



Village Council te

ROREL DAN TUR

ACTIVE PANCHAYAT BOOK III



Ministry of Panchayati Raj
Government of India

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Bung 1 Introduction

1.1. Village Council pawimawhna:

Village Council-te hi vengchhung / khawchhunga rorelna fawng vuan tura mipui thlan chhuah an ni a, khawtlang hmasawna leh khawtlanga mipui mamawh chi hrang hrang buaipui kawngah an pawimawh hle. India hnampa, Mahatma Gandhi chuan VC-te chu khaw khata mipuiin rorel tura an thlanchhuah an ni tiin a lo thlir lawk a ni.



“Thingtlang khua inrelbawlna ka suangtuah dan chu mipui thlantliten thuneihna pumhlum neiin, an khaw thenawmte lak atanga an mamawh pawimawhte buaipui tura zalên, rinchhan ngaihna kawnga mi tam takte rinchhan ni si hi a ni ”
India rama thingtlang khuate rorelna inghahna hi mipui tel vena leh a huhoa duhthlanna an siam a ni a, **mipui rorelna** tih pawhin a sawi theih awm e. Veng/khua roreltu an nih angin mi retheite leh mi hnuaihngung zawk te khawtlang rorelnaa hmai an nih loh nan Village Council-te hi an pawimawh em em a ni. Tualchhung mite hian an khawtlang mamawh leh harsatnate an hriatchian ber avangin Village Council-te hian hmasawna tur leh harsatna sutkian kawngah awlsam zawkin hmalakna an kalpui thei a ni. Rural development hrang hrang bakah rorelna te an lo kalpuiin an lo hlen thin a ni. Tin, Village Council-te hian khawtlang rawngbawlna hrang hrang; tui in tur, faina, kawng, êng leh a dang dangte an buaipui bawk thin. Hengte avang hian, mipui nun leh VC-te hnathawh leh rorelna chu a ingheng tlat a, mipui nun tlang takin a nghawng thin a ni. Hei vang hian, hmasawna huapzo leh vantlang mipui tel vena rorelna kenkawh kawngah VC-te hian chanvo pawimawh tak a nei a ni.

1.2. India Constitution-a Village Council :

India Constitution (dan pui) Part IX (Article 243), 73rd Constitution siamthatina a hrinchhuah chuan khawtlang inrelbawlina te chu tualchhunga rorelna kalpui turin a ti a. Thil dang pawimawh tak tak bakah kum 5 dana inthlang turin a ti bawk a, Scheduled Castes (SCs), Scheduled Tribes (STs) leh hmeichhiate tan seat hauhsak turin a ti bawk a ni.

India Constitution chuan kuate chu mahnia ro inrelsak niin a sawifiah a, Gram Sabha chu Village Council hnuai vote nei zawng zawng infinkhawmna niin a sawi fiah bawk. India constitution chuan VC-te hian vantlang mipui khawsak relbawlina ten hma a sawn theih nan ruahmannate a kalpuiin a hlen thin dawn niin a thir lawk a. India Constitution-a Eleventh Schedule hnuai chuan thupui 29 laiah State-in Village Council-te hnenah thuneihna a pe thei bawk niin a tarlang bawk a ni.



1.3. Village Council chungchanga State dan leh hrai:

India constitution ruhrêl zau tak hnuai State-te hian dân leh inkaihuaina an siam hmangin VC kalphung leh inrelbawl dan ruangam a siam thin a, State chhunga Gram Sabha te, Village Council meeting, budget leh an kalhmang te, chhiah siam leh thil dang dangah te dân leh hrai State-in a zam thin a ni. Khawtlang Inrelbawlinate tha taka hna an thawh theih nan State sawrkar ten kalphung zui tur an duansak thin a ni.

| SI No | Name of Act/Rule/1973 | Subjects covered by Act/Rule/ GO |
|-------|--|--|
| 1 | West Bengal VC Act, 1973. | West Bengal PRIs chhawng thumte Inrelbawl dan, hnathawh, leh ngaihtuah fel tur zawng zawng. |
| 2 | West Bengal VC (Amendment) Act, 2012. | VC chawng thuma Seat reservation |
| 3 | West Bengal VC (Village Council Administration) Rules, 2004. | <ul style="list-style-type: none"> • VC administration. • VC meetings. • Reporting and planning for the works of VC. • Regulation of construction related work. • Powers, responsibilities and duties of VC President and Vice President. • Engagement process of VC employees and conditions of services and their duties. • Imposition of taxes and fees by VC. • Standing committees and Village Development Committee. |
| 4 | The West Bengal VC (Village Council Accounts, Audit and Budget) Rules, 2007 | <ul style="list-style-type: none"> • Procedure for maintenance of • Accounts. • Operation of VC Fund. • Procedure for receipt and payment. • Procedure for collection of revenue. • Procedure for purchase, lease and • sale of movable and immovable • properties. • Payment of honorarium, salary and • Allowance. • Procedure for execution of works • Half-yearly and annual reports and • Accounts. • Audit. • Tax collector. • Prescribed format for various • Processes. |
| 5 | Activity Mapping No. 6102/PN/O/1/3R-5/04 (Pt – IV) dated 5 th April, 2010 | Assignment of responsibilities of three tier Panchayati Raj Institutions and Activity Mapping. Devolution of functions to PRIs by P&RD Department. |

| | | |
|---|--|--|
| 6 | Annual Plan of PRIs No. 6102/PN/0/V/4P-1/05 dated 07.11.2005. 3969/PN/1/4P-1/05 dated 25.07.2006 | Integrated Plan preparation for all tiers of PRIs. |
| 7 | Perspective Planning 353(18)/SS/RD/O/DPF/1E- 1/2008 dated 28.04.2013 | Preparation of Perspective Plan by VC, PS and ZP. |

A chunga Acts, dân leh Sorkar thuchhuahte khi Village Council Office-ah a awm tur a ni a, ERs leh VCs ten an sawi ho tur a ni. Heng ang te hi VC Office-ah a awm lo a nih chuan VC President leh Secretary ten thuneitu sang zawk (Block/District Panchayati Raj Officer emaw Block Development Officer) hnenah heng Acts/Rules leh Sawrkar Order te hi tipuitling turin an ngên thei a ni. Panchayati Raj Department website ațangin thil pawimawh thenkhatte hi a hmuh theih a, hriatthiam loh lai leh chian loh lai chu VC-te tana training an siamah zawh fiah theih a ni bawk ang.



1.4. Village Council-te inrelbawl dan ꠕha zawk mamawh a ni:

A hmalama tarlan tawh angin India Constitution-in VC te scheme hrang hrang ruahman tur leh kalpui ngei turin a ti a. Thingtlang leh khawpui pawn lamah chuan VC-te hian tualchhung hmasawna reng rengah chanvo pawimawh tak an nei deuh zel a, ni za inhlawhna MGNREGA hnuacia thawh te, ei leh bar zawna dap chungchangah te leh tar, hmeithai, rualbanlote tana zirna, hriselna, tui, faina leh thil ꠕul dang dangah te hma an la ꠕhin a ni.

Village Council-te hi ꠕangkai taka thawk thei tur chuan mipui mamawh an hriat chian a ngai a, huapzo taka rorelna leh ruahmanna an kalpui a ngai a ni. Village Council-te mumal lo taka an thawh leh thleibik nei rana hna an thawh chuan an mawhpurna leh hnathawhna a hlawhtling loh bakah an chanvo an hlen lo tihna a ni. Chuvangin mipui thlan tlin an nih ang ngeiin mipui tan an thawk tur a ni a, VC anga an thil ruahmante ꠕha taka an tih hlawhtlin hi an tih tur leh thawh tur a ni.



Checklist:

- Sawrkar dan siam leh thupekte VC office-ah enfiah tur kan kawl em?
- Chung dan leh thupekte chu VC meeting-ah kan sawi hoin kan zir Chiang tawh em?
- VC hnathawh dan leh inrelbawl dante kan sawi hoin thazawk kalpui dan kan zawng em?

Bung 2

Hnathawh ṭan dan tur



VC President emaw member nih emaw hi thil namailo tak a ni thei a, mawhphurna lian tak a nih avangin an chungah pawh mipui beiseina a sang thei hle a ni. A hmasain, President leh member ten lungrual takin tualchhunga hmalakna tur awm ang an hriatchian phawt a ṭul hle a, a hnuacia mi ang hian mipui thlan

ṭlin tharte hian an hnathawh aṭanga kar hmasa bera ti tura beisei an ni.

2.1 Inhmelhriatna:

VC President leh member-ten Village Council Office ṭlawh a, Village Council Secretary leh hnathawktu dangte va hmelhriata, an mawhphurhnate va hriatchian hi an tih tur a ni. VC secretary te leh VC member-te nen inrawn chungin VC President chuan meeting hmasa ber a koin hriattirna a chhuah thei a, VC member-te pawhin thil ṭul ang ang leh Office phone number pawimawhte chhinchhiah nghal se, an area a Block Development Officer, Block leh District level Panchayati Raj Officer-te a ṭul huna biak pawhna tur kawng an hre chiang nghal tur a ni.

2.2 Village Council huamchhung an hrechiang ang:

VC President leh member-te chuan an huamchhunga khua emaw vengte zirchiangin an ṭlawhchhuak tur a ni a, mipui harsatna leh mamawhte an hriatchian leh zual nan leh mipuiin an thlan ṭlinte an hmelhriat nan vantlang nena inkawm tam a pawimawh hle a ni.

2.3 Village Council hmalakna enfiah:

VC President leh member-te chuan VC ina hmalakna a lo kalpui tawh te enchiangin sum awmdan te an hrechiang tur a ni a, hengte hi VC Office-a Secretary emaw hnen aṅanga zawh fiah theih a ni ang.

2.4 State Panchayati Raj Act/Rules/GOs leh ruahmanna pawimawhnate hriatchian:

VC President leh member-te chuan State Local Administration dan leh hrai bakah Sawrkar thuchhuahte VC Office aṅangin an hre chiang tur a ni a, hmasawna ruahman lawkna hrang hrang; MGNREGA te, Sawrkar Programme pawimawh dangte bakah Gram Sabha meeting chungchangte Office-a hnathawkte nen an sawi ho tur a ni. Tin, Ministry of Panchayati Raj website leh State-a Panchayati Raj te website tlawh ṭhin tura beisei an ni bawk.

2.5 Village Council level Institution-te an tlawh tur a ni:

Village Council President leh member-te chuan an area chungna Primary School, Health Sub-Center, Anganwadi Center leh Retailer Dawr te an tlawh tur a ni. Heng institution-a hnawthawkte nen inkawmin an harsatna leh an mamawhte an sawi ho tur a ni a, an hlawhtlinnate thlirpuiin an hmabakte an sawipui tur a ni.



VC President hlui leh member-te nen thutkhawm:

President leh member hluite nena thutkhawm pawh hi a pawimawh hle a, hmalakna tur leh hma an lo lak tawhte sawi ho theih a pawimawh hle bawk a ni.

2.6 BDO leh PRO-te nena inkawm:

Mipuite thlan chhuah hlim an nih avangin an hmalakna tur leh mipuite harsatnate sutkian a nih zung zung theih nan Block Development Officer te nena sawi ho a pawimawh hle a ni. Mipui thlan flinte chuan BDO hnen aṭangin Programme pawimawh te leh an Block leh District huamchhuanga hmalakna tur an chhawp chhuah hmasakte an hrechiangin an zirchiang thei ang a, an hmahlir leh ruahmanna te pawh an sawi ho tur a ni.

2.7 Training neih:

Thlan flinte tana training an buatsaih hmasak berah an tel ngei tur a ni. Heng trainingte hi a ṭangkaiin chinchang hriat nan a pawimawh hle mai a, thil tam tak training petute hnen aṭangin hriat belh tur a awm ṭhin a ni.

Check list

- VC member dangte kan hre chiangin kan be tlang zung zung thei em?
- Department hnathawkte leh BDO te kan hriain mamawh hunah kan be thei ang em?
- Village Council hnuaia mipuiin min be pawpin min hmelhriat em?
- VC hnuaia harsatna leh ngaihtuah fel tur pawimawhte kan hrechiang em?
- Acts, Rules leh GOs copy te kan kawl em?
- Training an buatsaihah kan tel kim em?

Bung 3 Village Council inrel dan

3.1 Village Council induan dan:

VC hi tualchhung rorel tura khawtual miten an thlan tlin an ni. VC hnuaiah President (Sarpanch/Mukhia/Pradhan), Ward members (Panch) te an awm a,



heng bakah hian VC pisa thil khawih tur Secretary, Accountant leh a dangte an awm bawk ðhin. Village Council-te hian Gram Sabha te chungah mawhphurna lian tak an nei a, Department hnathawhna ðhenkhatah pawh hna pawimawh tak an thawk ðhin a ni.

3.2 VC committee, Sarpanch leh Up- Sarpanch:

Village Council hnuai member zawng zawng ten VC Committee an siam a, he Committee hi ruahmanah leh thutlukna an siam reng renga mawhphurna la tur a ni. He committee-ah hian VC President chu Chairman a ni anga, chanvo committee-in an pek angin a thawk tur a ni. VC president chu VC-a khaipa ber a ni ang. Rorel inkhawmte a ðul angin a koin a kaihruai ðhin tur a ni. VC Vice President (Up Sarpanch) chuan VC President awm loh hlanin a ai a awh ðhin tur a ni. VC President leh VC Vice-President te mawhphurna chu Annexure 2 ah a en theih.

3.3 Standing Committees:

3.3.1. VC member zawng zawng te chuan a huhoin tualchhung hmasawwna hna an thawk tlang tur a ni a, tui intûr ðha, hriselna leh faina, zina leh hmasawwna an ruahman lawkte ti puitling turin an thawk tur a ni. Heng an hmalakna te thlithlai tur hian State Panchayati Raj dân leh thupêk angin Standing Committee din a ni a, hna hrang hrang an thawh te uluk lehzuala thlithlai an nih theih nan te he committee hi a pawimawh hle a ni. Standing Committee hrang hrangte chu VC memberte zing a mi khaipa niin a vil tur a ni.

Rajasthan Panchaya Raj, Act 1994 chuan standing committee panga lai a din a, ÷ul bik thilah a parukna siam belh a phalsak bawk a ni. Standing Committee-te tihtur leh chanvo he Act-in a siamte chu;

| Name of Standing Committee | Assigned Key Functions |
|--|--|
| Administration and Establishment Committee | <ul style="list-style-type: none"> • In hmun hralh leh neitu inthlak chungchang. • Ramri buai chin fel. • Vantlang ram tih buaite chin fel. • Building hlui neitu nihna pek. • Department hmalakna VC kuta dah te enfiah. • VC member zinga inthununna lek kawh kawnga thuneitu hnena thurawn pek. |
| Finance and Taxation Standing Committee | <ul style="list-style-type: none"> • Khawtlang tana hnathawh tur atana sum neihte tihchêt. • Rs 2 lakh aia tam lo VC fund aṭanga a ÷ul anga hman turin a pechhuak thei ang. • Rs 300 aia tam lo veivahnate a ÷ul angin Member-te hnenah a pe thei ang. • Chhiah chawi turte siamin an khawn thei anga, lei chawitir bakah hremna an lek kawh thei ang. |
| Productivity Standing Committee | <ul style="list-style-type: none"> • Lo neitute tan training buatsaih leh hlawk zawka tharchhuah an neih theih nana hmalak. • Hmeichhia Agriculture lam zirte tan Scholarship pek. • Lo neitute tan ram danga lo neih dan ÷ha zawkte an hmuh theih nan zinna buatsaih. • Agriculture leh Lo neih chungchanga exhibition buatsaih. • Thlai chi ÷ha zawk sem leh a dangte. • Bawnghnute, sangha leh a kaihnawih thilte chawikan. |
| Education Standing Committee | <ul style="list-style-type: none"> • Mi zawng zawngin zirna an neih theih nana hmalak. • A thlawna zir laibu Pawl XII hnuailam tana sem. • Zirtirtute kal ÷hat leh ÷hat loh enfiah, Mid-day meal sem ÷hat leh ÷hat loh enchian leh Sikula hmanruate endik, ST/SC te tana scholarship semte enfiah. |

| | |
|---|---|
| Social Protection and Social Justice Standing Committee | <ul style="list-style-type: none"> • Naupang hmasawna leh vantlang hriselna programme awmte tha lehzuala kalpui a nih theih nana tul anga puih, nausen leh naupang hri danna sem te, Anganwadi-a nutrition an semte en thlithlai. • Tar, hmeithai leh rualbanlote tana Pension leh Scholarship awmte ngaihvenpui. |
| One Optional Standing Committee (Rural Development atan Committee hi VC tam takin an din belh thin) | <ul style="list-style-type: none"> • Khawflang hmasawna programme hrang hrang: MGNREGA, National Rural Livelihood Mission, Indira Awas Yojana, Nirmal Bhat Abhiyan, Aam Admi Bima, Yojana leh a dangte tha taka kalpui a nih theih nana hmalak. |

3.3.2. Standing Committee-te inrêlbawl dan:

Standing Committee-te hi VC member-ten an siam niin inthlannate kalpui thin a ni a, entirnan West Bengal-ah chuan,

- Standing Committee chu meeting hmasa ber aţanga thla thum chhungin siam tur a ni a, Standing Committee member turte chu VC member-ten an thlang thin a ni.
- Standing Committee siam a nih hnu aţanga karkhat hmain Committee member ten Chairman tur an thlang leh a ni.
- Finance leh Planning Standing Committee member-te chu VC President (Sarpanch), VC Vice President (Up Sarpanch) leh Standing Committee dang pali a Chairman theuh te an ni. VC member zinga eptu lam hotu chu member a ni ve tur a ni.
- Women, Child Development and Social Welfare Standing Committee-a Chairman chu hmeichhia a ni tur a ni a, member zatve chu hmeichhia an ni tur a ni bawk (VC President leh VC V President chiah tel loin).
- VC hnuaia hnathawk leh Sawrkar hnathawk an thlan bik (ICDS Supervisor, Health Supervisor, Revenue Inspector etc) te chu Standing Committee hrang hrangah ex-Officio member an ni ve tur a ni.
- Department kaihnawih thila Sawrkar Official-te chu member sawm bik angin Standing Committee member-ah an tel ve thei ang (eg: ANM of Health Sub-Center, Fisheries Extension Officers etc).

3.4 Gram Sabhas, Ward Sabha and Mahila Sabha:

Gram Sabha chu VC-te rorelna a ni a, VC area chhunga voters zawng zawngina an siam a ni. VC-te Gram Sabha chunga mawhphurna latu an ni a, hna liantham leh hmalakna lian tham a awmin Gram Sabha hriatpuina neih a ÷ul ÷hin a, VC President-in Gram Sabha meeting koin amahin a kaihruai tur a ni.

Rajasthan state chuan Gram Sabha bakah Ward Sabhas te a nei a, Ward khat chhunga voters zawng zawng chu Ward Sabhas hnuai ami an ni. Ward Sabha chuan an ward chhunga harsatnate chinfel dan a ngaihtuah ÷hin. Odisha State-ah chuan 'Palli Sabha' tih a nih laiin West Bengal-ah erawh 'Gram Sansad' tih a ni thung.

Maharastra state-ah chuan Mahila Sabha an nei a, hmeichhia vote neite hetah hian member an ni. Mahila Sabha chuan Gram Sabha hmaah hmeichhe tana thil pawimawh leh hmasawna turte an thlen ÷hin a ni.

3.5 Village Council hnuai hnthawka chhawte:

Village Council hnuai rawihte chu VC-te inrelbawlna leh hnthawh puihna kawnga mawhphurtu tur an ni. Karnataka State-ah chuan VC-te hian hnthawk tura rawih an nei nual a:

| No | Designation of Employee | Key Duties |
|-------------------|------------------------------|--|
| Regular Staff | | |
| 1 | VC Development Officer (PDO) | <ul style="list-style-type: none"> • Accounts vawn leh thla tina report pek. • Sum vawn leh accounts statement te Sawrkar auditor-te hnena a ÷ul huna pek. • Village Council hnuai pawlte sum hman dan endik. • VC te, Standing Committee hrang hrang te, Gram Sabha leh Ward Sabha-te record vawn ÷hat. • Annual leh Five Year plan buatsaih. • VC leh Plan Fund atanga a ÷ul anga pawisa pek chhuah. |
| 2 | Secretary | • Rorelna kawngah PDO a pui thin ang. |
| 3 | Accounts Assistant | Accounts chungchangah PDO a pui thin ang. |
| Contractual Staff | | |
| 4 | Bill Collector | Chhiah khawn. |
| 5 | Pump Operator | Tui pump enkawl. |
| 6 | Computer Operator | Data Entry. |
| 7 | Peon | Office-ah hna ÷ul thawk tur. |

3.6 Departmental Functionaries.

VC-te hian mawhphurna leh hna an chung a tla te an enkawl thin a, entiran Rajasthan State-ah chuan hna peng hrang panga - Health, Elementary Education, Women & Child Development, Agriculture leh Social Justice chungchangah te thuneihna pek an ni. Hei vang hian VC te hian uluk takin heng enkawl hnate hi an thawk thin a;

| No | Designation of Devolved Functionaries | Key Functions |
|----|---------------------------------------|--|
| 1 | Auxiliary Nurse Midwife (ANM) | Naupang leh raipuarthe hri venna laktir, nau neih hma leh neih hnua Nu te puih, tlang hriêng laka invênna, Sub center-ah damdawi mamawhte an neih leh neih loh enfiah, family planning chawisan, Anganwadi center-a nu leh naupangte hriselna endik anih theih nan hmalak leh Nutrition an dawn thinte endikpui. |
| 2 | School Teacher | Sawrkar sikula zirna tha taka kalpui a nih theih nan leh mid-day meal an dawn thinte endik. |
| 3 | Anganwadi worker | Naupang kum 3 hnucilam chhinchhiah leh kum 3 atanga kum 6 inkar chhinchhiah, tleirawl, naupai leh naute hnute pe laiten an mamawh ang chaw tha an hmuh theih nana hma lak. Hriselna endik leh naupang chaw tha hmu lote buaipui bakah hmeichhia leh tleirawlte zirna tha ngaihtuah. |
| 4 | Agricultural Supervisor | Thlai hri leh natna enkawl a nih theih nan loneitute puih bakah a enkawl dan tur tha kawh hmuh. Leitha, thlai chi tha leh subsidy-te an hmuh theih nan hmalaka, thlai chin dan hlawk zawk an hriat theih nan training leh field trip buatsaih. |
| 5 | MGNREGS | MGNREGS hnuaia inhlawh turte chhinchhiah a, Job Card pekchhuah, hnathawhna tur hmun siam, hlawh buaipui leh MGNREGS atanga sum hmuh hman dante audit. |

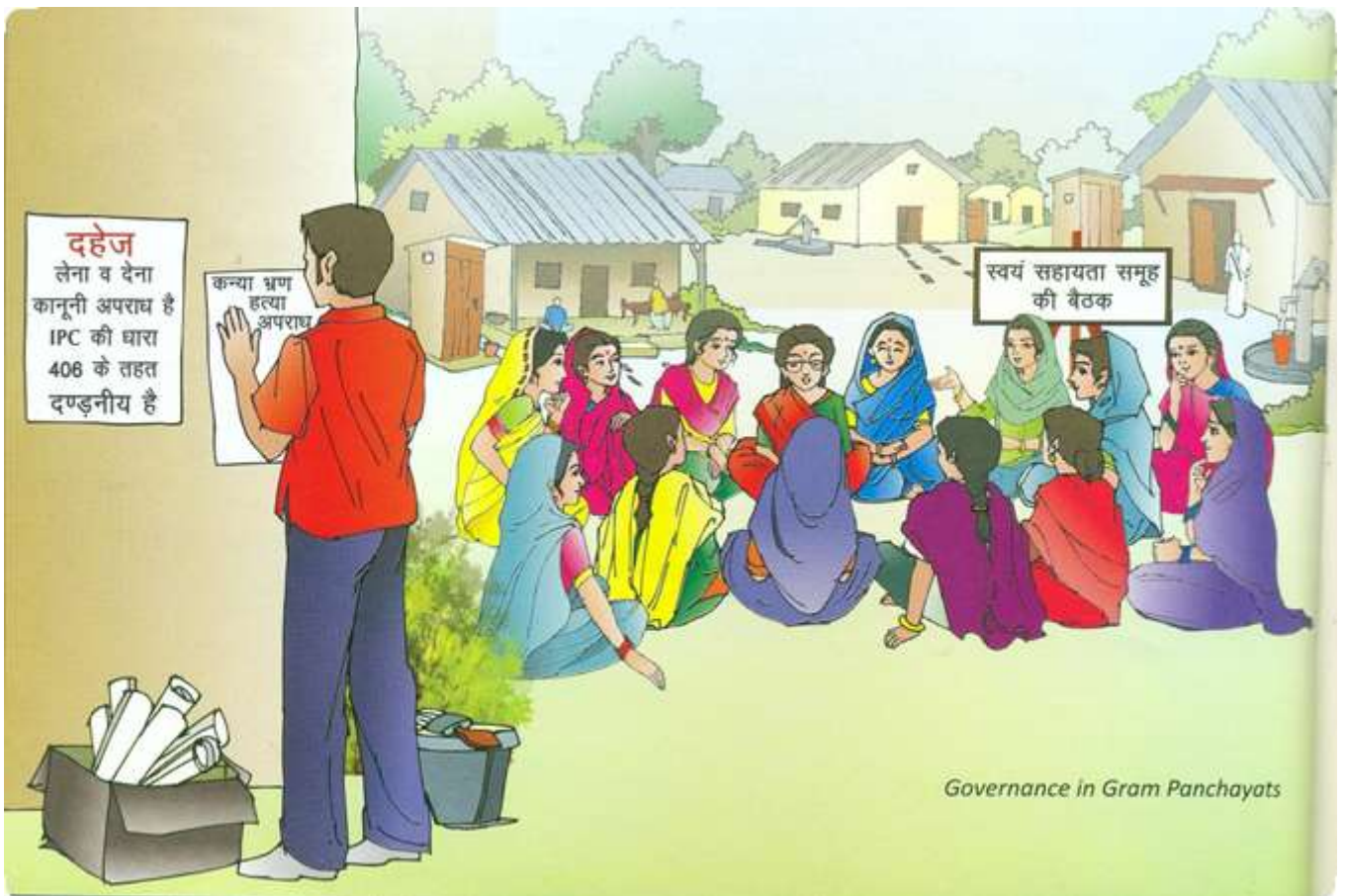
| No | Community Based Body | Purpose | Department | Relationship with VC |
|----|--|---|---------------------------|--|
| 1 | SHG under NRLM | Eizawna leh hlawnh siamsak | Rural Development | SHG-te hi mahnia ding pawl a ni. VC-te chuan SHG-te hnathawhnate enpuiin a ÷ul angin an pui ÷hin. |
| 2 | Watershed Committee | Loneitute tan tui khuahna siamsak | Rural Development | VC President/ Sarpanch chu committee member niin, Committee sum leh pai vawngtu a ni bawk. |
| 3 | School Management Committee | Sikul mamawh bungrua zawnsak, zirna hmasawna atana mipuite nena ÷anho leh ÷ha taka zirtirtuten sikul an kal nge kal lo enfiah. | Education | VC President leh ward member-te chu School management committee-ah an tel ve a, SMC chuan VC-te hnena Sikul mamawh leh an harsatnate hriattirin hmalak ÷ulna laite an hrih ÷hin. |
| 4 | Village Water, Health, Sanitation and Nutrition Committee (VWHSNC) | Khawflang hriselna tura hmalakna kawnga sum awmte dik taka hmana, hmalakna tha zawk a awm theihna tura kaihhruai leh puih. Tui in tûr semchhuah a÷anga chhiah chawitir leh vantlang tanrual a pawimawhzia hriattir. | Health | VC President leh Ward Member-te chu VWHSNC-ah hian an tel ve a. VC-te chu VWHSN nena tangkawpin khawflang hriselna enkawl leh Sub Center leh ASHA-te endik. |
| 5 | SHGs Promoted under ICDS | Chaw ÷ha leh nutrition supplements-te ÷ha taka sem a nih theih nan leh sem tura hun taka a awm theih nan hmalakpui | Women & Child Development | SHGs chuan VC membrete Village Health & Nutrition Day buatsaihnaah an pui a, VWHSN-te chuan SHGs hmalakna an enpui ÷hin bawk. |
| 6 | Vigilance and Monitoring Committee (VMC) | MGNREGA hnuaia hnathawh leh pawisa hmannaate endik | Rural Development | Gram Sabha chuan VMC member turte an thlang chhuak a, VC chuan VMC rorelna chu zahsakin thutiûkna siam kawngah zalenna a pe a, harsatna leh mamawh a awmin VMC-in an hnena a thlen chuan a ÷ul angin VC ten hma an lakpui ang. |

3.7 Community Based Bodies of Line Departments:

Department thenkhatin vantlang tana awlsam zawk leh hlawk zawka hna an thawh theih nan vantlang mipui ngenchhan pawl a din thin a, heng pawlte nena thawh ho leh puih chu VC ten an tih tur pawimawh tak a ni.

Checklist.

- Standing Committee-te VC hnuai ah din an ni tawh em? Standing Committee tam zawk kan mamawh em?
- Standing Committee, Gram Sabha-te leh VC-te chuan an chanvo an hrechiang em?
- VC hnuai ah Department hnathawkte, committee dinte chuan an chanvo an changin an tih tur an hrechiang em?



Governance in Gram Panchayats

Bung 4

Village Council / VC hnathawh

4.1 Village Council hnathawh.

VC-te chuan an huamchhungah kawng hrang hrang a hmasawna a awm theihna atan hna an thawk ðhin a. Sawilan tawh ang in, India dânpui chuan khawtlang ei leh bar hmasawna atan leh vantlang himna atan Panchayat-te chuan ruahmanna an duana an thawh zui tur thu a sawi a ni. Dânpui chuan 11th schedule-ah subject 29 lai a tarlang bawh a ni (Annexure – 1). Kawng hrang hranga VC-te hmalakna tur liantham deuh leh te deuh te ruat kawnga thutlukna siam chu state kutah Dânpui chuan a dah a ni.

The Kerala Panchayati Raj Act 1994 chuan, Third schedule (Sub section (1) of section 166) ah VC-te tih tur chiang takin a tarlang. ERs leh VC a hnathawkte chuan heng an tih turte hi an sawi ho thin tur a ni. VC-ten an tih tur engchen nge an tih ðhin tih te leh hna ðul mamawh dang tih tur awmte a khat tawkin an thir ho ðhin tur a ni.

VC-te hnathawh pawimawh tak takte chu a hnuai tarlan ang hi a ni:

4.2 Mandatory Functions (Civic functions and Regulatory functions).

Vantlang rawngbawlna (civic service) kenkawh leh vawn ðhat hi tualchung roeltute (Local governments) hnathawh pawimawh ber a ni ðhin a. Awmze nei taka vantlang rawngbawl hian khaw mipui khawsakna kawng hrang hrangah heng tuiin tur thianglim, faina, hriselna, street light leh a dangte hmangin a tihmasawn a ni. VC-te pawh hi tualchung roeltute (government) an nih angin mipuiten an dikna an chan theihna atan leh mi dang dikna rahbeh a nih lohna atana thuneihna kenkawh hi an mawhphurhna a ni. Kerala-a VC-ten vantlang rawngbawlna leh thuneihna an kenkawh dan chu hetiang hi a ni:

1. In sak khuahkhirh a ni.
2. Vantlang ram nêk a nih lohna atana venhim.
3. Khawtlang tuikhurte enkawl.
4. Dil te leh tuikhuah te vawn ðhat.
5. Village VC huam chhunga tui kawng awmte enkawl.

