



GOVERNMENT OF KERALA

Abstract

Local Self Government Department – Re-organisation of Block Panchayats in the State –  
Creation/cessation of Block Panchayats – Administrative arrangements – Orders issued.

**LOCAL SELF GOVERNMENT (EM) DEPARTMENT**

G.O(Rt)No.3346 /10/LSGD - Thiruvananthapuram, Dated, 27/10/2010.

- Read:-
- 1) GO(P) No. 139/2010/LSGD dated, 02/07/2010.
  - 2) GO(P) No. 177/2010/LSGD dated, 13/08/2010.
  - 3) GO(P) No. 183/2010/LSGD dated, 20/08/2010.
  - 4) GO(P) No. 207/2010/LSGD dated, 30/09/2010.
  - 5) GO(Rt) No. 3121/2010/LSGD dated, 25/09/2010.
  - 6) DO letter No. 5060/DP4/10/CRD dated, 27/09/2010 from the Commissioner for Rural Development.

**ORDER**

As per Order read as 1<sup>st</sup> above, Government have re-organised the Block Panchayats in the State, inter alia creating 6(six) new Block Panchayats in the State with effect from 01/10/2010. The Order read as 1<sup>st</sup> above, has subsequently been amended by way of Orders read as 2<sup>nd</sup> and 3<sup>rd</sup> above, thereby making changes in the constituent Grama Panchayats in the jurisdiction of certain Block Panchayats. And as per Order read as 4<sup>th</sup> above, the date of effect of the Order read as 1<sup>st</sup> above, has been amended as 1<sup>st</sup> of November 2010, instead of 1<sup>st</sup> of October 2010.

- 2) The newly constituted Block Panchayats are as follows:

| Sl. No | Name of the new Block Panchayat | District   |
|--------|---------------------------------|------------|
| 1      | Kalikavu                        | Malappuram |
| 2      | Panamaram                       | Wayanad    |
| 3      | Kallyasseri                     | Kannur     |
| 4      | Panoor                          | Kannur     |
| 5      | Parappa                         | Kasargod   |
| 6      | Karadukka                       | Kasargod   |

- 3) As per the re-organisation, the following 6(six) Block Panchayats will cease to function w.e.f. 01/11/2010.

| Sl. No | Name of the Block Panchayat, which will cease to function | District           |
|--------|---|--------------------|
| 1      | Thiruvananthapuram Rural                                  | Thiruvananthapuram |
| 2      | Anchalummoodu   | Kollam             |
| 3      | Karunagappally  | Kollam             |
| 4      | Kulanada  | Pathanamthitta.    |
| 5      | Vyttila   | Ernakulam          |
| 6      | Kodungallur   | Thrissur           |

4) In order to ensure that the newly formed Block Panchayats can start functioning w.e.f. 01/11/2010, which being the date on which the newly elected Committees are to take office after the General Election 2010 to Local Governments, Government have appointed Officers on Special Duty as per Order read as 5<sup>th</sup> above, for each of the new Block Panchayats. And as per letter read as 6<sup>th</sup> above, the Commissioner for Rural Development has submitted proposal regarding the administrative arrangements, to be made in the Block Panchayats, pursuant to re-organisation.

5) Government have examined the matter in detail and are pleased to order the following administrative arrangements in the Block Panchayats, as re-organised.

**I. Arrangements to be made in the Block Panchayats which cease to exist.**

**(a) Residual Work**

The Residual work of the Block Panchayats which will cease to exist w.e.f. 01/11/2010, shall be completed by 15/11/2010. All amounts due to beneficiaries, claims including revolving fund, subsidy claims, payments due to works carried out under plan and maintenance grant etc., shall as far as possible be finally settled by 31-10-2010. A small unit of staff of the Block Panchayat, which will cease to exist, can be continued in these offices until 15/11/2010, for carrying out the residual work.

