

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Rules – Powers and functions of Extension Officer (Panchayat Raj & Rural Development) including left over E.O.(PR&RD) Grade-I under Section 44 (2) of Andhra Pradesh Panchayat Raj Act 1994- Revised orders – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT [E.VII] DEPARTMENT

G.O. Ms. No. 410,

Dated 28th December, 2011.
Read the following:-

1. G.O. Ms. No. 362, PR & RD [Mdl.II] Dept., Dated 03.12.2001
2. G.O. Ms. No.408, PR & RD [Estt.VII] Dept., Dated 28.12.2011.
3. Govt. Memo. No. 10012/Estt.VII.2/2011-4, Dated 28.12.2011

ORDER:-

In supersession of orders issued in the G.O. issued in the 1st read above, the appended notification shall be published in the Extra-ordinary issue of Andhra Pradesh Gazette Dated 28.12.2011.

2. The Commissioner of Printing Stationary and Stores Purchase [Printing Wing] Department, Andhra Pradesh, Hyderabad is requested to publish the notification and furnish 1000 copies of the same for use at Government.

Dr. RAJIV SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, Printing, Stationery and Stores Purchase [Printing Wing]
Department, Hyderabad

Copy to

The Commissioner, Panchayat Raj and Rural Employment, Hyderabad
All the District Collectors in the State.
All the Chief Executive Officers in the State.
All the District Panchayat Officers in the State.
SF/SC

-// FORWARDED :: BY ORDER //-

SECTION OFFICER

NOTIFICATION

In exercise of the powers conferred by clause (a) of sub-section (2) of Section 44 read with section 268 of the Andhra Pradesh Panchayat Raj Act 1994 (Act 13 of 1994) the Governor of Andhra Pradesh hereby makes the following rules.

RULES

Short Title: These rules may be called the Andhra Pradesh Panchayat Raj (Powers and functions of Extension Officers (Panchayat Raj and Rural Development) including left over Extension Officer (Panchayat Raj and Rural Development) Grade.I Rules 2011.

The **Extension Officer [PR & RD]** including left over Extension Officer [PR & RD] Grade-I reports to the Mandal Parishad Development Officer (MPDO) for development functions and also reports directly to Divisional Panchayat Officer (DI.P.O) for regulatory and other statutory functions of Gram Panchayat. The Extension Officer (PR&RD) shall be **under the administrative control of MPDO** without disturbing the present arrangement. The **District Collector (Panchayat Wing)** shall be **transfer and posting authority** within the district. The power and functions of Extension Officer (PR&RD) including left over Extension Officer (PR&RD) Grade.I are as follows:

(I) Administrative Functions and responsibilities:

The Extension Officer [PR & RD] shall:

1. Exercise **supervision and control** and provide guidance to the Gram Panchayats and their Executive authorities within the jurisdiction of Mandal;
2. **Ensure preparation of annual budget**, administration reports, periodical returns, **replies to audit reports** of the Gram Panchayats;
3. Ensure maintenance of **Gram Panchayat accounts** strictly in accordance with the rules and **upload the accounts** in the website specially designed for this purpose in every month as per model accounting manual already issued by the Government;
4. Ensure **reconciliation of Gram panchayat Accounts** with local sub-treasury periodically and take immediate necessary steps to identify the reasons for differences, if any and rectify it immediately;
5. **Inspect all Gram Panchayats** in the Mandal in **every quarter**, and submit a detailed Inspection Report to Divisional Panchayat Officer (DI.P.O.) directly under intimation to the District Panchayat Officer. Fixed Inspection Schedules should be drawn for this purpose. In any calendar year, there should not be any gap in conducting the inspections under any circumstances. **Inspections include physical verification** of Gram Panchayat **Properties** including movable and immovable properties. The E.O.(PR&RD) should also take necessary action to rectify the defects/suggestions/short falls pointed out in the Inspection Reports;

If any mis-utilisation and maladministration is noticed subsequent to the inspection of Extension Officer [PR & RD] by the senior inspecting authorities or audit parties, the Extension Officer [PR & RD] who conducted such inspection is also directly held **responsible for not noticing such misutilisation and maladministration**. Disciplinary action should be initiated against such Extension Officer [PR & RD] along with other responsible functionaries.

[PTO]

6. Hold enquiries and submit reports to higher authorities on complaints of maladministration in Gram Panchayats in his jurisdiction;
7. Submit report to the MPDO and DI.P.O. on the disqualification of Sarpanches and Ward Members of Gram Panchayats and also casual vacancies of the members;
8. Authority competent to sanction casual leave to Panchayat Secretaries;
9. Tour 20 days in a month and submit his tour diary to the MPDO and also DI.P.O. every month;
10. Act as incharge MPDO in the absence of MPDO under the orders of Chief Executive Officer, Zilla Parishad;
11. Review the work of Panchayat Secretaries of Gram Panchayats within the jurisdiction of Mandal;
12. Ensure Gram Panchayats should conduct the general body meetings and Gram Sabhas regularly. He/she should attend some of the meetings conducted by Gram Panchayats to observe the procedure and guide the members properly;

(II) Financial & Development functions and responsibilities:

The Extension Officer (PR&RD) shall:

1. Forward the proposals submitted by the Panchayat Secretaries to the MPDO after thorough scrutiny of them;
2. Extend cooperation to the Bankers in recovery of loans and also participate in Joint Mandal level Bankers meeting;
3. Report to the concerned on the occurrence of mis-utilisation of funds in development schemes or general funds of Gram Panchayats;
4. Ensure collection of taxes, fees, and other amounts due to the Gram Panchayats within the jurisdiction of Mandal;
5. Attend the auctions and sales conducted by the Gram panchayats and authenticate the bid amounts as per rules in force;
6. Guide the Gram Panchayats in augmenting the resources and to strengthen the financial position of Gram Panchayats;
7. Countersign the travelling allowance bills of Sarpanches and Panchayats Secretaries of Gram Panchayats and their staff;

(III) Functions and Responsibilities in Capacity Building Activities:

The Extension Officer (PR&RD) shall:

1. Arrange periodically to conduct training to all Sarpanches and Ward Members within the jurisdiction of Mandal in collaboration with the training institutes available in the state. Being an Extension Officer at the Mandal level, he/she should ensure that elected representatives are equipped with the required knowledge and skills to discharge their legitimate functions effectively;

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2. Ensure all official functionaries such as Panchayat Secretaries and other staff members of Gram Panchayat should attend the training courses organized by the AMR-APARD/ETCs and other training institutes. Accordingly, he/she should maintain a register on training courses attended by the functionaries including elected representatives;
3. Arrange local visits for the elected representatives and officials to see the best practices and innovative programmes;

(IV) General Functions: The Extension Officer (PR&RD) shall:

1. Attend any other functions or responsibilities entrusted by the higher level authorities;
2. Facilitate Gram Panchayats within the jurisdiction of Mandal in such a way that they can discharge their functions effectively and efficiently. The Inspections or visits should not be confined to finding faults, the Gram Panchayats should be properly guided and function as institution of local self government in its jurisdiction;

Dr. RAJIV SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT