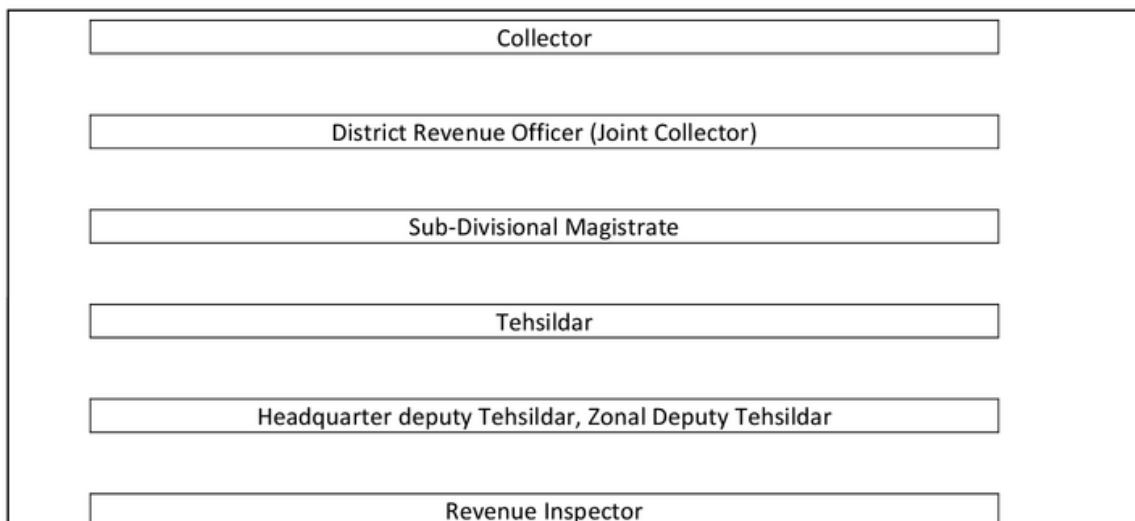
### **8) Problems of Tehsildar office**

The work load is more and the office cannot adhere to the time limit in delivery of service. There is need of data entry operators so that work can be faster and streamlined. Internet connectivity was poor which made completion of work more cumbersome.

### **9) Devolution of work**

Head quarter deputy Tehsildar sanction community certificates for backward class and most backward class, sanction Income certificate to all, sanction letters/ summons singed by tehsildar for fair copy.

### **Administrative hierarchy**



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**10) Your overall impression on the Institution of circle officer/Tehsildar, efficiency of the system, need for speedy delivery and better definition of rule, devolution of authority and responsibility. What steps need to be taken for better financial management and office management?**

Overall observation of circle officer/ Tehsildar working was good. Tehsildar office is far better institutionalized. It has over all good infrastructures the work culture in office was desirable level. The staff and clerk under Tehsildar were quite motivated. They were well aware of their role and responsibilities. I got opportunity to visit land record room in Taluk where land records since 1911 were maintained so well.

But Tehsildar also brought out certain drawbacks in his office like lack of skilled manpower which Tehsildar required to run his on line schemes and accountant to keep track of financial system. Less number of staff deeds to delay in delivery of desired results.

But overall Tehsildar office was quite important and efficient for administration.

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## Part B

### II. SWACHH BHARAT MISSION (GRAMIN)

1. Institutional Arrangement (is there a society or is it run by Department?)

Run by Rural Development & Panchayat Raj/

#### (i) District Level

Designation	Role	Remarks
1. District Collector/Chairman of District Rural Development Agency.	Administrative Sanction Fund releasing Monitoring Review with concerned officials Work inspection	Overall ordered by District Collector
2. Project Director/ Member Secretary DRDA	All activities executed and coordinate with Collector	Do
3. Assistant Project Officer (Sanitation)	All activities executed and coordinate with Collector and Project Director	
4. District Project Coordinator SBM (G)	Capacity building, IEC, Over all coordination with other Departments, Scheme progress online entered with Tamil Nadu Rural development website, Ministry of Drinking water and Sanitation website and Mahatma Gandhi national rural Employment Guarantee Act. Preparation of all the activities like reporting, monitoring, evaluation, periodical report, audit report, and next installment proposal, work inspection at field level.	

