

Tahsildar and Swach Bharat Abiyan_C32

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WST Group-6**District Attachment at Krishna District****1****PART A****IV. CIRCLE OFFICER / TAHSILDAR****a (i) Role and responsibility of Sections in Office of Tahsildar**

Name of Office/ Section	Designation of Head	Responsibility of Section	Act/ Rules implemented	Records maintained	Timeline/ Citizen Chart	Remarks
Tahsildar's Office, Vijayawada Rural	Tahsildar (Head of Office)	Overall Supervision of the Functions of the Office	DOM, Board Standing Orders, which indicates functioning of administration and other Acts 'I'] AP Land Encroachment Act, 1905AP (AA) Abolition of Inams Act, 1955, Board Standing Orders; A P Walta Act 2002AP NALA ActAp Revenue Recovery Act, 1864AP Tenancy & Agricultural Holdings Act, 1950AP Record of Rights Act, 1971 Discharging Magisterial Functions under CRPC and CPCAP Cinematography Act, Other Statutory actions Election Manuals Births and Deaths	Not necessary to maintain any records	As per Citizen chart	
	Deputy Tahsildar (A Section)	Office Supervision	DOM and Board Standing Orders, which indicates functioning of administration			
		Cash Accounts Contingencies	AP Financial Code			
		Land Acquisition (General & Social Welfare)	Land Acquisition Act (A.P.L.A.R.R. Act, 2013)			
		Land Reforms	AP LR (COAH) Act, 1973			
		Audit Paras	AP Financial Code		No time limit	

		Long Pending references			Quick Disposal	
		Court Cases			As prescribed by the Hon'ble Court	
		Office inspection	DOM		For every year	
		Embezzlement				
		Meeting Notes				
		Periodicals			As mentioned therein	
	Senior Assistant (B Section)	Elections	Election manuals			
		Loans			No time frame	
		Possession Certificates			10 days	
		Assignment				
		Encroachment	AP LE Act, 1905			
		ROR - Pattadar Pass Books	AP ROR Act,			
		RR Act				
		Alienation				
		Jamabandi			For every Fasli year	
		Natural Calamities				
		Civil Supplies	AP Essential Commodities act			

		WALTA	AP WALTA Act-2002			
		Land Grab Cases	AP Landing Grabbing Prohibition Act,1982			
		Other Miscellenous items				
		Prawn Broker Act	Prawn Broker Act, 1982			
		Explosives Act				
		Cinematography	AP Cinematography Act			
		NALA conversions	AP NALA Act		30 days	
		Magesterial cases				
		RTI Act			30 days	
	Junior Assistant	Establishment-Bills	AP Financial Code			
		Village Revenue Establishment				
		Copy applications			30 days	
		Mutations			30 days	
		NOC				
		Arms Act				
		Record Room				
		F-Line petitions				
		Apathbandu			10 days	
		Bonded Labour Act				
		SC/SC Attrocities Act				
		Medical and Health				
		Caste Certificates-Enquiries etc.,				
		Water Tax				
		NFBS			7 days	

		Computer Maintenance				
		Issue of Income Certificates			7 days	
		Issue of Residence Certificates			7 days	
		Issue of Caste Certificates			30 days	
		Fair Copy Account				
		Periodicals				
		Property Certificates				
		Meekosam				
		Births and Deaths	As per Registration and Births & Deaths Registration Act		30 days	
		Tappals distribution				
	ASO	Statistical subjects				
		Rainfall, crop surveys				
	MRI	Submission of enquiry reports and protocol pertaining to his/her jurisdiction				
	ARI	Submission of enquiry reports and protocol pertaining to his/her jurisdiction				
	Mandal Surveyor	Survey items				

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

As shown above in the table

b) (i) Role of Circle Officer/ Tahsildar

(i) Revenue; (ii) Regulatory ; (iii) Role as Certificate issuing authority (iv) Emergency /Disaster Management Role (v) Coordination with other Department are as follows:

Role	Act/Provision	Remarks
1) General Control and Supervision over the Mandal Revenue Inspectors, Village Revenue Officers, Village Revenue Assistants and other subordinate staff, special staff working at Mandal Level	As per the Job chart given vide G.O.Ms.No.3 Revenue (Services-II) Department dt: 5-1-1990	DOM, Board Standing Orders, which indicates functioning of administration and other Acts
2) Review of fortnightly tour dairys of executive staff	As per the job chart given vide G.O.Ms.No.3 Revenue (Services-II) Department dt: 5-1-1990	
3) General enquiries coming within the purview of Tahsildar	do	
4) Protocol duties	do	As per protocol manual
5) Issue of Community, Residence, Income, Family Members Certificates	-do-	As per instructions issued time to time by the Government
6) Maintenance of all accounts stipulated in Manual of Mandal Accounts	do	DOM, Board Standing Orders, which indicates functioning of administration and other Acts

7) Enforcing authority at Mandal Level the provisions of all Acts, Rules and Manuals, issued by Government from time to time	do	DOM, Board Standing Orders, which indicates functioning of administration and other Acts
8) To exercise functions of an Executive Magistrate including Law and Order and Exhumation of dead bodies on requisition from Police	do	As Mandal Executive Magistrate Conferred with powers under certain sections of Law under Cr.P.C.
9) Arranging of patrol duty of railway lines in times of emergency	do	As per Railway manual
10) Implementation of the provisions of Bonded Labour Act	do	
11) Inspection of irrigation sources, rain guage and settlement of irrigation disputes	do	
12) Grant of permission to take water from irrigation sources for agricultural and industrial purpose	do	
13) Implementation of the provisions of irrigation Acts and Regulations	do	
14) Issue of orders on water rate cases		
15) Inspection of cases of breach irrigation and levy of penal water rates	do	

16) Inspection of tree standing on Government poramboke and to prevent illicit felling of tress	do	
17)Inspection of quarries and Prevention illicit quarrying	do	AP Mines and Quarries Act
18) Sanction of Sub Division (Andhra Region)	do	
19)Lease of salt lands and collection of lease amounts of salt lands	do	
20)Azmoish	do	
21) Inspections of survey marks	do	
22) Inspection of Village Chavidies/ assignment cases/ alienation cases/ lease cases/ encroachment cases/ water lands	do	
23) Passing orders in “ B” Memorandum cases	do	
24) Passing of orders in transfer of registry cases	do	
25)Eviction of Encroachments under Land Encroachment ACT		

26)Assignment of land for agricultural purpose/ house sites	do	As proposing Authority for assignment of land... As an issuing authority, propose assignment of land for agriculture and house site purpose to concerned authorities for placing proposals in the Assignment Committee..... Maintaining the Assignment Register & Enquiry will be conducted to find out genuineness of proposed beneficiary
27)Conferment of pattas under Home Stead Act	do	
28)Issue of Tree pattas	do	
29)Checking of village cash accounts and other important accounts maintained at village level	do	
30)Fixing of kist centres/ collection centres, during kist season	do	
31) Collection of Land Revenue, Loans, Non-Agricultural assessment land all other Miscellenous dues due to Government	do	
32)Collection of dues pertaining to other departments referred to Revenue Department for collection under R.R. Act	do	

33) Scrutiny and Approval of Accounts prepared by the Village Assistant, Revenue Inspector for Jamabandi	do	
34) Inspection of areas affected by Natural Calamities and arranging relief works and disbursement of cash relief to the affected families	do	
35) Adverse seasonal conditions- Inspection of lands covered by remission	do	
36) Processing and verification of old age pensions cases/ Widow pension cases / Physically handicapped pension cases	Now entrusted to Panchayathi Raj Department	
37) General Land Acquisition cases to the extent of powers conferred on Tahsildars	do	As recommending authority to L.A.O..... Responsible for identifying and submission of proposals submission of proposals for Acquisition of lands under L.A. Act for Providing house sites under SWLA and for General Land Acquisition.RSR, FMB, Adangal and after obtaining the basic values from Sub Registrars MV proposals to be submitted to LAO.. As per LAO instructions

