

ABOUT US

Samarthan - Center for Development Support was established in the year 1995 and registered in 1996. It is a support organization based in Madhya Pradesh and Chattisgarh working with a number of voluntary groups, development agencies as well as the government on various developmental issues.

Samarthan envisions creating a social order of equal opportunities and access to information to one and all. Towards this end, it works to strengthen the civil society efforts and participatory development processes favoring the poor, oppressed and disadvantaged sections of the society. Its intervention focuses on promoting people's participation in development and governance.

Samarthan works under the thematic areas of Capacity Building, Field Experimentation, Information Dissemination, Research and Advocacy. Participatory research works are carried out by the organization on issues of Participatory Development and Participatory Governance in order to initiate dialogue with the government and to bring about favourable policy changes.

अ म
र्थ न

'SAMARTHAN' Centre for Development Support
36-Green Avenue, Chuna Bhatti, Kolar Road
Bhopal-462 042, Ph.: 0755-2467625, Fax : 0755-2468663
e-mail : info@samarthan.org

LEGAL PROVISIONS AND ACCOUNTABILITY PROMOTION IN CONTEXT OF DRINKING WATER, SANITATION & HYGIENE (WASH) RIGHTS OF CHILDREN

TRAINING MANUAL



Save the Children®



WaterAid

TRAINING MANUAL



**LEGAL PROVISIONS
AND
ACCOUNTABILITY PROMOTION
FOR
DRINKING WATER, SANITATION & HYGIENE (WASH)
RIGHTS OF CHILDREN**

TRAINING MANUAL



Foreword...

The 73rd Constitutional Amendment has strengthened the process of decentralised governance in India. Planning for local development and implementation of the plans by Gram Panchayats empowers. Out of 29 functions devolved to Panchayats, Water and Sanitation are two important subjects that have been transferred from line-department to Panchayati Raj institutions. The expectation that Panchayats shall execute these new responsibilities efficiently is not misplaced. Members of Gram Sabha are empowered to decide in Gram Sabha including the issues that are related to child rights as well as participation of children on their issues, now such issues remain secondary to the village development. Unfortunately, not only the child rights to water and sanitation are a far cry in Gram Sabha meetings but also the interactions between child health and child development is of little importance in these meeting. It is, therefore, necessary to highlight issues of child rights in water and sanitation context and bring it within the sphere of responsibility of Panchayats.

This manual has been developed for training facilitators working on child rights. I am hopeful that this manual would help creating accountability on issues relating to child rights among elected representatives of local government, civil society organisation engaged in Panchayats' activities, officials of government line-departments as well as various service providers.

Yogesh Kumar
Executive Director

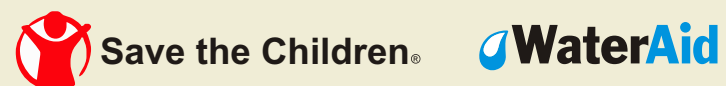
Publisher : 'SAMARTHAN - Center for Development Sport, Bhopal

Publication Year : December 2010

First Edition : 250 no.

Printer : Shivani Printers, Bhopal,
Mob.:9981984888

Sponsors:



**OBJECTIVES
OF
TRAINING**

INDEX

1

Team members can provide proper guidance to Panchayat Representatives and community members for securing health rights of children such as clean atmosphere, drinking water, proper sanitation etc.

2

Local institution can play an exemplary role in providing proper WASH facilities and bringing about a change in traditional WASH practices amongst & thus fulfill its statutory responsibility.

Total duration of Training : 3 days
Total number of sessions: 12

Subject	Pages
Session - I	
Session - II	
Session - III	
Session - IV	
Session - V	
Session - VI	
Session - VII	
Session - VIII	
Session - IX	
Session - X	
Session - XI	
Session - XII	
Annexure - 1	
Annexure - 2	
Annexure - 2a	
Annexure - 3	
Annexure - 4	
Annexure - 5	
Annexure - 6	

SESSION – I

Method: Group Discussion Duration: 2 Hours

Process to be adopted for Group Formation:

Session Facilitator to form pairs of 2 participants each and give following instructions to pairs for introducing themselves to each other:

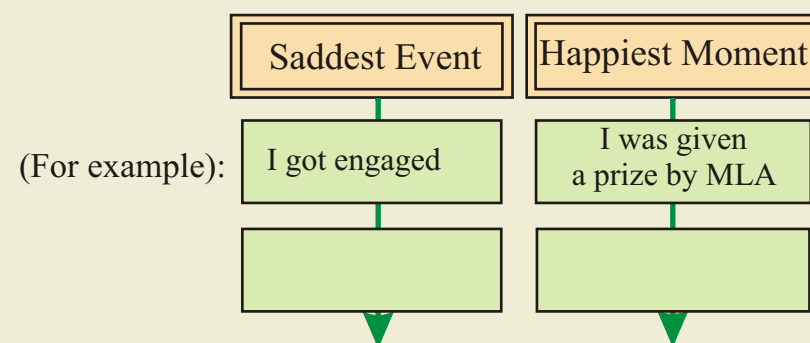
- Total allotted time for self introduction is 20 minutes;
- In first 5 minutes take the information of your partner and In next 5 minutes give your information to your partner.
- In remaining 10 minutes, note down the information collected.

Necessary information to be collected during introduction:

- Name, date and year of birth, village/town, Education, Responsibilities and Designation of your partner;
- Two unforgettable events of the childhood of your partner – one saddest and one happiest moment;
- Note down the name, village, date of birth, education etc. of your partner on the one side of the sheet of paper and on another side write down the saddest event of his life. Similarly, on another sheet of paper, note down the happiest moment of your partner.

Once the process of self introduction is over within 20 minutes, the next one hour is to be devoted for introduction of pairs with members of larger group, as per following procedure:

- Members of each pair shall read out the information about his partner, as noted down on the sheets of paper, to the members of larger group;
- The facilitator shall display the sheets of paper in the following sequence:



The papers collected from respective pairs, shall be displayed on the Board in the aforesaid sequence.

Efforts should be made to know from the participants the reasons for their considering the respective events as 'saddest' and 'happiest' ones. The facilitator should note down such reasons on the board, and thus a long list of reasons will be prepared. All the participants should be motivated and encouraged to participate in the discussions.

OBJECTIVE: TO BUILD RAPPORT WITHIN GROUP AND INITIATE DISCUSSION ON HUMAN NATURE AND NATURAL RIGHTS.

De-briefing

The Facilitator, with the help of list on the board, shall explain to the participants that:

- It is in the very nature of every human being to feel sad when others start taking decisions on his behalf; feeling insecure; being exploited and upon encroaching upon his privacy, while in the reverse circumstances, one feels happy. Some of the major reasons for happiness are – Enjoyment of natural rights, such as getting full meals, sources of entertainment, comforts, tasty meals, education as per choice, getting appreciations and respectability.
- Develop a consensus, that major reasons for feeling sad, in childhood are when one's feelings have been hurt and he has been deprived of his natural rights, while on the other hand, he feels happy on his desired and aspired achievements. All human beings, irrespective of children, adults, women and men, feel the same way in their life times.

SESSION – II

Method: Participatory discussions Duration: 2 Hours

Our Constitution and Our Rights:

While providing general information about Constitution of India, the facilitator should ask participants to list the values and guarantees mentioned in the preamble of our Constitution.

However, the participants may express their ignorance(don't know or never read.

- Insist upon, picking one of the participants, to recall textt books on Sociology and Social Science. In case of his failure to do so, the preamble of the Constitution be distribute, and give 5 minutes to study the same.
- Now, while asking the participants, note down the values and guarantees as mentioned in the preamble. Also get the meanings of words from the participants and continue writing the same on cards (which are available with facilitator).

De-Briefing:

- Put the cards in the proper groups and start discussion:
- Inform the participants that like elders various fundamental rights -- such as Dignity, Expression, Freedom, Equality, Security and Justice -- have also been defined for the children in the Constitution of India Thus, under the Constitution of India, the children have also been guaranteed their fundamental rights, including proper care, protection and development, health, education, 'WASH' rights and other rights.
- Explain to the participants that objective of the Constitution is welfare of people and 'Law' is a process to achieve this objective.

- Use of unsafe drinking water is the main cause of Diarrhea. In the developing countries, because of lack of personal hygiene and proper sanitation, 1.5 million children die every year, which is about 15% of total child mortality in 0-5 years age group.
- About 8,60,000 children below the age of 5 years, die every year because of direct or indirect mal-nutrition, which is caused by unsafe drinking water, lack of sanitation, and improper hygiene.
- In the absence essential habit of washing hands (which has no cost), almost 3.5 million children, of less than 5 years of age, lose their life due to Diarrhea and Pneumonia, every year.
- Due to lack of sanitation, about 10 million people fall victims of various types of infections, particularly stomach worms in children who consumes the foods and nutrients taken by children. Consequently, children get mal-nurished resulting in stunted physical and mental growth. Such children always remain behind in the school and are unable to compete with other children.
- The girl child is usually burdened with the task of collecting water in families and schools. When a female member of the family falls sick, girls are forced to prepare meals and fetch water, which adversely affects their education and proper development.
- Children of poor and deprived families are most adversely affected due to lack of safe drinking water, sanitation, and personal hygiene. Consequently, they continue to lose their human rights.

OBJECTIVE: TO PROVIDE INFORMATION ABOUT THE FUNDAMENTAL RIGHTS, GUARANTEED UNDER THE CONSTITUTION OF INDIA AS WELL AS TO DEVELOP UNDERSTANDING ON THE FUNDAMENTAL RIGHTS PROVIDED TO THE CHILDREN, AS CITIZEN OF INDIA.

Whether children have a right to live? If yes, then why this is happening--

Whether the issues relating to health and growth of children are being ignored? If yes, who is responsible for this negligence?

Based on the responses of participants, the trainer should prepare a list of duty bearers and inform that:

Child is a human being and his growth depends upon facilities and opportunities being provided by others, i.e. his parents, family members, society, government. and other institutions. Here, the discussions should concentrate on right to life and development of the child and try to establish that despite the constitutional guarantee, the children are unable to get justice. For this we all adults and government are collectively responsible.

Children are 'Right Holders' and we all are 'Duty Bearers'.