**(b) Files and Records**

All files, records, registers, including the records in the record room shall be handed over on or before 15/11/2010 to the Block Panchayat to which, majority of the Grama Panchayats in the Block Panchayat which cease to exist, are merged or to the nearby Block Panchayat, authorised to receive the records as stated below:-

| Sl. No. | Name of the Block Panchayat which ceases to exist | Name of the Block Panchayat to which files and records are to be handed over |
|---------|---|--|
| 1       | Thiruvananthapuram Rural Block Panchayat          | Nedumangad Block Panchayat   |
| 2       | Anchalummoodu Block Panchayat                     | Chittumala Block Panchayat   |
| 3       | Karunagappally Block Panchayat                    | Ochira Block Panchayat   |

|   |                             |  |
|---|-----------------------------|--|
| 4 | Vyttila Block Panchayat     | Palluruthy Block Panchayat   |
| 5 | Kodungallur Block Panchayat | Mathilakam Block Panchayat   |
| 6 | Pandalam / Kulanada         | As the Honourable High Court has directed Government to consider afresh the issue regarding the fixation of headquarters of the integrated Pandalam Block Panchayat, records will be handed over after a decision is taken by the Government in this regard. |

All live files/connected records and registers will be taken over and dealt with by the clerks, who are dealing with the respective subjects in the Block Panchayat to which files and records are handed over. The files/records/registers thus handed over, will be listed out by the concerned. The Secretary and the Head Clerk of the Block Panchayat to which records are handed over, shall physically verify the transfer of such records.

(c) **Movable Assets and furniture**

All movable assets such as vehicles, office equipments, instruments, computers, computer peripherals, furniture etc. other than the minimum required furniture for keeping files and records, of the Block Panchayats which will cease to exist, shall be handed over to the newly formed Block Panchayats, as given below:

|   | <b>Name of the Block Panchayat which ceases to exist</b> | <b>Name of the newly formed Block Panchayat to which the furniture, vehicles, office equipment etc. are to be handed over</b> |
|---|--|---|
| 1 | Thiruvananthapuram Rural Block Panchayat                 | Kalikavu Block Panchayat  |
| 2 | Anchalummoodu Block Panchayat                            | Panamaram Block Panchayat   |
| 3 | Pandalam / Kulanada Block Panchayat                      | Kallyasseri Block Panchayat   |
| 4 | Karunagappally Block Panchayat                           | Panoor Block Panchayat  |
| 5 | Vyttila Block Panchayat                                  | Parappa Block Panchayat   |
| 6 | Kodungallur Block Panchayat                              | Karadukka Block Panchayat   |

The Secretaries of the Block Panchayats concerned will prepare the list of movable assets to be transferred, indicating their book value and shall hand over the same to the Officer on Special Duty for the newly constituted Block Panchayat. Copies of the list of the movable assets to be thus transferred, will be furnished to the District Collector, Project Director, Poverty Alleviation Unit concerned and to the Commissioner for Rural Development. The minimum furniture required for keeping the files and records, shall be handed over to the Block Panchayat to which the file/records of the ceasing Block Panchayats are handed over as laid down in Para 5 I(b). Copies of the

original receipts of assets handed over by the Secretary of the Block Panchayat concerned, shall be kept by the Assistant Development Commissioner (GI) of the District concerned. One copy of the same will be furnished to the Commissioner for Rural Development. The details of all movable assets, thus transferred shall be recorded in the Central Stock Register of the Block Panchayats concerned.

(d) Centrally Sponsored Schemes

In respect of all Centrally sponsored schemes which cannot be completed by 1<sup>st</sup> of November 2010, the following procedure shall be followed after 31-10-2010.

(i) SGSY

The applications under SGSY already sponsored and forwarded to Banks and sanctioned in respect of Self Help Groups (SHGs) and individual beneficiaries shall be arranged to be disbursed through the Block Panchayat to which files and records are transferred, as laid down in Para 5 I(b)

The infrastructural works already started, shall also be completed through the Block Panchayat to which files and records are transferred.

