



**Goa Institute of Public Administration & Rural Development
(GIPARD)**



**Handbook on
The Role & Responsibilities of Committees of
the Village Panchayat's**

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Committees at Village Panchayat Level

Role of Committees in improving the delivery of services at the Panchayat level

Sr. No.	Committees/Body	Constitution of the Committee	Responsibilities and Services delivered
1.	Village Panchayat body	<p>Village Panchayat body: All the members of a Panchayat shall be elected by the villagers as per the reservation for the tenure of five years.</p> <p>Sarpanch and Deputy Sarpanch: the members of the Panchayat shall elect, from amongst themselves a Sarpanch and a Deputy Sarpanch.</p>	<p>The Sarpanch shall</p> <ul style="list-style-type: none">(a) be responsible for convening the meetings of the Gram Panchayat and shall preside over its meetings;(b) be responsible for the maintenance of the records of the Gram Panchayat;(c) have the general responsibility for the financial and executive administration of the Gram Panchayat;(d) exercise administrative supervision and control over the work of the staff of the Gram Panchayat and the officers and employees whose service may be placed at the disposal of the Gram Panchayat by any other authority;(e) for the transaction of business connected with this Act or for the purpose of making any order authorized thereby, exercise such powers, perform such functions and discharge such duties as may be exercised, performed or discharged by the Gram Panchayat under this Act or the rules made there under: Provided that the Sarpanch shall not exercise such powers, perform such

			<p>functions or discharge such duties as may be required by the rules made under this Act to be exercised, performed or discharged by the Gram Panchayat at a meeting;</p> <p>(f) exercise such other powers, perform such other duties as the Gram Panchayat may, by general or special, resolution, direct or as the State Government may by rules made in this behalf,</p> <p>Services delivered:</p> <ol style="list-style-type: none"> 1) Grant of License for Construction/ Reconstruction of any structure 2) Permission for Repairs of House/Structure 3) License for Hotels/ Shops/ Restaurant/ Eating House/ Coffee House/ Bakery/ Boarding etc 4) Permission for construction of factories/ License for using any place for Trade, Business or Industry 5) License for places for disposal of Dead Bodies 6) Income Certificate 7) Birth / Death Certificate 8) Occupancy Certificate 9) No Dues Certificate 10) Residence Certificate 11) Character Certificate 12) Dependency Certificate 13) Poverty Certificate 14) Divergence Certificate 15) Bonafide Fisherman Certificate:
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			<p>16) Occupation Certificate</p> <p>17) No Objection Certificates (NOCs) issued by the Village Panchayat</p> <p>18) Correction in Births and Deaths Records</p>
2.	Standing Committee: (Production, Social Justice and Amenities)	<p>1) Each Committee shall consist of not less than three and not more than five members including the Chairman and Vice-Chairman, as the case may be.</p> <p>2) The Sarpanch shall be the ex officio member and Chairman of Production Committee and Amenities Committee.</p> <p>3) The Deputy Sarpanch shall be the ex officio member and Chairman of the Social Justice Committee.</p> <p>4) The Social Justice Committee shall consist of at least one member who is a woman and one member belonging to the Scheduled Castes or Scheduled Tribes.</p>	<p>I) Production Committee for performing functions relating to agricultural production, animal husbandry and rural industries and poverty alleviation programmes;</p> <p>II) a Social Justice Committee for performing functions relating to,</p> <p>(a) promotion of educational, economic, social, cultural and other interests of the Scheduled Castes and Scheduled Tribes and Backward Classes;</p> <p>(b) protection of such castes and classes from social injustice and any form of exploitation;</p> <p>(c) welfare of women and children;</p> <p>III) an Amenities Committee to perform functions in respect of education, public health, public works and other functions of the Panchayat.</p>
3.	Supervisory & Vigilance Committee	The Gram Sabha shall constitute minimum two Committees: Supervisory Committee- to supervise the Panchayat work and other activities &	(1) To supervise the Panchayat works and other activities undertaken by the Panchayat. The Supervisory Committees shall submit its report to the Panchayat and also place a copy of their report in the meeting of the Gram Sabha for an appropriate decision.