SESSION – III

Method:

Case Study, Power Point Presentation and Participatory discussions

Duration – 2 Hours

The facilitator should start discussions on:

A. Public Interest Litigation (Right to Food) filed by Public Union for Civil Liberties (PUCL) before the Hon'ble Supreme Court on Government's insensitivity towards 'Status of Starvation' in various States of the country, and

B: State's non-accountability for overcoming the same vis-à-vis various Orders passed by the Hon'ble Supreme Court in this context.

Develop an understanding among the participants on the '**Right to Life**' of the citizens and directives issued by Hon'ble Supreme Court on fixing accountability of the State for ensuring the same.

- Describe the major part of Constitution specifying the Fundamental and other Rights, and Duties of the Citizens, Responsibilities of the States.
- Clarify the role and accountabilities of Executive, Legislative and Judiciary wings for implementing the various provisions of the constitution.
- Continuing the discussions, the Facilitator should explain the functioning of Union Government, State Governments & Local Government, and clarify how the public welfare measures are taken up by the Local Government. In the process, develop inter-relationship between the Union Government, State Governments and Local Government.

Major Parts of the Constitution

Level	Legislative	Executive	Judiciary
Union Government	Parliament Lok Sabha and Rajya Sabha	Council of Ministers, Ministries, Departments and Commissions	Supreme Court
State Government	Legislative Assembly and Legislative Council	Council of Ministers, Ministry Departments and Commissions	High Court
Local Govt. Collector – (as representative of Governor)	-	Various Government Departments and Three - tier Panchayats	District Sessions Court

De-briefing:

- The Facilitator should explain as to why a Public Interest Litigation had to be filed in the Court, when the food supplies is the responsibility of Ministry of Food and a complaint either to the concerned Minister or Secretary should have served the purpose.
- What difference the Order of Hon'ble Supreme Court had. Whether a Public Interest Litigation can be filed and entertained by the Hon'ble Supreme Court in every issue? Explain that Hon'ble Supreme Court hears the PIL only if the fundamental rights of citizens are affected and fixes accountability of responsible persons.

OBJECTIVE: TO DEVELOP AN UNDERSTANDING ON PROTECTION OF FUNDAMENTAL RIGHTS.

Our Constitution is divided into 22 main Parts consisting of 395 Sections:

Part of Constitution	Subject	Sections
1	Union and its States	1 - 4
2	Citizenship	5 - 11
3	Fundamental Rights	12 - 35
4	Directive Principles of State	36 - 51
4 (a)	Basic Duties	51 (a)
5	system of rules of Union Government President, Council of Ministers, Supreme Court etc	52 - 151
6	System of rule of State Governments	152 - 237
9	Panchayats	243 - 243 (R)
4 (a)	Municipal Councils	243 - 244 (R)
Total Parts		22
Total Section		395

Session – IIIContinue

The Trainer should distribute the zerox of the following Constitutional Rights and explain which part of Constitution specifies which particular right and who is responsible and accountable for implementing the same.

Children and Constitution of India:

The Constitution of India ensures the protection of Rights of Children. Under various sections of Part 3 of 'Fundamental Rights' and Part 4 of 'Directive Principles of State Policy', the Constitution entrusts the responsibility of protecting rights of children and to meet all their basic needs to the state.

The main articles of our Constitution, dealing with various rights of the children are:

Article 14 – Equality before Law:

'Equality' finds an important place in our Constitution. It applies on both – elders and children. Under Article 14 everybody is equal in the eyes of Law providing security to all.

Article 15 – No discrimination based on any Religion, Caste, Creed, Sex or Birth place:

As per this Article, no discrimination of any nature whatsoever can be perpetuated against anybody, based on his/her religion, caste, creed, sex or place of birth.

Article 15 (3) – No bar upon State to make any special provision for protecting women and children:

This Article deals with special attention for the women and children and empowers the Law of the State to make special provisions for ensuring the social security for the women and children.

Article 17 – Abolition of Untouchability:

This Article insists upon eradication of practice of untouchability, and provides punishment for its perpetrators. The Law views equally the children belonging to Scheduled Caste, Scheduled Tribes and those belonging to other sections of Society.

Article 21 (a) Right to Education:

This Article makes it mandatory upon the State to provide education to all children in the age group of 6 to 14 years, free of any cost.

Article 23 – Prohibition of Traffic in Human Being and Forced Labour:

Any kind of forced labour work and/or unpaid work and/or trading in human beings is illegal and is a criminal offence punishable under the Criminal Penal Code.

Section 24 – Prohibiting engagement of children in Factories:

This Article prohibits the engagement of children for any factory work. It specifically states that no child of below 14 years of age can be engaged for any factory or mining work. As such, this Section protects the health and energy of the children.

Article 39 – Opportunities for development of children:

This Article, while protecting the health and ensuring for the security of children, also provides for opportunities to grow independently and gain an important place in the society. It also encourages for their strong moral and ethical values.

OBJECTIVE: TO DEVELOP AWARENESS ON VARIOUS CONSTITUTIONAL PROVISIONS PERTAINING TO CHILDCARE, HEALTH, PROTECTION, EXPLOITATION, EXPRESSION, EQUALITY, DEVELOPMENT AND EDUCATION AND THEIR 'WASH' RIGHTS.

Article 45 – Education related is responsibility of State Government:

As per this Article, a responsibility has been casted upon the respective State Governments to provide free and quality primary education to all its children in the age group of 0-14 years (now amended to read as 6–14 years).

Article 46 – Education and Economic Development of members of Scheduled Castes, Tribes and other Weaker Sections of Society:

This Article casts upon a responsibility on the State to give specific attention towards the education of children and look after the economic well being of members of Scheduled Caste, Scheduled Tribes and other weaker sections of Society.

Article 47 – Responsibility of State to raise the level of nutrition and standard of living to improve public health:

It is the responsibility of the State to ensure the improvement in the overall quality of life of its citizens, including quality of meals as well as quality of living.

Rights of Children and our Responsibilities... (UNCRC 1989)

For protection and development of children, based on tradition and cultural values of each country, particularly the developing countries, with an objective to secure international cooperation for improving upon the quality of living of children, as many as 149 countries of the World had participated in the United Nations Conference on Child Rights. In this Conference, there was unanimity among all 149 participating countries on 54 Sections and accordingly an Agreement was reached and unanimously passed on 20th November 1989 as “United Nations Agreement on Child Rights”. On 11th December 1992, the Government of India had affixed its signatures on this Agreement and made all its provisions effective throughout the country from this date and the same is continued to be followed in India. This Agreement is divided into 3 parts: Part 1 consists of Article 1 – 41 dealing with Child Rights and Duties of the State. Part 2 contains Article 42 – 45, providing for constitution of a Monitoring Committee to monitor the progress made by respective countries for implementing the various provisions of the agreement and to submit its report along with suggestions to the General Body of United Nations for more effective implementation of Agreement. Part 3 of the Agreement consists of Article 46 – 54 providing for status of implementation of various provisions of Agreement by respective countries, raising objections, rejecting the agreement, and making any amendment (s) in the agreement and for implementation of such amendments.

Salient features of Part 1 – Child Rights and our Responsibilities:

- **Article 1** - It is our duty to make children aware of their respective "Rights".
- **Article 2** - Irrespective of any consideration as to who is this child, Where he lives, what his parents do, which language he speaks, religious faith, boy or girl, cultural heritage, handicap and/or disable, poor or rich - it is our responsibility to respect the rights of children and ensure that all children should be able to enjoy all their rights.
- **Article 12 & 13** - Every child has a right to express his views independently, which should be taken seriously and it is our responsibility to pay attention to his views.
- **Article 40** - Children do commit mistakes and it is our responsibility to accept them, because they learn out of their own mistakes.
- **Article 23** - Whatever are the qualities of a child, we should accept it in the same way, and it is our responsibility to respect the diverse qualities of children.
- **Article 23, 28 & 29**- Children have a right to receive good quality education and it is our responsibility to motivate every child for his schooling.
- Children have a right to be properly cared for their health needs and it is our responsibility to ensure proper and effective health care facilities for them as well as to help them in securing safe and clean water. ***Article 24***

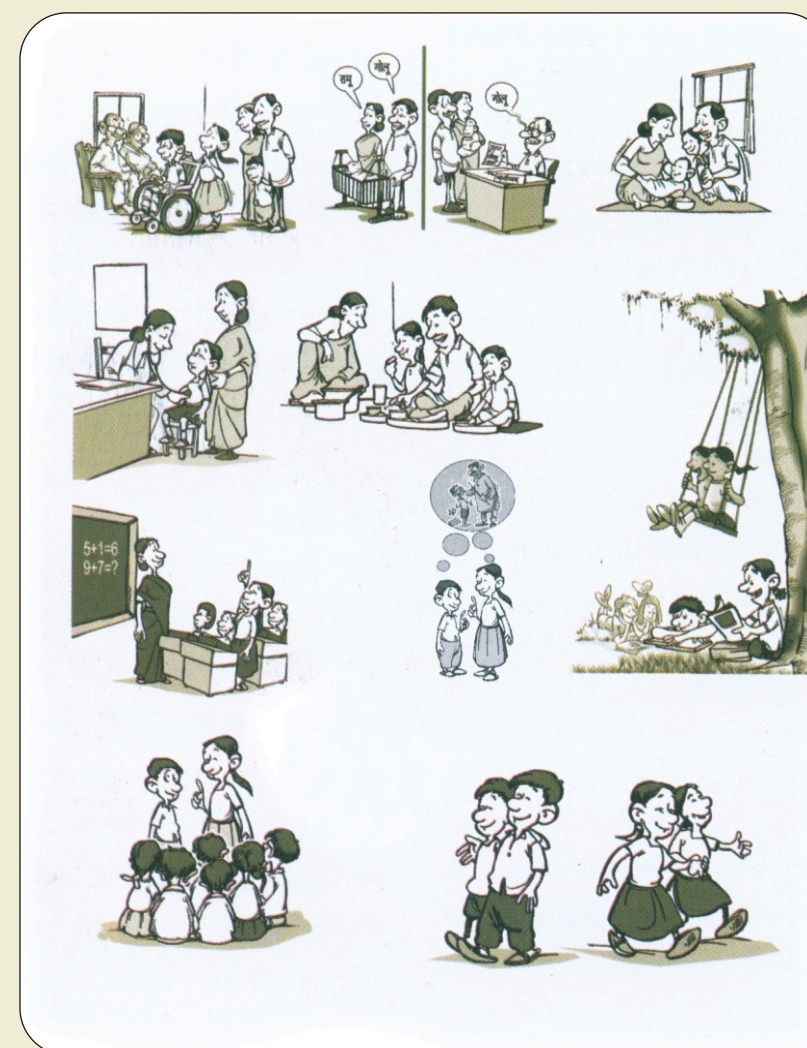
INFORMATION UNITED NATION CHILD RIGHTS CONVENTION AND RIGHTS OF CHILDREN

- Children have a right for receiving nutritious meals and it is our responsibility to save the children from any kind of starvation and/or mal-nutrition. **Article 24**
- Children have a right to live in a pollution-free environment and it is our responsibility not to pollute the same. **Article 24**
- Playing and proper rest is the right of every child. It is our responsibility to meet their sports and resting needs. **Article 31**
- Children have right to be loved and receive protection against any physical violence and exploitation. It is our responsibility to love children and take care of their proper upbringing. **Article 19**
- Article 9 & 27 - *It is right of the Children to have a family with safe and comfortable living. It is our responsibility to ensure that children have a 'family' and comfortable 'house'.*

