

**GOVERNMENT OF WEST BENGAL**  
**PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT**  
**Jessop Building (1<sup>st</sup> Floor), 63, Netaji Subhas Road**  
**Kolkata – 700 001**

**No. 298/PN/O/I/3C-7/03**

**Date: 21. 01. 2009**

**ORDER**

Zilla, Block and Gram Sansads have been constituted under the W.B Panchayat Act, 1973 (West Bengal Act XLI of 1973) (hereinafter referred to as the said Act) to provide a forum for accountability of those bodies to the members of the Sansad and through them to the people in general. Towards that end the Sansad meetings are organized twice a year. Adequate information on functioning of the Panchayat body should be made available to the members of the Sansad sufficiently before such meetings so that they may study and appreciate the same, raise appropriate questions and suggest possible ways of improving functioning of those bodies.

In exercise of the power conferred by section 212 of the said Act the Governor is, therefore, pleased to direct that the following information is considered essential for disclosure and should be circulated in the form of a booklet for information of all members. All information should relate to the previous financial year in respect of the Annual Sansad meeting and the first six months of the year in respect of the Half yearly Sansad meeting.

**Items of disclosure**

1. Action taken on the recommendations / proposals made in the previous Sansad meeting along with a copy of the resolution of that meeting. Constraints, if any, faced should also be clearly spelt out.
2. The accounts for the relevant period based on Form 27 of the Accounts Rules applicable, with explanatory note, when necessary.

3. Head-wise balance of fund lying unspent at the end of the period and percentage of available fund utilized during the period for all important schemes as well as grants from the State and the Central Finance Commission during the relevant period along with constraints, if any, in utilizing the fund.
4. Own resource mobilized by the body during the relevant period showing total collection against total demand proposing steps for improvement.
5. Availability and utilization of own fund during the period and important items of expenditure from own fund. Visible areas of utilisation and the quantum of fund used for those should be highlighted.
6. Number of meetings of the general body and those held by different Sthayee / Upa Samitis during the relevant period and attendance. For the Samitis which held meetings below statutory level, reasons should be given.
7. Observation of latest audit report both internal and that by the ELA and action taken on those reports, if not already placed before the Sansad. Failure to act on any observation should be explained.
8. Report of the District Council, if any, related to that body and action taken on that report. Failure to act on any issue shall be explained.
9. A brief note on the findings of the latest Self Evaluation report, if not already placed before the Sansad. Major areas of strength and weaknesses in functioning of that body should be stated. Actions taken / proposed on areas of weakness should be explained.
10. List of important works completed or on-going during the relevant period.
11. Names of persons to whom individual benefits were extended.
12. Exemplary incidents of people's participation / voluntary contribution may be highlighted for replication for other areas.
13. No of posts lying vacant and actions taken to fill up those posts.

The Governor is further pleased to direct that since time available for interaction at the Sansad meetings is limited there is need to communicate the information well in advance so that the members may come prepared and may even send their queries / suggestions / observations to be raised by them prior to the day of the meeting. That will

help the Panchayat body to get prepared for the reply / reaction and if too many issues are raised prior to the meeting some of those may even be answered in writing, thereby making more time available for discussion on the floor. In quite a few cases it has been experienced that more time is taken on ceremonial lectures and general discussion, which are not related to accountability of functioning of the body. It is, therefore, directed that the discussion is kept confined to those aspects which help the members of the Sansad to appreciate the quality of functioning of that body keeping in mind the services delivered by that body during the relevant period, the constraints faced and how the same may be improved in future.

There is also need to document the deliberations and the same may be audio/video recorded, if possible and to write the resolution properly leaving out no important point including dissenting opinions. That is essential to facilitate preparation of the Action Taken Report and to place the same in the next Sansad meeting. The resolution of the Sansad meeting should be circulated within reasonable period to the members. The State Government has decided to withhold entitlement of the grants of the State and the Central Finance Commission if Sansad meetings are not held thereby violating the provisions of the said Act.

Disclosure of information voluntarily is an important element for good governance by the Panchayat. As a practice the Panchayat body compiles report having relevant information about functioning of those bodies and circulates the same in the form of booklets in the Sansad meeting. Those booklets are important documents for public scrutiny of functioning of those bodies and should not only be prepared well but the same should also be made accessible to any member of the Sansad or any citizen in future. It is, therefore, further directed that every Panchayat body should earmark one library to preserve those reports for references by any citizen even in future without any hindrance. The library should be located within its jurisdiction or nearby when no public library exists within that area. The Panchayat body may assist the said library (grant money for furniture, proper upkeep of those records etc) for proper maintenance of those documents and encourage people to study those documents. After the Panchayat body

decides, through appropriate resolution, on the library that should maintain all records related to functioning of that body, the same should be announced publicly as well as in the Sansad meetings. Intimation to that effect should also be given to the higher Panchayat body or the State Government, as the case may be. The list of libraries selected for the said purpose should also be compiled in due course and shared with the State Government.

By Order of the Governor,

Sd/- M. N. Roy

**Principal Secretary to the  
Govt. of West Bengal**

**No. 298/1(7)/PN/O/I/3C-7/03**

**Date: 21. 01. 2009**

Copy forwarded for information and necessary action to:

- 1) The Commissioner, Panchayat and Rural Development, West Bengal.
- 2) The Director, SIPRD, Kalyani, Nadia.
- 3) The District Magistrate, ..... (all).
- 4) The Sub-divisional Officer,.....(all).
- 5) The Dist. Panchayat & Rural Dev. Officer,.....(all).

He will circulate copy of this order to all Gram Panchayats and Panchayat Samitis within the district.

- 6) Private Secretary to the MIC, Panchayats & Rural Development Department.
- 7) Private Secretary to the MOS, Panchayats & Rural Development Department.

**(M. Ray)**

**Joint Secretary to the  
Govt. of West Bengal**