(ii) IAY

The supervision/monitoring of construction of houses and the release of instalments of funds in respect of the beneficiaries who have executed agreement and but not completed construction of the houses under the IAY Scheme, will be continued by the Block Panchayat to which the files and records are handed over, irrespective of the fact whether the Grama Panchayat to which the beneficiary belongs to, is under the jurisdiction of another Block Panchayat or converted/integrated into/with Municipal Council/Municipal Corporation. The unspent balance including the unspent balance of supplementary assistance under IAY scheme of the Block Panchayats, which cease to exist, shall be transferred to the Project Director, Poverty Alleviation Unit of the district concerned by way of Demand Draft. The Project Director, PAU will in turn re-allocate the same to the Block Panchayat authorised to continue the implementation of the scheme.

(iii) Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)

All on-going works under the MGNREGS in respect of those Panchayats, either converted into a Municipality or integrated with a Municipality will be completed by 31-10-2010 as far as possible. If it is not possible to complete the works by 31-10-2010, the works can be taken up by the concerned Urban Local Governments under the newly introduced Urban Employment Guarantee Scheme.

(e) **Plan Fund/Maintenance Grant/Road Renovation Programme projects taken up under the Annual Plan**

The projects which have already been started and for which agreements have been executed in respect of the ceasing Block Panchayats shall be completed by the Block Panchayats to which files and records are transferred. Assistant Development Commissioners (GI) concerned will make an assessment of the funds required for the completion of the projects and the funds required shall be placed at the disposal of the Block Panchayat which is authorized to complete the projects. The Commissioner for Rural Development will take necessary steps for the re-allocation of funds.

(f) **MPLAD / MLA SDF / NCFRW Project and schemes of other Agencies**

The projects which have already been started and for which agreement have been executed shall be completed by the Block Panchayats to which files and records are transferred. This shall be done with the concurrence of the District Collector/ Administrative Sanctioning authority, concerned.

(g) **Bank Accounts**

The Bank accounts in respect of all Centrally sponsored Schemes, maintained by the Block Panchayat which will cease to exist, shall be closed by 31-10-2010 and the balance amounts in these accounts as on 31-10-2010 shall be handed over to the Project Director, Poverty Alleviation Unit concerned by way of separate Demand Drafts for each scheme. The Project Director, PAU concerned shall re-allocate the funds to the Block Panchayats, which are entrusted with the execution of the projects/schemes of the Block Panchayats, which will cease to exist.

In respect of MPLADS, MLASDF, NCFRW and other Programme funds available if any, with the Secretaries of those Block Panchayats which will cease to exist, shall be refunded to the District Collector / the authority concerned which have sanctioned and released the funds. The District Collector/the authority concerned will in turn transfer the funds to the Block Panchayats which are entrusted with completing the Projects.

(h) **Staff support to the Secretary of the Block Panchayat to which records are transferred and are entrusted with execution/completion of the projects**

For assisting the Secretary of the Block Panchayat which are entrusted with carrying out the residual work of the Block Panchayats which cease to exist, one clerk and one Peon shall be posted on working arrangement in these Block Panchayats. The District Collector concerned will issue necessary orders in this regard.

(i) **Unserviceable Articles**

Unserviceable Articles in the Block Panchayats which cease to exist shall be handed over to the Assistant Development Commissioner (GI) of the district concerned. Assistant Development Commissioner (GI) shall take steps to dispose of the unserviceable articles within a period of 3 months. Until such time, these articles can be kept in the Office building of the Block Panchayats concerned.

(j) **Accommodation of other offices/officers of Block Panchayat**

Suitable accommodation to offices/officers of the Block Panchayat such as Assistant Executive Engineer, S.C. Development Officer, Industries Extension Officer etc. and transferred institutions, shall be provided till these offices/posts are shifted to the newly formed Block Panchayats. Assistant Development Commissioner (GI)s concerned, shall make necessary arrangements for this.

(k) **Accommodation of Terminal equipment of KSWAN**

Accommodation shall also be provided for keeping the terminal equipment of KSWAN.

(l) **Loan liability of the Block Panchayat which cease to exist**

The loan liability of the Block Panchayats, which cease to exist, shall be shared by the Block Panchayats / Municipality / Corporation to which the constituent Grama Panchayats of that Block Panchayat are integrated with. Norms in this regard will be issued separately.