Session – IIIContinue

- Article 29 & 30 - *Children have a right to be proud of their traditions and religious faiths. It is our responsibility to respect the culture and faiths of others.*
- Article 2, 28, 37, 39 - *Children have a right to live a life free from any physical or mental violence, abuse or neglect. It is our responsibility not to be violent against any one.*
- Article 32 & 34 - *Children have a right to be protected against any economic or sexual exploitation. It is our responsibility to ensure that no child should be forced to work and they should be able to enjoy a free and secure atmosphere.*

All the aforesaid rights and responsibilities have been unanimously accepted in the United Nations International Conference, held in 1989, and are inclusive of all those rights which are applicable worldwide for all children. By signing this Agreement in 1992, the Government of India has become a party to this Agreement, accepting all the provisions mentioned.



**INFORMATION
UNITED
NATION
CHILD RIGHTS
CONVENTION &
RIGHTS OF
CHILDREN**

IN ALL
MATTERS
RELATED TO
CHILDREN,
THEIR
INTERESTS
SHALL
ALWAYS BE
IN
HIGH PRIORITY

SESSION – IV

Method: Group discussion

Duration–2 Hours

Theme: Old and present Panchayat System

Group discussions:

Divide the participants into small groups and assign them group task on following:

- Formation of Panchayats; ○ Function and work
- Financial status; ○ Constitutional rights;
- Accountability.

Presentation of Group Work:

The Facilitator should get group wise presentations prepared, and write down the salient features of these presentations on the white board.

De-briefing:

After the presentations Facilitator should include some of the un specified points (pertaining to the objective of the session), both underearlier and present Panchayat systems, and compare the limitations of earlier system (such as dinestic leadership, un-democrati,imposing decisions, indefinite term, and limited functions restricted only up to settlement of disputes with. the strength of the present system [Recognition as Local Government, Key role of Gram Sabha(Village Assambly), people centric governance, institutions meant for Social justice and Economic Development, Reservations to ensure the participation, Constitutionally empowered etc].

- Explain the powers of the three-tier Panchayat Raj System for ensuring social justice, social development and possibilities of the local self governance.
- Explain the respective roles under the present infrastructure of Panchayat system for ensuring access towards Child Rights and 'Wash' facilities.
- While sharing the list of 29 subjects transferred to the jurisdiction of Panchayats, the session should be concluded with the drawing of attention of the participants on various subjects concerning rights of the children and their entitlement for related facilities.

Salient features of 73rd Constitutional Amendment

- Gram Sabha will be constituted at village level consisting of electorates of village Panchayat and the same will be treated as constitutional body;
- Formation of Panchayats at District, Janpad and Village levels;
- These Panchayats, like Parliament and State Assemblies, will be Constitutional institutions;
- Like Parliamentary and State Assemblies elections, there will be elections for Panchayats after every five years. To ensure a free and fair election to the Panchayats, an autonomous State Election Commission shall be constituted at village level.
- The prime functioning of Panchayats will be to prepare and implement economic and social developmental plans for respective Gram Panchayat areas, while ensuring social justice to all its residents. The respective functions of Panchayats have been specified under 11th Schedule of the Constitution, according to which, functions of 29 departments have been put under the jurisdiction of Panchayats.
- With a view to ensure participation of women and other weaker sections of Society in Panchayats, some positions and places have been reserved for them.

OBJECTIVE:

TO DEVELOP AWARENESS OF THE PARTICIPANTS ON SALIENT FEATURES OF 73rd CONSTITUTIONAL AMENDMENT ACT IN RESPECT OF: CONSTITUTIONAL STATUS OF PANCHAYATI RAJ INSTITUTIONS; REPRESENTATION OF DEPRIVED SECTIONS OF SOCIETY IN THE 3-TIER SYSTEM OF PANCHAYATS; INCORPORATION OF GRAM SABHA; STATE FINANCE COMMISSION AND FINANCIAL SUPPORT TO PANCHAYATS; AND RIGHTS AND RESPONSIBILITIES ENTRUSTED TO GRAM SABHA FOR LOCAL SELF GOVERNANCE.

Historical background of Gram Panchayat:

“Panchayat” system is not a new concept for the Indian Society. There are well known stories of Munshi Prem Chand, examples of enmities between Algoo Choudhary and Jumman Sheikh and decisions taken by Panch Parmeshwar. The Panchayats were functioning in the independent India immediately after the British Rule. Going back into our memories, it will be discovered that in the past, these Panchayats were continue to be headed, for generations, by members of one particular family and, therefore, much justice could not be expected out of such hereditary rule.

With a view to ensure a systematize functioning of the country, a Constitution of its own, has been introduced in independent India. Under Section 40 of Constitution, it has been recommended to establish a local self governance system in rural areas, particularly villages, through Panchayats.

After 43 years of gaining independence, in the year 1993, our Parliament had passed a Constitutional Amendment Bill, popularly known as 73rd Constitutional Amendment Act, providing for establishment of Panchayats System as a unit of Self Governance.

SESSION – V

Method: Group discussion

Duration – 2 Hours

Theme: Panchayat System, Committees and Responsibility

Group discussions:

Divide the participants into small groups and assign them group task on following:

- Based on local experiences, what are the responsibilities of Gram Panchayats, Janpad and district level Panchayats and try to get them listed.
- Let the group find out as to which of the listed responsibility is under which committee so formed under the three-tier Panchayat system.
- Under which Act and/or Rule, these committees have been formed?

After presentations made by small groups, the facilitator should explain:

About the [applicable Law in the State for enforcement of three-tier Panchayati System](#);

- What are the constitutional committees, formed under respective three levels of Panchayat System and what are their respective roles for ensuring social justice and development of its people and to whom they are accountable for?
- A table displaying comparative responsibilities should be distributed. Using pictures and diagrams, make the presentation for clarity.

Functions of District Panchayat:

District Panchayat is responsible for preparing district level plans covering rural areas of entire district on Social Justice and Economic Development. These plans should incorporate plans submitted by Janpad Panchayats.

- Inform Janpad and Gram Panchayats about schemes received from Central and State Governments
- Ensure implementation of schemes through the Gram Panchayats.

Standing Committees of District Panchayat:

The following are the standing committees of the District Panchayats:

1. General Administration Committee;
2. Agriculture Committee;
3. Education Committee;
4. Cooperative and Industrial welfare Committee;
5. Committee on Women and Child Welfare, Health etc.;
6. Forest Committee;
7. Communication and Liaison Committee

Standing Committees of Janpad Panchayat:

The following are the standing committees of the Janpad Panchayats:

1. General Administration Committee;
2. Agriculture Committee;
3. Education Committee;
4. Cooperative and Industrial welfare Committee;
5. Committee on Women and Child Welfare, Health etc.;
6. Forest Committee; and
7. Communication and Liaison Committee.

OBJECTIVE:

TO DEVELOP AWARENESS ON THE CONSTITUTIONAL STATUS OF DIFFERENT COMMITTEES, SET-UP FOR FULFILLMENT OF VARIOUS RESPONSIBILITIES SO ENTRUSTED UNDER THE THREE-TIER PANCHAYAT SYSTEM. ALSO TO CREATE UNDERSTANDING AMONGST THE PARTICIPANTS ON THE RESPECTIVE ROLES OF MEDIUM AND DISTRICT LEVEL PANCHAYATS FOR PROTECTION OF CHILD RIGHTS AS WELL AS FOR ENSURING SOCIAL JUSTICE TO ITS PEOPLE.

Functions of Janpad Panchayat:

- To prepare one Annual Development Plan, after incorporating all the Development Plans received from respective Gram Panchayats of its area, and submit one consolidated plan to the District Panchayat.
- To get the various schemes of State Government implemented at village level through the Gram Panchayats.
- To coordinate with different Gram Panchayats of its area.
- To keep an administrative control over the functioning of Community Development Blocks and Tribal Development Blocks. Implement all schemes and/or projects, related to these blocks, in accordance with respective directions and suggestions received by Zila Panchayat.

SESSION – VI

Method: Role Play on Duration – 2 Hours

Role play on Gram Sabha – Local governance:

Distribute cards to the five different participants on each of the following issues/problems and remaining participants be instructed to discuss these issues in the Gram Sabha meeting to find a solution to these problems:

- Non-availability of work under NREGA to disabled persons;
- Practice of Child Labour in village;
- Non-availability of health facilities and/or services;
- Lack of drinking water and toilets in Schools and Aanganwadis;
- Absence of in-house toilet facilities in families

Now discuss the aforesaid issues in the Gram Sabha and develop consensus for remedial measures.

Based on the discussions held in Gram Sabha meeting, the Facilitator to list out major points and explain that:

- Who will be the members of Gram Sabha and who will raise the respective issues;
- What actions can be taken by Gram Sabha?
- How the decisions of Gram Sabha will be implemented?
- Who will implement these decisions?
- Also explain the importance of child rights and 'WASH' facilities under social development and social justice and what will be the constitutional role of Gram Sabha on these issues.

The Facilitator should distribute the printed material on rights and responsibilities of Gram Sabha and while explaining them, clarify on the formation of Gram Sabha, its functioning as well as its rights and powers.

While questioning the participants, understand their respective experiences and in acceptance thereof provide detailed information on the following subjects and subsequent upon discussions, a copy of the same to be distributed to the participants:

Meeting of Gram Sabha:

The rules for holding meetings of Gram Sabha are as under:

- As per Section 6 of the Act, it is mandatory upon every Gram Sabha to hold its quarterly meetings in the months of January, April, July and October every year;
- Additional meetings of Gram Sabha can be called upon receiving a written request either from 10% of its total members or by 50 members, whichever is less;
- For every Gram Sabha meeting, the relevant information regarding its date, time, venue and agenda will be circulated, as per prescribed format, at least 7 days in advance of such meeting;

OBJECTIVE:
TO DEVELOP AWARENESS ON CONSTITUTIONAL INFRASTRUCTURE AND FUNCTIONING OF GRAM SABHA AS A GOVERNMENT AT LOCAL LEVEL, IN ADDITION TO STATE GOVERNMENT. TO CREATE UNDERSTANDING ON THE CONSTITUTIONAL ROLE AND IMPORTANCE OF GRAM SABHA FOR PROTECTION OF CHILD RIGHTS AND ENSURING SOCIAL JUSTICE IN THE VILLAGE.

- The mode of communication about the Gram Sabha meeting will be through pasting of pamphlets at all vantage points of village as well as by Beat of Drum. In addition, at least in the beginning, some active members of village should also approach the people of village and motivate them for their participation in the Gram Sabha meeting;
- Every member of Gram Sabha will have a right to inspect the documents presented before the Gram Sabha;
- All the members present in the Gram Sabha meeting will put their signatures in the Attendance Register kept for the purpose;
- The minutes of the Gram Sabha meetings will be recorded in the Register;
- The responsibility to call for Gram Sabha meeting will be that of its Secretary i.e. Secretary of Gram Panchayat.

Session – VIContinue

Gram Sabha:

As per 'Madhya Pradesh Panchayat Raj Avam "Gram Swaraj" Act 1993' there will be separate Gram Sabha for each revenue and forest village. Gram Sabha has been empowered with many rights and entrusted to carry out various functions for the welfare and development of the village. Consequently, the responsibilities of a Gram Sabha have also been increased many-fold. Article 5 (a) of the 'Madhya Pradesh Panchayat Raj Avam Gram Swaraj Act, 1993' provides as under:

- There will be a Gram Sabha for every village;
- Gram Sabha has a legal entity of its own;
- Every Gram Sabha will have its own seal (stamp);
- Gram Sabha will have its own successor;
- Gram Sabha will be able to sue people and institutions in its own name;
- Gram Sabha can also be sued;
- Gram Sabha is entitled to secure property and assets in its own name;
- Gram Sabha is a competent body to enter into agreements with people and institutions in its own name;

All the aforesaid acts are to be performed by Gram Sabha only in accordance with the provisions of the Act and the rules framed thereunder.

Secretary of Gram Sabha:

The Secretary of Gram Panchayat will also act as Secretary to the respective Gram Sabhas and will now function under their control and supervision. In case of any dispute arises concerning the Secretary, the same shall be settled in the joint meeting of all Gram Sabhas within the Gram Panchayat.

Quorum:

The quorum for a Gram Sabha meeting will be 10% of its total members, e.g. out of total membership of 100 persons, 10 of them will complete a quorum for the meeting. However, in case of larger villages, having more than 5000 membership, the presence of 500 members will complete a quorum.

Chairman of Gram Sabha meeting:

The Sarpanch of Gram Panchayat will chair the Gram Sabha meetings and in the absence of Sarpanch, the Deputy Sarpanch of Gram Panchayat will act on his behalf. However, in the event of both Sarpanch as well as Deputy Sarpanch are not available in that case the elected Panch of village will nominate a person to chair the meeting of Gram Sabha.

Since the Sarpanch of Gram Panchayat is required to chair the meetings of respective Gram Sabhas, therefore, while scheduling dates for Gram Sabha meetings, particularly if the numbers of Gram Sabha are more than one in the said Gram Panchayat, care should be taken to ensure that not more than two meetings are scheduled in a day, so that Sarpanch may be able to attend all the meetings.

INFORMATION

LOCAL SELF GOVERNMENT

Quarterly meetings of Gram Sabha:

As per the Article 6 of 'Madhya Pradesh Panchayat Raj Adhiniyam, 1993' it is the responsibility of every Gram Panchayat to ensure quarterly meetings of Gram Sabhas of its area. For these meetings the Government has also fixed the specific dates as - 26th January; 14th April; 20th August; and 2nd October.

Gram Sabha is a statutory entity working as a monitoring body over the functioning of Gram Panchayat and it facilitates the public participation in the decision-making process. Gram Panchayat is answerable to the Gram Sabha. The quarterly meetings of Gram Sabha are organized to ensure the effective discharge of these responsibilities. The Govt. expects that every possible step is taken to ensure that all Gram Panchayats in the respective districts should function in a manner so that performance based and result oriented meetings of all Gram Sabhas, within the territorial jurisdiction of respective Gram Panchayats are held as per prescribed schedule.

Proper publicity of Gram Sabha meetings:

Every Gram Panchayat should ensure that there is proper and effective publicity of Gram Sabha meetings. This should be done through various announcements within village. In addition to this, publication of information is also to be done as per prescribed format No. 1, as provided under Rule 4 (1) of the Madhya Pradesh Gram Sabha (Process of Meetings) Rules 1994. The sole objective of this publicity is to ensure that each and every person should be made aware about the meetings of Gram Sabha.

Postponement of meeting for lack of quorum:

As per recent amendment in the Act, in the absence of quorum i.e. prescribed number of members not present on the scheduled date and time of Gram Sabha meeting, in that event the Chairman of the meeting shall postpone it to such other date and time as he may consider proper. The information regarding postponement of meeting will be published in the prescribed format. In the postponed meeting, neither the completion of quorum will be necessary nor any new topic will be taken up for consideration and the meeting will be held as per original agenda so fixed for the meeting.

Nodal Officer in every Gram Sabha:

One Government Officer or employee will be nominated as Nodal Officer for every Gram Sabha and whose presence will be compulsory in every Gram Sabha meeting. The intention of the Government is to ensure that one and the same person be nominated as Government representative, who shall be present in all the four quarterly meetings of Gram Sabha. During the meeting, a representation may be submitted to the Government representative for taking remedial measures on the difficulties being faced in the meetings as well as on the other problems of the village being presented in the meeting, so that the members not are faced with the same problems in the next quarterly meeting.

Agenda of Gram Sabha:

Every Gram Panchayat is competent and capable enough to prepare a list of issues to be discussed in the Gram Sabha meetings. For a meaningful and positive discussion, harmonious participation of all concerned is to be solicited.

Report on Gram Sabha Meeting:

The Secretary should submit the report on the Gram Sabha meeting, as soon as possible, to the Administrator of Panchayat & Samaj Shiksha of the Janpad Panchayat. The said Administrator, after compilation of reports of all Gram Sabhas of the block, shall submit the same, within a week's time, duly signed by Departmental Officer / Chief Executive Officer of Janpad Panchayat, to the Deputy Director (Panchayat) of the District.

Powers and Functions of Gram Sabha:**INFORMATION**

The following are the powers and functions of a Gram Sabha:

- To decide as to which of the schemes are needed and to be implemented for development of the village. Also to prioritize, in principle, the schemes for implementation and thus leaving no scope for any arbitrary action.
- Prepare the Village Development Plan, in advance of Gram Panchayat Plan, so that it may be included in the Gram Panchayat Plan.
- Closely monitor the implementation of schemes so accepted under the Plan to ensure its effective working.
- Submit the proposed annual budget of village, incorporating incomes and expenditures, to the Gram Panchayat so that the funds needed for required expenditure may be provided for in the budget.
- To consider the audit report of Gram Panchayat.
- To ensure that the benefits of Government schemes, particularly those meant for alleviation of poverty, are reaching up to the poorest of the poor.
- To keep close watch over the functioning of various social organizations operating in the village.
- To look after and maintain the natural resources of the

village, such as forest, land, water, mines etc. and to ensure that these resources are properly exploited in such a manner so that they are neither destroyed nor get polluted.

- To ensure the balanced utilization of available natural resources of the village and to make rules, terms and conditions for commercial utilization of these resources.
- To look after and make arrangements for the proper maintenance of tanks.
- To develop understanding over the village economics for inflow and outflow of money and keep an effective control over the expenditures.
- To present before the Gram Sabha the respective assignments entrusted by Janpad and Zila Panchayats and to complete those assignments in consultation with members of Gram Sabha.
- To present before the Gram Sabha various assignments entrusted by Government, from time to time.
- As provided under Section 7 (t) of the Act, to keep a control over the employees working in the village, which includes, holding of salaries, sanctioning of emergency leave, check the quality of work done, and to recommend for disciplinary action against those employees found guilty of negligence in their work.

However, for lack of awareness and non-willingness of its employees, Gram Sabhas are not able to fully exercise their aforesaid powers.

Committees of Gram Sabha:

Earlier there used to be 8 committees for Gram Sabha. Now with the amendment made in Section 7 of the Panchayat Raj and Gram Swaraj Act, the number of Committees have been reduced from 8 to 2 only, which are:

1. Village Infrastructure Committee; and
2. Village Development Committee.

Formation and functioning of Gram Sabha Committees:

As provided under Section 7 (b) of the Act, the Village Infrastructure Committee will act as an Agency of Gram Panchayat. It will implement all infrastructural works up to maximum of Rs.5.00 lakhs. In addition, it will also complete other assignments as may be entrusted by Gram Panchayat and Gram Sabha.

The Village Infrastructure Committee and Village Development Committee, apart from its President, will consist of minimum of two members each. The President of these committees will be elected by members of Gram Sabha, for a period of two and a half years and thereafter fresh election will be held. If he is not unfit to contest election, under the provisions he/she can contest The election again.

- Formation and work of village Development committee will be as per procedure.
- Members of village in Infrastructure committee will be Members of village Development committee.
- Provisions are made for formation.
- Village in Infrastructure committee and village development and will present before gram sabha For approval.
- As per the section 7 (chh) if constitution, gram panchayat secretary of village in Infrastructure committee.
- Gram panchayat secretary will be secretary of village development committee also.

INFORMATION**LOCAL SELF GOVERNMENT****Inter relationship of Gram panchayat, Janpad (block) panchayat & Zila (District) panchayat.**

It is useful to have proper coordination and understanding amongst various implementation bodies to carry out the work properly. It is important that gram panchayat, Janpad panchayat and zilla panchayats have proper understanding of role and responsibilities of each other so that panchayat Raj can work properly. Here are some important points on relations of panchayats at 3 levels:

- Panchayats are independent bodies of self-governance hence no panchayat is above any panchayat or below any panchayat.
- All laws, Rules, schemes, programmes, budget etc. come from state to district to block & back to village level.
- Panchayat at all 3 levels should work with in constitutional limitation while having proper co-ordination with each other.

- 1/5 of the sarpancha of gram panchayat will be members of janpad panchayat of their area and they will keep changing every year. In this way all sarpanchs will be able to represent their panchayats in janpad.
- All presidents of janpad panchayat. will be members of zilla panchayat & will have a right to participate in discussim and cast vote.
- Whenever gram panchayat Face difficulty and feels necessary it can take guidance from janpad /panchayat.
- In the same manner whenever zilk & janpad panchayats require they can take information from gram panchayat.
- Gram panchayats can undertake infrastructure development work to the limit of 5 lack. But in order to undertake work beyond this limit it has to take technical approval from engineer of RES.
- Gram panchayats can not undertake work beyond the limit of 5 lack for such work which are beyond 5 lack, District panchayats decides an agency.
- Janpad plan is prepared by compiling plans of gram panchayats and in the same manner, District plans are prepared by compiling Janpad plans.
- District Panchayat keeps a working control over the employees of Janpad and Gram Panchayats.
- The quantity of food grains allocated for the district, are supplied directly to the Gram Panchayats by the District Panchayat.
- The budget and plans of Janpad Panchayat are based on proposals received from Gram Panchayats of its area, and that of District Panchayat are based on submissions made by respective Janpad Panchayats.
- The sanctioned targets and quotas of various schemes are communicated by the District Panchayat directly to the respective Gram Sabhas.
- The District Panchayat can monitor the functioning of Janpad Panchayat and that of Gram Panchayats by respective Janpad Panchayat.
- The sequence of channel for requirement of respective villages moves from Gram Panchayat to Janpad Panchayat up to District Panchayat. Similarly, the scheme-wise sanctioned allocations by State Government reaches from District to Janpad Panchayats and finally conveyed to respective Gram Panchayats.

INFORMATION

LOCAL SELF GOVERNMENT

Independent Existance of 3 tire panchayat

As per the M.P panchayati raj 2 gram swaraj act village, block 2 district leves panchayats are independent unit and no one is biggerthan other or above or below other.

panchayats of all the 3 levels performs responsibilities within constitution rights provided by law.

It is true that gram panchayats provides information and seek guidance from janpad panchayats in cases which are out of their roghts & puts its efforts to get it incorporated such points in janpad panchayats plan and available resources. In the same manner janpad panchayats coordinates with zillc panchayats.

E.G . For establishing middle school for children of two or more panchayats, gram panchayats, gram panchayats will have to get this point incorporated in janpad panchayats list.

SESSION – VII

Case study on 'Wash' awareness and Responsibility to provide 'WASH' facilities Duration – 2 Hours

Case study on 'WASH' awareness and responsibility to provide 'WASH' facilities:

Training Facilitator to form 4 small groups of participants and distribute them with respective case studies. Provide one hour's time for studying the respective cases and get the presentations prepared on the basis of following aspects of study:

Assignment for study:

Being one of the voters of this village, please:

- Identify the major problems of this village together with reasons thereof, and prioritize them in a sequence;
- What remedial measures are necessary to overcome these problems and how it should be done?

The Trainer should try to find out the different sources capable of taking necessary remedial measures and which authority/official should be approached first. In the absence of proper response from these sources, what alternative sources are available for making complaints and/or for seeking required help?

After respective presentations by groups, the Trainer, after adding the left over names of departments, persons and/or important institutions, should draw a chart showing the responsibilities of respective Institutions at Village, District, State and National levels and explain their respective functioning to the participants. 'WASH' related facilities and programmes at Village, District and State levels and respective departmental responsibilities

Constitutional Institutions and Project-specific Committees responsible for ensuring facilities for the Children in respect of Drinking water, 'WASH' facilities, Personal hygiene & Health, and Education

Status	Village	Janpad	District	State	Concerned Department
Constitutional	Gram Panchayat	Janpad Panchayat	District Panchayat	Department for Rural Development and Panchayat	Department for Rural Development and Panchayat
Constitutional	Education, Health & Social Welfare Committee	Education Committee	Education Committee	-	Department for Rural Development – Secretary to State Government
Constitutional	-	-	Drinking water and Sanitation Mission Chairman (President of District Panchayat) and Secretary (Collector)	State Mission on Drinking water and Sanitation- Chairman (Chief Minister) and Secretary (Chief Secretary)	Department for Rural Development – Secretary to State Government
Project-Specific Committee/ Standing Committee	Village Committee on Water and Sanitation	Janpad Committee on Water and Sanitation– President (Departmental Officer) and Secretary (Janpad CEO)	District Committee on Water and Sanitation– President (Collector) and Secretary (CEO of District Panchayat)	-	Department for Rural Development and District Panchayat
Project-Specific Committee/ Standing Committee	Mothers' Co-operative Committee	Women & Child Development Project	District Women & Child Development Project	Commissioner for Women & Child Development	Department for Women & Child Development– Secretary to State Government
Project-Specific Committee/ Standing Committee	Village Committee on Health and Sanitation	Block Medical Officer	District Medical & Health Officer	Commissioner, Department of Health	Health Department– Secretary to the State Government
Project-Specific Committee/ Standing Committee	Parents-Teachers Association	Block Education Centre	District Education Centre and District Education Officer	Commissioner, State Education Centre and Department of School Education	Department of School Education - Secretary to the State Government

OBJECTIVE:

TO DEVELOP AWARENESS AND TO FAMILIARIZE THE PARTICIPANTS WITH THE RESPECTIVE DEPARTMENTS AND OFFICIALS RESPONSIBLE FOR PROTECTION OF CHILD RIGHTS AND FOR FACILITATING THE AVAILABILITY OF SAFE DRINKING WATER, SANITATION FACILITIES AND BENEFITS OF OTHER SOCIAL WELFARE SCHEMES TO THE CHILDREN.

Departments for protection of Role, Responsibility and Child Rights: Accountability

- Women and Child Welfare Department;
- Department of Education;
- Social Justice and Panchayat Department;
- Public Health and Engineering Department;
- Labour Department;
- Department for welfare of Scheduled Caste and Scheduled Tribes;
- [National Commission for Protection of Child Rights;](#)
- [State Commission for Protection of Child Rights;](#)
- Panchayat and Gram Sabha;
- Various committees at Village level

International Organizations on Child Rights: UNICEF, UNESCO (Not directly responsible to the local Government.)

Some salient features:

All the Committees are accountable to the Gram Sabha and it has been empowered to evaluate the functioning of these Committees. If considered necessary, the Gram Sabha may decide to change the members of these Committees. All committees are required to submit their respective reports to Panchayat and Gram Sabha. All the Committees, functioning right from village level up to State level, can be approached for any complaint or action on the concerned subject. Always submit a copy of such complaint or action to the higher authorities.

Case Study

Name of the village: Vikralpur, Block:Rahatgarh,
District: Sagar,-State: Madhya Pradesh

Population of this village is around 2000 and most of the villagers are tribal. Village is divided in 5 major settlements, most of the big farmers and some Patel live in settlement close to the temple. In the back portion of village 50 families of scheduled tribes are settled. In the West direction of village 70 families of Gond tribe are settled and in south direction of temple 40 families of Korkoo tribe are living. In the rest portion 35 families of backward caste are settled.

Approach road of the village is made-up of moorum and bolder, so transportation is not possible during rainy season on his road. From back side of village a way goes to Aalamkhedi village but generally villagers do not use it as it is much damaged. Poor families use this way to reach their small farms. A seasonal Nallah cross this way although a bridge is made to cross it but at the time of heavy rainfall this way is completely blocked and even water enters in some houses situated near it. For 2-3 months village is turned into muddy. In these circumstances some families have to shift at Panchayat building but even there it is not easy to take shelter for them. One or two families have Kachcha toilets in their houses during rainy season the wastes come out with water and people find it difficult to walk on the street because of bad smell. During rainy season it is very difficult for elderly and kids to reach the open ground for toilet. In this season every year diseases like vomiting and loose motions spreads in the village, this year a four year old boy died from this disease, as it was not possible to take him to hospital because of rainfall.

Most of the village land does not have means of irrigation but around 30 percent land is irrigated by the sources like ponds and wells. There are 3 hand pumps in the village but they are not functioning from last 4 years. During summer public well situated near Nallah generally get dry and people have to depend on personal wells situated in farms, but during rainy and winter season this well fulfill the drinking water needs of villagers. Most of the land of village is not irrigated, only Sarpanch, patel and other three four villagers have more than fifteen acres of land. About thirty scheduled caste and scheduled tribe families are dependent on 1 to 1.5 acre land. About 20 families of village have no land or very little land which could not produce enough grain even to feed their own family. Members of 20 families commute daily to nearby Saharnpur village in search of work and get employment of fifteen days in a month. Of an average 4-5 families migrate in search of work to cities like Delhi and Gaziayabad for 3-4 months. There is a primary school also in the village where classes' up to 3rd are running in two rooms. Parents complaints that there are not proper toilet facility in school because of this kids came to home to relive and then don't go back to school.

Distance of this village from main road is 5 Kms so ANM visits village once in a month. Many children are not vaccinated completely. Pregnant ladies visits nearby health center but in absence of lady doctor they come back despondently.

EXERCISES

Being a voter of this village please do the following tasks –

- Identify the main problems of this village and find out the causes of these problems and prioritise them.
- What could be done to address these problems and how could these be done?