38) Passing orders on Tenancy cases	do	Responsible for implementation of orders passed by the Tribunal under A.P.L.R(COAH) Act, 1973.Responsible for implementation of Orders passed by the tribunal under APLR Act.
39) To function as Assistant Returning Officer for Assembly Constituencies / Assistant Electoral Registration Officer as far as General Elections are concerned	do	As Assistant Returning Officer ...responsible for inclusion / deletions of voters under Election Law in the constituency designated.Applications of Form-6, 6A, 7,8, 8A and Voters lists of all PSs in the Mandal (As per the instructions of the CEO / DEO)
40) To make arrangements for free and fair conduct of elections for Assembly/ Lok Sabha elections at Mandal Level	do	
41) To deal the matters of public health and reporting of out break of epidemics and cattle diseases	do	
42) Verifications of Births and Deaths at Village Level	do	
43) Inspection of Fair Price Shops, Rice Mills	do	
44)Attending to all items of Civil Supplies work/Public Distribution system and issue of ration cards	do	

45) Inspection of licences granted under Explosive Act/ Arms Act	do	
46) Disposal of applications under Debt Relief Act	do	
47) Disposal of applications under Assigned Lands Prohibition of Alienation Act	do	
48) Exercising such powers as conferred under Board Standing Orders do		
49) To attend to the work relating to agriculture/ census live stock census	do	
50) ROR Act	As Issuing Authority under ROR Act..... Responsible for implementation of ROR Act as Designated Authority for issuance of Pattadar Pass Books T.D's..... Maintaining the 1B, 17 Registers & No.3 Record (Adangal)	
51) AP Land Grabbing (P) Act	As designated Authority under L.G. Act for Registration of conveyance deeds and issue of pattas.... Responsible for filing cases	
52) PB Act	Recommending authority for issuance of license under the act.	

c. Structure of Revenue administration below Tehsil

(i) Revenue village

Name	Role	Official/ Hereditary/ Honorary

Village Revenue Officer	Entire Village Revenue Administration	Official
Village Revenue Assistant	Assistance to Village Revenue Officer in Village Revenue Administration	Honorary

(ii) Halka (Wherever applicable)

Name	Roll	Official / Hereditary / Honorary
Does not arise		

d) Services provided by Circle / Tehsil Office

Name	Roll	Official / Hereditary / Honorary
AS SHOWN IN A(I) AND B		

e. Financial Management at Tehsil level

(i) No.of Schemes implemented.

a. Central

b. State : Recommending authority for eligible beneficiary under Apathbandu, Dulhan and Giriputrika schemes

c. Others

(ii) No.of bank Accounts : 2(Two)

(iii) Is there any deviation from the guideline that there should be one bank Account per scheme? If so, why?
No deviation.

(iv) Are all bank accounts updated? Check two passbooks and note when they were updated?

1) Current Account maintained at SBI, Governorpet

2) SB Account maintained at SBI, Station Road Branch

(v) Cash Book: Study the cash book and note the following:

- a. If it up-to-date (note date and last entry)? Yes
- b. How many heads are recorded in cash book? 10 heads
- c. Are there any schemes which are not longer functional but the fund is parked? No
- d. If double entry system of accounting followed? Yes

f. Discuss with Circle Officer regarding his/her role and appended your observations on the importance of the office of C.O.

Tehsildar is the most important functionary of the government at the taluk level. S/he is concerned with land administration, land revenue collection, law and order administration by virtue of s/he being an executive magistrate at the tehsil level.

g. 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?

