

Andhra Pradesh Panchayat Raj (Functions of Panchayat Secretary) Rules, 2002

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In exercise of the powers conferred under Section 268 read with sub-section (6) of Section 36 of Andhra Pradesh Panchayat Raj Act, 1994 (Andhra Pradesh Act 13 of 1994) the Governor of Andhra Pradesh hereby makes the following rules, relating to the Functions of Panchayat Secretary.

1. Short title :-

These rules may be called the Andhra Pradesh Panchayat Raj (Functions of Panchayat Secretary) Rules, 2002.

2. Functions of Panchayat Secretary :-

I. Functions relating to Panchayat Administration :

(1) The Panchayat Secretary should necessarily stay within the Panchayat and failure to stay in the Panchayat would result in initiation of disciplinary action which may likely to lead dismissal from service.

(2) He is subordinate to the Gram Panchayat and shall function under the control of the Sarpanch of the Gram Panchayat.

(3) He shall convene the meeting of the Gram Panchayat as directed by the Sarpanch.

(4) He shall attend the meeting of the Gram Panchayat or any Committee thereon.

(5) He shall implement the resolutions of the Gram Panchayat and of the Committees thereof.

(6) He shall take the responsibility of the protection of Government

and Panchayat properties and lands and maintenance of village chavadies with clean and green.

(7) He shall report of encroachments, damage or misuse of Government lands, buildings and Panchayat lands and buildings if any to the Higher authorities. He shall maintain the required registers of the Gram Panchayat and collect Panchayat taxes promptly.

II. General Administrative Functions:

(1) He shall collect taxes on behalf of Government and maintain village records and village accounts promptly and accurately.

(2) He shall supervise the crops (100%) and inclusive of inspection of survey stones.

(3) The preliminary reports on the issue of Community, Income, Nativity, Solvency and such other Certificates as required will be submitted.

(4) He shall maintain sanitation in the village.

(5) He shall assist the Gram Panchayat in discharging its duties.

(6) He shall assist Government authorities during floods, cyclone, accidents etc., and take up preventive, relief and rehabilitation work.

(7) He shall assist Andhra Pradesh Transmission Corporation in its operations at village level.

(8) He shall be the 'Inspector' under Minimum Wages Act, 1948 as and when notified by the Competent Authority.

(9) He shall maintain Birth and Death Register as per relevant Act and Rules.

(10) He shall discharge the duties of a Marriage Officer as per relevant Act and Rules and maintain a Record of Marriages as per rules.

(11) He should assist Grama Sabha in the identification of beneficiaries, disbursement of loans and their recovery.

(12) Help all concerned departments:

(a) He shall help the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by

obtaining property details.

(b) He shall assist the authorities in servicing of legal notices and summons.

(c) He shall cause beat of tom tom and other methods of informing people about events.

(d) He shall assist in loan recoveries.

(e) He shall conduct Panchanama, in recovery of un-claimed property.

(f) He shall keep Government attached property in safe custody.

(g) He should perform election duties.

III. Police Functions:

(1) He shall give prompt information to the police department regarding murders, suicides, unnatural deaths and other important developments which may threaten peace in the village.

(2) He shall inform the police of stranger of suspicious appearance.

(3) He shall inform occurrence of an accident to an aircraft to the nearest Police Station.

IV. Community Welfare and Development:

(1) He shall assist in work relating to payment of old age pension.

(2) He shall report outbreak of epidemics.

(3) He shall furnish the particulars about implementation of developmental activities.

(4) He should prepare the draft list of heads of house-holds under the poverty line, keeping the names starting with the lowest levels of income and upward.

(5) He should identify the needs of village and assist in preparation of village plans.

(6) He should motivate the women 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.

(7) He shall attend monthly staff meetings convened by President,

Mandal Parishad and Mandal Parishad Development Officer, and other meetings convened by District Officers.

(8) He should assist the superior officers in their work.

(9) He should do necessary documentation and assist in implementation of Weaker Section Housing Programme.

(10) He should report on the atrocities against women and children to the authorities concerned and to take action within 24 hours.

(11) He shall report any outbreak of communicable diseases especially Malaria, Japanese Encephalitis and Gastroenteritis to the nearest Primary Health Centre immediately.

(12) He shall monitor the Anti-Malarial spraying of insecticides in the villages.

(13) He shall assist the Integrated Child Development Scheme Functionaries in implementing their various activities.

(14) He shall organise to collect the details of seedlings planted in each location, motivate the concerned to protect them and collect percentage of survival periodically.

(15) He shall report cases of atrocities against Scheduled Caste, Scheduled Tribes.

(16) He shall attend meetings of VTDA and assist VTDA in preparation of micro plans and in implementing them.

(17) He shall strive for eradication of untouchability by providing access to Scheduled Castes and Scheduled Tribes in temples, removal of two glass system in canteens and hotels in the villages and provision of access to public water sources.

(18) He shall assist the Education Department in their enrolment drive.

(19) He shall assist in conducting the literacy classes.

(20) He should maintain:-

(a) Crop coverage and assist in reconciliation of high estimates of crop coverage with Azmoish figure for reconciling the crop areas for Crop Insurance Scheme.

(b) He should assist Agricultural Department in implementing its programmes and disseminate extension information.

(c) He shall do Joint Azmoish of Crops.

(d) He shall assist in maintenance of agricultural statistics.

(e) He shall assist in maintaining and up keeping of information boards, black boards and the assets in the village.

(f) He shall assist in giving information to the concerned officials about any black market sales of seeds, fertilizers and pesticides.

(g) He shall assist in maintenance of House-hold Data of Weavers both within and outside Co-operation fold and their economic status.

(h) He shall issue Dependency Certificate for Handloom Weavers if any desired.

V. Co-ordinative Functions:

(1) He should act as Co-ordinator between the various agencies.

(2) He should maintain list of beneficiaries under various schemes and mobilize the public participation for Janmabhoomi, Neeru-Meeru and Water Shed Programmes and Joint Forest Management/Community Forest Development.

(3) He shall keep liaison with teachers and other Government Departmental Officers.

(4) He should organize meetings and group discussions among villagers for Community Work.

(5) He should co-ordinate with the work of all departmental employees at village level.

(6) He should motivate the people for successful implementation of clean and green programme and plantation programmes.

VI. Miscellaneous: He shall attend to other duties as assigned by the Government and District Administration from time to time.