6. Bawhlawh sakhat chi lakkhawm leh thehthang leh bawhlawh tuiril chi thehthang dan khuahkhirh.
7. Tuihawk luan kawr tihfai.
8. Leilung chhehvel thianghlimna enkawl.
9. Vantlang bazar enkawl.
10. Natna thehdarh thei thil khuahkhirh.
11. Ran talh dan mumal taka siam leh sa, sangha leh chawhmeh tawih awlsam chi zawrh chhuah dan mumal taka siam.
12. Thil eina hmun enkawl.
13. Eitur pawlh dal a nih lohna atana venhim.
14. Kawng leh vantlang hmunte venhim.
15. Kawthhlera eng chhit leh enkawl zui.
16. Hri laka invenna programme kalpui.
17. National leh state level-a natna laka invendan leh control dan awmze nei taka kalpui
18. Thlanmual hmun leh inhâlna hmun mumal tak neih leh enkawl zui.
19. Sumdawnna khuahkhirh ngai chi bikte tana phalna (license) pekchhuah.
20. Piang leh thi chhinchhiah.
21. Inbualna leh insûkna hmun siam.
22. Lawngleng hman remchan tur chhawpchhuah.
23. Lirthei hûnna hmun siam,
24. Khuazin mite tana chawlhbuk siam.
25. Vantlang hmuna inthiarna leh inbualna hmun siam.
26. Fairs leh festival huaihawt/khuahkhirh.
27. Ui vulhtute hnena phalna pek leh ui tla khuahkhirh.

| Sector | State in mawhphurhna a pek te |
|---|--|
| Agriculture | <ul style="list-style-type: none"> ➤ Daihzai leh hlawk thei ang bera ram hman ➤ Ram bua leh chhiate siam thar leh a thlai chinna tlaka siam ➤ Lei ven him ➤ Nurseries siam ➤ Horticulture thlai leh thlai hnah lampang chi ching uar tura inzirtir ➤ Rantlatna hmun siam ➤ Thlai chi ven him (Seed protection) leh adt. |
| Water supply | <ul style="list-style-type: none"> ➤ VC huam chung a tui in tur pekna siam a enkawl zui |
| Education | <ul style="list-style-type: none"> ➤ Sawrkar Pre-primary leh primary sikulte enkawl ➤ Literacy programme te hman thin ➤ Lekhachhiarna room leh Library te enkawl leh tihmasawn |
| Public health and sanitation | <ul style="list-style-type: none"> ➤ PHC leh Sub-centre te'n hna tha taka an thawh theihna tura enpui ➤ Nauneihna hmun leh Naupang enkawl na hmun uluk taka vilzui ➤ Hridanna leh natna lak a invena hrang hrangtea mamawhten an dawng ngei a ni tihchian ➤ Family welfare programme mumal taka kalpui ➤ Sanitation programme mumal taka kalpui |
| Housing | <ul style="list-style-type: none"> ➤ In neilo-te thlanchhuaha an tana in hmun ruatsak ➤ Rural housing programme awmte kalpui |
| Social welfare | <ul style="list-style-type: none"> ➤ Anganwadi enkawl ➤ Chhuanchham, hmeithai, ramtuileilo leh lo hnathawktute hnena pension pek leh sem ➤ Miretheite tana group insurance scheme kalpui |
| Poverty alleviation | <ul style="list-style-type: none"> ➤ Chhungkaw harsa zual thlan chhuah ➤ Mirethei, abik takin hmeichheho tan, mimal leh pawlhoa hnathawh tur siamsak |
| Scheduled Caste – Scheduled Tribe development | <ul style="list-style-type: none"> ➤ Scheduled Caste – Scheduled Tribe te tana nursery sikul hawn ➤ Scheduled Caste – Scheduled Tribe colonies te tana chungkaw mamawh bulpui (basic facilities) ngaihtuhsak ➤ Scheduled Caste – Scheduled Tribe zirlaite hnena tanpuina pek |
| Public works | <ul style="list-style-type: none"> ➤ Thingtlang kawng laih leh enkawl zui ➤ Zirna in, sawrkar atanga zirna in indang tiamin, zirna in sak |
| Public Distribution System | <ul style="list-style-type: none"> ➤ Public Distribution System sawiselna rawn lutte zirchiana siam that theih dan ngaihtuah ➤ Ration semna dawr vilzui |
| Animal Husbandry and dairy farming | <ul style="list-style-type: none"> ➤ Cattle development programme ➤ Dairy development ➤ Ar vulh, khuai khawi, vawk vulh, kel vulh leh adt. tihmasawn ➤ Veterinary sub-centres hawn ➤ Hri laka ran venna programme kalpui |
| Minor Irrigation | <ul style="list-style-type: none"> ➤ VC huamchhunga minor irrigation project awm zawng zawngte enkawl leh kalpui ➤ Micro irrigation projects zawng zawng enkawl leh vilzui ➤ Water conservation |

| | |
|------------------------------|---|
| Fisheries | <ul style="list-style-type: none"> ➤ Dil, leh lui luang lai tea sangha khawi lam kalpui ➤ Sangha no tharchhuah leh sem chhuah ➤ Sangha zawrhna atana tanpuina semchhuah ➤ Sangha man chungkuate an thil mamawh zualpui phuhruksak ➤ Fishermen welfare schemes kalpui |
| Social Forestry | <ul style="list-style-type: none"> ➤ Bawng chaw leh tuah thing tura thing phun ➤ Thing phun uar kawnga inzirtirna huaihawt ➤ Ram chhia tihngaw leh |
| Small scale industries | <ul style="list-style-type: none"> ➤ Cottage industries tihhmasawn ➤ Kutthemthiam hmanga eizawna tihhmasawn ➤ Traditional leh mini industries tihhmasawn |
| Electricity and energy | <ul style="list-style-type: none"> ➤ Streetlights vuah leh enkawlzui ➤ Bio-gas leh energy dang awm theite tihhmasawn |
| Sport and cultural affairs | <ul style="list-style-type: none"> ➤ Khelmual tihhmasawn ➤ Cultural centre din |
| Relief in natural calamities | <ul style="list-style-type: none"> ➤ Relief centres enkawl ➤ Khuarel chhiatrupna thlen thulha tanpuina hna thawh |
| Co-operation | <ul style="list-style-type: none"> ➤ Co-operative society din ➤ Co-operative institutions awmsa tihchak |

4.3 General Functions.

Vantlang rawngbawl leh dan leh thupek kenkawh mai bakah hian VC-te chuan vantlang inkhawma tela khawtlang hmasawna tura ruahmanna siam tur te, hmalakna vilzui tur te leh khawtlang sualna do tur tein mipuite chu an fuihphur thin tur a ni. Kerala-a an hnathawh tlanglawnte chu:

1. Statistics pawimawh khawn khawm leh update.
2. Khawtlang huap hnatlang huaihawt.
3. Inrenchem inzirtirna buatsaih.
4. Khawtlanga sualna thenkhat heng; zu in, damdawi ruihtheih, hmeichhe thuam chhawm (dowry), hmeichhia leh naupang chungga hleilenna chungchanga inzirtirna buatsaih.
5. Hmasawna hmalakna reng renga mipuite a tam thei ang ber tellir
6. Chhiatrupna thlen tuma tanpuina hnathawh.
7. Chhehvel (Environment) pawimawhna inzirtir a, a tihmasawna tura tha thawh tura infuih.
8. Co-operative sector tihhmasawn.
9. Khawtlanga muanna (Communal harmony) tihhmasawn.

10. Vantlang hausakna sumfai emaw bungraw zawng emawa tihhmasawn, hmasawna hmalakna atana ram a thlawna pekte huamin.
11. Khawtlang mi hnuaihningte tana dan leh hrai inzirtirna huaihawt.
12. Ei leh bar kawnga thil tihsual awmtheite inzirtir.
13. Veng chhung pawl dina miretheite ngaihtuah chunga self help group din.
14. Khawtlanga mi tin mawhphurhna inzirtir.

4.4 Development (Sector specific) functions.

Khawtlang mipui nundan phung chawikang tur leh VC huam chhunga hmasawna ruhrêl (infrastructure) tihhmasawna atana VC-te hmasawna hnathawh hi a pawimawh em em a. A hnuai mite hi Kerala a VC te'n hmasawna hna an thawh pawimawh tak takte chu a ni:

Achunga kan han tarlan bakah khian khawtlang ei leh bar hmasawna atan te, khawtlanga dikna kenkawh leh tlawmngaia khawtlang hnathawh uar zawk a nih theihna atan VC te hian nasa takin hma an la thei bawk a ni.

4.5 Sawrkar thuchhuah pawimawh

VC hnathawh dan chungchanga Odisha sawrkar thuchhuah pawimawh a hnuai hian tarlan a ni:

| Sl.No | Name/ No. of G.O | G.O in hmalakna tur a tarlan te |
|-------|---|--|
| 1 | No.I-PS-2/2003_6886/PS dated 04/07/2003 | Department 11 te'n Panchayati Raj Institutions hnena thuneihna hlan chhawn |
| 2 | I-PS-1/05(Pt.ii)8430(8)/PR dated 24.10.2005 | Activity mapping leh thuneihna PRI's hnena hlan chhawn |

Checklist

- State Act leh Government Orders a VC te hmalak dan tur engte nge?
- ER's te leh VC-a hnathawh tu zawng zawngin VC hnathawh dan an hre chiang em?
- VC te hian eng eng hnate nge an thawh chiah?
- Hmalak lohnate a hmalak a nih theihna atan eng nge kan tih theih?

Bung 5

Village Council meetings leh Standing Committees

5.1 Village Council meeting pawimawhna.

VC meetings leh standing committee-te hi thutlukna siamna atan a pawimawh em em a, heng meeting te hi a tam zawk duhdana thutlukna siamna hmun leh chumi tura mi tin chi tin an tel kimna ni tura kalpui tur a ni. Chuti a nih chuan member



tinte thil thlirdan leh ngaihdan millin mirethei leh dinhmun derthawngte tana thatna tur ngeiin thutlukna siam a ni thei dawn a ni. ERs te an tel remchan theih ngei hunah thutlukna pawimawh reng reng chu VC-ah uluk taka ngaihtuah a nih hnuah chauh siam thin tur a ni.

VC meetinga ngaihtuah tur thenkhatte chu:

- Tui in tur, faina leh thianghlimna, chenna in, eizawna, hriselna, zirna leh adt. chungchanga wards hrang hrang leh VC mipuite
- Tualchung mite mamawh phuhruk theih dan tur leh an harsatna chinfel dan tur te
- VC annual plan leh budget pawmpui turin.
- VC lakluh/ hausakna tihpun dan tur ngaihtuah.
- VC annual plan leh budget thlir let leh kalpui dan chungchang.
- Thla bia sum lut leh hmanchhuah report.
- Scheme kalpui lai mek hmasawn dan.
- Village institution heng sikul, anganwadi, health centre, public distribution system (PDS) dawr leh adt. hnathawh dan enpui.
- Hna/scheme hmalakna thar pawmpui.
- Vantlang inkhawma thu ngaihtuah tura rawn lut leh thutlukna siamte.
- Vantlang inkhawma tel ten harsatna leh lungawilohna an thlen te.
- Endik (inspection) leh audit report a hmalak zui dan.

- Standing committee-in thu pawimawh a tihte.
- Thil pawimawh dang kenkawh.

A chung a kan tarlan takte khi meeting apianga sawi ho ziah chu a remchang kher lo ang a; amaherawhchu, chumi kum chhunga meeting remchangah sawi ngei tur a ni a, hmalak dan pawh hmuhtheih ngei a ni bawk tur a ni.

5.2 Village Council meeting huaihawt.

VC meeting-ah hian VC thutlukna pawimawh tak takte siam thin a nih avangin dan mumal tak zawma meeting hi huaihawt thin hi a tha hle a ni. ERs zawng zawngten VC meeting hi an kal ngei tur a ni. VC president emaw, a awmluh chuan, VC Vice-Presidentin meeting chu a kaihruai tur a ni. VC hnathawkte chuan VC President chu meeting huaihawt naah an tanpui thin tur a ni. VC Secretary chuan agenda siam, hriattirna chhuah, minute ziah leh adt. ah mawh a phur ang. VC member tinte chu meeting tur thu hi hriattir lawk ngei tur a ni. VC President, VC members leh official sawm bikte chauhvin Village Council meeting hi an awm thei ang. ERs zawng zawng, hmeichhe telin, rualbanlote, SC leh ST member-te chu an ngaihdan thawh ve tura fuih tur a ni a, an ngaihdan chu VC pawhin a ngaipawimawh ngei tur a ni. Member tupawh, member dangte zah lo takin a khawsa tur a ni lo. VC-te nena thawk ho thin official-te chu sawm ve theih an ni ang a, a tul ang zela biakrawn theih an ni ang. Mi tinin an ngaihdan thawhkhawmte inhrethiam tawn theuha thutlukna siam tum hram hram tur a ni. Amaherawhchu, thutlukna siam mai theih a nih loh chuan majority vote hmang a thutlukna siam thin tur a ni ang. VC member-te nen ngeia meeting hi neih a ni tih finfiahna atan meeting lai thla hi lak ngei ngei tur a ni. A theih a nih phei chuan video-a record tur a ni.

West Bengal-ah chuan VC meeting-ah a hnuai a mi ang hian inkaihruai a ni:

5.2.1. Meeting zin lam (Frequency).

- Thla khatah vawi khat tal VC meeting hi VC office-ah neih thin tur a ni.
- A tul a nih chuan emergency meeting pawh koh theih a ni ang.
- Ni, hun leh a hmun te chu VC President in a ruat ang a, Secretary in Agenda Book ah a ziak langin VC President in a counter sign tur a ni.

- ERs hmun thuma ðhena hmun khat (pathum tal an ni tur a ni) in ziaka VC meeting an duh thu an thlen a nih chuan VC President chuan special meeting a ko thei ang.

5.2.2. Hriattirna (Notice).

- ✓ Ni 7 hmain meeting tur chung chang hi ziaka inhriattir ðhin tur a ni (Special meeting-ah chuan ni 3)
- ✓ VC secretary in hming a ziaak tur a ni
- ✓ ER tin leh sawmbik zawng zawngte chuan ziaka kohna leh agenda receipt-ah chuan an hming an ziaak emaw an kutzungpui thla an nem tur a ni.
- ✓ Hriattirna chu VC office a notice board ah tarchhuah theih a ni baw k ang. Annexure 3 ah VC meeting notice format chu tarlan a ni.



5.2.3. Agenda.

Meeting agenda ah chuan hengte hi telh theih a ni ang:

- Meeting hmasa bawhzuina hmalak dan.
- Plan leh budget, pawmpui ngai a nih chuan (hei hi meeting agenda pakhat hman tur a ni).
- Scheme kalpui laia hmalak dan leh sum dinhmun thlirlet.
- Thlabia sum lakluh leh hmanral report.
- Endik (Inspection) leh audit reports bawhzui dan chungchang sawi ho.
- Standing committee in pawimawh a chhawpchuah apiang.
- Tul dang apiang.

5.2.4. Quorum.

- ✓ Meeting nei tur hian ERs awm hmun thuma ðhena hmun khat tal (a tlem berah 3 tal) an kal ngei tur a ni
- ✓ Meeting neih theihna tura kal ngai zat hi meeting ðan hun tura ruat aþanga darkar khat chunganga an tling hman lo a nih chuan meeting hi ðhulh tur a ni. Meeting ðhulh a nih chhan chu Attendance Register-ah leh Minute buah ziahlan a, secretary leh President in an signed tur a ni.
- ✓ Meeting hi ðhulh a nih chuan meeting leh hi ni 7 kar danah hriattirna chhuah leh tur a ni

5.2.5. Attendance leh Minute chhinchhia.

- ✓ VC Secretary chuan Attendance-cum-Minute register a vawng ang a, meeting a kal zawng zawngte chuan an hming zawn theuhah VC President hmuhpui ngeiin an kutzungpui veilam thla an nem kai tur a ni
- ✓ Attendance-cum-Minutes Register ah tho hian meeting minute hi ziah thin tur a ni
- ✓ Meeting thin a nih hma hian meeting minute hi chhiarchhuah thin tur a ni
- ✓ Minute chu pawm tlan ngei anih tihchianna atan member awm zawng zawng remtihna ngeiin VC President chuan a hming ziakin a ni (date) a ziak lang bawk ang

5.2.6. Thutlûkna siam.

- ✓ Meeting kaihrui, VC President chuan meeting-ah chuan member tinin an ngaihdan an thawh ve theuh theihna turin a kaihrui tur a ni.
- ✓ Thutlûkna siam chu member pawm tlan theih dan bera tih tur a ni.
- ✓ Thutlûkna inchuh deuh a awm a nih chuan vote lak a, a tam lamin an duhdan anga kalpui tur a ni.
- ✓ Thutlûkna apiang chu minute buah ziahlan tur a ni a, thutlûkna duh zawng leh a duhlo zawnga ngaihdan nei VC member-te hming pawh ziahlan thin tur a ni.
- ✓ Member kal lote aiawhin President emaw member tupawhin an vote sak thei lo ang.

Annexure – 4 ah Attendance-cum-Minute Register sample hi tarlan a ni.

5.3 Village Council Thuchhuak / Thutlukna.

VC meeting-a thutlûkna siamte hi VC thutlukna tih a ni. He thutlukna hmang hian VC chuan VC plan, budget, chhiah lak leh khawn chungchanga thutlukna te, ramluah phalloh lai luah chinfel leh hotu sang zawkte hnena thuthlen chungchangah thutlûkna a siam thin a ni.

5.4 Standing Committee Meetings.

VC standing committee te hian nung tha taka hna an thawh leh ruahmanna siam, kalpui leh chanvo hrang hranga hmalaknatea VC President tanpui hi an tihtur pawimawh tak a ni.

West Bengal-ah chuan a hnuaia mite hi Standing Committee meeting kaihruaina atan hman a ni:

- Standing Committee tinte chu VC pisaah thla tin vawikhat tal an thukhawm tur a ni.
- Meeting hi chi hnih a awm thei; General meeting leh emergency meeting.
- Standing Committee secretary (VC hnathawk, standing committee a ex-officio member ni bawk) chuan Standing Committee chairperson rawn chungin meeting a ko ang.
- A tlem berah member 2 tal an kal tur a ni.
- Kal tur zat tlem ber bituk zat an kal lo a nih chuan meeting chu thulh tur a ni.
- Standing Committee secretary chuan meeting attendance leh minute chu a ziak tur a ni.
- Standing Committee chairperson chuan meeting chu a kaihruai ang.
- Hriattirna leh agenda chung changah chuan VC meeting inkaihruai dan kha zawm tur a ni.

Standing Committees te thurawn chu Standing committee a chairperson te chuan resolution hmangin VC ah an thlen ang a, chu chu VC in an lo ngaihtuah dawn a ni.

Checklist

- VC meeting leh Standing Committee te chu hunbi mumal taka neih thin a ni em?
- Meeting-ah chuan VC te tana issue pawimawh sawi ho thin a ni em?
- Member zawng zawngte an kalin an ngaihdan an thawh theuh em?
- Inremtlan dan angin nge majority vote hmangin thutlukna siam a nih?
- Hriattirna pekah te, agenda inhriattirah te leh minute chhinchhiah danah kalphung zamsa zawm that a ni em?
- Standing Committee-te resolution kha VC in a ngaihtuah em?
- VC chuan meeting hriattirna leh an minute te notice board-ah a tarchhuak em?
- VC chuan an meeting minute na atan an computer an hmang em?
- Meeting a dahthat ngaithe thlalak thin a ni em?

Bung 6

Vantlang Rorêl Inkhawm (Gram Sabha)

6.1 Ngaihdan tlangpui (Concept).

Thingtlang mite hian an harsatna chu vantlang inkhawmah sawi hovin, an tihdan phungin an ching fel thin. Vantlang inkhawm chu tunah chuan ram inawpna dan (constitution) hnuaih thuneihna pek niin, Gram Sabha/ Vantlang Rorel Inkhawm or Vantlang Rorel tih niin, hnam bil emaw mipa thuneih bikna lakah a fihlim tawh a ni. He Gram Sabha / Vantlang Rorelah hian khaw chhunga electoral roll-a awm zawng zawngte chu an tel a ni. Vantlang Rorel Inkhawm (Gram Sabha) hi mipuiten anmahnia ro an inrêl vena kawng a ni a, chutah chuan mi tupawhin thutlûkna siam kawngah tel ve turin chanvo an nei a ni.



6.2 Hna thawh pawimawhte (Key Functions).

Pyramid bulthut ang chiahin Khawtlang/Tualchhung inawpna atan hian Vantlang Rorel Inkhawm (Gram Sabha) hi thil pawimawh ber niin, pawimawhna tam tak a nei a ni:

- Vantlang huap thutlûkna siam kawnga mipuite tel vena kawng a hawng.
- Mipuite harsatna ngaihtuahna leh chinfelna zawn hmuhna a ni.
- Khawtlang hmasawna tur ruahmanna telh tur ngaihtuah chhuah leh ngaihpawimawh tur tih fel.
- Village Council te kum tin sum hman dan leh inenkawlina report endik.
- Sorkar hmalakna kawng hrang hranga a chhawrtu tur thlan chhuah.
- Mipui vantlang huapa hmalakna leh ruahmanna chungchang inhriatpawh tawna.
- Hmasawna tura hmalakna kawng hrang hrang atan hnatlang leh sum leh pai thawh chungchangah te Village Council te nena thawh hona tha siam.

- Hmalakna hrang hrang, Village Council ten hmasawna hna an thawh thleng pawha vilpui hna thawh.
- Village Council huam chhunga department leh institution hrang hrang sikul, health centre leh a dangte hnathawh vilpui.
- Social Audit huaihawt.

A chunga Vantlang Rorel hnathawh pawimawh deuh deuh tarlan zingah khian, Village Council ruahmanna leh hnathawh vilzui khi a pawimawh nangiing mai a, he bungah hian chipchiar zawka en ho a ni ang.

6.3 Ruahmanna siam kawnga Vantlang Rorelin a tih ve theih chin (Role of Gram Sabha in Planning):

Chak taka Vantlang Rorel a kalna aʔangin VC te chuan mamawh ang tak leh hman tlak takin ruahmanna an siam thei a, chutah chuan mipuite pawhin neitu thilung an pu ʔhin. Hmasawna tur ruahmanna siam dawnin, VCP leh a thawhpuite chuan mipui vantlang hmathlir leh duhnate chu Vantlang Rorelnaah chuan chhawp chhuah a niin, ruahmanna siam leh hmalakna beh chhanah an hmang ngei tur a ni. Hmalakna leh hna thlan chungchangah Vantlang Rorel chuan hmun pawimawh tak a luah a ni. Chumi zawhah Vantlang Rorel chuan hna leh tih tur chhawp chhuah zinga pawimawh hmasa a thliar fel thei ang.

6.4 Hna vil kawnga Vantlang Rorel tih tur (Role of Gram Sabha in Monitoring)

VC chu an hnathawh chungchanga mipuite ngaihdaan la turin a inhawngin a ngaihven tur a ni. Hei hian VC te hnathawh a tihchak mai piah lamah mipuite rinna a hlawhtir thei. VC chuan Vantlang Rorel-a member-te chu group hrang hranga insiama, hnathawhna hmun te leh sorkar zirna leh office te tlawh tur leh an hnathawh dan te zirchianga Vantlang Rorel Inkhawm hmaah leh VC hnena report pe turin a fuih tur a ni. Entirna atan, group ʔhenkhat chuan zirna sikul tlawhin, zirtirtu kal zat te, sikul faina chungchang te, mid-day meal ʔhat leh ʔhat loh chungchang te leh thil ʔul dangte pawh a vilpui thei ang. VC chuan department hnathawktute, heng, ASHA, ANM leh a dangte hnathawh vil tur hian Vantlang Rorel member-te tha leh zung chu a chhawr thiam tur a ni.

6.5 Vantlang Rorel Inkhawm (Meetings of Gram Sabha).

Vantlang Rorel Inkhawm chuan a chung a thu pawimawh tak tak kan han tarlan takte khi an ngaihtuah thin avangin hetiang inkhawm hi chu uluk tak leh felfai taka kaihhruai a tul a ni. Vantlang Rorel Inkhawm hi chi hnihah a then theih ang: General meeting leh Special meeting. State sorkar kaihhruaina hnuai a meeting tul pangngai hi general meeting kan tih chu a ni ang a, hei bakah hian, thuneitu sang zawkte atanga ngenna emaw Vantlang Rorel member-ten thu pawimawh bik ngaihtuah tur emaw rikrum thil avanga VC-in a koh te an ni. Vantlang Rorel Inkhawm kaihruai tura chhinchhiah tur pawimawhte chu:

6.5.1. Inhmukkhawm zat (Number of Meetings).

Rajasthan-ah chuan kumtin Vantlang Rorel Inkhawm hi vawihnih aia tlem lo neih ngei ngei tur a ni a; VCP chu hemi kawngah mawhphurtu a ni. Vantlang Rorel inkhawm hi a tul phawt chuan hei aia tam zawk pawh neih theih reng a ni. A tulna avanga (special or Emergency meetings) Vantlang Rorel Inkhawm koh theih chinah pawh bituk a awm hran lo.

6.5.2. Thu rel tur (Agenda).

Vantlang Rorel Inkhawm tin hi chhan fel fai tak hmanga neih tur a ni. Hemi atan hian thurêl tur buatsaih lawk tur a ni. A hnuai a hian entirna pek a ni:

Inkhawm Hming: Vantlang Rorel Inkhawm Runpui

Date : 2nd October, 2014

Time : 4:00 p.m. – 6:00 p.m.

Venue : VC House

Tihtur : 2015-2016 atana VC Plan pawmpui

Tih tur te:

1. Inlawmna leh Inhmelhriattirna.
2. Inkhawm hnunng ber thurel thlirlêtna.
3. Inkhawm hnunng ber thutlukna bawhzui tawh dan thlirlet.
4. Draft Plan/rawtna chhawpchuahna leh sawi hona.
5. Chairman phalnain Agenda pawn lam thil pawh a tul ang sawi ho.
6. Inkhawm thurêl chhiah chhuahna.
7. Inkhawm neih leh hun tur tahrik ni, dar zat leh a hmun tur ruat fel.
8. Lawmthu sawina.

6.5.3. Hmun leh Hun ruat (Venue and Time).

Vantlang Rorel Inkhawm chu mipuite tana hun remchang zawngin vantlang hmunah neih tur a ni. Duhthusamah chuan Vantlang Rorel Inkhawm chu tual zawlah te neih mai ni se. Chutih rualin, inchhung leh Hall-ah te neih a nih pawhin kawngkhar leh tukverhte chu hawn tur a ni. VC hian khaw khat aia tam a huam a nih chuan Inkhawmna hmun tur chu a inchhawkin khaw huam chinah chuan neih thin tur a ni.

6.5.4. Hriattirna (Notice).

Vantlang Rorel Inkhawm neih a nih tur thu hriattirna chu a hun a thlen hma ni 15 aṭanga tihchhuah tawh tur a ni. Hriattirnaah chuan a neih ni tur, a hun, a hmun leh thurêl turte tarlan tur a ni. VC chuan mipui hriatah a puangzar tur a ni a, hriattirna hi VC pisaah leh vantlang hmunah te a tar chhuak tur a ni. Tin, VC website-ah pawh dah tur a ni (note: Mizoramah chuan VC website nei kan la awm lo).

6.5.5. Rorel thei zat (Quorum).

Vantlang Rorel Inkhawma rorêl thei tura kal ngei ngei ngai zat chu 'quorum' tih a ni. Rajasthan-ah chuan Vantlang Rorel member zawng zawng aṭanga 1/10th chu quorum an ti. Chutiang chiah chuan SC/ST, OBC leh Hmeichhe member-te pawh an tam lam azira an aiawh tawh turte pawh an tel ve ngei tur a ni.

6.5.6. Puanzar leh Mipui Huikhawm (Publicity and Mobilisation).

Vantlang Rorel Inkhawm neih tur thu hi mipuite hriattir mai piah lamah an tel ngei theihna tura huikhawm hi a pawimawh hle. VC chuan an member-te mai bakah zirtirtu te, Anganwadi thawktu te, ASHA te, SHG te leh mi dangte pawh mipuite huikhawm tur hian an hmang thei ang. Inhriatnawntirna atan a hma ni chiahah tlangau tih leh tur a ni. In tin tlawh pawh volunteer te emaw member thlan flinten emaw an ti thei bawh.

6.5.7. Hmeichhiate Inrawlhvena (Women's Participation).

Vantlang Rorel Inkhawmah hian hmeichhiate kaihnawih thil chu ngaihtuah a nih ve ngei theihna turin hmeichhiate hi mumal takin an inrawlh ve ngei tur a ni. Vantlang Rorel Inkhawmah hian hmeichhe member-te an tel tam zawk theihna'n VC member zinga hmeichhiate chu rawn chungin Rorel Inkhawm neihna hmun tur leh hun tur chu an ruat fel tur a ni. Hmeichhe SHG te inhnawihawhtir leh

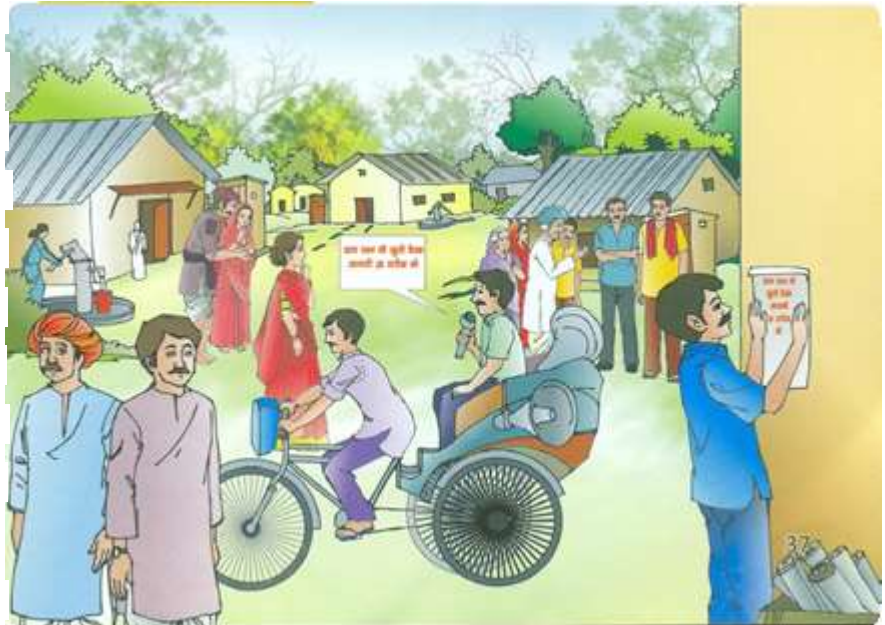
Vantlang Rorel Inkhawm thlen hma ni rei vak lova Hmeichhe Pawl Rorel lo neih hmasak te pawh a ñangkai viau mai thei.

6.5.8. Vantlang Rorel Inkhawm Kaihruaihna (Chairing the Gram Sabha Meeting).

VC President chuan Vantlang Rorel Inkhawm chu a kaihruai ang. A awm loh chuan Vice President-in inkhawm chu a kaihruai ang. President leh Vice President an awm loh ve ve chuan, Vantlang Rorel Inkhawm chuan a kaihruaitu tur an thlang mai tur a ni. Amaherawhchu, Vantlang Endik Inkhawm (Social Audit Gram Sabha) ah chuan VCP emaw, VC member emaw chuan kaihruai hna hi thawk lo se a duhawm zawk.

6.5.9. Inkhawm Kaihruai dan (Facilitation of Meeting).

Vantlang Rorel inkhawm chu ñha taka ruahman a nih chuan mipuite chuan an harsatnate sawi chhuakin a chinfel dan kawng pawh an rawt ve thei ñhin a. Mipuiin neitu thinlung an put chuan VC te ñanpui duhna an lo nei ve ñhin a ni.



Vantlang Rorel Inkhawm hlawhtling taka nei tur chuan:

- Mipuiten zalên taka thu an sawi theihna tur leh mi tlem te thusawi ringawtin sawi hona hun a luah vek lohna atan hrucitu (chairperson) chuan hma a la tur a ni.
- Thurêl kaihnawih thil reng reng chu sawi hona neih a, ngaihdan hrang hrangte chu ziah chhuah thlap tur a ni.
- Mi ñhenkhatin an ngaihdan sawi chhuah an duh loh theih avangin ziaka an tarlan theih dan tur remchang siamsak tur a ni a. Rawtna bawm pawh hun mai theih a ni.

- Kal khawm an tam deuh chuan inhriatpawhtawna a that zawkna'n aurinna hman mai tur ni. Sawi hona boruak a lo yang deuh anih chuan au buai mai mai lohna tura felfai taka kaihhruai a ngai thin a ni.
- Thu inkalh a lo awm a, thunun mai theih loh khawp thil a lo thleng a nih chuan thutlukna pawh siam lova, hun leha chin fel tura dah mai a tha zawk thin. Buaina a lo nasa ta viau a nih phei chuan inkhawm pawh tihtawp a, thuinchuh neitute chu a hrang ve vea kawma an harsatnate chin fel a nih hnuah chauh inkhawm koh chhonzawm leh tur a ni.
- Vantlang Rorel Inkhawmah chuan vote nei thei chin chauhte member an nih laiin, vote nei lo tleirawlte pawh sawi hona hun hmang tura tel ve an duh a nih chuan hruidu chuan a lo lawm vek tur a ni. Amaherawhchu, member-te chauh vote thlak theihna chu an nei a ni.
- Hruaidu chuan Vantlang Rorel Inkhawma lo tel zawnzawngte chungah lawmthu a sawi theihngilh tur a ni lo.
- Hruaidu (chairperson) leh secretary te chu inkhawm zawhah thlirlêtna hun hmangin an thu hnufual tur a ni.

6.5.10. Block aiawh Endiktu (Representative of Block Administration as Observer).

Vantlang Rorel Inkhawma Endik/Thlithlaitu atan Block office atanga thawktu ruat hi a tha hle. VC chuan hma lain, chutianga Thlithlaitu/Endiktu chu Vantlang Rorel Inkhawma tel ve tur chuan a sawm tur a ni.

6.5.11. Thurêl leh Chhinchhiah tur Vawnthat (Minutes and Record Maintenance).

Vantlang Rorel Inkhawm thurel chu fel taka ziaka vawn that tur a ni. VC Secretary chuan Vantlang Rorel Inkhawm thuchhuak leh thurelte ziahna turin register a vawnzawng tur a ni. Rorelnaa tel member-te signature/ kutzungpui thla nem kai chu vawn that tur a ni. Rorelnaa an thutlukna chu VC website-ah dah luh tur a niin, VC notice board-ah pawh tar tur a ni. Duhthusamah chuan Vantlang rorel inkhawm chu video-a thla lak tur a ni.

6.5.12. Bawhzuina (Follow up Action).

Mipuite thu chhawpchhuah tihhlawhtlin a nih theihna turin VC chuan Vantlang Rorel Inkhawm rawtnate chu theihtawp chhuahin a bawhzui tur a ni. Chu bakah chuan, Vantlang Rorel Inkhawm thutlukna tihhlawhtlin a nih theihna turin a that a nih chuan VC te chuan thuneitu sang zawk lamah pawh an bawhzui tur a ni.

6.6 Veng chung Rorêlna (Ward Sabha).

'Ward Sabha' tih chuan veng chhunga vote nei zawng zawngte a huam a ni. Rajasthan-ah chuan, Vantlang rorel inkhawm neih hmain Veng chung rorel inkhawm hi nei ðhin turin Rajasthan Panchayati Raj Act chuan a phût a. Ward Sabha (Veng chung rorelna) hi kha mi veng aiawha an thlan tlin chuan a ho ðhin a, a awm loh chuan an aiawh tur ward member dang ward sabha-in an thlan chhuah chuan a ho ðhin a ni. Ward Sabha chu Gram Sabha aiina a te daih a, thu pawimawhte chipchiar takin an khel thei ðhin a ni. Chubakah chuan ward/veng hrang hrangte chuan mamawh leh ngaih pawimawh hrang hrang an nei ðhin a, heng hi ward Sabha-ah chuan uluk taka sawi ho a ni ðhin. Chutih rualin, Gram Sabha-ah chuan ward/veng dangte pawhin an mamawh sawiin hun an inchuh tawh ðhin avangin ward/veng mal mamawhte chipchiar taka han khelna hun a awm ðhin lo.

A hnuai a mite hi Ward Sabha-ah chuan sawi ho ðhin tur chu a ni:

- Veng mamawh leh harsatna tawhte.
- Hmasawna scheme lo kal thawh hmasak tur pawimawh dan thliar fel.
- A chhawrtu/ ðanpuina dawngtu tur thlan chhuah.
- Vantlang hmun pawimawh dahna tur hmun tihfel.
- Mipuite hriat tur pawimawh hriih hriat.

Ward Sabha (Veng chung rorel inkhawm) a thu pawimawh deuh deuhthe chu Gram Sabha (vantlang rorel inkhawm) ah chhawp chhuah leh ðhin tur a ni.

6.7 Hmeichhe rorêl inkhawm (Mahila Sabha).

Maharashtra state-a Panchayati Raj Act chuan Vantlang Rorel Inkhawm neih a nih hmain Hmeichhe Rorel inkhawm nei hmasa ziah turin a phût a ni. Mahila Sabha chu khawchhunga hmeichhiate mamawh leh an duh thlenna hmun a ni a; Mahila Sabha-a thutlûkna siamte chu Gram Sabha-ah sawi ho atan chhawp chhuah a ni ðhin. State ðhenkhatah Mahila Sabha hrang siam tura Dan emaw Sawrkar thuchhuah a awm lohna hmunah chuan VC President chuan, hmeichhiate hmalaknaa an tel tam zawk theihna tur leh hmeichhiate mamawh, an duhna, an harsatna leh an tana remchannate ngaihtuaha, chinfelpui tur chuan Hmeichhe Rorel Inkhawm (Mahila Sabha) hi a huaihawtpui thei ang.

Checklist.

- Vantlang Rorel Inkhawm te, Vengchhung Rorel Inkhawm te leh Hmeichhe Rorel Inkhawm te hi Danin a phut angin kan huaihawt thin em?
- Meeting neih tur hi mi zawng zawng hriattir an ni thin em? Meeting thurel tur felfai tak siam a ni thin em? Meeting minute leh thurel zawng zawngte fel taka vawn that a ni em?
- Hmeichhiate leh Hnam hrang hrang (SC,ST, OBC) thutna tur fel taka ruahman a ni em?
- Hmeichhia te, SC te leh ST te heng meeting-ah hian an tel ve thin em?
- Vantlang Rorel Inkhawmah hian line department hna thawktute an tel ve ngeina turin hma kan la em?
- Mipuite'n an ngaihdan tlang taka sawiin, an harsatna leh a chinfel dan tur nia an hriatte an sawi ve ngam em?
- He rorel inkhawm hman dan hi fel taka vawnthat a ni em (Thlalak/video-thlalak)
- Vantlang Rorel Inkhawmin thutlukna a siam angin hmalak a ni ngei tih kan chian thin em?

Bung 7

Village Council te'n Khuahkhirhna hna an thawh (Regulatory Functions of Village Council)

7.1 Khuahkhirhna Hna

(Regulatory Functions).

Tualchhung sorkar an nih angin, In sak chungchangah te, mimal sumdawna chungchangah te, vantlang huang dai chungchangah te, thil duhawm lo hrang hrang – kangmei, hrilêng,



tual chhunga ralmuanna leh inunauna tha vawn him leh thil dang dangah te VC chuan khuahkhirhna a thawk thin a ni.

Entirna'n, Kerala Panchayati Raj Act 1994 hnuaiah chuan, VC te chu a hnuaiah khuahkhirhna hrang hrang thawk tur hian thuneihna pek an ni:

- i. In sak chungchang khuahkhirhna.
- ii. Vantlang ram nêk buaina laka venhimna.
- iii. Ran talh, Sa, Sangha leh ei tur lam chi chhe mai thei hralh chhuah chungchanga khuahkhirhna.
- iv. Thil eina hmun khuahkhirhna.
- v. Chaw lam chi pawlh dal emaw, tihchingpen vênna.
- vi. Kawngpui leh vantlang thil humhalhna.
- vii. Bungraw hlauhawm leh hmanraw hlauhawm lam atana phalna (licence) pêk chhuahna.
- viii. Nau piang leh Mitthi chhinchhiahna.
- ix. Huau huau leh hlim hlawp lam thil khuahkhirhna.
- x. Ui vulh leh ui chuangtlai thununna tur chungchanga phalna (licence) pek chhuah.

Hemi lama tehfung chiang taka hriat leh heng hnate hi tha taka kenkawh a pawimawh hle a ni. Heng hnate hi VC te'n tha taka an thawh theihna tur leh a tul anga an bawhzui theihna tur chuan, VC te chuan an bial chhunga thil thleng te

an hriat zel a pawimawh hle a ni. Entirna atan, heng hnate hi hlen ngei a nih theihna tur chuan, VC te chuan a hnuai ami ang hian hma an la thei ang:

- Mipui vantlang inhnamhnawihirin, VC te chuan tualchhunga vil hna thawktu an siam thei a (local working group dinin), chu chuan thil duhawm lo hrang hrang chaw lam chi pawlh dal leh tih chingpen te, vantlang ram nêk buai leh dan phal loh sum dawna leh ralthuam lama sumdawnnate a hun takah VC te a hriattir thei ang.
- Thu ngaihtuah tur hrang hrangte chu Vantlang Rorel Inkhawmah chuan sawi ho a ni ang a; mipui ngaihdan chu lâk tur a ni ang.
- Tualchhung sumdawna hmun te, restaurant te leh hmun dangte pawh an dinhmun endik theih a ni ang.
- VC thurêlnaa sawi ho a nih hnuah, a ÷ul anga bawhzuina hrang hrang – hremna lekkawh chungchang te, phalna tihtawpsak chungchang te, VC te hnathawh tihthat theihna tur kawng hrang hrangte chu a ÷ul anga thawh ÷an theih a ni ang.
- Tha taka khuahkhirhna hna kenkawh a nih theihna turin VC te chuan tualchhung dan an siam belh thei ang.

7.2 Tualchhung Dan (Bye-laws).

7.2.1. Tualchhung Dan chu engnge a tulna? (Why bye-laws?)

Tualchhung Dan kan tih chuan khawtlang Roreltu te'n an mahni khawtlanga hna an thawh that theih zawkna tur atana dan an siam hi a ni. Tual chhung Dan chuan mipuite hriselna leh himna leh vantlang thilte a him zawk theihna turin VC te'n khuahkhirhna hna an thawhna chu nasa takin a tanpui thei a ni. Tualchhung dan an siam hmangin, VC te chuan vantlang thil hman man leh chawi tur hrang hrangte bithliahin, a tul angin an ennawn thin a, chu chuan tualchhung hmasawna hna hrang hrang thawhna tur sum leh pai ÷ul ang a lo pe ve ÷hin a ni.

7.2.2. Tualchhung Dân Siam theihna (Powers to make bye-laws).

VC chuan khuahkhirna hna an thawh theihna tur te, chhiah khawna tur leh dân bawhchhe hremna tur atan te Tualchhung Dan an siam thei a ni. Entirna atan, Karnataka Panchayati Raj Act 1993 chuan VC te chu hengah te hian Tualchhung Dân siam a phal sak a:

- a) Tui In tur tihthianglim leh tui hna tihbawlhhlawhna laka venhimna.

- b) Mipui hriselna tikhawlo thei leh mi dang tana harsatna thlen thei zawnga ran êk lei ðha leh thil tuhnaï lo dah khawl khapna.
- c) Bungraw hlauhawm leh ralthuam lam thila sumdawnna khuahkhirhna.
- d) Mitthi ruang hâl leh phum chungchang.
- e) ðhenawmte hriselna atana pawï thei leh thil duhawm lo thlen thei tura lei laih leh khuar hnawh chungchang.
- f) Thlai tur nei lam chi suatna.
- g) In hlui tawh leh hlauhawm tawhte siamðhat leh ðhiach chungchang.
- h) Boruak luhna tur ðha tawk, a sak dan ruangam leh a sakna hmun tur kawthlerte fel taka tarlang lote tana in sak khapna.
- i) Chhiah (fee) pêk tur zat bithlich.
- j) Huau huau leh dawr hmun thununna leh sumdawnna hmun te, ran talhna leh lirthei dinna hmun khuahkhirh.
- k) Chaw leh In tûr lam chi thianghlim lo hralh tura buatsaihte endik leh tihchhiat.
- l) Thianghlimna chungchang leh leilung hausakna humhalhna chungchanga khuahkhirhna.
- m) Ran vulhte tui ðan tur humhalh leh enkawl chungchang.

7.2.3. Dân siam dan kalhmang (Process of making bye-laws).

A ðangpuiin a chungã Tualchhung Dan te khi VC ah chuan a awm deuh vek tawh ang a. Amaherawhchu, ðhenkhatah chuan dan la neih loh emaw, dan hlui tawh lutuk emaw, siamðhat ngai emaw te pawh a awm thei ang. Tualchhung Dân siam tur chuan, VC te chuan Tualchhung Dan duan chhin a ngai ang a; mipuite ngaihdan an lakte pawh an telh ang. West Bengal VC Act leh 2003-a an siamðhat ang chuan, VC te chuan chhiah lakna tur dan an siam dawnã an tih ngei turte chu:

- Tualchhung Dân duan chhin a, VC rorelnaã pawm phawt tur.
- Chu Dan chu VC rorelnaã pawm a nih hnua h mipuite hriattur leh an ngaihdan lâkna tura puanzar/tarchhuah tur a ni. Chutianga tarchhuahah chuan 'Tualchhung Dan duan chhin' leh mipuite ngaihdan thelhu hun tur (chawlhkar 6) chu a hnuaia hmunahthe hian tar tur a ni:
 - ✓ VC House/Office.
 - ✓ VC Samiti Office (Block level).

- ✓ District Office.
- ✓ Sub-Registrar Office.
- ✓ Tualchhung Police Station.
- ✓ District Magistrate Office.
- ✓ Sub-Divisional (Civil) Office.
- ✓ District Judge Court.
- ✓ Munsiff Court (Court hniam ber/ VC Court).
- Chumi aṅanga ngaihdan ṭha awm theite lâk vek a nih hnuah, Tualchhung Dân ennawn tawh chu VC rorelna chuan a pawm leh a ngai a ni.
- Chutianga tih hnu chuan Tualchhung Dân pawm tak chu a chung a pisa hrang hrangah khian tarchhuah leh tur a ni ang a, Block-ah leh District-ah leh VC & Rural Development Department-ah thawn tur a ni ang.

Tualchhung Dân siam a nih loh chuan VC te chuan eng chhiah mah (toll or fees) an khawn thei lovang.

7.3 Hremna (Penalties).

Mi tupawhin VC te dan siam chu an bawhchhia a nih chuan hremna chu a lekkawh thei ang a, chu chu zawm a nih loh chuan, a ṭula nga chawi belhtir theih a ni ang. Kerala Panchayati Raj Act 1994 leh a hnu lama siam danglam ang chuan VC-in hremna a lekkawh theihthe chu a hnuai a mi ang hi a ni:

- a) **Phalna tel lova Fakna (Unauthorised Advertisement):** Phalna tel lova fakna lam thil nuai bona tur chu VC-in a khawn thei ang.
- b) **Chhiah Bituk ang lakkhawmna (Recovery of tax payable):** Chhiah pek huna pe lote hnenah a chhiah chawi tur bakah thla tin 2% a pung nen VC te chuan an khawn thei ang.
- c) **Ran talhna hmun khuahkhirhna (Regulation on slaughter houses):** Inremna emaw, Phalnain a phūt ang dan bawhchhiatna chuan sa talhna hmun thianghlim tawk lo a siam chuan, chumi chu Rs. 5,000/- thleng chawitir theih a ni ang a, chutianga tihnawn a nih zel chuan ni tin Rs. 500/ chawitir theih a ni ang. Chumi hnuai ni 10 chung chawitir ngaia a awm a nih chuan a phalna (licence) chu cancel nghal a ni ang.
- d) **Dan phal lohva In sa hremna (Penalty for unlawful construction of building):** Dân phal lohva In sa hnenah Rs. 10,000/- chawitir a ni ang a, râp In-ah

chuan Rs. 1000/- chawitir a ni ang. Chutianga dan bawhchhiat zui zel a nih chuan In satu chuan ni tin Rs. 1000/- a chawi ang a, râp In satu chuan ni tin Rs.100/- a chawi ang.

- e) **Phalna tel lova Zirna In hawngtute hremna (Penalty for maintaining or running unregistered tutorial institution):** Dân phalna tel lova Zirna In hawn emaw, phalna tawp hnu pawha chhunzawm chuan Rs. 1000/- thleng a chawi thei ang a, a chhunzawm zel a nih chuan ni tin Rs.100/- a chawi ang.
- f) **Vantlang Dipdal zawnga chêtna Nuaibona (Removal of encroachment):** Vantlang kawng dipdal/nêk zawnga thiltih nuai bona atan leh siamthhatna turin VC chuan chutianga kawng tihchhiah siamthhatna chu a tichhetu hnen afangin a la thei ang.
- g) **Phalna nei lova Damdawi In leh Damdawi lam zirna hawngtute hremna (Penalty for maintaining and running private hospitals and private paramedical institutions without registration):** Rs. 5000/- thleng chawitir theih an ni a, an tihchhunzawm chhûng zawng ni tin Rs. 500/- chawitir theih a ni.
- h) **Mimal emaw vantlang tuikhur, tuizem, tuichhunchhuah leh tuihna dangte hman khapna (Prohibition of use of public or private springs, tanks, wells and other water, courses):** He dân bawhchhia chu a vawikhatna atan Rs. 200/- chawitir tur a ni a, an bawhchhiat luih zel chuan an bawhchhiat chung zawng ni tin Rs. 50/- chawitir tur a ni.

Checklist:

- VC chuan khuahkhirna hna an kova tla chu an hmang em?
- Mi tin tana Tualchhung Dân chu VC te chuan an siam em?
- Tualchhung Dân chu siam belh a ngai em?
- Dân bawhchhiate hremna chu VC te chuan an lekkawh em?

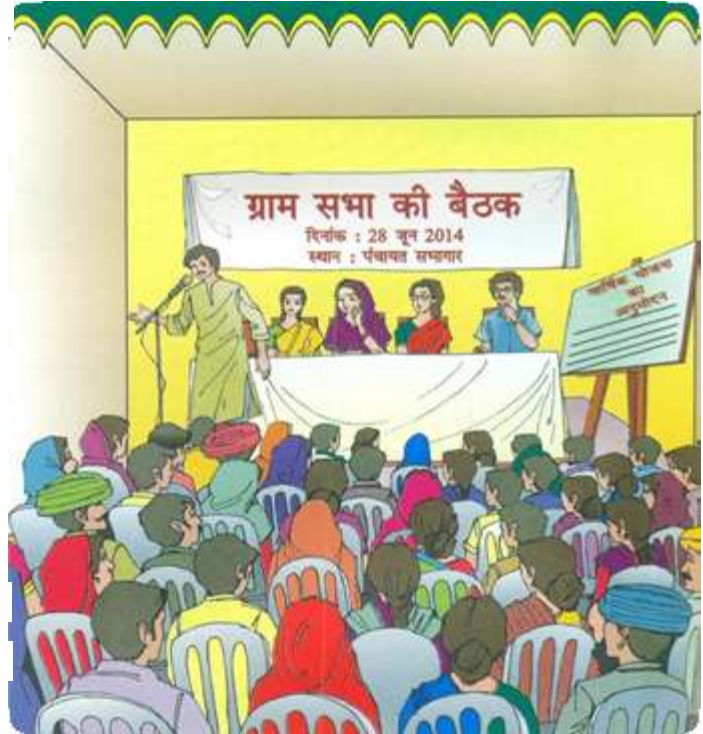
Bung 8

Mipuite nena Ruahmanna Siam leh Sum chungchanga Ruahmanna (Participatory Planning and Budgetting).

8.1 VC te Ruahmanna Pawimawhna (Importance of VC Planning).

VC te chuan an huam chung ram leh mipuite sum leh pai leh khawsak phunga hmasawnaah mawh an phur a. Chumi awmzia chu, VC te chuan kawng hrang hrang, tui intur, faina lam, kalkawng, vantlang hriselna, eizawna leh kawng dang dangachte hian mawh an phur a ni. Heng ching fel tur hian thil tam tak ngaihtuah a ngai a, chungte chu:

- Tualchhung inrelbawlnaah hian VC te tan eng hi nge ngaihpawimawh tur?
- Engfin nge heng hi chin fel tur?
- Khawi veng nge ngaihsak ngai zual bik?
- Sum engzat nge mamawh tur?
- Eng hna nge thawh ngai a, eng tik chunganga thawh tur nge tih leh a hmun hma tur?



“Ruahmanna” chuan chûng zawhnate chu a ching fel thei tur a ni a, chutiang ruahmanna chu khawtlang dinhmun chawikanna atan a tul a ni.

8.2 Hun rei zawk atan leh Kum khat chhûng atana Ruahmanna (Perspective and Annual Plans).

A hmasa berah chuan, VC te chuan Ruahmanna chi hnih an siam a ngai a:

- Hun rei zawk atana Ruahmana (Perspective/long term Plan), a hlen tum te, a kalhmang turte leh kum 5 lo awm tur atana an hmalakna turte a keng tel tur a ni. Entina atan, a hlen tum chin atan chuan:

- ✓ Mihring chenna khua zawng zawng kumtluana kalpawh theihna kawng siam.
- ✓ Chenna khua zawng zawnga tui thianglim intur pek vek.
- ✓ Thianglimna kawnga fiilm (daileng awm lohna, school-a hmeichhia leh mipa inthiarna hran neih, Anganwadi-a inthiarna neih, etc.).
- ✓ Nau piang leh mitthi zawng zawng chhinchhia kim vek.
- ✓ Anganwadi Centre-a hmanraw awmte tihchangtlun, etc.
- Kum khat atana ruahmanna (annual plan) chu kum tin siam tur a ni. Kum khat atana ruahmanna chuan chumi kum chung atana an tih turte a huam ang a, sum mamawh tur leh a hmuh dan tur te, hna hrang hrang thawh hun tur leh a hmun turte leh tul dangte a tarlang ang.

8.3 Mipuite nena Ruahmanna Siam (Participatory Planning).

Ruahmanna siam hi mipuite nena tih tur a ni. Heti hian han sawi ta ila, khaw chung mipuite phur taka an tel vena atanga siam tur a ni. Mipuite mamawh leh harsatna, a bik takin mirethei leh jawmkailote mamawhna chu ngaihpawimawh hmasak a, VC ruahmannaah telh ngei tur a ni. Anni chu rawn an nih lova, ruahmanna siam kawngah chuan telh an nih si loh chuan, kan tum ber leh a kalhmang chu a hlawhchham tihna a ni ang. Kalphung tha nei tur chuan, thlan flinlo zawngte, a thawktute, mipui mimirte, sorkar lam atanga thawktu hrang hrang school lam te, Anganwadi, etc leh mithiam bikte pawh an tel tur a ni a, an lo telna chu kan lawmin kan zah tur a ni.

Mipuite nena ruahmanna siam hlawkna:

- Harsatna dik tak, mipuite tawnhriat chu a lo lang chhuak thin.
- Mi rethei leh changhai zawkte harsatna chu hriat a nih chuan ngaihpawimawh a ni thin.
- Ngaihdan zau zawk leh hmanraw hrang hrangte ban phakah an awm.
- Khawtual mi leh zirna hmuna mite, inbepawh ngai lote pawh inhmuhna hun remchang an nei.
- VC te, mipuite leh mimalte pawh he lama thawhhona tha leh inrintawna tha a siam. He inrintawna hi hmalam hun atana mipuite thawhchhuah dan tur hmalakna bulthut a ni thei.

- VC te-ah mipuite rinna a zual sawt a, chu chuan VC chu mipui rorêlna hmunah a siam ðhin a ni.

8.4 Mipuite nena VC Ruahmanna siam dan tur (Key Steps of Participatory VC Plan).

VC te'n kum khat atana ruahmanna (Annual Plan) an siamna kawnga an zawm turte:

8.4.1 Chhinchhiahna Lakkhawm (Collection of Data).

Ruahmanna siam tur chuan Khawtlang ðhatna tur atana thil pawimawh hrang hrangah chhinchhiahna / kawhhmuhna (data) lakkhawm hmasak a ðul ðhin a. Hengte hi a tel thei ang:

- **Vantlang mamawh pek chhuah kawngah (Status of civic amenities):** tui in tûr te, kalkawng te, tuichhe paihna te, khawlai dunga eng chhit te, sumdawna hmun te, etc.



- **Ei bar dapna lam (Livelihood issues):** Lo neih lam tharchhuah hlawk dan te, tuilâk neih tawh dan te, ram nei lova inhlawhfa te, sangha khawi lam te, etc.
- **Tualchhunga zirna/thil dinna dinhmun (Status of local institution):** School te, Anganwadi te, Health Sub-Centre te, Public Distribution System te, etc.
- **Ram leilung hausakna dinhmun (Status of natural resources):** Tui lam te, ramngaw te, tuahthing te, etc.
- **Hriselna leh Zirna lam kaihnhawih thil te (Issues related to health and Education):** Chaw ðha mamawh ang hmu pha lo te, natna inkaichhawn thei chi te, school naupang inziak lut zat te, school bansan leh te leh kal ðhat dan te, etc.
- **SCs, STs leh Hmeichhia te kaihnhawih bik thil (Special Issues related to SCs, STs and Women).**

- Vantlang kaihnawih thil, hmun danga pêm te, Zu leh Damdawi hman sual te, Hmeichhe kutthlâk te, etc.
- VC te Sum hmuh leh hmanchhuahna.

Ngaihtuah tur thenkhawtfe chu:

Naupang (Children).

- Kum kalta chhunga naupang thi zat leh a chhan.
- Kum kalta chhunga nau piang zat leh Damdawiina piang zat.
- Naupang Hridanna la zat.
- Hnathawka chhawr naupang an awm em? Chuti a nih chuan naupang engzat nge tih leh eng hna nge an thawh thin?
- VC area chhunga Anganwadi Centre awm zat.
- Anganwadi Workers awm zat, an hmanraw neih leh an hnathawh.
- Anganwadi Centres-a kai lo naupang zat leh an kai lohna chhante.

Zirna (Education).

- Naupang kum 6 -14 inkar awm zat, naupang pawl 8 hma lama sikul bang zatte.
- VC huam chhunga sikul awm zat leh an thawh that dante.
- Tui intûr thianghlim pêk lohna sikul zat leh hmeichhia leh mipa naupang inthiarna hrang nei lo zat.
- Chaw chhûn pekna sikul zat leh an chaw pek that dan.
- Zirtirtu hna awm zawng zawng hnawh khah vek a nih leh nih loh.
- Zirtirtute chu ni tin sikulah lo kalin, zirtir hnaah an tui em?
- Sikul Enkawltu Pawl (SMC- School Management Committee) te thutkhawm mumal leh mumal loh.

Tui Intûr leh Thianghlimna (Drinking Water and Sanitation).

- Khua/veng tinah tui intûr thianghlim pêk vek a ni em? A nih loh chuan engzatin nge tui thianghlim hmu pha lo? Khawi vengin nge tui thianghlim hmu lo?
- Tui intur lâkna hnar eng nge? Mumal taka humhalh a ni em?
- Chhungkaw engzatin nge êk in nei? Ek in nei lo chungkua engzat nge awm?

- Khaw chhung thianglimna dinhmun eng nge?
- Bawhlawh tui lam chi leh tak nei lam chi engtin nge an sawngbawl?

Vantlang Hriselna (Public Health).

- Natna langsar zual leh chutiang natna len hun.
- Natna khirkhkan vei mite chhinchhiahna leh rikrum thila chutiang mite enkawl theihna tura thiar chhuah vat theihna tur.
- Health Sub-Centre-in hmanraw mamawh ang an nei em?
- Health Sub-Centre hnai ber khawiah nge a awm?
- Mipuiten chuta țang chuan enkawlna an dawng em?



Vantlang Kaihnawih thil (Social Issues).

- Hmeichhiate chungah hleilenna thleng zat.
- Kum khat kalta chhhungin hmeichhia kum 18 hnuai lam engzatin nge pasal nei a, kum 20 hnuai lam engzatin nge nau hring?
- Kum khat kalta chungah khat naupang leh hmeichhe rukbo an awm em?
- VC huam chungah hmeichhe Sel-Help Group engzat nge awm?
- Hmeichhiate'n mipa aiin an hlawh tlem bik em? A nih chuan, engzatin nge a tlem?
- VC huam chungah mi chhumchhia an awm em?
- Kum khat kalta chungah khat mi engzatin nge Tar pension la a, engzat nge hmaih awm?

Hmasawna Ruhrêl leh Chenna In (Infrastructure and Housing).

- In leh lo nei lo chungkaw zat.
- VC area chungah kawngpuite chu kumtluana lirthei kal theihna a ni em? Chumi a nih loh chuan khawi vengah nge kawngpui siam/sial ngai?
- Tuichhe paih dan mumal a awm em? A țangkai tawk em?

- Chhungkua engzatin nge kawlphehthâ (electric) pawt?
- Kawthlerah eng (street light) chhit a niin, a tha vek em?
- Kuthnathawktute thlai thar hralhna tur siam a ni em? Tihchangtlun dan kawng a awm em?

Hnathawh tur, Huan thlai siam, etc. (Employment, Agriculture, etc.).

- Kuthnathawktute huan siam theihna ram zau zawng. Engtia zau nge neih tlak?
- Thlai tharchhuah pawimawh deuh deuh engte nge?
- Chhungkaw engzatin nge thlai siamna ram nei lo?
- Khaw mi chengte eizawna pui ber eng nge ni?
- Chhungkaw engzatin nge *job card* dil?
- Mirethei chhungkua *job card* nei lo an awm em?
- Kum kalta chung khan MGNREGA hnuaiah hna dil engzat nge?
- An zingah engzatin nge MGNREGA hnuaiah hna hmu lo?
- An ram huam chungva vantlang ram leh tuikhuah.
- Tuikhuah engzatin nge kumfluana tui khawkhawm thei? Engzatah nge sangha khawi a nih?
- Tuilâkna a awm em?
- Tuichhunchhuah engzat nge awm?
- Chhungkaw engzatin nge chuktuah huan siam?
- Vantlang ramngaw '*Social Forestry*' atan ram engzat nge siam a nih?

Chhiatrupna thleng thei laka invenna (Disaster preparedness).

- Kum nga kalta chungva khuarel chhiatna thleng chi hrang hrangte.
- Chung chhiatna chu engtik thla/huna thleng nge?
- Chutiang chhiatna veng tur emaw, tinep turin engtia hmalak chi nge?

VC te chuan an ram leh mipuite dinhmun chhinchhiahna turin India Sorkarin a siam '*Area Profiler Software*' chu a hmang thei ang. Heng chhinchhiahnate hi mumal taka ennawna siam that zel (update) theih a ni a, ruahmanna siamna atan a hman theih a ni.

'*Area Profiler*' chungchang hi chipchiar zawkin bung hranah '*Use of Computer Applications in Village Council Functioning*'- ah dah a ni.

8.4.2 Vantlang Rorel Inkhawmin Hna thawtur thlan leh Pawimawh hmasa a thliarna (Identification and Prioritization in Gram Sabha).