(m) **Supervision of Projects in respect of those Panchayats which have been converted as Municipality /integrated with Municipality**

For supervision of the ongoing Projects / construction of houses in respect of those Panchayats which are converted/integrated into/with Municipalities, Village Extension Officers / Extension Officers from nearby Block(s) will be given additional charge till 31-03-2011. All such projects will have to be completed before 31-03-2011.

(n) **Buildings**

The keys of the buildings of the Block Panchayat office which ceases to exist, shall be handed over by the Secretary of the Block Panchayat concerned to the Assistant Development Commissioner (GI) of the District concerned. If the building is allotted by the Government to any other office / authority, it shall be handed over to the authority to which the building is allotted, on the basis of the orders given by the Government.

(o) **Telephone, Internet connections, Electricity and other utility services**

Telephone, Internet connections and other utility services shall be disconnected with effect from 31/10/2010. As regards the electricity connection, the Assistant Development Commissioner (G1) concerned will take suitable action as to the continuance of the Electricity connection.

(p) **Other immovable Assets**

An inventory of all immovable assets such as land, buildings, training centres, work-sheds, etc. of the Block Panchayats which cease to exist, shall be prepared and the list shall be handed over to the Secretary of the Block to which the records are handed over, as laid down in para 5 I(b), the Assistant Development Commissioner (G1), concerned and to the Commissioner for Rural Development.

(q) **Ban in taking new projects**

No new projects shall be taken up by the Block Panchayats in the area of the Grama Panchayats which are either converted as Municipality or integrated with a Municipal Council/Municipal Corporation.

(r) **Recovery of Dues**

In respect of those Block Panchayats, which cease to exist, separate orders will be issued as to the authority who is empowered to recover any amount due from any person, authority, or any legal entity, to the Block Panchayat which cease to exist.

(s) **Undisbursed Cash**

Undisbursed cash as on 31-10-2010 of the Block Panchayats, which cease to exist, shall be refunded to the Treasury.

(t) **Handing over note**

In respect of the Block Panchayats which cease to exist, the Secretaries of those Block Panchayats shall give a handing over note to the Secretaries of those Block Panchayats to which records/register of the ceasing Block Panchayats are transferred under Para 5 I(b), detailing advances to be recovered, amounts to be adjusted, amounts due to the Block Panchayats and other major pending issues to be attended etc.

**II. Arrangements to be made in the newly constituted Block Panchayats**

**a) Office Accomodation**

The possibility of getting buildings free of rent from Panchayats/Co-operative institutions etc for housing the newly constituted Block Panchayats shall be explored. The officer on Special Duty/the Secretary of Block Panchayat, concerned will take immediate necessary steps in this regard.

**b) Other arrangements**

Seating arrangements, minimum required partitions in the office building, other arrangements etc. shall be arranged by the officer on Special Duty/the Secretary of the Block Panchayat, concerned.

**c) Posting of Staff on working arrangement**

Until regular staff are in position in the newly formed Block Panchayats by shifting of posts from those Block Panchayats, which will cease to function, the CRD shall take steps to post Secretaries in Block Panchayat Offices and essential staff on working arrangements in the newly created Block Panchayats from the abolished Block Panchayats.

**d) Furniture**

The Officers on Special Duty shall arrange to take delivery of the furniture allotted from the Block Panchayats which cease to exist and shall transport it to the new Block Panchayat. The essential furniture and other materials required for oath taking of the newly elected committees and for holding the meetings of the new Block Panchayat, can be taken on hire, if necessary.

**e) Projects under Plan Schemes, Maintenance Grant, Road renovation Programmed etc.**

The Projects under Plan Fund, Maintenance Grant, Road Renovation Programme etc for the current year (2010-11) in respect of the Grama Panchayats coming under the jurisdictional area of the new Block Panchayat, for which agreement have been executed or projects for which implementation has been started, will be executed and implemented by the Block Panchayat which have executed agreement or started implementation. In the case of beneficiary oriented projects in the annual plan, irrespective of the fact that whether the projects have been started or not, shall be implemented by the mother Block Panchayat. The projects for which approval from the District Planning Committee (DPC) have been received but agreement have not been executed / implementation has not been commenced, shall be carried out by the new Block Panchayat. The amount required for the completion of such projects shall be transferred by the respective Block Panchayat to the new Block Panchayat. The Officer on Special Duty shall make an assessment of fund to be so transferred by 31-10-2010 and furnish a detailed report to Government through Commissioner for Rural Development. The CRD shall take necessary steps in the matter of re-allocation of funds.