Tehsildar office in Vijayawada has brought several digital reforms. Land record computerisation is complete and by using digital signature land mutation is being done online. More resources are needed at Tehsil level so as to verify the ground position of land records. Geo-tagging of land records can be done to ensure easy handling of records when it comes to land acquisition and resettlement.

PART-B

**II. SWACHHA BHARAT
ABHIYAN**

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

a. District Level

Designation	Role	Remarks
District Collector	Chairman DWSC	
Superintending Engineer, RWS	Member Secretary, DWSM	

b. Block Level

Designation	Role	Remarks
Mandal Development Officer	Full time Block Sanitation Officer (BSO)-1	
AE /AEE RWS	Technical Assistance for Implementation of SBM (G)	

c. Panchayath / Village Level

Designation	Role	Remarks
Village Secretary	To identify the beneficiaries who are not having	

Technical Assistant of MGNREGS	Geo tag the marking IHHLs along with beneficiary	
VWSC as a Sub Committee of Gram Panchayat with 50% women members and representatives of SC/ST and poorer section	Gram Panchayat will pass resolution along with VWSC members and submit to MPDO for approval.	

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?

As per the SWSM procedure the funds is being transferred directly through Direct Beneficiary Transfer (DBT) system to prevent mis-utilization of funds. The procedure adopted is as follows.

Initial sanctioning procedure:

- Initially Gram Panchayat will identify the beneficiaries who are not having toilets (along with Ration Card, Adhar Card & Bank details).
- Gram Panchayat will pass resolution along with VWSC members and submit to MPDO for approval.
- The beneficiary lists received by the Gram Panchayat along with resolution will be verified by the MPDO; AE, RWS&S; AE, housing & APO, MGREGA officials and confirmed list will be send to the Member Secretary, DWSC & Superintending Engineer, RWS&S (District level) for sanction.
- SE, RWS&S will process the list to the Chairman, DWSC & District Collector for obtaing administrative sanction.
- The sanctioned list will be communicated to the concerned mandals

Online procedure:

- As per the sanctions, MCC will enter the beneficiary details into website and the TA/ FA, MGNREGA will geo tag the marking IHHLs along with beneficiary after which the MPDO will issue commencement letters to the beneficiaries.

- The AE, RWS&S / AE, housing / AE, PR etc.. will check measure the M-Book and send to the MPDO for approval of initial payment. Based on the correctness of ground reality the MPDO will approve the FTO (Fund Transfer Order) by using DSK (Digital Signature key) and forwarded to the SE, RWS&S login, who in turn will forward to the SWSM office through eFMS (Electronic Fund management System) through which the fund will be transferred directly to the beneficiaries account.
- After final completion of IHHLs the above procedure is adopted and the final payment made to the beneficiary account.

3. Swachha Bharath Mission -Rural:

Study the role of Institutions, community mobilization and local initiatives in various component:

I) What are the components:

- i. Individual Household Latrines -BPL/APL
- ii. Sanitary complex
- iii. School toilet units
- iv. Anganwadi Toilets
- v. Solid and Liquid Waste Management (SLWM)
- vi. Rural Sanitary Mart.

II) What is the role of the DM/ SDM / BDO/ PRI in effective implementation:

Institutional structure at the district level; Involvement of Collectors; Involvement of CEO/CDO, Zilla Panchayat :

A District Swachh Bharat Mission Management Committee (DWSM) chaired by the District Collector / Magistrate and comprising of all district level officers of relevant departments and all MPDOs/ Mandal level officer in charge of sanitation are formed, to plan and monitor the implementation of the Mission. The Committee will carry out regular Block and GP level reviews. The District /Deputy Commissioner / Magistrate / CEO Zilla Panchayat shall be the nodal officer responsible for the implementation of the Mission. The DWSM has engaged Consultants to be supported under the programme.

The District Collector / Magistrate is the sanctioning authority for IHHLs submitted by the Member Secretary, DWSM & Superintending Engineer, RWS&S, obtained from the MPDOs / BDOs.

