

Citizen charter of Zilla Parishad, North & Middle Andaman, Mayabunder.

I. Purpose:

This charter is to provide to the citizens a brief overview of the functioning of this Zilla Parishad, North & Middle Andaman and to provide more responsive and effective service to the public under the provisions of A&N Islands (Panchayats) Regulation 1994 and the Rules made there under. This document will provide information about the powers, functions and duties of various authorities functioning under this organization.

II. Mission / Vision:

To improve the living standard of the people of North & Middle Andaman by providing basic amenities such as rural connectivity, drinking water supply, sanitation, qualitative education, comforts and other convenience leading to economic development and social justice in the area.

III. Aims & Objectives :

1. To function as an institute of self Govt. in preparation of Plan for economic development and social justice of the District of North & Middle Andaman.
2. Implementation of the schemes related to the matters listed in the sixth schedule for the constitution of India.
3. To carry out other works and measure to promote the health, safety, education, comfort, convenience or socio-economic well being of the residents of the District.
4. To maintain and repair all roads, streets, bridges, culverts and other public properties places under the control of Zilla Parishad.
5. To improve any water-course, water tanks, ponds, public spring reservoirs etc placed under the control of Zilla Parishad.
6. To lay out and make new roads and construction new culverts and bridges under its jurisdiction.
7. To organize markets / fairs in the area in promoting handicrafts, public entertainment etc.
8. To receive fund in the shape of Grant-in-Aid from the Administration.
9. To monitor, supervise and make review of different programmes for time to time.
10. To furnish proposals to Administration for release of fund.
11. To furnish UC in respect of allotted fund received as GIA.
12. To get the accounts of Zilla Parishad audited by the inspection party of Chief Pay & Accounts Officer.
13. To maintain details of assets acquired out of GIA.
14. To conduct Zilla Parishad meetings.
15. To conduct District Planning Committee (DPC) meetings for deliberation of plan programmes of various departments and PRIs formulated for the district and to forwarding its recommendation / suggestion to the Administration.
16. To furnish reports to the Administration.

IV. Brief History:

The constitution 73rd Amendment Act, 1992 received in the assent of the President on April 20th, 1993 and was notified on April 24th, 1993. The Act provided for the establishment of Panchayat in every state/UT. On promulgation of Andaman & Nicobar Islands (Panchayat) Regulation 1994 by the President of India the three tier Panchayati Raj System viz., Gram Panchayat, Panchayat Samiti and Zilla Parishad was introduced in this Union Territory. Under section 144 of the Andaman & Nicobar Islands (Panchayats) Regulation 1994 (No 1 of 1994) the Administrator Andaman & Nicobar Island, created the North & Middle Andaman, Zilla Parishad with Headquarter at Mayabunder comprising Panchayat Samiti of Mayabunder, Diglipur and Rangat vide notification No. 69/2007 dated 19th March, 2007. This Zilla Parishad consists of 16 elected members from 16 constituencies covering 37 Gram Panchayats, Pramukhs of Panchayat Samities Mayabunder, Diglipur and Rangat and Member of Parliament, Andaman & Nicobar Islands. The newly constituted Zilla Parishad, North & Middle Andaman commenced its functioning w.e.f 11.10.2008 on assumption of Offices of Adhyaksha and Up-Adhyaksh by Smti Kiran Tigga and Shri Saw Ahashway Rowgyi, respectively for its first term.

The A & N Administration constituted District Planning Committee comprising 17 members for the District of North & Middle Andaman vide notification No. 11-3/2003 RD dated 24.10.2008 and the first meeting of the newly constituted District Planning Committee was held from 22 to 24 December 2008 to deliberate the Draft Annual Plan proposal of the department and PRIs for the year 2009-10. The DPC were conducted during subsequent years.

The executive power of the Zilla Parishad and the responsibility for the due fulfillment of the duties imposed on the Zilla Parishad and for carrying out the resolution of Zilla Parishad shall vest in the Adhyaksh. During the absence of Adhyaksh/Adhyaksha, the Up-Adhyaksh shall exercise the function of Adhyaksh/Adhyaksha till the Adhyaksh/Adhyaksha resume his/her office. The Zilla Parishad Members shall assist Adhyaksh/Adhyaksha for the preparation of plan of the Zilla Parishad.

Different wings of Zilla Parishad works in a chain of command headed by Chief Executive Officer under the direct supervision of the Adhyaksh/Adhyaksha as per the Regulation 1994 and rules framed their under. The duties are performed by the govt. officials to achieve the mission. (Organizational setup chart annexed as annexure – 'A').