**f) Centrally Sponsored Schemes**

In the case of Centrally Sponsored Schemes, the Annual Action Plan already approved by the Block Panchayats which have been re-organised to form new Block Panchayats, shall be recast. The Annual allocation / target of these Block Panchayats



will be revised and new allocation/target will be intimated to these Block Panchayats. Project Directors of Poverty Alleviation Units concerned are authorized to take action in this regard. The Constituent Grama Panchayats shall prepare a revised Annual Plan for the reorganized Block Panchayats. While preparing the revised Annual Action Plan, the target already achieved (both financial & physical) as on 31-10-2010 in each Grama Panchayat has to be shown in separate columns and deducted from the allocation for that Grama Panchayat, which is a constituent part of the reorganized / newly formed Block Panchayats. The reorganized / newly formed Block Panchayats need only to prepare Action Plan for the remaining part of the allocation for Grama Panchayat.

In respect of IAY, SGSY and other Centrally Sponsored Schemes for which agreements have been executed / applications forwarded to Banks shall be implemented by the Block Panchayat which has executed the agreement / forwarded the applications. Sponsoring of fresh applications under SGSY / Sanction of houses to new beneficiaries from the approved select list, subject to the target fixed, shall be done by the new Block Panchayat.

**III. Arrangements to be made in respect of reorganized Block Panchayats where there is a change in the constituent Grama Panchayat (other than the categories mentioned in Para 5 I & II)**

The projects under Annual Plan, Maintenance Grant and Road renovation Programmes etc. in respect of the reorganized Block Panchayats in which there has been change in the constituent Grama Panchayat other than the categories mentioned in Para 5 I & II of this Order, for the current year shall be carried out by the Block Panchayat which have prepared the plan and obtained the DPC approval. The details of all such projects / works / schemes, implemented in such Grama Panchayats shall be intimated to the Block Panchayat to which the Grama Panchayats have been integrated.

In the case of Centrally Sponsored schemes, the instructions in Para 5 II(f) shall be followed.

**GENERAL**

**a) Transferred Institutions**

Proposals regarding the transfer of transferred institutions of the Block Panchayats which cease to exist and those situated in the Grama Panchayats which are included in the New Block Panchayats shall be forwarded by the Secretaries of the Block Panchayats under whose jurisdiction, these institutions are functioning at present, to Government through Commissioner for Rural Development by 15-11-2010. In the case of Block Panchayats which ceases to exist, arrangements shall be made by the Commissioner for Rural Development to provide sufficient funds for meeting obligatory expenses, so that these institutions can function without interruption. Further obligatory expenses of these Block Panchayats shall be met by the Block Panchayat to which records are transferred. The amount so incurred shall be additionally allotted from the remaining instalments of

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the Block Panchayat which cease to exist. The Commissioner for Rural Development will issue necessary orders regarding the flow of funds in respect of the re-organised Block Panchayats.

(By Order of the Governor)

S.M. VIJAYANAND  
PRINCIPAL SECRETARY.

To

The Commissioner for Rural Development, Thiruvananthapuram  
The Director of Panchayats, Thiruvananthapuram.  
The Director of Urban Affairs, Thiruvananthapuram.  
All District Collectors.  
All Project Directors, Poverty Alleviation Units.  
All Assistant Development Commissioners (General)  
All Block Panchayat Secretaries (Through Commissioner for Rural Development)  
All Grama Panchayat Secretaries (Through Director of Panchayats)  
The Director of Treasuries, Thiruvananthapuram.  
✓ The Executive Mission Director, Information Kerala Mission,  
Pangappara, Thiruvananthapuram.  
The Accountant General, (A&E/Audit), Kerala, Thiruvananthapuram.  
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