		Vigilance Committee- The Government shall constitute Vigilance Committee to oversee the quality of work, schemes and other activities for each Gram Panchayat.	(2) The terms and conditions of appointment of the members of Vigilance Committees shall be such as may be prescribed.
4.	Garbage Management Committee	<p>(a) The public representative of the area in the local body concerned.</p> <p>(b) Two responsible persons of the locality nominated by the local body.</p> <p>(c) The Sanitary Inspector of the area.</p> <p>(d) MLA of the area as ex-officio member.</p>	<p>(1) To assist and devise means for the efficient collection and disposal of the garbage in a garbage management zone.</p> <p>(2) The functions of the Garbage Management Committee shall, be to render assistance to the local authority of the area.</p> <p>(a) for selection-or earmarking the places where public receptacles are to be provided for temporary deposit of garbage/waste generated from various sources in the garbage management zone;</p> <p>(b) for fixation of intervals, within which the contents of receptacles, deposit and accumulation at all places, may be removed or cleared;</p> <p>(c) for providing safeguards to be taken while depositing the garbage/waste in public receptacles/dustbins and its removal to dumping grounds or the places fixed for its bioconversion, dumping, incineration or recycling;</p> <p>(f) for arranging the awareness programmes to ensure reduction, re-use and recycling of garbage/waste, especially the non-biodegradable waste;</p> <p>(e) for encouraging residents of the area to explore the social and economic feasibility of separation of household waste at the source for its re-use and recycling; and</p>

			(f) for devising steps to be taken for the maintenance of ecology and reduction of environmental pollution in the area.
5.	Ward Development Committee	Each Ward Development Committee shall be headed by an elected member of the panchayat and shall have at least five more members of which at least two shall be women and one member shall be from the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes. While constituting the committee/s, members shall be drawn from amongst professionals, engineers, architects, Non-Government Organizations, representatives of interest groups, representatives of bankers.	<p>The quorum for the meetings of Ward Development Committee shall be four. The functions of the Ward Development Committee shall be as follows: -</p> <ul style="list-style-type: none"> (i) Analysis of the development sector(s)/ area(s) assigned to it; (ii) Evaluation of the performance during the last five years; (iii) Identification of existing problems, gaps, needs, possibilities; (iv) Generation of a shared vision on the development of the sector(s)/areas(s); (v) Suggesting an action plan to realize the vision with priorities and reasons for the priority; (vi) Preparation of draft projects to implement the action plan; (vii) Identification of spillover projects; (viii) Updating of development reports; (ix) Monitoring of projects, every quarter; (x) Any other task assigned by the District Planning Committee or by the panchayat.
6.	Biodiversity Management Committee	Biodiversity Management Committees have to be constituted by every local body i.e. Village Panchayats and Municipal Councils under Section 41 of Biological Diversity Act, 2002 and Rule 22 of Biological Diversity Rules, 2004.	The task of the Biodiversity Management Committee is promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats; conservation of land races, folk varieties and cultivars as well as domesticated stocks, breeds of animals and microorganism; and chronicling of knowledge relating to biological diversity.