The CEO, ZPP will monitor the programme through the MPDOs / BDOs.

Institutional structure at the block level; Involvement of BDOs :

MPDO / BDO act as a bridge between the District Experts & the Gram Panchayats and will serve as an extended delivery arm of the district mission in terms of soft ware support and act as a link between DWSM (G) and the GPs / VWSCs / Village communities. The MPDOs will monitor the programme of the toilets construction and usage at every GPs.

The MPDOs will get the beneficiary survey done, Scrutiny, submit the proposals for sanctioning, recording, geo tagging done Mandal / GP level officers and issue commencement letters and payment through eFMS system using DSK (Digital Signature Key)

Institutional structure at the village level :

At GP level VWSC Committees are formed, which plays a crucial role in the comprehensive and saturation approach to achieve ODF. Swachhtha Doots work within the GP and assist the GP in survey, identifying the beneficiaries, door to door motivation in construction and usage of toilets also assist in recording the M-Book.

Success story of Penamaluru Block

The total No.of Gram Panchayats in Penamaluru Mandal are

Penamaluru Mandal total 10 Gram Panchayats declared as ODF during the year 2016-17

1. Chodavaram 2. Eanamalakuduru 3. Ganguru 4. Gosala 5. Kanuru 6. Pedapulipaka 7. Penamaluru 8. Poranki 9. Tadigadapa 10. Vanukur 10.
2. Conducted meeting to the villagers and listed out the families who can construct ISLs individually and can't.
3. Identified NGOs and contractors /persons who willing to take up construction of ISLs in the village to who can't families and entrusted the ISLs to them for construction of balance ISLs.
4. Identified the Households who have no site for construction of ISL in the village and allotted site near by their households from grama kantam in consultation with MRO concerned.
5. The Mandal has Dy. Executive Engineer, Asst Engineer, all MRCs, Technical Consultants, Office Staff of RWS&S departments ,Bore Mechanics and MPDO and MRO of Penamaluru Mandal have monitored the construction of ISLs in the village and extended their cooperation to the beneficiaries and Contractors in construction of ISLs in the village.
6. Conducted IEC activities like rally with school children, triggering activity in this village, motivated school children's in that Gram Panchayat to give pressure on their parents .

The Gramapanchayat, NGOs and contractors have purchased the construction materials Cement, Bricks, Water closet, pans lumpsumly to minimize ISL cost. The GP is having sufficient Drinking Water facilities and Space is available to most of the households for construction of ISLs and for their utilization in the village.

Chodavaram Gram Panchayat in Penamaluru constituency of Krishna district is having 862 households with a population of 4273. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the Mandal Parishad Development Officer. The Gram Panchayat was achieved Open Defecation Free status within 50 days.

Enamalakuduru Gram Panchayat in Penamaluru constituency of Krishna district is having 5405 households with a population of 20,427. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the P.Venkatramaiah, Mandal Educational Officer, Penamaluru. The Gram Panchayat was achieved Open Defecation Free status within 70 days.

Ganguru Gram Panchayat in Penamaluru constituency of Krishna district is having 509 households with a population of 2698. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the G.Ragamai, Supervisor, ICDS, The Gram Panchayat was achieved Open Defecation Free status within 65 days.

Gosala : Gram Panchayat in Penamaluru constituency of Krishna district is having 748 households with a population of 2495 . The main occupation of the community is cultivation. The Gram Panchayat is adopted by the E.Nancharaiah, Assistant Executive Engineer, RWS&S, Penamaluru. The Gram Panchayat was achieved Open Defecation Free status within 40 days.

Kanuru : Gram Panchayat in Penamaluru constituency of Krishna district is having 5471 households with a population of 20985. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the J.Suneetha, Mandal Parishad Development Officer, Penamaluru. The Gram Panchayat was achieved Open Defecation Free status within 40 days.

Pedapulipaka Gram Panchayat in Penamaluru constituency of Krishna district is having 352 households with a population of 1259. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the Deputy Executive Engineer, RWS&S, Narsipatnam. The Gram Panchayat was achieved Open Defecation Free status within 68 days.

Penamaluru Gram Panchayat in Penamaluru constituency of Krishna district is having 2558 households with a population of 23,569 The main occupation of the community is cultivation. The Gram Panchayat is adopted by the P.Madhava Rao, Assistant Engineer, Housing . The Gram Panchayat was achieved Open Defecation Free status within 42 days.

Poranki Gram Panchayat in Penamaluru constituency of Krishna district is having 4515 households with a population of 18659. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the Deputy Executive Engineer, RWS&S, Narsipatnam. The Gram Panchayat was achieved Open Defecation Free status within 65 days.

Tadigadapa : Gram Panchayat in Penamaluru constituency of Krishna district is having 4935 households with a population of 16862. The main occupation of the community is cultivation. The Gram Panchayat is adopted by the Deputy Executive Engineer, RWS&S, Narsipatnam. The Gram Panchayat was achieved Open Defecation Free status within 40 days.

Yanukuru : Gram Panchayat in Penamaluru constituency of Krishna district is having 1727 households with a population of 6952. The main occupation of the community is cultivation. The Gram Panchayat is adopted by V.Murali Krishna,. The Gram Panchayat was achieved Open Defecation Free status within 40 days.

The surpanches of Penamaluru Block are inspired by Swachh Bharat called of Prime minister of India and start mobilization each House hold to grounded and construction of IHHLs in massive.

The Deputy Executive Engineer, RWS&S, Vijayawada for construction IHHLs to each and every House holds for getting the ODF status. In this process the Executive Engineer & Deputy Executive Engineer, RWS&S, Vijayawada has conducting door to door motivation along with AEE RWS&S, Surpanch, DSU member, MRC, Swachhadoot and other staff. Conducting IEC activities rally with school children and conducting motivation meetings in this village, motivated school children's in that Gram Panchayat to give pressure on their parents, motivated young couple and Youth in the Gram Panchayat.

Finally success behind Penamaluru 100% ODF is personal interest of Sarpanch, motivation and Inter Personal Activities conducted by the RWS &S department personnel in the village.

The villagers have to stop the pension and other benefit who are no having ISL , the sarpanch delay of ration benefits to who not having the ISL households and not providing tap house hold connections to who not having ISL which resulted success the program.. The GP is having sufficient Drinking Water facilities and Space is available to most of the households for construction of IHHL's.

1. Conducted meeting to the villagers and listed out the families who can construct ISLs individually and can't.

2. Identified NGOs and contractors /persons who willing to take up construction of ISLs in the village to who can't families and entrusted the ISLs to them for construction of balance ISLs.
3. Identified the Households who have no site for construction of ISL in the village and allotted site near by their households from grama kantam in consultation with MRO concerned.
4. Conducted IEC activities like rally with school children, triggering activity in this village, motivated school children's in that Gram Panchayat to give pressure on their parents .

The Gramapanchayat, NGOs and contractors have purchased the construction materials Cement, Bricks, Water closet, pans lumpsumely to minimize ISL cost.

The GP is having sufficient Drinking Water facilities and Space is available to most of the households for construction of ISLs and for their utilization in the village.

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

Components like solid waste management, liquid waste management, general cleanliness of public spaces and public toilets is poorly implemented

- VI) Can any practices behavior changes be inculcated which reduce rural waste generation? If so, What?

Behavioral change is an important part for rural waste reduction. Swachata doot can be appointed to educate people about the scourge of solid waste and encourage them to reduce, recycle and reuse. Local community like Sarpanch, teachers, asha etc should be roped in to bring behavioral change.

Tahsildar and Swachh Bharat Abiyan_C32

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