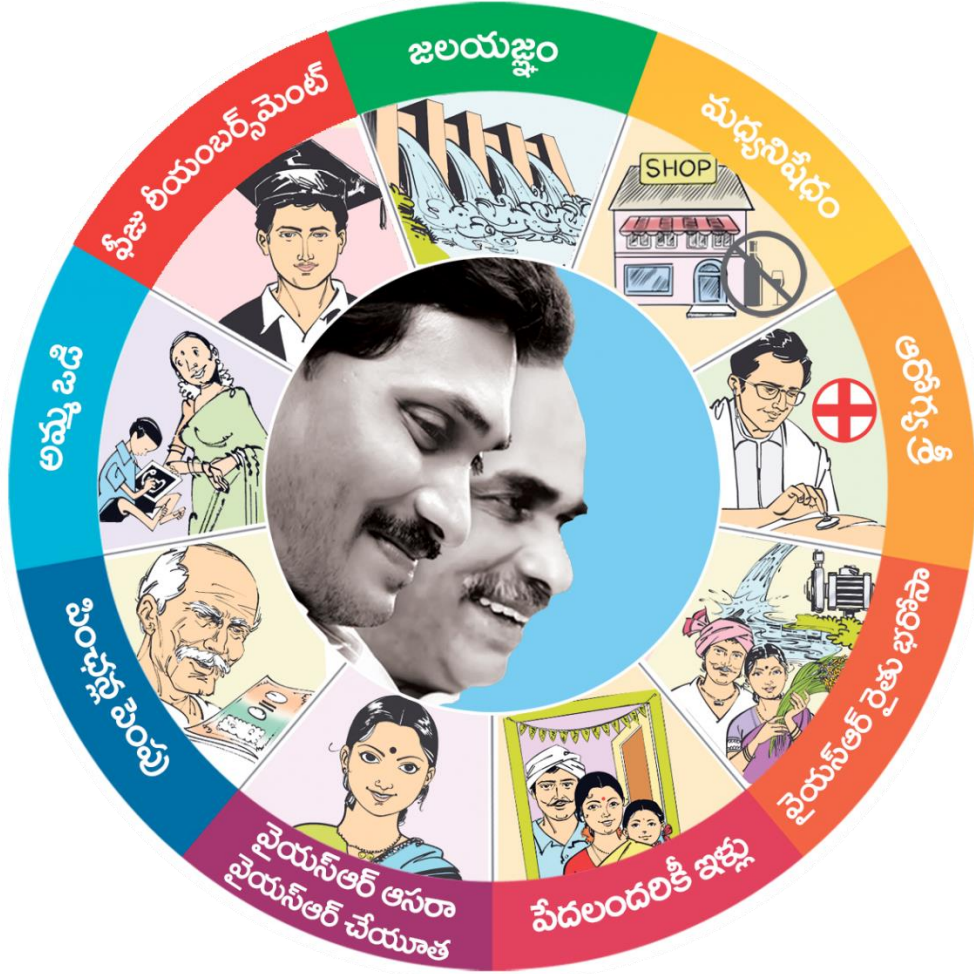




GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF PANCHAYAT RAJ & RURAL DEVELOPMENT



COMMISSIONER
PANCHAYAT RAJ & RURAL DEVELOPMENT
APSIRD&PR

**JOB CHARTS
OF
VILLAGE SECRETARIAT FUNCTIONARIES**

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1. General Job Chart of the Village Secretariat Functionaries

1. The Village Secretariat shall function as...
 - ✓ An effective mechanism to deliver services.
 - ✓ A strong & workable channel for implementation of **NAVARATHNALU**
 - ✓ A mechanism for Transparency and accountability in delivery of government services to the citizens
 - ✓ A unit of convergence among departments for providing services at village level.
2. The office of Gram Panchayat will be termed as “Village Secretariat”.
3. All the Village Secretariat Functionaries are the employees of the Local Government and are responsible to the Gram Panchayat.
4. All the Village Secretariat Functionaries shall attend the office daily, duly following office timings i.e. 10.00AM to 5.00PM and they shall plan their day to day activities in a meticulous way to fulfill the administration as well as field work. If necessary, they shall plan the field visits in such a way (early morning/ late evening) keeping in view the importance of the responsibility/duty/task and also availability of the beneficiaries/ target group at household/ community level.
5. The prime duty of the Village Secretariat Functionaries is to provide various Government / other services at the door steps of Citizens and ensure delivery of Navarathnalu.
6. The Panchayat Secretary of each Village Secretariat shall function as the Secretary/convener to the Village Secretariat.
7. Functional assistants shall cross check and verify the sector wise needs/ beneficiaries/ problems of the households identified by the Village Volunteers and shall take steps as shown in the process flow (Figure – 1 & Box - 1)
8. The Panchayat Secretary & functional assistants shall aid & assist Gram Panchayat in performing its functions, while preserving the autonomy of Gram Panchayats.
9. The Functional Assistants of line departments will function as per the job chart provided and report to Gram Panchayat.
10. All the Village Secretariat Functionaries should maintain a diary of work done every day to be reviewed by the Village Panchayath Authorities.
11. The functional assistants of Village Secretariat shall participate in Gram Panchayat meetings and Gram Sabhas to enable convergence of their functioning at Gram Panchayat level.

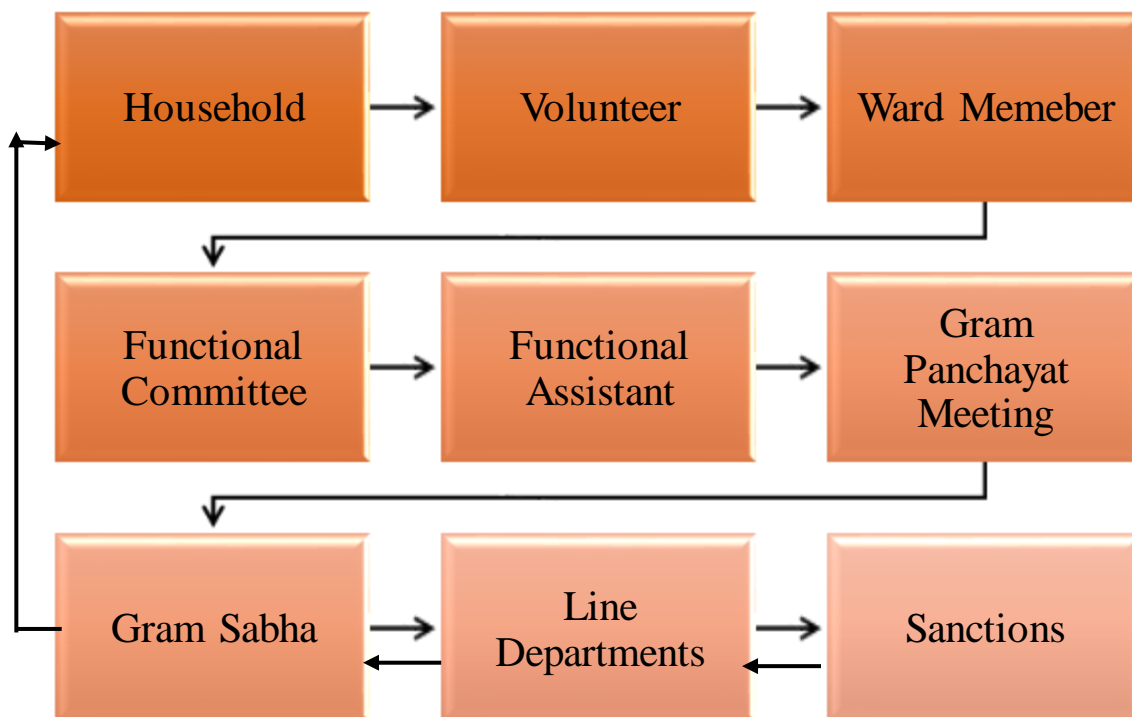
12. Village secretariats shall assist in preparation of Gram Panchayat Development plans for Five years on the subjects delegated to them from time to time, as per the prescribed procedure.
13. The functionaries of the village secretariat shall prepare integrated annual plans using the PRA (Participatory Rural Appraisal) techniques, duly capturing the felt needs & aspirations of the people, as per the prescribed procedure.
14. Village secretariat shall endeavor to provide services pertaining to the subjects delegated to them from time to time, as per well-defined citizen charter, being accountable to Gram Panchayats.
15. The Village Secretariat shall function according to prescribed business rules and office procedures. These business rules, office procedures and record maintenance systems will be notified separately.
16. All the Village Secretariat Functional Assistants in coordination and with convergence shall ensure the implementation of following enactments in the Local Government area
 - Prevention of Food Adulteration Act, 1956
 - Immoral Traffic (Prevention) Act, 1956
 - Weights and Measures Act, 1976.
 - Child Labour (Prohibition & Regulation) Act, 1986
 - WALTA Act 2004
 - Domestic Violence Act, 2005
 - The Prohibition of Child Marriage Act 2006
 - Liquor Policy of Andhra Pradesh
17. All the Village Secretariat Functionaries shall follow up action on the grievances received under 'Spandana' and other at GP level.
18. All the Village Secretariat Functionaries shall ensure the implementation of AP Panchayat Raj Act, 1994.

Job Terms:

19. The functionaries recruited initially will be on probation for a period of two years at a consolidated stipend of Rs. 15,000/- per month. There after the concerned Departments will take necessary action as per service rules in force for confirming the probation.
20. The performance of the Functional Assistants shall be reviewed periodically by the Mandal/district level officers concerned and periodically submit the performance appraisal reports.

21. The Functional Assistants shall converge their functioning with Village Secretariats keeping proper linkages with other departments, to act as a single unit of administration. Organic links must be established among various Departments and institutions.
22. The Functional Assistants shall apply for the Casual leave to the Sarpanch of the Gram Panchayat.
23. The Functional Assistants shall be responsible to their regular Supervisory Officers of the concerned line Departments in technical aspects.
24. In the event of transfer / suspension / removal / dismissal / retirement or proceeding on leave other than casual leave, the functional assistants shall hand over all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge.
25. Each Functional assistant shall maintain and be the custodians of the department specific records. They shall submit the records to the Gram Panchayat as well as to the respective departments for verification/ Inspection/ Audit on intimation or request.
26. All the Village Secretariat Functionaries shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.
27. All the Village Secretariat Functionaries shall accompany the higher authorities concerned during the filed inspections.

Figure – 1: PROCESS FLOW OF VILLAGE SECRETARIAT



Box No. 1 - Village secretariat service delivery Timeline

Action Taken by	Every Month	Activity
Volunteer	1 st to 7 th	➤ Pension Distribution ➤ Identification of needs/ services/grievances
Volunteer	8 th	➤ Updation of baseline data
Volunteer	9 th and 10 th	➤ Information to Ward members, if not consented it will be submitted to digital assistant.
Panchayat Secretary	10 th to 15 th	➤ Conduct of Functional Committee Meetings for suggestion
Volunteer	11 th to 16 th	Submission in front of office to Digital assistant
Volunteer	12 th to 20 th	➤ PDS Distribution ➤ Assist Functional Assistants in physical verification ➤ Follow up.
Panchayat Secretary	21 st	➤ Convene Gram sabha for disbursement of sanctions and discussion on needs.
Panchayat Secretary	25 th	➤ Convene GP Meeting
Functional Assistants	26 th to 30 th	➤ Functional assistants to line departments for sanctions and follow up.

For approval of sanctions and clearance of grievances, conduct of regular Gram Sabhas in the following dates should be made mandatory

- | | |
|--|---|
| <ul style="list-style-type: none">• April - 14th• May 21st• July 1st• August 21st | <ul style="list-style-type: none">• October 3rd• November 21st• January 2nd• February 21st |
|--|---|

2. JOB CHART OF THE PANCHAYAT SECRETARY

The following Rules relating to the functions of Panchayat Secretary under section 268 read with 36(6) of Andhra Pradesh Panchayat Raj Act, 1994 were issued through G.O.Ms.No.199, PR&RD, Dated. 18-05-2007. The duties of Panchayat Secretary were divided into 4 categories

Administrative Functions

1. The Panchayat Secretary shall be responsible for discharging the functions vested on him/her by the Act, allied Acts, and Rules in addition to the functions specially assigned by the Government from time to time.
2. He/ She is the Executive Authority of the Grama Panchayat
3. He / She shall collect taxes and non-taxes of the Gram Panchayat promptly and deposit them in the treasury regularly. Shall not keep huge amounts as cash in hand.
4. He/ She shall maintain and act as the custodian of the entire records/ registers of the Gram Panchayat including cheque books.
5. He / She is subordinate to the Gram Panchayat and shall function under the control of the Sarpanch of the Gram Panchayat.
6. He / She shall convene and ensure arrangements for periodical conduct of all statutory meetings such as Grama Panchayat meetings, Standing Committee meetings, and Grama Sabhas as directed by the Sarpanch.
7. He / She shall convene the meeting of the Gram Panchayat and Functional committees thereon with the consent of the Sarpanch.
8. He / She shall implement the resolutions of the Gram Panchayat and of the committees thereof.
9. He/ She shall co-ordinate & supervise the officers and employees working under the Village Secretariat
10. Have power to initiate disciplinary action against the employees of the Village Secretariat
11. He / She shall Protect the Government properties and take effective steps to safeguard the interest of Government.
12. He/ Sha shall be the general custodian of all assets of the Grama Panchayats
13. He / She shall take action against the encroachments, damage or misuse of Panchayat lands and buildings if any and report to the Gram Sabha/ Higher authorities with the support of Village Revenue Officer.

14. He / She shall assist authorities during the floods, cyclone, accidents etc., and take up preventive, relief and rehabilitation work with the support of Village Secretariat Functionaries.
15. He / She shall take mitigation and preventive measures and report any outbreak of communicable diseases especially Malaria, Japanese encephalitis and Gastroenteritis and other such diseases to the nearest Primary Health Centre immediately with the support of ANM and VRO.
16. He / She shall be responsible for the total sanitation (including personal, community hygiene and Solid and Liquid Waste Management, ODF) in the village
17. He / She shall assist the integrated child development scheme functionaries in implementing their various activities with the support of Women & Child Development Assistant.
18. He / She shall act as Registrar of births and deaths primarily, as per act and rules and also issue Birth and Death Certificates. Submit Monthly Report Birth and Death information to the Revenue Department (concerned Tahsildar / Dy. Tahsildar) by 5th of succeeding month with proper acknowledgement.
19. He / She shall act as Marriage Officer, as per act and rules and also issue Marriage Certificates.
20. He / She shall place the needs/ beneficiaries/problems identified by Village Volunteers and verified by the Functional Assistants of Village Secretariat before Grama Sabha.
21. He / She shall perform election duties.
22. He / She shall report cases of atrocities against Scheduled Caste and Scheduled Tribes with the coordination and support of (Social/ Tribal) Welfare Assistant and VRO.
23. He / She shall strive for eradication of untouchability by providing access to Scheduled Castes and Scheduled Tribes in temples and removal of discrimination in all forms against the Scheduled Caste / Schedule Tribe population in coordination with VRO, Social/ Tribal Welfare Assistant.
24. He / She shall report on the atrocities against women and children to the authorities concerned and to take action within 24 hours with the help of Women Police.
25. He / She shall assist and provide information to the concerned officials about any black-market sales of seeds, fertilizers and pesticides with the support and coordination of Agriculture Assistant.

26. Shall ensure proper coordination between the Grama Panchayat and Village Secretariat Functional Assistants. Act as administrator of various softwares used in office and shall assign login facilities to Functional Assistants as users with privileges.
27. Shall Call for and Conduct random checks of files and registers in office and record observations /directions there on and initial with date and seal to ensure proper maintenance of Records.
28. Shall discharge various duties such as Advisor to the Grama Panchayat, Implementing Officer, Finance Manager, Tax assessment Authority, Licensing Authority, Permitting Authority, Registrar of Births & Deaths, Marriage Officer, Estate Officer, Drawing & Disbursing Officer, Assistant Public Information Officer etc., as conferred on him/ her by various statutes diligently.

Financial Functions

1. The Panchayat Secretary of the village secretariat acts as DDO (Drawing and disbursing officer) and the pay and allowances of all the staff of Village Secretariat will be disbursed by her/him. The honorarium of Village Volunteers also will be paid by the Panchayat Secretary.
2. Payments shall be made either by pay order or by digital transaction for all kinds of expenditure authorized by Grama Panchayat
3. Prepare the annual accounts, Budget Estimates and the DCB statement of the preceding financial year and place before the Grama Panchayat to ensure its approval and submission to AP State Audit Department authorities before the 15th May of succeeding year.
4. Furnish the returns, accounts statements, Administrative Report and other details when called for by the Government or any audit authority.
5. Inspect or cause to be inspected the accounts of the line departments under the control of the Grama Panchayat.
6. Coordinate with Functional Assistants in utilization of the plan/ programme/ scheme funds as per the GPDP and to render utilization certificates to Government as ordered by it.

Functions under Community Welfare and Development

1. He / She shall ensure payment of all types of social security pensions through Welfare Assistant
2. He / She shall furnish the particulars about implementation of developmental activities with the support of Village Secretariat Functionaries
3. He / She shall take steps to prepare the consolidated list of identified needs from the data collected by the Village Volunteers with the help of Digital Assistant and shall prepare the

sector wise draft list of heads of household under the poverty line, keeping the names starting with the lowest levels of income and upward with the help of Village Secretariat Functionaries from the household data collected by the Village Volunteers.

4. He / She should prepare the Gram Panchayat Development Plans for the holistic, Sustainable development of the village with support of Elected Representatives, Village Secretariat Functional Assistants and Village Volunteers by ensuring maximum public participation.
5. He / She shall motivate the women along with the Women Police, Women & Child Development Assistant 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.
6. He / She shall attend monthly staff meetings convened by President, Mandal Praja Parishad and Mandal Parishad Development Officer and other meetings convened by District Officer on behalf of the Village Secretariat.
7. He / She shall support the V.T.D.A. along with the Village Secretariat Functionaries in preparation of Micro plans and in implementing them and shall attend the meetings of V.T.D.A
8. He / She shall coordinate and support Agriculture/ Horticulture/ Sericulture Assistant for agricultural development and in implementing its programmes and in disseminate extension information.
9. He / She shall assist in implementation of Jalayagnam and Employment Guarantee scheme with the support of Engineering Assistant.
10. He / She shall organize to collect the details of seedlings planted in each location, motivate the concerned to protect them and collect percentage of survival periodically along with the Agriculture/ Horticulture/ Sericulture Assistant.
11. He / She in coordination with Education & Welfare Assistant shall assist the Education department in their enrolment drive and shall take steps to improve functional literacy of adults.
12. He / She shall assist in maintaining and update of Gram Panchayat Information Board and Information Boards relating to assets in the villages.
13. He / She shall mobilize the public participation in Natural Resource Management, joint forest Management / Community forest development.
14. He / She shall attend to any other duties as assigned by the authorities from time to time.
15. Cause beat of tom-tom and adopt other methods for informing people about events.

3. JOB CHART OF THE VILLAGE REVENUE OFFICER

1. GENERAL ADMINISTRATIVE/REVENUE DUTIES

- i. Every Village Revenue Officer (Gr.I & Gr.II) work under the administrative supervision of the Revenue department.
- ii. They are answerable to Village Secretariat.
- iii. They have to attend the meetings conducted by the Village Secretariat with relevant information.
- iv. Maintenance of Village Revenue Records and all Village Revenue Accounts Promptly and accurately.
- v. Collection of Water Tax, Cesses, Taxes and other sums pertaining to Revenue Department.
- vi. Azmoish of crops (100%) inclusive of inspection of survey stones.
- vii. Issue of certificates: - The Village Revenue Officers shall issue nativity certificate and solvency certificate in their respective jurisdiction duly following the procedure.
- viii. Provide intimation regarding fire accidents, floods, cyclone and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue
- ix. Officials in assessing loss sustained because of natural calamities and in providing relief.
- x. Inform the Railway Station Master of any mishap or unusual occurrence of floods that might need urgent action to grievant mishap.
- xi. Maintenance of Village Chavadies.
- xii. Protection of Government Lands, Government tanks, trees and other Government properties and take effective steps to safe guard the interests of Government.
- xiii. Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat.
- xiv. Intimate the Tahsildar of any intended demolition of ancient buildings and any inscriptions on any such ancient monuments which would have archaeological, cultural heritage importance.
- xv. Preserve and safeguard Government Lands and properties from encroachments, damage or misuse including the lands available to the public, such as, roads, streets and open spaces in and near their villages.

- xvi. Report encroachments damage or misuse of Government Lands and damage to Government property promptly to the Tahsildar and take effective follow-up action.
- xvii. Provide assistance to the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.
- xviii. Assist the authorities in servicing of legal notices and summons.
- xix. Causes beat of tom-tom and adopt other methods for informing people about events.
- xx. Assist in loan recoveries.
- xxi. Conduct Panchanama in recovery of un-claimed property.
- xxii. Keep Government attached property in safe custody
- xxiii. Assist in the preparation, updation of electoral rolls and perform other election duties as the government direct.
- xxiv. Assist Andhra Pradesh Transmission Corporation in its operations at village level and inform about the theft pilferage of electricity to the concerned authorities.
- xxv. Act as “Inspector” under Minimum Wages Act, 1948 as and when notified by the Competent Authority.
- xxvi. A Village Revenue Officer when called upon to do so produce the account, registers and other records, maintained by him or which are in his custody for inspection of revenue official or any
- xxvii. other officer authorized by the Collector, RDO or Tahsildar. Except when called upon to produce his accounts and other records as mentioned above, the Village Revenue Officer shall keep the accounts, registers and records in his/her personal custody.
- xxviii. In the event of transfer/suspension/removal/dismissal/retirement or proceeding on leave other than casual leave, he shall handover all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge by the Tahsildar.
- xxix. They have to identify beneficiaries with the assistance of Village/Ward volunteers and Village Revenue Assistants for various schemes.
- xxx. All the grievances pertaining to Revenue department filed before the Secretariat should be received and action taken report on the grievances / requests shall be submitted to the Village /Ward Secretariat.

II. POLICE FUCNTIONS

- i. Give prompt information to the police Department regarding murders, suicides, unnatural deaths and other important developments which may threaten peace in the village.

- ii. Inform the police of strangers of suspicious appearance who have entered and taken refuge in the village.
- iii. Prevent the commission of any offence or public nuisance.
- iv. Take measures to bring the offenders to justice.
- v. Search for stolen property and bring to the Police Station.
- vi. Preserve in-tact the scene of offence.
- vii. Take charge of unclaimed property and send to the Police Station.

III. COMMUNITY WELFARE AND DEVELOPMENT

- i. Assist the concerned Government department in the implementation of important Government programmes such as MGNREGA, Housing etc.,
- ii. Furnish data on income levels of persons in the village prepared on the basis of government guidelines issued in that regard from time to time.
- iii. Do necessary documentation and assist in implementation of weaker section Housing programme.
- iv. Report on the atrocities against women and children to the authorities concerned and take the action within 24 Hours.
- v. Report cases of atrocities against Scheduled castes & Scheduled Tribes to the authorities concerned & provide assistance to them.
- vi. Strive for eradication of untouchability by providing access to scheduled castes and scheduled tribes in temples, removal of discrimination in all forms against the schedule's caste population.
- vii. Report any outbreak of communicable disease especially Malaria, Japanese Encephalitis and Gastroenteritis to nearest Primary Health Centre immediately.
- viii. Attend meetings of Village Tribal Development Agencies and assist them in preparation of Micro plans and in implementing them.
- ix. Assist Education Department in conducting the literacy classes.
- x. Assist in reconciliation of estimates of crop coverage with azmoish figure for reconciling the crop areas for crop insurance scheme.
- xi. Assist the Department of Agriculture in implementing its programmes and disseminating extension information.
- xii. Assist in maintenance of agricultural statistics.
- xiii. Assists in giving information to the concerned officials about any black-market sales of seeds, fertilizers and pesticides etc.

- xiv. Assist in maintenance of house hold data of weavers both within and outside co-operation fold and their economic status.
- xv. Issue of Dependency Certificates for Handloom Weavers, if any desired.
- xvi. All matters pertaining to Civil Supplies Department in Village/Ward level.

IV. MISCELLANEOUS

- ◆ Perform such other duties as may be assigned to him by the Government, Chief Commissioner of Land Administration, Collector/Jt. Collector, Sub-Collector/Revenue Divisional Officer, Tahsildars or any authority, authorized in this behalf.

The Village Revenue Officer shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

4. JOB CHART OF THE VILLAGE SURVEYOR

Village Surveyor is a survey officer for all purposes in survey related matters at Village Secretariat level and will be responsible for maintaining all survey registers, survey instruments and survey marks/ Ground control points as per the Job chart mentioned below:

1. Inspection of 10% maintainable survey points/ Survey marks /Ground Control points in the villages in his jurisdiction every month.
2. Should attend the inspections of all the Higher officers as and when informed.
3. Issue of draft notices under Section 15(2) of the Survey and Boundaries Act to the concerned for renewal of missing/ damaged / removed survey points/ Survey marks /Ground Control points in the villages in his jurisdiction.
4. Renewal of missing stones detected for which section 15(2) notices have been served after completion of stipulated period.
5. Maintenance of stone depots and balance stocks.
6. Measurement and plotting of subdivisions in the village and Mandal copy of F.M.B and correction of related village accounts.
7. Submission of proposals for correction of survey errors in measurement not involving alternation of areas.
8. Pointing out F lines on application from parties and Government bodies including approved layouts.
9. Checking the entries in the Enjoyment Register in the villages and verification of registry during field/ stone inspection.
10. a) Booking of encroachments in Government lands/ lands vested with the Government/ local bodies etc.,
b) Measurement of new topo details and incorporating the changes in all the relevant graphic records.
11. a) Survey of Gramakantam, detailed street survey / Town Survey.
b) Measurement work of new Subdivisions or clubbing of old Subdivisions relating to Assignment, splitting up of Joint Patta, Land Acquisition work, Land Pooling work and any other Land related work entrusted by the Government from time to time and incorporation of the same in both village and Mandal accounts after getting them scrutinized by the competent authority.
12. Preparation of accounts relating to survey charges/ Collection of charges levied for renewal of survey stones or survey marks / Ground control points wherever the cost is born by the Government.

13. Maintenance of the village maps, Field Measurement books, RSR/ Fair Adangal/ SFA/A Registers, Registers related to ground control points, Stone survey registers, Encroachment registers, F Line/Demarcation registers Street survey records and Town survey records in his jurisdiction.
14. Maintenance of survey instruments and Equipment allotted to Village surveyors.
15. a) Should attend all the review meetings conducted by Higher authorities.
b) Submission of monthly tour dairies, monthly progress statements and any information called for by the Department/ Administrative Heads.
16. a) Village surveyor is also a village legal assistant. He should act as a bridge between the law and real life and work on mediation, organizing, education and advocacy in the village.
b) He should assist concerned authorities for arbitration and alternative legal remedies like Lok Adalat, Consumer courts etc.,
c) Assist the court Commissioner where ever necessary.
d) Assisting all the Government Departments in land related matters whenever required.
17. Conduct survey operations using modern/survey instruments like ETS, DGPS/ CORS or any other equipment or technology adopted the Department from time to time.
18. Preparation/ Conversion of manual land records into graphic records using Bhumithi, Collab land and other CAD softwares/ any other software adopted by the Department/ Government.
19. Re-fixing of Theodolite stations/ ground control points/ bench marks and any other survey mark.
20. Should attend any work entrusted by the Departmental authorities from time to time.

The Village Surveyor shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

5. JOB CHART OF THE AUXILIARY NURSE MIDWIFE (ANM)

Under the Multi-Purpose Health worker's scheme One female health Assistant is posted at each sub centre covering a population of around 2,500 (1,500 in tribal area). She will carry out the following functions.

1. She works under the administrative control of the Medical Officer PHC and technical supervision and guidance of the Female health Supervisor.
2. She should stay at her official head-quarters and available for the community for all maternity care services.
3. Register within 12 weeks after confirmation of pregnancy and provide care to pregnant women throughout the period of pregnancy.
4. Conduct tests of urine of pregnant women for albumen and sugar and estimate hemoglobin level at clinic in addition to recording Hb and Blood Pressure.
5. Ensure that all pregnant women get HBsAg, HIV & VDRL test done.
6. Refer abnormal and high-risk cases of pregnancy with medical and gynecological problems to the female health supervisor or Medical officer PHC.
7. Motivate pregnant women for institutional deliveries or trained attendant at birth.
8. Supervise and guide the deliveries conducted by local dais and assist where-ever necessary.
9. Refer all cases of difficult labour and abnormalities of new born to the nearest hospital for institutional care and provide health education on mother and child care.
10. Make atleast 3 ante natal visits and 3 post-natal visits for each delivery conducted in her area and provide health education on mother and child care
11. Assess the growth and development of the infant and take action to rectify for any defects.
12. Educate the mother on the importance of breastfeeding, family health, family planning, nutrition, immunization and personal and environmental hygiene.
13. Assist the Medical officer and the Female health supervisor in conducting MCH clinic at the sub centre.
14. Maintain Eligible couple register properly and utilize the information for motivation of couples for acceptance of Family welfare methods.
15. Distribute conventional contraceptive and OP cycles to the couples on demand.

16. Provide follow up services to all female family welfare acceptors, identify side effects if any and provide on the spot treatment for minor complaints.
17. Establish female depot holders in the community and provide a continuous supply to them.
18. Help the female health supervisors in training the depot holders, village leaders, local dais and other local women group and utilize them for the promotion of family welfare and MCH programmes.
19. Participate in the local Mahila mandal meetings, and spread the message on female age at marriage, spacing methods etc.
20. Coordinate with other departmental staff like Anganwadi workers, gram sevaks in promoting the services under the programme.
21. Identify women in need of Medical Termination of Pregnancy (MTP) and refer them to the nearest hospital.
22. Distribute iron and Folic acid tablets and administer vitamin A solution as prescribed to mothers, infants and young children.
23. Provide immunization for pregnant women with T.T.
24. Administer BCG, Hep.'B', Penta Valent, Rota MR, DPT, Oral polio vaccine to all infants and children.
25. Actively participate in the Pulse Polio Immunization in preparing the lists of all eligible beneficiaries and administer oral polio to all without fail.
26. Educate mothers regarding home management of Diarrhoea with ORS and preparation of ORS at home.
27. Monitor the cases of Diarrhoea if any in her area and report to the Medical Officer.
28. Educate mothers on early diagnosis of Pneumonia in child and other ailment and refer case for treatment PHC. Identify the SAM/ MAM children and refer to AWCs/ NRCs for supplementary Nutrition and treatment.
29. Maintain all the records and reports as prescribed under RCH.
30. Records all the births and deaths occurred in her area.
31. Prepare the action plans for her area with the help of Female health supervisor.
32. Keep the Medical officer informed of any abnormal increase in case of Diarrhoea, Dysentery, Poliomyelitis, neo natal tetanus and fever etc.
33. Maintain record of the supplies received and issued under contraceptives, IUD insertions, vaccines, drugs, and other materials.

34. Help and assist the medical officer, female health supervisor, and the Multi-purpose Health Extension Officer during their visits and in conducting school health clinics.
35. Attend the monthly staff meetings at PHC and receive directions from the Medical officer about the nature of activities to be carried out.
36. Provide treatment to minor ailments, first aid and refer cases to the Primary health centre for further diagnosis and treatment.
37. Attend to such other duties as entrusted by the Medical officer and Female health supervisor for the promotion of family welfare and MCH services.
38. All ANMs have to conduct population screening for Hypertension / Diabetes / 3 common cancers i.e. breast, cervix and oral (women) and man (oral 1 lung 2 prostate cancer).
39. To identify common mental illness in the community as directed by PHC Medical Officer.
40. All the ANMs have to discharge all the duties as assigned by the PHC Medical Officers.

The ANM shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

6. JOB CHART OF THE ANIMAL HUSBANDRY ASSISTANT

1. Providing primary veterinary services and preventive measures on the request of farmer by staying at headquarters
2. Follow up of repeat breeding animals
3. Focus on Animal Nutrition – Feed inputs
4. Fodder Development
5. Enhancing farmer's income through the introduction of different livelihood measures
6. Focus on Animal Husbandry extension activities
7. Helping the eligible farmer through livestock loss compensation scheme
8. Any other as per the instructions of the higher authorities.
9. Services to be delivered within 72 hours are ...
 - First Aid
 - Vaccination
 - Deworming
 - Reporting of diseases
 - Artificial Insemination Service
 - Pregnancy diagnosis
 - Follow up of infertile animals/Repeat breeding
 - Follow up of infertile animals/Repeat breeding
 - Implementation of Ration Balancing Program
 - Promotion of fodder through MGNREGS
 - Panchanama report
 - Health & Valuation Certificate
 - Tagging & Retagging of animals

The Fisheries Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

7. JOB CHART OF THE VILLAGE FISHERIES ASSISTANT

A. General Functions

- The Village Fisheries Assistants should reside at the headquarters of the village Secretariat
- Every Village Fisheries Assistant shall work under the administrative control of the Village Secretariat and supervision of the Department of Fisheries (Fisheries Development Officer / Assistant Inspector of Fisheries/ District Fisheries Officer)
- They shall mark the attendance in the respective Village Secretariat
- The Village Fisheries Assistant shall work in co-ordination with the other departmental functionaries of the concerned Village Secretariat.
- The Village Fisheries Assistant shall answerable to the Village Secretariat and liaison with Department of Fisheries in implementing all departmental schemes and technical assistance to Aqua farmers as and when required.
- The Village Fisheries Assistant shall attend the meeting convened by the Fisheries officials at village level and mandal level
- Village Fisheries Assistant has to maintain records pertaining to all fisheries activities/ total population of fishermen (marine) / aqua farmers/ resources in the villages in the jurisdiction of village secretariat.
- The Village Fisheries Assistant shall prepare integrated annual plans using Participatory Resource Approach techniques basing on the resources, needs and aspirations of the people duly following the prescribed procedure.
- The Village Fisheries Assistant shall coverage their functioning with village secretariats keeping proper linkages with other line departments, to act as a single unit of administration.
- The Village Fisheries Assistant shall be responsible to their regular supervisory officers i.e., Assistant Inspector of Fisheries / Fisheries Development Officer of the Department of Fisheries.
- The Village Fisheries Assistant shall apply for the casual leave to the Sarpanch of the Grama Panchayat.
- The Village Fisheries Assistant should maintain and custodian of the department specific records. They shall submit the records to the Grama Panchayat as well as to the fishery officials for verification/inspection/audit on initiation or request.

- In the event of transfer/suspension/removal/dismissal or retirement or proceeding on leave other than casual leave, the Village Fisheries Assistant shall handover all the accounts registers, records to the concerned jurisdiction fisheries officer (Assistant Inspector of Fisheries / Fisheries Development Officer) who authorized to take charge.
- The Village Fisheries Assistant shall attend any other work (which may not be related to the Fisheries Department) as entrusted by the competent authorities.

B. Aquaculture sector

- Facilitate aquaculture farmers for regularization of aquaculture farms
- Aqua-farms enrolment
- Identification of suitable lands for expansion of aquaculture
- Training and extension services to aqua farmers
- Farm wise collection of data related to production, farmers, farm practices etc.,
- Disease surveillance of the farms (sample collections, testing etc.,)
- Facilitating the Enforcement of CAA regulations, rules related to farm regulations.
- Promoting the sustainable and Best Management culture Practices (BMP)
- Inspecting the hatcheries to ensure compliance of CAA regulations.
- Identification, selection of beneficiaries for grounding the fishery input subsidy and welfare schemes.
- Assess and list out the requirement of infrastructure facilities like power, deepening and de-silting of creeks and drains and laying of approach roads, labs, ice plants, feed mills, processing plants, cold storages etc.,
- Coordinating with NACSA, MPEDA and related agencies

C. Marine Fisheries Sector

- Marine Fishing vessels registration under MS Act 1958.
- Fishing License renewals under APMFR Act 1994.
- Maintenance of vessel movement registers at fish landing center's
- Enrolment of fishers for issue of Biometric Cards
- Data collection of marine landings as per prescribed procedure and record maintenance thereon.
- Enforcement of MFR Act – (compliance with ban period, mesh regulations etc.,)

- Trainings, awareness programs about disaster preparedness, handling of harvested fish both on board and at landing site to reduce the wastage and spoilage of fish, sea safety and navigation etc.,
- Hygienic Management of Fish Landing Centre and Fishing Harbours.
- Identification and selection of beneficiaries and Implementation of welfare and input supply schemes to marine fishers.
- Facilitating for bank loans for their input and capital needs
- Assessing the infrastructural needs of the marine fishers like Fish landing center, ice plant, marketing vehicles, fish markets etc.,
- Disaster preparedness, enumeration losses, coastal security activities and involvement in social security programmes.

D. Inland Fisheries Sector

- Ensure that Fishermen Cooperative Society, Fisherwomen Cooperative Society, MMG's, Fishermen Marketing Society functions as per their objectives. Capacity building to strengthen CBO's
- To assist for leasing / auctioning of the fishery rights of the water bodies related to the MI and upset price fixation for GP tanks, assessment of fishery rentals, issue of licenses in reservoirs, canals, river parts etc.,
- Training and awareness to the fishers about the management of Societies, Book keeping and about the BMPs in fish culture in the tanks etc.,
- Data collection of fish production from tanks and reservoirs and other public water bodies and maintenance of records. Data maintenance of active fishermen and fisherwomen
- Assessment of seed requirement and arranging for timely stocking of seed in identified and potential inland water bodies.
- Supervising the construction of captive seed nurseries in the village MI tanks under MGNREGA, APIIATP and APILP etc.,
- Assessing the infrastructural needs of the inland fishers like Fish landing center, ice plant, marketing vehicles, fish markets etc.,
- Organization of Mastya Mitra Groups (MMGs) and SHGs for promotion of value addition to fish and for marketing of fish and fish products
- Orientation to Ward Members
- The Village Fisheries Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

8. JOB CHART OF THE VILLAGE HORTICULTURE ASSISTANT

1. Village Horticulture Assistant shall work in the Village Secretariat/ cluster headquarters as decided by the Government.
2. Shall work under the direct control of Horticulture Officers.
3. Should sensitize the farmers on different issues related to Horticulture crops as well as Agriculture crops.
4. Village Horticulture Assistant should assist Horticulture Officer in communicating required information to farming community with regard to different departmental schemes, production practices, new crops/variety and latest/improved technologies.
5. Maintain the record/statistics of all Horticulture/Agriculture Crops area in his jurisdiction with regard to farmer information, cropping pattern, availability of resources, practices being followed, marketing etc.
6. Maintain scheme implementation registers in their area.
7. Assist the Horticulture Officers and other supervisory officers in field visits.
8. Village Horticulture Assistant should motivate the farmers and collect applications and complete documentation for implementation of various departmental schemes.
9. Village Horticulture Assistant should motivate the farmers for enrolment to avail drip and sprinkler systems.
10. Should coordinate with DCOs of MI companies and office of Project Director, APMIP for installation of MI equipment within the stipulated time.
11. Should mobilize farmers for organizing training programmes/Exposure visits/after sales service campaigns, buyers and sellers meet etc.,
12. Should actively participate in conduct of surveys with regard to Natural Calamities/Drought etc.,
13. Maintain weather watch report and also coordinate other bankable schemes.
14. In respect of Crop insurance, the Village Horticulture Assistant shall create awareness among farmers and educate them about the facilities being provided by the Government and motivate them to go for crop insurance.
15. Shall provide information to the farmers with regard to subsidy schemes/ incentives/ farm equipment that are being provided by the Department under different programmes and educate the farmers to make use of these facilities.

16. Village Horticulture Assistant shall update their knowledge with regard to different schemes of the Line Department which are integrated with horticulture department for providing necessary information to the farming community.
17. Village Horticulture Assistant should follow the “Month wise calendar of Activities” for successful implementation and timely completion of departmental activities.
18. Village Horticulture Assistant should provide information to the farmers on “Crop wise monthly calendar of Operations” as suggested by Dr. Horticultural University.
19. He/she should also attend any other work (which may not be related to Horticulture Department) as entrusted by the competent authorities.

The Village Horticulture Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

9. JOB CHART OF THE VILLAGE AGRICULTURE ASSISTANT

A. General Functions:

- i. The Village Agriculture Assistant should reside in the respective Head Quarters of the Village Secretariat.
- ii. Every Village Agriculture Assistant shall work under the Administrative Supervision of the Agriculture Department officials.
- iii. He / She (Village Agriculture Assistant) is answerable to Village Secretariat & Agriculture Department.
- iv. He / She shall conduct field visits fore noon as per the need of the farmers.
- v. He / She shall regularly mark the attendance in the respective Village Secretariats.
- vi. He / She shall work in coordination with the other functionaries of the respective village Secretariat.
- vii. He / She shall attend the meetings conducted by the Village Secretariat and Agriculture Department officials with relevant information.
- viii. He / She shall have to maintain departmental records promptly and accurately.

B. Data Collection Activities:

- i. He / She shall collect Farmer Socio Economic Survey, Land Use Pattern, Sources of Irrigation, Cropping Area Yield & Production, Farm Equipment etc.
- ii. He / She shall prepare Integrated Village Action Plan for Agriculture and allied sectors.
- iii. He / She shall conduct Survey on Soil and Water Conservation Activities.
- iv. He / She shall take up e-Crop booking of all crops in the respective Village Secretariat.
- v. He /She shall monitor demand and availability of Seeds, Fertilizers and Pesticides.
- vi. He / She shall identify Tenant farmers, Non-loanee farmers etc. in the respective Village Secretariats.

