

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PR&RD Department- Establishment of Village Secretariat System in the State –General Job Chart of Village Functionaries – Job Chart of Panchayat Secretaries -Orders-Issued.

PANCHAYAT RAJ & RURAL DEVELOPMENT (MDL-I) DEPARTMENT

G.O.MS.No. 149

Dated: 30-09-2019.
Read the following:-

From the Commissioner, PR&RD, AP, Guntur District,
Letter.No.751 /CPR&RD/S/2019, Dt.20.09.2019.

ORDER:-

Government intends to establish village secretariat system as a part of “NAVARATHNALU” and the commitment made by Government to citizens of the State to improve the living standards of people in the rural areas of the state. As per Article-243 of Constitution of India and Sec 4 of APPR Act 1994, the Gram Panchayat envisages the village level government. In this direction Government desires to provide 10-12 functional assistants of line departments to the office of Gram Panchayat and designate it as “Village Secretariat”.

2. In the letter read above, the Commissioner, PR & RD, AP, Guntur has requested to issue necessary orders for communication of the same to all the field functionaries for effective functioning of village secretariats in the state.

3. Government after careful examination in partial modification of the proposal of the Commissioner, PR & RD, AP, Guntur, hereby decided and approved the job chart of Panchayat Secretary as follows:

I. General Job Chart for the Village Functionaries:

1. The Village Secretariat shall function as...
 - a. An effective mechanism to deliver services at door step.
 - b. A strong & workable channel for implementation of **NAVARATHNALU**
 - c. A mechanism for Transparency and accountability in delivery of government services to the citizens.
 - d. A unit of convergence among departments for providing services at village level.

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2. The office of Gram Panchayat will be termed as "Village Secretariat".
3. All the Village Secretariat Functionaries are also the employees of the Local Government and are responsible to the Gram Panchayat.
4. All the Village Secretariat Functionaries shall attend the office daily, duly following the specified office timings and they shall plan their day to day activities in a meticulous way to fulfil the administration needs as well as field work. If necessary, they shall plan the field visits in such a way (early morning/ late evening) keeping in view the importance of the responsibility/duty/task and also availability of the beneficiaries/ target group at household/ community level.
5. The prime duty of the Village Secretariat Functionaries is to provide various Government / other services at the door steps of Citizens and ensure effective delivery of Navarathnalu in transparent and corruption free manner.
6. The Panchayat Secretary of each Village Secretariat shall function as the Secretary/Convener to the Village Secretariat.
7. Functional assistants shall cross check and verify the sector wise needs/ beneficiaries/ problems of the households identified by the Village Volunteers and shall take appropriate remedial steps.
8. The Panchayat Secretary & functional assistants shall aid & assist Gram Panchayat in performing its functions.
9. The Functional Assistants of line departments will function as per the job chart provided by their respective line departments and also report to the Gram Panchayat.
10. All the Village Secretariat Functionaries should maintain a diary of work done every day to be reviewed by various Authorities.
11. The functional assistants of Village Secretariat shall participate in Gram Panchayat meetings and Gram Sabhas to enable convergence of their functioning at Gram Panchayat level.
12. Village secretariats shall assist in preparation of Gram Panchayat Development plans on the subjects delegated to them from time to time, as per the prescribed procedure.

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13. The functionaries of the village secretariat shall prepare integrated annual plans using the PRA (Participatory Rural Appraisal) techniques, duly capturing the felt needs & aspirations of the people, as per the prescribed procedure.
14. Village secretariats shall endeavour to provide services pertaining to the subjects delegated to them from time to time, as per well-defined citizen charter.
15. The Village Secretariat shall function according to prescribed business rules and office procedures.
16. All the Village Secretariat Functional Assistants in coordination and with convergence shall, inter alia, ensure the implementation of following enactments in the Local Government administration:
 - Protection of Government/ Gram Panchayat Properties
 - Prevention of Food Adulteration Act, 1956
 - Immoral Traffic (Prevention) Act, 1956
 - Weights and Measures Act, 1976.
 - Child Labour (Prohibition & Regulation) Act, 1986
 - WALTA Act 2004
 - Domestic Violence Act, 2005
 - The Prohibition of Child Marriage Act 2006
 - Liquor Policy of Andhra Pradesh
 - AP Panchayat Raj Act 1994
17. All the Village Secretariat Functionaries shall follow up action on the grievances received under 'Spandana' and otherwise at GP level.
18. All the Village Secretariat Functionaries shall reside stay in the jurisdiction of the village secretariat in which they have been posted.
19. The functionaries recruited initially will be on probation for a period of two years at a consolidated stipend of Rs. 15,000/- per month. There after the concerned Departments will take necessary action as per service rules in force for confirming the probation.
20. The performance of the Functional Assistants shall be reviewed periodically by the Mandal/District level officers concerned and they will periodically submit the performance appraisal reports.

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21. The Functional Assistants shall converge their functioning with Village Secretariats keeping proper linkages with other departments, to act as a single unit of administration. Organic links must be established among various Departments and institutions.
22. The Functional Assistants shall apply for the Casual leave to the Sarpanch of the Gram Panchayat.
23. The Functional Assistants shall be responsible to their regular Supervisory Officers of the concerned line Departments in technical aspects.
24. In the event of transfer / suspension / removal / dismissal / retirement or proceeding on leave other than casual leave, the functional assistants shall hand over all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge on his/her behalf.
25. Each Functional assistant shall maintain and be the custodians of the department specific records. They shall submit the records to the Gram Panchayat as well as to the respective departments for verification/ Inspection/ Audit on intimation or request.
26. All the Village Secretariat Functionaries shall accompany the higher authorities concerned during the field inspections.
27. All the Village Secretariat Functionaries shall attend any other work as entrusted by the competent authorities from time to time.

II. Specific Job Chart for the Panchayat Secretaries:

The following Rules relating to the functions of Panchayat Secretary under section 268 read with 36(6) of Andhra Pradesh Panchayat Raj Act, 1994 were issued through G.O.Ms.No.199, PR&RD, Dated. 18-05-2007. The duties of Panchayat Secretary were divided into 3 categories. The job chart of Panchayat Secretaries specifically includes all these functions listed below, in addition to the General Job chart of Village Secretariat functionaries listed above.

Administrative Functions:

1. The Panchayat Secretary shall be responsible for discharging the functions vested on him/her by the Act, allied Acts, and Rules in addition to the functions specially assigned by the Government from time to time.

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2. He/ She is the Executive Authority and also Convener/ Secretary to Village Secretariat of the Grama Panchayat
3. He / She shall collect taxes and non-taxes of the Gram Panchayat promptly and deposit them in the treasury regularly. Shall not keep huge amounts as cash in hand.
4. He/ She shall maintain and act as the custodian of the entire records/ registers of the Gram Panchayat including cheque books.
5. He / She is subordinate to the Gram Panchayat and shall function under the control of the Sarpanch of the Gram Panchayat.
6. He / She shall convene and ensure arrangements for periodical conduct of all statutory meetings such as Grama Panchayat/ Village Secretariat meetings, Standing Committee meetings, and Grama Sabhas as directed by the Sarpanch.
7. He / She shall attend the meeting of the Gram Panchayat/ Village Secretariat and Functional committees thereon with the consent of the Sarpanch.
8. He / She shall implement the resolutions of the Gram Panchayat/ Village Secretariat and of the committees thereof.
9. He/ She shall co-ordinate & supervise the officers and employees working under the Village Secretariat
10. Have power to initiate disciplinary action against the employees of the Village Secretariat.
11. He/She shall protect the Government properties and take effective steps to safeguard the interest of Government.
12. He/She shall be the general custodian of all assets of the Grama Panchayats/ Village Secretariats.
13. He/She shall take action against the encroachments, damage or misuse of Panchayat lands and buildings if any and report to the Gram Sabha/ Higher authorities with the support of Village Revenue Officer.
14. He / She shall assist authorities during the floods, cyclone, accidents etc., and take up preventive, relief and rehabilitation work with the support of Village Secretariat Functionaries.

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15. He / She shall take mitigation and preventive measures and report any outbreak of communicable diseases especially Malaria, Japanese encephalitis and Gastroenteritis and other such diseases to the nearest Primary Health Centre immediately with the support of ANM and VRO.
16. He / She shall be responsible for the total sanitation (including personal, community hygiene and Solid and Liquid Waste Management, ODF) in the village
17. He / She shall assist the integrated child development scheme functionaries in implementing their various activities with the support of Women & Child Development Assistant.
18. He / She shall act as Registrar of births and deaths primarily, as per act and rules and also issue Birth and Death Certificates. Submit Monthly Report Birth and Death information to the Revenue Department (concerned Tahsildar / Dy. Tahsildar) by 5th of succeeding month with proper acknowledgement.
19. He/She shall act as Marriage Officer, as per act and rules and also issue Marriage Certificates.
20. He / She shall place the needs/ beneficiaries/problems identified by Village Volunteers and verified by the Functional Assistants of Village Secretariat before Grama Sabha.
21. He/She shall perform election duties.
22. He / She shall report cases of atrocities against Scheduled Caste and Scheduled Tribes with the coordination and support of (Social/ Tribal) Welfare Assistant and VRO.
23. He / She shall strive for eradication of untouchability by providing access to Scheduled Castes and Scheduled Tribes in temples and removal of discrimination in all forms against the Scheduled Caste / Schedule Tribe population in coordination with VRO, Social/ Tribal Welfare Assistant.
24. He / She shall report on the atrocities against women and children to the authorities concerned and to take action within 24 hours with the help of Women Police.
25. He / She shall assist and provide information to the concerned officials about any black-market sales of seeds, fertilizers and pesticides with the support and coordination of Agriculture Assistant.

