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**Andhra Pradesh Panchayat Raj {(Powers and Functions of  
Gazetted Extension Officers) (Panchayat Raj and Rural  
Development) Grade-I and Extension Officers (Panchayat  
Raj and Rural Development)} Rules, 2001**

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1. Short title

**Andhra Pradesh Panchayat Raj {(Powers and Functions of  
Gazetted Extension Officers) (Panchayat Raj and Rural  
Development) Grade-I and Extension Officers (Panchayat  
Raj and Rural Development)} Rules, 2001**

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, relating to the powers and functions of Gazetted Extension Officers (Panchayat Raj and Rural Development) Grade-I and Extension Officers (Panchayat Raj and Rural Development).

**1. Short title :-**

These rules may be called the Andhra Pradesh Panchayat Raj {(Powers and Functions of Gazetted Extension Officers) (Panchayat Raj and Rural Development) Grade-I and Extension Officers (Panchayat Raj and Rural Development)} Rules, 2001. The powers and Functions of Gazetted Extension Officers (Panchayat Raj and Rural Development Grade-I and Extension Officers (Panchayat Raj and Rural Development) are as follows: POWERS:

(A) The Administrative Powers are specified below:

(1) He should review the tour Diary of Village Development Officers working in the Mandal;

(2) He should tour 20 days in a month and submit his tour Diary to the Mandal Parishad Development Officer every month;

(3) He will act as in-charge Mandal Parishad Development Officer in the absence of Mandal Parishad Development Officer under the

orders of Chief Executive Officer, Zilla Parishad;

(4) He shall initiate performance reports of Village Development Officers working under the control of Mandal Parishad Development Officer;

(5) He shall exercise supervision and control and provide guidance to the Gram Panchayats and their Executive authorities in his jurisdiction;

(6) He shall inspect all non-notified Gram Panchayats in every half year, and see that defects pointed out by the Inspecting Officers are rectified by the Executive authorities, immediately within two months. He shall visit all the Gram Panchayats once in every quarter, once for inspection and once for rectification of defects, irrespective of other visits;

(7) He shall hold enquiries and submit reports to higher authorities on complaints of mal-administration in non-notified Gram Panchayats in his jurisdiction;

(8) He shall review regularly the implementation of Gram Panchayat work and progress of important schemes like Jawahar Gramina, Samruddi Yojana, Eleventh Finance Commission grants, Maintain necessary statistics about the working of Gram Panchayats including Jawahar Rozgar Yojana, Tenth Finance Commission (TFC) and other Government grants;

(9) He shall be responsible for the implemementation of all other directions and instructions issued by the higher authorities on the administration of Gram Panchayats;

(10) He shall submit reports to the Mandal Parishad Development Officer on the disqualification of members or Sarpanches of Gram Panchayats in his jurisdiction;

(11) He shall verify and prepare the list of casual vacancies of members and Sarpanches of Gram Panchayats in his jurisdiction and submit to Mandal Parishad Development Officer;

(12) He shall conduct the cursory inspection of notified Gram Panchayats in every month and submit reports, as per rules;

(13) He is the authority competent to sanction casual leave to the Executive Officers of Gram Panchayats.

(B) The Financial Powers are as specified below:-

(1) He is empowered to forward the proposals submitted by the Village Development Officers to the Mandal Parishad Development Officers after thorough scrutiny of them;

(2) He shall certify each proposal furnished by the Village Development Officers before recommending or rejecting them to the Mandal Parishad Development Officer;

(3) He shall be the Joint Signatory along with the Mandal Parishad Development Officers for the funds operated in grounding of Development Schemes;

(4) He shall extend co-operation to the Bankers in recovery of loans and also participate in Joint Mandal Level Bankers' meeting;

(5) He shall be responsible to intimate Mandal Parishad Development Officer immediately on the occurrence of mis-utilisation of funds in different schemes implemented through Mandals;

(6) He shall guidance the Executive authorities of Gram Panchayats in the matter of preparation of annual budgets, administration reports, periodical returns, progress reports, replies to Audit reports, and execution of works;

(7) He shall assist the Gram Panchayats, wherever necessary in the matter of collection of taxes, fees and others amounts, due to the Gram Panchayats;

(8) He shall attend the auctions and sales conducted by the Gram Panchayats and authenticate the bid amounts, as per rules;

(9) He shall guide the Gram Panchayats in augmenting the resources of the Gram Panchayats to strengthen the financial position of Gram Panchayats;

(10) He should counter sign the travelling allowance bills of Sarpanches and Executive Officers of Gram Panchayats and their staff.

(C) He shall be responsible to arrange Programmes and undertaking Trainings:-

(1) He should attend all training programmes arranged at District level along with the Mandal Parishad Development Officer;

(2) He shall make efforts in publicity of scheme implemented in all

Villages of that Mandal and also organise infrastructure; training and technology inputs for beneficiaries under Government Poverty Alleviation Programmes;

(3) He shall communicate latest information and technical knowledge of the implementation of Government Schemes to all Sarpanches and Mandal Parishad Territorial Constituency members;

(4) He shall feedback the views of Sarpanches on implementation of Government Schemes;

(5) He should arrange training to Sarpanches at Mandal Headquarters Bi-monthly with the Co-operation of Mandal Parishad Development Officer duly inviting District Officials of District Rural Development Authority (DRDA), Scheduled Caste (SC), Backward Caste (BC), Scheduled Tribes (ST) and Housing, etc., who are well versed with the subject for the implementation of Government Schemes effectively;

(6) He shall depute Village Development Officers for training arranged at District and Divisional level;

(7) He shall prepare plans, conduct surveys for all Government programmes;

(8) He shall motivate rural women for formulating Self Help Groups (SHGs.);

(9) He shall plan marketing of Development of Women and Children in Rural Area (DWCRA) products.

(D) Co-ordination:

(1) He should maintain cordial relations with Mandal and District level sectorial officers for successful grounding of different schemes;

(2) He should also be in constant touch with the Bankers situated in the Mandal area;

(3) He should act as Liaison Officer between Sarpanches and Mandal Parishad Development Officer.

(E) General: He is responsible for effective communication and implementation of different public welfare Government schemes implemented through Mandal. He should be also a co-ordinator between officials and non-officials related to the Mandal activities.

