

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Rajiv Gandhi Panchayat Sashakthikaran Abhiyan (RGPSA) - Conduct of Gram Sabhas – Participation of all Field Level Functionaries connected with the discharge of functions/ implementation of programmes/activities pertaining to 29 Subjects entrusted to Panchayat Raj Institutions under the Constitution (73rd Amendment) Act – Orders - Issued.

GENERAL ADMINISTRATION (GENERAL / LEGISLATURE COORDINATION) DEPARTMENT

G.O.Ms.No. 791

Dated: 07.11.2013

Read the following:

1. G.O.Ms.No. 162 Panchayat Raj & Rural Development (Panchayats.I) Department, Dated 4.4.1997
2. From the Commissioner, Panchayat Raj & Rural Employment, Hyderabad Letter No.3806/D3/2009, dated.20.9.2013 & 30.9.2013

ORDER

Article 243(A) of the Constitution of India has enabled the State Legislatures to empower Gram Sabha by endowing them with certain statutory powers. Sections 45, 161 and 192 of the APPR Act 1994 have entrusted certain specific functions to Panchayat Raj Institutions as mentioned in Annexure-I. Gram Sabha is a constitutional body and the nucleus of democratic power in the local governance system; it is the basic unit for village development and decentralised planning. Gram Sabha acts as a platform for peoples' participation, maintains surveillance of various development activities implemented in the village(s), raises issues relating to the village(s) concerned, and ensures transparency and accountability in the functioning of Panchayat Raj Institutions and line departments at the grassroots level. Also the most appropriate and effective institution at the village level for conducting social audit of activities undertaken by Government Departments/Organisations and Panchayat Raj Institutions is Gram Sabha. When empowered, the Gram Sabha is capable of ushering in a culture of transparency and accountability in government at the local level by acting as **“Village Level Platform for Transparency, Accountability and Convergence”** for planning and implementation of socio-economic development and welfare programmes.

2. In the reference 2nd read above, the Commissioner, Panchayat Raj & Rural Employment, Andhra Pradesh, Hyderabad has submitted proposals duly stating that in Andhra Pradesh every Gram Panchayat shall statutorily convene the Gram Sabha at least twice in a year. Two common dates namely 14th April and 3rd October in a year are fixed for conduct of Gram Sabha meeting as per APPR Act 1994 wherein the Sarpanch of the Gram Panchayat shall convene the Gram Sabha meeting. However, in pursuance of the instructions from Government of India, circular instructions have been issued by Commissioner, Panchayat Raj to all District Panchayat Officers to conduct Gram Sabhas 4 times in a year i.e., on 1) 2nd January, 2) 14th April 3). 1st July and 4) 3rd October vide Commissioner, PR&RE Office Memo.No.3806/CPR&RE/D2/2009 dated:06.06.2011.

3. In pursuance of Article 243 (A) of the Constitution of India, the Gram Sabha is incorporated under Section 6 of APPR Act 1994. As per the said Section, the subjects for discussion in the Gram Sabhas are as follows:

- i. Annual statement of accounts and audit report;
- ii. Report on administration of the preceding year;
- iii. Programme of works for the year or any new programme not covered by the budget or the annual programme;
- iv. Proposals for fresh taxation or for enhancement of existing taxes;
- v. Selection of schemes, beneficiaries and locations; and
- vi. Such other matters as may be prescribed.

In addition to the items listed above, the following matters are also to be placed before the Gram Sabha in terms of orders issued in the G.O. 1st read above.

- i. Village agricultural production plans;
- ii. Work of village volunteer force;
- iii. Utilization of land development funds;
- iv. Work of Cooperatives;
- v. Particulars of location of common lands in villages i.e., porambokes vesting in Panchayats and other relevant particulars;
- vi. Particulars of transfers of ownership of houses and other immovable properties;
- vii. Copy of the approved budget estimates of the Gram Panchayat;
- viii. Copy of the audit report on the accounts of the Gram Panchayat; and
- ix. List of defaulters, who are in arrears of payment of taxes and fees due to the Gram Panchayat.

4. Further, the Commissioner, Panchayat Raj & Rural Employment Department has stated that in pursuance of the 73rd Amendment to the Constitution of India, 29 general powers and functions have been entrusted to the Panchayat Raj Institutions under Sections 45, 161, and 192 of APPR Act 1994. As part of the devolution of powers to Panchayat Raj Institutions, certain other functions have already been devolved to these institutions by the respective line departments and orders to that effect have been issued as in Annexure.II.

5. Despite the Constitutional mandate and specific orders on devolution of powers to Panchayats, the effective discharge of transferred functions/subjects/activities at the village level are not being monitored or reviewed by the Heads of Departments effectively. Government felt that there is need to make all out effort to empower the Gram Sabha with a view to ensuring that government programmes and schemes reach the people. As a first step to ensure effective community participation in development and welfare activities undertaken by the Government at the Gram Panchayat level, the concerned field level functionaries of all line departments/organisations should participate in and be made accountable to the Gram Sabha. This step will go a long way in realising the goal of Gram Sabha being a “**Village Level Platform for Transparency, Accountability and Convergence**” for all socio-economic development and welfare programmes of State and local governments.

6. In exercise of the powers conferred under Section 268 read with Sections 6, 45, 161 and 192 of Andhra Pradesh Panchayat Raj Act 1994 and in pursuance of the orders issued on devolution of powers to Panchayat Raj Institutions, the Govt. hereby direct that the grassroots level functionaries of all Departments mentioned in the Annexure.III must participate in the Grama Sabha held by the respective Gram Panchayats in their jurisdiction along with status notes, action plans and physical and financial progress reports as designed by the respective line departments for various activities mentioned in the **Annexure III**. This will ensure effective peoples' participation, keep surveillance over quantity and quality of works, raise issues pertaining to the village(s) concerned and ensure transparency and accountability in implementation of socio-economic development programmes as per the provisions of Constitution of India, APPR Act 1994 and the rules issued by various Government Departments thereunder. The Gram Sabha, under guidelines of Central and State schemes issued, if any, should be conducted under the provisions of Section 6 of Andhra Pradesh Panchayat Raj Act 1994 only. All the respective Heads of the Departments and the District Collectors should ensure the participation of field level functionaries in the Gram Sabha as ordered above. District Collectors, Joint Collectors, Additional Joint Collectors, Chief Executive Officer, Zilla Parishad, other District Officers, Divisional Officers and Mandal level Officers shall make effort to attend some Gram Sabha meetings to spread the message that the Government accords utmost importance to the strengthening of Panchayats.

7. Since four Gram Sabhas are to be held in each Gram Panchayat, the respective village level/field functionaries of the concerned Departments shall furnish information on various aspects of their functioning to Panchayat Secretaries as follows in addition to the information demanded by the Members of Gram Sabha:

1 st Gram Sabha (14 th April):	Status of Programmes/Activities implemented in the previous financial year (Physical and Financial Progress); Report on Evaluation/Social Audit conducted, if any; Action Plan and Budget for the current financial year;
2 nd Gram Sabha (1 st July)	Beneficiaries identified under various development and welfare programmes; public works taken up/ being taken up; Physical and Financial Progress Reports;
3 rd Gram Sabha (3 rd October)	Progress in implementation of beneficiary-oriented programmes/activities and public works taken up in the village(s) - Physical and Financial Progress Reports, Review of services delivered through Direct Benefit Transfer (DBT), Mid-course corrections effected, if any, etc. ,
4 th Gram Sabha (2 nd January)	Overall Performance and Impacts of the programmes/ activities undertaken - Evaluation conducted, if any, etc.,

8. The respective field level functionaries of line departments should provide the required information to the Panchayat Secretary concerned at least one week in advance prior to the date of Gram Sabha. The Mandal level officers of the respective departments shall be responsible to ensure the furnishing of required information to the Gram Sabha concerned in time. The Panchayat Secretary will consolidate the entire information and distribute to the members of the Gram Sabha. The Panchayat Secretary should also arrange for videograph of the proceedings of the Gram Sabha as part of the documentation. A photograph of the Gram Sabha should also be uploaded in the website of the Department.

9. Some field level functionaries may need to attend more than one Gram Sabhas in a single day since Village level field officials may have jurisdiction over more than one Gram Panchayat. In order to conduct the Gram Sabhas in a meaningful way, the Extension Officer (PR&RD) and Divisional Panchayat Officer concerned should ensure conducting Gram Sabhas within a week commencing the day as indicated in para 7 above (for example: April 14 + 6 days) staggering the date and timing for conduct of Gram Sabhas in such a way that the respective field functionaries would be in a position to attend all Gram Sabhas in his/her jurisdiction.

10. If any of the respective field level functionary fails to attend the Gram Sabha, the resolution of the Gram Sabha to that extent shall be forwarded to the respective disciplinary authority of the department concerned. The respective department should submit action taken report on the Gram Sabha resolution to the Gram Panchayat under intimation to District Collector. The Gram Sabha is constitutionally empowered to plan, review, and monitor the activities of development and welfare departments. Thus, whenever the Gram Sabha raises some issues and suggests improvements, the authorities of the department concerned should take immediate necessary action. They shall place an Action Taken Report before the Gram Sabha through the Gram Panchayat concerned.

11. In order to facilitate the Gram Sabha in a structured manner, Resource Teams shall be constituted at the district and mandal level. The members of the Resource Team may be selected from the Civil Society Organizations (NGOs), Village volunteers, Active Social Workers, etc., as was done in Social Audit teams in Mahatma Gandhi National Rural Employment Generation Scheme. The Resource Teams will assist the Gram Panchayats in mobilizing the people and conducting the Gram Sabha. Selection, Composition of Resource Team, Honorarium, and other logistical support shall be provided by the Commissioner, Panchayat Raj and Rural Employment. The necessary Training to the Resource Teams shall be provided by the AMR-A.P. Academy of Rural Development. The expenditure shall be met from the training funds available with them such as Rajiv Gandhi Panchayat Sasakthikaran Abhiyan, Backward Regional Grant Fund and from other Scheme grants implemented by the line departments, etc.,

12. All Heads of Departments in the State shall take necessary action for effective implementation of the above orders. They shall ensure that all their programmes and works are monitored online through the Habitation Score Card framework and that the

relevant physical and financial progress reports are available in the websites of the department to ensure utmost transparency. The Panchayat Raj Department, in association with Information Technology & Communications Department shall ensure that e-Panchayat programme is implemented in all Districts and there is proper interface between e-Panchayat and Habitation Score Card applications. The Commissioner, Panchayat Raj and Rural Employment shall take necessary action for the implementation of this Government Order and give wide publicity to the same. The District Collectors, Chief Executive Officers of Zilla Parishads/District Panchayat Officers shall submit quarterly progress reports on the implementation of this Government Order to Panchayat Raj and Rural Development Department. A summary report showing District-wise details shall be put by Principal Secretary to Government, Panchayat Raj and Rural Development (PR) Department to Chief Secretary to Government every quarter.

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

DR.P.K. MOHANTY,
CHIEF SECRETARY TO GOVERNMENT.

To

The Commissioner, Printing, Stationary & Stores Purchase, Chanchal Guda, Hyderabad
(with a request to send 10,000 copies of Gazette Notification)

All Special Chief Secretaries/Principal Secretaries/Secretaries/Administrative
Departments in the Secretariat

The Commissioner, Panchayat Raj & Rural Employment Department

All Heads of Departments.

The Director General, Centre for Good Governance

The Commissioner, AMR- A.P. Academy of Rural Development, Hyderabad.

All District Collectors in the State with a request to communicate the order to all District
and Divisional Officers, including Project Officers of Integrated Tribal Development
Agencies.

All Chief Executive Officers of Zilla Parishad in the State

All District Panchayat Officers in the State

// :: FORWARDED ;; BY ORDER :: //

SECTION OFFICER

Continued for Annexure.I

ANNEXURE-I

(A) Powers, Functions and Property of Gram Panchayats (Sec.45 of A.P.Panchayat Raj Act)

Duty of Gram Panchayat to provide for certain matters:-

- (1) Subject to the provisions of this Act and the rules made thereunder, it shall be the duty of a Gram Panchayat within the limits of its funds to make reasonable provisions for carrying out the requirements of the village in respect of the following matters, namely:-
 - (i) The construction, repair and maintenance of all buildings vested in the gram Panchayat and of all public roads in the village (other than the roads vested in the Mandal Parishad and Zilla Parishad and the roads classified by the Government as National and State Highways) and of all bridges, culverts, road, dams and causeways on such roads;
 - (ii) The lighting of public roads and public places.
 - (iii) The construction of drains and their maintenance and the disposal of drainage water and sullage;
 - (iv) the cleaning of streets, the removal of rubbish heaps, jungle growth and prickly-pear, the filling in of the disused wells, insanitary ponds, pools, ditches, pits or hollows and other improvements of the sanitary condition of the village;
 - (v) the provision of public latrines and arrangements to clean latrines, whether public or private;
 - (vi) the opening and maintenance of cremation and burial-grounds, and the disposal of unclaimed dead bodies of human beings or of animals;
 - (vii) preventive and remedial measures connected with any epidemic or with malaria;
 - (viii) the sinking and repairing of wells, the excavation, repair and maintenance of ponds or tanks and the construction and maintenance of water works, for the supply of water for washing and bathing purposes and of protected water for drinking purposes;
 - (ix) the conservation of manorial resources, preparation of compost and sale of manure;
 - (x) the registration of births and deaths;
 - (xi) the establishment and maintenance of cattle ponds; and
 - (xii) all other matters expressly declared obligatory by or under this Act or any other law.
- (2) Apart from the matters specified in sub-section (1), the Government may, subject to such rules as may be made in this behalf entrust the gram Panchayats with any functions in relation to the subjects specified in Schedule-1.
- (3) The Gram Panchayats shall do resource planning at village level.
- (4) No suit for damages for failure or for enforcement of the duty to make provision in respect of any of the matters specified in sub-section (1) shall be maintainable against any gram Panchayat, executive authority, officers or servants of the gram panchayat.

(B) Powers and functions of the Mandal Parishad (Sec.161 Schedule .II of A.P.Panchayat Raj Act)

1. Community Development:

The execution of all programmes under Community Development in association with Panchayats, co-operative societies, voluntary organizations and the people.

2. Agriculture:

The doing of everything necessary to step up agriculture Production and in particular,-

- (i) multiplication and distribution of improved seeds;
- (ii) distribution of fertilizers;
- (iii) popularization of improved techniques, methods and practices and improved implements;
- (iv) achieving self-sufficiency in green manure and composting of farm-yard manure;
- (v) encouraging fruit and vegetable cultivation;
- (vi) reclamation of land and conservation of soil;
- (vii) providing credit for agricultural purposes;
- (viii) propagating and assisting in plant protection methods;
- (ix) laying out demonstration plots and working out better methods of farm managements;
- (x) bringing more acreage under irrigation by renovating and sinking wells, repairing and digging private tanks and maintaining Government minor irrigation sources and supply channels;
- (xi) Utilizing more power for agricultural purposes;
- (xii) exploiting underground water sources by sinking wells, filter points and tube wells;
- (xiii) tree planting;
- (xiv) Growing of village forests.

3. Animal Husbandry and Fisheries:

- (i) Upgrading local stock by introducing pedigree breeding bulls and castrating scrub bulls;
- (ii) Introducing improved breeds of cattle, sheep, pigs and poultry;
- (iii) Controlling contagious diseases by systematic protection;
- (iv) Introducing improved fodders and feeds;
- (v) Establishing and maintaining of artificial insemination centres, first aid centres and minor veterinary dispensaries;
- (vi) Educating the people about the importance of better cattle for both milk and draught;

4. Health and Rural Sanitation:

- (i) Expanding existing medical and health services and bringing them within the reach of people.
- (ii) Establishing and maintaining Primary Health Centres and Maternity Centres
- (iii) Providing protected drinking water facilities.
- (iv) Ensuring systematic vaccination.
- (v) Controlling epidemics.
- (vi) Providing drains and soakage pits for village and house drainage.
- (vii) Encouraging the use of sanitary type of latrines and utilizing human waste
- (viii) Popularising of smokeless chullas.
- (ix) Supervising the work in Government Hospitals.
- (x) Enlisting people's participation for the improvement of such hospitals.
- (xi) Securing the co-operation of the people and the Panchayats during epidemics.
- (xii) Carrying out environmental Sanitation campaigns and educating the public in (a) nutrition, (b) maternity and child health (c) communicable diseases and (d) family planning and the like.
- (xiii) Implementing health programme subject to the technical control of concerned district officers.

5. Education:

Maintenance and expansion to Elementary and Basic Schools and in particular,-

- (i) Management of Government and taken over Aided Elementary and Higher Elementary Schools;
- (ii) Establishment of Adult Education Centres and Adult Literacy Centres;
- (iii) Provision and improvement of accommodation for schools with people's participation;
- (iv) Conversion of existing Elementary Schools into Basic Schools; and
- (v) Taking of such action as may be necessary for the promotion of education for all children until they complete the age of fourteen years.

6. Social Education:

The creation of new outlook among the people and making them self-reliant, hard working and responsive to community action and in particular –

- (i) Establishment of information community and recreation centre;
- (ii) Establishment of Youth Organization, Mahila Mandals, Farmer clubs and the like;
- (iii) Establishment and popularization of libraries;
- (iv) Organization of watch and ward;
- (v) Encouragement of physical and cultural activities;
- (vi) Organization of voluntary sanitary squads;
- (vii) Training and utilization of the services of Gram Sahayaks.

7 Communications:

- (i) Formation and maintenance of inter village roads:
- (ii) Rendering such assistance as may be necessary for the formation and maintenance of village Roads which serve as feeders.

8. Co-operation:

The securing of economic development along democratic lines by the application of co-operation in its infinitely varying forms and in particular,-

- (i) Establishment of Co-operative credit, industrial, Irrigation, Farming and Multipurpose Societies in order to serve the maximum number of families.
- (ii) Encouragement of thrift and small savings;

9. Cottage Industries:

Development of cottage, Village and Small Scale Industries in order to provide better employment opportunities and thereby raise the standard of living and in particular,-

- (i) The establishment and maintenance of production cum-training centres;
- (ii) The improvement of the skills of artisans and craftsmen;
- (iii) The popularization of improved implements; and
- (iv) Implementation of schemes for the development of Cottage, Village and Small Scale Industries financed by the Khadi and Village Industries Commission and the All India Boards.

10. Women Welfare:

The implementation of schemes specially designed for Welfare of women and children and in particular the establishment of Women and Child Welfare Centres, Literacy Centres, Crafts and Dress making Centres and like.

11. Social Welfare:

- (i) The management of hostels subsidized by Government for the benefit of Scheduled Tribes, Scheduled Castes and Backward Classes;
- (ii) The implementation of Rural Housing Schemes:
- (iii) The maintenance of diseased beggars and control of vagrancy;
- (iv) The strengthening of Voluntary Social Welfare Organizations and Co-ordinating their activities:
- (v) The propagation of temperance and prohibition; and
- (vi) The removal of untouchability;

12. Emergency Relief:

Provision of emergency relief through voluntary efforts in case of distress owing to fires, floods, epidemics and other wide spread calamities.

13. Collection of Statistics:

Collection and compilation of such statistics as may be found necessary either by the Mandala Parishad, the Zilla Parishad or the Government.

14. Self-Help Programme:

Formulation and execution of suitable programmes for stepping up production and for raising the incomes and standards of living for the improvement of sanitation and for the provision of amenities for the people.

15. Trusts:

Management of trusts for the furtherance of any purpose to which the funds of the Mandala Parishad may be applied.

(C) Powers and functions of the Zilla Parishad (Sec.192 of APPR Act 1994)

- (1) Every Zilla Parishad shall exercise such powers and perform such functions as may be entrusted to it by rules made in this behalf with regard to the subjects enumerated in the First Schedule. The Zilla Parishad shall also have the power to,-
 - (i) examine and approve the budgets of Mandal Parishads in the district;
 - (ii) distribute the funds allotted to the district by the Central or State Government among the Mandal Parishads and Mandals in the district for which Mandal Parishad are not constituted;
 - (iii) co-ordinate and consolidate the plans prepared in respect of the Mandals in the district and prepare plans in respect of the entire district;
 - (iv) secure the execution of plans, projects, schemes or other works either solely relating to the individual Mandals or common to two or more Mandals in the district;
 - (v) supervise generally the activities of the Mandal Parishads in the district;
 - (vi) exercise and perform such of the powers and functions of the District Board including the powers to levy any tax or fees, as may be transferred to it under this Act;
 - (vii) exercise and perform such other powers and functions in relation to any development programme as the Government may by notification confer on or entrust to it.
 - (viii) Advise Government on all matters relating to developmental activities and maintenance of services in the district, whether undertaken by local authorities or Government.
 - (ix) Advise Government on the allocation of work among gram Panchayats and Mandal Parishads and co-ordination of work between the said bodies and among the various gram Panchayats themselves;
 - (x) Advise Government on matters concerning the implementation of any statutory or executive order specially referred by the Government to the Zilla Parishad;
 - (xi) Collect such data as it deems necessary;

- (xii) Publish statistics or other information relating to the activities of the local authorities;
 - (xiii) Require any local authority to furnish information regarding its activities;
 - (xiv) Accept trusts relating exclusively to the furtherance of any purpose for which its funds may be applied;
 - (xv) Establish, maintain or expand secondary, vocational and Industrial schools;
 - (xvi) Borrow money for carrying out the purposes of this Act with the previous approval of the Government and subject to such terms and conditions as may be prescribed.
- (2) The Zilla Parishad may, with the approval of the Government levy contributions from the funds of the Mandal Parishads in the district.