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26. Shall ensure proper coordination between the Grama Panchayat and Village Secretariat Functional Assistants. Act as administrator of various softwares used in office and shall assign login facilities to Functional Assistants as users with privileges.
27. Shall Call for and Conduct random checks of files and registers in office and record observations /directions there on and initial with date and seal to ensure proper maintenance of Records.
28. Shall discharge various duties such as Advisor to the Grama Panchayat, Implementing Officer, Finance Manager, Tax assessment Authority, Licensing Authority, Permitting Authority, Registrar of Births & Deaths, Marriage Officer, Estate Officer, Drawing & Disbursing Officer, Assistant Public Information Officer etc., as conferred on him/ her by various statutes diligently.

Financial Functions

1. The Panchayat Secretary of the village secretariat acts as DDO (Drawing and disbursing officer) and the pay and allowances of all the staff of Village Secretariat will be disbursed by her/him. The honorarium of Village Volunteers also will be paid by the Panchayat Secretary.
2. Payments shall be made either by pay order or by digital transaction for all kinds of expenditure authorized by Grama Panchayat
3. Prepare the annual accounts, Budget Estimates and the DCB statement of the preceding financial year and place before the Grama Panchayat to ensure its approval and submission to AP State Audit Department authorities before the 15th May of succeeding year.
4. Furnish the returns, accounts statements, Administrative Report and other details when called for by the Government or any audit authority.
5. Inspect or cause to be inspected the accounts of the line departments under the control of the Grama Panchayat.
6. Coordinate with Functional Assistants in utilization of the plan/ programme/ scheme funds as per the GPDG and to render utilization certificates to Government as ordered by it.

(Contd.8)

Functions under Community Welfare and Development

1. He/She shall ensure payment of all types of social security pensions through Welfare Assistant.
2. He/She shall furnish the particulars about implementation of developmental activities with the support of Village Secretariat Functionaries.
3. He/She shall take steps to prepare the consolidated list of identified needs from the data collected by the Village Volunteers with the help of Digital Assistant and shall prepare the sector wise draft list of heads of household under the poverty line, keeping the names starting with the lowest levels of income and upward with the help of Village Secretariat Functionaries from the household data collected by the Village Volunteers.
4. He/She should prepare the Gram Panchayat Development Plans for the holistic, Sustainable development of the village with support of Elected Representatives, Village Secretariat Functional Assistants and Village Volunteers by ensuring maximum public participation.
5. He/ he shall motivate the women along with the Women Police, Women & Child Development Assistant for formation of new self-help groups by encouraging the habit of thrift, impart best principles of group management in the self-help groups through regular training and capacity building.
6. He/She shall attend monthly staff meetings convened by President, Mandal Praja Parishad and Mandal Parishad Development Officer and other meetings convened by District Officer on behalf of the Village Secretariat.
7. He/She shall support the V.T.D.A. along with the Village Secretariat Functionaries in preparation of Micro plans and in implementing them and shall attend the meetings of V.T.D.A.
8. He/She shall coordinate and support Agriculture/ Horticulture/ Sericulture Assistant for agricultural development and in implementing its programmes and in disseminate extension information.
9. He/She shall assist in implementation of Jalayagnam and Employment Guarantee scheme with the support of Engineering Assistant.

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10. He/She shall organize to collect the details of seedlings planted in each location, motivate the concerned to protect them and collect percentage of survival periodically along with the Agriculture/ Horticulture/ Sericulture Assistant.
 11. He/She in coordination with Education & Welfare Assistant shall assist the Education department in their enrolment drive and shall take steps to improve functional literacy of adults.
 12. He/She shall assist in maintaining and update of Gram Panchayat Information Board and Information Boards relating to assets in the villages.
 13. He/She shall mobilize the public participation in Natural Resource Management, joint forest Management / Community forest development.
 14. Cause beat of tom-tom and adopt other methods for informing people about events.
 15. He/She shall attend to any other duties as assigned by the competent authorities from time to time.
4. The Commissioner, Panchayat Raj & Rural Development Department, Andhra Pradesh shall take further necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner, PR & RD Department, AP, Tadepalli, Guntur District.
All the District Collectors in the State.

Copy to:

All the Departments in the Government of AP.

The PS to Minister PR & RD & M&G, AP Secretariat, Velagapudi,

The PS to Secretary to Chief Minister, AP Secretariat, Velagapudi,

The PS to Chief Secretary to Government, AP Secretariat, Velagapudi

The PS to Principal Secretary, PR&RD Department, Secretariat, Velagapudi.

SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER