ANNEXURE - I

Interview Schedule

I. Socio Economic Background : 
   1. Name of the Respondent :  
   2. Age :  
   3. Sex : Male / Female  
   4. Literacy : Literate / Illiterate  
   5. Education :  
   6. Religion : Hindu / Muslim / Christian  
   7. Community : SC / ST / MBC / BC / FC  
   8. Type of Family : Nuclear / Joint  
   9. Occupation : Agriculture / Business / Professionals  
   10. Income (per annum) :  
      | Land | Business | Other source |
      |------|----------|--------------|
      |      |          |              |

   11. Wealth : Rs.  
   12. Housing Facilities :  

<table>
<thead>
<tr>
<th>Type of House</th>
<th>Own/Rented</th>
<th>Electrified</th>
<th>Toilet facilities</th>
<th>Individual Tape connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>H</td>
<td>M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   13. Other asset (Vehicle etc.) :  

   14. Particulars of Family Members :  

<table>
<thead>
<tr>
<th>No</th>
<th>Sex</th>
<th>Relationship</th>
<th>Age</th>
<th>Educational Qualification</th>
<th>Occupation of the Members</th>
<th>Total Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. Association with other social Institution:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Institution</th>
<th>Nature of the Institution</th>
<th>Role of Association</th>
<th>Years</th>
</tr>
</thead>
</table>

16. How your early membership with the above Institutions help you to perform your activities at present in the panchayat?

17. What are the contributions by the above mentioned association to the panchayat?

18. Association with political party:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Party</th>
<th>Years</th>
<th>Position held</th>
<th>Activities involved</th>
</tr>
</thead>
</table>

19. Whether party is helpful in panchayat activities? Yes / No

If Yes give details:

II. Village Profile:

1. Village Particulars

1. Name of the village :

2. Total Number of hamlets :

3. Population :

   SC :

   Others :

   Total :

Total No. of Wards :

Panchayat Ward Members :

   Male Female Total

   SC :

   Others :

   Total :

ii
6. Major caste groups : 
7. Structure of Houses : Pucca | Tiled | Hut | Mixed | Total 

II. Infrastructure Details
8. Drinking water 
   i. No. of Storage tanks : 
   ii. No. of Public taps : 
   iii. No. of Individual tap connection : 
   iv. No. of Hand pumps : 
   v. No. of Open wells : 

9. Health and Sanitation 
   i. Pucca drainage facilities in streets : 
   ii. Public toilet facility details : 
   iii. No. of Individual household latrines : 
   iv. No. of composte yards : 
   v. Details of Health centre : Health | PHC Sub-centre | Private Clinic 

10. Roads 
   i. Total Kilometre of road : 
   ii. Type of road : Distance 
      Mud : 
      Metal : 
      Block Topped : 
      Cement Concrete : 

11. Education 
    Boys | Girls | Total 
   i. No. of Balwadi : 
   ii. No. of Noon-meal Centre : 
   iii. No. of Primary School : 
   iv. Secondary School Available : Yes / No
12. Other Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market</td>
<td></td>
</tr>
<tr>
<td>Butchery Shed</td>
<td></td>
</tr>
<tr>
<td>Bus Shelter</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Public Distribution System</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Grave yard</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Community Hall</td>
<td>Yes / No</td>
</tr>
<tr>
<td>T.V. Centre</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Cinema Theatre</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Post Office</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

13. Village Organisations

<table>
<thead>
<tr>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caste Sangams</td>
</tr>
<tr>
<td>Women Sangams</td>
</tr>
<tr>
<td>Youth Association</td>
</tr>
<tr>
<td>Fans Association</td>
</tr>
<tr>
<td>NGO</td>
</tr>
<tr>
<td>Village Societies Registered</td>
</tr>
<tr>
<td>Any other</td>
</tr>
</tbody>
</table>

14. Places of Worship

<table>
<thead>
<tr>
<th>Place</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.of Temples</td>
<td></td>
</tr>
<tr>
<td>No. of Church</td>
<td></td>
</tr>
<tr>
<td>No.of Mosque</td>
<td></td>
</tr>
</tbody>
</table>

15. Financial Institution

<table>
<thead>
<tr>
<th>Institution</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Bank</td>
<td></td>
</tr>
<tr>
<td>Cooperative Societies</td>
<td>Yes / No</td>
</tr>
<tr>
<td>If yes, give details</td>
<td></td>
</tr>
</tbody>
</table>
16. Land details
i. Total No. of farmers
ii. Name of Major crops
iii. Major source of irrigation
iv. Details of village common land

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Category of Land</th>
<th>Total Extent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. Animal Husbandry
i. No.of families involved in milch animals
ii. No.of families involved in Rearing of Goats :
iii. No.of families involved in Poultry :
iv. Any other activities :
v. Veterinary Centre available :
   Yes / No

18. Politics
i. How many political parties are functioning in the village
ii. Which party to dominant in the village?

19. What are the major social issues of your village panchayat?

20. What is the special salient features of the village?

III. Village Setting
1. What are the major social institutions functioning in the village?
2. How they maintain relationship with panchayat?
3. Are they supportive and contributive towards panchayats?
4. How they influence the panchayat for its activities?
5. Are they disturbing panchayats?
6. Do you feel that the environment in panchayat is conducive for achievement?
7. Which segment of the society is responsible for the above environment?
IV. Recruitment Process:

1. What is the reasons for contesting in the panchayat election?
2. How many candidates contested against you?
3. Explain your canvassing techniques?
4. What are the major issues projected during the canvassing?
5. Which are the supportive institutions for your victory?
6. Who are all the supportive individuals for your victory?
7. Role of the party in recruitment process
8. Total amount spent for elections:
   a) Less than 5000 
   b) 5000 - 10,000 
   c) 10,000 - 15,000 
   d) 15,000 - 20,000 
   e) 20,000 & above.
9. Did you face any problem during election? Yes / No
   If yes, give details:
10. Is the election rivalry continues even after the election?
11. Which according to you is the major factor contributed for your success?
12. Had you been a member in the earlier panchayat? Yes / No
   If yes, Position held
13. What is the difference between the old panchayat and the New Panchayat Raj System?

V. Perception:

I Concept of Panchayati Raj

1. Are you aware of the features of the 73rd Constituional Amendment Act?
2. What are the main features of the New Panchayat Raj System?
3. Are you aware of the Tamil Nadu Panchayati Raj Act?
4. What are the major issues in New Panchayat Raj System?
5. What is the scope of New Panchayat Raj System?

ii. Development
6. What do you mean by 'Development'?
7. What are the factors of Development?
8. What if the role of government in Development?
9. What is the position of village economy to-day?
   i. Agriculture
      i i. Animal Husbandry
   iii. Village Industry
      iv. Employment status
10. What are the ways to improve the village Economy?
11. What are the major issues in the process of development?
12. What are the various social problems in the rural areas?
13. Development Vs Panchayat
   ii. Polity
14. What do you mean by 'Politics'?
15. Do you think that ideology has a role in development?
16. What role would you play in materialising the ideology?
17. How party facilitated you in your career?

iv. Gender Issues
18. Are women treated on par with men?
19. How women are discriminated?
20. How women are empowered economically?
21. How women are empowered Politically?
22. What are the atrocities committed against women?
23. How women could be empowered through SHG?

v. Common property Resources
24. What is the status of CPR in your village?
25. How to improve the status of CPR in your village?

vi. Social Justice
26. What do you mean by social justice?
27. Do you agree that untouchability is practiced in your village?
28. How is the caste equation in your village?
29. How it reflects in the village activities and panchayat activities?
30. How the depressed community faces the challenge?
31. What is your role in rendering Social Justice?
32. What are the core issues in your village regarding Social Justice?
33. What are the suggestions for effective delivery of Social Justice through panchayat?

