

## **Training Material for Capacity Building of Elected Representatives of Panchayats and Officers / Employees**

<b>Sr. No</b>	<b>Title of Reading Material for Training</b>
<b>1</b>	Capacity Building Guidelines for Elected Representatives and Employees of Gram Panchayat
<b>2</b>	Capacity Building Guidelines for Elected Representatives and Employees of Panchayat Samiti
<b>3</b>	Capacity Building Guidelines for Elected Representatives and Employees Zila Parishad
<b>4</b>	Guidelines for Rural Development Schemes being run by various departments of Punjab State and Central Government
<b>5</b>	Gram Panchayat Development Plan 'Sadi Yojna, Sada Vikas'

### **Booklet – 1: Capacity Building Guidelines for Elected Representatives and Employees of Gram Panchayat**

#### **Subject Matter**

- 1) Gram Sabha: Basic information
- 2) The significance of the Gram Sabha
- 3) Gram Panchayat: functions of Gram Panchayat
- 4) Gram Panchayat: work and powers
- 5) Gram Panchayat: Responsibilities of Gram Panchayat Elected Representatives
- 6) Gram Panchayat: income, expenditure and audit
- 7) Gram Panchayats: shamlat, deh, maintenance and uses
- 8) Panchayats work: technical information
- 9) Strengthening of Panchayati Raj System: social account & audit
- 10) Panchayati Raj institutions contribute to the development of agriculture
- 11) Contribution of Panchayati Raj institutions to Environmental Protection
- 12) Panchayati Raj Institutions contribution to water conservation
- 13) Contribution of PRIs related to the elimination of drug addicts and social evils

## **Booklet – 2: Panchayat Samiti Capacity Building of Elected Representatives and functions of Panchayat Samiti**

### **Subject matter**

- 1) Panchayat Samiti primary information and Cooperation
- 2) The powers, functions and duties of the Chairman of Panchayat Samiti
- 3) Process required for meetings of Panchayat Samiti
- 4) Work of Panchayat Samiti
- 5) Monitoring of Gram Panchayats by Panchayat Samiti's
- 6) Functions of permanent committees of Panchayat Samiti
- 7) Annual estimate budget for income and expenditure
- 8) Procedure of levy of tax by Panchayat Samiti
- 9) Jurisdiction to accept the bid of land of Gram Panchayats under Panchayat Samiti & Zila Parishad

## **Booklet – 3: Capacity Building Guidelines for Elected Representatives and Functionaries of Zila Parishad**

### **Subject matter**

- 1) Zila Parishad- Basic Information
- 2) The authority, functions and duties of the Chairman and Vice Chairman of District Parishad
- 3) Special Powers of the Zila Parishad Chairman and Chief Executive Officer
- 4) Meetings of Zilla Parishad
- 5) Duties & functions of Zilla Parishad
- 6) Duties and powers of Zila Parishad
- 7) Zila Parishad under the general or special order of the state government
- 8) Zila Parishad's permanent committees
- 9) Functions of the Zila Parishad's Standing Committees
- 10) Zila Parishad Fund
- 11) The tax provision of taxation by the Zila Parishad
- 12) Annual budget of the Zila Parishad
- 13) Audit of zilla parishad accounts
- 14) Main Functions of Zila Parishad Chief Executive Officer
- 15) Dismissal or cancellation or cancellation of panchayat resolutions
- 16) The responsibilities of Panchayat and Panchayat Samiti members
- 17) Zilla Parishad jurisdiction to hold Shamlat land mortgage

## **Booklet – 4: Guidelines for Rural Development Schemes being run by various departments of Punjab State and Central Government**

### **Subject matter**

- 1) Information about development schemes being run by the central and state government for Rural Development.
- 2) Social welfare schemes related to Scheduled Castes and Backward Classes.
- 3) Various schemes run by the Health Department
- 4) Various schemes being run by the Education Department
- 5) Development schemes run by the Rural Development Department
- 6) Atta-Dal Scheme run by Food, Civil Supplies and Consumer Affairs Department, Punjab
- 7) Schemes run by Animal Husbandry and Fisheries Department
- 8) Schemes run by the Department of Agriculture and Horticulture, Punjab
- 9) Schemes run by the Department of Land and Water Conservation, Punjab
- 10) Free legal aid and Lok Adalat
- 11) The Punjab Right to Service Act, 2011
- 12) Right to Information Act, 2005