Ruahmanna (plan) siam kawngah hian mipuite mamawh leh ÷ul hmasate zir chian hi a tel ngei tur a ni. Hei hi Vantlang Rorel Inkhawmah tih tur a ni. Chutianga thil chhinchhiah tawhte chu Vantlang Rorel Inkhawmah chuan pharh tur a ni. Hriselna te, Zirna te, Eizawna te, Chêna In te, Chheh vel (environment) te, Faina lam te, Vantlang himna dinhmun te, vantlang tana sorkar hmalakna te, mirethei, hnuaihning zawk leh pianphunga rualbanlote mamawhna hrang hrangte pawh hetah hian sawi ho tur a ni. Mi satliah mai tan pawh hun pek a, an mamawh leh harsatnate pawh sawi tura remchanna siamsak tur a ni. Thu putluh hrang hrangte pawimawhna chu sawi hova, hlen tur chin 'goal' bithliah a, tihhmasak tur pawh thliar fel vek tur a ni.

8.4.3 Hmalak dan tur leh Thawh tur thliar fel (Identification of Strategies and Activities).

Kan thawh tur chin leh hna hmasa tur kan thliar fel hnu chuan, kan kalhmang tur leh thawh dan turte buatsaih a ngai leh a. VC Committee (Standing Committees of VC) chuan kan tum ram hlen chhuak tura kalphung tur leh thawh dan tur chu a rel ang. Thiamna sang (technical) thil bik ngaihnaah chuan *thuneitu/official* te tel hi a ÷ul ÷hin a ni. VC chuan hna thawktu/viltu atan *Working Group* a din ang a, chutah chuan thlan tlin (VC member) te, Khawtual mi hmeichhia telin, Line department aṭanga *official* te leh mithiam bik *expert* te an tel thei ang. *Standing Committee*-in VC Ruahmanna 'Plan' a siamna kawngah hian a ÷ul a nih chuan pawn lam aṭanga puihna NGO te leh Zirna In sang aṭangte pawhin a zawng thei ang.

8.4.4 Hnathawhna tura tul enfel (Identification of Resources).

Kalphung tur leh hmalak dan turte en fel a nih hnuah, sum leh pai dinhmun enchian leh tur a ni. Thuak (Scheme) hrang hranga sum awmte chu hmalakna tur pawimawh hmasa atana hman tur a ni. Entirna atan:

- MGNREGA hnuaiia sum awmte chu hnathawh tur siamna leh kut rual ngai deuh hna - dil paih fai, kawng laih, thlai kuiñahna hmun siam, vantlang ramngaw siam, etc. atan a hman theih ang.
- Indira Awas Yojana (IAY) chu mirethei In sakna tan.

- National Rural Health Mission (NRHM) sum te chu vantlang hriselna lam thil atan a hman theih a ni.
- Hetiang lam chi state sorkarin scheme a neihte pawh a hmanna tur atana dah tawh lamah a hman theih bawk ang.

Thuak (Scheme) dang atanga sum pek theih lohna hna thawhna atan chuan State Finance Commission leh Central Finance Commission-in hmanna tur bithlich sa a neih lem loh 'untiea-fund', te leh Backward Regions Grant Fund te chu hman theih a ni ang. VC te chuan an mahni sum hmuh angte pawh (ram leh in atanga chhiah te, VC ram leh dil hman man atang te) an hmalakna senso atan an hmang thei ang.

VC huam chhungah hian mihring thiamna leh leilung hausakna tam tak, tha thawh mai tur te, kutthenthiamna te leh vantlangin hmanraw hrang hrang an thawh khawm theih te, tangkai taka chhawr theih a awm a ni tih hriat reng tur a ni. Heng zawng zawng hi VC ten ruahmanna leh sum leh pai senso tur (Plan and Budget) an duan lai hian an ngaihtuah tel tur a ni.

8.4.5 VC te Ruahmanna siam chhina (Preparation of Draft Village Council Plan).

Hma hlen tur leh thawh hmasak tur ngaihtuah chung leh, sum leh pai leh tha thawh theih tur ngaihtuah chungin Ruahmanchhinna hi siam tur a ni. Annexure -5 ah hian kum khat atana ruahmanna (Annual Plan) siam dan tur kalhmang chu dah a ni. Ruahmanna siam chhin a nih lai hian, Department lam mithiamte leh mithiam hrang hrang te, NGO-a thawk lai te pawh pur ve theih an ni ang. VC rorelnaah chuan chutianga ruahmanna siam chhin chu uluk leh ngunthlûk taka sawi ho tur a ni.

8.4.6 Vantlang Rorel Inkhawma Ruahman Chhinna Sawiho (Discussion on Draft Plan in Gram Sabha Meeting).

VC Rorelnaa sawi ho a nih hnuah chuan, ruahman chhina chu Vantlang Rorel Inkhawmah sawi ho leh tur a ni a, chutah chuan hna thawh hmasak tur leh a kalhmang tur atan chuan thu tawp siam a ni ang. Sum leh pai lâkluhna dan turte chu sawi ho a ni bawk ang. Chutianga hna tûl hmasa thawhna tura sum leh pai indaih lohna phuhru tura mipui vantlangin an thawh chhuah ve a tûlna pawh VC chuan an sawi nawn leh thei bawk ang.

8.4.7 VC Rorelnaa VC Ruahmanna pawm leh thu tawp siam (Finalization and Approval of Village Council Plan in the Meeting of the Village Council).

Chutianga VC ruahmanna chu Vantlang Rorel Inkhawmin an tihdanglam duh ang te siam rem a nih hnuah chuan, ruahmanna chu VC Rorelna chuan a pawm leh hnuah District Planning Committee (DPC)-in a pawm turin thawn a ni ang.

8.5 VC Ruahmanna Siam hun chung (Time-lines for preparation of Annual VC Plan).

Ruahmanna hi a hun takah peih fel tur a ni a, chutichuan a hun takah sum pawh a awm thei thin a ni. West Bengal state-ah chuan a hnuai ami ang hian Ruahmanana siam hun indawt dan chu a ni:

| Steps | Timeline |
|---|--------------------------|
| Chhinchhiaha (data) lakkhawm leh endik & Veng chung Rorelnaa ngaih pawimawh hmasak tur thliar fel | 10 th July |
| Kalphung tur te, hna thawh tur te leh thawhna tur hmanrua, tha leh, sum leh pai te enfiah. | 15 th July |
| VC Ruahman chhinna leh Sum leh pai dah (Budget) zulzuia Standing Committee Plan Siam. | 1 st October |
| Veng Chhung Rorelnaa Ruahman Chhinna sawiho. | November |
| Vantlang Rorel Inkhawmnaa Ruahman chhinna Sawiho | December |
| VC Rorelnaa VC Ruahmanna leh sum leh pai hman dan tur chung changa thu tawp siamna leh pawmna | 31 st January |

Source:GO No.3443/PN/O/3A/3B-1/09 dated 31/07/2009 issued by P & RDD (Govt. Of West Bengal)

8.6 Sum Leh Pai ruahmanna (Budget).

Sum leh Pai Ruahmanna (Budget) chu sum lak luh tur leh hman ral tur chhûtna a ni. VC Ruahmanna (Plan) leh Sum leh Pai Ruahmanna (Budget) hi hlawm khat ang deuha ngaih tur a ni. Sum leh pai ruahmanna tel lo chuan hmasawna hna thawhna tura ruahmanna hi a hlawh chham nghal a ni mai a, chutiang bawkin ruahmanna tha a awm loh chuan sum leh pai ruahmanna kan tih pawh hi a hlawhtling thei bik thin lo. Chuvangin VC te hna thawh tur ruahmanna (Plan) leh an sum leh pai hmuh tur leh hman ral tur ruahmanna (Budget) hi a thawk kawp flat tur a ni. VC te ruahmanna sum leh pai senso ngai zawng zawng chu sum leh pai lam ruahmanna (Budget) ah khung vek tur a ni. Chutiang bawkin Sum leh Pai

hmuhna leh hmanna tur a kan ruahman te chu VC te kum tin ruahmannaah chuan a lang ve vek bawh tur a ni. West Bengal-a VC te hnathawh tur ruahmanna leh Sum leh Pai chungchanga Ruahmanna an neih dan kalhmang chu Annexure-5 ah tarlan a ni.

VC Sum leh Pai lam Ruahmanna (Budget) ken tel pawimawh deuh deuh te chu:

| Pawisa Hmuhna (Receipt) | Hman ralna (Payments) |
|--|---|
| Mahni sum thawh chhuah (chhiah, chhiah ni lo, thawhlawm, pawisa puk/loan, etc.) | Scheme/programmes thawhna tura senso. |
| Sorkar atanga tanpuina dawn (Grant-in aid from Government) | Hmanral ngei ngei ngai chi (Thawktu thlatin hlawh, office senso, electric bill, telephone bill, etc.) |
| Thil dang atanga sum hmuh zawng zawng | Ruahman lawk loh hmanralna (tuilian tanpuina, chhumchhiate tanpuina leh thil dang khuarel chhiatnain a thlen te). |

Sum leh pai Ruahmannaah chuan kan sum hmuh chuan kan hman ral chu a khuh zo ngei tur a ni. Kan ruahmannaah tel loah kan hmang mai mai tur a ni lo. Kum khat atana Hmasawna hna thawhna tur Ruahmanna atan chuan VC te chuan a kum leh atan hunbi tiam chhungin (State Danin a phut angin) an buatsaih fel anga, Vantlang Rorel Inkhawm leh VC Rorel chuan chu chu a pawm hmasa ngei tur a ni. Entirna atan, West Bengal-ah chuan VC te chuan kum thar atana Hmasawna an thawh tur ruahmanna chu 30th October-ah an duang anga, Vantlang Rorel Inkhawm leh VC Rorel chuan 31st January-ah chuan an pawmpui ngei tawh tur a ni.

8.7 Using Plan Plus.

Plan Plus chu Computer thluak (software) chikhat, India sorkarin VC leh tualchhung sorkar ruahmanna siamna leh kalpuina tur atana a siam a ni. He computer thluak hi VC te chuan kum nga chung atana ruahmanna siamna atan te, kum khat chung ruahmanna siamna atan te leh District Planning Committee (DPC)-a an pawmpui tur leh District Plan (ruahmanna) a an lo telh ve theihna tura thawn nghalna atan pawh an hmang tangkai thei a ni. Plan Plus chungchang chipchiar zawh chu 'Use of Computer Applications in VC Functioning' tih Bungah dah a ni.

Checklist.

- Hun bithliah ang hian kan ruahmanna hrang hrang hi kan kalpui tawh em?
- Hma hlen tur fel fai tak kan dahin, kan thawh tur te kan ti chiang tawh em?
- Vantlang Rorel Inkhawm thurawn te kan lain, mithiam leh thuneitu te kan rawn thin em?
- Vengtin mamawh te, SC leh ST te leh hmeichhiate mamawh chu pèk an ni ngei em?
- VC Rorelna leh Vantlang Rorel Inkhawmah hian Kum khat atana Hmasawna hna thawh tur Ruahmanna (Annual Plan) chu an pawm ngei em?
- Ruahmanna siamna tan Plan Plus chu kan hmang em?

Bung 9

Projects leh Thuak/Scheme te enkawl dan (Management of Schemes and Projects)

9.1 Sawrkar laipui leh State Schemes te hi eng nge ni?

Centrally Sponsored Schemes (CSSs) kan tih chu scheme ruahmanna kalpuina tur atana Sawrkar laipuiin sum tam zawk a tum sak leh state sawrkar in a bak zawng sum a tum hi a ni. Chutiang thuak/scheme entirna thenkhat te chu: Mahatma



Gandhi National Rural Employment Guarantee Act (MGNREGA), Pradhan Mantri Gram Sadak Yojana (PMGSY), Sarva Shiksha Abhiyan (SSA), Indira Awas Yojana (IAY) leh adt. State thuak/scheme kan tih te chu thuak/scheme ruahmanna kalpui na atana state sawrkar in sum a vaia a tum hi a ni. Entirnan: West Bengal Sawrkar chuan State Scheme SAHAY tih a kalpui a, hetah hian Village Council te kaltlang in chhuanchham chungkua te hnenah ei tur a sem thin a ni.

9.2 Thuak/Scheme-a Village Council te chanvo.

VCs ten chanvo an lak na tur Central leh State Thuak/Scheme eng emaw zat a awm a, scheme thenkhat ah chuan VCs te hi a hnarkaitu ber an ni a ni. Entirnan, MGNREGS ah chuan VCs te chuan hnathawh tur an tlang mai ni lovin hna diltu te hnenah hna thawh tur an pē a chu mai bak ah scheme hnuia hnathawh tur awm aṭanga a chanve tal (hnathawh tur man a zir in) an thawk thin a ni. Chutiang bawk in Indira Awas Yojana (IAY), Nirmal Bharat Abhiyan (NBA), National Rural Drinking Water Programme (NRDWP), Integrated Child Development Service (ICDS), National Social Assistance Programme (NSAP), National Rural Health Mission (NRHM), Sarva Shiksha Abhiyan (SSA), National Rural Livelihood Mission (NRLM) and Pradhan Mantri Gram Sadak Yojana (PMGSY) leh adt ah VCs te hi Central leh State sawrkar thawhpui pawimawh tak an ni a ni.

Thuak/Scheme hrang hrang a Village Council te chanvo pawimawh tak tak te a hnuai ah tarlan a ni.

| Sl.no | Scheme | VCs te chanvo |
|-------|-----------------------|---|
| 1 | MGNREGA | <ul style="list-style-type: none"> • Job card nei duh tur chhungkua chhinchhiah, job cards pek chhuah. • Hnathawhtur thlan leh mipuite nen a meeting emaw survey hmang a labour budget buatsaih leh Vantlang Inkhawm (Gram Sabha) huaihawt. • Hna dil te chhinchhiah leh hriatpui, hna dil atanga ni 15 chhung ngei a hnathawh tur pek. • Hnathawh panga aia tam leh naupang kum ruk hnuai lam awm na a tui in tur, chawh hahdam na tur daihlum, first aid box leh nau awmna hmanrua buatsaih. • Hna dil te hnenah hna pek tlai an nih chuan unemployment allowance (hna pek loh avang a pawisa hmun) leh hnathawh hlauh pek tlai an nih chuan zangnadawmna (compensation) pek phal sak an nih thu an hriattir ang. • Muster roll vawn, hnathawh teh, pawisa pek leh hnathawh report thawn. • Chatlak lova hna thawh a nih theih nan sum indaih loh tumah pawh a tul angin anmahni sum hmangin hman la chhonzawm ang. • Gram Sabha (Vantlang rorel inkhawm) kaltlang a social audit kalpui a nih theih nan a boruak tha siam. |
| 2 | Nirmal Bharat Abhiyan | <ul style="list-style-type: none"> • Faina chungchangah thingtlang mipuite hnena zirtirna pek. • Hamthatna dawng tur thlan chhuah. • Hmanraw dap kawng ah hamthatna dawngtute puihbawm. • Pawisa hmanna report siam leh beneficiaries-ten sum an hmuh leh theih nan a theluh. |

| | | |
|---|-------------------------------|---|
| 3 | National Rural Health Mission | <ul style="list-style-type: none"> • Heng - Hriselna leh thianghlimna, Thingtlang khua tihfai, thosi inthlahchhawng tur ven, dai/pawn a êk chin tihrem leh adt chungchang zirtir/hrilhhriat. • ASHA worker thlan. • A hun taka heng - hridanna, raipuar chhinchhiah leh damdawi in a nau neih a nih theih nan a kal na tur ruahhman a nih theih nan a ANM leh ASHA te hnathawh puihbawm. • Village Health Sanitation and Nutrition Committee din kawng a ANM leh ASHA te tanpui. Committee tan a sum dahhran hman dan te vilzui. |
| 4 | ICDS | <ul style="list-style-type: none"> • Khua in Anganwadi Centre changtlung leh heng – naupang infiamna hmun thawl, chaw chhumna leh dahthatna hmun a nei a ni tih chian. • Anganwadi Centre hnathawh dan hrang hrang-naupang kaithat dan, naupang, raipuar, nau hnute pe lai leh hmeichhe tleirawl te tan a chaw tha sem thin that dan (quality) vilzui. • Chaw tha hmuh loh avanga a nghawng leh damdawiin ngei a nau neih a him zia te vantlang inkhawm (Gram Sabha) kaltlang a mipuite zirtir. |
| 5 | Sarva Siksha Abhiyan | <ul style="list-style-type: none"> • Thingtlang mipuiten an fate a bik takin hmeichhia te school an kal tir ngei theih nan a fuihphur. • Zirtirtu-ten school taima takin an kai ngei a ni tih leh uluk takin an zirtir a ni tih chian. • School building te chu pan awl leh hmeichhia leh mipa naupang tan inthiarna hran nei ngei a ni tih chian. • A hun takah a thlawn in zirlaibu leh zirlai piangsual tan zirna hmanrua pek thin an ni tih hriatchian leh vilzui. • Mid-day meal tan hmanrua mamawh te pêk an ni tih leh naupang ten hmun thianghlimah chaw an ei a ni tih chian. |
| 6 | Indira Awas Yojana | <ul style="list-style-type: none"> • Vantlang inkhawm hmang a insak tanpuina dawn phu ngei thlanchhuah. • Ram nei lo te tan insak na tur ram pêk. • Insakna tur sum mai bakah tha-man (MGNREGS atangin) a hun tak a pek a nih theih nana hmalak. • Hmaraw lakkhawm, a sak leh chhiatrupna laka him na tur ngaihtuahna kawng a tanpuina dawngtute puihbawm. |

| | | |
|---|----------------------------------|--|
| 7 | Pradhan Mantri Gram Sadak Yojana | <ul style="list-style-type: none"> • Gram Sabha member te chu Transect Walk a tel ve ðhin tur a fuih leh kawng siam tur alignment te, ram awl dan leh khawtlang leh chhehvel boruakah nghawng ðha lo a neih loh nan a lo pawmpui. |
|---|----------------------------------|--|

9.3 Thahnemngai tak a Scheme kalpui leh vilzui.

A chung a kan tarlan thuak/schemes te khi ðangkai taka kalpui a nih chuan VC huamchhunga chêng te tan rah ðha tak a chhuah dawn mai bakah hmanrua rotling a siam sak dawn a ni. Thuak/Scheme te ðangkai tak a kalpui a nih theih dan Sorkarlaipui leh State sorkar ten inkaihhraina (Guidelines) an siam ðhin a, inkaihhraina hi a ðul dan a zir in an thlak danglam baw ðhin a ni. Khawtlang tana thawk tur mipui thlan tlin te chuan Thuak (scheme) chungchang te chu block thuneitu te aþangin leh Thuak (scheme) kaihhraina te chhian chungin an inhrilh nawn fo tur a ni.

Thuak/Scheme te ðangkai leh hlawhtling taka kalpui a nih theih nan a hnuai tarlan ang in kalpui theih nise:

- Thuak (Scheme) chungchang chu vantlang inkhawmah inhrilhhriat tur a ni.
- Thuak (Scheme) hrang hrang ah khawtual mil in hna thawh ðhin ni tih chian.
- Vantlang inkhawm pawmpuina lak a ni em, a bik tak in ðanpuina dawngtu tur thlan kawngah tih hriatchian.
- Thuak (Scheme) sum te VC te hnenah pêk a nih chuan sum chêtvel dan uluk tak a chhinchhiah.
- Hunbi nei a Thuak (scheme) kalpui dan ennawn fo leh harsatna a awm a nih chuan chinfel.
- Thuak (Scheme) hrang hrang hnuai a committee member te hming puanzar leh an hnathawhdan vilzui.
- Committee member te chu Vantlang inkhawmah kohchhuah a, an hnathawh dan te sawifiah tur a ngen.
- Social Audit huaihawt.
- Thuak (Scheme) kalpui danah harsatna a awm a nih chuan VC in thutlûkna a siam hnuah ziakin block office-ah an thehlût tur a ni.

9.4 Untied Funds a hnathawh tur ruahman leh Kalpui dan tur.

VC te chuan Hmanna tur awmsa/Tied fund (CSSs leh State Schemes) hnuaiah chauh nilo Untied fund/hmanna tur awmsa kher lo hnuaiah pawh hna an kalpui thin a, entiran, mahni sum (own fund), State Finance Commission grants leh BRGF. Hemi hna hian tui thianghlim intur pek, kawng thawmthat leh siam, Anganwadi Centres sak, vantlang inthiarna sak, tuilankawr siam leh adt a huam a ni.

Hna thawk tan tur chuan VC te chuan hnathawh tur ruangam leh sum mamawh zat tur an siam a ngai a, Mi thiam entiran Junior Engineer te puihna in an siam tur a ni. Hna tan tak tak hma in administrative leh technical sanctions VC-ten an dawng tur a ni.

Entiran, West Bengal VC (Village Council Accounts, Audit and Budget) Rules, 2007 leh West Bengal Village Council Procurement Manual 2014 in zawm tur hrang hrang minrawn te chu:

- Hnathawhna atana sum mamawh zat, sum hmuhna tur, hnathawhna hmun tur leh hnathawh hun chungh tarlanna VC Annual Plan and Budget-a hnathawh tur list tarlan atangin hnathawh tur te chu thlan tur a ni.
- VC tinah Nirman Sahayak (Diploma holder Engineer) post hi a awm a. Nirman Sahayak te chuan Standing Committee terawn chungin hnathawh tur (kawng, insak tur tenau, culvert leh adt) ruangam (design) leh sum mamawh zat tur te chu a buatsaih thin tur a ni.
- NS te hian earthwork-ah Rs 2.50 lakh leh hna dangah Rs 1.50 lakh sanction theihna thuneihna an nei a ni.
- Project harsa zual leh sum ngai tam ah chuan VC ten NS siam sa project design leh budget te kha Sub-Assistant Engineer (VC Samiti) emaw Zilla Parishad te hnenah an pawmpui tur in an thawn tur a ni.
- Executive Assistant emaw VC Secretary chuan hnathawhna atana sum ruahman leh sum awmdan te chu a finfiah ang a chumi hnu ah Pradhan (VC President) a hriattir tur a ni.
- VC Pradhan (VC President) chuan hnathawhtur ruahmanna (Proposal) chu Standing Committee te pawmpui tur in a pharh ang a, standing committee chuan a pawmpui hnuah hna te chu thawk tan tur in thu a rawn tur a ni.

- Hnathawhna tur sum sanction hi Finance leh Planning Standing Committee te kut ah a awm a. Amaherawhchu, Thuak (scheme) pawimawh deuh ah chuan sum sanction hi VC-te mawhphurna ah dah mai thin a ni a, an ni hian sum sanction na kawngah thuneihna pumhlum an nei a ni.
- VC te chuan anmahni hmanraw neih hmangin midang tan a hna siam thei chi programme entiran MGNREGS leh hna lian lutuk lo te an thawk thin a. Heta tan hian VC te chuan 'Paymaster' (a tlanVCuiin VC hnathawh aʔangin) an ruat a, a ni hian hnathawhtu tur chhawr leh chhawng in NS te rawn chungin hna hi a kalpui a. Muster roll hmangin labour hlawh hi pek thin a ni.
- Hnathawh tur a tan a sum estimate chuan general work (inthiarna leh a kaihnawih tiam in) ah Rs 1 lakh leh electrical works-ah Rs. 20,000/- a pèl a nih chuan VC te chuan Finance leh Planning Standing Committee ten an pawmpui hnu ah hna hi contractor an thawh tir thei a ni.
- Contractor in hna hi a thawk a nih chuan, hnathawh tur ruangâm leh sum mamawh zat te chu kimchang takin NS in a siam tur a ni a (PS emaw ZP in emaw a hna a sum ngaih tam dan a zir in). Contractor te hi dan ang thlapa thlan tur a ni. VC te aiawhin Finance leh Planning Standing Committee te chu Tender Seletion Committee ah an ni ang.

Hunbi nei a thawh ngai chi project te chu VC ten an hrechiang tur a ni a. Hemi atan hian a hun a zir a hnathawh dan tur mumal tak an duang tur a ni. Hna bik atan a Standing Committtee te chuan karkhat emaw karhnih dan ah hnathawh te chu an thlir ho thin tur a ni. Hnathawh zawh tur duan ah tlai palh a awm a nih chuan nghawngthalo a neih loh nan hmalak vat tur a ni. A ʔul na apiangah a hma lam in project chungchang hi veng chung a pawl ho te, department official te leh department a chanvo sang zawk chelh tu te hriattir thin tur a ni. Project hi a hun tak a zawh a nih hnu ah sawrkar a mi pawimawh hrang hrang te hriattir tur a ni a. Tin, an puihbawm na zawng zawng ah lawmthu sawi bawk tur a ni.

9.5 Supervision of Projects (Project enkawl).

Hunbi nei a hmalak mai bak ah VC te chuan untied fund hmangin hmalakna dang an kalpui bawk a. Hna bik atan a standing committee member leh hnathawhna hmun ward member te chuan zing takin hnathawhna hmun hi an

flawh thin ang a, hmanraw hman te chu a quality leh an hman zat te, hna thawh chak dan te an endik tur a ni. Sum leh hnathawh dan emaw contractor intiamnaah te tih danglam awm an hmuchhuak a nih chuan VC leh VC President a hriattir tur a ni. VC te chuan insawifiah turin project hnathawktu contractor emaw line department te chu an ko tur a ni a, siamthat hna hi an thawk nghal tur a ni.

Checklist.

- Central leh State Schemes kaihhruaina leh VC te chanvo hi ERs leh VC zawng zawng ten an hrechiang tawk em?
- VC te hian scheme tin ah an tih tur an ti em, scheme te hi ei leh bar tihhmasawm nan hman tangkai an ni em?
- Project ruangam leh sum hman tur zat te hi a siamtu tur tak mithiam siam a ni em?
- Technical leh administrative sanction hmuh te hi a dik tawk em?
- Hnathawhtu tur agencies te hian an mawhphurhna leh hnathawhna atan a mamawh hrang hrang te an hrechiang tawk em?
- Project te hi mipui leh mithiam ten an endik thin em?



Bung 10

Mipui tan a rawngbawl thin te thawhpui leh vilzui (Supporting and Supervising Local Institutions)

10.1 Local Institutions.

Thingtlang khuaah chuan naupangte enkawl tur te, chaw ꠘha hmuhna tur te, primary zirna atan te, hriselna atan te, tui intûr thianghlim neihna atan te, mipui mamawh hmuhna atan te thawktu pawl hrang hrang din a ni ꠘhin a. VC te chuan heng thawhtu pawl te hi an



vilzui in, khawtual mi ten heng pawl ho aꠘang hian puihna tha tawk an dawng ngei a ni tih an chian bawk tur a ni. Rajasthan-ah chuan a VC ten a hnuai tarlan thawktu pawl te an vilzui ꠘhin a ni:

| Hming | Hnathawh | Hnathawhtu |
|--------------------------------------|---|--|
| Anganwadi | <ul style="list-style-type: none"> • Chaw ꠘha sem. • Naupang kum 6 hnuailam leh raipuar te hnenah hridanna pêk. • Naupang kum 6 hnuailam, raipuar leh nau hnute pe te hnena health checkup tihsak. • Naupang kum 3-6 inkar te hnena zirtirna pêk. | Anganwadi Worker. Anganwadi Helper. |
| School | <ul style="list-style-type: none"> • Naupang zirtir. • Mid-day meal. | Teacher (Zirtirtu). |
| Primary Health Centre leh Sub-Centre | <ul style="list-style-type: none"> • Hriselna kawng a hmalak. | ANM Medical Officer. |
| Public Distribution System Shop | Buhfai leh mamawh dangte a tlawm. zawk a semchhuah | PDS dawr enkawltu. |
| Kisan Seva Kendra | <ul style="list-style-type: none"> • Loneitu te tan training leh a mamawhna zawn a hmalak • Thlai chi ꠘha semchhuah. | Agriculture Supervisor. |
| Khaw Library | <ul style="list-style-type: none"> • Lekhhabu chhiar tur leh hawh tur dah. | Librarian |

Heng thawktu pawl te hi an thawh that chuan chawp leh chilh in mipui nunkhua pawh a kang ve thin a ni. School a tha a nih chuan zirlai ten zirtina tha an dawng thin a, Anganwadi kalphung a tha a nih chuan naupang ten chaw tha an hmu in, an hriselna pawh in hma a sawn phah thin a ni. Chuvang chuan, heng thawktu pawl ho hnathawh te hi khaw mipuitem an tangkaipui ngei a ni tih hriatchian hi an Village Council-te tih tur a ni.

10.2 Thawktu pawl te Vilzui (Supervision of Local Institutions)

Hmanraw tha ringawt hian Thawktu pawl te hma a lak tir thei lova. Thawktu pawl tha chuan mithiam leh mi inpe thawktu, inenkawl tha leh huapzo leh thlei bik nei lova hmalakna te a mamawh a ni. VC te chuan thawktu pawl te hmasawna atan heng- thawktu pawl vilzui te, an harsatna sukianpui te leh puihna pek (hmanrua etc) ah te tih tur pawimawh tak an nei a ni. VC- a ERs te chuan:

- Thawktu pawl te chu an tlawh zing tur a ni a, inkawmhona an neihpui bawktur a ni.
- Thawktu pawl hnathawh chhawrtu te chu an kawm thin tur a ni a, thuam chak an ngaihna lai ni a an hriat ah te hma an la tur a ni.
- Mi thil ti thei tlem te ten thawktu pawl te hi an thunun lo ani tih leh thlei bik awm lovin mi zawng zawng tan pan theih an ni tih an chian tur a ni.
- Vantlang inkhawm tinah thawktu pawla a hotuber in an hnathawh dan te a report thin tur a ni.
- Mipui leh Vantlang inkhawm te chu heng thawktu pawl te hi pawihbawm thin tur in a fuih thin tur ni. Entiran: school a inziahluh, hridanna pek leh adt.

VC in thawktu pawl hrang hrang te tana a tih theih hrang hrang te chu:

10.2.1. School.

- School attendance enkawl kawng a School Management Committee (SMC) te puihna pek, nu leh pa te school kai lo leh school bansante hrechiang tur a fuih.
- School a hmanrua heng- class rooms, play-ground leh mid-day meal hmanrua te naupang inziak lut te mamawh tawktur a ni em tih finfiah.
- Hmanrua (Infrastructure) tih changtlung zawk nan SMC nen a hmalak, School development plan buatsaih leh hmasawna atan a hmalakna tur sum awm thei te ngaihtuah.

- Zirtirtute school kai zin dan ngun tak a thlithlai.
- Mid-day meal quality endik.

10.2.2. Health Sub-Centre.

- Health Sub-Centre a bungrua/hmanrua leh chhena in (Quarters) te chu a ðha tawk em tih enfiah leh thuam ðhat a ngai a nih chuan sum hmuh theihna tur zawnpu.
- Faina leh thianghlimna chin ðhan a neih a nih theih nan Village Health, Sanitation and Nutrition Committee (VHSNC) ðangkai tak din tur a puih.
- Hriselna kawnga mithiam bik eg. ANM ten khua leh in an tlawh theih nan a boruak ðha siam.
- Hridanna him dawnna tur atana hmanrua ngaihtuah sak, damdawiin a raipuar in nau a neih theih nan a kal na tur motor ngaihtuahsak.
- Mi zawng zawng huap hridanna, damdawiin a nau neih, nau hnute pek leh chaw ðha pawimawhna chungchang a zirtirna pèk.
- Sawt leh zual a hriselna kawng a hmalak a nih theih nan heng – natna ven dan, mimal thianghlimna leh hriselna etc chungchanga zirna neih leh midang zirtir.



10.2.3. Anganwadi Centre (AWC).

- Anganwadi a hmanrua heng- infiamna room, kawtzawl, chawchumna bungrua ten naupang mamawh a puhru em tih hriatchian.
- Hmanrua tihchangtlunna tur atan Women's Committee te nen a hmalak.
- Anganwadi thawktu te chu vantlang inkhawm in a an thlan, training pèk ngei leh centre chu thleibik nei miah lova kalpui a ni tih hriatchian.
- AWCs a chaw ðha sem ðhin ðhatdan endik leh thla tin in naupang leh raipuar rih zawng an teh ziah nge ziah lo tih enfiah.