VI. Socialization:
1. At what age you have entered into politics?
2. Which factor drawn towards politics?
3. How did you develop your leadership qualities?
4. Who encouraged you to join politics?
5. Is any of your family members involved in politics or social activities apart from you?
6. What are the newspapers, magazines regularly you read?
7. Do you have any plan to move upward to politics?

VII. Performance:

i. Assigned duties / responsibilities

1. List out all the activities undertaken in the panchayat since 1996 (year wise)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>No. of works Carried out</th>
<th>Items of Work</th>
<th>Source of Fund Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. What are the major issues encountered when the above mentioned works were implemented?
3. How did you overcome the hurdles?
4. Are you aware of the provision to the formation of committees in village panchayats?
5. How many committees are to be formed?
6. How many committees have been formed actually?

7. Give the details of committees:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Committee</th>
<th>Total Members</th>
<th>Details of activities carried out so far</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Did you face any problem in the formation of committee and in the functioning of the committees?

ii. Tax Collection

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Tax item</th>
<th>Total Demand</th>
<th>Total Collection</th>
<th>Issues encountered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Do you make tax revision during your tenure? If so, how much income augmented through this revision?

10. Did you mobilise resource other than tax? Yes / No

11. If yes, through what source?

12. What are the issues encountered in resource mobilisation other than taxes?

13. Details of the Government grant:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Year</th>
<th>Type of grant</th>
<th>Total amount eligible</th>
<th>Total amount received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. What are the problems you have faced to get the government grants?

**iii. Accounting & Auditing**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Financial Accounting</th>
<th>Audit carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year completed</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Objections if any</td>
</tr>
</tbody>
</table>

15. Did you give bribe for auditing?

16. Are you aware of accounting procedure?

17. What is your opinion about the existing system of auditing?

18. What are the practical problems have you faced in auditing?

19. To what extent officials are cooperative to the panchayat?

20. In which area corrupt practices widely prevalent?

21. Who are all involved in this corrupt practice?

22. What is the level of corruption?

23. What is your experience in this corrupt system?

24. Could you think that corruption could be contained?
iv. Conducting of Panchayat meetings

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>Total Members</th>
<th>Total Out of that Male</th>
<th>Female</th>
<th>Meeting Ordinary</th>
<th>Emergency</th>
<th>Special attendance</th>
</tr>
</thead>
</table>

25. To what extent Dalit participated in the meetings?

26. To what extent women are participating in the meetings?

27. Did you witness any untoward incidents occurred during the panchayat meetings?

   Yes / No

28. If yes, Narrate the incidents

29. Have you taken any initiative in Micro Level Planning? Yes / No

30. Do you have a plan for the development of your village? Yes / No

31. If Yes, give details

v. Conducting of Gramsabha Meetings

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Total No. of Voters Male Female</th>
<th>Year</th>
<th>No. of G.S Meeting held</th>
<th>Attendance</th>
<th>Percentage</th>
</tr>
</thead>
</table>

32. What are the preparatory arrangements to ensure quorum in Gramsabha meetings?

33. What are the major items discussed in the Gramsabha meetings?

34. How many of the resolutions are executed?

35. What are the problem faced by you in organising Gramsabha meetings?

36. What is the level of participation of women in Gramsabha?

37. What is the level of participation of Dalit in Gramsabha meetings?

38. Suggest ways and means to improve the Gramsabha meetings.

vi. Assumed duties / responsibilities

39. Tree planting

<table>
<thead>
<tr>
<th>Year Place</th>
<th>No. of Saplings</th>
<th>Source of fund</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
</table>
40. What type of environmental activities undertaken by you?

41. What are the programmes conducted by you on your own?

42. What are the steps to be taken for school enrollment?

43. What are the steps to be taken for maintain sanitation?

44. What are the steps to be taken for ANC and PNC to maintain women's health in the villages?

45. What are the steps to be taken to improve the school facility?

46. What are the steps to be taken to prevent child labour?

47. What are the steps to be taken to prevent child labour?

48. What innovation has made in your panchayat?

**vii. Maintenance of Panchayat Office**

49. Premises cleaniness

50. Facilities provided in the office

51. Maintenance of records / materials

52. Maintaining particular time for opening the office and meeting the public

**viii. Initiatives taken for Community Action**

53. Mobilising community support for panchayat development activities - details

What activities / How / Facilitators did carried out

54. Accountability to the community - what steps to be taken

55. Problems in mobilising community
ANNEXURE - II

Powers Exercisable by Rural Local Bodies
As per the Rules Issued Under the Tamil Nadu Panchayats Act

Gram Sabha
1. Approval of the village plan;
2. Approval of Village budget for the year;
3. Approval of audit report on the village Panchayat accounts of the previous year;
4. Review of the progress of all the schemes entrusted to the village Panchayats. (Section 3 of the Tamil Nadu Panchayats Act, 1994);
5. Approval of the beneficiaries selected and location of institutions and community facilities identified by the village Panchayat;
6. Review of the completed works executed in the previous year by the village panchayat and scrutiny of the list of works undertaken in the year by the village panchayat of by any Government Department and agency;
7. Promotion of communal and social harmony among the various scraps of people in the village Panchayat;
8. Mobilization of voluntary labour, contribution in cash and kind for community welfare and development programmes; and
9. Examining annual statement of accounts and audit report of the village Panchayat.

Village Panchayat
1. Executive Authority/President of the Village Panchayat shall approve the layouts for construction of residential buildings with the previous approval of the Director of Town and Country Planning or his authorized Joint Director/Deputy Director of Town and Country Planning.
2. Executive Authority/President shall approve the application of buildings and huts in the site situated in the Panchayat areas.
3. President of the village Panchayat is empowered to prepare estimates with the help of the Panchayat assistant to get the approval of the Panchayat and execute works upto a limit of Rs.2000
at a time and not exceeding five thousand in a year in respect of works executed out of Village Panchayat funds.

4. Village Panchayat is competent to accord administrative sanction of the original works consisting upto rupees one lakh.

5. Village Panchayat is competent to accord administrative sanction of the following nature of maintenance works with the sanction of the authorities noted against them.

<table>
<thead>
<tr>
<th>Nature of Estimate</th>
<th>Authority to accord Technical Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>Estimate costing not more rupees ten thousand</td>
<td>Block Engineer or Assistant Engineer (Rural Development)</td>
</tr>
<tr>
<td>Estimate costing not more than fifty thousand</td>
<td>Assistant Executive Engineer (R.D)</td>
</tr>
<tr>
<td>Estimate costing not more fifty thousand but not more than rupees two lakhs</td>
<td>Executive Engineer (R.D)</td>
</tr>
<tr>
<td>Estimate costing not more than rupees two lakhs</td>
<td>Superintending Engineer (R.D)</td>
</tr>
</tbody>
</table>

6. Village Panchayat is competent to accord administrative sanction in respect of the following nature electrical works with the technical sanction of the authority noted against them

<table>
<thead>
<tr>
<th>Nature of Estimate</th>
<th>Authority to accord Technical Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>Estimate costing not more rupees ten thousand</td>
<td>Block Engineer or Assistant Engineer (Rural Development)</td>
</tr>
<tr>
<td>Estimate costing not more than ten thousand but not more than rupees twenty five thousand</td>
<td>Assistant Executive Engineer (R.D)</td>
</tr>
<tr>
<td>Estimate costing not more twenty five thousand but not more than rupees fifty thousand</td>
<td>Executive Engineer (R.D)</td>
</tr>
<tr>
<td>Estimate Costing not more than rupees fifty thousand</td>
<td>Superintending Engineer (R.D)</td>
</tr>
</tbody>
</table>
7. The Executive Authority/President of the Village Panchayat is empowered to enter any building or place or land where (1) Tanning of hides and skins (ii) manufacturing and storing of gun powder (iii) brewing and manufacture of arrack or other spirit and (iv) explosive and storing of combustible materials are carried out for the purpose of satisfying himself whether any law, rules, bye-laws or regulations are being contravened.

