

2.37 Guidelines for the newly created Additional Block Development Officers - Job charts

Rural Development (IRD-III) Department

G.O. (Ms) No. 653

Dated : 13.8.1987

Read :

1. G.O. (Ms) No. 598 Rural Development (IRD - II) Dated 24.7.87
2. From the Director of Rural Development Lr. Roc.No. 14503/87 A5 Dated Nil.

ORDER

In the G.O. first read above sanction was accorded for the creation of 384 Additional Block Development Officers at the Block Level to implement the poverty alleviation programmes such as IRDP, NREP, RLEGP, TRYSEM, DWCRA, MAP assistance and such other schemes to be entrusted to them by the Director of Rural Development. The newly created Additional Block Development Officers are named as Block Development Officers (Programme). The Block Development Officer – cum – Panchayat Union Commissioners already looking after the Panchayat Union Administration are named as Block Development Officers Regular).

Guidelines for the newly created Additional Block Development Officers posts are appended to this order, for guidelines and for observance.

This order comes into effect immediately.

(By order of the Governor)

V.CHANDRALEKHA
COMMISSIONER AND
SECRETARY TO GOVERNMENT

2. IMPORTANT G.Os

PART – 1

GUIDELINES FOR THE WORKING ARRANGEMENTS OF THE NEWLY CREATED ADDITIONAL BLOCK DEVELOPMENT OFFICERS IN THE PANCHAYAT UNION ADMINISTRATIVE SET-UP

Consequent on the sanctioning of 384 Additional Block Development Officers to implement poverty alleviation programme, the newly created Additional Block Development Officers are named as Block Development Officers (Programme). The Block Development Officers – cum – Panchayat Union Commissioners already looking after the Panchayat Union Administration are named as Block Development Officers (Regular).

The Additional Block Development Officer created hereinafter designated as Block Development Officers (Programme) will look after all the antipoverty programmes like Integrated Rural Development Programme, National Rural Employment Programme, Rural Landless Employment Guarantee Programme, Training the Rural Youth for Self Employment, Development of Women and Children in Rural Areas (DWCRA), Massive Programme of Assistance and such other schemes to be entrusted to them by the Director of Rural Development. He should give undivided attention to these programmes and implement them successfully. The Job chart of the Block Development Officer (Programme) is given Annexure-1.

The Block Development Officer (Regular) will look after all statutory functions of the Panchayat Union and also implement the programme entrusted to the Panchayat Union council viz. Village Works programme, Minor Irrigation Programme, Social Education Programme, Women and Children Welfare Programme, Bio-gas conduct of functions and all other programmes entrusted to them by Government and the Director of Rural Development. The job chart already issued in G.O. Ms. No. 521 RD Department, dated 4-7-1986 will stand modified as shown in Annexure 1 (A).

(I) Government while, sanctioning 384. Additional Block Development Officers have clearly indicated that no additional supporting staff will be sanctioned. Therefore, it is necessary that the re-organisation and redistribution of functions between the two Block Development Officers have to be clearly defined so as to avoid unnecessary friction in the administrative set – up at Block level. Therefore it is considered that both the Block Development Officers should be given necessary staff to look after each of their functions given to them. It is also necessary to earmark separately the accounting aspects like lodging and drawl of funds, maintenance of accounts etc, This type of redistribution of work envisages realignment of the existing staff both at the field and office level, so that the newly created Additional Block Development Officers are equipped with necessary supporting staff with financial powers to function effectively to carry out the duties assigned to them uninterruptedly with utmost efficiency. Hence the redistributed Ministerial and executive staff is ordered as shown in Annexure II to work under the administrative control of the Block Development Officers.

- (a) As shown in Annexure II item 8 under field staff and items 8 and 12 in office staff, even though, they are brought under the control of the different Block Development Officers they should work commonly, i.e. work connected to both the Block Development Officers.
- (b) Further, there are certain Industrial Units like Carpentry Units and Blacksmith units and other units functioning in the Blocks under the administrative control of the Block Development Officer (Regular) which is manned by the Deputy Block Development Officer (Industry). Since the Deputy Block Development Officers are brought under the control of Block Development Officers (Programme), a question will arise as to whose control the carpentry and Blacksmith units should be entrusted. The Government feels that the units may be permitted to function under the control of the Regular Block Development Officers and the Deputy Block Development Officers will have the same administrative responsibility as were existing previously for the successful functioning of the units. However, the Deputy Block Development Officer (Industries) will attend to the activities coming under the control of both the Block Development Officers and he is answerable for both BDOs with regard to work connected with them.

- (c) There may be extra Overseers in certain blocks whose salary are met by panchayat Union; the extra Overseers will also be placed under the control of the Block Development Officer (Regular).
- (d) The staff for whom no mention has been made so far will remain under the control of the Block Development Officer (Regular).

2. JEEP : The jeep is the most problematic item in the block. Clear demarcations should be made for usage of the jeep between the two Block Development Officers. Each of the Block Development Officer should share the usage of jeeps 15 days in a month. They should jointly prepare a programme for the utilisation of the jeep. so that the field work of both Block Development Officers are carried out smoothly.

3. Regarding the stock of food grains, cement, steel etc., the Union Engineer shall be fully in-charge of the godowns, and he shall also be responsible for the maintenance of cement, steel and food grains accounts. The issue of stocks shall be done under the authorisation of the Union Engineer. For the issue of stocks separate registers should be maintained by the Union Engineer, for each of the Block Development Officers and the Union Engineer will be the custodian of all cement, steel and rice and he will be squarely responsible for the proper custody of cement, steel and food grains. The Block Development Officers will physically verify the stock maintained by the Union Engineer, by supervising once a month and the Block Development Officers will also inspect the godowns physically once in a quarter.

4. Office Accomodation : The Block Development Officer (Programme) should as far as possible be accommodated in the building previously occupied by the Assistant Educational Officers. If the building is not available for occupation, he should be accommodated in the Panchayat Union Office building itself, till such that the building occupied by the Assistant Educational Officer is vacated. The Collectors should make arrangements for vacating the buildings occupied by Assistant Educational Officers.

The Block Development Officer (Regular) will make available all these facilities for the Block Development Officer (Programme) for the smooth functioning at the Block Level. Both the Block Development Officers should be made to understand that both of them are part and parcel of block administration as one unit for effective functioning of the Blocks in the implementation of programmes and schemes in their respective fields.

5. The Divisional Development Officers will convene the Divisional level meeting of all the Block Development Officers and sort out the problems at their level in providing accommodation, furniture, stationary and telephone facilities etc., The Collectors of the District will convene the meeting of the Divisional Development Officers and review the position regarding the settlement of both the Block Development Officers at Block level to function independently for peaceful working of the Block and sort out the administrative problems and settle them then and there without leaving any gap which will hamper the progress of the programmes.

6. Consequent on the clear demarcation of duties between the Block Development Officers, the operation of funds allocated for the schemes have also to be given to the Block Development Officer (Programme) to operate independently. The Block Development Officer (Regular) will continue to operate Local fund Accounts I to V. Separate orders will be issued regarding the manner in which the funds allocated for the NREP an RLEGP should be operated by the Block Development Officer (Programme). Regarding the IRDP and Massive Programme of Assistance the funds are operated through Nationalised Banks and no cash transactions are involved, The same procedure will be adopted by the Block Development Officer (Programme) in respect of the above schemes.

7. The drawal of pay and allowances of the Government staff attached to the respective Block Development Officers will be drawn from the Government accounts and disbursed by the concerned Block Development Officer and separate accounts will be maintained by them. In respect of panchayat Union staff who were attached to the Block Development Officer (Programme) the salary and other allowances will be continued to be drawn and disbursed by the Block Development Officer (Regular).

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8. Supervision and Inspection : In Para 5 of the G.O. No.598 Rural Development dt 24.7.87 Government have indicated that the Block Development Officer (Programme) will work under the immediate control of the Project Officer (DRDA) and that transfer and postings of the Block Development Officer (Programme) and the staff attached to them within the District will be made by the Collector on the proposal sent by the Project Officer. Therefore the Project Officer will have full control over the staff under the newly set-up. They are also competent to frame charges for irregularities against them and to pass final orders relating to minor punishments.

9. In review of the above position it is felt that with the existing supervisory staff at the District level in the District Rural Development Agencies that Project Officers may not be able to oversee and monitor the programmes that are being implemented by the Block Development Officer in their Districts.

It is therefore quite essential that the hands of the Project Officers should be further strengthened effectively to guide and monitor effectively in the implementation of the programmes by providing an intermediary agency to assist them. Therefore the Divisional Development Officer will have to play an intermediary very effective role in implementing the poverty alleviation programmes and his functions have to be clearly defined.

10. At present at the Divisional level, the Divisional Development Officers are supervising the implementation of various Programmes implemented in the Blocks in addition to the statutory functions vested with them under the Tamil Nadu Panchayat Act 1958. The Divisional Development Officers may be allowed to continue to supervise the work of Block Development Officer (Regular) and (Programme) specially for the effective implementation of poverty alleviation programmes. This will enable the Project Officer to have an officer who will assist in reviewing the implementation of the programmes in the middle level and also settle the problems arising within the Division. The Divisional Development Officers are also made directly responsible for the proper maintenance of accounts by the Block Development Officer (Programme) and for the proper production of records, registers and accounts on the financial side for inspection and Audit and also to send the various statistical details to the Project Officers at the Divisional level. In the Panchayat Union level, he will co-ordinate the work of these two Blocks Development Officers and solve any friction or bottle-neck that arise in the smooth functioning of the Block. Project Officer is empowered to take disciplinary action against them and to impose minor punishment.

11. Government order that the Divisional Development Officers be entrusted with the following additional responsibilities in connection with the poverty alleviation programmes.

- (1) He will monitor the timely sending of the block plans under IRDP, MAPP, NREP and RLEGP to the project Officers.
- (2) He will verify the list of beneficiaries finalised by the Block Advisory committee and Task Force Committee.
- (3) He will conduct Taluk level meeting of the Bankers with Block Development Officers to review the progress of sending loan applications to Banks by Block Development Officers and sanction by the Banks etc., and sort out problems and solve them on the spot so as to enable sanction of loans by Banks, and also help the bankers in organising Collection Campaigns.
- (4) He will verify and test – Check 10% of the beneficiaries in a month and their assets. He shall also inspect 10% of Social Forestry Nurseries & Plantations once a month
- (5) He will inspect the works undertaken under National Rural Employment Programme, Rural Landless employment Guarantee Programme and test – check the muster rolls, maintenance of registers and accounts books and other connected records.
- (6) He will make surprise checks on the stock of rice and other materials once a month and physical verification of godowns once in a quarter.
- (7) He will review and monitor the progress under Anti – Poverty Programme. The modified job chart of the Divisional Development Officer is there in Annexure I-B.

12. As already stated in the G.O. the staff working under the Programme side should not be transferred without consulting the Project Officer. The staff now allotted to the programme side will be allowed to continue to work for not less than 3 years to maintain the continuity to achieve the desired results in the field.
13. The Collector's should select with the assistance of the Project Officer only efficient and capable Block Development Officers and post them as Block Development Officers (Programme).
14. The work and progress of the Block Development Officer (Programme) shall be reviewed at frequent intervals by the Collectors.
15. Writing of personal files of Block Development Officer (Programme) and Divisional Development Officers.

At present the personal files of Block Development Officers are written by the Divisional Development Officers and countersigned by the Collector. Since the Block Development Officers (Programme) will be directly working under the control of the Project Officer, the personal files of the Block Development Officer shall be initiated by the Project Officer, DRDA and countersigned by the Collector. In order that the Divisional Development Officer may have an effective control over the Block Development Officer (Programme), the Project Officer shall obtain a brief Confidential Report from the Divisional Development Officer on the work of the Block Development Officer (Programme) and write the Confidential Report. This will enable the Divisional Development Officer and the Project Officer to have an effective control over the Block Development Officer (Programme). The Collector as usual will be the countersigning authority.

