

No. 2427 / II/DP/2E-9/97 Pt-I

Dated : 05/11/2003.

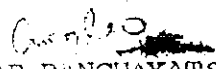
To
The District Panchayat & R.D. Officer

Sub : Duties and responsibilities of Extension
Officer at the Block Level.

Sir,

With reference to the above subject, I am directed to send herewith a copy of duties and responsibilities chart of extension Officer at the Block Level. You are requested to distribute a copy of the same to all the Block Development Officers and E.O.(P)s under your jurisdiction, and direct them to follow this chart strictly with immediate effect and until further orders.

Yours faithfully,

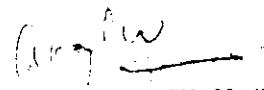

DIRECTOR OF PANCHAYATS &
RURAL DEVELOPMENT, WEST BENGAL.

No. 2427 / II/DP/2E-9/97 Pt-I

Dated : 5/11/2003.

Copy forwarded for information and necessary action to the :

1. Secretary to the Govt of West Bengal, Panchayat & R.D. Deptt.
- 2 - 19. ~~District~~ Magistrate, _____
20. General Secretary, West Bengal Panchayat Departmental Officers' Association, R-214/1, Garden Reach Road, Kolkata-700 024.
21. Joint Director (Admn.) of Panchayats & R.D., W.B.
22. Joint Director (P & D) of Panchayats & R.D., W.B.
23. Assistant Director (H.O.) of Panchayats & R.D., W.B.
24. Assistant Director of Panchayats & R.D., W.B.
25. Regional Asstt. Director of Panchayats & R.D., Bardhaman Divn.
26. Lady Panchayat & R.D. Officer, W.B.


DIRECTOR OF PANCHAYATS &
RURAL DEVELOPMENT, WEST BENGAL

bd/03112003.



Duties and responsibilities of E.O.(P) at the Block Level.

- A: As an E.O.(P), he shall perform the following duties under direct supervision of B.D.O. and in his absence, Jt. B.D.O.
1. All functions entrusted to him by the Directorate of Panchayats & Rural Development, West Bengal, Department of Panchayats & R.D. and under The West Bengal Panchayat Act, 1973 and the relevant Rules.
 2. Shall deal with all legal matters and pursue all court cases relating to Panchayat Act & Rules.
 3. Assist and advise the Gram Panchayats under his jurisdiction in preparation of plans and budget in time.
 4. Shall monitor the progress of audit of accounts of G.Ps by the Examiner of Local Accounts and ensure submission of replies to audit queries duly from 2002-03.
 5. Check and verify the assessment lists prepared by the Gram Panchayat according to laws/bye-laws, and shall suggest corrections, if necessary and also monitor resource mobilisation by the G.Ps and P.S.
 6. Monitor the meeting of the Gram Sansads and Gram Sabhas. He shall have to attend the meeting of the Gram Sansads and Gram Sabhas as far as practicable.
 7. Monitor and maintain a data base of the meetings of the group of members as envisaged u/s 32A of the Act.
 8. Monitor the works on various schemes executed by the Gram Panchayats and submit his report regularly to the Block Development Officer/Executive Officer, as the case may be.
 9. Shall be responsible for performing and supervising all the works relating to Panchayat General Election, Bye Election, and Election to the office bearers.
 10. Check and verify all grants-in-aid bill in respect of Pay & Allowances of the Gram Panchayat Staff, and remuneration of office bearers and members of the Gram Panchayats.
 11. Check and verify all bills in respect of other grants too, before they are being drawn.
 12. Check and verify the records of all Gram Panchayat Staff on regular basis.
 13. Maintain proper liaison between the Gram Panchayat and Panchayat Samiti relating to the function of the Gram Panchayats.

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14. Visit the Gram Panchayats at least once in every month and submit a monthly tour programme to the B.D.O. for approval with a copy to the Sabhapati of the P.S.
15. And shall discharge any other duties assigned to him by his superior officers.

B: Duties and responsibilities as the Secretary of the Panchayat Samiti:

In the W.B. Panchayat (Powers, Functions and Duties of the Executive Officer and the Secretary of the Panchayat Samiti), Rules, 1979, E.O.(P) as Secretary of the Panchayat Samiti has been entrusted with various duties and responsibilities in the administration of the Panchayat Samiti. He shall discharge all duties and responsibilities on the Panchayat Samiti administration accordingly

[Handwritten initials]

[Signature]
Director of Panchayats & R.D.
West Bengal

(1) Subject to the general control of the *Artha Sanstha Unnayan O Parikalpana Sthayee Samiti*, the Secretary shall work under the direction and control of the Executive Officer of the *Panchayat Samiti* and be responsible through him to the *Panchayat Samiti* for his work.

(2) Subject to the provisions under sub-rule (1), he shall –

- (a) in the capacity of the Secretary of the *Panchayat Samiti* and also of the *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti*, generally issue notices for meetings of the *Panchayat Samiti*, *Artha Sanstha Unnayan O Parikalpana Sthayee Samiti* and *Block Sansad* after preparing the list of business, to be transacted at such meetings under the guidance of the Executive Officer and with the approval of the *Sabhapati*;
- (b) record the proceedings of the aforesaid meetings and place them before the *Sabhapati*, or in the event of his absence, before the *Sahakari Sabhapati* or any other member presiding over the meeting, through the Executive Officer;
- (c) maintain in his custody the copies of the proceedings of the meetings of different *Sthayee Samitis* forwarded by the Secretaries of the respective *Sthayee Samitis* under sub-rule (8) of rule 27, for their placement, under the guidance of the *Sabhapati* and the Executive Officer, in the next meeting of the *Panchayat Samiti*;
- (d) be responsible for placement of the quarterly review report of every *Sthayee Samiti* in Form 7 in the next meeting of the *Panchayat Samiti*;
- (e) assist the Executive Officer in preparing the Annual Budget of the *Panchayat Samiti* on collating and integrating the budget and other information as may be required from other *Sthayee Samitis* and from the *Gram Panchayats* within the jurisdiction;
- (f) assist the Executive Officer and the Joint Executive Officer in preparation of the replies to the audit queries or observations in respect of the accounts of the *Panchayat Samiti*;
- (g) assist the Joint Executive Officer in relation to the functions referred to in item (d) of sub-clause (2) of clause A;
- (h) maintain service records of employees of *Gram Panchayat*, on being so authorized by the Executive Officer in terms of sub-rule (4) of rule 52 of the West Bengal *Panchayat (Gram Panchayat Administration) Rules, 2004*;
- (i) initiate Annual Performance Report of the employees of *Gram Panchayat*, having jurisdiction and of the Upper Division Assistant, Accounts Clerk, Clerk-cum-Typist and the Peon at the end of every financial year in terms of sub-rule (12) of rule 56 of the West Bengal *Panchayat (Gram Panchayat Administration) Rules, 2004*;
- (j) attend the meetings of the *Panchayat Samiti*, *Block Sansad* and *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* of the *Panchayat Samiti* and such other *Sthayee Samitis* of which he is a member or is acting as the Secretary for the time being;
- (k) attend the meeting of any other *Sthayee Samiti*, if so invited by the *Karmadhyaksha* of the concerned *Sthayee Samiti*;
- (l) act as the Secretary to a *Sthayee Samiti* pending the selection of Secretary to such *Sthayee Samiti* or during the casual vacancy in the post of Secretary to such *Sthayee Samiti*;
- (m) assist the Executive Officer in discharge of such functions and duties as may be determined by the Executive Officer, such apportionment of functions being co-related with the functions of the Panchayat Development Officer, as may be entrusted upon him by the Block Development Officer or assigned to him under any rule for the time being in force;
- (n) carry out any other duty as may be assigned to him by the Executive Officer or by the *Sabhapati* through the Executive Officer or by the *Panchayat Samiti* or by the State Government, by order.

From : The Secretary to the Govt. of West Bengal.
To : The Director of Panchayats, West Bengal.
Sub : Duties and functions of the Panchayat Accounts and Audit Officers at the Block level.

In cancellation of this Department order No. 22474/V/Panch dated 30.9.80, I am directed to say that in terms of the Govt. order No.

128/Panch/2E-100/78 dated 10.1.79 the posts of the Panchayat Accounts and Audit Officers at the Block/Panchayat Samiti level were created for the purpose of organisation of Accounts and Internal Audit of Gram Panchayats within the block concerned. These Panchayat Accounts and Audit Officers at Block/Panchayat Samiti level will perform the following duties in the following manner:

- (i) Panchayat Accounts and Audit Officers will draw up an advance programme to visit each of the Gram Panchayats within the jurisdiction of a Block at least once in every month for the purpose of organising the Accounts and conducting Internal Audit of the Gram Panchayats concerned. The advance programme with the approval of the Executive Officer of the Panchayat Samiti, will be intimated to the Pradhans and Secretaries of the Gram Panchayats concerned.
- (ii) Panchayat Accounts and Audit Officers will examine all books of accounts, records and registers including cash book and other documents in possession of the Gram Panchayats concerned.
- (iii) Panchayat Accounts and Audit Officers are to regard themselves as part of the management system of the Gram Panchayats. They will identify the errors, irregularities, illegalities, if any, in the matter of maintenance of accounts and make notes of the same. They themselves shall render all possible assistance in the matter of reconciliation and rectification of the accounts of the Gram Panchayats concerned within a scheduled time. They shall make frequent visit to the Gram Panchayats to ensure that all errors, irregularities, etc. have been rectified.
- (iv) The examination with verification of accounts will have to be recorded in the enclosed form of monthly report (Appendix-I). Three copies of the monthly report are to be prepared. One copy will be handed over to Pradhan for follow-up action and the second copy to be submitted to the Executive Officer of the Panchayat Samiti through the Secretary of the Panchayat Samiti. The third copy will be retained by the Panchayat Accounts and Audit Officer himself.

- (v) When the Panchayat Accounts and Audit Officer shall feel that a Gram Panchayat is making persistent defaults in the matter of maintaining the accounts and registers, books or other papers concerned therewith, despite his repeated instructions and also when there is an irregularity of such serious nature as to need attention of higher authorities, he shall make a special report to the Executive Officer of the Panchayat Samiti through the Secretary of the Panchayat Samiti and shall mention the specific defaults of the Gram Panchayat and the corrective measures which were suggested by the Panchayat Accounts and Audit Officer.
- (vi) Every three months ending on 30th June, 30th September, 31st December and 31st March of a financial year Panchayat Accounts and Audit Officers will prepare Internal Audit Reports in the enclosed form (Appendix-II).
- (vii) The Internal Audit Reports are to be prepared in triplicate. One copy will be forwarded to the Pradhans of the Gram Panchayats concerned and the other copy (i.e. second copy) will be marked to the Executive Officer of the Panchayat Samiti through the Secretary of the Panchayat Samiti and the third copy will be retained by the Panchayat Accounts and Audit Officer.

By order of the Governor,

L.B. Pariyar

Secy. to the Govt. of West Bengal