8. Executive Authority/President shall grant license for erection of pandal or temporary structure on public roads.

9. Village Panchayats are empowered to regulate or prohibit washing animals, clothes or other articles, fishing in any public or tanks or water course and set apart any such places for drinking or for bathing or washing any animals etc.

10. Village Panchayat shall have power to engage on its behalf the counsel and sanction fee payable to them.

11. Village Panchayats shall grant license/lease for taking any fish from the water sources lying in their areas.

12. Village Panchayats are empowered to constitute the following committees to delegate their functions so as to enable them to discharge their functions effectively:
   1) Appointment Committee
   2) Welfare Committee
   3) Health, Water and Sanitation Committee
   4) Public Distribution System Committee
   5) Agriculture Production Committee
   6) Works Committee and
   7) Education Committee

13. Village Panchayats are empowered to frame bye-laws on matters enumerated below for implementing the provisions of the Tamil Nadu Panchayats, Act 1994 or any other Law:-
   (a) All matters required or allowed by the Act to be provided in by-law;
   (b) The regulation of the time and mode of collection of taxes under this Act;
   (c) use of public tanks, wells, conduits and other places or works for drinking water supply.
(d) the protection of avenues, trees, grass and other appurtenances of public street;

(e) planting of trees by private persons in public lands on which the village Panchayat has powers of control, protection and management and granting licenses for the same;

(f) the inspection of public and private markets and staff and other places therein, including the regulation of their use and the control of their sanitary conditions;

(g) licensing and controlling brokers, commission agents, weighmen and measure practicing their calling in markets, other than markets coming under regulated market committee;

(h) prescribing the method of sale of articles whether by measure, weight, bale or piece;

(i) the enumeration of inhabitants of the village Panchayat area;

(j) letting out of public place and buildings like kalyanamandapam, community hall, for public use;

(k) procedure for getting licenses for encroachments made for putting up temporary structure during the times of fairs, ceremonies and seasonal covering and other purposes;

(l) conditions to be prescribed while calling for tender works or for supply of goods, materials and other than those prescribed under the rules, and

(m) terms and conditions to be laid down while auctioning leases of rights of enjoyment of Panchayat properties and collection of fees for various purposes.

14. Executive Authority/President is the licensing authority for dogs of the private persons in their houses.

15. Executive Authority/President is the licensing authority for erection of hoarding purposes.

16. Village Panchayat is empowered to fix the yearly advertisement tax within the minimum and maximum limits as stated in the following table:
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Areas</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(per square meter) (Rs.) (Rs.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>If the village panchayat lies within 3 km radius from any Municipal Corporation</td>
<td>20</td>
<td>250</td>
</tr>
<tr>
<td>2.</td>
<td>If the village panchayat lies within 10km radius from a municipality</td>
<td>15</td>
<td>200</td>
</tr>
<tr>
<td>3.</td>
<td>Other village Panchayats</td>
<td>100</td>
<td>150</td>
</tr>
</tbody>
</table>

17. Village Panchayat is empowered to levy any fee from all registered holders of land served by any irrigation work at such rate per acre as the Collector of the revenue district may from time to time determine having regard to the nature of Kudimaramat work executed or proposed to be executed by the Panchayat.

18. Village Panchayat shall provide at its cost, places to be used as burial or burning -grounds and may charge rents and fees for the use thereof.

Powers, Functions and Responsibilities Entrusted to the
Rural Local Bodies in Tamil Nadu

(A) General Subjects

Village Panchayats

1. Gram Sabha is a constitutional body constituted as a grass roots level democratic institution. This Government have already amended the Act to enable the Gram Sabha to function vibrantly. Gram Sabha through its collective wisdom, guide the Panchayat to plan and execute apart from monitoring the implementation of various schemes including schemes of line departments. Therefore by strengthening the Gram Sabha public participation in the scheme of implementation will increase and will pave for the social auditing in due course of time. Therefore government of Tamil Nadu have instructed to conduct the Gram Sabha at least 4 times in a year namely January 26th, May 1st, August 15th and October 2nd.
Government is taking steps for strengthening the Gram Sabha functioning.

2. The President of village Panchayat will act as the "Executive Authority" of the Village Panchayats to execute the powers and functions of the village Panchayat.

3. Powers have been delegated to the Village Panchayat Presidents for purchase of the spares with regard to maintenance of power pumps and hand pumps by (1) following the rates fixed by the District Purchase Committee every year (2) Calling for tenders with sample spares and to compare with the price list of the TWAD Board, as per the G.O.Ms.No.75, Finance Department, Dated:19.02.97. (3) The District Purchase Committee will communicate the list and qualities to all the Panchayat unions and village Panchayats, (4) The village Panchayats to follow the rates approved by the District Purchase Committee and (5) Not to invest huge amount for maintenance.

4. All the Village Panchayats have been permitted to open a savings bank account in the near by nationalized bank or cooperative bank or in the post office as per the order of priority given in the Government latter. 5. Considering the increased work load due to additional duties and responsibilities entrusted to the village Panchayats, only Grade-I Panchayats with their own income exceeding Rs.3.0 lakhs will be permitted for appointing full-time Panchayat clerk on consolidated pay in lieu of part time Panchayat Assistant/Clerk, where the expenses on salary and other allowances shall not exceed 10% of its own income. The government can fix the upper limit of the consolidated pay.

6. Makkal Nala Paniyalargal are assisting the village Panchayats in carrying out important and essential functions for the village Panchayats.

7. Rules for the formation of committees in village Panchayats for entrusting the power to such Standing Committees on (1) Taxes, finance, accounts and planning, (2) Education and health, (3) Welfare schemes and public distribution system have been framed.

8. Village Panchayats have been permitted to extend house service water tap connections to individual houses in their respective area, and can collect non-refundable deposit of Rs.1,000/- in one
installment and Rs.30/- as monthly water charges for house service connection.

9. Village Panchayats are empowered to complain to the concerned officer of T.N.E.B. if anybody uses more than one light under “one light for one hut programme”.

10. As the village Panchayats have power to evict encroachments in the Panchayat vested properties, the police and revenue officials will assist the village Panchayats, when their help is sought.

11. The village Panchayats can be given priority for taking government lands for construction of libraries, community centres, school buildings and cattle/animal sheds.

12. Professional tax is being levied as per the provisions in the new rules from all income earning members including Central Government employees and collected/animal sheds.

13. Village Panchayats can set apart and utilize at least 20% of house tax amount on the drinking water and related works.

14. Village Panchayats have been empowered to levy advertisement tax for which necessary amendment was made to the Tamil Nadu Panchayat Act.