Similarly the Confidential Reports of the Divisional Development Officer are presently written by the Collectors, countersigned by the Director of Rural Development and reviewed by the Commissioner and Secretary, Rural Development. Divisional Development Officer as far as the Poverty alleviation Programmes are concerned can write the Confidential Report based on the report furnished by the Project Officer, DRDA. The Collector may also add his own impressions while writing the Divisional Development Officers confidential reports with regard to the work done by the Divisional Development Officer in other items concerned, such as regular programmes, Family Welfare etc., This is proposed to enable the Project Officer to have a strict control over the Divisional Development Officers.

The report of the Project Officer shall form part of the personal file of the DDO while scrutinising the confidential reports. The Project Officer shall record his specific remarks not only on the performance of the DDO with reference to the Target fixed for his division and his achievement but also on the qualitative aspect or the poverty alleviation programmes implemented during the year to his division.

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ANNEXURE – I

JOB CHART OF THE B.D.O. (PROGRAMMES)

I . UNDER I.R.D.P & MASSIVE PROGRAMMES :

1. Convening the meeting of the Block Level Advisory Committee constituted in G.O. (Ms).No.516, Rural Development (I.R.D.III) Department, dated 29.6.87 for selection of cluster and weekly meetings.

2. Conducting of 100% survey of the families in the clusters selected.

3. Identification of the families below poverty line applying Antyodaya approach.

4. Suggesting programmes suitable for the families below poverty line taking into account.

i) the availability of resources.

ii) the capacity of the beneficiary families, to absorb the assistance and

iii) the preferences indicated by them.

5. Placing the list of families below poverty line before the Block Level Advisory Committee for selection of tentative list to be placed before the Block Level Task Force Committee.

6. Arranging for the convening of the Block Level Task Force Committee for the final selection of beneficiaries. The final list of selected beneficiary families, should be prominently displayed in each Block, Panchayat Offices. List must be made available to the I.R.D.P. participating, financing institutions and Project Officer.

7. Collecting applications from the selected beneficiary families and scrutinise them. After satisfying himself that the application is in order, forwarding them to the banks for sanction. He should forward the applications in a phased manner.

8. Pursue the Bankers to sanction the loans for the applications and ensure that the Banks sanction as per NABARD unit cost/approved unit cost within the time stipulated by the R.B.I. / NABARD. He should also ensure that the financing institutions fix the repayment and gestation periods as per NABARD norms. He should ensure that the rate of interest charged to the I.R.D.P. beneficiary family is in accordance with R.B.I.'s guidelines.

9. Creation of Assets to the applicants after sanction of loan.

10. Extending all required services to the beneficiaries so as to provide them backward and forward linkages. After-care services needed by the beneficiary families should be provided.

11. Supply of monitoring-cum-identity cards to the I.R.D.P. assisted families and systematic updating of the cards to enable the card to become an effective tool of monitoring.

12. Watching their performances for the maintenance of the assets created and to ascertain the incremental income accrued to them through the assets created.

13. Selecting such of the beneficiaries who need a second dose of assistance for crossing the poverty line, with reference to Guidelines.

14. Convening of the Bankers meeting at Block Level to review the position regarding the forwarding of applications, sanctioning of loans by Banks and remove bottlenecks if any of the spot.

15. To maintain the accounts for the number of families assisted and those who have crossed the poverty line. Block Development Officer will send the list of beneficiaries for whom milch animals were given to the Deputy Registrar (Dairy) every quarter.

16. Maintenance of all the registers prescribed under I.R.D.P. including the 6(six) registers prescribed by the Director of Rural Development.

