CHAPTER V
Administration of Panchayat

Kannanoor panchayat was started in 1970\(^1\). It is having an executive officer, one junior Assistant, one office Assistant and three water suppliers and a scavenger. The present Panchayat president is A. Raj and the eleven ward members namely, Mr. Paul Raj, Mrs. Janaki, Mrs. Elizebeth, Mr. Justin Rajan, Mr. Densen, Mrs. Mary, Mr. Justus Samuel, Mr. Paul doss, Mrs. Mallika, Mrs. Sundra Santhakumari, Mr. Pautiyen. In the Kannanoor Panchayat there are twelve villages. There are Kappu Vilai, Udayar Vilai, Shani Vilai, Viralikkattu Vilai, Kumarankudi Vilai, Siyon Malai, Pokkodu, Karuvichenkuzhi, Paravalakattu, Thottavaramppu and Punthoppu. Kannanoor village Panchayat is under the control of Thiruvattar union\(^2\).


Administration of the Panchayat:

A Panchayat is constituted for each village and town with effect from such date as specified in the notification issued by the Inspector. Every Panchayat is a body incorporated with the name of village or town.

This number is subjected to fluctuate from time to time. Every Panchayat is provided with an office and it is to meet at least once is every month. For transaction of business the President will call the meeting. No meeting will be held on any day announced by the Panchayat as a holiday. In case of emergency the President may convene a meeting by giving a short notice. In all the meetings the Panchayat matters are opened for public discussion and decided by the voting of the majority of members present.

In case of equality of votes the President has a casting vote. No resolution of the Panchayat is modified or cancelled.

with in three months after the passing it in a meeting. The proceedings of a Panchayat may be either in English or Tamil. The minutes of the proceedings at every meeting are drawn up and entered in a book. It is to be signed by the presiding officer. Every committee of the Panchayat is to meet in the Panchayat office for the transaction of business in a meeting as called by the Chairman.

Panchayat meeting is meant for the administration of the Panchayat. Hence no question is asked or answered at a meeting of the Panchayat which has no relevance to the administration of that Panchayat. A member of the Panchayat who wishes to ask questions is asked to intimate his moto in writing to the president by giving at least ten days notice. The president is to decide the validity of the question and he will be as he can allowed or disallowed it before the date fixed for the meeting.

The President's answers to questions, are entered in the proceedings of the Panchayat. Every vacancy in the office of

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5 Ibid. P. 20.
the President is to be reported to the election authority by the executive officer in case of town Panchayat and by the Vice-President in the case of village Panchayat.  

2.2 Function of the President:  

For administrative convenience, every Panchayat has a President and a Vice-president. The persons whose names are found in the electoral roll elect the President. According to an Act 1958, the term of office of the President is five years. The President is an ex-officio member of the Panchayat. He has all the rights and privileges of an elected member of the Panchayat. The Vice-president is elected by the Panchayat from among its members in accordance with such procedure as may be prescribed.

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7 Ibid., p.29.  
8 The Tamil Nadu Panchayat Act 1958 Published by the Government of Tamil Nadu, Madras, 1991, P.37.  
9 Ibid. P.39.
2.2 Functions of the president:

The President has to convene the meetings of the Panchayat. He has full access to the records of the Panchayat, discharges all the duties specifically imposed and exercises all the powers conferred on the President by the Panchayat act. He acts as link between the Panchayat and the government. All official correspondence between Panchayat and the Government are conducted through him alone. He is bound to transmit communication addressed through him by the Executive Officer to the Government.

2.3 The Executive officer:

According to the Tamil Nadu Panchayat Act of 1958 a full time Executive Officer is to be appointed by the government in every Town Panchayat.

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Function of the Executive Officer:

The executive officer has the right to attend the meetings of the Panchayat committees. He takes part in the discussions but at the same time he has no right to move any resolution or to vote. The executive authority is empowered to enforce the resolutions of the Panchayat. He controls all the officers and servants of the Panchayat.  

2.4 Committee:

The Town Panchayat constitutes an appointment committee consists of the President of the Town Panchayat, the Executive Officer and a member elected from among the members of the Panchayat committee. In the case of Village Panchayats the appointment committee consists of the President of the village Panchayat and two members elected from among its members. There shall be an education committee and general purpose committee.

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12 Ibid. P.60.

2.5 Head Clerk:

Head clerk handles and maintains accounts related to the receipts and expenditure in the Panchayat. To become a head clerk one should have possessed Secondary School Leaving Certificate issued under the authority of Government of Tamil Nadu. He should have five year active service as a Panchayat clerk and must have a pass in the accountant test meant for the employees of local bodies\(^\text{14}\).

2.6 Bill Collector:

Bill collector is engaged in the numbering of houses and collection of house tax. To become a Bill Collector one should have the educational qualification of a pass in the VIII form in a recognized school\(^\text{15}\).

2.7 Water Supply Attender:

Water Supply Attenders attends the works associated with the storage of water in the high level tanks and release of the

\(^{14}\text{Ibid. P.168.}\)

\(^{15}\text{Ibid.}\)
same for local consumption. He moves about to see the position the taps and storage tanks and takes care of them\textsuperscript{16}.

2.8 Peon:

Peon is the last grade servant in a Panchayat. He assists the other staff of the Panchayat in their official work\textsuperscript{17}.

2.9. Functions and powers of the Panchayat:

The Panchayat takes care of certain matters related to the construction, repair and maintenance of all village roads. It includes all public roads in the village highways\textsuperscript{18}. Bridges, roads and dams are also included\textsuperscript{19}. The Panchayat has to take care of the lighting of public roads and public places. The construction of drains and disposal of drainage water the cleaning of streets, the removal of rubbish heaps etc, are the

\textsuperscript{16} Ibid.

\textsuperscript{17} Ibid. p.169.

\textsuperscript{18} Tamil Nadu Panchayat Act of 1958, Madras, 1991, P.72.

\textsuperscript{19} Ibid.
major works of the Panchayat\textsuperscript{20}. The Panchayat provides public latrine facilities and takes care of cleaning the latrines. Formation and maintenance of ponds and the supply of drinking water to the people of the region form the most important works of the Panchayat\textsuperscript{21}.


\textsuperscript{21} I\textit{bid.}, p.102.