C. Extension Functions:

- i. He / She shall collect Soil samples and distribute Soil Health Cards to the Farmers.
- ii. He / She shall motivate the farmers to apply manures and fertilizers based on the Soil Health Card report.

- iii. He / She shall disseminate latest/improved technologies to farmers in the respective Village Secretariat.
- iv. He / She shall conduct regular meetings and training programs with farmers to discuss the present crop and weather conditions.
- v. He / She shall Implement different departmental schemes including Income Support Scheme.
- vi. He / She shall Mobilize farmers for Gram Sabhas /Rythu Sadassus /Kisan Melas etc.
- vii. He / She shall Organize model demonstrations on crop productivity enhancement and cost reduction on principal crops.
- viii. He / She shall assist to the departmental officials in Identification of scope for processing, value addition and market linkages.
- ix. He / She shall write latest Agriculture information on the black boards of in the respective Villages.
- x. He / She shall ensure leadership in extension activities conducted in the jurisdiction of respective Village Secretariat.
- xi. He / She shall recommend Departmental assistance to eligible farmers in coordination with the other functionaries of the Village Secretariat.
- xii. He / She shall apprise the Mandal Agriculture Officer (MAO) about the occurrence / outbreak of Special Agriculture Problems in time.
- xiii. He / She shall also apprise the MAO about the need of Pest & Disease Management and take leadership at Secretariat for Pest & Disease Management Activities.
- xiv. He/ She shall make availability of Farm Implements at the owners/agencies/CHCs.
- xv. He / She shall ensure the effective functioning of Village Level Groups like SHGs, FIGs and FPOs and development of their business plan.

D. Duties related to Supply of Quality Inputs:

- i. He / She shall actively involve in distribution of available subsidized inputs to farmers through D-Krishi including contingency seed in the relevant seasons and ensure timely availability of all farm inputs.
- ii. He / She shall motivate the farmers to utilize the services available at “YSR Agri Testing Labs”.

- iii. He / She shall be vigilant and alert with regard to flow of spurious Agriculture inputs in his / her jurisdiction and the same should be intimated to MAO concerned immediately after notice.

E. Alerts & Enumeration Related Functions:

- i. He / she shall closely monitor the weather, weather forecast to guide the farmers to take up appropriate field operations through mobile alerts.
- ii. He / She shall Vigilant about the Pest & Diseases incidence to guide the farmers in judicious use of agricultural inputs.
- iii. He / She shall assess the crop damage due to Natural Calamities in a time bound manner and report to the Mandal Agriculture Officer / Village Secretariat with proper recommendations and implement the Natural Calamity Assistance Program on war foot basis.
- iv. He / She shall assist to the departmental officials in render of services such as disbursement of input subsidy, distribution of contingency seed etc. during the prevalence of Natural calamities.

F. Functions Related to Implementation of Schemes:

- i. He / She shall assist the departmental officials in implementation of various schemes and programs in the respective village secretariat area
- ii. He / She shall Mobilize Non-Loanee / Tenant farmers (Actual cultivator) to avail crop insurance, institutional credit and other benefits of the departmental schemes.
- iii. He / She shall assist the departmental officials concerned in Value Addition & Post Harvest Management of Agricultural Products.

G. Other Governmental Functions:

- H. The Village Agriculture Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

10. JOB CHART OF THE VILLAGE SERICULTURE ASSISTANT

1. Identification of suitable farmers to take up Sericulture activity.
2. Collection of soil samples and maintenance of necessary soil test records.
3. Technical guidance and follow up to the farmers to take up Mulberry Plantation.
4. Creating awareness on organic and natural farming in Mulberry Garden maintenance.
5. Construction of Rearing Sheds and arrangement of Rearing Equipment under Scientific lines.
6. Coordinating with State / Central Silkworm Seed Production Centres / Grainages for supply of Silkworm Eggs (Disease Free Layings) to the farmers.
7. Technical guidance for Silkworm Rearing and cocoon Marketing to the farmers.
8. Creating awareness on Prevention and control of Mulberry & Silkworm Diseases and Integrated Pest Management.
9. Implementation of Govt. Schemes for the benefit of farmers.
10. Facilitating bank loans to farmers to take up Sericulture units.
11. Documentation and maintenance of Data of the Sericulture farmers.
12. Transfer of technology through conducting trainings / workshops / field visits.
13. The Village Sericulture Assistants have to work under the technical control of Technical Officer / Assistant Sericulture Officer / Sericulture Officer at Mandal level.
14. The Village Sericulture Assistants should also submit periodical reports to the concerned Technical Service Centre In-charges.
15. In addition to the above, Village Sericulture Assistants shall have to attend all the other works assigned by the Government from time to time.

The Village Sericulture Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

11. JOB CHART OF THE MAHILA POLICE AND WOMEN & CHILD WELFARE ASSISTANT

I. MAHILA POLICE DUITES:

1. They shall report to Panchayat Secretary/SHO daily and brief the law and order issues in their respective area;
2. Weekly report shall be submitted to the SHO, Panchayat Secretary, Tahsildar and MDO on the following activities:
 - a) **Law & order issues in their area.**
 - b) **Caste conflicts, civil disputes, agrarian issues, water sharing issues and action taken to avert major L&O issues due to above reasons.**
 - c) **Visits to schools, colleges at village level and educating students regarding road safety, Cyber Crime, women safety etc.**
 - d) **Information on social vices and anti-social activities.**
 - e) **Counselling sessions to farmers against suicide, stress management with help of stakeholders.**
 - f) **Information gathered from village volunteers on the important related issues.**
3. They shall visit schools and verify its functioning including mid-day meal system, stock position and maintain constant vigil over implementation of Governmental schemes.
4. They shall assist the SHO in investigation of cases wherever necessary;
5. They shall protect the scene of offence before the visit of IO to the scene.
6. They shall create awareness among the targeted beneficiaries, pregnant women, lactating mothers, children etc., about various Government programmes.
7. They shall report and monitor of missing women and children, child marriages etc.
8. They shall bring to the notice of local Police about any irregularities in the orphanages, old age homes, destitute homes, hostels, shelters etc.
9. They shall guide the differently abled persons and transgenders for admissions in hostels, homes, shelters, residential schools for their care and education.
10. They shall create awareness on the prevention of alcoholism, drug abuse.
11. They shall create awareness about Gender Based Violence (GBV).
12. They shall assist local police in service of NBWs/ summons wherever requested for.
13. They shall obtain copies of FIRs from the SHOs and inform the complainants regarding the stage of the case.
14. They shall watch illegal constructions and also safeguard public properties.

15. They shall maintain register covering all their activities on daily basis including visits and movements.

II. WOMEN & CHILD WELFARE DUTIES:

A. Integrated Child Development Services Scheme (ICDS)

He/ She should do supportive supervision and monitoring of day to day activities at AWC and facilitate the AWW in the following activities

- Enrollment of beneficiaries
- Identification of Severely Malnourished Children
- Identification of high-risk pregnant women
- Organization of pre-school education activities
- Quantity & quality of food prepared & served/distributed
- Proper storage of food stocks and distribution
- Arrangement of proper storage of equipment and PSE material
- Facilitate usage of Information Communication Technology enabled Real Time Monitoring (ICT-RTM) by AWWs on Common Application Software (CAS) Reports and follow-up where ever low usage and extend hand holding support to bring them to optimum usage for effective service delivery
- Facilitate AWW on prioritizing home-visits to targeted beneficiaries
- Facilitate timely conduct of Anganwadi Level Monitoring Committee (ALMC)
- Facilitate to develop Village level Nutri Garden /Anganwadi level Kitchen Garden
- Create awareness among the targeted beneficiaries Pregnant Women, Lactating Mothers, 0-6 years Children Mothers Adolescent Girls and 18-45 Years Women on importance of Sanitation, nutrition and available nutritional and health services

B. Women and Children care, Protection and welfare programs

He/she should

- Create awareness on government programs for the welfare of women and girl children through Mahila Sakti Kendra scheme
- Facilitate safety & security measures of women and girl children in the village
- To facilitate sustain the Balika Sangha's in the village involving 9 to 16 years of age make them aware of their rights and making them to solve the issues like social abuse, trafficking and other offensive mechanisms

- Should work in co-ordination with the village level officials of government departments and NGOs who are working for the safety, security, health, education & welfare of women and girl children in the village
- Facilitate and ensure 100% Girl child education in the village
- Ensure that births, deaths & marriage registrations in the village
- Ensure that any missing women & girl children in the village and report to Women Development & Child Welfare and Police department immediately
- Follow up for Pregnant women to avoid female feticide and infanticide, report child marriages
- Follow up for women with mental retardation & distress
- Responsible for declaring the village as child friendly village to ensure the following
 1. No Infant Mortality in the village
 2. No Child Mortality in the village
 3. No Maternal Mortality in the village
 4. No Child labour in the village
 5. No Trafficking happened in the village
 6. No Child abuse in the village
 7. No Sale of child in the village
 8. Ensuring Menstrual Hygiene for girl child in the village

C. Care and Protection of children:

- He/ She should be sensitized to forecast the potential children in their village who are likely to be trafficked by suspected gangs
- He/ She should facilitate in identifying and reporting any child is being used or likely to be used for child labour/ bonded labour, begging, peddling of drugs/alcohol or any other unlawful & illegal activities
- He/ She should act as potential informer in connection with child marriages in their villages
- He/ She should also act as one of the active members of the village level child protection committee for protection of child rights in their village
- He/ She should bring to the notice of the local police/CDPO that if any organization running institution housing children like orphans, abandoned and runaway children without any registration under JJ Act

D. Differently Abled, Transgender and Senior Citizens

He/she should be monitor and facilitate the following actions...

- Identification of Differently Abled persons who need Medical Certificates under SADAREM and guiding them for registration in Mee - seva centres. Conducting assessment camps for identification of suitable aids and appliances such as Crutches, Calipers, Artificial limbs, Tricycles, Wheel Chairs, Motorized Three Wheelers, hearing aids, Walking sticks etc.,
- Guiding the Differently Abled persons for admission into Hostels, Homes, Residential schools for their care and education. Facilitating the blind students in getting special text books meant for them. Guiding Differently Abled students studying in schools for applying for pre and post metric scholarships. Guiding educated differently abled youth for availing coaching facilities for civil services exams
- Guiding un-employed Differently Abled persons for applying under Economic Rehabilitation scheme for self-employment
- To take care of biometric problems of Differently Abled persons in getting pensions, ration and Aadhar. Creating awareness among differently abled persons on enhancement of amount under the various schemes such as pensions, Marriage Incentive Awards etc.,
- Identification of mentally ill persons and facilitating them for admission into mental care centres with the help of PHC/CHC
- Providing necessary counseling for the needy old age persons and persons on whom they are dependent in maintenance and protection as per the Maintenance of Senior Citizens and Parents Act, 2007. Guiding the destitute Old Age persons for admission into nearest Old Age Home
- Providing awareness, Vocational training, Self-employment for Transgender and access to all eligible Government schemes and programs as per the Transgender policy, 2017
- Awareness on prevention of alcoholism, substance (Drug) abuse among people and if such patients are identified, guiding them to nearest de-addiction centres

E. Mahila Police Volunteer (MPV): Role of MPVs

- Report, Prevent and control Gender Base Violence through help of volunteer
- Create awareness of the existing welfare schemes available for women & children.
- Inform the police about any unpleasant behavior or untoward incidences against girl and women
- Report incidents of missing children, violence's against women and children
- Engage and provide suggestions and feedback to the local administration.

F. Education

The following benefits are being provided by the Govt. to the students who are studying in the Govt. Management schools i.e., Primary, Upper Primary and High Schools in the state.

- He/ She should monitor and ensure each and every child to enroll in school
- He/ She should monitor and ensure to reach each and every child as per the entitlement
 - i. Free text books
 - ii. Free uniforms
 - iii. Free mid-day meals
 - iv. Free bicycle girls' students
 - v. Financial support of 15000 per Annum to mothers under Amma Vodi Program
 - vi. Aids and appliances for children with special needs
 - vii. Library books and lab equipment to schools
 - viii. Medical checks ups in convergence with the medical and health dept
 - ix. Health camps providing of various vaccinations/vitamin tablets
 - x. Health and hygiene i.e. wash programs of various programs etc., of the various NGOs

The Mahila Police and Women & Child Welfare Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities/ Gram Panchayat.

12. JOB CHART OF ENGINEERING ASSISTANT

1. The Engineering Assistant (EA) is basic level performing technical officer in the Local Government.
2. He/ She shall identify the infrastructure amenities which are required in the jurisdiction of the Village Secretariat viz., CC Roads, Gravel roads, BT roads, Construction of Tanks, Drainage System, Rural Water Supply & Sanitation, etc., and also works related to the subjects like Agriculture, Horticulture, Animal Husbandry, Fisheries etc.
3. He/ She shall ensure the incorporation of works identified in the village secretariat in to the GPDP.
4. His/ Her primary job chart is to prepare estimations for the works incorporated in the Gram Panchayat Development Plan which is approved by the Gram Sabha.
5. EA shall look after all the engineering works related to various departments in his/ her jurisdiction as directed by the competent authorities.
6. He/ She Shall discharge all functions related to public works of the Grama Panchayat.
7. He/ She shall play custodian role of all government assets under Local Government and prepare the Asset Register of the Grama Panchayat and it shall be Geo-tagged and updated periodically and the data needs to be uploaded in NAD Software through the Digital Assistant.
8. Conduct site inspection on applications for building permit/completion certificate and offer technical remarks up to an extent of 350Sq/ 1000Sft.
9. He/ she has to prepare estimates of O&M and follow up for necessary administrative and technical sanction by competent authorities.
10. The EA has to be responsible for all materials in the section stores.
11. Conduct inspection of public buildings and school buildings and issue fitness certificate periodically.
12. Keep all connected records in safe custody and produce it for audit and inspection
13. Prepare rent calculations for the building taken if any, on rent by the Grama Panchayat.
14. He/ She shall be responsible for Quality and Quantity of works executed in his jurisdiction.
 - Preparation and submission of Estimates for the works in approved GPDP under the supervision of the concerned Mandal Engineering Officer/AEE/AE.
 - Then the same has to be submitted to the concerned authorities for Technical Sanction.

- After getting Technical Sanction from concerned Departments, and after entrustment of the work to executing agency, the EA shall monitor the execution of the work in a transparent manner.
 - After completion of the execution of the work, the EA shall assist the Section Officer/ AEE concerned of line Departments for taking work done measurements, so as to record the same in Measurement Book by AE/ AEE/ MEO.
15. He/ She shall prepare the bills related to the works in GPDP on receipt of M Book for making payment.
 16. Proper maintenance of the infrastructure created in the Gram Panchayats and see that all the amenities created are useful to the villagers.
 17. He / She shall follow up action on the grievances received under 'Spandana' and other at GP level.
 18. He / She shall coordinate and work in convergence with all Village Secretariat functionaries
 19. He/ She has to report to Panchayat Secretary/ Gram Panchayat, of the works inspected and observations made on day to day basis
 20. He/ She shall monitor the supply of drinking water in the village quantitatively & qualitatively along with the regular chlorination.
 21. He/ She shall check of Residual free Chlorine in all the drinking water sources and public stand posts and in the distribution system.
 22. He/ She shall screen the Microbiological quality of drinking water sources, public stand posts and in the distribution system with H₂S vials - during the pre-monsoon, post monsoon seasons and out-break of epidemics, especially during the natural calamities and ensure corrective action.
 23. He/ She shall test the chemical quality of drinking water sources by using the Field Test kits.
 24. He/ She shall ensure the collection & transportation of the water samples from the field to the nearest water testing laboratory, RWS&s Dept.,
 25. He/ She shall monitor the cleaning of OHSRs once in a month and shall note the cleaning date at the OHSR in a visible way to the public.
 26. He/ She shall take measures to arrest the leakages and close the pit taps in the water distribution systems.
 27. He/ She shall ensure the maintenance of good sanitation conditions around the drinking water sources, public taps and Hand pumps.

28. He/ She shall ensure the maintenance of platforms around the Hand pumps, with proper drainage system.
29. He/ She shall ensure that no stagnation of waste water around the drinking water sources and Hand pumps.
30. During Summer/ drought conditions, monitor the supply of drinking water through tankers
31. In water regulation the EA has to monitor water supply and ensure entitlements to tail end. In the process he/ she has to organize O&M staff for patrolling of water supply lines and up keep them by preventive measures during natural disasters such as cyclones, floods and heavy rains.
32. The EA have to study the component of the project entrusted to him for investigation and plan for reconnaissance survey and also detailed survey in site
33. EA has to collect field data for preliminary design purpose, estimate purpose and prepare feasibility study and has to continuously follow up the proposals till approved by competent authorities.
34. Shall create awareness on low cost and eco- friendly models and suggest models for housing beneficiaries.
35. The Engineering Assistants shall attend any other work (which may not be related to their department) as entrusted by the competent authorities.