#### (ii) Block Level

Designation	Role	Remarks
Block Development Officers (Block Panchayat) and Village Panchayats	Preparation of proposal for work sanction Executed all the sanction related works, like individual Household latrines, School toilets, Anganwadi Toilets, Community Sanitary Complexes and Solid and liquid	Followed by District Collector and Project Director

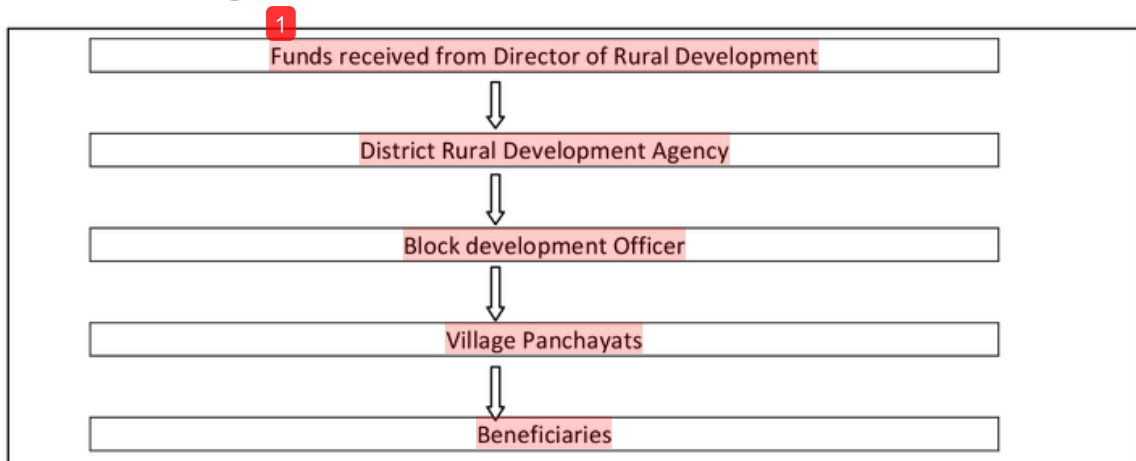


Designation	Role	Remarks
	Waste Management	
	Conducting review meeting with block level and village level officials	
Zonal Deputy BDOs	Preparation of Proposal for work sanction <sup>3</sup> Executed all the sanitation related works like, individual Household Latrines, School toilets, Anganwadi Toilets, Community Sanitary Complexes, and Solid & Liquid waste Management	Followed by District Collector and Project Director and BDOs

### (iii) Panchayat Level/ Village Level

Designation	Role	Remarks
Panchayat President/ Panchayat Secretary/ Special Officer	Preparation of proposal for work sanction <sup>3</sup> Executed all the sanitation related works like, individual Household Latrines, School toilets, Anganwadi Toilets, Community Sanitary Complexes, and Solid & Liquid waste Management	Helping with other higher Officials
	Conducting training programme with self-help group, VPRC members, PLF members and other CBOs	
	Conducting IEC activities at Village Level	

### 2. Financial Management:



1. The cash book maintained at District level by DRDA, Block Level by BDOs and Panchayat level by Panchayat Secretaries
2. Every year Audited by Chartered accountant at District level
3. Every three month concurrent audited at Block level accounts
4. every month audited at Village panchayat level by deputy BDOs

### 3. Swachh Bharat Mission (Rural)

- (i) What are the components?
  1. Construction of Individual Household Latrines
  2. Construction of School Toilets
  3. Construction of Anganwadi Toilets
  4. Construction of Community Sanitary Complexes
  5. Solid and Liquid waste management
  6. Information Education and Communication (IEC) activities including capacity building
- (ii) 1. Hardware and software activities implemented by Block level and Village level by BDOs and Gram Panchayats
- (iii) Mentioned above:
- (iv) Innovative practices- who led the change? Did you see convergence?
  1. Yes, Perambalur District has implemented community led approaches to Sanitation activities under IEC.
  2. One Community sanitary Complex constructed a model of ecological sanitation (Urine diversion and dehydration) 100% people are using it.
  3. One community sanitary complex constructed a model of Bio-digester toilet collaboration by DRDO
  4. 100 numbers of individual Household toilets sanctioned by IOCL under CSR funds model of Eco-San
- (v) Nil
- (vi) Perambalur District has taken up solid waste Panchayats the following activities is going on
  - A) 662 works have involved in SWM works like garbage collection, segregation and composting aspects.
  - B) 87 segregation and compost shed fabricated
  - C) 69 tri cycle procured for garbage collection under SWM scheme
- (vii) The following activities conducted on regular basis
  - 1) Triggering activities conducted through trained Motivators and trainers to attaining Open Defecation Free.

## **Swachh Bharat (Urban)**

Swachh Bharat initially it was taken up as construction programme (constructing toilets) but now the focus is on Behavioral change and behavioral change needs mass mobilization.

Here unique steps were taken by joint collector of including village poverty reduction committee and self help groups in swachh Bharat. These institutions were effectively and efficiently used to bring in behavioral change. Students of schools and colleges are effectively brought under ambit of swachh Bharat in time.

A Very important initiative which should be brought out is in schools attendance for students in marked in unique way when their roll call is called students don't respond in "absent" or "present" but they say ODF of defecation free if They used toilets in their home .There is use of open defecation free boards to mark attendance students defecating in open are marked with red ink and students using toilets are marked with green ink. In morning prayers students take oath for using toilets.

## **Integrated child development scheme**

Lactating mothers are good communication source. If they are themselves well aware of how to make their area defecation free then it can be of great help to administration.