15. For erecting street light poles, the Electricity Board normally do not take prior permission from Village Panchayats. However, when there is a necessity for shifting of poles for taking up certain development works, like widening of roads, electricity board has accepted to collect the actual cost of expenditure (cost of additional materials and labour charges) and then to execute the work immediately.

16. Government have authorized that the ownership certificate for house service electricity connection may be issued either by the Village Administrative Officer or Village Panchayats President and based on that certificate house service connection may be given by T.N.E.B.

17. The powers to collect license fee on the dangerous and offensive trades by the Village Panchayats instead of Panchayat unions will be entrusted by suitable amendment to section 159 of Tamil Nadu Panchayats Act, 1994.

18. The responsibility of maintenance of sand, quarries, clay as per the Tamil Nadu Minor Mineral Act of 1995. Addition and deletion of the quarries from the list maintained by the District Collector, situated with in the Village Panchayats limits, and collection of levy and remitting it to the General funds of the Village Panchayats.
Monitoring and confiscating of the vehicles used for unauthorized transit of the minor minerals. Issue of permits to the vehicles for transporting the minor minerals from the Village Panchayats areas. Visiting the minor quarries and inspecting the accounts maintained by them.

19. The Village Panchayats have been permitted to organize Volley Ball, Kabadi, Foot ball and other sports activities at the Village Panchayats level and to award prizes to the winners to the tune of Rs.50/-

Powers, Functions and Responsibilities Entrusted
To The Rural Local Bodies on 29 Subjects

Village Panchayats

1. Agriculture, Including Agricultural Extension

1. Assist in identification of beneficiaries in procurement and distribution of vegetable seeds.
2. Assist in identification of beneficiaries for implementation of community thrashing floor.
3. Assist in identification of beneficiaries for distribution of paddy, green manure and blue green algae under subsidy scheme.
4. Assist in the implementation of special programme on Waste Land Development.
5. Assist in identification of beneficiaries for the development of organic manure resources by utilizing sewage/sullage.
6. Assist in identification of beneficiaries under the schemes for distribution of mini kits, fertilizers and seeds.
7. Assist in identification of beneficiaries under financial assistance provided to the farmers who are affected by cyclone/flood.
8. Assist in identification of beneficiaries for providing minor irrigation facilities for coconut growers’ scheme.
10. Assist in identification of beneficiaries for the Horticulture Training Centres.
11. Assist in identification of beneficiaries for the training schemes for women farmers in agriculture technology (TANWA).
12. Identification of beneficiaries under scheme for distribution agricultural implements.
13. Implementation of scheme for setting up of compost pits.
15. Assist in identification of beneficiaries for Oil Seeds Production Programme.
21. The Village Panchayats can advise and assist in the selection of beneficiaries for the distribution of agricultural inputs like quality seeds, fertilizer, bio fertilizers, pesticides and fungicides etc at appropriate time to increase the agricultural production.
22. Village Panchayats can advice in setting up of godown facilities, cold storage facilities etc through regulated markets to store and increase the profitability in agricultural produce and particularly in perishable items like fruits and vegetables.
23. The Village Panchayats can assist in publicity to increase farmers participation in the crop yield competitions, by creating congenial and positive competitive spirit among the farmers.
24. The Village Panchayats can assist the Agricultural Departmental staff in identification of beneficiaries under Integrated Programme on Cereals Development, programme for the augmentation and promotion of paddy, minor millets, pulses, oil seeds, cotton etc., plant protection schemes, seed certification programme, integrated pest management programmes, land and water use schemes, crop insurance schemes to small and marginal farmers etc. Village Panchayats can also prepare list of the beneficiaries assisted under various schemes, subsidy disbursed with other details and inform the concerned officials of the Agricultural Department every year.
25. Village Panchayats may plan an important role in attaining self sufficiency with protein and fat (oil) in the food by increasing the production of soya, beans by encouraging their cultivation either as single crop or as intercrop or as the catch crop in the double crop lands.

26. The Village Panchayats can assist in schemes of the Horticulture Department, by giving free seedlings, seedling under subsidized rates to the farmers for planting in the fields or in thopes. Village Panchayats can also grow such crops in the poramboke lands vested with the Panchayats so that the horticultural crop production can increase by availing the opportunities offered in departmental schemes, Village Panchayats can assist planting of fruit trees in the waste lands under their control.

27. The Village Panchayats can identify suitable lands for the construction of seed storage godowns for scientific storage of the Agriculture Department.

28. Most of the farmers incur loss due to distress sale of their produce immediately after harvest when the price is low either due to lack of storage facilities or due to pressing need for money. To avoid this, Village Panchayats may contact the concerned marketing officers and recommend to get 50% of amount on the value of the grains stored in the rural godowns as advance to the farmers.

2. Land Improvement Implementation of Land Reforms, Land Consolidation and Soil Conservation

1. Assist in the implementation of distribution and development of surplus land and implementation of land ceiling measure.

2. Assist in updating the land records.

3. The Village Panchayats may identify surplus lands and recommend to Government for allocating it to land less poor.

4. In case of poramboke lands encroached by private people, when the identified lands are not usable for common purposes Panchayats can recommend for its reallocation to landless poor.

3. (A). Minor Irrigation

1. Village Panchayats can assist the Panchayat Union to identify the tanks with ayacut area of less than 100 acres, and for the collection
of information on water spread area, water holding capacity and period of storage to plan and execute necessary works.

2. Taking appropriate action for desilting of tanks with an ayacut of less than 100 acres during summer season for increasing the water storage capacity of the tanks.

3. The Village Panchayats may avail such benefits for reconstruction of supply channels of tanks with an ayacut of less than 100 acres and sinking of deep bore wells.

4. Assist in the identification of beneficiaries under Western Ghat Development Programme.

3(B). Water Management

1. The respective Village Panchayats can initiate action to collect details regarding the water table of their area from the Geologist and take suitable action.

2. The Village Panchayats may take steps to search for the possibilities of sinking borewells for, improving irrigation facilities in cultivable lands.

3. The message of keeping adequate spacing between two open wells as per the opinion of the Geologist may be spread among the public.

3(C). Watershed Development

1. The Village Panchayats can assist in the compilation of details on land records, information on cultivable lands, pasture, wastelands, water harvesting structures, tanks bunds and other Panchayat lands and community asset, detect encroachments and evict such encroachment.

2. Taking actions to implement all schemes under Watershed Development Programme should be the domain of Village Panchayats. In order to increase the production and proper usage of public land and other assets, Village Panchayats may supervise and take necessary actions. Co-ordinating with various Departments for conservation of natural resources and protecting the ecology and environment.

3. The Village Panchayats can prepare plan and implement the Watershed Development Programme in their areas. They can also identify the type of trees and plants which are suitable to the soil types.
4. Village Panchayats can assist in the identification of beneficiaries under the Watershed Development Programme.

4. Animal Husbandry, Dairying and Poultry
1. Identification of beneficiaries for Artificial Insemination through Sub-centres.
2. Identification of beneficiaries for frozen semen facilities under IRDP.
3. Identification of beneficiaries and implementation of conducting Livestock and Poultry show at Village levels.
4. Implementation and maintenance of slaughter houses.
5. Assist in the identification of beneficiaries (small and marginal farmers and agricultural labourers) under sheep rearing scheme.
6. Identification of the beneficiaries under piggery schemes.
7. Identification of beneficiaries under of birds and animals.
8. Assist for setting up rabbit and back yard poultry units.
10. Assist in getting financial assistance to Milk Producers’ Cooperative Societies.
11. Identification of beneficiaries for supply of quality milch animals.
12. Identification of beneficiaries under Hill Area Development Programme.
13. Identification of beneficiaries under Western Ghat Development Programme.
14. The Village Panchayats can intimate the Assistant Director (Animal Husbandry) or Extension Officer (Animal Husbandry) available at the Panchayat Unions regarding outbreak of epidemics and disease to cattle.
15. Supervise and record observations regarding the functioning of the slaughter houses with the technical advice of Assistant Director of Animal Husbandry.
16. Maintenance of slaughter houses in village Panchayat area.
17. Undertaking fodder development activities in common lands to improve fodder availability.
18. For the purpose of raising fodder, common lands may be purchased by the Village Panchayats jointly with the Milk Producers Cooperative Societies.
19. Creation and maintenance of fodder banks in local areas to supply fodder during summer and scarcity seasons.

20. Taking action for supply of seeds and saplings of fodder trees to the villagers.

21. Necessary facilities can be created for Milk Producers Co-op. Societies, milk creation centres and poultry centres.

22. Assisting in the identification of beneficiaries under various schemes like development of native breeds, Fodder and Seed Development Schemes, Special Component Plan, Integrated Tribal Development Programme and vaccination of livestock and birds.

5. Fisheries

1. Identification of beneficiaries and implementation of the programme on development of inland fish culture through Fish Farmer’s Development Agency.

2. Identification of beneficiaries for inland water fishing and marketing.

3. Identification of beneficiaries for establishment of fresh water prawn factory.

4. Identification of beneficiaries in establishing inland prawn culture farms.

5. Identification of the beneficiaries and implementation of establishment of brackish water fish farmers agencies.

6. Assist in acquisition of lands for developing fishing harbors.

7. Identification of the beneficiaries for training of fishermen in latest fishing technology and issue of stipends to fishermen.

8. Identification of the beneficiaries for the scheme of providing assistance to fishermen for the purchase of clean containers and tricycles.

9. Identification of beneficiaries for the chemical to fishermen’s Catamarans.

10. Assist in execution of prevention of sea erosion projects.

11. Identification of beneficiaries for Fishermen Group Insurance Scheme.

12. Identification of beneficiaries for Fishermen Savings and Relief Scheme.
13. Assist the Department in assessing the loss and damages to houses caused by flood and cyclone and to give publicity regarding fishermen insurance scheme and to encourage the enrollment of fishermen under the scheme.

6. Social Forestry and Farm Forestry
1. For promoting social and farm forestry, to maintain the ecology, dissemination of information about protection, identifying community degraded wastelands and planting trees on community lands, the Village Panchayats can coordinate with the Forest Department.

2. Village Panchayats lands can be leased out to groups/individuals interested in the establishment of social forestry on the concept of sharing.

3. For promoting fuel, fodder and timber producing plants for local use, private farmers can be encouraged to take up nurseries and planting and they can be assisted to distributing horticultural seedlings/saplings free of cost to public sector undertakings/govt, departments etc. Bamboo Estates, raising of plantations in non forest areas, construction of buildings/tribal welfare schools, formation of roads, establishment of people’s nurseries, implementation of social forestry schemes in Rural Development Department and farm forestry scheme in Agriculture Department can be done with the assistance of forest department and also to identify the beneficiaries etc.

4. While implementing afforestation schemes on Externally Aided Projects/Centrally sponsored schemes and state schemes, Village Panchayats committees shall be formed as supervisory body on the pattern in Tamil Nadu Afforestation Project.

7. Minor Forest Produce
1. The Village Panchayats can approach the Forest Department to get permit for the village artisans to collect minor forest produce from the forests, except from protected forests, Wild Life Sanctuaries, National Parks.

2. The beneficiaries of Minor Forest Produce can be identified through Forest Department, which has got the expertise and to explore the feasibilities for implementation by the Forest Department.
3. Village Panchayats can identify and select suitable persons for planting of minor forest produce plants including medicinal plants.

8. Small Scale Industries Including Food Processing Industries
1. Assist identification of beneficiaries for Entrepreneurs Development Programme.
2. Identification of beneficiaries for setting up industries in backward areas.
3. Identification of beneficiaries for sanctioning of loans under schemes implemented through Director of Industries and Commerce.
4. Village Panchayats may assist to give publicity through media so that the scheme announced by the Central and State Government reach the beneficiaries who are interested to start industries in rural areas.

9. Khadi, Village and Cottage Industries
1. Assist in identification of village level potential activities and formulation of projects.
2. Identification of beneficiaries for skill development and transfer of technology.
3. Advise the artisans about training centres suitable for their trades and crafts and marketing of their finished goods.
4. Identify the beneficiaries, inform about the training centres and impart training by formulating the projects.
5. Village Panchayats should assist the establishment of marketing centres and for making necessary arrangements for starting industries using locally available raw materials and also fixing the prices of the goods produced by them.
6. Village Panchayats may implement new schemes for the development of khadi industries in consultation of Tamil Nadu Khadi Board.
7. Village Panchayats may plan, monitor and supervise the modernization of Khadi and hand loom weaving in consultation with the officials of Khadi and Hand looms Department.
8. Village Panchayats may assist for providing beehives boxes to the Adi Dravida and Tribals living in the village to supplement their income and to supervise the implementation of the scheme.
9. Village Panchayats may formulate the schemes for the Khadi Silk weavers for providing Jacquard boxed in consultation with the department concerned and supervise the scheme.

10. Village Panchayats may seek the assistance of the officials of Khadi and Handloom Department to formulate the schemes for producing Khadi based industries to improve living condition of the people below the poverty line.

11. Village Panchayats can formulate the schemes for the people engaged in Palmyra tappers by providing necessary equipments and supervise the schemes.

12. Village Panchayats can implement and supervise the schemes for providing free books, note books and stationeries to the children of Palmyra tappers,

10. Rural Housing

1. Identification of beneficiaries for allotment of house sites for SC/ST, BC and MBCs.

2. Identification of beneficiaries under Tamil Nadu Rural Housing Schemes.

3. Identification of beneficiaries for improving the habitations in rural areas.

4. Identification of beneficiaries and implementation of the schemes under Indira Awaas Yojana.

5. Implementation of housing schemes for SC and ST.

6. Assess the needs for the house to the shelterless in the rural areas for the allotment of house sites and to provide assistance under rural housing schemes.

7. Identification of house sites and lands for construction of houses and maintain such data.

8. Selection of house less persons.

9. Assist to the cooperative societies for construction of houses.
11. Drinking Water

1. Maintenance of hand pumps, power pumps open wells, tanks and overhead tanks.

2. Assist in the identification of drinking water supply schemes and locations.

3. Supervision of the distribution of safe drinking water supply and sample testing of the quality of drinking water supplied.

4. Formulate and execute simple water supply schemes themselves with their own funds and also out of the funds allocated by the government and ensure assured water supply in the villages.

5. Supervision of the implementation of rural water supply schemes for the uncovered rural habitations under self-sufficiency programme.

6. Supervision of the implementation of comprehensive piped water supply scheme in excessively fluoride affected areas.

7. Supervision of the implementation of schemes in the supply of safe drinking water to habitations affected with salinity and brackishness under Minimum Needs Programme.

8. Supervision of the functioning of desalination plants under Accelerated Rural Water Supply Programme.

9. Supervision of special water supply scheme implemented under Accelerated Water Supply Programme in Rural Areas.

10. Formation of joint village committee for the maintenance of comprehensive water supply scheme covering less than 5 village Panchayats.

12. Fuel and Fodder

1. To take necessary action to raise fuel and fodder plants to meet the fuel and fodder needs of the village Panchayats according to the advice of the Animal Husbandry, Forest Departments in the lands belonging to Village Panchayats and Panchayat Unions.

2. Assist the department for the identification of waste lands and degraded lands for taking up fuel wood lots and fodder plantation under integrated wasteland development programme.

3. Encourage public in using the non conventional energy sources like smokelessness chulahs and solar cookers and identification of
similar fuel saving devices and to promote awareness among the public for the same.

4. Along with the Animal Husbandry and the Forest Department firewood and fodder plantations may be undertaken and supervised.

5. Execution of Tamil Nadu Agriculture Development Project (TNADP) Scheme by World Bank, Fodder Development Scheme, implemented under the control of Joint Director (animal Husbandry), and schemes to issue fodder plants or saplings for fodder development can be supervised and assisted.

6. Assist in the implementation of National Bio-gas Development Programme and Chulah Programme and supervise its implementation.

13. Roads, Culverts, Bridges, Waterways and Other Means of Communication

1. Formation and maintenance of Village Panchayats roads.

2. To levy toll to collect taxes to meet execution and maintenance cost, wherever necessary.

3. Raise and maintain avenue trees/plantation on road sides.

4. Removal of encroachment in the road sides and impose penalty.

5. Supervision of the Panchayats road works undertaken with the financial assistance of the concerned department.

6. Services of technical consultants can be utilized for the planning, execution and supervision of works taken up for the improvement of Village Panchayats roads.

7. Supervision of Village Panchayats roads and link road works undertaken under Jawahar Velai Vaipu Thittam and other development programmes, like M.P. Local Area Development and MLA Constituency Development Schemes and works undertaken with externally aided programmes.
14. Rural Electrification Including Distribution of Electricity

1. Maintenance of street lights and purchase of the lights and other fittings etc.

2. The Village Panchayats will furnish the Electricity Board the list of habitations under ‘One light one hut scheme’ and under ‘Million Wells Scheme’. TNEB will furnish the details of service connections along with the list of beneficiaries to the Village Panchayats.

3. Village Panchayats and Panchayat Unions may be entrusted with the responsibility of identifying the theft of electricity. Tamil Nadu Electricity Board will award 10% of the total amount collected due to the theft of energy to concerned Panchayats.

4. While the Tamil Nadu Electricity Board proposing for setting up transformers and poles, it should consult the Village Panchayats for finalizing the place.

15. Non Conventional Energy Sources

1. Identification of beneficiaries for biogas plants and windmills.

2. Assist in imparting to beneficiaries at appropriate centres.

3. Assist in supervising the plants at village level.

4. Creating awareness among the people by dissemination of information on non-conventional energy sources and conservation of energy.

5. The Village Panchayats may be empowered to identify the persons to be assisted, the places where those sources of energy such as solar, wind mill and bio gas plants be erected and coordinate with Block Development Officers, District Rural Development Agency and Branch Manager of Tamil Nadu Energy Development Agency.

6. Tamil Nadu Energy Development Agency and Electricity Board will guide Village Panchayats to educate the rural people on the importance of electricity and its savings.

7. The Village Panchayats may be given the responsibility of imparting training to the beneficiaries selected under non-conventional energy sources like bio gas and wind mill.

8. The Village Panchayats may assist in the proper identification of beneficiaries under these schemes and also in the rural employment generation schemes.
16. Poverty Alleviation Programmes

1. Identification of beneficiaries under Swarna Jayanthi Swarozgar Yojana and other individual beneficiary oriented schemes.

2. Implementation of Jawahar Gram Samriti Yojana (JGSY) and other employment generation programmes entrusted to the Village Panchayats.

3. In case of individual beneficiaries oriented Poverty Alleviation Programmes like “Swarna Jayanthi Swarozgar Yojana” beneficiaries will be selected by village Panchayat and arrange for assistance after approval of Gram Sabha.

4. Inform the Panchayat Union, District Collector and the concerned district level officers about the misuse of assets, grant and loan by the beneficiaries.

5. Village Panchayats can utilize the entire allocation under “Jawahar Grama Samridhi Yojana” for the development of infrastructure in the Village Panchayats.

6. Village Panchayats can assist Panchayat Union for the distribution of identity cards under Employment Assurance Scheme and put up information boards about all the works taken up under Employment Assurance Scheme.

7. Assisting the Panchayat Union in preparation of plans for land development schemes.

8. Assisting for the finalization of schemes/works under Decentralized District Plan at district level.


10. Identification of eligible beneficiaries under Smarga Awass Yojana.

11. Village Panchayats can ensure proper utilization of funds of Tenth Finance Commission by the local bodies and also to ensure that the scheme works permitted within the Village Panchayats are completed.

12. Identification of beneficiaries under Central Rural Sanitation Programme and Provision of Drinking Water Schemes implemented with DANIDA assistance in Cuddalore and Villupural districts.
13. Arrange live demonstration under smokeless chulahs scheme and undertake identification to beneficiaries under National Project on improved Chulahs.

17. Educational Including Primary and Secondary Schools
1. Assist and monitor the works regarding maintenance and repairs of school building, latrines, provision of drinking water facilities and sending reports to Assistant Education Officers.
2. Assist the local schools for opening of libraries.
3. To assist children for seeking admission in the primary schools.
4. Village Panchayats may recommend for opening of new primary schools and up gradation of primary schools as middle schools.
5. To assist in the implementation of various schemes in the schools.
6. Set up Education committee in Village Panchayats and review of the standard school education.
7. Construction of buildings to create infrastructure facilities, repairing the buildings and providing equipments needed for the schools will be the responsibility of Village Panchayats.
8. Provision of learning equipments, tape records and uniforms may be organized from the funds of Village Panchayats.

18. TECHNICAL TRAINING AND VOCATIONAL EDUCATION
1. Identification of training needs in specific trades suitable for respective villages.
2. Dissemination of information on training and technical institutions.
3. Assist in identifying the people in the rural areas available for technical training and vocational training.
4. Publicity meeting can be conducted to educate the eligible students on the importance of vocational training so as to secure their admissions for the same.
5. Identifying the locations for establishments for vocational schools and vocational training centers and create favourable atmosphere for its better functioning.
6. Take steps to fulfill the expectations of people by assisting in the establishment of Government and private vocational training centers.
7. Recommend and to take necessary steps for the inclusions of vocational education in the High schools in the Panchayats.

8. Identify suitable locations for the starting of new vocational schools for women.

19. Adult and Non-formal Education

1. Supervise the implementation of adult education and Non-Formal Education, enrollment of students and arranging facilities therefore.

2. Selection of beneficiary and maintenance of centres in respect of Non-formal Education. Establishment of reading rooms for promotion of Non-formal education. Libraries will continue under the Government control.

20. Libraries

1. Opening of new reading rooms and libraries.

2. Construction of buildings for reading rooms and libraries.

3. Village Panchayats will have power to establish Reading Rooms in village areas.

21. Cultural Activities

1. The Village Panchayats can organize locally popular games and sports, village festivals and promote performance of local arts. Assistance other than financial assistance may be mobilized from the Department of Art and Culture for organizing such events.

2. The Village Panchayats can create awareness amongst public through convergence of folk arts, cultural troops, music, dance and drama etc. with the assistance (other than financial assistance) of Department of arts and culture.

3. Village Panchayats will take necessary steps to promote small family norms, national integration, religious harmony, abolition of untouchability, etc.

4. Village Panchayats will identify artists in distress and help them to avail financial assistance provided by the Government.
5. Village Panchayats will, make financial contribution to sports Development Authority, establish sports complexes, identify talented players and provide necessary training to them.

22. Markets and Fairs
3. Assist in co-ordinating the services of Regulated Markets.
4. Co-ordinate and assist Primary Cooperative Marketing Societies.
5. Panchayats are empowered to identity places to open both public markets and private markets.
6. Village Panchayats maintain the buildings in public markets belonging to village Panchayat.
7. Village Panchayats can issue license to shops, markets and fairs and festivals and to levy fees.
8. Panchayats will be vested with powers to regulate and control the shops, markets and to cancel license and impose penalties for breach or rules, regulations and conditions.
9. Taking appropriate sanitary measures during the fairs and festivals and other community gatherings in the village Panchayat area is one of the mandatory duties of the village Panchayats.

23. Health and Sanitation, Including Hospitals, Primary Health Centres and Dispensaries
1. Assist in development of District and Taluk Headquarter Hospitals.
2. Assist in identification of beneficiaries and supervision for the eradication of Tuberculosis, Malaria, Dreaded diseases, AIDs, Leprosy.
3. Assist in the establishment of dispensaries in tribal areas.
4. Assist in identification of beneficiaries for benefiting under Mobile Medical Units services in remote localities.
5. Assist in identification of beneficiaries and involve public in prevention and control of diseases.

7. Implementation of construction, supervision and maintenance of Primary Health Centres and Maternity Centres.

8. Creating awareness among public about the importance of health environment and control of diseases.

9. Assist in providing financial assistance and identification of beneficiaries to conduct training for Multi-Purpose Health Workers in Primary Health Centres.

10. Assist in implementation of immunization against Diphtheria and Polio for school children.

11. Implementation and supervision of Maternity and Child Health Centres.

12. Implementation of School Health Scheme.

13. Implementation of Birth and Death registration.


15. Recommend and assist concerned officials in extending the service area of the Primary Health Centres and Health Sub Centres.

16. Assist in training of the nurses, doctors and other employees of voluntary organization through District Training Teams for the benefit of the villagers.

17. Identify qualified and competent persons among the practitioners of Indian system of Medicine and encourage the use of indigenous medicine.

18. Render necessary assistance to health workers in compiling statistics relating to pregnant women and women in reproductive age so as to provide health service to the target groups.

19. Collect data on causes of various diseases that affect children and inform the concerned officials to take up remedial measures.

20. Collect information on Infant Mortality Rate and mortality rate among the children under one year and report to the concerned officers for further action.

21. Ensure availability of essential life saving drugs in the Primary Health Centres and Health Sub Centres on continuous basis.

22. Encourage visits by Village Health Nurses and Multi Purpose Health workers to households and create awareness among the public for
proper utilization of health services provided by the Health and Family Welfare Department.

23. Ensure regular health appraisal of Primary and Elementary school children, maintain their health cards and arrange treatment for the ailments, keep health record of adolescent girls identify their nutritional deficiencies and other ailments, organise treatment and to promote health education and nutrition among adolescent girls. Ensure health, nutrition and population education in schools, and co-ordinate the services of concerned departments in this regard.

24. Ensure and encourage periodical visits of the health team to schools to watch the health status of the students.

25. Form village health committee, comprising Panchayat President as Chairman, Village Health Nurses, traditional birth attendants and multi-purpose health workers as members to provide health and medical services to the villagers.

26. Identify endemic and communicable diseases and also complicated diseases and assist workers of Health Department in providing necessary medical services and arranging referral services.

27. Conduct village level health and medical camps for the benefit of the people.

28. Village Panchayats may render assistance for implementation of this Food, Adulteration Act 1954.

29. Ensure chlorination of over head tanks and open wells and clean them periodically. Ensure cleaning of the private water tanks and community latrines and protect the drinking water sources from pollution/contamination.

30. Construct and maintain drains to dispose of wastes and drainage water in order to prevent stagnation.

31. Organise disposal of solid wastes from disused wells, tanks and ponds to prevent hazards to health and hygiene and also to protect
24. Family Welfare

1. Assist in identification of beneficiaries and establishment and maintenance of Family Welfare Centres.

2. Manage and maintain involvement of local bodies and NGOs in Family Welfare Schemes.


5. Assist the multi purpose health workers in the preparation and maintenance of records relating to provision of health care for pregnant women which is one of the components of family welfare programme.

6. Assist providing proper medical facilities to the pregnant women with the help of the Health Sub Centres in the villages.

7. Assisting of paramedical staff in ante natal and post natal care, safe delivery, survival of new born babies.

8. Mobilize the support of the NGOs, and community organizations in extending medical facilities to the pregnant women, and ensure better health of women and children in their areas by improving the basic facilities.

9. Organize awareness campaign among women to emphasize the importance of breast feeding, and its advantages providing in immunity against diseases to the children with the help of the health staff.

10. Assist in controlling the deficiency of vitamin-A, Iron and Iodine, and arrange for anti rabies vaccination, and ensure better implementation of the schemes, Co-ordinate with MCH staff, village officials and Family Welfare Department by holding periodic revival meetings and ensure integrated efforts.

11. Assist in the conduct of special awareness campaign on sexually transmitted disease (STD) AIDS and killers diseases at village level.

12. Promote Mahalir Mandrams People’s Groups etc and organize awareness campaigns for the benefit of pregnant women, and other women in the reproductive age about ante natal and post natal care, small family norms, breast feeding.
25. **Women and Child Development**

1. Supervise the Meal Centres functioning in the village.
2. Supervise the Integrated Child Development Scheme/Tamil Nadu Integrated Nutritious programme (TINP).
3. Implement and supervise the formation pre-school and creches, implementation of Nutrition Schemes in Schools and Integrated Child Development Programme Centres.
4. Assist in starting Balwadis and Schools.
6. Assist, supervision and evaluation of Nutrition Meal Scheme.
8. Assist and supervise the Working Women Centres and production units.
9. Assist and supervise various Women Welfare Schemes such as vocational training, poor widow’s children and daughter’s marriage assistance and orphanages.
10. Assist in implementing the women related economic development activities.
11. Supervise and review of creches for Children of Working and Diseased Women.
12. Assist for implementation of all Women Welfare Schemes.
13. Assist the pregnant women, below the poverty line to get financial assistance.
14. Assist in getting financial assistance for women below poverty line marriage.
15. Assist in getting financial assistance to Female Children Welfare Scheme.
16. Assist in distributing of sewing machines to destitute and deserted women.
17. Assist in distribution of advance to poor widow’s daughter’s marriage.
18. Assist in implementation of women development under IFAD schemes.
19. Identify the women and children suffering from anemic, micronutrient deficiency (Vitamin-A, iron and iodine deficiency) goitre and inform it to the Social Welfare Department Officials.

20. Assist the concerned department officials in eligible women who come forward for training and to take up self employment ventures.

21. Arrange to co-ordinate the women groups with the Social Welfare Department officials in implementation of Social Welfare Schemes and supervise the same.

22. Creating awareness about the schemes implemented by Government and disseminate information about clean health habits to be adopted, healthy, food habits, breast feeding for improvement of standard of living of women and children living in rural areas.

23. Village Panchayats may extend and coordinate the following assistance to the Social Welfare Department officials.

24. Inspect the centres assisted by the government, identify the shortcomings and rectify the defects if any

25. Enlist the local support in the village for supplying of vegetables and other articles required for the Nutritious Meal Centres.