10.2.4. Kisan Seva Kendra.

- Centre hnathawh dan a kallluang a ni tih hriatchian.
- Centre ten kuthnathawktu te mamawh a puhru em tih hriatchian nan kuthnathawktu te leh Kisan Seva Kendra a hotute tan inkawmhona hun buatsaih.

10.2.5. Public Distribution System (PDS) Shops.

- PDS dawr te chu a hun tak a hawn þhin a ni tih hriatchian.
- PDS dawr a bungraw/mamawh dahkhawl te endik.
- Mamawh semchhuah te chu a þha tawh em tih leh bûk a tling em tih enfiah.
- PDS Dawrah te sawiselna dahna tur bawm (box) a awm em tih chian.

VC te chuan an huamchhunga awm lo mipui tan a thawk þhin (eg dispensaries, damsawi dawr, damdawiin leh adt) an khaw þhenawm a awm te chanchin an lâkkhawm tur a ni. Hemi hmang hian khaw mipuite chuan an mamawh te chu awlsam takin an hmu thei dawn a ni.

Checklist:

- Khawtual tan a thawhtu hrang hrang te hnathawh dan hi VC ten hunbi nei takin an ennawn þhin em?
- Mipui tana thawhtute hi Vantlang inkhawmah an tel ziahin an hnathawh dan te a hrihfiah þhin em?
- Mipui tan a thawk þhin te hi puihbawm þhin tur in VC ten mipui an fuihphur em?

Bung 11

Sawrkar hnathawk dawr dan

(Dealing with Official)

11.1 Supervision of VC Employee (VC hnuaia hnathawkte enthlithlai)

VC pisaah chuan VC President hi a hotu ber a ni a, VC hnuaia hnathawkte enthlithlai hi a hna pakhat a ni. VC President chuan Ward Member te rawn chungin VC hnuaia hnathawkte hnathawh dan te chu a endikin thurawn a pe bawk ðhin a ni.



VC President in a hriatchian tur te:

- VC hnuaia hnathawk zawng zawng te chuan an tih tur leh an mawhphurhna te an hre tur a ni.
- VC hnathawk te chuan office taima takin an kai tur a ni a, pisa ðan hun an ngai pawimawh bawk tur a ni.
- VC hnathawk te chuan anmahni inkarah leh ERs te nen thawhhona ralmuang leh inhriatthiamna ðha an nei tur a ni.
- VC hnathawk te chu VC tan a huhova hnathawk tur a fuih an ni.
- VC hnathawkte chu nundan mawi lo te, chi inthliarbingna leh mipa leh hmeichhe thliarhranna kawngah te an inhnawhniawih tur a ni lo.
- Hmalakna te Chiang tak a report ðhin kalphung a neih.
- VC/VC hnathawkte hmalakna sawihona tur inhmuakhawmna chatlak awm lo / a zing thei ang ber a buatsaih.

VC President leh ER te chuan VC hnathawkte thiamna leh theihna te chu an fak ðhin tur a ni a, an inkarah inlaichinna ðha an siam bawk tur a ni. Secretary leh hnathawk dang te an dawr a nih chuan VC President leh ERs te chu an hawihhawm in rawntlak an ni tur a ni. VC te hmalakna reng rengah VC President

leh Ward Members ten thuthlukna an siam hma in VC hnathawk te rawn tur a ni. VC hnathawk te hi thiltha an tih avangin fak tur an ni.

Hna kaihnawih inthununa heng – Pisa a huna thlen, thawhrimna nena hnathawh, hmeichhia, SCs leh STs te ngaihsak leh adt te ngaihpawimawh tur a ni. VC hnathawk zingah hnathawk tha lo hmuhchhuah an awm a nih chuan, a hnathawh that loh chhan te zawffiah tur a ni a, insiamthatna hun pek bawh tur a ni.

Rajasthan-ah chuan VC ten a hnuai tarlan ang hian an hnathawkte chungah an thuneihna an lek kawh thin:

| Official | VC te thuneihna |
|---|-----------------------------|
| Regular | |
| VC Secretary (Gram Sevak) | Nitina vil leh thunun |
| LDC | Nitina vil leh thunun |
| Contractual | |
| Rojgar Sahayak | Job chart mil a nitin a vil |
| Rajiv Gandhi Seva Kendra hnuai Security Guard | Job chart mil a nitin a vil |

VC te chuan hnathawkten an hna a an mawhpurhna an zawm ngei a ni tih chian theihna tur thuneihna an nei a. VC te chuan an thuneihna te chu rilru fim tak hmangin an lekkawh thin tur a ni. Hnathawk tha te chu an thlawp tur a ni a, hnathawk tha lo te erawh chu insawifiahna hun an siam thin tur a ni. Hnathawk tha lo hriatchhuah chuan a thawk tha lo chhunzawm zel a nih chuan VC President in ziaka dah disciplinary action chu Block Development Officer emaw a changtu officer hnenah a thehlut ang.

11.2 Dealing with Departmental Officials (Department hotute thawhpui).

Han pangngai thawk chung si in VC/VC President chuan sawrkar hnathawkte a thawhpui bawh tur a ni. Eg- zirtirtu, damdawi lam thiam leh adt. VC te chuan an huamchung a department hotute hnathawhdan kalphung chu a ngaihven tur a ni a, VC meeting leh a changtu Standing Committee meeting-ah te an hnathawhdan an ennawn thin tur a ni. Hnathawh dan ennawn a nih lai hian ER te chuan department te hnathawh leh sum dinhmun te, hmachhawp an neih te leh nakin atana ruahmanna an neih te an ngai pawimawh tur a ni.

VC te chuan deparment-a hnathawkte chu VC huam chhunga an hmachhawp an hlen theih ngei na turin an puibawm thin tur a ni. Entirnan, ANM te chuan

health sub centre-ah damdawi mamawhte dawn mumal loh avangin harsatna an tawk thei a, VC President in Block Medical Officer hnenah harsatna tawh te hriattir in damdawi mamawh te a hun taka pe tur in a hriattir tur a ni. Chutiang bawkin, Head Master in school kai that loh chungchangah harsatna a tawk a nih chuan VC President leh Ward Member ten school kai tha lo nu leh pa chu an kawm ang a, school kai tha tawh tur in an hriattir tur a ni. Khaw mipuiten enkawlina tha tak an dawn theuh theihna tur atan chuan VC leh department hotuten thawhhona tha tak an neih hi a pawimawh hle a ni.

ER te chu department hotute/hnathawk te chungah an hawihawm tur a ni a, department-te hnathawhah thurawn an pe duh a nih pawn an hna lo thawh tawh te an lawmpui hmasa tur a ni. Hmabak hlen thei lo an awm a nih pawn insawifiahna hun an pe tur a ni. Rajasthan-ah chuan VC ten a hnuacia tarlan ang hian department-a thawktute chungah an thuneihna an lekkawh thin:

| Hnathawk | VC te thuneihna |
|---------------------------------|---|
| School teacher | <ul style="list-style-type: none"> • Zirtirtute school kai dan endik. • School kai thalo zirtirtute chungchang Block Development Officer hnena thehluh. |
| Anganwadi worker | <ul style="list-style-type: none"> • Thlanchhuah, hna zawmna pawmpui, hna ban. • An kai dan endik. |
| ANM, GNM leh Mipa Health Worker | <ul style="list-style-type: none"> • ANM, GNM leh Mipa Health Worker hnathawk dan te thunun. • Zin, chawlh leh ANM te station leave. |
| Agriculture Supervisor | <ul style="list-style-type: none"> • An kai dan endik. • VC te thununna hnuacia Agriculture Supervisor hi an thawk tur a ni. |

Sawrkar mi pawimawh ten khawtual mipuite hamthatna tur atana an thawh ngei theih nan VC ten an thuneihna hi an hmang tur a ni. VC President in Ward Member rawn chungah sawrkar hnathawk in a hna a thawk tha lo tih thutlukna a siam a nih chuan a changtu block official a hriattir tur a ni.

11.3 Official leh Gram Sabha (Vantlang Rorel Inkhawm).

Department a hnathawk chu Vantlang Rorel Inkhawm (Gram Sabha) a tel tur a hriattir ngei ngei tur a ni. Ani hian Vantlang Rorel inkhawm a kal te chu heng-

hridanna pawimawhna te, chawṭha ei loh in a nghawng te, natna do dan leh adf. a hrilhre tur a ni a, tin, an hnathawh ṭhin dan te pawh a sawi bawk tur a ni. Hei hian mipuite chu VC leh department hnathawkte thawhpui ṭulna kawngah a fuihphur in department hotute pawhin mipuite mamawh an hriat phah bawk dawn a ni.

11.4 Dealing with Block Development Officer (Block Development Officer thawhpui).

Block Development Officer (BDO) chuan office tan a intiamna leh thuruk te chu VC President hnenah a hlan ṭhin a, VC Secretaries te pawh VCs ah hian a dah ṭhin a ni. Office inrelbawlna te, sum pēkchhuah chungchangah leh hnathawh dan thehluh chungchangah te VC President leh Secretary-ten BDO chu an dawr reng tur a ni. Chuvang chuan VC leh BDO ten thawhhona ṭha tak an neih a ngai hle a ni.

BDO chuan hun bi neiin review meeting VC President leh VC Secretaries/ hnathawk dang te nen a huaithawt ṭhin a. VC President leh Secretary te chu he meeting-ah hian uluk taka inbuatsaih chungin an kal tur a ni. He meeting hi VC te harsatna tawh sawina hun atan hman ṭangkai tur a ni a. Tin, hriattur ṭul in hrilhna hun leh puih ngaihna lai sawina hun atan a hman tur a ni. Block a mithiamte puihna an mamawh chang a puitu pe ṭhin tur in VC President chuan BDO chu a ngen thei a ni. Achang chuan, BDO chuan VC President chu sawrkar mipawimawh dangte nen a inhmelhriattir ṭhin tur a ni a, an ni hian VC te chu kawng tam takah an pui thei dawn a ni.

VC President leh Secretary te chu nitin a khaw mipuite dawr a nih a, an thilduh te tihpuitlin a nih theih nan vawi tam tak mipuite chuan VC te chu an nawr ṭhin a ni. BDO chuan vawilekhatah mipui ngiat te chu a lo pawm mai lo ṭhin a ni. Hemi avang hian VC President leh BDO inkarah inghirngona a chhuak thei a ni. VC President chuan hawihhawm tak leh inringtawk takin VC chhunga mamawhna te chu BDO hnenah a sawichhawng ṭhin tur a ni. Inbiakna zawng zawng te chu ziak a dahin a copies chu file a dahṭhat tur a ni. A leh lamah chuan, BDO te hian an target-te tipuitling turin rim taka hna an thawk ṭhin mai bakah thil pawimawh leh hmasawna report etc te an lakkhawm a ngai bawk thin a ni. Block office ten an mamawh an sawi hun apiangah VC-ten an lo tihpuitlin sak thei zel tur a ni. Hetiang

a nih chuan, VC-te mamawh hrang hrang chu nasa zawk in block office te chuan an tihlawhtling thei dawn a ni.

Checklist:

- VC-a sawrkar hnathawkte hnathawhdan te vil ngun a ni em?
- VC President leh ERs ten hnathawk ÷ha te an puibawm in an fak ÷hin em, hnathawk ÷ha lo ten hna an thawh ÷hat theih nan hma an la em?
- VC leh Department a hnathawk te vantlang inkhawm ah an tel ÷ha in, mipuiin a an hriat duh te an hrih ÷hin em?
- VC President leh Secretary te block level meeting-ah an kal ÷ha em, hriat duh te an hrih hre ÷hin em?



Bung 12

Lâkluh leh Hmanna lam

Tualchhung rorêltu / rorêlkhawl a nih angin Sum lâkluhna kawngah leh chumi atana ruahmanna siam, thuak/scheme tihlawhtling tura beih leh hmalakna hrang hrang hlawhtlinna atan hian VC chu mawhphurtu ber a ni. Tualchhung rorêlna kalhmang dik takah chuan, VC ten sum lakluhna tha tak an siamin an tualchhung hmasawanna atan chûng sumte chu an hman a ÷ul a ni. Awmze nei leh felfai taka sum hmanral kawngah pawh mawhphurtu an ni. Chutichuan, sum lakluhna tha tak neih leh tualchhung hmasawanna tura chûng sum chu a hlawk thei ang ber tur zawng a hmanral chu VC te tan a pawimawh hle a ni.



12.1 Sum lâkluhna hnâr te:

VC levela sum siamchhuahna te chu hlawm lian deuh deuh pangaah then theih a ni. Hetiang hian-

- a) **Mahnia sum lâkluh (Own Revenue):** Hei hian ram leh in aṅanga chhiah lâk te, chhiah ni kher lo pawh- tui hman man te, motor registration etc te a huam a ni.
- b) **Lâkluh chheh hran (Assigned Revenue):** Hei hian State sawrkarin revenue a lâk thin aṅanga tualchhung rorêlkhawl chan tur a siam sak ang chi a ni a, SFC in a thurawn anga tualchhung rorêl khawlin a vaia a lo lakve chi a ni.
- c) **Lâkluh Inṅawm (Shared Revenue):** VC ten an huam chhunga chhiah an lo lak ve piah lamah State sorkarin a lâkkhawmna aṅanga tualchhung chanvo chu a ni. Land revenue leh chuta ṅanga sum lo dawn ve te chu shared revenue a ni. (Assinged revenue leh shared revenue danglamna pawimawh tak chu- Assigned revenue chu Dân in a tuksa VC te tana ruahman a ni a, Shared revenue chu a ni ve lo a ni. Amaherawhchu, heng

revenue te hi State sorkarin a khawnkhawm leh VC te a sem chi an ni ve ve a ni).

d) **Tanpuina sum (Grants):** Heng hi chu Central leh State sorkar aṅanga sum dawn chu a ni a. Heng sum te hi hlawm hnih: **Tied** leh **un-tied** te a ṅhen a ni.

- Tied grants hi MGNREGA, IAY, NRHM etc aṅanga puihna sum hmuh chu a ni. He ta sum hmuhte chu a hmanna tur bik mumal taka siamsa a ni a, remchang danga lo hman ve ngawt tur chi a ni lo.
- Untied-grant hi tualchhung mamawh atana hman tur chi a ni a, a hmanna tur bil bithlich a awm loh avanga Untied-grants tih a ni reng a ni. Central finance commission leh State finance commission grants te hi untied-grants a entirna chu a ni. BRGF a sum hmuh te hi Untied-grants aṅanga sum hmuh chu a ni.

Heng sum te hi ṅul hrang hrangah hman a ni ṅhin.

12.2 Chhiah te chu (Taxes).

A hnuaia tarlan te hi West Bengal a VC ten chhiah an lâkna te an ni (West Bengal VC Administrative Rules 2006 a awm angin).

| No | Chhiah | A man bithlich zat |
|----|--|---|
| 1 | Land and Building Tax (Ram leh In atanga chhiah lak) | <ul style="list-style-type: none"> • Ram leh in chuan kumkhata a hlutna aṅanga 1% (Marketa a hlutna a tanga 6%) chu a hlutna chuan kumkhata a hlut belhna in Rs 1000 a pelh loh chuan. • Ram leh in chuan kum khata a hlutna aṅanga 2%. A hlutna chuan kumkhata a hlut belhna in Rs 1000 a pelh chuan. |

12.3 Chhiah lâk a nih ngei tiamna (Ensuring Tax collection).

Ram leh in aṅanga chhiah lâk a nih dawn chuan chung chhiah lâk *tumna* te (*Ram leh in chu*) market-a a hlutna chhûtchhuah ngei a ngai a, a neitu nihna chian leh ram emaw in emaw, a pahnihin emaw market-a a hlutna chu chhiah lâk tur zat bithlich nan hriat a ngai a. VC te chuan heng a hnuaia tarlan ang hian hma an lâk a ngai a ni. West Bengal VC Administrative Rules 2006 ang hian:

- VC ten a hmuna kalin ram, in leh a pahnih emaw hlut zawng chu chhût leh a chhiah petu mimal ngaihdan la telin survey an nei ang.

- Ram emaw in emaw a pahnih emaw a hlut zawng Block aṅang leh Land Reforms Officer leh Additional District Sub-registrar emaw District Registrar emaw ten an lo chhinchhiah chu hre turin kumtin September ni 1 hmain VC te chuan an ngaihven ang.
- Ram leh in a market hlut zawng thar ber leh chipchiar tak chu VC te chuan lehkhabu neiin an chhinchhiah thar ṭhin ang.
- Chhiah, a man bithliah, tuk leh ruat chu kumtin April ni 1 ah zawh a ni anga, chuta ṭanga kar thum chhungin pek ṭhin tur a ni.
- Mi tupawhin chhiah pek tur zah bithliah chu VC Pisa ah emaw chhiah khawn tura VC ten an ruat hnenah emaw a pe ngei tur a ni.
- Ram emaw in emaw a pahnih emaw a market a hlut zawng chu kum 5 danah emaw VC thar thlan a nih hunah emaw a hmasa zawk zawkah a thara siam leh tur a ni.

A chungga tarlan bakah khian, thlai/ buh leh bal seng zawh hunah emaw hun remchang dangah emaw VC te chuan chhiah lâkna hun pui an huaihawt thei bawk. Mumal leh ṭha taka chhiah lak a nih na tur chuan VC ten chhiah lâkna leh lâk zat tur chu an puang fo ṭhin anga, chûng chhiah lâk sum tlingkhawm te chu khawtlang hmasawna atan hman a nihna pawh an puang ṭhin ang. Vantlang Rorel inkhawm (Gram sabha) ah te chhiah lâk chungchang leh chung chu mipui te hmasawna atan a nih zia te chu sawiho ṭhin tur a ni. VC ten chhiah lak sum hmanna hrang hrangte chu chhiah pek a ṭul zia tih lanna atan an puangzar ṭhin ang.

12.4 Chhiah ba/ pek loh chungchang (Tax Arrears).

Chhiah lâk tura beisei leh a taka chhiah hmuh zat in thlahna hi 'Tax arrears' chu a ni a. ṭawngkam danga kan sawi chuan, Tax arrears chu VC ten chhiah hmuh an beisei, a taka hmuh leh si loh tihna a ni. Tax arrears hi VC huanga a tam tham viau chuan chhiah lâkna kalphungah fuh lo deuh a awm tih a tarlang a ni. VC ten tax arrears (chhiah ba) a awm lohna tur in hma an la tur a ni.

Chhiah ba (Tax arrears) a awm lohna tur atana West Bengal VC administrative Rule 2006 in hma lakna tur a siam te chu:

- VC te chuan chhiah pe lo te hming chu ziak langin vantlang hmun laili hmun hnihah tal an târ ang.
- Chûng chhiah pelo an tarlan te chu an hming an tarlan sak hnu ni 15 chhunga an chhiah ba an pe lo emaw an pek loh chhan tha tak VC te hna an hrilh hre lo a nih chuan VC te chuan chûng mite hming chu Gram Sansad meeting-ah (ward sabha) sawiho turin an pe ang a, an chhiah ba an pek dan tur an ngaihtuah ang.
- Chutianga an ti chung pawha an la hlawhtling lo fo a nih chuan, VC chuan Bengal Public demand Recovery Act, 1913 (Ben.Act III of 1913) hmanga an chiah ba rulhdan kawnga thuneitu Certificate Officer hnenah zia kin an thlen ang.

12.5 Chhiah nilo atanga sum lakluhna dang (Non-Tax income).

Rajasthan a chhiah nilo (Non-Tax) atanga VC ten sum an hmuhna leh an man-bithlih te chu a hnuai mi ang hi a ni:

| No | Sum lakluhna hnar | A man bithlih |
|----|---|---|
| 1 | VC ten application an siam fee | Rs 10 |
| 2 | Residence, caste leh Income Certificate siamna man | Rs 20 (for SC/ST- Rs 5) |
| 3 | Electric leh tuilakna atana No objection certificate siamna man | Rs 40 (For SC/ST- Rs20) |
| 4 | Pêm lehkha (awmna sawnna lehkha) siam man | Rs 40 (For SC/ST- Rs 5) |
| 5 | Naupiang leh mitthi chhinchhiahna ni 30 hnuai tih a nihin. | Rs 20 |
| 6 | In sak phalsakna pêm man | Rs 2/sqm. Pucca Building |
| 7 | Petrol leh Diesel pump atangin | Rs 2,500 per year |
| 8 | ThinVCuidawr ilo atangin | Rs 1,000 per year |
| 9 | Sawmdawanna tenau deuh atangin | Rs 200 per year |
| 10 | Mobile Tower siam man atangin | Rs 10,000 per year |
| 11 | Guest house/ Hotel | Room 5 chin hnuai lamah Rs 1000 Room 6-10 chinah Rs 2500 Room 11-15 chinah Rs 4000 Room 16 chin chunglamah Rs 5000 per year. |

VC chhunga Chhiah pek zat tur te chu bithliah a nih lai pawh hian, VC te chuan non- tax aṅang sum lâkluhna an la siam leh thei bawk a ni. Entirnan:

- VC huam chhunga vantlang bungrua inṅawm theih te chu hriat vek tur a ni a, chhinchhiahin sum siamna atana hman theih a ni. Entirna ang hian
 - ✓ Tuikhuah te pawh sum lâkluhnan an hmang thei a.
 - ✓ VC in ram a neih te chu thil ṅul hrang hrangah mi man chawiin an hman tir thei bawk.
- VC te chuan anmahni pual in Bazar hmun an siam/ sa thei a, i.e. Dawr, bazar atana hman theih inte etc. chûng te chu luah man chawiin mi an luahtir thei. Hei hian sum a lâk luh mai bakah Lo/ huan thlai zawrhnaah a puiin tualchhung thil siam/ tharchhuah a ti hlu zual dawn a ni.
- VC te sumhnâr chu khualzin motor, restaurant a biak taka khualzin te tana siam aṅang te, fakna thil tarna leh a rem rem aṅangte in a tih len theih a ni.
- A chang chuan hmanraw hman tlak loh sum siamna atana tlak loh a ngaih aṅang te pawh hian sum siam theih a ni ve bawk. Entirnan, Bawhlawh paih khawm te chu leiṅha siam nana hmangin sum siam nan an hralh chhuak leh thei a ni.

12.6 Tanpuina Sum (grants).

Hengte hi VC ten Puihna (grant) an hmuhna hnar hrang hrang te chu an ni:

| No | Grant Source (Tanpuina sum hmuhna hnar) | Tied or untied | Purpose (hmanna remchang) |
|----------------------------|---|----------------|---|
| Central atanga hmuh | | | |
| 1 | 13 th Central finance Commission | Untied | Mipuite tan leh an nun awlsamna tur lam heng tui intur pek, bawhlawh tih riralna ṅha siam, e-governance, VC tih phuisuina lam |
| 2 | BRGF | Untied | Hmasawna ruhrêl inthlau lutuk siamṅhat nan. |
| 3 | MGNREGA | Tied | A mamawhte tana inhlawha siam leh hmantlak thil siamchhuah. |
| 4 | IAY | Tied | Mi retheite in sakna |
| 5 | NSAP | Tied | Kum upa, hmeithai leh pianphunga rual banlo te tana pension, etc. |
| 6 | NRHM | Tied | Mipui an lo hriselna tur leh chumi lama inhrilhhriatna lam. |

| | | | |
|--------------------------------------|---------------------------------------|----------------------|--|
| 7 | MP LAD | Tied | Scheme bik a ruatah |
| 8 | NBA | Tied | Mimal êkin , vantlang êkin siam, hrisel zawkna atana faina lam. |
| State ațanga hmun (Rajasthan) | | | |
| 1 | State Finance Commission | Untied | Tui intûr pêk leh hna chhenfâkawm dang thawh leh enkawlina tur |
| 2 | Annual maintenance grant (Rs 5000) | Tied | School in, etc. sak țhatna |
| 3 | Grant for new VC (Rs 5000) | Untied (one time) | |
| 4 | Development grant/ Matching Grant | Tied | State tum ve tur scheme hrang hrangah. |

VC te chuan a hun takah tanpuian sum te hi an dawn theih nan hma an la ang a, an VC huam chhunga mipui ten sawrkar scheme te chu a hlawk thei ang berin an hmang tih an chian bawk tur a ni. Engemaw harsatna a lo awm palh a vangin Tanpuina Sum (Grant) hi dawn a ni loh palhin, a chhan leh vang chu State sorkar nen an sawi tlang tur a ni.

12.7 A hman ralna lam (Expenditure).

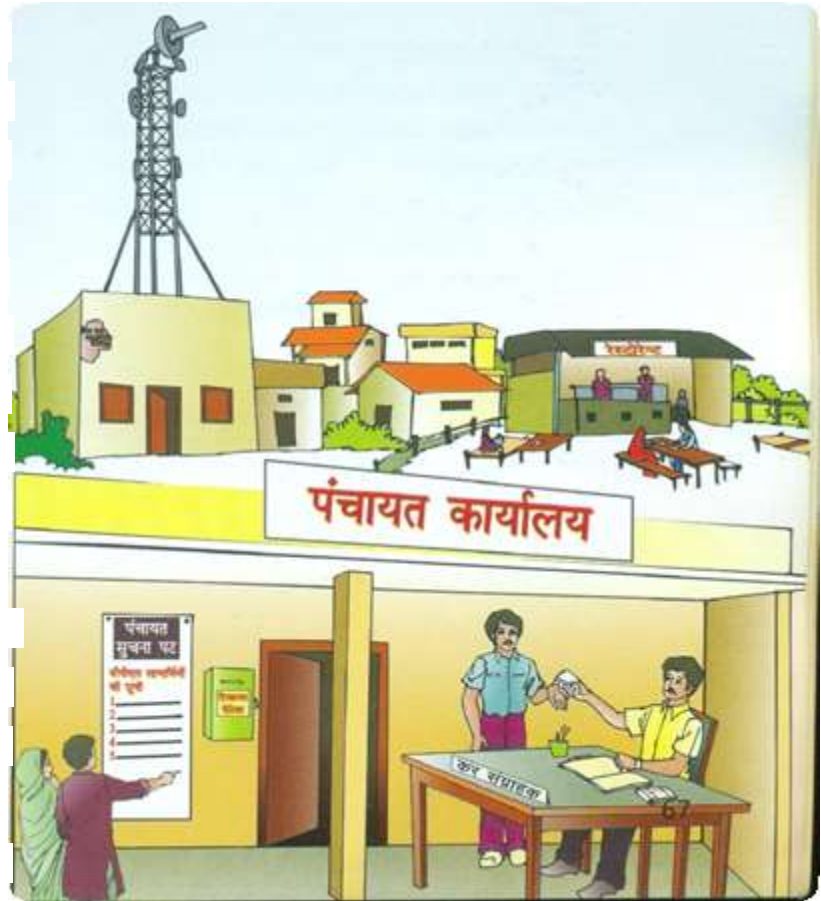
Central leh State sorkar programme hrang hranga hnathawh leh hmalakna tak takah VC te hi a mawhphurtu ber an ni a. Programme/ scheme hrang hrang ațanga sum lo kal te hi a hun takah dik leh fel taka hman hi a pawimawh hle a ni. Sum kan hman chhuah dawnin heng te hi rilruah kan vawng reng tur a ni:

12.7.1. Hmanralna tur pawimawh leh țul zawk hrial.

VC ten ruahmanna an siam lai emaw hnathawh a nih dawn hian mipui ten tih ngai zawk nia an sawi tam tak a awm thei a. VC te tan eng ber nge tih tur tih thutlûkna a harsa fo țhin. Chûng thil țul ațang chuan a pawimawh hmasa zawk siam a thliarfel leh sum chu a nih dan tur leh hmang chang thei ang bera hman tur a ni. Tih tur hmasa leh țul zawk thlanna atan hian heng tehna te hi hman theih a ni:

- Mirethei ber berte leh chanhai zawkten an hlawkpui ngei tur chi, heng hnufual zawkte awmna hmuna in sak te, naupang ei țha lo zawk ten eitur țha an neihna tur te.

- Mipui vantlang tana hman tur bungrua (Vantlangin an hman ho theih thil) – tui intûr sem/ lakna, faina leh thianghlimna lam, kawmVCui ðha tak, naupang infiamna hmun, Anganwadi tih phuisuina, etc.
- Eizawna tih awlsamna lam heng thlaithar dahna in SHGs te tana sak.
- Chhiatrupna thleng thei hrang hrang laka lo invên lawkna lam.
- Thil daih rei zawk neihna tur lam, tuihnâ a kang mai lohna tur ang chi te.



12.7.2. Sum Lakluh leh hmanna inmil tawk tura ennawn (Balancing and reviewing Income and Expenditure).

VC chuan an sum hmuh leh hmanchhuah leh sum hman bâng te chu fel takin a chhinchhiah tur a ni. Hetiang tur hian VC te chuan Budget dik leh ðha tak an siam anga chumi ang chuan sum chu an hmang ral ðhin ang. Eng Thuak (scheme) hmang pawhin hma la ðan dawn se la, entiran kawng siam, tuiâkna siam etc te hi, a hmasa berin VC te chuan chu hnathawhna tur sum chu a awm ngei tih an chian tur a ni. Heng thil te hi an hre reng tur a ni bawk:

- A theih chin chinah Annual Budget duansa-a tello a sum sen pumpelh hram an tum tur a ni.
- Budget duansa hmanga hnathawh a nihin sum ruahmansa aia tam hman loh tur a ni.
- Meeting atana sum hman (chaw, thinVCui etc leina) zin veivahna a senso te chu a flem thei ang ber a ni tur a ni.

- Hnathawh tur ruahmanna mumal tak duan tur a ni a (VC ten JE an neih loh pawhin Block VC a JE te puihna lak tur a ni). Chûngte chuan sum tlem zawk daih hmangin hna tha tak thawh a ni thei dawn a ni.
- Hna chu tha taka thawh a nih theih nan leh tul lova sum khawhral teuh a nih lohna turin hna chu uluk taka vil reng tur a ni.

VC te chuan thla tina an in hmukhawmnaah an sum lakluh leh hmanralna te chu an sawi ho thin anga, sum lakluh tihpun dan tur leh tul lova sum hman ral tih tlem dan tur te an ngaihtuah ang.

12.7.3. Tul lova sum khawhralna pumpelh chungchang.

VC te chuan an sum/ hmanraw hmuh zawng zawngte chu uluk leh senral tlem thei ang ber turin an hmang anga, tichuan sum hmuh tam zawk chu mi rethei zawk te hmasawna atan hman a ni dawn a ni.

12.7.4. Sum hmanral hriatpuina lehkha (Utilisation Certificate).

VC chuan Central leh State sorkar atangin thuak (scheme) hrang hrangah sum an dawng thin a. VC ten chûng sum an hman ralna chu a nihdan dik tak, a kaihhruaina ang thlapa hmanral a nih ngei thu tarlan hun bi ruatah an siam a ngai a. Hetiang Certificate hi a ziah dan tur duansaah an ziak thin a, chu chu Utilization Certificate (UC) tih a ni. VC President leh Secretary te chuan hna hrang hrang thawh meka sum hmanna UC chu a hun takah VC Secretary emaw hemi khawih tura thawktu rawih emaw in a hun takah a siam tih leh thuneitu sang zawkah (BDO or a thehluhna tur dang) thawn/ theh lut ngei a ni tih a chian tur a ni. Installment hmasa a sum hmanna UC siam dan hian thuak (Scheme) hrang hranga Sum thehchhuah leh tur chung thuah kawngro a su hle a ni. Kaihhruaina ang thlapa UC hi VC te hnen atanga dawn a nih loh chuan Central leh State sorkar te hian installment lehpek chu an pe chhuak duhlo mai thei a ni. Hei hian hnathawh kawngah nghawng thalo a siam/ thlen thei a ni. Chuvang chuan, VC te chuan thuak (scheme) hrang hranga funds (sum te) a hun taka an hmuh ngei theih na turin UC a hun takah an thehlut ngei tih an chiang tur a ni.

Checklist:

- VC meeting-ah sum lakluh tih tam dan tur leh a ṭullo va sum hmanchhuah a tlem zawkna turte sawiho ṭhin a ni em?
- Vantlang rorel inkhawm (Gram sabha) ah chhiah pek a ṭul / pawimawhna te sawiho ṭhin a ni em?
- Chhiah bâ te hmuhlet a ni tawh em?
- Non-tax (chhiah nilo) aṭanga sum hmuhna hnâr thar te siam/ duan a ni m?
- VC sum a sen aṭang chuan mirethei zawk te hmasawna tur hnathawh a ni em?
- Tul lova sum sênralna zawng zawng tih tawp a ni em?
- Thuak (scheme) hrang hrang a sum hmuh zelna turin, sum hmuh hmasa zawk hmanral tawhna UC chu VC ten an siam thlap em?

Bung 13

SUM ZIAH FEL LEH ENDIK (Accounting and Auditing)

13.1 Accounting system.

Zirlai hmasaah, VC te sum lâklusna lam leh hmanchhuahna lam uluk taka kalpui leh thir nawn fo a pawimawh thu kan zir tawh a. He thil hi sum kan ziahluhna bu vawn (Maintaining Account)



thatna aţang chauha tih theih a ni. VC chu tualchhunga rorêltu khawl a nih ang hian sum an hmuh te fel taka lo chhinchhiah kawnga mawhphurtu ber a ni. VC sum ziahna bu chu thata taka vawn leh a update (a thar ber zel chinchhiah a nih theih nana a hun taka dik taka ziahluh) thlap tur a ni. Sum ziahluhna kalphung dik chungchanga State sorkarin D n a neih te chu VC chuan a zawm thata hle tur a ni.

Entirnan, West Bengal-ah chuan VC te tana hmantur D n mumal tak West Bengal VC Rules, 2007 a awma. Chu d n chu sum chungchangah VC te chuan an zawm thata a nih theih nan meeting-ah an sawi ho thatin a ni. Tin, Block pisa-ah VC Audit and Accounts Officer (PA&AO) hnen aţang sum enkawl/ vawn thu-ah puihna an dil thei bawk a ni.

VC chuan an sum ziahna buah chuan Accrual Basis (budget duansa ang a sum hman) a sum hman a nih nan leh a ziahluh thuah pawh Double entry System an hmang tur a ni. Double entry system-ah hian, sum hmuhna hn r hrang hrang aţanga sum te fel takin a thliarfel nghal theih avangin, a vawn leh enl t a ti awlsam em em a ni. VC President chuan Sum vawn dan chungchangah thil  ul te hre Chiang turin Block Office a Auditors te leh mithiam zawkte a titi pui thatin ang.

13.2 Sum vawna Bu (Book of Account).

Sum vawn that/ fel kawng thua hian, Kerala-ah chuan Kerala VC Raj (Accounts) Rules, 2011 in lehkhabu chungchangah dân zawm tur a tuk a, chungte chu:

13.2.1. Cash Book.

- Hei hi Accountant in a vawng thin a, VC te sum hmuh leh hman chhuahna te chhinchhiahna a ni.
- VC in sum faia lâkluh / dawn zawng zawng, Bank leh Treasury ațanga lak te nen cash book a hmanral (Debit side) ziahna lamah ziah luh tur a ni. Tin, sum hmanchhuah zawng zawng, Bank leh Treasury a dahluh te chu Cash book a lakluh (credit) ziahna lamah chuan ziah luh tur a ni.
- Cash book chu nitin closed thin tur a ni. Nitina sum ziahluh chu tlaiah total thin a, hman bang (balance) awm te pawh chipchiar takin tih lan tur a ni.
- Cash book ziahfel/closed a sum hmuh ziahluh te chu Secretary chuan tlaiah a endikin signature/hming a ziah hnan thin ang.
- Nitina sum hman bân te chu a ziak/ vawngtu chuan tlaiah a enfel thin ang.

13.2.2. Bank Book.

- Accountant in a sumfaia emaw cheque emaw a Bank/Treasury sum a dah leh lakchhuah hrim hrim chhinchhiahna a ni.
- Bank book a hmanchhuahna lam ziahnaah chuan: Bank/ treasury a sumfai dah, cheque hmanga dah, sum banks leh treasury ațanga lût, khawlmang, thuneitu ten an dah leh RTGS etc. te a dah leh demand draft hmanga emaw a bank/ treasury account a lût zawng te ziah luh a ni.
- Bank book a sum lâkluhna lam ziahnaah chuan bank/ treasury ațanga sum lakchhuah zawng zawng chu ziah tur a ni.
- Bank book hi nitin ziahfel/closed ziah tur a ni.
- Bank /treasury a sum balance te chu thlatin a chhinchhiah a, chu chu bankbook balance nen a in mil tur a ni.

13.2.3. Journal Book.

- Sum, pawisafai emaw Bank/Treasury account a ziah tel ve loh te chhinchhiahna a ni. Sum hmanchhuah leh lût chu a ÷ul dan a zira chhinchhiah a ni.
- He lekhabu hi Accountant in a vawng a ni.

13.2.4. General Ledger.

- Hei hi sum head a zirin a bu hrangah Accountant in a vawn tur a ni.
- Ni tawp(Tlaitin)a apiangah Cash book, Bank book leh journal book a sum chevel chhinchhiah chu ledger remchan dan zelin a tar ang.

13.2.5. Sub Ledger.

- Hei hi General Ledgera sum chhinchhiah, contractor, suppliers etc ate nen kimchanga ziahna a ni. General ledger vawn dan nen angkhata vawn a ni.

13.2.6. Vouchers.

- VC/VC a sum che vel chu Voucher tel vek a ni tur a ni a, sum hmanna a zirin voucher chi hrang hman a ni ang.
- Voucher zawng zawng chu Accountant emaw, a kaihruaina hnuaia duan tur a ni a, sum chevel chhinchhiah/ phalna pawimawh tak atana hman tur a ni.
- Voucher te chu a sum hmanna head a zirin Number hran hran hman tur a niin code hran an nei ang a, Kumtin Number thar hman ziah bawk tur a ni.
- Voucher mal chuan Account head hran hran a nei thei a, mahse Fund pakhat a mi chauh tan zela hman tur a ni.

13.3 Computerized Account: Use of PRIASoft.

Account vawn kawnga ICT hman hian langtlang tak leh awlsam zawka account enkawl kawngah hmun pawimawh tak a chang a ni. Heta tan hian National Informatics Centre (NIC), Government of India chuan The VC Raj Accounting Software (PRIASoft) a lo siam chhuak a ni. Chipchiar zawkin zirlai dang 'Use of Computer Applications for Village Council Functioning' ah tarlan a ni.

13.4 Bank Account.

VC chuan Scheme hrang hranga sum leh anmahni sum bik dahna tur Account pakhat emaw a aia tam emaw an hawn a ngai a ni. West Bengal VC (Village Council Accounts, Audit and Budget) Rules, 2007 chuan VC te chu an bul hnai a national huap bank emaw Licenced Cooperative bank, Grameen bank-ah emaw Post Office-ah emaw Saving bank Account an hawng tur a ni, a ti a, Central emaw State emaw a Scheme hrang hrang ten kaihhrucaina an neih dan a zirin Bank Account hran hawn thua thuk (scheme) a kaihhrucaina dan bik a awm chuan VC ten an zawm tur a ni.

13.5 Cheques a hming ziah thu.

VC aṅanga sum hmanchhuah reng reng chu Cheque hmang vek a hman tur a ni. West Bengal VC (Village Council Accounts, Audit and Budget) Rules, 2007 dan chuan, VC President leh a awm Rules, 2006 in VC Audit chungchanga a tih tur leh thuneihna a pêk te chu:

- VC President chuan Audit Report a dawn aṅanga ni sawm chung ngeiin Finance & Planning Standing Committee ah Report chu a pharh ang a, Auditor in thil felhlel, sum hman dik tawk loh, athlawna sum khawhral leh hloh a hmuh chhuah te a awm chuan sawiho tur a ni.
- Audit Report chu uluk taka sawiho a nih hnua, Finance & Planning Standing Committee chuan Sum hman dikloh leh felhlel siam that ngai te siamthat a nih nan thutlûkna a siam ang. A ṅul a nih chuan Audit report a rawtna angin thil felhlel leh tih dikloh te chu a chhan kimchang nen an chhinchhiah baw ang.
- Tichuan, ni 10 chung ngeiah VC/VC President chuan VC Special Meeting a ko ang a, hetah hian Auditor in a Report leh a hmuhdan kimchang bakah Finance & Planning Standing Committee rawtna te chu sawiho leh tur a ni.
- Meeting an neih hnu chuan VC/VC President chuan Secretary puihna leh a ṅul dan a zirin thawktu dang nen Audit Report chungchanga tih dan tur duansa angin karhnih chungin chhanna leh rawtna lehkha a ṅul chuan a hranin an siam ang, BDO hnenah copy 3/pathum an thawn ang.

- BDO chuan chu lehkha remchang laiah chuan a ngaihdan a ziak ve anga, copy khat a kawl anga, copy hnih chu Sub-Divisional Officer hnenah ni 10 chhung ngeiin a thawn ve leh ang.
- Sub-Divisional Officer chuan chu lehkha remchang laiah chuan a ngaihdan a ziak ve leh anga, copy khat a kawl anga, copy khat dang chu Auditor hnenah ni 7 chhung ngeiin a thawn ve leh ang.

13.6.3. Audit Para.

Auditor hmuhchhuah dana chhanna rintlak VC ten an pêk theih loh hi 'Pending audit Para' a ni a, hetiangah hian VC te chuan Auditor in siamthat dan tur a kawhmuh angin an ti tur a ni. Thil hriat fiah loh a awm chuan, VC chuan VC Audit and Account Officer (PAAO) hnen atang a siamthatna turin rawtna a la emaw Account book a tih that ngai lai tih thatna tur a tul angin BDO-ah a ziak ang.

Checklist:

- VC Accounts chu nitin a ziah fel a ni em?
- VC chuan PRIASoft an hmangin Account chu Online hmanga ziahfel a ni em?
- Account atana Lehkhabu hman zawng zawng chu a hun taka ziah fel nghal zel a ni em?
- Audit Report a rawtna awmte VC ten an zawm tha em?
- Pending Audit Paras te ngaihtuah a ni tawh em?



Bung 14

Pisa Inrelbawl felna chungchang (Office Management)

Hlawk taka hnathawh-na hmun a nih theihna turin VC chu mipui te tlangnêlna hmun pisa a nih a ngaiin Pisa kalphung pangngai tak neiin lehkhabu leh File te an vawngtha tur a ni. He bungah hian Pisa vawn leh enkawl-na lam kan zir dawn a ni.



14.1 VC Office Amenities.

VC huam chhunga mi chengte chu VC Pisaah tul hrang hrang a vangin an lo kal thin a, Thuak (Scheme) hrang hrang dawng thei hre tur te, naupiang leh Mitthi hming ziaklüt tur leh Innei chhinchhiaha bu a inziaklüt tur te, hnam nihna leh sum lâkluh zat hriatpuina lehkhia siam/ la tur te, MGNREGA a hna thawh dil thu hlâah te leh chhan dang vang ten a ni. VC a thawktu te leh ward member thlantlin te chu anmahni dawrtu mipuite chungah chuan an lo hawihhawm hle tur a ni. VC Pisa awmdan leh a kalphung pawh chu mipui te tlangnel theihna a ni ngei tur a ni. VC pisa chuan heng te hi a nei ngei tur a ni:

- In chu Ventilation tha, Boruak lut tha leh êng lut tha leh nuam tak.
- Pisa dawrtu te tana thutna daihlim nuam tak.
- Tui thianghlim in tur tha tak nei.
- Mipa leh hmeichhe inthiarna hrang fai leh thianghlim, tui hmantur tha tak nei.
- VC a thawh/ tihsak theih hna te chu chiang taka zia kin bangah emaw Board-ah emaw an tar ang. (Entirnan, Death & birth Registration, Certificate pek chhuah theih, chhiah pèkna etc te, a hun chung ni leh a khawihtu bik hming zia k nena tarlangin)

- Thuak (Scheme) dawng tur hming ziaa tarlan leh hriat tur in hrilhhriatna tur Notice Board mitin hmuh mai theih turin.
- In bang te chu IAY, NSAP, leh MGNREGA hna chhawr ƚangkaitute hming ziaa tar lanna atan pawh hman a ni theih.
- Sawiselna lehkhah thlakna (Complain Box) mitin tana hman mai tur.
- Kum upa leh pianphunga rual banlo te pawh an kal zung zung theihna atana kalna bik siam.
- Pindan hran emaw ƚhutna fel taka rem. i.e VC President, ERs te tan ƚhutthleng leh dawhkan bakah hnathawktu te awmna hmun ƚha tak room pawn lamah mipui in an dawr zung zung theih nan a nei bawh ang.
- Pisa hna atana ƚul heng Computer te, leh a behbawm, Register leh Office lehkhahu etc dahna tur chhuar ƚha tak.
- Hall (Pindan lian) VC meeting te, standing meeting te leh Training te tham deuh neihna tur.

A chungah tarlan bakah khian Pisa a faina leh thianghlimna vawn chu a pawimawh tak zet bawh a ni. VC a hnathawktu te leh anmahni dawrtu mipui te chu an harhvangin an hahdam tur a ni a, chu chu hmun bawhlawh leh ƚawp lutukah a thleng thei lo a ni.

14.2 Chhinchhiahna lehkhahu te vawnƚhat (Registers of record keeping).

Chhinchhiahna Lehkhahu vawnƚhat hi Pisa inrelbawlnaah a pawimawh hle a, Fel taka lehkhahu vawn hian pisa a ti felfai in langtlang taka kal a nih nan a ƚangkai hle bawh. Chhinchhiahna vawn ƚhatna ƚha tak pakhat chu Lehkhahu vawnfel a ni. Lehkhahu hrang hrangte chu VC Secretary emaw thawktu rawih laiin emaw VC President kaihhraina a vawnƚhat a ni.

Rajasthan VC Pisa-a an lehkhahu pawimawh vawnƚhat te chu a hnuaia mi te hi an ni:

| S.No | Lehkhahu hming | A hmanna |
|------|-------------------------------------|---|
| 1 | Lehkha dawnte ziaa chhinchhiahna bu | VC ten lehkhah an dawn zawng zawng chhinchhiah nan |
| 2 | Lehkha thawnchhuah chhinchhiahna bu | VC ten lehkhah an thawnchhuah zawng zawng chhinchhiah nan |
| 3 | Stock Register | VC ten hmanrua an lei leh an hman te chhinchhiahna |
| 4 | Building-fixed asset Register | VC te bungraw hlu tham chin chhiah |

| | | |
|----|---|---|
| | | na, a hlut zawng leh a sum thawhchhuah te nen |
| 5 | Mitthi, naupiang leh innei thar te chhinchhiahna bu | Naupiang, mitthi leh inneithar te hriat zung zung nana leh an kum, an thiamna, hmeichhia leh mipa thlenga hriat nan. |
| 6 | Income Register | Sum hmuh na (schemes), hmuh zat, hmanchhuahna Voucher etc ten en chipchiara ziahna |
| 7 | Mutation Register | Pem chhuak leh awmthar chhinchhiah nan |
| 8 | Meeting Resolution Register | Committee thuchhuak (Minute) ziahna- VC Meeting, Ward sabha leh standing committee meeting te bu hrang theuh a neih tur |
| 9 | Land(Abadi Bhumi) Title (Patta) Register | Mihring chenna inhmun, Patta nen VC ten an pek te chhimchhiahna |
| 10 | Inspection register | Sorkar mi, Office rawn tlawh/ endik tute, an signature leh an thlawh hun langa chhinchhiahna |
| 11 | Ration card Register | VC ten Ration card an pek chhuah mumal taka chhinchhiahna |
| 12 | Own source Revenue register | VC ten an kut bila sum an lakluh chhinchhiahna |
| 13 | Development work/ scheme Register leh hnathawh zawh ziahna bu | Hna hrang hrang School sak, luikawr siam, kawng laih etc chipchiara ziaha leh chung hna te thawh zawh a nih chianna ziaka chhinchhiah nan |
| 14 | Development hna thawh na a Measurment book (MB) | Hna thawh chin the leh chhinchhiahna. Hei hian hna chu ruahman angin a tak thawh a nih theih nana apui thei dawn a ni |
| 15 | Complaint (Vuivaina) register | Vuivaina awm leh a thawidam dan kimchang ziaakna |
| 16 | Service Diary | Nitina hnathawh chipchiar leh VC Secretary leh Gram Sevak te hnathila an zinna te chhinchhiah nan |
| 17 | BPL Register | BPL chungkaw hriat nan, hei hian Tanpuina awm thei dawng tur (Gram Sabha in a thlanhhuah) thlan na atan a pui thei ang |
| 18 | Cash book (Pawisa ziahna bu) leh Ledger bu | Heng te hi nitina sum hman leh pek te chhianchhiahna a tan |

14.3 File Management, File Processing and Decision making (File enkawl, a kal kual dan leh thutlûkna siam chungchang).

VC te thutlûkna siam reng reng te chu File-ah chhianchhiah vek tur a ni. VC huanga hnathawhtur phalsakna lehkha (Work order), Block leh District a sum pekna leh hnathawh lai kalpui dan report thawn te chu File bik siam a dah thlap tur a ni. Entirnan, Central Finance Commission hnenah Utilisation Certificate thehlût tur a tihna lehkha dawn a nihin VC Secretary emaw a khawih tu tur hnathawktu bik chuan siam dan tur ruatsa (Prescribed Format) angin a duang anga, a duan zawhah a ngaihdan ziak telin VC President hnenah a pawmpui turin a pe chhawng ang, VC President chuan VC Secretary chu sawipuiin, Utilization Certificate chu a enfiah (Verified) anga, a pawmpui hnuah a hming ziak hnanin thuneitu sang zawkah a thehlut ang. A copy pakhat chu Office a File tur bikah chuan an dah tha ang.

Sorkar thuchhuak / hriattirna te, District leh Block aṅanga thuak (scheme) lam hawi lehkha VC Pisa in a dawn te chu a copy pakhat chu Lehkhadawn bik chhinchhiahna a dah tur a ni. VC chuan sorkar aṅanga Inkaihraina (Guidelines) leh tihdan phung pawimawh ruatte chu a copy an kawl vek tur a ni.

14.4 Computer hman ṅangkai dan (Use of Computers and e-application).

Computer, Internet leh hetiang lam te hian VC chu kawng hrang hrangah chak leh chhenfakawm zawk leh mipui tana ṅangkai zawk ni turin a pui a ni. Central leh State sorkar in VC ten Planning & Budgeting (Sum leh pai leh ruahmanna), Accounts lam, Report leh hriattirna puanna lam a hman tur Computer Application tam tak a siam a ni. Hun inher zelah hian VC ten heng Computer Application te hi a tam thei ang ber an hman ṅangkai a ṅulin a pawimawh hle a ni.

Entirnan, MGNREGS hna biakah hian engkim hi internet hmanga Report a ni a, Muster roll thleng hian VC te chuan Internet-ah an Upload a ngai a ni. Hei hian eng level-ah pawh hun a heh loh zawk bawkah langtlang taka thil kalpui a nihnan a pui hle a ni. Hetiang chiah hian application hrang hrang- PRIASoft (Accounting lam atan) te, VC area Profiler (VC chanchin chhinchhiahna thar ber ber, mipui dinhmun te, ERs leh an biakpawhna etc kimchang nen) te, Plan Plus (Ruahmanna

siamnan) te, Assets directory (Central leh state scheme hrang hrang hmanga VC hmanrua/bungraw chhenfakawm) te leh adangte a awm a ni, hengte hian VC chu kawng hrang hrangah a pui hle a ni. Plan siam te, Certificate pekchhuah te, fee leh chhiah lâk na kawngah te Computer hmang a hnathawh a nih hian hna a chakin ðulloa lehkha hmanralna a ti flem hle bawk a ni. Sorkar thupek / chhuah tharlam leh hman tur te pawh hun heh lo zawkin an website a ðang a lak zung zung theih bawk a ni. VC te chuan Computer leh internet hmang thiamin Central leh state sorkar in application a siamte chu an hmang ðangkai hle tur a ni. Computer hmanna a tul chu Chipchiar zawkin zirlai dang 'Use of Computer Applications for Village Council Functioning' ah tarlan a ni.

14.5 VC website.

Tunlai hun Computer leh Internet khawvelah hi chuan website hi thupawimawh inhriattirna, inbiakpawhna leh hna ðul dang thawhna a tan hmanraw ðangkai tak a ni. VC chuan anmahni pualin website an siam theiin chutah chuan thil ðul tam tak an dah thei a, chu chu mi tu pawhin internet a hman chuan khawvel khawilai hmuna a ðang pawhin an lo hmu thei a ni. VC chuan an website siam sak tur leh enkawl sak turin a siam theitu, eizawn nana hmang thin tupawh an ruai in an lo ðanpui thei a ni. Website pangngai chu engemaw chen a thlawna hman theih tur a siam theih a ni. He thilah hian VC te chuan District inrelbawlina lam a ðang ðanpuina an beisei thei a ni. District inrelbawlina (district administration) lam te chuan National Informatics Centre (NIC) te atangin VC te chu an website vawn sak kawngah a ðanpui thei a ni. GË te hian an mahni website hi National VC Portal (NPP) e- application hmangin an siam thei a ni. Chipchiar zawkin zirlai dang 'Use of Computer Applications for Village Council Functioning' ah tarlan a ni.

VC chuan an website chu heng thu puan zar nan te hian an hmang thei a ni:

- VC hrittirna ðul zual.
- RTI hnuaia thu puan zarna/ langtlang a nihna turin.
- Zin mite tana ðul tarlan nan.
- Thlan tlinte, hnathawktute, standing committee te chanchin kimchang.
- VC in kumkhat chhunga an Plan leh Budget siam.

- Tender chhuah te.
- Hnathawh kal mek (a thlalak nen).
- Programme hrang hrang chhawr ðangkaitu te hming tarlan nan.
- Central leh State programme mipui ten anchhawr theihte a chhawr thei tur bituk.
- Gram Sabha (Vantlang inkhawm) leh meeting dan neih a nih tur thu te.

Checklist:

- VC in (building) chu, inthiarna leh a waiting area (a inngahkhawmna hmun) te nen chuan mipui ngainat turin a thianghlim em?
- Register ðul zawng zawng te a hun taka vawn a ni em?
- Thutlukna siam te chu File ah fel taka dah a ni em?
- Computer hnathawhna atan a tam thei ang bera hman a ni em?
- VC ten an mahni website an neiin chu chu mipui tan mitla leh nêlawm a ni em?

Bung 15

Village Council te Hnathawh nan Computer Thiamna Hman (Use of computer applications for Village Council functioning)

VC chuan Computer chu thutlûkna puan nan te, langtlang taka rorel nante, khua leh tui hnena heng-thuhriattina te, social audit puan zar nan te, mipui tana hnathawh a that zawk nan te, office inenkawlna leh thawh



hlawk zawk nan te, thlantlin leh thawktu te hriatna tih punnan te leh hna thawh leh bungrua te tarlanna atan tea hman tur a ni. VC ten computer an hman theihna tur hian India sorkar chuan VC Enterprise Suite (<http://VCOnline.gov.in>) a siam a. Hetah hian application 11 a awm a, heng zinga 10 (GIS tih loh) te chu hman theih a peih vek a ni. Chung te chu a hnuaia tarlan a ni:

15.1 Local Government Directory (LGD).

Local Government Directoary (LGD) hian tualchhung sorkar inrelbawlinaa hriat tul te tarlan / dahna a ni. LGD hian thingtlang khua, VC leh ward te chanchin tharlam ber ber a dah a, VC leh ward te tan Code (chhinchiahna number) danglam bik siam a ni. LGD hi <http://lgdirectory.gov.in> ah hmuh theih a ni.

15.2 Area Profiler (huamchhung chungchang chipchiar thil ziahkhawm).

Hetah hian VC chuan an profile kimchang, VC chungchang tawifel- VC inthlunpawhna tlanVCui te, thenawm veng inrelbawlina, zin mite tana hmun pawimawh te, thlen / riahna hmun etc te an dah a ni. Heng bakah hian, VCs te chuan an kaldan phung chipchiar, committee member te, chhungkaw in ziahna te leh insawn kual dan te chu an dah thei a ni. He application hi <http://areaprofiler.gov.in> ah a awm a ni.

15.3 Planplus.

Planplus hian VC te leh tualchhung rorêl khawlte chu ruahmanna siam leh a taka hnathawh dan/ hmalak kawngah a pui a ni. VC te chuan he software hi Perspective plan (Five year) leh Annual plan siam nan te an hman theih mai bakah heng plan an siam te hi District Planning Committee (DPC) ah pawmpui turin awlsam takin an thawn thei a ni. Planplus hi <http://planningonline.gov.in> ah a hmuh theih a ni. A hnuaiah hian VC ten planning tha zawk an siam nana an zawm tur te chu tarlan a ni:

- VC chuan District administration (inrelbawlna hmun) ah 'Username' leh 'Password' an la ang a, chûng hmang chuan VC te chuan Plan siamna duansa (format) chu an lût thei dawn a ni.
- A kawng hmasa ber chu 'Requirement section' a ni a, hetah hian hna hrang hrang VC ten an duh/ thlan chu dahluh theih a ni. Planplus hian vantlang rorel inkhawm emaw mimal emaw tan an duh/ mamawh chu a lo hmu/ dawng anga, Planplus-ah hian 'Citizen' hran siam a niin, hemi hmang hian khualehtui tupawhin hnathawh tur tha a tih chu VC-ah a rawt thei a ni. Amaherawhchu, chûng rawtna te pawm leh pawm loh kawnga thu tihtlûk chu VC te tih tur a ni.
- He software-ah hian VC te chuan, hna thawh tur ÷ul hmasa an tihte chu a indawtin a hna chipchiar (Hna hming, hna in a tum lam, a rahchhuah tur (bungrua, hnathawhchhuah, a dang te), bungraw chi hrang hrang thliarhranna a category/unit leh a awmna hmun, a chhawr ÷angkaitu te, leh hmanral ngai tura beisei zat) nen a thunluhna tur a siamah chuan an thun a ngai a ni.
- A dawt lehah chuan, sum hmuhna kimchang – central leh state sorkar scheme atanga dawn leh mahnia thawhchhuah ve te nen thunluh a ni. A hna sector a zirin, Planplus chuan thuak (scheme) hrang hranga sum ngai tur zat te a lo tarlang mai dawn a ni. He software hian VC te chu scheme hrang hranga sum awm dan a hrilhhria in, chu chuan hlawk taka sum hman a nihna turah a pui a ni.
- VC hnuaia hna hrang hranga standing committee siam chu planpus-ah hian tih ngei tur a ni. Hei hian plan siam kawngah standing committee te an inrawlh ve ngei tih a chian dawn a ni.

- VC chuan plan an ruahman chu thuneitu sang zawkah online in an thehlüt thei a ni. Chu VC Plan ruahman chu a pawmpui theitu hnenah thawn nghal a ni. Chung hnate chu a felfai chuan, District plan-a telh a tura thawn nghal a ni bawk.

A tihdan phung a chung a tarlan hi online hmanga tih a niin amaha a lo in siamfel zelna chuan VC te chu plan siam leh thehluh kawngah a awlsam tir hle a ni.

15.4 PRIASoft.

Account (sum leh pai) vawn kawnga ICT hman hian awlsamna leh langtlang taka thil tihna a thlen a, India sorkar a NIC chuan hemi atan hian VC Raj Institution Accounting Software (PRIASoft) a siam a. He software hi <http://accountingonline.gov.in> leh <http://VC.gov.in/priasoft> ah te hmuh theih-in a awm a ni.

Priasoft-ah hian VC te chuan an sumkum (financial year) an siam fel a ngai a, VC ten an sum hmuh beiseina leh hmanralna tur te an dah lang ang/ thlang a. Tin, VC te chuan an master data heng- Bank account, cheque book, opening balance etc te chipchiar takin an thun bawk tur a ni.

VC te chuan an voucher te pawh PRIASoft-ah hian an record tur a ni. Heng Voucher hrang pali te hi PRIASoft-ah VC ten an thun tur a ni:

- i. VC ten sum an dawn kaihnawih chipchiar a chhinchhiahna Receipt/ Voucher: Hei hian Direct a dawn, sum transfer hmanga dawn, Refund advance leh cheque cancel na te a huam.
- ii. VC ten sum an hmanral lampang chhinchhiahna Payment Voucher: Hei hi hmanral te, transfer te, advances leh receipt cancel te a then sawm leh chhawn a ni.
- iii. Thuak (Scheme) khat chhunga sum sawn/ thawn kualna Contra Voucher: i.e thuak (scheme) pakhat chhunga sum kal dan phung.
- iv. Tihual palh a awm a siam that lehna Journal voucher: i.e expenditure thun/dahluh sual palh thuhlaah hei hian a dik zawk turin a lo pui ang. He voucher hi receipt rectification te, payment rectification te, advance rectification te, adjustment leh deduction te a thensawm leh chhawn a ni.

Vouchers te thun/dahluh bakah hian, PRIASoft-ah C&AG ten a tihdan tur an siamsa ang hian VC te chuan report hengah te hian an ti thei a ni: Day book, Thlatina sum ziahluhna bu, thuak (scheme) hran hran sum ziahna bu, ledger book, thuak (scheme) hrang hrangte Journal book, cheque dawn chhinchhiahna bu leh cheque pekchhuah chhinchhiahna bu, advances register, lâkluh leh hmanchhuah register, annual receipts leh payments Accounts, consolidated abstract register, monthly reconciliation statement, Stock Register, opening balance report, heads of account te a ni.

15.5 Action Soft.

Hei hian tualchhung mite thuneihna a chawisingin, hna thawh kallai a hmalak chin leh sum leh pai hman danah tualchhung mi VC te chuan report an pe thei a ni. Hnathawh tur duan, pawm tawh Planplus a dah chu Action soft-ah hian hnathawh chin (Physical & Financial) report a nih theih nan hmuh theih a ni. VC ten Planplus hmang lovin Action soft zawk hman an duh a nih pawhin Action Soft ah hian hna pawmpui tawh chu dahluh mai theih a ni. Heng hna atana sum hmuhna hrang hrang leh an inrelbawlna & technical lam a ÷ulte pawh Action soft-ah hian hmuh theih a ni. VC te chuan hna thawh chanchin, hnain hma a sawn dan, suspend, tawpsan leh a nih tur baka thawh / thawhzawh a nih te chu an report / tarlang thei a ni. Action Soft hi <http://reportingonline.gov.in> ah hmuh theih a ni.

15.6 National Asset Directory.

Hei hi <http://assetdirectory.gov.in> ah hmuh theih a niin VC ten bungrua an neih leh an enkawl hrang hrangte an tarlanna a ni a, chung bungrua te chu number hrang ðheuh pein chu chuan bungrua te ðangkai zawka hman a nihna atan a pui a ni. VC te chuan an bungraw chanchin kimchang- ðha zawka siam a nihdan, thawmðhat a nihdan, a sum thawhchhuah, leh tihrial a nih dan thlengin an tarlang theiin hetiang (an bungraw) lam hawi thil dang dang pawh VC te hian dah lang thei bawk a ni.

15.7 Service Plus and Grievance Redressal.

He application hmang hian VC te chuan- dilna (application) dawn te, death & birth registration te, inneithar inziahlul te, ba neihloh hriatpuina te, insak phalna te leh hetiang lama an dinhmun kimchang thar ber ber an tarlang/ dah thei a ni. VC President leh ER dangte chuan mimal tin hnathawh vil leh dik zawka kal a nih theihna turin he Services plus hi an hmang thei a ni. He application hi <http://serviceonline.gov.in> ah hmuh theihin a awm a ni.

15.8 Social audit and Meeting Management.

Social Audit and Meeting management (SA-MM) hi <http://socialaudit.gov.in> ah hmuh theihin a awm a, Central leh state sorkar hnuaia thuak (scheme) leh Programme hrang hrang hmanga hmalakna te a lo that zawkna tur chu a tum a ni. VC te chuan he application hmang hian Social Auditor-in emaw Social Audit facilitator ten hriat an duh chu an pe theiin Social Audit a hmuhchhuah leh hma lak zui a nih dan pawh an theihlut/ report thei bawk a ni. Heng bakah hian, State VCy Raj Act angin agenda te, meeting neih tur hriattirna chhuah te, meeting minute ziah te, eng meeting pawhin hma a lakna te tarlan nan hman theih a ni.

15.9 Training Management Portal (TMP).

Hei hi <http://trainingonline.gov.in> ah hmuhtheih a ni a, hei hian VC a thawktu leh ER ten training an mamawhna leh training pe theitu organization, Sorkar lam pawh tiamin, aṅanga an mamawh phuhrûk a nihna tur a duan a ni. VC a thawktu leh ER te hian TMP hi an tlawhin eng thilah te nge training tur awm an hre thei dawn a ni.

15.10 National VC Portal (NPP).

He application hmang hian VC te chuan an mahni website an siam thei a ni. Chung website te chu VC ten an hmalakna tarlan nan te leh hriattur ṭul khua leh tui te hnena puan zar nan an hmang thei a ni. NPP hi <http://VCportals.gov.in> ah hmuh theih a ni.

15.11 GIS.

He application hian a tum chu VC te hnena GIS map a e-application dang danga Data awm zawng zawngte pêk chu a ni. He application hi hman theiha peih thuai a ni ang.

Checklist.

- VC enterprise suite hnuaia e-application te kan hria em?
- Heng e-application hi tunah engzat nge kan hman mek?
- Engtin nge hun lo kal zel turah e-application dangte kan hman ang?

Bung 16 Lâkkhawm hna

VC ten heng hmalakna tur kawng siam leh an enkawl hnate, in sak leh hmasawna ruhrêl siam kaihnawih atan bakah an pisa inenkawlina atan hmanrua chi hrang hrang heng cement, leirawhchan, steel



(kahphathir), pipes, spare parts, ran (bawng, vawk, beram), thlai chi, thingtuai, lehkhabu, registers, thil chhutna leh a kaihnawih, electric lam bungrua, office bungrua leh a dangte an lâkkhawm a ngai thin a. VC-te hi vantlang thuneitute an nih angin heng hmanrua an lakkhawm dan leh an dap dan hian State tana Public Procurement and Act or Rules zulzuiin an ti thin tur a ni. VC ten lâkkhawm hna an thawh dawna zawm tur pawimawhte chu a hnuai hian sawiho a ni.

16.1 Principles of Procurement.

VC ten hmanrua leh hna an ngaihtuah laiin heng a hnuai a mi te hi an zawm tur a ni:

- **Economy:** Sum a harsat thin avangin VC ten thil an lei dawnin a man dik takin an mamawh chauh an lei thin tur a ni. Hmanraw mamawh tur zat leh an hmanraw hman tur that zawng te chu mithiamte (technical person) rawnin an chhut chhuak hmasa vek tur a ni.
- **Competition and fairness:** A man tlawm thei ang bera hmanraw tha an lei theih nan hmanrua zuartu hrang hrangten an zawrhna man khaihin kual hi a pawimawh hle a. VC-te hian thlei bikna awm lovin hmanraw zuartute leh a supply tute hi an enin an zawrhna rate pawh an khaihin thin tur a ni. Hei hian hmanraw zuartute zingah inelna a samin an hmanraw zawrhna man pawh a tihnam ang.

- **Efficiency:** Hna hi a hun tak leh tha taka thawh zawh a nih theih nan chuan hmanruate leh a kaihnawihthe hi a hun takah tlai hauh lova neih a ngai a. Hmanruate hi a bo thlau loh nan hmun himah dah that thin tur a ni. Hmanrua neih angte ziah khawmna Stock register vawn tur a ni.
- **Transparency:** Price quotations/proposal awmte hi mipuite hrilh hriat hi tihdan phungah neih thin tur a ni a, hnathawktu tur emaw hmanrua supply-tu turte pawh mipui hriatah puanzar hmasak thin tur a ni.

16.2 Committees of VC for Procurement.

Langtlang taka hma lak a nih theih nan hmanraw lei leh lakkhawm chungchang enkawl turin committee din theih a ni ang. Langtlang taka lei leh lakkhawm hna thawh a nih theih nan Kerela-ah chuan hetiang hian pawl siamin an thawkho:

- a. **Procurement Team:** Procurement Team hi VC tinah din a ni a, Secretary-in Assistant/Clerk puihna in a ho a ni. Secretary hi VC-ah Procurement Officer atana ruat a ni.
- b. **Purchase Committee:** Procurement Team hi Purchase Committee-te kaihrudaina leh vilna hnuaiah a awm a. VC Secretary/Purchasing Officer hian hmanraw lakkhawmna atana dan leh zawm tur hrang hrang awmte a zawm tur a ni a, ruahmanna awm apiang Purchase Committee hmaah a pharh thin ang. Purchase Committee hian ruahmanna awm apiang chu lo zirchiangin thutlûkna emaw rawtna mumal tak an lo siam thin a. Purchase Committee hian VC meeting phalna in bithliah zat awm lovin thil leina tur an sanction thei a ni. Purchase Committee-ah chuan heng mite hi an tel:
 1. VC Chairperson - Chairperson.
 2. Dy. Chairperson - Vice Chairperson.
 3. VC Secretary - Convener.
 4. Standing Committee awm zawng zawnga Chairperson-te - Members.
 5. Implementing Officers/ex-officio Secretaries concerned - Members
 6. Social Audit Committee atanga thlan chhuah pahnih (for general purpose only)

c. **Social Audit Committee (SAC):** Social Audit Committee hi mipuite leh VC inkarah thawhhona ꠋha a awm theih nan leh vantlang thil a ꠋangkai thei ang bera hman a nih theih nana din a ni.

SAC hi Ward level-a din a ni a. Member 10 awmin heta ꠋang hian 50% chu hmeichhia an ni tur a ni. A ꠋanVCui thu in SAC-ah hian khawꠋlanga mi zahawm bikte, entirnan NGOs/Organisation danga membrete, zirtirtu leh sorkar hnathawk chawl fawhte, hmeichhe SHGs membrete leh a dangte an tel tur a ni. SAC meeting-a rorel thei tur chuan Chairperson leh member 5 an awm a ngai a ni.

SAC mawhphurhnate chu:

- i. ꠋanpuina dawngtu te leh khawꠋlang tana hmasawna hlawkthlâk leh ruhrêl siamsaktu te hnenah an hriat awm chi thil hrang hrang te an zirtir ang.
- ii. Procurement monitoring, chu chu langꠋlang zawka hmalakna hmuh theiha a awm theih nan hmalakna hun pawimawh- mamawh thlan, contract pekte vilzui a telve.
- iii. Theihna, tharchhuah, hmanrua leh hnathawhah vantlang hmathlir hmanga hmasawna thlen.
- iv. Lillam hmasa a bungrua hralh bang te chu, lillam leh hunah hralh leh theih tura a awm ngei theih nan mawh an phur ang.
- v. An thil hmuhchhuah khaikhawmna Gram Sabha inkhawma tarlan, hetah hian VC-a Officers zawng zawng chu sawifiah ngai leh siamꠋhat ngaite chingfel thei turin an awm vek tur a ni.

16.3 Methods of Procurement (Bungraw lakkhawm dan hmang).

Hmanrua leh mamawh hrang hrangte hi lakkhawm dan kawng chi dang dang a awm thei a. State dan emaw Rules or guidelines-ah hmanraw mamawhte lakkhawm dan chipchiarin tarlan a ni ꠋhin a. Entirnan, Kerela a VC te tana lâkkhawm dan kalhmang zawm tur chu 'Guidelines for Procurement of Goods and Services in Local Government in Kerela' ah tarlan a ni (G.O.(P)259/2010/LSGD dated 8.11.2010 of Local Self Government (AA) Department). A hnuai a mi ang hian han khai khawm ta ila:

| Value (threshold) per contract | Procurement Method | Applicable Conditions and steps in Procurement Process |
|---|-----------------------|--|
| Hmanruat e leh hnathawh tur man chhut lawka Rs.5,000/- aia tlem. | Petty/direct purchase | <ul style="list-style-type: none"> • Hmanrua bikah chuan Stationery leh hetiang ang a khat tawka mamawh reng thin leh repair hnaah. • Amaherawhchu annual budget-ah hetiang ang chi leina atan hi chuan bithliah chin fel tak siam nise. • Mamawh chin chauh a tlawm thei ang bera lei thin nise. |
| Hmanruat e leh hnathawh tur man chhut lawka Rs.5,000/- aia tam, Rs.25,000/- aia tlem. | Tualchhung ami lei | <ul style="list-style-type: none"> • A tlem berah quotations 3 tal neih tur a ni. • Quotation hi VC notice board-ah tar nise, supplier zawng zawngte hnenah pek tur a ni. • Quotation thehluh hun chungh atan ni 7 pek tur a ni. • Quotation ziaka thehluhte hi supplier emaw a aiawh emaw leh Social Audit Committee member awm laia hawn tur a ni. • Lei tura remtihna emaw work order emaw hi supplier ngam tlawm ber hnenah pek tur a ni a. Hetah hian eng thil te nge a supply tur tihte, a man te, a pek hun chungh turte, warranty leh thil ful dang a tel tur a ni. • Contract pek chungchang hi ni 7 chungh notice board-ah tarchhuah tur a ni. |
| Hmanruat e leh hnathawh tur man chhut lawka Rs.25,000/- aia tam, Rs.1,00,000 /- aia tlem. | Limited tendering | <ul style="list-style-type: none"> • Limited tendering chu supplier emaw contractor lian, a tehfung atana pawm tawhte an lo awmsa tawh a, a thar a tender hawn leh pawhin a man chungchangah danglamna vak a thlen dawn loh hian hman thin a ni. • List siam tur chuan tun hma lama hetiang ang hna thawk tura contractor lo thlan tawhte hi ngaihtuah tur an ni a. Tin, contractors, thuneitu chung lam ami ten an lo ziahluh tawhte pawh ngaihtuah tel tur an ni ang. • A man thu hla ah inelna a awm theih nan hnathawktu tur thlanna atan supplier-te (minimum 5) pek theihna man zat khaikhin tur a ni. • An ngamna zat theh luhna hun ni 14 chungh pek tur a ni. • Contractor tling tura tehfung: • Kum hnih kalta a hlawkna a hmuh chu contract a thawh tum man let 5 ailin a tam zawk tur a ni. • Contract pakhat tal (kum hnih kalta chunghin) a thawk zo tur a ni. • Hun tiam ni ah bidders leh LSG Social Audit Committee member awm lalin contract atana chhangtu awmte chu hawn tur a ni. |

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> • Lei tura remtihna emaw work order emaw hi supplier ngam tlawm ber hnenah pek tur a ni a. Hetah hian eng thil te nge a supply tur tihte, a man te, a pek hun chung turte leh thil tul dang a tel tur a ni. • Contract pek chungchang hi ni 7 chung notice board-ah tarchhuah tur a ni. |
| Hmanruate leh hnathawh tur man chhut lawka Rs.1,00,000 /- aia tam | Open tender | <ul style="list-style-type: none"> • Chanchinbu darh zau berah sap tawng leh Malayalam tawngin Notification emaw advertisement chhuah. • Advertisement chhuah atanga ni 21 chung tender document hi hralh a ni. • Advertisement chhuah atanga ni 21 chungin tender document thehluh tur a ni. • Tender hawna leh tender himna finfiah chu bidders te alawh leh LSG Social Audit Committee member te awm laiin vantlang hriata hawn tur a ni. • Hlutna chhutchhuah leh a ngam hniam ber thlan. • Contract pekchhuah. |
| Other methods of Procurement | | |
| Hna atana contract hlutzawng Rs.5,00,000 /- thleng | Community/Beneficiary based direct implementation | <p>Community Beneficiary Groups in hma an lakna ah chuan khawtlangin project an duang a, an mahni ngeiin anmahni theihna (skilled & unskilled labour, hmanrua) hmangin hma an la a, Project chung ami hi subcontract angin an pe thei bawk.</p> <p>Hemi kawng a tehfung pawimawh tak pahnih chu:</p> <p>a) Beneficiaries-te a tam thei ang ber an tel tur a ni</p> <p>b) Mamawh leh project thlan chu anmahni ngeiin an ti tur a ni.</p> <p>Rahbi kaihhnawihthe chu:</p> <ul style="list-style-type: none"> •Mi zawng zawng huap a mamawh zawnchhuah. •Khawtual mi direct beneficiary te atangin Implementation committee din. •Hmalak dan tur hunbi tuk a, hmalakna tur hmanrua leh tul dangte lei nan hunbi siam. •Ngaihdan sawi tura sawm chungin ruahmanna leh hunbi siamte chu Beneficiary group notice board-ah ni 7 chung tarchhuah. •Hmalak dan leh a thla bi a hmasawn dan leh sum hman dan chungchang notice board a tarchhuah. •Social Audit Committee-in project thlir let te, a quality, a hman dan leh a enkawlzui dan te leh sum hman dan chipchiar thlir let. |
| | Rate contract (Rs.5,00,000/- man aia sangah chuan single contract tu | <ul style="list-style-type: none"> •Rate contract chu hun bithliah (entiran kum khat) chung atana tender hmanga hmanruate supply tu tur leh rate bithliah a hnathawktu tur supplier hnena pek thin hi a ni. •Contract-ah hian a tam lam tarlan a nilo tlanVCui a, |

| | | |
|--|----------------------------|---|
| | hnenah mah pek loh tur) | <p>contractor te hian an contract-a an ngamna zat an tarlan ang hian order awm ang apiang an pe thin tur a ni. Chutih rualin VC-te pawhin an mamawh apiang contractor hnen atang hian an lei thin tur a ni.</p> <ul style="list-style-type: none"> •Rate contract hi thiam bikna nei Agency-te, entiran DGS&D leh Kerela Sorkar-in a hriattir apiang te kaltlangin open tendering method hmanga siam a ni. |
|--|----------------------------|---|

16.4 Dikhlel taka thilthi hmachhawn.

Inbumnate, hriattirna diklo thehluhte, eiruknate, supplier emaw contractor ten hmanrua an pek tur angte an pek loh a awm palh thei a. Hetiang kawngah hian VC-te an fimkhur em em a ngai a ni. Hetiang thil a lo awm a nih chuan hetiang hian hma lak thin tur a ni:

- Contractor-te rintlak an nih leh nih loh chhut lai leh an nihna endik lain hun hma lama an dinhmun uluk taka enfiah thin tur a ni.
- Zakhamna pawisa te, intiamkamna pawisa te leh a dangte hi uluk taka tender siam laia enfiah thin tur a ni.
- Intiamkamna kaihnawihah heng warranty chungchangte, technical specification te, pek theih hunchhung turte, pek theihna hmun turte leh a dangte hi Chiang takin contract-ah ziahlan tur a ni.
- Elpuitu (Bidder) emaw contractor tupawh dikhlel taka thil an lo tih emaw heti lam kawnga hma an lo la a nih chuan an tender/proposal leh contract lo pek tawhte chu cancelled sak tur an ni a, dan anga hrem an nih theihna turin hma lak tur a ni.
- Hetiang ang contractor-te hi chhinchhiaha hun lo la kal leh turah contract phalsak tawh loh tur an ni.

Checklist

- Hmanraw lakkhawm chungchangah VC-ten committee awm thei tur angte an siam tawh em?
- Committee-te hian hma an lak dan turte an hriain an zawm em?
- Hmanrua leh thildang an lakkhawmte hi a quality tha thei ang ber a ni em?
- Langtlang taka hma lak a niin khawtlang an inrawlh ve em?

Bung 17

RTI and Pro-active Disclosure.

18.1 Pro-active Disclosure chu engnge a awmzia?

Pro-active Disclosure awmzia chu mimal emaw pawl-in emaw an thu pawimawh zawh kher ngai lova mipui te hnena an hmalakna chanchin an hriattir hi a ni.

18.2 RTI Act.

Right to Information (RTI) Act, 2005 section 4-1(b) in a tarlan angin thuneitute, VC-te tiamin pro-active disclosure nei vek turin a ti a ni.

RTI Act chuan khua leh tuite chu VC-a Public Information



Officer (PIO) te hnena an hriat duh enVCawh zawh theihna dikna leh chanvo a pe a, PIO-te hian ni 30 chhungin diltute hnenah an hriat duh chu a hriattir tur a ni. Hriattirna hi lehkha pawimawh copy angin, document, hnathawh leh record inspection angin emaw hnathawh nana hmanraw hman enchinna ang pawhin a ni thei a ni. VC-a PIO chu VC Secretary hi a ni.

Tumluih reng vanga hriattirna diklo emaw hriattirna pek phal loh hi RTI Dan hnuaiah hrem theih a ni a. PIO hi nikhata Rs.250/- chawi atanga a na thei ang bera Rs.25,000/- thlenga hrem theihna chu:

- i) Chhan ꯃha tak awm lova dilna a dawn duh lohin.
- ii) Chhan ꯃha tak awm lova hunbi tiam chhunga chhanna a pek lohin.
- iii) Chhan ꯃha tak awm loh vang emaw bum tum avanga hriattirna pekchhuah a phal lohin.
- iv) Tum reng vanga hriattirna kimlo, diklo leh rilru hruai sual thei a pek chhuah in.
- v) Dilna kaihnawih a thil pawimawh chhinchhiahna a tihchhiatin.
- vi) Engti kawng zawng pawha hriattirna/chhanna a dalin.

18.3 Advantages of Pro-active Disclosure.

VC hi vantlang ta a nih angin langtlang, rintlak leh mawhphur zo taka kal tur a ni a. Chumi awmzia chu VC kalphung pawimawh zawng zawng hi khaw mite hriattir thin tur a ni. VC President-te, Secretary leh OB dangte hian an khaw mipuite thil nge leh phut te tih hlawhtlin an tumin zawhna awmte an chhang thei tur a ni. An thil tih an sawifiah thiamin hma an lak lohna chhan pawh mimal hnenah leh khaw mipuite hnenah Gram Sabha hmangin an sawifiah thei tur a ni. Entiran, VC-ah kawng siam lo ni ta se, mipuiten contractor hmingte, sum senso tur zat te, a sei zawng leh khawi hmuna mi tur nge tih te, hna thawh zawh hun tur leh khawi sum nge hman a nih te pawh hriat an duh thei a. Hengte hi vantlang hriata puanzar a nih loh chuan rinthu leh thutlukna mipuiten anmahni a lo siamin VC thil tum kalh zawng tak in an lo ngai thei a ni. Chuvang chuan, mipuite leh VC te tan chuan vantlang hriat a thu pawimawh hriattir hi a hlawkthlak ve ve a ni. Tin, hriattirna hi phalrai a nih fo chuan mipuiteah rinna siamtuah t̄angin VC t̄anpuitu a ni thei a ni. Thu pawimawh hi zawh kher ngai lova mipuite hnena hriattir thin a nih chuan mipuiten chhanna duhin RTI Dān hmangin zawhna an zawh kher a rinawm loh a ni.

18.4 Areas for Pro-active Disclosure.

RTI Danah hian a vaiin hmun 17-ah Pro-active Disclosure hmanna tur tarlan a ni (a hnuaia bawmah tarlan a ni). VC notice board-ah te, VC office bangah te leh VC web site ah te tarlan hi a finthlak a ni. Hei bakah hian he thu hi mipui ten awlsam taka an hmuh mai theihna turin file hranah dah tur a ni.

RTI (Section 4-1.b) hnuaia self-disclosure neihna turte.

1. Pawl nihphung, tih tur leh mawhphurhna.
2. Officer-te leh an hnuaia thawktute thuneihna leh an tihtur.
3. Thutlukna siam kawnga hmalak danah, inenkawl dan leh inrintawkna kawng tiamin.
4. Tih tur hrang hrang ti tura hmalak dan tehfungah.
5. VC thuneihna hnuaia emaw a hnuaia hnathawktuten an tih tur theuh te ti tura an zawm tur dan leh dun, inzirtirna, manual leh record te.
6. VC kutah emaw an thuneihna hnuaia emaw a document an kawl hrang hrangte.

7. Policy siam kawngah emaw hmalak dan tur chungchangah a ni emaw Mipuite nena inbiak rawnna avang emaw leh mipuiten an rawn put luh avanga inremsiamna awm apiangah.
8. Board, council, committee leh VC kaihhnawiha mi pahnih emaw a aia tam telna thuchhuakah leh heng peng hrang hrang ten vantlang tana inhmukhawmna an siamah emaw mipuiten an hmuh theih tura an meeting minute phochhuah na ah.
9. Officer leh an hnuaia thawktute directory-ah.
10. Officer leh an hnuaia thawktute lawmman lak zat, dan hnuaia compensation an lak theih dan tiamin.
11. Agency tinte sum hman tur zah, Chiang taka ruahmanna, sum hman tur zah leh sum pek chhuah tawh zat tarlang telin.
12. Subsidy programme hrang hrangte kalpui dan leh chumi atana sum ruahman zat leh chung programme hnuaia beneficiary-te dinhmun chipchiar nen.
13. Permit, ngaihnhathiamna leh phalna pekte dinhmun chipchiar.
14. Electronic form hmangin hriattur tul ang awmte.
15. Khua leh tuiten hriatna an dawn theih dan, vantlang tana hman a nih chuan library-a hnathawktute hnathawh hunchhung te pawh tiamin.
16. Public Information Officers hming, nihna leh thil tul dang.
17. Thil tul dang awm thei apiangah.

Khing point 17 atangte khian VC chuan hengte hi langsar takin an tarlang tur a ni:

- Public Information Officer hming leh nihna-a tlanVCui thu in VC Secretary leh Appellate Authority tih a ni thin (point 16).
- Standing Committee member-te leh vantlang tana programme heng; SMC, VHSNC leh a dangte hnuaia din CBB member-te (point 8).
- Scheme hrang hranga beneficiary-te an hming leh an pate hming leh kum 5 kalta chhunga an hminga sum pekchhuah zat (point 12)
- Hna lian tham thawhte-hna hming, a hmun hma awmna, sak/siam hun chhung, sum hman zah leh hnathawktu hming.

VC chuan sikul leh Anganwadi te pawh anmahni irawm chhuaka hriattur tul angte tarchhuak turin fuih thin se. Entirnan, Health Centre chuan damdawi a

thlawna lak theih an neih zat tarlang thin se, VHSC tana sum tuk zat te, sikulin zirlai an neih zat te, SMC meeting minute te, an puala sum lokal an hman dan te leh pawl dangte pawhin hriattur tul ang tarlang thin se.

18.5 Gram Sabha leh Proactive Disclosure.

Gram Sabha hi Proactive Disclosure hmanga hriattur tul pekchhuahna hmun pawimawh tak a ni a. Gram Sabha-a hriattirna pekchhuah hi hriatthiam awlsam tak, mipuite pawhin awlsam taka an hriatthiam theih ni se.

18.6 VC Website leh Proactive Disclosure.

VC website hi RTI dan hnuaiah Proactive Disclosure atan leh mipuite hnena hriattur pawimawh dang pekna atana hman tur a ni. Area profiler leh National VC Portal hi hetiang atan a hman tur a ni. Area profiler-ah hian VC chuan heng hriattur pawimawh- VC chungchang, khualzin mite flawh tur hmun pawimawh, thlan tlinte chanchin chipchiar, mi chhawrite chungchang, Standing committee te chungchang leh a dangte a tarlang tur a ni. National VC Portal-a VC chungchang tarlannaah chuan report hrang hrang tarlan tur a ni.

VC chuan Proactive Disclosure neihna tur point 17 te kha khawtual tawngin an tarlang tur a ni. Social Security Schemes atana tangkai tur dilna te, tender chungchangte, Gram Sabha thurêlte, chhiah chawi zat leh ba la awmte hi khawtual miten an tangkai pui theihna turin tarlan tur a ni. Anmahni website-a thil pawimawh an tarchhuah mai bakah Thuak (Scheme) kaltlanga Management Information Systems hrang hrang entiran MGNREGA tan NREGASoft angah hian hriattur pawimawh an tarlang thin tur a ni.

18.7 RTI hmalakna tha taka hlenchhuah.

RTI dan tha taka hlenchhuah a nih theih nan VC President leh Secretary chuan heng a hnuai ami ang hian hma an la tur a ni.

- A zawng zawnga Proactive Disclosure tihhlawhtlin a nih theih nan.
- RTI hmanga dilna siam thin tura fuih leh dodalna lantir lo turin.
- RTI dilna ziah luhna vawn that. Hetah hian hengte hi a tel- dilna dawn ni, diltu hming, dilna chhan, dilna chungchanga hmalak dan (chin fel tawh,

department kaihnhawiha pekchhawn), pendency leh hemi chungchanga hmalak dan.

- VC meeting-ah RTI dilna tih khawtlaithe chungchang thlirlêt.

Checklist:

- RTI dan in a tum kan hria em?
- VC-in Gram Sabha-ah te, Notice board leh an wedsite-ah Proactive Disclosure an nei em?
- RTI hmanga zawhna hi hun bi tiam chhungin tihfel a ni thin em?

Bung 18

Grievance Redressal

18.1 Grievance Redressal (Vuivaina chinfel) pawimawhna.

Engtiang anga nasa pawhin mirethei ber berte hnen thleng phak turin hma la ðhin mah ila, lungawi lohna leh sawisêlna chu programme kalpui danah te, beneficiary thlan chungchangah te, a hun takah sum pêkchhuah a ni



em tihte, lakkhawm leh pêkchhuah lamah te a awm reng ang. A hun taka mipuite lungawi lohna thawi dam hian a tilungawi chauh nilovin VC-te an hmalakna a siam ðha thei dawn a ni.

Lungawi lohna hi inbiak pawh tawn loh vang emaw thuneitute inhawn loh avanga thleng a ni thin a. Chuvang chuan VC President, Secretary leh ward memberte hi mipuite lakah inhawng taka awm tur a ni a, midangte biak pawh theih turin engtik lai pawhin an awm tur a ni. Khawtual mite nena an inbiak chang pawhin inhawng takin VC kalphungah thurawn an la ðhin tur a ni. Khua leh tuite lungawi lohna hi vauna leh ninawm anga ngai lovin an hmalakna leh programme rahchhuah tih ðhatna atana rawtna leh thurawn petu anga ngaih tur a ni.

VC in complaint tam tak an dawng a nih chuan khaw mipuite chuan chinchang an ngaihven peihin VC te chu an inhawng a ni tih a entir ve bawk a ni. VC chuan khawtlang chu an lungawi lohna te timna awm miah lova ziak lut ðhin turin an fuihin an lungawi lohna thawi dam dan tur ruahmanna an siam tur a ni. VC level-ah lungawi lohna te chu chinfel theih a nih loh chuan VC chuan thuneihna sang zawka thlen dan tur ruahmanna a siam tur a ni.

18.2 Lungawi lohna dawnsawn dan tur leh hmalak dan tur.

VC level-a lungawilohna thawi damna atana hmanraw ðhenkhatte:

18.2.1. Complaint Register

VC tinin Complaint register an vawng tur a ni. Tupawh lungawi lohna thlen duh chuan he register hi awlsam takin an hmang thei tur a ni. Lungawi lohna ziah luh apiang hi registration number pek tur a ni a, complaint a theh lut ngei a ni tih entirna receipt chu a theh lut tu hian a dawng bawk tur a ni.

VC President chuan meeting-ah lungawi lohna ziah luh zawng zawng chu a thlir ang a. Hei hi VC meeting a an ngaihtuah ve ziah tur zing a mi a ni ang. VC chuan lungawi lohna thehlüttu hnenah chuan a theh luh ațanga ni 15 chhungin hma an lak dan an hrilh tur a ni.

Complaint Register ruangam tur ruahman china.

| Sl. no | Vuivaina theh luttu hming leh address | Lungaw i lohna/vuivain a | No leh complai nt theh luh ni | Mawhphurfu | Signature | Ni 15 hnu a a dikhmun | Remarks | Signature |
|--------|---------------------------------------|--------------------------|-------------------------------|------------|-----------|-----------------------|---------|-----------|
| | | | | | | | | |

Lungawi lohna theh luh thu hriatpuina lehkha

| |
|---|
| _____ Village Council _____ Block _____ District |
| Complaint no: He mi Pu/Pi _____ hnen atang hian complaint dawn a ni Address _____ date _____ (Lungawi lohna chungchang) |
| _____ _____ (Secretary/VC President) |

18.2.2. Complaint cum Suggestion Box:

Khuaa mi chêng ten hmai chhana lungawi lohna leh vuivaina ziah luh kha an hreh mai thei a. Chuvang chuan VC Pisa pawnah emaw vantlang pui punna hmunah an lungawi lohna emaw rawtna an neih te an theh luhna tur Complaint cum Suggestion Box dah tur a ni. He bawm hi kartin hawn thin tur a ni a, a theh luttu hriatte chu Complaint register-ah ziah luh tur a ni.

18.2.3. Helplines.

Department hrang hrangte hian an lungawi lohna ziah luh a nih theih nan helpline an nei thin a. VC Office bangah leh vantlang hmun dangahte heng helpline numberte tarlan hi VC mawhphurhna a ni.



18.3 Thuneitu sang zawkin vuivaina thawidam.

VC chuan lungawilohna tam tak chu anmahniin an chingfel thei lo a. Entiran, mipuite chu an khaw school-a zirtirtu awm loh avangin an lungawi lo thei a, VC chuan zirtirtu la thar turin thuneihna an nei si lo. Hetiang hunah hian VC chuan heng ang lungawi lohna hi a thlen na tur dik takah an lo bawhzui turin an thlen thei a ni. Hetiang ang complaint hi VC meeting-ah ngaihtuah hovin lungual taka rawtna siamin thuneitu sang zawk hnenah an thlen thei a ni.

18.4 Mipui inkara inrem lohna.

Pawl leh pawl inkarah inremlohna a lo awmin VC chuan an inrem theihna turin a kokhawm thei a, an inremlohna a thawi dam sak thei a ni. Hemi atan hian VC chuan dân flawhchhan neiin hnam vang emaw mipa/hmeichhia an nih avangin emaw in tumah thlei bik a nei tur a ni lo.

Checklist.

- VC chuan Complaint Box leh Register a nei em?
- Lungawi lohnate chu thawi dam a ni thin em?
- VC chuan thuneitu sang zawk hnenah mipuite lungawi lohna chu a thlen fo em?

Bung 19

Social Audit

19.1 Social Audit Inngahna leh Nihphung:



Social Audit hi Village Council/Village Council chhunga thiltih engkim Rintlaka langtlang a nihna lantirtu pawimawh a ni. Village Council/Village Council ten sum leh thildang eng pawh hmabak hlenchhuah nana an hman leh senso te a chipchiar leh rilruk lawk ang ngei chu hlen a ni ngei em tih mipui te hnena hriattirna a ni. Tichuan, thingtlang

mite chuan chûng kawng hrang hrang te chu an enfiah anga, sawifiahna an phût anga, ðha zawk leh ðangkai zawk tura an ngaihnan te pawh chu an thawh ve ang.

Local Fund Audit of Gram Panchaya/Village Council a awma Social Audit chu enge a ðuna, tia zawhna hi a awm thei awm e. Sum enfiahna (Financial Audit) chuan Sum leh Pai lâkluh leh hmanchhuah dan dik leh dik lo chauh a enfiaha, Financial Audit te tih a ni. Social Audit ah erawh chuan a chhawrtu tur mipui te ngeiin hmalakna chu a nih dan tur anga kalpui a ni ngei em, ruahmanna ðha tak chu ngai pawimawhin chumi anga hlenchhuah chu a ni ngei em tih uluk taka an enfiahna hi a ni. Social Audit-ah chuan a ziak lam pang te enfiah a nih mai bakah hnathawh/hmalakna chu a ðhat leh ðhat loh chungchangah mipui te chuan an ngaihnan sawichhuak tura fuihpur an ni ang. Heng mipui te ngaihnan hi VC/VC te tan chhenfakawm tak a ni ðhin a, mipui tana thawhnain ðhat lam a pan zelna tur a ni. Thuneitu lam te hnathawh dana duhthusam lo lai te chu VC/VC ten Social Audit-ah mipui te an hrihria anga, duhthu sâam lo lai te siamðha tura nawr puiah mipui te an sawm ang.

19.2 Social Audit Tihdan:

Social Audit hi MGNREGA ah leh IAY ah chauh hian kalpui mek a ni deuh a. Nimahsela, vantlang tana hmalakna kawng tinrengah hian tih ve zel theih a ni zawk. VC/VC te hian hemi kawnga hmala tu tur pawl/committee din nachang hriain leh an hmalak dan tur duan kawngah *ṭawiamna* an pek a *ṭha awm e*. A hnuaia chheh (point) pawimawh te hi Social Audit awmze nei tak neih a nih *ṭhin theih nan tih hlawhtlin ni se* –

1. **Social Audit Facilitators hranpa din:** Social Audit hi Gram Sabha in Gram Sabha chung aṭanga a din Social Audit Committee te hlenchhuah tura nimahsela Hmeichhe Self Help Group aṭang te, Thalai pawl aṭang te leh tlawmngai pawl dang aṭanga te a lakkhawm Social Audit Facilitators Group hranpa din ni se.
2. **Social Audit Committee din:** Gram Sabha a tel thei chin zawng zawng te Social Audit tihna kawng tinrenga an tel dual dual a remchan vek theih lohna a awm. Chuvangin, Social Audit Committee din nise, hetah hian hmeichhe aiawh te, SCs leh STs aiawh te leh sorkar hmalakna chhawrtu (beneficiaries) te aṭangin teltir ni se. Social Audit Facilitator te hian Social Audit Committee a telte hi Social Audit a an mawhphurhna leh an tih tur te kawhhmuh se.
3. **A hlawhtlinna tur boruak *ṭha siam*:** VC/VC chhunga thlantlin te leh thawktu te, Social Audit Facilitator te leh Social Audit Committee a tel te hi inhmukhawmin an hmalakna tur kawngah thu khat vuaa chētlak dan tur rel hovin duang se la. A *ṭangkaina* leh a pawimawhna te, an kalzel dan tur leh an tih tur te chu mipuite hriattir se. He thilin a tum ber chu awmze nei leh *ṭangkai taka mawhphurhna hlen ṭheuh a nih ngei theih nana mipui ngaihdan leh rawtna lakkhawm a ni ang.*
4. **Hriattur pawimawh te leh a finfiahna lâkkhawm:** Social Audit Committee te tana dahkhah awlsam tak Form siamin kan hriat mamawh te (information) kan lakhawm ang. Social Audit Committee te chuan thuneihna kenkawh dan leh sum chungchang chhinchhiahna te an enfiah ang. VC/VC te chuan hriattur pawimawh te Social Audit Committee hnena lo pek ve chawt ringawt chu an mawhphurhna a ni mai lo va, chu VC/VC chhunga an hriat duh mamawh te n hmukhawm ngei theih nana lo *ṭanpui pawh*

chu a ni. Social Audit Committee chuan 'a tak ngei enfiah' (physical audit/verification) neiin hnathawhna hmunah an kal anga, a nih dan tur anga kalpui a nih leh nih loh chu tehna tul ang apiang te tiin an fiah ang. Hei hi a chhawrtu chhungkua te tel ngeia tih thin a ni bawk.

5. **Social Audit atan Gram Sabha buatsaih:** VC/VC President in Social Audit Gram Sabha hi a hma lama hriattirna mumal tak chhuahin a ko ang. Social Audit Gram Sabha-ah hian VCP/VC President emaw Secretary emaw member te emaw ni lovin Chairman niin a kaihruai ang. Social Audit Committee chuan a hmalama hnathawh/hmalak dan an enfiah aṅanga an thilhmuh te chu Gram Sabha-ah chuan an puangzar ang. Leikhathiam lo te pawhin an hriat ngei theih tura felfai taka chhiarchhuah tur a ni. He Gram Sabha-ah hian VC President te, Secretary leh member te bakah a kaihnawih Department leh thuneitu te an tel ngei tur a ni a, mipui te aṅanga vuivaina leh an hriatthiam loh an zawh te ngaithlaa sawifiah ngai te sawifiah thei turin.

6. **Siamthatna hna (follow up action):** Gram Sabha-a mipui vuivaina leh duhdan te hi VC/VC theihna china chinfel theih apiang chu ni 15 chhung ngeia bawhzui a ni ngei tur a ni. A tul anga hma an lo lak theih nan Gram Sabha Minute hi Block leh District level a thuneitu te hnenah thehluh tel tur a ni. VC/VC President chu hemi kawnga Block leh District thuneitu te lo zaizap tu tur a ni. VC/VC aiawh te, Social Audit Facilitator te leh Social Audit Committee te hian Social Audit tih leh hmain 'Ennawn Thutkhawm' an nei anga, engte nge hlawhtlinga engte nge hlawhchham tih te leh an kal mek dan te chu tangkai zawka siamthat dan tur te an sawiho thin ang.



Inrelbawlna leh hmasawna atana hmalakna kawng tinrengah mipui ten hlauhna leh timna nei lova an duhdan leh ngaihdan an auchhuahpui theihna hmunah chauh hian Vantlang Inrelbawlna Rintlak Langtlang a awm thei a, chutiang hmun chauh chu mipui rawngbawl sakna tha leh democracy nihna dik lanchhuah theihna a ni tih hi VC/VC te leh thawktu tin ten an hriat fiah a ngei a ngai a ni.

Checklist:

Social Audit Committee din a ni tawh em?

Social Audit Facilitator tur te thlan fel an ni tawh em?

Hmalakna kawng hrang hrang te tan Social Audit a hun takah neih thin a ni em?

Social Audit hmasa atanga ngaihtuah tul tarlan te chu a hlawhtlinna turin bawhzui a ni ngei em?

Bung 20

Rikrum Chhiatna hmachawn dan

Chhiatrupna kan tih tuilian, kangmei, thlitleh, leimin, lirngching leh hrileng te hian mihring nunah nghawng tha lo rei tak a nei thin. Chu'ng a tuartu te zingah chuan mi rethei te an tuar na tu an ni deuh zel bawk. Leilung chhiatrupna lo thlengte hian vantlang leh mimal bungruaah



te leh nunna thleng pawhin nasa takin a khawih chhe thei a ni.

Leilung a chhiatrupna lo thleng te lak atang hian inven him hlauh chua thil theih a ni chiah lo. Nimahsela, chu chhiatna avanga tuar na leh harsatna te erawh chu nasa takin a tihlem theih thung a ni. VC/VC te hi vantlang mipui te nena inthutchilh an nih avangin an ni hian chhiatrupna lak atanga invenna chungchangah te, inchhanchhuah dan kawnghmang te mipui hnenah zirfirna tangkai tak an pe thei a ni.

20.1 Chhiatrupna leh Rikrum a lo thlena Inbuaipuina.

Leilunga rikrum thil thleng thli chhe tleh, tuilian, khawkheng, leimin, etc., a lo thlena mipuiin a sawhkhawk an tawrh nasat loh theih dan ber tura inbuatsaihna tha tak neih reng chu VC/VC te mawhphurhna a ni a, a hnuai chheh hrang te ang hian hmalakna kalpui nise:

A. Rikruk tawn tura inbuatsaihna.

A tlanVCuiin inven hleih theih loh ni mahse la, a lo thlen thut palh pawha nasa taka tawrh a nih loh nan VC/VC ten lo inbuatsaih lawkna khua rei daih an ngaihtuah a ngai a, a hnuai chheh hran hrang te hi ngai pawimawhin –

- An awmna bawrah chuan eng chhiatna nge lo thleng tawh thin, eng tik hun laiin nge, an sawhkhawk tha lo engte nge tih leh tute nge a tuartu ni thin tih te zirchian a ni ang.

- Chhiatrupna lo thlen pawha ðanpui theitu te, tlawmngai pawl leh hemi lam thuneitu te biakpawh theihna te an vawng ðha ang.
- Vantlang mipuih chhiatrupna thleng thei reng a nih thu leh chumi lo hmachhawn dan tur te an hrih hria ang.
- Chhiatrupna lo thlen thulha inhumhimna tur in leh mamawh dang lo buatsaih lawk.
- Chhiatna lo thlen pawha rang taka chechhuak nghal thei VC/VC huam chhungah Chhanchhuaktu pawl (rescue team) din, mipui hriat tur rang taka hriattir an nih ngei theih dan tur hmalakna neih.

B. Chhanchhuahna, Inthiarchhuahna leh Chhawmdawlina.

Chhiatrupna a lo thlenin VC/VC te chuan a rang thei ang berin chhanchhuahna, inthiarchhuahna leh chhawmdawlina an tih vat a ngaia, a hnuai a tarlan ang zui hian-

- Thilðha lo theng thei lo hriattir lawkna neih leh a thlenna tur hmuna mite thiarchhuah.
- Chhanchhuah te tan silhfen, tui leh ei tur leh tawmhulna tur in te lo buatsaih.
- Chhanchhuah te tana damdawi mamawh lo neih sa.

C. Chhiatrupna thlen hnua Inchhawmdawlina lam.

Chhiatrupna chu a zawh rualin mipui te tawrhna a tawp ve nghal lova, taksa lama na tuar te leh chenna in hlauh te pawh an awm thei a, hriêng a awm thei baw. Chuvangin mipui te chhawmdawlina kawngah a hnuaia chheh hrang ang hian hmalak ni se –

- Bungrua leh nunna chan a nih dan dik enfiah.
- Ran thi te mumal tak tihral a, natna leng thei lak invenna.
- Mipui mamawh pekchhuahna kawng te a thei ang anga chhunzawm.
- Lusûn te ralna pek leh an thin chante chhawmdawlina pek.

20.2 Chhiatrupna tlanglawn te laka kan tih theih te.

Chhiatrupna lo thleng ðhin ðlanVCui te laka kan himna tur kawng hrang hrang te VC/VC tena kan tih theih te a hnuaiah hian lo enzui leh ila:

20.2.1 Tuilian.

Inbuatsaihna hun.

- Mipui te chu Tuilian lo awm theih dan leh mahni lo inbuatsaih pawimawhna kawhhmuh.
- Hriattur pawimawh ziahkhawmna siam. Chutah chuan chhiatrupna lo thlen thulhah pawha biak pawh tur te, pan tur te leh block leh district level a thuneitu rikuma biakna tur te tarlan (damdawiin, doktor, BDO, lawng awm theihna te – an biakhlata namban neih).
- Tuilian tuarna bawr aṅanga mipui te chu hmun him zawka awm duh tira, chutiang bawra chen chu phal loh.
- Tuilianin a chim phak lo ṭhinna hmunah Tuilianin a umchhuah te tana tawmhulna tur in buatsaih, chutiang hmuna hmeichhia leh naupang te duhsak bikna neih.
- Tuilen lai pawha tui intur tlakchham loh nan tuichim phak lohva tuichhunchhuah him ṭha siam.
- District leh Block thuneitu te hnen aṅanga dawn theih damdawi, ors te, tarpaulin leh ṭhelret puan te, tui tihthianglimna, etc te lo inchheklaw.
- ṭhalai te leh mi hmantlak dang te nena Chhanchhuaktu pawl din.

A chung a tarlan tak hmalakna te khi Central leh State sorkar puihna bakah Programme awmsa aṅang te leh tualchhunga sum thawhchhuah hmang te in tih hlawhtlin theih an ni.

Tawrh Hun lai:

- Tualchhunga Chhanchhuaktu pawl leh Chhiatrupna thleng laka venghimtu pawl te nen a rang thei ang berin a tuartu te chu thiarchhuak tura hmalak ho.
- Block leh District chhunga thuneitu te nen ṭanpuina leh chhawmdawlina – tui, ṭhelret puan, ei tur, damdawi leh thil dangte semdarh dan vilzui leh enfiah.

Chhawmdawlina Hun lai:

- Inkalpawhna leh vantlang tana ṭangkai te siamṭhat leh.
- In leh lo chān te leh ṭanpuina dawng tur ten an chanvo an chan ngei theih nana Block leh District thuneitu te puihbawm.
- Agriculture department te ṭanpuinaa thlai chi leh thlai ṭhat duhna, etc sem darh.

20.2.2. Cyclone (Thlichhe tleh).

Inbuatsaih lawk nan a hnuaia chheh hrang te ang hian hmalak ni se-

- Tuipui kama thingzung thlak tha chi (eg.mangrove) te phun ni se, hnimhring ngahna ni pah fawm nen MGNRES aʔangin mipuiin an ti thei ang.
- Thli do chak in mipui tawmhul na atana sak.
- Thlipui tleh tur chungchang mipui hriattir lawk.
- Tuilian laka invenna ang chi hmalakna kawng dang te.

Tuilian avanga thil thleng laka invenna leh a hnua chhawmdawlina ang chi te Thlichhe tleh chungchangah pawh hian tih ve ni se.

20.2.3. Khawkhêng.

Inbuatsaih Hun lai.

- Thlai te a chhiat vek mai loh nan thlai chin dan pawh fimkhura tih dan tha zawk hman leh tui heh lo chi chin tel.
- Checkdam te siam leh Watershed lama hmalakna hrang hrang te tihnun.
- Leilung vên leh thinVChun te MGNREGS aʔanga tih.
- Ran chaw tur chhek khawl.
- Thlai chi te, ei tur te, tui te lo dahkhawlina nachang hre tura mipui te fuiharh.
- MGNREGA kaltlanga hnathawh tur siamzui ngei.
- Mamawh a nih chuan Tui thianglim in tur neih a nih theih nana Block leh District a thuneitu te ʔanpuina auh.

20.2.4. Leimin.

Inbuatsaih Hun lai.

- Leimin duhna hmun te hriatchhuaha, chulai hmuna in leh lo din lo tura mipui te hrih.
- Awihʔen laia thinVChun uar.
- Ruah tam tak a sur emaw khawchêng a rei chuan leimin a tam duh a, mipui te thawhlawk.

A sawhkhaw leh chhawmdawlina Hun lai.

- Lunglum ri leh thing tlu ri te ngaihven ruk a ngai. Lung leh lei tawlh tlem a awm pawhin a nasa zawk a thleng thei tih hriat nana hman.
- Leiminna hnu aṭanga mipui te lakkian, a nasa zawk a lo thlen theih avangin.
- Leiminin a dan beh leh a chhilih te an awm leh awm loh enfiah vat. Chutiang huna mamawh damdawi lam inenkawlina leh block leh district chhunga mi thiam zawk te chhanchhuak tu atana auh.
- Block leh District chhung aṭanga ṭanpuina leh chhawmdawlina te nena ṭangkawpin rikruma tawmhulna tur leh mamawh dang te ngaihtuah.

20.2.5. Lirnghing.

Lirnghing te hi danruah loh leh a lo thlen hun tur hriat harsa tak mai a nih avangin chutiang hun a lo thlen pawha tih tur leh tih loh tur te mipui te hnena zirtirna lo pèk lawk hi a pawimawh em em a ni. VC/VC te chuan chutiang thlen theihna hmuna awm an nih leh nih loh an hre chiang ngei tur a ni. VC/VC te hian mipui te chu Lirnghing laka him thei in leh lo din tur pawhin an fuih tur a ni. Lirnghing theihna hmuna awm an nih chuan VC/VC te hian a thiam te koin Vantlang Rorel Inkhawm/Gram Sabha-ah mipui te hnenah inhumhimna chungchang leh zirtirna pawimawh hun buatsaih a pawimawh.

Lirnghing a zawh chuan tute nge taksah tuar tih te an enfiah vat anga, hliam tuar te enkawl vatna tur ngaihtuah tur a ni. VC/VC te chuan chhawmdawlina leh inthiarchhuahna chu tualchhunga Chhanchhuaktu pawl te nen a rang thei ang berin an ṭan nghal anga, a sawkhawk dang a awm theih avangin mipui te chu bang leh inchhia bula awm lovin tualzawl zau laiah awm turin an hrih kual ang. Block leh District thuneitu te chu bepawpin a thiam te chhanchhuahna an dil ang. Chawmdawlina kawng te chu chhiatna dang chungchanga kan sawi tawh nen khan a thuhmun a ni.

20.2.6. Natna puang – Kawṭhalo, Sikserh leh Tuihri, adt.

VC/VC te mawhphurhna pawimawh ber pakhat ni fo chu Hrileng laka mipui himna ngaihtuah hi a ni. Natna chi hrang kawṭhalo, tuihri leh sikserh avang te hian khuaah hrileng a siam ṭhin a, mipui tawrhna lian tham a awm phah ṭhin. VC/VC te chuan hetiang laka himna turin a hnuaia chheh hran ang hian hma an la ang –

Inbuatsaih Hun lai.

- Hriselna vawn that a pawimawh zia mipui te hnenah zirtirna neiin thianghlimna pawimawh zia an kawh hmuh ang (ei leh in dawn leh inthiar zawha kutsil fai, thosilen zar, adt.).
- VC/VC pum huapa faina vawn that flat.
- Tuilâkna hmun te a khât tawka tihfai leh tui tih thianghlimna pek.
- Daia inthiar mai mai an awm miah loh nana hmalakna.
- Tuichhe tling avanga thosi piang an awm loh nana tuichhen tlinna tihfai vat zel.
- Kaw thatalo, tuihri leh sikserh damdawi kawl a nih ngei.
- Mipui leh Sub centre a thawktu te nen tangrualin natna kaithar te hriatchhuah vat.

A sawhkhawk Hun lai.

- Tlang hrileng chungchangah Block leh District thuneitu te hriattir vat.
- Rikrum huna tui in tur a awm ngei theih nana hmalak.
- ORS damdawi leh a dangte pekchhuah ngei theih tur a hmalak.
- Tuichhe tlinga those piang tur te tirem tura hmanhmawha hmalakna siam.

20.2.7. Kangmei.

Kangmei hi kan tuar tam hle, a hnuaiah hian invenna lam te chheh hrangin dah a ni –

Inbuatsaih Hun lai.

- Kangmei chhuah thulha mipui ten invenna kawng pawimawh te zirtir.
- VC/VC Pisaah Fire Extinguisher neih.
- Kangmei thatelh nana tuichawi theihna te hriatchian.
- Mipui ten Fire Brigade biakhlata na namban an hre ngei tih chian.
- Kangmei thlenna hmun chu Fire Brigade tana tlanluh theih na hmun a nih ngei leh ngei loh chian.

A sawhkhawk Hun lai.

- Fire Brigade a rang thei ang berah koh va, an lo thlen hma pawha vantlangin kangmei darh zel tur vengalo theih.
- Block leh District thuneitu te nena hmalain kangmei tuar chhungkua te tawmhulna tur leh chhawmdawlina ngaihtuah nghal.

Checklist:

- Chhiatrupna lo thleng thei mai a nih leh nih loh zirchianna kan nei em? (a thlen theihna hmun, a hun lai leh a tuar thei te).
- Chhiatrupna lo thleng thei atana inbuatsaihna kan nei em?
- Chhanchhuaktu pawl kan indin tawh em?
- Chhawmdawlina hmanrua leh mamawh te kan inchek tha tawh em?
- Chhiatrupna lo thlen nikhuua biakpawh tur te biakhatna nambar chu lakhawmin a zau thei ang berin kan thehdarh em?

Annexure - 1

Subject Earmarked for Devolution to Panchayati Raj Institutions in the 11th Schedule of the Constitution of India. (India ram Danpui a 11th Schedule in VC/VC te hnena mawhphurhna hlan tur a tarlan sa te chu).

1. Agriculture, including Agriculture extension. (Thlai chin leh chumi aṭanga hmalakna dawng dang te).
2. Land improvement, implementation of land reforms, land consolidation and soil conservation. (ram leilung siamṭhat, ṭangkai zawka hman, leilung ṭha lunagral lo tura hmalak leh mumal zawka enkawl).
3. Minor irrigation, water management and watershed development. (Tuilâk chungchang, tui ven leh enkawl leh ram zau a ṭangkai zawk theih nana enkawl).
4. Animal Husbandry, darying and poultry. (ranvulh, hnute lam leh ar vulh lam).
5. Fisheries. (Sangha khawi lam).
6. Social Forest leh farm Forestry. (vantlang ramngaw leh enkawltu bik nei ngaw).
7. Minor Forest produce. (ramngaw aṭanga hmanraw tenau).
8. Small Scale industries, including food processing industries. (Thil siamchhuahna tenau, eitur sawngbawlha hmun pawh huamin).
9. Khadi, Village and Cottage Industry (thiamhnang leh lakaih lam).
10. Rural Housing (thingtlang insak/inhmun ṭheh).
11. Drinking water (tui in tur).
12. Fuel and Fodder (tuah tur leh ranchaw).
13. Roads, culverts, bridges, ferries, waterways and other means of communication (kawnga leh a dawlna, lei, lawnga inthiarna, tui kawng leh inkalpawhna dang te).
14. Rural electrification, including distribution of electricity (thingtlang tihêna leh chumi semdarh dan).
15. Non Conventional Energy sources. (ral ve thei lo mihring tana thil ṭangkai te).
16. Poverty Alleviation programme. (mi rethei dawmkanna programme).
17. Education, including primary and secondary schools (zirna, primary leh secondary te pawh telin).

18. Technical Training and Vocational education (thiambikna zirna leh zirna tluang chawlh laia zir tur awm te).
19. Adult and non formal education (puitling ziak leh chhiar zirtir leh zirna kal lo te zirtirna).
20. Libraries (Bu in).
21. Cultural activities (hnamze pholang thiltih te).
22. Markets and fairs (bazaar leh mipui pual dawr te).
23. Health and Sanitation, including hospitals, primary health centres and dispensaries. (Hriselna leh faina lam, damdawiin leh sub centre te huamin).
24. Family welfare (chhungtin mamawh lam te).
25. Women and Child development. (naupang leh hmeichhia te hmasawna).
26. Social welfare, including welfare of handicapped and mentally retarded. (vantlang huapa chhawmdawlina, rualbanlo te leh rilru lama harsatna nei te huapin).
27. Welfare of the weaker sections, and in particular, of the Scheduled caste and Scheduled tribes. (khawtkanga hnufaula bik te, a bikin ST leh SC te).
28. Public distribution system (vantlang mamawh semna hmun te).
29. Maintenance of Community assets. (vantlang bungrua enkawl).

Annexure – 2**VC President (Sarpanch) / VCP leh Vice President te mawhphurhna.**

Rajasthan-a VC President leh Vice President mawhphurhna pawimawh langsar te chu –

President (Sarpanch):

- Inrelbawlina leh Sum enkawl kawngah a khaipa ber a ni.
- State Act (PRI Act /VC Act) in tih tura a tarlang angin Inhmuhkhawm chi hrang hrang heng te VC/VC Meeting leh Gram Sabha a kovin a kaihruai bawk.
- Gram Sabha, Ward Sabha leh Mahila Sabha a mipui te nena inrawnkhawm zelin thutlukna siam a nih ngei zel theih nan hma a la.
- A hun tak zelah VC/VC thutkhawm leh Standing Committee thutkhawm koh thlap zel ni turin hma a la.
- Sawrkar hmalakna kawng hrang hranga duhsakna dawngtu te chu Gram Sabha in a thlan chhuah emaw a pawmpui ngei te an nih theih nan hma lain ngaihsak mamawh zual te an tel ngei theih nana hma a la ang, chung te chu ST/SC, hmeichhia, rualbanlo te leh BPL te.
- Veng huam chung hrang hrang (VC/VC area) a sawrkar hmalakna te chu an vilvengin a enpui zel thin.
- Department hrang hranga hnathawktu te hmalakna kal zel chu anmahni (VC/VC) te kuta hlan (devolved) a nih chin chu ngun takin an thlir nawn pui thin.
- Sum pek chhuah leh hman tur te chu a fiahna lehkha (documents) te a dik chiah em tih a enfiah.
- VC/VC huam chung Record an neih te a hun tak zela tihthar a nih theih nan hma a la a, an kuta (VC/VC) sum leh a kaihnawih te, hnathawh tur leh mawhphurhna an dah reng reng a hun tak zelah a nihdan chanchin (report) a thelut thlap thin.
- Block VC in dahkhah dan tur a siamsa zuiin a tak nei (physical) leh sum leh pai chungchang te chu thla tin a nihdan chanchin a hriattirin a thelut thlap thin.

- VC/VC President hi Gram Sabha-ah Kaihruaitu (Chairman) a ni a, Inrelbawlina (Administration) ah leh inenkawlina (establishment) kawnga Standing Committee ah kaihruaitu a ni bawk.
- Right to Information Act te, Citizen's Public services Guarantee Act leh Right to Hearing te chu zawm a nih ngei theih nan hma a la.
- Chhiah te, hman man chawi te, hremna aṭang te, lillam aṭang te leh thilpek aṭang tein VC/VC sum tuakin a peipunna lamah hma a la.
- Puithūna âṭṭhlak leh khawṭlang nunphunga ṭha lo lai te kalsan tura mipui te fuih leh kaihhruainaah mawh a phur.
- VC/VC chhunga Baseline Data (nihna buṭṭhut) te chu a a thar ber zel nei turin hma a la zel ang, hetah hian VC/VC pumpui leh ward (ṭhen hrang) te ang zelin.
- Perspective Plan (hun rei deuh chung atana hmalakna duan) kum 5 chung siamfel a nih theih nan leh Kum khat chung hmaabak intuk te (Annual Plan) VC/VC tana duanchhuah kawngah a harkaitu a ni ang.
- Vantlang ram leh VC/VC tana chhawr ṭangkai theih thil te midangin an hnehchhuh theihna lakah a him flat nan hma a la ang.

VC/VC Vice President:

- VC/VC President mawhphurhna kan tarlan tak te aṭanga President-in mawh lo phur la tia ziaka President in a hriattir ang te hlenchhuak turin hma a la ang.
- VC/VC President mawhphurhna hrang hrang te hi President a awm loh apiangin a chanpual leh mawhphurhna a ni.
- VC/VC te kalṭlanga sawrkarin mawhphurhna dang a pek apiang te hlenchhuak tu a ni ang.

Annexure – 3

Notice for VC/VC Meeting (VC/VC ṭhutkhawm Hriattirna)

Notice for VC/VC Meeting

..... Village Council Dak semtu kaltflangin)

To

Hming leh member nihna

Pi / Pu,

VC/VC ṭhutkhawm pawimawh koh a ni a, a hun chu

..... niin a hmun a ni.

He ṭhutkhawm hi ngai pawimawha tel ngei tura ngen leh hriattir i ni e.

Thurel tur te.

1.
2.
3.
4.

Ram tana i thawhpui,

(President aiawhin VC/VC Secretary)

(Signature leh koh ni).

Annexure – 4

VC/VC Thutkhawm Thurel ziahluh na tur leh Kaidan chhinchhiahna (Register for recording attendance and minutes of VC meeting)

VC Hming Block Hming District

VC meeting Ni Hmun Hun

Eng Meeting nge (General/Emergency/Special convened).

| Sr. No. | Member hming | Signature/kutzunVCui nem. | Thlen hun | Attested by (kutzunVCui nem an awm chuan) |
|---------|--------------|---------------------------|-----------|---|
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| | | | | |

Proceedings:

.....

.....

President HminVCum leh
ni, thla leh kum

Annexure - 5

..... **Village Council Planning Format**

Annual VC and budget estimates for (20.....)

| Standing Committee | | | Sector | | | Source of fund required for the work | | | | Grand total | Expected date of start & Completion of work | Remarks (Recommendation for including as part of any departmental work) |
|--------------------|----------------------|-----------------|--------------------------------|----------------------|------------------------------|--------------------------------------|----------------|----------------------|------------|-------------|---|---|
| Sl. No. | Name of the Activity | Expected Output | Area of Work (Ward Name / No.) | Location (Mouza No.) | Unit/Quantity (No., Km.etc.) | Name of the Fund | Amount of Fund | | Total (Rs) | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | Labour Cost | Material/ Other cost | | 10 | 11 | 12 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

** Name of each fund and amount to be mentioned separately

Based on Palnning format used in West Bengal (Source : G.O. No.2806(36)-RD/O/DPF/1E-1/2008 dated 28.04.2010 (P7RDD, Gov.of WB)

Format for VC Annual Budget

Budget estimated for the year Of Village

Council

Village Council Block

District

Receipt

| Head of receipts | Actual receipts of the preceding year (..... year) | Budget estimate of the current year (..... year) | Budget estimate of the next year (..... year) | Remarks |
|---|---|---|--|---------|
| 1 | 2 | 3 | 4 | 5 |
| A. Grants, Contributions available from the Central or the State Government or the Zilla Parishad / VC Samiti | | | | |
| B. Own Sources Revenue like tax, rate, fees, tolls, donation etc. | | | | |
| C. Other receipts | | | | |
| D. Loans / Advance / Deposits | | | | |
| E. Interest on Deposit in Bank / Post office | | | | |
| F. Misc. Receipt, if any, not classified above | | | | |
| Total Receipts except opening balance | | | | |
| Total | | | | |

List of Abbreviations

| | | |
|---------|---|--|
| ANM | : | Auxiliary Nurse Midwife |
| ASHA | : | Accredited Social Health Activists |
| AWCs | : | Anganwadi Centre |
| BDO | : | Block Development Officer |
| BPL | : | Below Poverty Line |
| BRGF | : | Backward Region Grant Fund |
| CBB | : | Community Based Bodies |
| CFC | : | Central Finance Commission |
| CSS | : | Centrally Sponsored Scheme |
| DGS&D | : | Directorate General of Supplies & Disposals |
| ELA | : | Examiner of Local Accounts |
| ERs | : | Elected Representatives |
| GIS | : | Geographic Information Systems |
| GNM | : | General Nursing & Midwifery (GNM) |
| GO | : | Government Order |
| VC | : | Village Council |
| IAY | : | Indira Awas Yojna |
| ICDS | : | Integrated Child Development Services |
| LDC | : | Lower Division Clerk |
| MGNREGA | : | Mahatma Gandhi National Rural Employment Guarantee Act |
| MoPR | : | Ministry of Panchayati Raj |
| MPLADS | : | Members of Parliament Local Area Development Scheme |
| NBA | : | Nirmal Bharat Abhiyan |
| NGO | : | Non- Government Organisation |
| NIC | : | National Informatics Centre |
| NRHM | : | National Rural Health Mission |
| NRLM | : | National Rural Livelihoods Mission |
| NSAP | : | National Social Assistance Programme |
| OBCs | : | Other Backward Classes |
| PDO | : | VC Development Officer |
| PDS | : | Public Distribution System |
| PHC | : | Primary Health Centre |
| PIO | : | Public Information Officer |
| PRIs | : | Panchayati Raj Institutions |
| RTI | : | Right to Information |
| SAC | : | Social Audit Committee |
| SCs | : | Scheduled Castes |
| SFC | : | State Finance Commission |
| SHGs | : | Self Help Groups |
| SIRD | : | State Institute of Rural Development |
| SMC | : | School Management Committee |
| STs | : | Scheduled Tribes |
| UNDP | : | United Nations Development Programme |
| VWHSNC | : | Village Water Health Sanitation & Nutrition Committee |