17. Arrange for the reconciliation of accounts with the banks and the District Rural Development Agency.

18. To take action for claiming insurance claims and for replacement of assets with the Insurance Claims.
19. Periodical verification of assets.
20. Assist for the convening of Block Level Beneficiaries Advisory Committee and also the Panchayat Level beneficiaries sub committees.
21. To send I.R.D.P. infrastructure proposal to the Project Officer, wherever required.
22. Utilisation certificate, obtaining and securing monthly returns from the participation banks. Forwarding the certificates and returns to the District Rural Development Agency.
23. Conduct of awareness camp during Fairs and Festivals through Exhibitions.
24. Sending Progress reports of I.R.D.P. etc., to Project Officer, District Rural Development Agency, promptly with true and accurate details besides monitoring and evaluation of the programmes.

II. TRYSEM

1. Proper selection of candidates for TRYSEM training, through the Block Level Advisory Committee and Block Level Task Force Committee.
2. Identification of trades for TRYSEM training and fixation of Training centre in consultation with D.I.C and other training institutions functioning in the area.
3. Arrange for the payment of stipend and distribution of tool kits to the trainees and institutional fees to the training centres.
4. Drawal of Projects and arranging for credit linked subsidy to the trainees to enable them to set up their self employment venture after training is completed.
5. To ensure proper rendering of accounts under TRYSEM.
6. To send up proposals for Training infrastructure wherever necessary to equip the training centres.

III D.W.C.R.A.

1. In the Block selected for DWCRA, arrangements should be done for the selection of women beneficiaries below poverty line through the Block Level Advisory Committee and the Task Force Committee.
2. Formation of groups and identification for suitable trades for group venture.
3. Arranging for Bank loans and IRDP subsidy applying IRDP norms.
4. Arranging Training to the Women beneficiaries in the group
5. Arranging for maintenance of all prescribed records and sending reports.
6. Frequent supervision of the production centres and arrange for the marketing.
7. Making proper use of the revolving funds for productive purpose.
8. Arranging for the construction of Multi-Purpose community centres in selected places.

IV MASSIVE PROGRAMME FOR ASSISTANCE TO SMALL FARMERS AND MARGINAL FARMERS

1. Identification for small Farmers & Marginal Formers for assistance under the components of Minor Irrigation and Land Development.
2. Processing of loan application, forwarding them to Banks and getting sanction of loan.
3. Maintenance of list of beneficiaries with full details of loans subsidy sanctioned and assets created etc.,

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4. Periodical verification of assets.
5. Maintenance of records prescribed.
6. Sinking of community wells wherever necessary in consultation with Tube well corporation.

V. N.R.E.P. & R.L.E.G.P

1. Identification of area for deploying labourers in Labour Oriented problem areas as per the norms.
2. Selecting of works and schemes under Labour oriented programmes.
3. Preparation of Block Plan Project Reports and obtaining approval of the Block Level Advisory Committee and Task Finance Committee.
4. Arrange for the preparation of estimates.
5. Arrange for the purchase of material required.
6. Monitoring the execution of works.
7. Lifting of Food grains and cement allotted to the Block.
8. Maintenance of Stock Register for food grains, cement and steel etc.,
9. Periodical field verification of works and also verification of NMRS in relation to labourers working at site.
10. Making surprise checks and effecting payments and distribution of food grains to the labourers and obtaining completion reports, handing over the assets created to the panchayat Union Councils for maintenance.

VI. SOCIAL FORESTRY : (N.R.E.P. & R.L.E.G.P)

1. Perambulation of poramboke lands and preparation of list
2. Identification of sites for plantation every year.
3. Establishment of decentralise Nurseries as per guidelines, issued under social Forestry.
4. Selection of species suitable for the area.
5. Preparation of action plan under Social Forestry Programme.
6. Timely indenting of seeds and polythene bags for raising of nurseries.
7. Entrusting the execution of Social Forestry work to the Panchayats.
8. Entrusting the work of maintenance of plantations to the beneficiaries as per the guidelines issued under Social Forestry and supervise the preliminary works like plotting the area for digging pits etc.,
9. Identifying poor Agricultural families.
10. Maintenance of proper records for the Nurseries and for the plantation, specifying the survey number, classification, extent and Name of the panchayat etc.,
11. Maintenance of records for payment.
12. INSPECTION : Making surprise inspection of the maintenance of nurseries and also areas planted, once a month and physical verification once in a quarter.
13. Arrange for the issue of tree permit / pattas as per social Forestry guidelines issued.

ANNEXURE - I-A**MODIFIED – JOB CHART OF THE BLOCK DEVELOPMENT OFFICER- CUM- PANCHAYAT UNION COMMISSIONER (REGULAR)**

1. The Block Development Officer is primarily a Development Officer for the block at the same time functioning as an Executive Authority of the Panchayat Union Council.
2. He shall be the head of the Panchayat Union Office and in charge of entire office administration
3. He shall Supervise the work of ministerial as well as executive staff pertaining to his programmes.
4. He shall be responsible for execution of all works, schemes undertaken under different development programmes in the block viz. Village works programme, Minor Irrigation Programmes, Social Education Programme etc .,
5. He shall be responsible for the proper maintenance of panchayat Union Roads, Panchayat Union School buildings and all Panchayat Union Assets.
6. He shall be responsible for the proper maintenance of minor irrigation tanks entrusted to the Panchayat Unions under five year cycle system.
7. He shall motivate people to undertake Kudimaramath Works in irrigation schemes.
8. He shall be the field Officer for propagating and publicising of all states and centrally sponsored schemes.
9. He shall be primarily responsible for ensuring adequate drinking water supply in the block area.
10. He shall be responsible for maintenance of hand-pumps and power – pumps.
11. He shall take suitable immediate remedial measures at times of natural calamities like drought cyclone, and floods.
12. He shall be responsible for arranging for proper burning of street lights in panchayat areas.
13. He shall successfully implement the Chief Minister's Nutrition's Noon –Meal Programme in the block
14. He shall be responsible for educating rural folk on Bio - gas chullahs etc., and arrange for the successful installation of plants in rural areas.
15. All Social Welfare Programmes for the benefit of Adi-Dravidas and Tribals will receive his personal attention.
16. He will work in liaison with THADCO for implementing various schemes undertaken by them.
17. Construction of Public latrines. latrines under Low Cost Sanitation Scheme (except those undertaken as part of NREP, RLEGP,CRAP) involving sanitary conditions will be one of his duties.
18. He shall be the officer in charge of giving assistance for funeral rights for Adi Dravidas.
19. He shall be in charge of prevention of starvation deaths.
20. He shall take steps to make people small savings minded and take active steps to enrol them under various small savings schemes.
21. He shall motivate people to undertake family welfare measures and makes them to undergo sterilisations and or other Family Welfare measures.

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22. He shall be in charge of Social Education schemes and shall be responsible for utilising social education grant.
23. He shall arrange for the distribution and proper maintenance of community Radio sets and Television Sets.
24. He shall be in charge of fisheries development programmes in the block.
25. He shall help in organizing co operative societies for the welfare of rural people.
26. He shall activise voluntary organisations to undertaking social welfare activities.
27. He shall assist in propagation of Khadi and Village Industries.
28. He shall organise free medical camps viz., Eye camps, assistance for deaf and dumb people and mass immunisation etc.,
29. He shall assist in Bhoodan work.
30. He shall take active part in Social welfare activities of Government like distribution of free books to Children, orphans, remarriage of widows, distribution of dhotis and sarees to orphans and destitutes.
31. He shall be responsible for provision of all basic amenities in the villages of the Block.
32. As a panchayat Union Commissioner he shall be the executive authority of the panchayat Union Council.
33. He shall regulate Dangerous and Offensive Trades and be in charge of issue of licences in village Panchayat areas.
34. He shall be responsible for the maintenance of all local accounts.
35. He shall start Remunerative Enterprises in Villages so as to arrangement the resources of Panchayats and Panchayat Unions.
36. In the absence of Elected bodies in Village Panchayats he shall be the Special Officer for the Village Panchayat in his Block area.
37. He shall be primarily responsible for regulation of buildings with reference to acts and rules issued from time to time.
38. He shall function as a member of all the committee of the Panchayat Union Council relating to his functions.
39. He shall be responsible for implementing the resolutions of the Panchayat Unions Council.
40. He shall be responsible for proper monitoring of all schemes implemented in the block through him at frequent intervals.
41. He will act as panchayat Electoral Registration Officer in respect of the panchayat Union Areas.
42. He shall arrange to celebrate National Days in his Jurisdiction.
43. He shall be in liaison with District Officer of various departments for the systematic development of his block.

ANNEXURE – I-B**MODIFIED JOB CHART OF DIVISIONAL DEVELOPMENT OFFICER'S FINANCIAL POWERS :**

1. To Countersign the bills relating to the expenditure initially met out of Panchayat Union Funds in respect of unentrusted items for reimbursing from the state Funds.
2. To accord permission to take up MI works for execution as per cycle system and to permit the payment of bills.
3. Power to divert allotments under various schemes within the division
4. Power to sanction reimbursement of the following grants to the Panchayat Unions.
 - i) Link Roads
 - ii) Simple well works
 - iii) Piped water supply
 - iv) School Buildings
 - v) Rural Men power
 - vi) Wells in scarcity areas.
 - vii) Women Teachers Quarters
 - viii) Fisheries
 - ix) Women and children Welfare
 - x) Social Education
 - xi) Majority and child Welfare grant
 - xii) Applied Nutrition Programme
 - xiii) Supply of additional radio sets to the panchayats
 - xiv) Regular Dispensary Maintenance grant
 - xv) Grant for running Kuzhandaigal Kappagam
 - xvi) Environmental Sanitation Scheme, Provision of Sanitary facilities in Panchayat Union Elementary Schools.
5. To order the adjustment of forfeited election to the panchayats under L.F. Accounts.
6. To write off losses up to Rs.200 due to theft, fire or other accident occurred in the panchayats.
7. To sanction village house tax matching grant to the village panchayats.
8. To sanction the reimbursement of half grant to the Town Panchayat for providing dustless surfacing of roads.

POWERS OF INSPECTION :

9. To inspect panchayat union offices annually and conduct cursory inspection of panchayat unions.
10. To inspect the cash balance by surprise visit of the village panchayat consolidate fund in the panchayat union.
11. Inspection of the office of the Block Development Officer (Programme) and make surprise check of the field level programmes implemented.
12. To inspect the land branches in panchayat union offices once in three months .
13. To conduct physical verification of stock of fertilisers of Co-operative societies.

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14. To conduct surprise check of Chief Minister's Noon-Meal Programme centres in the Village in his Division.

GENERAL POWERS FOR SUPERVISION AND CONTROL AS INSPECTING OFFICER IN RESPECT OF PANCHAYAT UNIONS.

15. To conduct the bi-monthly meeting of chairman

16. To review monthly the financial and accounting aspects of Panchayat Union Councils.

17. To take action against the Chairmen for refusing to record the minutes book members taking oath of allegiance.

IN RESPECT OF PANCHAYATS :

18. To transfer to the panchayats with its consent the power to licence pandals and other temporary structures on road margins vested with the Highways and Rural Works and the Public Works Department and to collect licence fee in connection with the fairs and festivals.

19. To take action against the president of a Panchayat who is refused to record in the minute book about a member's having taken oath of allegiance.

20. To review monthly demand, collection and balance statement of the Panchayats once in three months.

21. To review the list of arrears in the Town Panchayats in respect of the previous year.

22. To watch and supervise the works of Revenue staff in the timely settlement of demands of Panchayat Taxes.

EXECUTIVE POWERS IN RESPECT OF ESTABLISHMENT MATTERS RELATING TO THE GOVERNMENT STAFF IN BLOCK OFFICES AND IMMEDIATE SUPERIOR GAZETTED OFFICERS.

To exercise disciplinary control over the Panchayat Development Staff working under division offices and the Government Staff in the Block Offices.