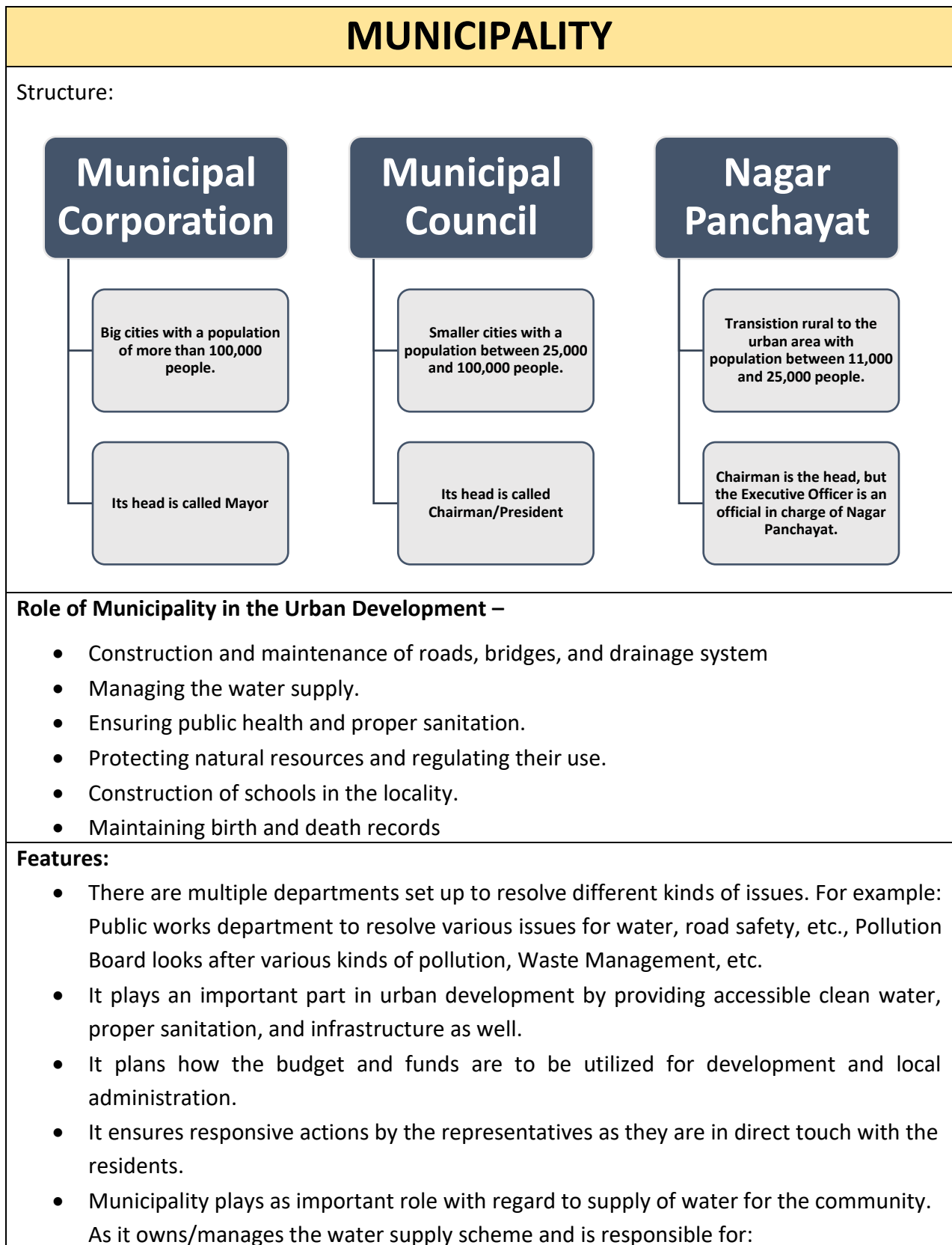**Annexure 2 – Reference Handout**

For Groups working on Urban Areas – Share Municipality Handout

For Groups working on Rural Areas – Share Panchayat Handout

MUNICIPALITY

Structure:

Municipal Corporation	Municipal Council	Nagar Panchayat
Big cities with a population of more than 100,000 people.	Smaller cities with a population between 25,000 and 100,000 people.	Transistion rural to the urban area with population between 11,000 and 25,000 people.
Its head is called Mayor	Its head is called Chairman/President	Chairman is the head, but the Executive Officer is an official in charge of Nagar Panchayat.

Role of Municipality in the Urban Development –

- Construction and maintenance of roads, bridges, and drainage system
- Managing the water supply.
- Ensuring public health and proper sanitation.
- Protecting natural resources and regulating their use.
- Construction of schools in the locality.
- Maintaining birth and death records

Features:

- There are multiple departments set up to resolve different kinds of issues. For example: Public works department to resolve various issues for water, road safety, etc., Pollution Board looks after various kinds of pollution, Waste Management, etc.
- It plays an important part in urban development by providing accessible clean water, proper sanitation, and infrastructure as well.
- It plans how the budget and funds are to be utilized for development and local administration.
- It ensures responsive actions by the representatives as they are in direct touch with the residents.
- Municipality plays as important role with regard to supply of water for the community. As it owns/manages the water supply scheme and is responsible for:

- Creating a plan to ensure that adequate water supply as well as clean and safe drinking water is available to the areas under it.
- Creating a separate budget for it.
- Approving fee charges
- Approving operators and contractors.
- Creating alternative plans for untoward shortage or calamities.
- Co-ordinating with other authorities.
- Hiring trained mechanics for regular preventive maintenance and trained operators for piped water supplies

How can you reach the local Municipality?

- Visit the Local Municipal/Ward Office and discuss the issue as individual/group.
- Write a letter to the concerned authority.
- File an online complaint on the website to register any concerning issue.
- File an RTI to find out more about the issue.

The Goa Online is an initiative that makes all government services available to the general public in their neighbourhoods. You can visit the website for various service and also register your grievance which will reach to the concerned department website: https://goaonline.gov.in/HomePage
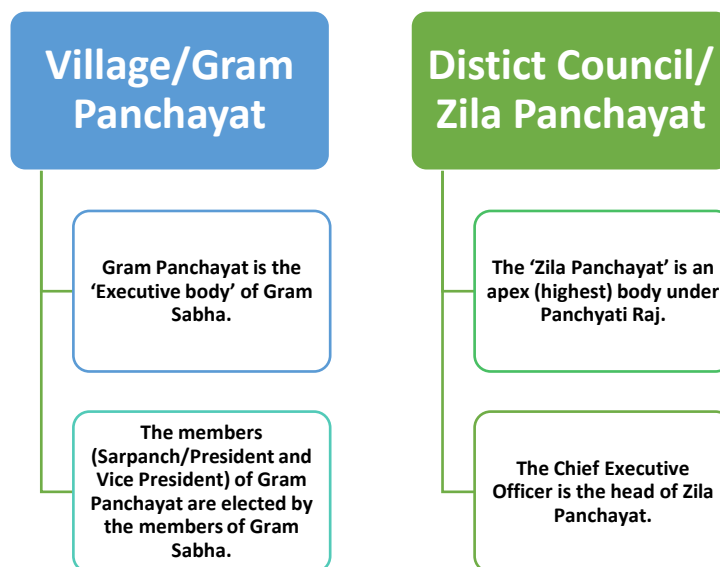
Grievance Registration: https://pgportal.gov.in/

Online Websites to refer.

The Directorate of Municipal Administration NIC (goaulbservice.gov.in)

Goa Public Works Department: https://pwd.goa.gov.in/

PANCHAYAT

Structure:

Village/Gram Panchayat

Gram Panchayat is the 'Executive body' of Gram Sabha.

The members (Sarpanch/President and Vice President) of Gram Panchayat are elected by the members of Gram Sabha.

Distict Council/ Zila Panchayat

The 'Zila Panchayat' is an apex (highest) body under Panchyati Raj.

The Chief Executive Officer is the head of Zila Panchayat.

Role of Panchayat in Rural Development –

- Judicial functions such as trying petty civil cases such as minor disputes are also performed either by Panchayat member or directorate.
- Providing necessary facilities like sanitation and medical assistance, schools, irrigation, roads, drinking water, etc. to improve living conditions.
- Improving socio-economic welfare through the promotion of rural industries, health, education, women, and child welfare, among others.
- In some cases, Sarpanch can also demand additional help from other higher authorities like District Magistrate or CM.

Gram Panchayat (GP): The GP owns/manages the water supply scheme for the community and is responsible for:

- Estimation of amount of water required.
- Listing of sources of water in the area – conducting audit of water availability.
- Availability and Decision on type of water supply scheme.
- Approving annual budgets and user fee charges after discussion in the Gram Sabha
- Approving operators
- Co-ordinating with other authorities.
- Hiring trained mechanics and operators for regular maintenance for hand pumps piped water supplies.

Features:

- Makes annual developmental plans for the villages.
- Most of the decisions are taken by the village Gram Sabha.
- Implementing and coordinating schemes launched by the Central and State governments, like the Public Distribution System.
- It plays an important part in solving issues among the people as it is aware of the local conditions and accordingly takes responsive actions.
- It plans how the budget and funds are to be utilized for development and local administration.
- Sometimes it also conducts fair for the village and generates revenue as well.

How can you reach the local Panchayat?

- Visit the Local Panchayat Office and discuss the issue as an individual/group.
- Write a letter to the concerned authority.
- File an online complaint on the website to register any concerning issue if your state has the online mechanism for working Panchayat.
- You can meet the Panch of your area.
- File and RTI to find out more about the issue.

The Goa Online is an initiative that makes all government services available to the general public in their neighbourhoods.

You can visit the website and register your grievance which will reach to the concerned department website: https://panchayatsgoa.gov.in/Home.aspx

Online Websites to refer.
Goa Public Works Department: https://pwd.goa.gov.in/

References

https://pwd.goa.gov.in/

https://panchayatsgoa.gov.in/Home.aspx

https://mohua.gov.in/upload/uploadfiles/files/uwss.pdf