	<p>Constitution of Biodiversity Management Committees (BMC)</p> <ol style="list-style-type: none"> 1. Every local body shall constitute a Biodiversity Management Committee (BMCs) within its area of jurisdiction. 2. The Biodiversity Management Committee as constituted under sub-rule (1) shall consist of a Chairperson and not more than six persons nominated by the local body, of whom not less than one third should be women and not less than 18% should belong to the Scheduled Castes/Scheduled Tribes. 3. The Chairperson of the Biodiversity Management Committee shall be elected from amongst the members of the committee in a meeting to be chaired by the Chairperson of the local body. The Chairperson of the local body shall have the casting votes in case of a tie. 4. The Chairperson of the Biodiversity Management Committee shall have a tenure of three years. 5. The local Member of Legislative Assembly/ Member of Legislative Council and Member of Parliament would be special invitees to the meetings of the Committee. 6. The main function of the BMC is to prepare People's Biodiversity Register (PBR) in consultation with local people. The Register shall contain comprehensive information on availability and knowledge of local biological resources, their medicinal or any other use or any other traditional knowledge associated with them. 	<p>The Biodiversity Management Committee could also levy charges by way of collection of fees from any person for accessing or collecting any biological resource for commercial purpose from areas falling within its territorial jurisdiction.</p> <p>Functions of BMC:</p> <p>The main function of the BMC is to prepare People's Biodiversity Register (PBR) in consultation with the local people. This register shall contain comprehensive information on availability and knowledge of local biological resources, the medicinal or any other use or any other traditional knowledge associated with them.</p> <p>Advise on any matter referred to it by the State Biodiversity Board or Authority for granting approval, to maintain data about the local 'vaid's' and practitioners using the biological resources.</p>
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	<p>7. The other functions of the BMC are to advise on any matter referred to it by the State Biodiversity Board or Authority for granting approval, to maintain data about the local voids and practitioners using the biological resources.</p> <p>8. The Authority shall take steps to specify the form of the People's Biodiversity Registers, and the particulars it shall contain and the format for electronic database.</p> <p>9. The Authority and the State Biodiversity Boards shall provide guidance and technical support to the Biodiversity Management Committees for preparing People's Biodiversity Registers.</p> <p>10. The People's Biodiversity Registers shall be maintained and validated by the Biodiversity Management Committees.</p> <p>11. The Committee shall also maintain a Register giving information about the details of the access to biological resources and traditional knowledge granted, details of the collection fee imposed and details of the benefits derived and the mode of their sharing.</p>	
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7.	Village Education Committee	<p>1. Chairman of VEC/UEC — Chairman</p> <p>2. Secretary of VEC/UEC — Member</p> <p>3. Two Panchas of Village Panchayat, two nominated members of the UEC or VEC to be nominated by UEC/VEC — Members</p> <p>4. Two Chairmen of PTAs to be nominated by VEC/UEC — Members.</p>	<p>a) Decision of repairs of School buildings- The School Education Committee/Urban Education Committee (UEC) has to identify the school buildings to be repaired and the works to be attended under the Scheme and submit the proposals to the Directorate of Education.</p> <p>b) Sanction of Grant. On the proposal received from the Village Education Committee/Urban Education Committee, the Director shall after scrutiny sanction the Grant in aid to the extent of 75% of the estimated expenditure of a work as first installment per work/unit for the execution of minor repairs to the school buildings.</p> <p>c) Constitution of Construction Management Committee- To assist and supervise the works in the schools,</p> <p>d) Constitution of Procurement Committee- To attend to the individual needs of the schools each school shall have a Procurement Committee.</p> <p>e) Completion of work- On completion of a work, a Satisfactory Completion Certificate has to be issued by Junior Engineer attached to the Office of BDO based on which the Directorate of Education will release the second and final installment of 25% of the Maintenance of accounts of expenditure. The Secretary VEC/UEC shall maintain the account of expenditure made out of the grant in aid sanctioned under the Scheme.</p> <p>f) Bank account: The amount of grant in aid sanctioned to the Village Education Committee/Urban Education Committee shall</p>
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			<p>be kept in an Account in a nationalized bank to be jointly operated by the Chairman and the Secretary of the Village Education Committee /Urban Education Committee.</p> <p>g) Supervision: The officials of Education Department authorized by the Director shall have powers to inspect the work and to audit the records maintained under the Scheme.</p>
8.	Village Water and Sanitation Committee	The village panchayat Sarpanch has to be the Chairman/Chairperson of the Water and Sanitation Committee and the V.P Secretary is the Member Secretary. The technical assistant/ junior engineer of PWD is the co-opted member.	<ul style="list-style-type: none"> • Maintain data of the status of water supply and sanitation aspects in the village. • Creating hygiene awareness and helping IEC activities • Open defecation free village • Monitoring & testing of drinking water at regular intervals and submit test report.
9.	Child Development Committee	<p>The Child Development Committees at the Village/Municipal level shall consist of 5 members from the following categories:</p> <ol style="list-style-type: none"> 1. One Panchayat/Municipal member nominated by the concerned village panchayat/Municipal Corporation/Council. 2. A girl/boy child between the age of 15-18 years from the Village/Municipal unit. 2. A lady Health Worker. 3. Anganwadi Worker. 5. A School Teacher/Head Master from the village School. 6. An NGO representative (can be a person from a SHG, Mahila Mandal, Trade Union, Child Rights group, women's Organization, Bal Bhavan). 	<p>To prepare a baseline Needs Assessment Report on the status of children in the area that should include disaggregated data/information about children on:</p> <p>(a) School Enrolment, Name of the Child, Gender, Age at enrolment, level of education at which the child has enrolled, drop outs, access to educational facilities, infrastructure for educational facilities in the area.</p> <p>(b) Immunization records for every child, infant mortality (Gender-wise), substance abuse, health infrastructure and access to health facilities for children in the area.</p> <p>(c) Transport facilities: Access the problems relating to transport if any.</p>

		<p>7. A representative from the Legal Aid Cell (formed by the Law College/lawyers Guild).</p> <p>8. A representative from a socio-economically disadvantaged group (Dalit, SC/ST, OBC, Migrant Community, Differently Abled person).</p> <p>9. Member of the PTA of a school in the area.</p>	<p>(d) Number of Children's Homes in the Area (Whether they have registered under the GCA or not?) Facilities/programmes for children provided by such Homes.</p> <p>(e) Number of Child Workers (as per occupation, age and gender).</p> <p>(f) Survey of facilities for child care and child protection that exist in the village to be undertaken for eg., creche, day-care centres, facilities for differently abled children to be undertaken.</p> <p>(g) To collect information from the police about the details of those who have been convicted for committing offences against children so that these persons are unable to access children in the area.</p>
10.	Health and Sanitation Committee	The active participation of Anganwadi Workers, ANMs and ASHAs.	<p>a) Create awareness about nutritional issues and significance of nutrition as an Important determinant of health.</p> <p>b) Carry out survey on nutritional status and nutritional deficiencies in the villages especially among women and children.</p> <p>c) Identify locally available foods stuffs of high nutrient value as well as disseminate and promote best practices (traditional wisdom) congruent with local culture, capabilities and physical environment through a process of community consultation.</p> <p>d) Inclusion of Nutritional needs in the Village Health Plan. The committee will do an in-depth analysis of causes of malnutrition at the community and household levels, by involving the ANM, AWW, ASHA and ICDS Supervisors.</p>

			<p>e) Monitoring and Supervision of Village Health and Nutrition Day to ensure that it is organized every month in the village with the active participation of the whole village.</p> <p>f) Facilitate early detection of malnourished children in the community; tie up referral to the nearest Nutritional Rehabilitation Centre (NRC) as well as follow up for sustained outcome.</p> <p>g) Supervise the functioning of Anganwadi Centre (AWC) in the village and facilitate its working in improving nutritional status of women and children.</p> <p>h) Act as a grievance's redressal forum on health and nutrition issues.</p> <p>i) The committee may, preferably, act as a sub-committee of Gram Panchayat and function under the overall supervision of Gram Panchayat.</p>
11.	Village Development Committee (VDC)	<ul style="list-style-type: none"> • The Village Panchayat shall constitute Village Development Committee consisting of following members: • Sarpanch.....Chairman • Dy. Sarpanch and all other elected and co-opted members of Panchayat... Members • All the members of Standing Committees constituted as per the Goa Panchayat Raj Act 1994..... Member 	<ul style="list-style-type: none"> • The tenure of the Village Development Committee shall be as prescribed. • The Village Development Committee shall be the Project Approval Committee. • The VDC shall be involved in all the stages of the preparation and approval of the GPDP. • The VDC shall conduct social audits of GPDP quarterly.

		<ul style="list-style-type: none"> • All the members of any other Committee constituted by the Panchayat under any other Act/Scheme... Members • Eminent persons from the concerned Village Panchayat such as Senior Citizens, Doctors, Teachers, Youth Mandals, Mahila Mandals, Educationists, Lawyers, Artists, Social Workers, NSS Students or any other personalities having interest in Village Development Plan (not exceeding 25) ... Member • V.P. Secretary... Member Secretary • Member amongst them other than the Elected Representatives and Officials.... Convenor 	
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**Goa Institute of Public
Administration & Rural Development
Ela Farm, Old Goa 403 402**