**DR.P.K. MOHANTY,
CHIEF SECRETARY TO GOVERNMENT**

Continued for Annexure-II

ANNEXURE-II

Sl.No	Subject	Department concerned.	G.O. No. & Date
1.	Agriculture, including agriculture extension	Agriculture	G.O.Ms.No.1 A&C (FP.II) dt 1.1.2008
2.	Land Improvement, implementation of land reforms, land consolidation and soil conservation	Revenue	G.O.Ms.No. 266 Revenue (Assn.I) dated 30.3.1999
3.	Minor Irrigation, water management and watershed development	PR&RD (RD) Dept.	1. G.O.Ms.No.571 PR (RD.III) Dept dt 26.12.2007
4.	Animal Husbandry, dairying and poultry	AHDD&F	G.O.Ms.No.106 AHDD&F(AH.I) dt 31.12.2007
5.	Fisheries	Fisheries	G.O.Ms.No.105 AHDD&F(Fish.II) dt 31.12.2007
6.	Social Forestry and farm forestry	EFST(For)Dept	G.O.Ms.No.50 EFST (For.III) dt 23.2.2004
7.	Khadi, village and cottage industries	Industries & Commerce Dept	G.O.Ms.No. 97 I&C(Tex.) Dept Dated 31.3.1999
8.	Drinking Water	PR&RD (RWS) Dept	G.O.Ms.No. 569 PR (RWS.I) dt 22.12.2007
9.	Fuel and fodder	EFST Dept	G.O.Ms.No.51 EFST (For.III) dt30.3.1999
10.	Roads, culverts, bridges, ferries, waterways and other means of communication	TR&B Dept	1. G.O.Ms.No. 174 TR&B (R. VII) dated 21.10.1998 2. G.O.Ms.No. 235 TR&B(R.V) dated 9.12.2003
11.	Non-conventional energy sources	Energy Dept	1. G.O.Ms.No. 80 Energy (RES) dated 4.9.1998 2. G.O.Ms.No. 81 Energy dated 9.4.1999 3. G.O.Ms.No.112 Energy dated 17.9.2003
12.	Poverty alleviation programme	PR&RD (RD) Dept.	1. G.O.Ms.No.571 PR (RD.III) Dept dt 26.12.2007 2. G.O.Ms.No.398 PR (RD.III) Dt 11.12.2003
13.	Education, including primary and secondary schools	School Education	G.O.Ms.No.2SE (Prog.I) dt 3.1.2008
14.	Technical Training and vocational education	Employment, Training & Factories Dept	G.O.Ms.No. 57 ET&F (EMP) Dept dated 11.12.2002
15.	Adult and non-formal education	Education Dept	G.O.Ms.No. 120 Edn (Prog.II) Dept dt 31.3.1999
16.	Libraries	Education Dept	G.O.Ms.No. 120 Edn (Prog.II) Dept dt 31.3.1999

17.	Cultural activities	YAT&C Dept	1. G.O.Ms.NO.26 YAT&C(CA.II) dt 30.3.1999 2. G.O.Ms.No.161 YAT&C(CA.II) dated 1.12.2003 3. G.O.Rt.No. 1593 YAT&c(Sports) dt 1.12.2003
18.	Health and Sanitation, including, hospitals, primary health centres and dispensaries	HM& FW	G.O.Ms.No. 324 HM&FW(F.I) dt 27.9.2007
19.	Women and child development	WDCW	G.O.Ms.No. 41 WD.CW&DW(JJ) Dept dt 19.11.2008
20.	Social Welfare, including welfare of the handicapped and mentally retarded	WD,CW& Disabled Welfare Dept	1. G.O.Ms.No. 26 WDCW&DW(DW) dated 17.4.1999 2. G.O.Ms.No. 2 WDCW&DW(DW) dt 20.1.2004
21.	Welfare of the weaker sections, and in particular, of Scheduled Castes and the Scheduled Tribes	Social Welfare Dept	G.O.Ms.No. 138 SW(Ser.I) Dept dt 24.12.2007
		Social Welfare Dept	G.O.Ms.No. 25 SW (OP.A1) dept dated 31.3.1999
		Backward Class Welfare Dept	G.O.Ms.No.35 BCW(B.2) Dept dt 24.12.2007
22.	Public Distribution System	Food,Civil Supplies and CA Dept	G.O.Ms.No. 77 FCS&CA (CS.I) Dept dt 6.8.1998
23.	Maintenance of Community assets	Revenue	G.O.Ms.No. 266 Revenue (Assn.I) dated 30.3.1999

**DR.P.K. MOHANTY,
CHIEF SECRETARY TO GOVERNMENT**

Continued for Annexure.III

ANNEXURE- III

Activities to be reviewed in Gram sabha			
Sl.No	Subject mentioned in Schedule 11 of constitution of India and APPR Act 1994	Functionary Responsible at Village Level	Activities that can be reported to Gram Sabha by village level functionary
1	2	3	4
1	Agriculture, including agricultural extension.	Agriculture Extension Officer/ Adarsha Rythus	Quantity of Seed Received, Distributed and availability of seed in APSEEDS and with private vendors
			Village Agriculture action Plan, Type and extent of Crops- Khariff, Rabi
			Details of farmers field schools organized in the village or villages nearby
			Information about HYV, innovative technologies etc., information about probable incidence of disease/pests /rodents
			Progress of Subsidy Schemes- Farm mechanization and agriculture implements,
			Survey no. wise crop damage particulars in case of any cataclysmic activity Information about Availability of Fertilizer in Fertilizer shops, Report on the Demand and Supply of Fertilizers, Pesticides, Insecticides. Information about spurious seeds
			Status of Soil Sample Collection, Pest/insect/rodent control measures taken and advises
2	Land improvement, implementation of land reforms, land consolidation and soil conservation.	MGNREGS Field Assistant	Progress of Work Sanctioned, Grounded, ongoing and Completed, Wages Paid etc., Pending Payments.
			Identification of new works
			Job Card Holders status, New Applications pending, Labour budget, wages paid wage seeker wise, No of days of employment generated
			Progress of Individual house hold latrines under Nirmal Bharat Abhiyan tied up with MGNREGS Recent Guidelines of the Scheme
		VRO	Status of Pattadars, Azmoish, Jamabandhi
		VRO	Extent of Land distributed to Land less poor-Eligible list of beneficiaries
		VRO	No. of House site pattas distributed and No of Eligible beneficiaries
VRO	Status of applications for land revenue records sought, Mutations, etc.,		
VRO	No of bank loans mobilized to licensed farmers		

		VRO	Crop Damage distribution particulars
3	Minor irrigation, water management and watershed development.	Field Assistant/ Technical Assistant of IWMP Project	Progress of Work Sanctioned, Grounded, Completed, Wages Paid etc..
			Identification of new works
			Job Card Holders status, wages paid wageseeker wise,
			Recent Guidelines of the Scheme
		Status of minor irrigation tanks-area under ayacut, encroachments, condition of the surplus viers, bunds,	
		Lashkars/watchers	Release of water through canals in areas under assured irrigation
4	Animal husbandry, dairying and poultry.	Live stock assistant/Gopala Mitra	General status of Livestock in the village
			Availability of medicines
			No of Animals/birds treated for various diseases, vaccinations done to Sheep/Goat/Poultry
			Details of AH of Services rendered and the crossbreed calves born Fodder seed distribution particulars, fodder availability status
5	Fisheries	Fisheries Inspector	No of licenses given to fishermen
			Selection of beneficiaries under fishermen development schemes-Targets-Achievements-progress of works
			Particulars of fish seed supplied to fishermen cooperative societies
			Up set price particulars for different tanks under Panchayat Control and Tanks under PWD Dept
			Functioning of Fishermen Cooperative Societies
6	Social forestry and farm forestry	Forest Beat Officer/VRO	Extent of Common Property Resources availability-common lands and their utility
			Status of functioning of VSS, works taken up by VSS and their current status
			Particulars of sites suitable for avenue plantation and survival status of saplings area leady planted
			Availability of saplings in Rural Nurseries
			Status of Recognition of Forest Rights (ROFR) lands distributed
7	Minor forest produce.	VTDA/GCC sales man	Girijan Cooperative Society (GCC) Rates of Procurement, Payment Particulars to tribals
8	Small-scale industries, including food processing industries.	Panchayat Secretary	Licenses issued by GP for establishing Small Scale industries in the Panchayat Area and their functioning
9	Khadi, village and cottage industries	Panchayat Secretary	Number of units sanctioned, grounded and functioning -List of defunct industries

			Information about various programmes implemented by KVIB/KVIC
10	Rural housing.	Work Inspector	No of Houses sanctioned, grounded and in Progress under various schemes
			No of households eligible for distribution of house sites
11	Drinking water.	RWS Work Inspector/Nirmal Bharat Abhiyan Coordinator/ Pump Operator	Status of Drinking water sources, Quality of drinking water, no of water samples collected, tested and presentation of the report
			No of ISLs sanctioned, grounded, ongoing and completed
			List of Eligible beneficiaries
			Maintenance of OHSR, GLSRs- dates on which the OHSR cleaned
12	Fuel and fodder	VRO/IKP Staff/VO	Deepam Scheme Review
13	Roads, culverts, bridges, ferries, waterways and other means of communication.	PR Work Inspector/Work Charged Employees of R&B Dept	Status of Village Roads-Internal roads, link roads, works sanctioned, grounded, ongoing and completed
14	Rural electrification, including distribution of electricity	Electrical Linemen	No of houses electrified, no of existing agricultural connections, no of transformers erected and their functioning, status of pending applications for agriculture borewells, Power supply timings
			Particulars of availability of Current Poles, conductor wires, transformers etc., progress of civil works
15	Non-conventional energy sources	Panchayat Secretary	No of Bio Gas Plants sanctioned-grounded-completed, functioning, targets etc
			No of Smokeless chulhas sanctioned-grounded-completed, functioning, targets etc
			No. of Solar lanterns sanctioned-grounded-completed, functioning, targets etc
16	Poverty alleviation programme	Panchayat Secretary-SC/ST/BC/Min Corporation Loans	Target-Number of units sanctioned, grounded and functioning
		IKP-VO President/Village Book Keeper/Community Resource Persons	Functioning of SHGs, Activities taken up by V.Os, SHG Bank Linkage-Micro Credit
			Progress of Bangaru Talli Programme
			Progress of Aam Aadmi Bima Yojana, Indira Jeevitha Bima Yojana
			Functioning of Nutrition cum Day Care Centres
17	Education, including primary and secondary schools	HMs of Respective Schools	Enrolment particulars of children in schools
			Drop Out Particulars of Children in schools
			Report on Learning Standards of Children
			Review of results of X Class

			Status of implementation of Mid Day Meals Scheme-No of pupil enrolled-no of pupil served meals-quality of food etc.,
18	Technical training and vocational education	IKP-VO President/Village Book Keeper/ Community Resource Persons	Functioning of vocational training centres like tailoring centres, EGMM/RYSK training details
		Work Inspector-Housing	Masonry training programmes
19	Adult and non-formal education	Saakhar Bharat Coordinator	No of Centres functioning, No of Illiterate people enrolled in centres, no of neo literates, learning material distributed
20	Libraries	Panchayat Secretary	Functioning of Village level lending library, availability of books, magazine, news paper subscription particulars
21	Cultural activities.	Panchayat Secretary	No. of Artists getting pension and other welfare measures for pensioners
			No of cultural programmes conducted for creating awareness on various government programmes
22	Markets and fairs	Panchayat Secretary	Status of facilities in markets under the control of the Panchayat
23	Health and sanitation, including hospitals, primary health centres and dispensaries	ANM/MPHA	Functioning of Sub Centre
			Utilisation of NRHM Untied funds
			No. of visits made to village
			No of Health Camps conducted
24	Family welfare	ANM/ASHA Worker	No. of Diarrhoea cases reported
			No of eligible couples (EC) and no of E.Cs practicing Temporary Family Planning practices
			No of Institution Deliveries
			Immunization status
			IMR and MMR status
			No of Pregnant and Lactating Mothers and measures taken for their welfare
			Status of Implementation of Janani Suraksha Yojana
			Prevalance of HIV/AIDS if any
25	Women and child development	Anganwadi Worker	Information on Chronic Deceases
			Review of functioning of Anganwadi Centre
			Enrolment Particulars of 0-6 children and pregnant women in Anganwadi Centre
			Feed Stocks received-Distributed and Balance
			Progress of Bangaru Talli and Amruthahastam schemes
26	Social welfare, including welfare of the handicapped and mentally retarded.	Panchayat Secretary	Particulars of malnourished children-Grade III and IV
			No. of existing Pensions (NOAP, Disabled, Widow, weavers, toddy toppers etc.,) No of Pensions distributed, No. of Eligible persons for Pensions

27	Welfare of the weaker sections, and in particular, of the	Panchayat Secretary	Targets, No of Beneficiaries Selected, No of Units Sanctioned, Grounded
	Scheduled Castes and the Scheduled Tribes		Incidences of atrocities against SC/ST and measures taken for prevention of such incidences
28	Public distribution system	FP Shop Dealer /VRO	Review of functioning of FP Shop
			No of existing White Ration Cards and Pink Ration Cards-Reading of Key register
			Distribution particulars of rice, sugar, kerosene etc.-Stocks received, distributed and balance-Ammahastam progress-status report
			Implementation of the Recommendations of the Village Food Advisory/Vigilance Committee
29	Maintenance of community system	Panchayat Secretary	Status of Community Halls, Community Sites, details of Usufruct (tank bed plantations, income from auctions, avenue plantations)
		VRO	Status of common property resources such as common lands
		Lashkar/PWD Watcher/ Irrigation Work Inspectors	Canal bund plantations
		VSS/VTDA	Total area protected, no. of families benefiting out of the intervention,

**DR.P.K. MOHANTY,
CHIEF SECRETARY TO GOVERNMENT**

// :: FORWARDED :: BY ORDER :: //

SECTION OFFICER.