V. Powers & duties of the officers:

Chief Executive Officer

The chief executive officer carry out the policies and direction of the Zilla Parishad and take necessary measures for the speedy execution of all works and developmental schemes of the Zilla Parishad. He shall discharge the duties imposed upon him by or under the regulation or the rules and bye-laws made there under. He shall control the officers and employees of the Zilla Parishad, subject to the general superintendence and control of the Adhyaksh and such rules as may be prescribed. He shall have custodian of all papers and documents related to the Zilla Parishad. He shall draw and disburse monies out of the Zilla Parishad Fund and exercise such other powers and perform such other function as may be prescribed.

Chief Planning Officer

The Chief Planning Officer shall advise the Zilla Parishad in the matters of plan formulation and shall be responsible for all matters of plan formulation and shall be responsible for all matters relating to planning of the Zilla Parishad including the preparation of plan for economic development and social justice and annual plans of the district.

Chief Accounts Officer

The Chief Accounts Officer shall advise the Zilla Parishad in the matters of financial policy and shall be responsible for all matters relating to the accounts of the Zilla Parishad including preparation of annual accounts and the budget. He shall ensure that no expenditure is incurred except under proper sanction and in accordance with the Regulation and rules and bye-laws there under and shall disallow any expenditure not warranted by this Regulation or rules and bye-laws or for which no provision is made in the budget.

Superintending Engineer

The Superintending Engineer shall be responsible for providing over-all planning, technical and financial supervision of all works/projects. He shall accord technical/financial sanction for the estimates/projects within the powers delegated to him and shall send the estimates/projects beyond his technical/financial power to the Chief Engineer, APWD for sanction. He shall prescribes, monitor and ensure timelines for each activity like planning, preparing estimates, according sanctions and for their execution.

Executive Engineer

Executive Engineer shall execute all the works of the Zilla Parishad with the supporting staffs under the supervision of SE.

VI. Details of consultative Committee and other Bodies with which consultation are made:

Under section 161(1) of the Andaman & Nicobar Islands (Panchayats) Regulation 1994 read with rules 4,5 and 6 of the Andaman & Nicobar Islands (Panchayati Raj Institutions) (Constitution of Committees) Rules 2005 standing committee are constituted every year for a period of one year for implementation of the policy of the Zilla Parishad, North & Middle Andaman. All the Committees shall meet once in every month and have not less than eight sitting in a year.

A. Name of the consultative committee:

i. Finance taxation and accounts:

The committees on finance taxation and accounts shall deal with all matters relating to Finance, Taxation, Accounts & Audit of the Zilla Parishad. They shall supervise utilization of budget grant by the Zilla Parishad. The Committee may call for any document, expenditure register, stock register etc. from the Zilla Parishad and scrutinize them and suggest better utilization within the ambit of relevant rules / provision of the Regulation. Any short-fall, if notice by the committee in execution of any work, such short-fall shall be brought to the notice of the Zilla Parishad through the Chief Executive Officer, Zilla Parishad. The Committee shall have access to the accounts of the Zilla Parishad. Committee shall conduct monthly audit of the ZP accounts and shall check monthly abstract of receipts and expenditure and furnish their opinion / recommendation.

ii. Public health and sanitation:

The committee shall submit its recommendation to the ZP for efficient management of garbage disposal and solid waste in the rural areas. The committee shall prepare guideline for total achievement of sanitation programme in rural areas. The Committee shall assess requirement of public toilets, urinals in the rural areas. The committee shall formulate plans to prevent spread of epidemics and communicable diseases and submit its recommendation to the ZP. The Committee shall draw programme / scheme for inclusion in the annual plan of the PRI in respect of the Sanitary and Public Service.

iii. Works and Development:

The committee shall have power to inspect execution of all works / programmes or schemes within the jurisdiction of ZP short-fall or lapse, if any notice, shall report its observation to the ZP. The Committee on receipt of proposal from members of the PRI of each tier in respect of public works, improvement and development, shall, after considering the proposal, fix up the priority to be given to each of the works and submit its recommendation to the ZP. The Committee shall scrutinize plans of the building being constructed by the ZP and recommend its observation. The Committee shall submit its recommendation for protection and improvement of the environment in areas under the jurisdiction of Zilla Parishad. The committee shall scrutinize the estimates for civil works and suggest its recommendation to the ZP.

iv. Water Supply & Works Committee:

The Committee shall prepare plan for efficient distribution, improvement of water supply in the rural areas. The Committee shall have the right to inspect all the works relating to water supply and suggest improvement. The committee shall review the revision of water charges from time to time. The Committee on receipt of proposal from the PRI members shall, after considering the proposal, fix up priority to be given to each works and recommend its implementation to the ZP.

v. Education and social justice:

The Committee shall prepare plans for establishment and functioning of pre-primary and primary school in the concerned areas. The Committee shall recommend establishment of adult education centre whenever necessary. The Committee shall formulate and submit schemes for providing assistants to the physically disabled persons, destitute women, orphans and home-less persons and submit the same to the ZP. The Committee shall suggest schemes for development of sports and cultural activities in the concerned areas. The Committee shall render assistant for the proper implementation of nutrition, family welfare schemes, health education, immunization programme under taken by the PRIs. The Committee shall prepare proposals / make recommendations to the ZP for the construction and maintenance of Old Age Home, Yatri Niwas etc. if any available within the jurisdiction of the PRIs.

B. Name of the other bodies/committee constituted:

1. Internal Committee to scrutinize the applications/documents of the eligible unemployed Registered Co-operative Societies having civil construction works as one of the objectives for enrollment in this Zilla Parishad for awarding civil works.
2. Purchase Committee to regulate the purchase of stationary, stores, furniture, computer & other office requirements etc.
3. Committee to conduct works/business on R.O. Plant of Zilla Parishad, North & Middle Andaman.
4. Committee to declare the works not included in the Annual Plan as emergent work.

VII. Details of services rendered:

To provide employment generation, creation of assets, provide qualitative education to the student of rural area and to improve the standard of living of rural population.

VIII. Grievances redressal mechanism:

Citizen may contact the authorities directly in the office of Zilla Parishad about their various problem like improvement of the infrastructures, facilities and other grievances within the jurisdiction, during the working hours 8:30 AM to 5:00 PM with 1:00 pm to 1:30 pm lunch break. In case of any grievances the respective Assistant Engineer in their jurisdiction may be approached for redressal of grievances and with the approval of Adhyaksh and Chief Executive Officer, the Executive Engineer will ensure that action needed for rendering effective services to users are taken/implemented on users satisfaction. For decision making on important matters, discussions are made with the members under the Chairmanship of Adhyaksha, Zilla Parishad, North & Middle Andaman who are representative to the public.

IX. Postal Address of Zilla Parishad.

Zilla Parishad,
North & Middle Andaman,
Lucknow Village,
P. O. Mayabunder – 744204.

X. Norms set for discharge of functions.

S.N.	Activity	Time Frame
(a)	Dairy of letters	Same day
(b)	Dispatch of letters	Same day after signing
(c)	Letter put up	Within three days for general dak and for time bound letters, on the same day.
(d)	Parliament question	Same day's on the date of receipt
(e)	Calling of meetings	15 days for general meeting, 7 days for emergent meeting and 10 clear days of notice for DPC meeting.
(f)	Minutes of meeting	Minutes of proceeding shall be issued within 7 days.

XI. The Budget Allocation Plan Schemes And Expenditure.

The revenue generation by the PRIs from their own resources is presently very nominal. To take up developmental works in the rural areas, the administration is providing funds to the PRIs as Grant-in-aid under various sectors including expenditure towards salary of staff and other establishment matters. The distribution of fund among the three tiers i.e., Zilla Parishad, Panchayat Samiti & Gram Panchayat is on 15:15:70 ratio. The details of plan schemes being implemented are as follows:

Sub- sector –General – GIA to PRIs for Developmental works.

Construction of Shopping Complex, Multipurpose Community Hall, footpaths, C/o Graveyard Shed, Bus Shelter, LPG Crematorium, Vegetable Market, Guest houses, Playground, Passenger shed and land development, water drain etc. are proposed to be taken up. Moreover, new proposal for the construction of tourist guest at various, nurseries for plant development and parking place adjacent to thickly

populated rural areas have also been proposed during the 12th Five Year Plan (2012-17) as source of revenue generation. Besides funds are also received to meet general expenditure such as salary to staff, honorarium to Zilla Parishad members and other maintenance works.

Sub-sector : Roads and Bridges.

Four Schemes are being implemented under this sector with the main aim is to promote connectivity in the villages through the PRIs. Several works such as construction of rural road, drain, retaining walls, footpaths, culverts, black top roads, strengthening of pavement, raising of road level, improvement of drainage system, C/o Toe wall, construction/replacement of bridge are taken up under this programmes. During the 12th Five Year Plan (2012-17) it has been targeted to construct the rural roads in the interior part to connect the habitation with main road.

Sub-Sector: Water Supply & Sanitation.

5 Schemes are being implemented under this sector. These schemes are aimed to promote and provide water supply in rural areas through the Panchayati Raj Institutions. In summer seasons, the quantity of water supplied in various villages of North & Middle Andaman is not enough as per the norms. The shortage of drinking water becomes acute during summer season causing inconvenience to the people living in rural areas. Hence, it has become immediate necessity to undertake laying of new pipelines/extension of existing lines and developing new sources of drinking water etc.

Sub-Sector : Minor Irrigation.

Scheme- Construction of Check dam / weir and pond for irrigation.

The Villagers, who are settled in the District of North & Middle Andaman, are dependent on rain for the cultivation. Mostly, the land which are occupied by them are dry and hilly and experienced lot of difficulties due to scarcity of water for cultivation of various crops in their land throughout the year. The villagers, are not having any other sources for their livelihood other than agriculture. Thus, new works for the renovation of the Dam/ Weirs and Ponds will be taken on priority basis to develop their farming.

Sub-Sector: Education

Scheme– Construction of Vivekananda Kendra Zilla Parishad Vidyalaya.

Under this Scheme, the Zilla Parishad, North & Middle Andaman is establishing quality oriented school in rural habitation for the benefit of the rural masses. Presently, four Vivekananda Kendra Zilla Parishad Vidyalayas (VKZPVs) are existing in North & Middle Andaman, one each at Kadamtala, Basantipur, Pahalgaoon and Diglipur respectively. All VKZPVs are required to be upgraded phase-wise to the level of Senior Secondary Schools. Hence, construction of additional classrooms, providing infrastructure facilities, furniture, sports items, library etc are to be taken up.

Sub-Sector: GIA Rural Road (Non-Plan)

Fund released under rural road (Non-Plan) is to be utilized for the maintenance of rural road transferred from APWD vide Directorate communication 16-1/DP/Accts/2010-11/424 dated 03.03.2012.

Details of Fund Allocated, received & Expenditure incurred by Zilla Parishad, North & Middle Andaman are as follows:

(` in lakhs only)

SECTOR	Allocation during Annual Plan 2012-13	Fund Received during the year 2012-13	Expenditure during the year 2012-13
GIA (General)	236.17	236.17	212.78
GIA Maintenance	34.95	0.00	0.00
GIA Salary	130.00	108.37	84.49
Honorarium	6.84	6.35	6.41
Road & Bridges	360.60	360.75	344.50
Rural Road (NP)	0.00	0.00	*9.12
Water Supply	47.16	137.68	0.00
Sew. & Sanitation	0.00	0.00	0.00
Education	24.00	40.00	91.60
Minor Irrigation	30.00	54.00	12.42
Total	869.72	943.32	761.32

* Expenditure incurred against fund received during 2010-11 & 2011-12 to tune of ` 50 lakhs and 1 Crores respectively

XII. Implementation of schemes

The works/projects being part of the Annual Plan approved by the Gram Sabha shall be executed only after passing a resolution in the meeting of Zilla Parishad. In case of emergent works, repair & maintenance of the assets already created and not included in the Annual Plan shall be taken up on the recommendation of the standing Committee works committee with the technical approval of Executive Engineer, Zilla Parishad and such shall be ratified in the ensuring Gram Sabha meeting.

The works are executed as per Action Plan submitted to the Administration under the supervision of technical staffs at every stage. The guidelines curtailed in Central Public Workers Accounts code and General Financial Rules 2005 regarding calling of tenders of execution of works etc shall mutatis mutandis apply for Zilla Parishad works also.

The authorities competent to accord Technical sanction and Administrative Approval for the work

(a) Technical Sanction

	Estimated cost of work	Competent Authority
(i)	Up to Rs. 3 lakhs	Assistant Engineer
(ii)	Up to Rs. 30 lakhs. (Up to Rs. 45 lakhs where AE(plg.) is attached with EE) .	Executive Engineer
(iii)	Up to Rs. 2.5 crores	Superintending Engineer
(iv)	Above Rs. 2.5 crores	Chief Engineer APWD

(b) Administrative Approval & Expenditure Sanctioned of works

	Estimated cost of work	Competent Authority
(i)	Works costing up to 150 lakhs	Adhyaksh, Zilla Parishad
(ii)	Works costing above 150 lakhs	Relevant authority under the Administration as per the delegating financial powers.

The Administrative Approval & Expenditure sanctioned of estimates beyond the financial power shall be obtained from the competent authority through Director Panchayat.

In case of awarding of works to the societies without call of tender up to 12.00 lakhs Executive Engineer is Competent to approve the rates and Adhyaksha is competent to awarding the work based on the resolution passed by the Zilla Parishad.

The Co-operative societies having civil construction works as one of its objective and duly registered in the RCS shall enroll themselves with Zilla Parishad for getting work orders. The application for enrollment received by Zilla Parishad shall be scrutinized by an internal committee and the eligible Co-operative societies works as one of its objective shall be enrolled for civil works. A roster shall be maintained accordingly.

The enrolment shall be for a period of 05 years and may be renewed there after subject to fulfillment of the eligibility conditions such as audited accounts for the previous financial year is available and the members of societies are not related to the members and head of Zilla Parishad.

The work shall be awarded after entry into an agreement with such society in writing.

The societies which defaults in execution of work in any manner shall be blacklisted by Superintending Engineer PRI based on the recommendation of Zilla Parishad and they shall not be awarded any work for three consecutive years. SE PRIs shall circulate the list of such societies to head of the Zilla Parishad where they are enrolled under intimation to Director (Panchayat).

XIII. Category of documents held by Zilla Parishad.

S.N.	Nature of Record	Unit
1.	Incumbency chart of Adhyaksh / Up-Adhyaksh/Chief Executive Officer	Incumbency boards exist in the respective chambers.
2.	Establishment matters	Establishment Cell.
3.	Zilla Parishad meeting	Personal Assistant.
4.	Cash Book and Accounts matters, receipt of fund and disbursement to engineering wing	Accounts section.
5.	Issue and receipt.	Establishment section.
6.	Matter relating to plan.	Planning Cell.
7.	Administrative approval & expenditure sanction of work – technical sanction.	Planning Cell.
8.	Details of works executed	Engineering wing.

XIV. Particulars of facilities available to citizen for obtaining information.

1. Official website.
2. Office Notice Board.

XV. Details of APIO, PIO & First Appellate Authority.

Names, designations and other particulars of the Public Information Officers, Assistant Public Information Officer & Appellate Authority in the Zilla Parishad, North & Middle Andaman.

Sl. No.	Name & Designation	Designated as (PIO/APIOs)	Telephone	Jurisdiction	Appellate Authority	Tel/Fax. No.
1.	Executive Engineer, Zilla Parishad N&M Andaman	PIO	273535	All Engineering matters of Zilla Parishad N & M Andaman.	Chief Executive Officer, Zilla Parishad N&M Andaman	03192-262925 03192-262924 (Fax)
2.	Chief Planning Officer, Zilla Parishad N&M Andaman	PIO	262926	All matters of Zilla Parishad N&M Andaman except Engineering Wing & Accounts matters.	-do-	
3.	Chief Accounts Officer, Zilla Parishad N&M Andaman	PIO	273069	All account matters at Zilla Parishad N&M Andaman.	-do-	
4.	Assistant Engineer, Zilla Parishad Rangat	APIO		All Engineering matter of Zilla Parishad N&M Andaman.	-do-	
5.	Assistant Engineer, Zilla Parishad Diglipur	APIO		All Engineering matter at Zilla Parishad N&M Andaman.	-do-	
6.	Assistant Engineer, Zilla Parishad Mayabunder	APIO		All Engineering matter at Zilla Parishad N&M Andaman.	-do-	
7.	Assistant Accounts Officer, Zilla Parishad N&M Mayabunder	APIO	273069	All account matters Zilla Parishad N&M Andaman.	-do-	

XVI. Official Directory of Zilla Parishad.

Sl. No.	Name	Designation	Office Phone No.
1.	Shri K Srinivasan	Adhyaksh	273636
2.	Shri Sony Thomas	Up- Adhyaksh	262923
3.	Dr. Vivek Kumar	Chief Executive Officer	262924
4.	Shri R. Thirunauvkarrasu	Executive Engineer	273535
5.	Smti Girija Johnson	Chief Planning Officer	262926
6.	Shri V. Venkadesan	Assistant Accounts Officer	273069
7.	Shri Santosh Mandal	Office Superintendent	262927

ORGANIZATIONAL SETUP

ANNEXURE – ‘A’