26. The elected women representatives of Village Panchayats can help the Social Welfare Department staff in monitoring of growth of children, pre-natal and post-natal care, care of at risk children, child care activities.

27. Assist the Project Officials for involving the Non-governmental organizations.

28. To assist in taking census and collect statistics related to women and children for evaluation of schemes.

29. To assist in selection of sites for construction of child welfare centers and nutritious meal centres. To assist in identifying the children who require special care and medical attention by means of enumeration of beneficiaries.

30. To assist the Social Welfare Department officials in identifying the child labourers and extend the rehabilitation measures for their upliftment by utilising the various schemes of government.

31. Assist in formation of self help groups among women and inculcate the habit of small savings among them.

1. Assist and supervise the blind and handicapped rehabilitation centres.

2. Assist and supervision of schools and hostels of handicapped.

3. Assist in issue of scholarship to students of handicapped schools.

4. Assist in implementation of Integrated Polio Eradication Scheme.

5. Assist NGO’s for rehabilitation of handicapped and mentally disabled children.

6. Assist in establishment of schools for deaf and dumb for handicapped.

7. Assist the blind who are registered in employment exchange for getting employment.

8. Village Panchayats should collect details on number of rural disabled and send it to Panchayat Unions.

9. To create awareness among public regarding causes of disability.

10. To take required efforts for prevention of disability. To find out ways and means to avoid dangerous accidents.

11. To enlist the assistance of non governmental organisations to protect welfare of disabled and also render help in implementing programmes related to disabled.

12. To take necessary efforts at village level for conducting literacy programmes for disabled children who are above 14 years of age through non formal education.

13. Utilizing the human resources available with rural based Non-governmental organizations to educate the illiterate rural disabled children.

14. To render necessary assistance and support to government officials and non-government organization in their efforts to set up special schools/institutions for hearing, impaired, handicapped, mentally retarded and spastic children.

15. To assist the department officials to identify beneficiaries for supply of aids/appliances such as hearing aid, artificial limbs, folding sticks, tricycles, wheel chairs etc.
16. To assist the officers concerned for implementation of schemes such as old age pension deserted women etc.

17. In order to get rid of this evil and also to create awareness on social evils like alcoholism, women who could undertake this task can be identified by Panchayats and recommended to social welfare department officials.

18. to encourage physically handicapped and mental retarded handicapped, Village Panchayats can conduct special sport meet, cultural programmes and distribute prizes. To this noble task assistance of general public and non-governmental organization can be enlisted.

19. Village Panchayats may conduct special campaigns with the assistance of non governmental organizations to propagate the evils of drug abuse to public especially to students.

27. Welfare of the Weaker Sections, and in Particular, of the Scheduled Castes and the Scheduled Tribes

1. Assist in implementation of schemes being implemented by others for the welfare of SC/ST.

2. Implementation of the schemes to provide pathways to burial grounds and burning ghats.

3. Identification of beneficiaries schemes for construction of houses, provision of house sites under various schemes and house improvement.

4. Identification of beneficiaries for electrifying the Scheduled castes and Scheduled Tribes houses.

5. Identification of beneficiaries for rewarding inter caste marriages implemented by Social Welfare Department.

6. Identification of beneficiaries for assisting the petty traders.

7. Implementation of Construction of Community Halls, Dhobikhanas Scheme.


9. Implementation of schemes for dissemination of information on the evils of untouchability to the public.

10. Identification of bonded labourers for rehabilitation.
11. Review and evaluate the literacy and educational status of the Scheduled caste and Scheduled Tribes and send reports to the Panchayat Unions.
12. Assist to bring down the drop out rates in the schools.
13. Assist in the implementation of programmes, welfare measures for the children in the rural areas.
14. Assist and ensure that special coaching classes are conducted for the children who obtain low marks.
15. Assisting in the implementation of literacy programmes to benefit the tribal children.
16. Assisting the Panchayat Unions for implementation of schemes to create infra-structural facilities in schools, science lab, teaching materials, class rooms, drinking water, construction of latrine and providing sanitation facilities for the schools.
17. Identification of beneficiaries among Adi Dravidas/SC for technical training and send it to Panchayat Unions.
18. Providing information on the need for new schools, hostel and their constructions.
19. Assist to upgrade the existing schools into High Schools (or) Higher Secondary Schools.
20. To identify house sites for construction of houses for the Adi Dravidas and inform the Special Tahsildar for the benefit of Adi Dravidas and STs.
21. Assisting the Panchayat Unions for providing street lights, provision of electricity, formation of road for the benefit of Adi Dravidas and STs.
22. To assist in the identification of beneficiaries for getting loan and scholarship.
23. Assisting in the selection of beneficiaries for self employment and individual entrepreneur programme and self help groups from among the Adi Dravidas and STs and ensure that the funds allotted are properly utilized.
24. Sending report to the police on atrocities against Adi Dravidas and STs based on the 1995 Civil Rights Protection Act and Prevention of Atrocities Act, 1989 where their rights are denied in Provision of drinking water and burial ground, use of different vessels in tea shops, prevention in worship places, refusal to attend washing clothes or hair dressing, preventing marriage processions and send information to police on such atrocities.
27. Assuring the conferment of ownership right on lands given to the Adi Dravidas and scheduled Tribes under Land Ceiling Act.
28. Ensure that no compulsory labour on carrying dead bodies, beating of tom-tom, digging grave yard etc on the socially deprived class.
29. Assist in taking action in the identification of bonded labourers and their rehabilitation.
30. Review and Monitor the identification of beneficiaries with the help of NGOs for the scheme of scavengers rehabilitation programmes with financial assistance.
31. Helping Panchayat Union in providing rehabilitation and related activities with financial assistance and rescue them from collection of human excreta.
32. Supervision of school and hostels run for Adi Dravidas/ST and sending information to the concerned officials.
33. Identification of beneficiaries for Chief Minister Award for continuance of their studies in colleges from among Adi Dravidas/ST candidates. For this purpose Panchayat can give wise publicity in the village and help in creating awareness among the Adi Dravidas.
34. Identification of beneficiaries for undergoing technical training from among Adi Dravidas/ST students.

28. Public Distribution System
1. Village Panchayats President of the concerned Panchayats will be the Members of Inspection Committee to inspect the ration shops.
2. Review and report to the State and Divisional level committee on the problems noticed during the inspection at the ration shops, by the Panchayat President and its members.

29. Maintenance of Community Assets
1. Plan and supervise the activities relating to the identification, registration and recovery of charges from public users of the community assets.
2. Review and supervision of the sale, lease and transfer of public assets.
3. Review and supervision of social assets and ensure protection against encroachment, damages, losses etc.
4. Planning for eliciting support from NGOs in maintenance of public assets.
5. The Village Panchayats are empowered to collect rent, fees etc on their commercial and other assets.
6. Detailed instructions are available in the Tamil Nadu Panchayats Act, 1994 and the orders issued there under to lease out community assets.
7. Village Panchayat may protect community assets from misuse, encroachment and loss and take necessary legal actions in this regard. Village Panchayats may exercise this power in respect of their assets stipulated in their jurisdiction.
8. Sections 124 of the Tamil Nadu Panchayats Act, 1994 permits Village Panchayats to receive donation to discharge their duties and responsibilities to improve and maintain community assets.

Planning by the Rural Local Bodies
Planning for Village Panchayats

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