

District Attachment repot

by Basharat QAYOOM

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IV. CIRCLE OFFICER/ TEHSILDAR, TEHSIL AND DISTRICT OSMANABAD, MAHARASHTRA

BASHARAT QAYOOM OT CODE: D43

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a. (i) Role and responsibilities of sections in office of Tehsildar

Name of Office/ Section	Designation of Head	Responsibilities of Section	Act/ Rules implemented	Records maintained	citizen charter	Remark
ESTABLISHMENT SECTION	Niab Tehsildar	Employees related matters(leave, service book, notices ,inquiry charter)	Maharashtra civil service rules(rule 78 to 88) kotwals establishment rules	Relevant records maintained	Prepared and displayed in office corridor	
RECOVERY SECTION	NT	Revenue collection(land and non-agricultural tax)mining tax, fisheries, cable TV survey and collection of entertainment tax, issuing loans related to land improvement.		Maintained		
RECORDS SECTION	NT	6 Bundle system . Compilation register. Await cum control register. Periodical reports. Standing orders. Record room files. D – paper		Maintained		

JAMA BANDI SECTION	NT	Prepares annual demand and collection of land revenue(the village and tehsil forms so prepared are called JAMABANDI. Jamabandi is audit of previous years accounts tehsildar is responsible for determining remission and suspension of revenue. Other functions include recoveries of tagai loan, pot hissa measurement fees, boundary marks advances, irrigation cess.	Maharashtra land revenue code 1966(sections 178, 178, 180, 181, 182) Hyderabad tenancy and agricultural lands act. Land improvement loans act, agricultural lands act.	Maintained		
INWARD/OUTWARD SECTION	NT	All inward communication from both below and above.		Maintained		
DISASTER/NATURAL CALAMITIES CELL	NT	Disaster cell with dedicated cadre for preparedness and quick response in collaboration with other departments. Data collection	DMA	Maintained		
ELECTION BENCH	NT	Preparation of voter list, issuing voter ID` s, assistance during election process.		Maintained		

PDS SECTION	NT Supply	Sanctions quota to PDS shops issuing ration cards . Inspections of markets and quality control.	ECA, FSSA	Maintained		
Quasi-judicial functions		Inquiries and orders , execution of civil court decrees, decisions in the disputed cases in relation to record of rights.	Mamlatdar courts act.	Yes		
Magisterial functions	Tehsildar	Functions under various sections of CrPC (127, 130, 506, 517, 514, 514A, 325, 143, 144, 174.	CrPC			
In charge Sub Jail		Inspections and keeping DM and SDM informed of crimes in the area.	¹ The Civil Jails act.			

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

Haq ka abhilekh act 2015, 1 to 30 days deadline depending upon nature of service.

Services provided:

- caste and income certificate
- ration card
- permission for non- agricultural use of agricultural land
- resident certificate
- non creamy layer certificate
- 7/12 cases
- land record and khatiyana(u/s 8A
- land acquisition certificate

Appeal to higher authority

Fine Rs 500 to 5000

¹

Role of Circle Officer/ Tehsildar

(i) Revenue

Role	Act/ Provision	Remarks
Explained above	Maharashtra land revenue code 1966(sections 178, 178, 180, 181, 182) Hyderabad tenancy and agricultural lands act. Land improvement loans act, agricultural lands act.	

(ii) Coordination with other department

Role	Department	Remarks
Coordination with other line departments like police, agriculture, veterinary, prisons, motor vehicle dept,		

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b. Structure of Revenue administration below Tehsil

(i) Revenue village

Name	Role	Official/ Hereditary/ Honorary
Circle officer	Overlooks and guides Talati	official
Talati	Land records survey and point of direct contact with villagers	official

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c. Services provided by Circle/ Tehsil office

Service	Provision	Timeline
Services provided: -caste and income certificate -ration card -permission for non-agricultural use of agricultural land -resident certificate -non creamy layer certificate -7/12 cases -land record and khatiyau/s 8A	Haq ka abhilekh act 2015	1 to 30 days

-land acquisition certificate		
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- d. **Financial management** at Tehsil level
- (i) No. of schemes implemented:
- a. Central
- 1 State Sanjay Gandhi Niraadhar Yojana
- c. Others
- (ii) No. of bank Accounts: One
- (iii) Is there any deviation from the guideline that there should be one bank Account per scheme? If so, why? no
- (iv) Are all the bank Accounts updated? Check two passbooks and note when they were updated? No passbooks. We were told all transactions are online.
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- (v) Cash book: Study the cash book and note the following:
- 1 Is it up-to-date (note date and last entry)? 19/01/2017 entry number 274 to 285
- b. How many heads are recorded in cash book? 8 heads
- c. Are there any schemes which are no longer functional but the fund is parked? no
- d. Is double entry system of accounting followed? Not followed
- e. Discuss with Circle Officer regarding his/ her role and append your observations on the importance of the office of C.O.
- spoke to Mr Akoskar G T

Role of circle officer is important that he/she acts as a connecting link between public and the officials sub ordinate to him/her on one hand and the higher authorities on the other. Office of CO makes administration accessible to public. It is also important for decentralization of administrative function thus helps is better supervision and control on a more lower down the line close to grass root level. Office of CO/Tehsildar is important for maintenance of law and order as also the revenue functions performed by the office.

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- f. Your overall impressions 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?

Institution of circle officer/ tehsildar assumes more importance in present circumstances when our population has crossed 1.25 billion mark, land resources becoming more and more scarce. Developmental functions have become more complex , more so with the use of information and communication technology. The decentralised administration is gaining more prominence , after 73rd and 74th amendments to constitution of India , the governance has been brought down to the doorsteps of public, and people are now equal stakeholders in developmental process. Thus office of tehsildar is important for coordination between peoples representatives in third tier of government and the executive.

For speedy delivery of services , ICT can prove to be a game changer, in addition proper and regularly updated citizen charters available in multiple languages can also be very helpful. Tehsildar is provided with sufficient authority and responsibility. Digitization of records and online transactions and providing all information in public domain can be of great help financial and office management.

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PART B

II. SWACHH BHARAT MISSION

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

SBM is run by department of water and sanitation.

(i) District level

Designation	Role	Remarks
CEO zilla parishad,	Monitoring role of the overall programs	
Deputy CEO ZP	Advisory role	
Executive Engineer	Rural water supply	
HRD specialist (contract)	Advises on HRD issues	
Solid waste management specialist(contract)	Advice on solid waste management	
District planning manager.	Monitoring role	
School health expert	Looks into various aspects of school health	
Jal swaraj technical assistant	Water supply	

(ii) Block level

Designation	Role	Remarks
BDO	Monitoring	
Extension officer, village panchayat	implementation	
Block resource center, block level coordinator.		
Data entry operator	Data entry	
Cluster coordinators		

(iii) Panchayat/ Village level

Designation	Role	Remarks
Village panchayat members	Identification of beneficiaries	

Gram sabha	do	
Gram sevak (panchayat secretary)	Over all implementation	
Village resource center	Verification of list	
Village water and sanitation committee(constituted by Gram panchayat)		

(iv) Urban Local Body

Designation	Role	Remarks
Municipal corporation / committee	Planning and recommendation , approves toilet projects.	
CEO ULB	Assists the ULB	
High powered committee chaired by chief secretary	To prepare state sanitation strategy	
Various consultants		
District level review and monitoring committee		

2. **Financial Management:** Study the mechanism of fund flow from State to District/ULB to Panchayat and beneficiaries. Is there any scope for improvement of fund management who maintains the Account? What are the accountability initiatives to prevent misuse of funds?

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After the identification of individual households the list goes to central govt and the central funds come directly in the name of household which are released by ULB and transferred into the account of beneficiary.
Many beneficiary accounts are dormant so they do not get the incentive in time. This demotivates the prospective beneficiaries.
The accountability measures are ;
Verification by extension officer.
Online transfer of funds through RTGS.

3. **Swachh Bharat Mission – Rural:**
Study the role of institutions, community mobilization and local initiatives in various component:

(i) What are the components?
: startup activity, baseline survey, updating the data.
: IEC activities, interpersonal communication, home visits, sawachhta dutt(messenger), IEC van, sticker campaign,
: IHHL including school and anganwadi sanitation(elimination of open defecation).

: community toilet complex, one unit for three families, inly after 90% ODF
: solid and liquid waste management.
: administration and HR.
: revolving fund and rural sanitation mart

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(ii) How were they implemented in the district/ block you visited?

Major thrust is on individual household latrines, so far at the end of January 44.2% households are covered ,target for ODF is 145095 toilets so far 43912 have been constructed , estimated year of becoming ODF at current pace is march 203720.5 % GPs of the district have been declared ODF. osmanabad block is performing best among 6 blocks . to achieve the target the required pace of construction should have been 4.2% of pending IHHLs per month. Urban local bodies are trying to manage liquid and solid management, the collection and disposal of solid waste is on tract but much needs to be done for liquid waste.

(iii) What is the role of DM/ SDM/ BDO/ PRI in effective implementation?

District level review and monitoring committee functions under DM, its role is to review periodically the overall performance of program, the program is monitored from district by this committee, BDO is overall focus point in implementation of program at block level. The identification of IHH and verification is done by PRIs.

Innovative practices – who led the change? Did you see convergence?

Sawchhta nirman ghatt: 6 member ghatt including ;

; mason
; salesman
; unemployed educated youth
; female member
;helper

Purpose is to generate employment and bringing in the economies of scale

Good morning pathaks

Early morning visits to high OD areas to persuade citizens to go for latrines (soft route).

Police action under Bombay police act

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(iv) What components of SBM-R are poorly implemented? What do you think should be done for better implementation?

- IHHL . issues with maintenance and relapses.
- Solid and liquid management. Has not taken been up strongly.
- IEC; behavioral change is a big challenge

Issue of water supply and less water use solutions

Infrastructure and manpower for segregation of waste at source

Polluter pays principle and CSR

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(v) Critique the Solid Waste Management – Liquid Waste Management components of SBM-R apart from the efforts to make villages ODF.

This component is crucial and more demanding in terms of participation of people and the necessary infrastructure. This component cannot take off unless there is public motivation to segregate waste at source. There is need for developing waste to energy and waste to manure solutions.

- (vi) Can any practices/ behavioural changes be inculcated which reduce rural waste generation? If so, what ?

Use of reusable carry bags.

Motivating people to use organic waste for manure production.

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4. Swachh Bharat Mission – Urban:

What are the components? How were they implemented in the ULB you visited?

Elimination of open defecation
Eradication of manual scavenging
Municipal solid waste
Behavioral change
Awareness about sanitation
Capacity augmentation of ULBs
Private sector participation

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- (i) What is the role of Municipal Authority? What efforts are being made? Any innovative practices?

Under revised guidelines the powers have been delegated to ULBs.

Its role is planning and preparation of projects for implementation of program

Efforts are on towards ODF status , solid waste segregation and collection is also in progress.

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- (ii) What are the specific aspects of SBM-U which you feel need to be fortified in the District/ ULB?

1 Solid and liquid waste management, school health.

- (iii) What role can women play in urban spaces? Are children a constituency that can be effectively used, if so, how? Who else can / will be effective change agents?

Women can play a major role in success of program, as mother, wife and daughter can influence people around them. Children are a great constituency for change, the behavior change can easily affected at younger age, children can also act as agents of change to influence their families.

Local religious leaders, respectable persons, sports persons etc.

- (iv) 1

How can Liquid Waste Management in urban spaces pave way to improved ground water recharge

The treated water can be directed into ground to recharge the ground.

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- (v) What behavioral change can lead to reduction in per capita waste generation in Urban areas?

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(vi) Using reusable carry bags, recycling, incentives and rewards,
What institutional mechanisms will aid clean urban spaces?
PPP, CSR, civil society organizations, more financial and functional autonomy to ULBs, role RWAs.

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5. Analysis:

- (i) Role of District Magistrate in rural/ urban spaces.

As part of district level review and monitoring committee DM has the overarching role of reviewing the progress of mission, DM undertakes regular meetings and gets feedback on progress.

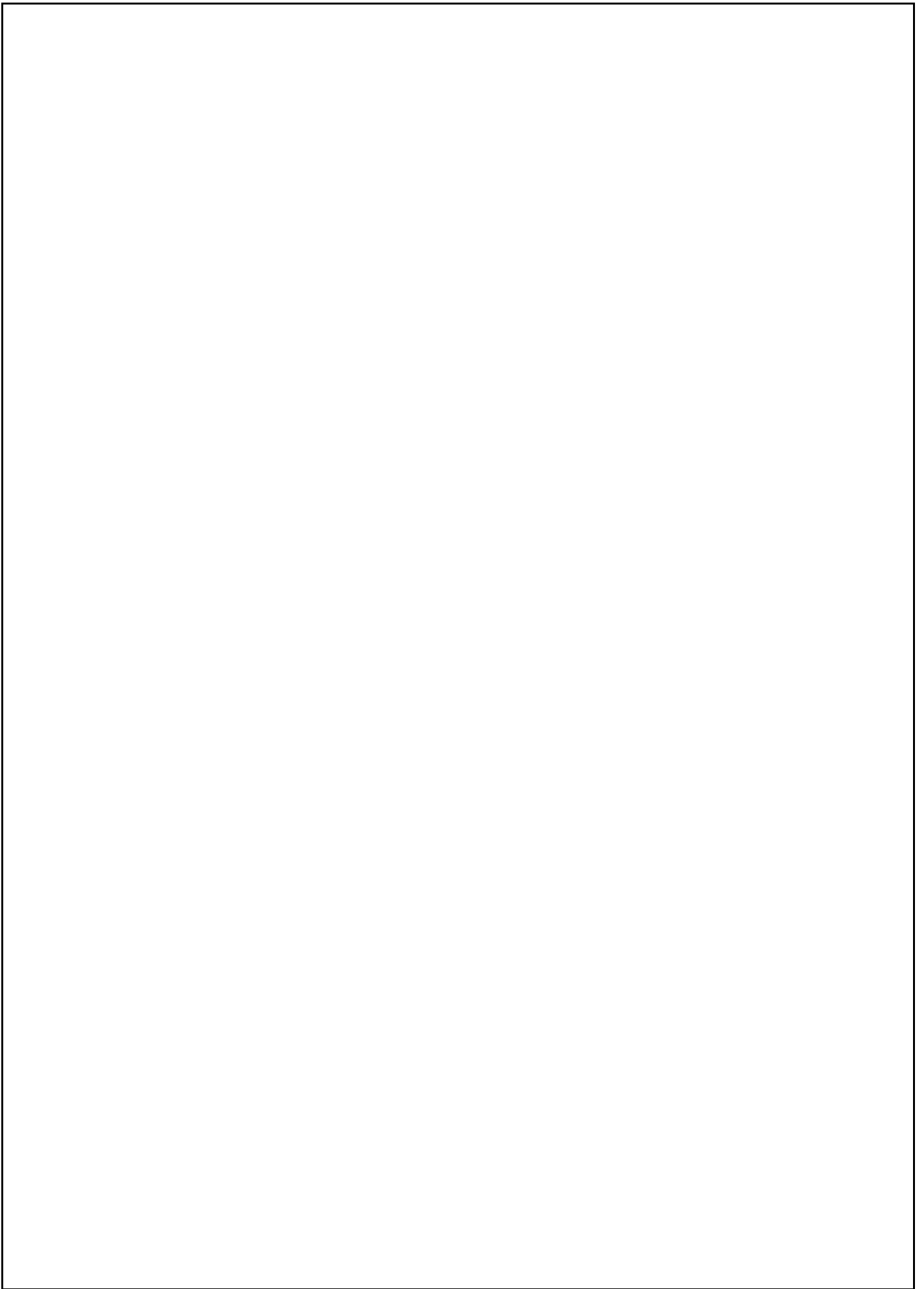
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(ii) What experiences did you have in terms of knowledge, aptitude and capacity of sanitation works in rural and urban spaces.

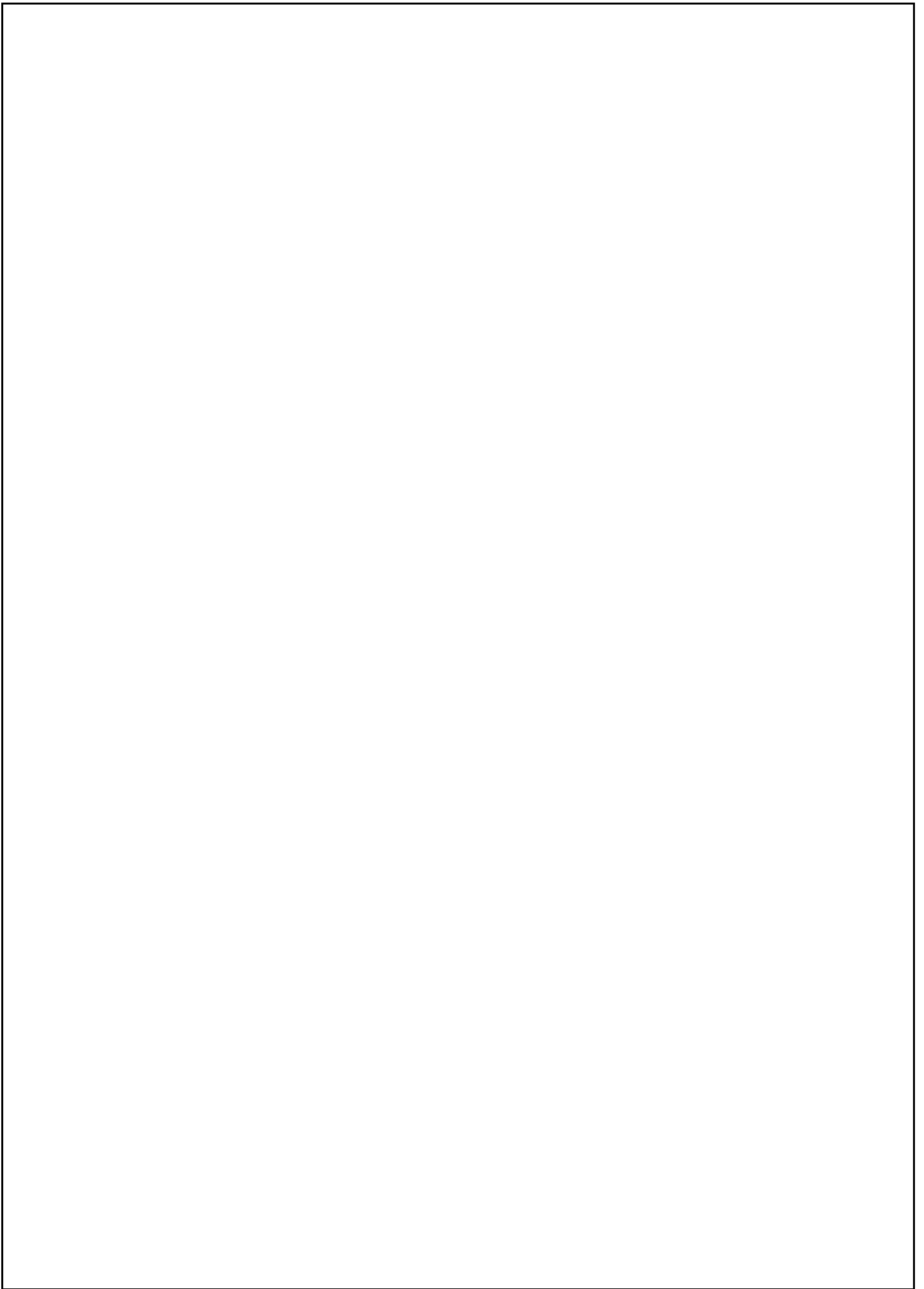
The important takeaway from attachment was that whatever steps are taken in terms of infrastructure, nothing can replace the behavior change component, adopting clean practices is a process which takes time. Also regular review is important to ensure there is no relapse and also document if any.

- (iii) What is your plan to create a clean surrounding movement based on your observations?
Focus on behavior change, equal emphasis on maintenance, and regular review

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(iv) What practices you observed are replicable in both SBM R& U

Segregation of waste. Focus on reusable items. Behavior change campaign. School children as agents of change.





District Attachment report

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