(Quality of Toilets) if the quality of toilets is poor, septic tanks not constructed properly then behavioral change of people in tough task then there are chances of relapse. They will not use constructed toilets because normal simple pits will be filled in short span then people will be forced to defecate in open. Construction of Good quality toilets should be prime focus.

Village properly reduction committee make periodic visit to the house to check proper use of toilets.

There can be uses of partial use of toilets so there is more focus on them. Even special focus on men to use toilets. Because its notion in society that toilets only for safety and security of women. Men can easily go out.

Nehru Yuva Kendras are used to spread strong message to have open defecation free area.

(Religious and cultural festivals) and influence used to attract people and sensitize them for better hygiene and sanitation practices.

Pongal Festival slogan was used by women volunteers that I don't want gold this year but want toilet. It was a massive campaign.

There is need of educating people very deeply as there are misbeliefs that one cannot have toilet in same boundary of house with kitchen. So counseling is very important after construction of toilets.

## **Sanitation mela**

There was a mela or fair organizes by administration where different material for construction of toilets was displayed. This mela had deep import on people as they could make

choice for material they want for their toilet and there was spread of awareness message about toilet construction. This mela also organised quiz contest, Hand wash campaign.

In Rural area more focus is required on motivations. The campaign launched by administration in villages was from “River banks to toilets” “Hundred motivators” volunteers group was formed to have good and successful Triggering activity so that people are motivated to use toilets at their homes administration to use toilets at their homes administration also collected regular feedback of this triggering activity how successful it was to shift people from open defecation to toilets at home. Schools , Mahatma Gandhi National rural employment Guarantee Act , Aganwadi workers , all participated in triggering activity watt Sapp group was joined by motivators and official to remain in touch and be updated about all activities . Volunteers also took up clearing of bushes, cleaning up area around river beds so that it is not used by people to defecate. <sup>3</sup>o compensate for clearance of bushes good plant samplings were grown with help of workers under Mahatma Gandhi National rural employment Guarantee Act.

Construction of Toilets is given almost care double leach pit proper readymade RRC stabs so that construction is fast.

Stubborn children who are naughty they are educated about better sanitation practices. They are sent to different households to convince other people about construction and use of toilets. These children have been very successful in taking oath from such families.

In schools sanitation champions are selected. It generates peer pressure to use toilets at home.

District magistrate coordinator and facilitation for swachh bharat. He/she coordination with all departments like water education, sanitation, police etc. for example police is called up in morning to follow up, lorries are regulated with help of police which bring sand for construction of toilets. <sup>3</sup>

Sanitation is converged with Mahatma Gandhi National Rural employment Guarantee Act for every 150 houses. One worker acts as (Cleanliness Guard) the workers are provided with all equipment, different bins.

Pits are dug for managing Insitu biodegradable waste. One pit for non-biodegradable waste and 3 pits for biodegradable waste. Garbage Collected from houses, segregated. Plastic is send to shredding units which is then used in roads construction. Biodegradable waste is used in farming after treatment. Bio manure used in growing new plant saplings.

Municipal corporation of Madurai had adopted a mobile application with help of this application people could click picture to municipal authorities and authorities concerned will take immediate action around Meenakshi temple which is important site of religious –cultural importance large number of footfall of tourist here . Corporation had constructed e-toilets. There was in site waste management system large number of flowers, banana leaves which are biodegradable are managed here itself.

Municipal Corporation has used city walls very efficiently school and college students have painted the walls which beautify the city and sensitize the people to keep their surroundings -clean

Swachh Bharat in important component is taken up as part of smart city concept. Street lights are monitored by computer system.

Grievance redressed system was put in place. There was setup of call center, use of software to monitor complaints and address the issue in effective manner. The areas which have high number of complaints so there could be direct focus on these areas.

In coming future Madurai Corporation in planning to transform waste to biogas provide CNG in cylinders to Amma mess at present solid waste management plant at present can treat 700 tonnes of waste. It makes around 65% waste and other left over in sent to landfill.

The best of practices in swachh bharat was to have solid waste management and liquid waste management and stress on behavioral change. There is stress in future on educating people on segregating of waste at source itself placement of Insitu waste management plants .The amount of garbage generation in urban areas is massive so innovative means and educating people is necessary. There is need to put in place use of technology which is lacking presently. We have to pick up best practical models from other countries by use of technology so that waste management is sustainable. For example use of mechanized trucks in place of tricycles. There is also need of dedicated Research institute in this field.

### **Difference between urban and rural swachh bharat implementation**

In urban areas there is scarcity of place available for construction of toilets construction of toilets is a challenge but awareness level in high in urban areas as compared to rural people. People in rural are more accustomed to open defecation. The levels of incentives in rural area are less as compared to urban areas. Learning here is to bring in more number of people to volunteer for swachh bharat like students, Aganwadi workers, political leaders, religious leaders.

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# Tehsildar and SWACHH Bharat

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## ORIGINALITY REPORT

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## PRIMARY SOURCES

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