SESSION – VIII

Method: Group discussion Duration – 2 Hours

Theme: Evaluation of Services and Facilities made available to the Children

Future Strategy - I:

Sharing the respective experiences of groups, evaluate the status of various services and facilities available to the children at Village, Janpad and District levels, and get the presentations prepared based on the following issues:

- Level of services and facilities
- Name of service and facility
- Concerned department
- Major deficiencies in the services and facilities
- Reasons for such deficiencies.

Training Facilitator should get the presentations made by respective groups and take their suggestions for removing such deficiencies. Based on these suggestions, prepare a list of major possible interventions required at respective levels. However, care must be taken to ensure consensus of participants prior to taking any decision.

List of major interventions:

To improve upon the accountability of Panchayat Representatives and respective Committees:

Develop awareness on the respective rights and responsibilities of Gram Sabha by way of organizing meetings in small groups; arranging Nukkad Nataks and using folk songs.

Leadership development and formation of groups for advocacy on child rights:

Groups of youths and adolescent girls may be formed for raising issues, from time to time, before the Gram Sabha, concerning 'Wash' rights and accessibility of other facilities to the children. If considered so necessary, also to coordinate with Janpad and District Panchayats on these issues.

Provide support to Sarpanch, Secretary and Panchs:

Offer voluntary help and cooperation to Sarpanch, Secretary and Panch in developing agenda for discussions on Child Rights.\

Meetings in small groups:

Organize informal meetings with small groups of people and prepare them for properly presenting the issues relating to Child Rights on the floor of Gram Sabha.

Capacity building of Panchayat Representatives on Child Rights:

To improve upon the capacity of Sarpanch, Secretary and Panch for ensuring an effective and assertive role of Gram Sabha on Child Rights in a congenial atmosphere

OBJECTIVE:

TO MAKE EFFORTS TO SENSITIZE CONCERNED INSTITUTIONS AND PEOPLE RESPONSIBLE AT VILLAGE LEVEL, AS PER CHART PREPARED DURING THE EARLIER SESSION, SO THAT THEY MAY TAKE INITIATIVE OF THEIR OWN, AND COME FORWARD FOR TAKING ALL NECESSARY STEPS FOR ENSURING PROTECTION OF CHILD RIGHTS. ALSO BY BRINGING ABOUT A BEHAVIOURAL CHANGE IN THE SOCIETY, TAKE ALL NECESSARY STEPS FOR IMPROVING UPON THE VARIOUS FACILITIES AND SERVICES, SUCH AS SAFE DRINKING WATER, POLLUTION-FREE ENVIRONMENT, TOILET FACILITIES, HEALTH SERVICES, ETC., FOR THE CHILDREN.

Ground Realities...

- Different committees are constituted with the help of gram sabha. If all these committees perform their duties properly , water and sanitation related situation an be improved , However in absence of capacities or dedicated active Members these committees don't perform Their responsibilities or remain doormant.
- Even gram sabha or panchayats don't ask for the in Formation about working of these committees & active members don't take initiatives to make other members active.
- In most of the cases discussion about water , sonitation and Rights of children don't task place in gram sabha, or panchayat meetings.
- It is extremely important that discussion on situation of water , sanitation children's Right start taking place whit utmost sensitivity. For this purpose , capacity of the community will have to be enhanced and pressure on these committees will have to be maintained.

SESSION – IX

Lectures and open discussion to strengthen Panchayati Raj Institutions Duration – 2 Hours

Future Strategy - II:

1. To activate committees and to call for meetings by its members:

- For activating various committees, it is necessary that all their respective members are well aware of their roles and responsibilities. This can be done through personal contacts with respective members.
- By issuing agenda and calling for a meeting by President of the Committee, will make the members realize their responsibilities and they may start taking interest in the proceedings by their active participation.
- If the President is not interested in calling for a meeting of Committee, in that event the meeting can be called by mobilizing at least 50% of its members, who may demand for calling of such meeting.

2. Preparing agenda for the Committee meeting:

The agenda for the Committee can be prepared, for discussions, including the following issues: Wash' facilities for the children; In-house toilet facilities for the respective families; Non-utilization of available facilities; Dumping of waste around the houses; Water logging in the village; Behavioural change in traditional habits on personal hygiene; Arrangement for clean water; Entrusting responsibility for water management upon boys and girls; Maintenance of drinking water in the families; Child rights not getting their due importance and/or priority; Non-availability of expected cooperation from Government and/or its officials; Preparing village level plans for health and drinking water. However, the aforesaid issues can be prioritized based on specific local needs and requirement.

3. Inclusion of active persons as committee members:

It has been observed that some of the members have no interest in the deliberations of the Committee and to avoid their participation, they either chose to remain absent from such meetings, or attend only to sign on the attendance register to complete the mere formality. To avoid this situation, the matter may be put before the Gram Sabha and after due discussions, a decision may be taken to include only interested and active members in the Committees.

OBJECTIVE:

TO MAKE EFFORTS TO SENSITIZE CONCERNED INSTITUTIONS AND PEOPLE RESPONSIBLE AT VILLAGE LEVEL, AS PER CHART PREPARED DURING THE EARLIER SESSION, SO THAT THEY MAY TAKE INITIATIVE OF THEIR OWN, AND COME FORWARD FOR TAKING ALL NECESSARY STEPS FOR ENSURING PROTECTION OF CHILD RIGHTS. ALSO BY BRINGING ABOUT A BEHAVIOURAL CHANGE IN THE SOCIETY, TAKE ALL NECESSARY STEPS FOR IMPROVING UPON THE VARIOUS FACILITIES AND SERVICES, SUCH AS SAFE DRINKING WATER, POLLUTION-FREE ENVIRONMENT, TOILET FACILITIES, HEALTH SERVICES, ETC., FOR THE CHILDREN.

4. What is Social Monitoring?

Social monitoring of functioning of Committee and/or Department:

This work can be accomplished by the groups of adolescent boys and girls, assigning them with target social monitoring

- Social monitoring is a good process whereby a daily watch is kept by the people of society over the functioning and the facilities being provided by the Government Institutions, and to prepare a detailed account on the sufficiency and/or deficiency in various services, based on their respective experiences. The process involves continuous updating either on a particular format or any other local means, such social mapping, etc., for noting down the status of various services and facilities.

Session – IXContinue

- For this purpose, groups may be formed with respective responsibilities, such as, one group may present itself in Aaganwadi during health education session to find out as to how children are being provided with relevant information. Another group may exclusively look after the distribution of nutritious meals to children and the advice being tendered by Aaganwadi worker to the children and how it is being acted upon.
- Upon expiry of a definite time-frame (say 15 days or 1 month), all groups and/or persons, responsible for various assignments of social monitoring, should hold a meeting to share their respective experiences, prepare reports with recommendations and submit the same either to Gram Panchayat, Janpad/District Panchayat or Head of the concerned Department.

The possible advantages of this process are:

- It is comparatively easy to draw the attention of concerned Department on the recommendations which have been made based upon ground level realities, and thus the possibility of remedial measures is enhanced manifold.
- It facilitates the process of decision making by the Gram Sabha and Gram Panchayat or by their permanent committees.
- Because of regular monitoring visits to the Institutions, the service providers remain alert and tend to perform their duties timely and in a better way.
- With the regular feedback to the Service Providers from different levels, will not only make them more accountable, but will also improve upon the quality of services being provided by them.
- Social Audit of works done by Standing Committees of Gram Sabha: To conduct Social audit of works done by project-specific committees (Standing Committees) of Gram Sabha.

What is Social Audit?

Social Audit is a process to evaluate the various programmes and schemes being implemented by the Government, by the stakeholders/beneficiaries and the people of society. This evaluation is done based on the following issues:



The representative of concerned Department or Agency, present in the Gram Sabha meeting, is answerable to the questions raised by respective beneficiaries. Based on the decisions taken by Gram Sabha and recommendations made by it, the respective accountability of the persons, officials, departments and committees is determined, so that they are able to perform, in future, in a better way.

OBJECTIVE:

TO MAKE EFFORTS TO SENSITIZE CONCERNED INSTITUTIONS AND PEOPLE RESPONSIBLE AT VILLAGE LEVEL, AS PER CHART PREPARED DURING THE EARLIER SESSION, SO THAT THEY MAY TAKE INITIATIVE OF THEIR OWN, AND COME FORWARD FOR TAKING ALL NECESSARY STEPS FOR ENSURING PROTECTION OF CHILD RIGHTS. ALSO BY BRINGING ABOUT A BEHAVIOURAL CHANGE IN THE SOCIETY, TAKE ALL NECESSARY STEPS FOR IMPROVING UPON THE VARIOUS FACILITIES AND SERVICES, SUCH AS SAFE DRINKING WATER, POLLUTION-FREE ENVIRONMENT, TOILET FACILITIES, HEALTH SERVICES, ETC., FOR THE CHILDREN.

ONE TRUTH...

It is true 'That all of us Love our children' , however, still issues related to Water and Sanitation are not in priority for local government institution, or government agencies. In various documents these issues are given priority in writing but at ground level no efforts are noticed in this direction and because of this children still continue to victims of diarrheas or mal-nutrition. Because of this, even today efforts are not made for the provision of drinking water specially amongst marginalized community open defecation has not stopped, inspite of having adequate resources under flag ship programme TSC. In School & Aanganwadis one can see toilets constructed but they either are closed due to lack of water or children have stopped using it because of no proper cleaning.

SESSION – X

Method : Group discussion Duration: 2 Hours Theme : Nature and Functioning of various Committees

Future Strategy – III

Inviting open discussions, list out the various committees formed within Gramsabha and clarify about the purpose and roles of respective committees.

Practice Session – I:

Split the big group in to two small groups and assign them task:

Evaluate current status of committees and prepare a presentation on:

1. Standing Committees of Gram Panchayat:

Like village Health and Education Committee etc.

2. Standing Committees of Gram Sabha:

Village Development Committee, Education, Health and Social welfare committee etc.

3. Project Specific committees

- Parents, Teachers Association (PTA)-Under 'Sarva Shiksha Abhiyan'/SMC under RTE
- Village Health & Sanitation Committee (VHSC)-Under National Rural Health Mission
- Village Water and Sanitation Committee (VWSC)-Under 'Total Sanitation Campaign'.
- Matrutva Sahayogini Samiti (MSS)-Under Department of Women & Child Development

Practice Session – II:

Capacity Building of Gram Sabha Committees:

Method: Group Discussion

Task: What should be done to make the concerned Government Departments, responsible for protection of Child Rights and 'WASH' Rights, for providing their services effectively?

- Review of work done by service providers in Gram Sabha;
- Social monitoring of services and submission of report to Gram Sabha;
- Formal discussions and communications with concerned Departments through Panchayat and its Committees.

Note for Facilitator:

The respective roles and accountability of Standing committee and Project-specific Committees formed at both Village and Panchayat levels in Madhya Pradesh, have been listed in the five Annexures attached with this Manual. Please peruse the same and distribute printed copies thereof to the participants.

OBJECTIVE:
WITH THE HELP OF GRAMSABHA MAKE DUTY BEARERS, PANCHAYAT AND ITS STANDING COMMITTEES & PROJECT SPECIFIC COMMITTEES ACCOUNTABLE TOWARDS CHILD RIGHTS

Accountability.

Institution responsibilities is associated with institutional. The responsible personnel, within the institution is identified, *a priori*, under the departmental rules or Act. the institution responsible personnel is legally answerable, if the responsibility has not been properly fulfilled. For example in the Madhya Pradesh Panchayat Raj Act, responsibility of implementing programme approved by Gram Sabha, is on Gram Panchayat, if Panchayat fails to implement these programmes, legally Panchayat is identified as culprit that has not fulfilled its responsibility.

SESSION – XI

Method : Group Discussion Duration: 2 hours.

Prepare work plan for minimum 1 month and maximum 3 months.

What will be required to do while keeping in mind our goal ensuring children access to their rights & services, ensuring them clean drinking water and total sanitation. What procedures need to be taken with families, community, panchayat raj institutions, duty bearers and service providers? When and how many times it should be done? Who will take the responsibility to carry out such processes and activities keeping in mind all such points, work plan need to be prepared. It will be better if indicators for measuring its effect & impacts are developed along with activities/processes.

Write down activity on board and decide procedures to be done for each activity with participation of all. Fill each cell of the table given below after discussing it with participants.

	Activity	Sub-Activities	Where to do	Deadline	Responsibility	Expected external	Expected Result support
Problem Committee not performing effective role in ensuring water & sanitation	capacity building of Gram Sabha & sub-committee	Individual contacts of members	In village	Dec-10	Assistant coordinator		Agreed upon by 20 male & 20 female in 4 villages.
		publication of material regarding work & responsibilities of committees	At office level		coordinator		Availability of easy & usable training material
		Develop module for training.	At office level		coordinator		Appropriate training design.
		Provide information to participants	In village		Assistant coordinator		100 % participation of members.
		3 days orientation	Bhopal		Assistant coordinator		
		Report of Training	Bhopal		coordinator		will be a base for participants.

SESSION – XII

Evaluation of Training Duration – 2 Hours

Evaluation of Training:

Get the session-wise evaluation done and find out:

- Sessions which can be considered as effective;
- Sessions which need improvements, particularly in terms of language, process, material, allotted time etc.;
- What kind of improvements are needed?

OBJECTIVE:
WITH THE HELP OF GRAMSABHA MAKE DUTY BEARERS, PANCHAYAT AND ITS STANDING COMMITTEES & PROJECT SPECIFIC COMMITTEES ACCOUNTABLE TOWARDS CHILD RIGHTS

Please provide your feedback about training on scale (1-5) whereas 1. Worst 2. Bad, 3. Average, 4. Good, 5. Best

Subject	Marks/Score				
1. Training Content	1	2	3	4	5
2. Approach of training facilitator					
3. Atmosphere at training venue					
4. Staying Arrangements					
5. Food etc. arrangements					

Your suggestions to make training more effective

1.
.....
.....
2.
.....
.....

Annexure -1

Gramsabha Sawastha Gram Tadartha Samiti Role, Responsibility & Powers

Work: Coordination among Total Sanitation Campaign, National Rural Drinking Water Programme, National Rural Health Mission and Nutrition Programme.

Powers: Strengthen Supervision, Review and Monitoring of above mentioned works.

'GRAMSABHA SWASTHA GRAM TADARTHA SAMITI'	Who will be the members	Any person enrolled in electoal roll at Gramsabha who have interest with this issue.	Members will be nominated from respective committe by Gramsabha
	How many member will be there in Committee	Minimum 12 and maximum 20 persons	
	Imppretive members	Half of the committee members must be female	
		Minimum one members from schedule caste and schedule tribe	
		Minimum one nominated female member from schedule caste & schedule Tribe	
	Ex.- Officio Members	All female"Panch", Asha, ANM, Local Anganwadi Worker, President of Matrutva Sahyogni Samiti, President of SHG which is contracted to prepare MDM, Hand pump Mechanic of the area or assistant mechanic.	President & Treasures will be nominated by committee members unanimously.
	President of the committe	Female members will be elected	
	Trecsurers	Female mebers should be the treasurer	
		ASHA should be the treasurer for all Programmes related to Public Health	
	Secretary	Secretary of Gram Panchayat will also be secretary of this committee	
	Joint Secretary	Local Anganwadi and aasha worker will serve as joint secretary which will provide help secretary in administrative work.	
Accounts of the Committee	There will be 3 - Saparate Accounts of the committe		
	1- Water & Sanitation Compaign Account	Will be operated of the President & secretary	
	2- Health Account	Shall operated jointly by signatures of President & ASHA. In case there are more then one ASHA in the village, accounts shall be operated with the signatures of ASHA, who is highly Qualified. In case both are equally qualified than ASHA who is Younger in age shall be selected to operate the account	
	3- Nutrition Account	Shall be operated jointlyby signatures of President and Anganwadi Worker. In case there are more then one aanganwadis in the village, accounts shall be operated with the signatures of Anganwadi Worker, who is highly Qualified. In case both are equally qualified than Anganwadi Worker who is Younger in age shall be selected to operate the account	
Cash Book		Saperate for all the three Accounts	
Tenure		Equivalent to Panchayat	
Meeting		Every month	
Quorum		Half of the total members of committee / In case of postponement of metting, quorum shall not be required.	

'Gramsabha Sawastha Gram Tadartha Samiti'

Annexure -2

As per the rules of **Free & Compulsory Education Act 2009**, School management committee will be formed at school level. It means there will be separate committees in primary and middle school. Parents/Guardians & elected representatives will be the members in this As per the rules of Govt. of madhya pradesh there will be 18 members in primary school & 16 members in middle school in school management committee.

- 3/4 of the total members will be parents or guardians of the children enrolled in the school and 50% of them will be females.
- Proportionate representation for weaker & deprived section of the society
- One of the ward members where school is situated (Panch in rural area and councilor in Urban area)
- One of the female ward member, nominated by Sarpanch (Rural Area or Female councilor nominated by Mayor (Urban area)
- Head Master or Master in charge will be ex-Offio member

Responsibilities of School Management Committee (SMC)

- To monitor the work of the school means school opens and closes in time, children come to school regularly, regular study in taking place & children learn according to their age and grade
- Prepare a plan for the development of school & place it with respective departments
- Receive & Monitor the usage of donation from education
- Undertake other works as directed by state government

School Development Plan :

As per the clause 22 of rules of Right to Education Act 2009, School Management Committee will prepare school development plan.

Account of School Management Committee

A joint account will be opened in the names of President & Convener of the committee. All the amount received will be deposites in this Account.

Formation of School Management Committee

SMC

Major responsibilitys & Right

If committee observes any violation of chiled Rights like psychological or physical harassment, denied to enter in school, or taking any fees or money mentiond in clause 2, It (committee) shall inform respective responsible officer/institution (Gram Panchayat in rural area & Nagar panchayat or Nagar Nigam in urban area) and Block Education officer.

Annexure -2a

Under clause 13 of Free and Compulsory Education Act 2009, process for formation of School Management Committee(SMC) is described. The only difference between PTA and SMC is that apart from Gardians/Parents , two elected representatives should be nominated in this committee. According to below mentioned process SMC shall be formed at school level.

Process for forming SMC

Process for forming School Management Committee (SMC)

Who all shall be the Members of School Management Committee	Primary school (1st to 5th std)		Middle School (6 to 8th std)
	Maximum of 18 members		Maximum of 16 members
	1. At school level 2. From SC, ST or OBC	Parents/ Guardians of the Student who scored highest marks in the last academic year in 1st, 2nd, 3rd and 4th standards respectively	Parents/ Guardians of the student who scored highest marks in the fifth, sixth and seventh standards respectively
	3. Elected Representatives	Apart from this at Primary and Middle level School, following members shall be included- ✍ "Panch" resides in the ward where school is situated and in urban area the councilor of concern ward. ✍ Another member must be a woman "Panch" in rural area which should be nominated by Sarpanch, in case of urban area a women councilor nominated by mayor or chairperson. ✍ Head master of the school or senior most teacher and senior most lady teacher	

President - There shall be one president in school management committee, who shall be elected by members. Nominated Panch/Councillor and teachers will neither have voting rights nor they are able to participate/contest the election.

Convener - Every month a meeting will be called by the convener of the committee.

Presiding - President of school management committee shall preside the meeting and in the absence the president, vice president shall preside and If vice – president is also absent, any member from those who is present will be selected to preside the meeting.

Quorum - 2/3 members will be required for quorum. But once meeting is postponed then quorum will not be required .

Annexure - 3

FORMATION- At village level

At Aagnawadi centre by Department of women & child Development

- Maximum at 3 centres (in Rural areas)
- Maximum at 2 centres (in Urban areas)

Structure of the committee

- President** - Any one from the members of committee
- Secretary** - Aangnawadi Worker
- Members** - One mother from "Ladli Laxmi Yojna" beneficiaries
- One adolescent girl above the age of 16 years
 - One mother of a child of 0-3 years age
 - One mother of a child of 3-6 years age
 - One pregnant or lactating mother
 - Others
 - Asha Worker
 - Aanganwadi helper
 - President of SHG
 - Female teacher

Work of the Committee:

- Monitor the opening and closing timings of Aangnawadi centre and validate it
- Supervise and validate the Presence of registered children in aanganwadi centre
- Ensure the regular distributions of Nutritive food and Supervise the proper
- Take the responsibility for organising "Mangal-Day"
- Plan, coordinate & implement "Bal Sanjeevani Abhiyan"
- Supervise and validate the presence of Aanganwadi worker & helper and also check & evaluate the records
- Ensure the optimal & Proper Utilization of amount funded under "Mangal-Day" at Aanganwadi center etc.
- Monitor and assess the cases of "Ladli Laxmi Scheme", ensure good & proper services to severe malnourished children, woman with severe anemia, women with disability or older age etc & ensure proper functioning of aanganwadi center.

MATRUTVA SAHYOGINI SAMITI

Members of the Committee
Maximum-12

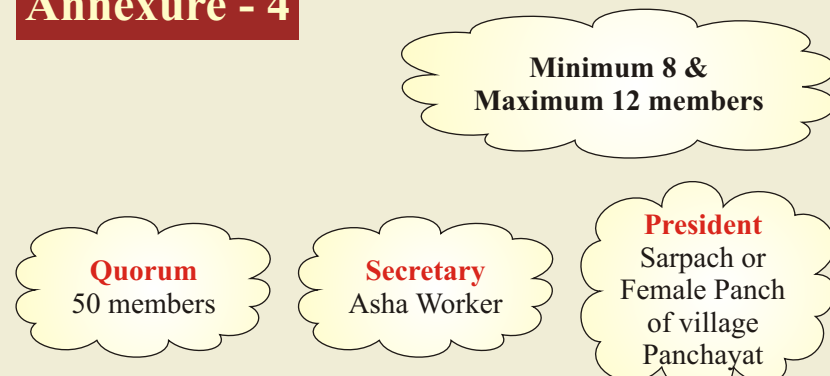
Quorum
Presence of any 5 Members

Tenure
1-year

Meeting
Every Tuesday or at least once in every Month

Accountability
Towards village sub committee of Gramsabha

Annexure - 4



At village level: under National Rural Health Mission

Formation of Committee

- Shall be formed in Gramsabha
- There Shall be minimum 8 & maximum 12 members in committee.
- Members shall be selected on the basis of their readiness in take interest & responsibility in such issues of the village.
- If gramsabha is not satisfied with work of the committee members it can change them.

Members of Committee

- Representative from Non government Organisation (NGO) maximum -2
- One member from each hamlet of the village maximum-3.
- Members of local Self Help Group (SHG) of woman.
- Asha worker of the village
- Aanganwadi worker
- Trained community health volunteer
- ANM & MPHW (male health worker)

Committee's Work

- Every one gets immunization
- Cleanliness in the village
- Proper disposal of waste water
- Each house in the village remains clean & tidy
- Toilets are also cleaned
- Proper management of the waste

Responsibilities

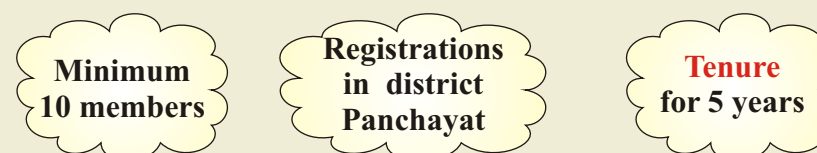
- Will assess the situation of health e.g. which are the illness prevailing what are the reasons for it etc in the village and will document it in the register.
- will also assess the reasons for bad health in the village
- will prepare a health plan of the village which will cover plants like what are the health related issues in the village what needs to be done to address those issues and how the available resources can best for this purpose etc.

How VHSC can use the fund of Gram Swasthya Nidhi (Rs. 10,000 per year)

1. It could be used to purchase cemented/metal dustbins in village 2 to control mosquitoes which are developed in logged water (gamboosia fish)
2. Organise 'Gram Swasthya Mela', purchase of medicines, call up doctors and nurses, make seating arrangements and diagnosis room
3. Some amount can be spent on referring any helpless female or extremely poor family to hospital
4. For TA/DA of committee members who attends any setcom training/meeting at janpad/district level.
5. On various health related activities like generating awareness, cleanliness campaign, health related activities for school children, lectating woman health related activities like health camp, awareness workshop or meeting and programme organized at Aanganwadi including conduct of health surveys.
6. As depot holder committee can spent essenti medicines like ORS, Medicines for diarrhea malaria deworming etc. and on means of family planning with this fund
7. Extremity poor families can borrow some amount for their health related requirements form this fund and in future they will repay it in installments.
8. With approves of committee amount can also be spent on other community works like Nutrition for children Education Environment conservation etc.
9. committee can hire a person to maintain income expenditure detailes from this fund.
10. To hospitalise mal-nourished children or ensuring cleanliness around hand pumps, spreading awareness for stopping open defection using trained mid-wives for ANC-PNC Purpose etc.

Gram Swasthya evam Swachchhata Samiti

Annexure - 5



'GRAMEEN JAL ABHISHEK JAL-GRAHAN SAMITI'

Formation of Samiti:

- After identifying a village as a 'Jal-Grahan' area, the already formed 'Grameen Jal Abhishek Samiti', is to be reconstituted by the Gram Sabha and renamed as 'Grameen Jal Abhishek Jal-Grahan Samiti';
- The membership of this Samiti shall include – Consumer groups; Self Help Groups, Women Credit & Thrift Society; and elected representatives of Panchayat;
- It has been made mandatory that the total membership of this Samiti shall include one-third women and three elected Panch as its members;
- The President of this Samiti shall be elected with the mutual consensus of its members. The President so elected, shall be other than the incumbent Sarpanch.
- On the recommendations of Gram Sabha, this Samiti shall appoint such a person who is already engaged in Watershed activities, for maintaining its records;
- The Gram Sabha shall ratify the election of President and members of this Samiti.

Meeting: Monthly basis

For each quarter, this Samiti shall submit a detailed account of its following activities before the Gram Sabha for seeking approval: i.e.

1. All the decisions taken and activities performed by it during the quarter;
2. Accounts of funds received and expenses incurred;

If considered so necessary, a meeting of Gram Sabha could be called, according to provisions for extraordinary Gramsabha.

Responsibilities:

This functions and responsibilities of this Samiti shall include:

- To take approval of Gram Sabha on its proposed 5-year Work Plan, prior to commencement of its activities.
- To get the social audit done of the activities performed by the Samiti on the advice of Gram Sabha.
- To submit the detailed accounts of its income and expenditure before the Gram Sabha for approval.
- To get the social auditing done, in a transparent manner, of the following activities:
 - i) Work plans for implementation, financial management and investments made under various projects as per prescribed procedure;
 - ii) Distribution of profits so accrued;
 - iii) Maintenance of assets created;
 - iv) Settlement of disputes;
 - v) Regular monitoring of activities.

Ensuring 85% utilisation of available funds

The following five activities, for utilization of 85% of funds allocated to it, shall be performed by the Samiti as per the guidance of Gram Sabha:

1. **Land development and soil conservation:** Activities relating to land development and soil conservation in hilly and ridge areas such as Cantor Trench, Gully plug, Bolder check dam, Gabion structures, field bunds etc.
2. **Surface Water Consevation:** Construction of 'kundi', 'dabra-dabri', tanks, check dams, 'Nala' Bund, Farm ponds etc.
3. **Ground water harvesting:** Percolation Tank, underground dyke, Recharge of dug wells and tube wells falling under Micro Watershed etc.
4. **Aforestation:** Aforestation activities on private, community and forest land, plantations of seedlings, nursery development, Jetrofa cropping, Agro forestry, development of horticulture etc. The funds under this head can be utilized for purchasing good quality seeds, seed replacement etc.
5. **Development of Grazing Lands:** Activities relating to development of Grazing land on private, community, forest and revenue land.

Annexure - 6

At Village Level
under the National Rural
Employment Guarantee Scheme

Formation
Total 6 Members
(5 + 1 Secretary)

Quorum
Presence of more than 50% of
members

Tenure
2- years

Members of the Committee:

1. The members for this Committee shall be nominated by Gram Sabha.
2. Must be residents of Village.
3. The members shall consist of:
 - i) One 'Punch';
 - ii) One Woman member;
 - iii) One person from SC/ST;
 - iv) One skilled worker;
 - v) One literate person (10th class pass)
4. It is mandatory to have minimum of 3 members representing afore mentioned categories.
5. No member of this Committee can be re-nominated for continuous two terms. However, with the interval of one term, they may be nominated by the Gram Sabha.

President	- One person, out of the members, shall be elected as President with mutual consent of members.
Vice President	- One person, out of the members, shall be elected as Vice President by mutual consent.
Secretary	- The Gram Sabha shall nominate, any one who is 10th class pa.

Duties and Responsibilities:

The duties and responsibilities of this Committee shall include:

1. To assess and monitor the implementation of various works being done under the National Rural Employment Guarantee Scheme (NREGS);
2. It is mandatory for the Committee to submit the proceedings of its meetings before Gram Sabha;
3. The Committee shall present and read out the proceedings of its meetings in Gram Sabha to be held subsequent to their meetings;
4. To monitor all aspects of activities, as provided by NREGS, including:
 - i) Registration of families;
 - ii) Issuance of Job cards;
 - iii) Facilities available at work site;
 - iv) Maintenance of Muster Roll at the work site;
 - v) Income and Expenditure Account relating to work;
 - vi) Regular and timely payment of wages as per prescribed rates;
 - vii) Proper maintenance of records in respect of works under the Scheme.
5. The Committee shall assist the Gram Sabha in the social audit being done on six monthly basis.

Committee will undertake vigilance & monitoring of works undertaken by national rural employment quarante scheme.

Committee Meeting:

- a) The Secretary shall be responsible for calling meetings of the Committee and will inform all its members, at least 3 days in advance about the venue, date and time of meeting.
- b) Special meeting of the Committee can be called, at any time, on the request of at least three of its members. However, such special meeting should be called within 3 days .
- c) A Meeting Register shall be kept at the venue of the meeting, and the Secretary shall note down the proceedings of the meeting in that register.
- d) The Meeting shall be chaired by its President and in absence of President, the Vice President shall preside the Meeting. However, in the event of both President and Vice President are not available; the members present shall select one of the members to preside the meeting.

VILLAGE VIGILANCE AND MONITORING COMMITTEE