13. JOB CHART OF ENERGY ASSISTANT

1. Ensuring New power connections to the poor households as per the data collected by the Village Volunteers.
2. Identification of power supply problems, short circuits points and transformers failures to run the Water Supply Schemes effectively.
3. Identification of street lights without meters and without switching points and erections.
4. Controlling unauthorized power use by the households.
5. Reconciliation of monthly power bill and actual consumption and suggest ways to reduce power bill.
6. He/ She shall conduct energy audit on quarterly basis.
7. He/ She shall be the store in-charge for O&M related to street lights and water supply schemes maintenance.
8. Identification of loose and hanging wires to avoid the power breakdowns and unforeseen accidents.
9. Regular tree cutting for proper power supply and identification of damaged poles and inform the same to Electricity Department for rectification.
10. Awareness creation on Energy efficient practices
11. All grievances related to street lights shall be redressed by utilizing the services of electrical worker available in the village with the supporting of Panchayat Secretary.
12. The energy assistant shall monitor the O&M complaints regarding LED lights along with the concerned agency.
13. Maintenance of transformers in coordination with the Electricity Department
14. Meter reading of L.T. services, recording and submission when entrusted to him.
15. Disconnection and reconnection of services as and when ordered by the Assistant Engineer/Operation of the section concerned.
16. Helping DISCOM staff in releasing of new services.
17. Helping the DISCOM staff in patrolling the L.T. Lines, rectification of defects and maintenance.
18. Noticing and reporting of direct tapings, cases of pilferage of energy and other malpractices notice in his jurisdiction, to the Lineman of the area concerned.
19. Switch ON/OFF street lights.
20. Assistance in transformer and other equipment maintenance.

21. All other works entrusted by the superior officers from time to time apart from fuse off calls, breakdowns and consumer complaints should be obeyed by the Energy Assistant Grade-II.
22. Should maintain a diary of work done every day to be reviewed by the Village Panchayath Authorities.
23. In emergencies, jurisdictions should not be observed and all staff have to rise as one man to tackle the emergency and work to restore total normalcy.
24. Energy Assistants Grade-II should uphold dignity and image of the DISCOM in the public and strive hard for the benefit of the DISCOM and consumer satisfaction.
25. Any other work(s) entrusted to him by the superiors of DISCOM or by the Village Panchayath authorities.
26. Each Energy Assistant should maintain a diary of work done each day for review by the Village Panchayath Authorities/ _____.
27. JLM Grade 2 candidates have to attend to the works related to Gram Panchayath and Meter readings etc.

In Tribal Areas:

1. Monitoring community switch points
2. 3rd wire reconciliation work for LED lights
3. Geography based planning for erection of electricity poles in the Tribal Areas

14. JOB CHART OF DIGITAL ASSISTANT

- i. He / She shall coordinate and work in convergence with all Village Secretariat functionaries
- ii. He/ She shall computerize the household data collected by all the village volunteers in the village secretariat area and sort out the needs/ beneficiaries/ problems sector wise and circulate the same to the Panchayat Secretary, who in turn will inform the concerned function assistant of Village Secretariat.
- iii. He/ She shall act as in-charge of the Front Office, i.e. CSC/ Mee - Seva Counters.
 - a) The functions of Front Office (FO) includes:
 1. Receipt of applications, Tappals, and cash/cheque/DD
 2. Delivery of service,
 3. Reception cum information counter to the public, etc.
 - b) The Front Office shall function as a people-friendly enquiry counter and single window service delivery point.
 - c) This system shall be for ensuring delivery of service on the principle of “first cum first serve” without any third-party agency ship
 - d) The applications received shall be subjected to preliminary scrutiny with the help of a checklist by the Digital Assistant.
 - e) The Digital Assistant shall be personally responsible for receipt of faultless applications with respect to prescribed format, authentication, affixing Court fee stamp, availability of necessary documents, remittance of required application fee etc. to avoid hurdles in service delivery.
 - f) A bound copy of the Check list on service delivery as approved by Government shall be kept in Front Office and all staff personnel deputed to duty in Front Office shall be well versed with the contents of the check list and it shall be referred on accepting applications in Front Office.
 - g) The Panchayat Secretary, through Office Order shall entrust staff on duty in the Front Office on a daily rotation /term basis. They shall include Digital Assistant also.
 - h) The Front Office counter shall be arranged in front of the VS office, approachable to all conveniently.

- i) The Front Office Staff shall address the citizen as 'sir/madam' during the course of interaction and shall be polite and courteous.
- j) To ensure effective functioning of Front Office, the in-charge shall be put in Front Office only after giving them training on checklists, communication skills and etiquette on polite behaviour.
- k) The Digital Assistant shall provide information to the citizens on enquiry on application formats, how they are filled up, enclosures required, fees to be remitted and office procedures.
- iv. He/ She shall manage and maintain (MIS) the data base of the Village Secretariat and update the information from time to time.
- v. He/ She shall be the O&M manager for all the Mobile applications, Tabs, Computer systems and internet connectivity in the Village Secretariat.
- vi. He/ She shall ensure digital services to the public effectively that are provided mandatorily by the Local Government like Birth & Death, Property Valuation, Tax Demand etc.,
- vii. Management of data related to the Local Government in all the Panchayat Enterprise Suite (PES) Applications.
- viii. He/ She shall maintain the online accounts in the softwares like PRIA Soft, PFMS and CFMS under the supervision of the Panchayat Secretary.
- ix. Upload the approved GPDP in the Plan Plus software
- x. Track the Physical and Financial status of the works taken up from GPDP
- xi. In coordination with Panchayat Secretary and VRO, he/ she shall capture the details of the movable and immovable properties of the Local Government.
- xii. He/ she shall maintain the web page of the Local Government under the National Panchayat Portal and shall provide information to the public time to time.
- xiii. Manage routine office activities such as file maintenance disposal of official correspondence matters in a time bound manner etc.
- xiv. He/ She shall create awareness to the public on Direct Beneficiary Transfers (DBT) and enable them to make cashless transactions and also on the ease and transparency of digital services
- xv. Support to the Village Secretariat in their day to day operations
- xvi. The Digital Assistant shall act as service provider at Village Secretariat, which shall work as a Common Service Center (CSC)/ Mee-seva and shall manage it effectively.

- xvii. He/ She shall be in-charge of the front office in taking applications/ grievances from volunteers/ public and distribute the same to the concerned functional assistant for redressal.
- xviii. Any other task related to e-Panchayat assigned from time to time.
- xix. The Digital Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities.

15. JOB CHART OF WELFARE AND EDUCATION ASSISTANT

A) For SW/Tribal Welfare/BC Welfare:

General Duties:

1. To generate awareness among the public in the Village Secretariat jurisdiction about the schemes meant for the weaker sections of the society being implemented by all welfare departments – i.e. Social Welfare, Tribal Welfare, BC Welfare, Minority Welfare, Differently-abled welfare Departments and related welfare Corporations.
2. To ensure identification of eligible persons for the above said welfare schemes.
3. To facilitate the eligible persons to apply for the said welfare schemes and get benefit from them without any administrative difficulty.
4. To provide feedback to higher authorities on the status of implementation of the said schemes.
5. To supervise the work of all Village Volunteers working under the Village Secretariat as far as their welfare duties are concerned.

Specific Duties:

1. To ensure eligible school/college going children of the village are admitted in welfare hostels/welfare institutions/other institutions and continue in school/college till they complete atleast Intermediate or equivalent course.
2. To ensure that all eligible students of weaker sections of the village get the scholarships and other educational development grants /subsidies/materials provided by government for this purpose.
3. To ensure that there is social harmony and respect for civil rights in the village and there is no practice of social discrimination in any form against the weaker sections in the village and report in case of any such instance to the Panchayat Secretary as well as higher authorities of Welfare departments.
4. To coordinate with the heads of the educational institutions in the area and motivate the students as well as parents of the students who are irregular in attendance or poor in studies to improve their performance. In case parents reside in another village, the data has to be transferred to the Village Secretariat concerned.

5. To ensure that the unemployed youth of the weaker sections make use of the existing schemes of the government to improve their livelihood opportunities.
6. To coordinate with Banks for financial assistance to the eligible persons of the weaker sections of the society for setting up self-employment units to improve their livelihood opportunities.
7. To coordinate for upgradation of skill of the unemployed youth of the village for better livelihood opportunities.
8. To verify YSR Kalyana Kanuka applications.
9. To verify the applications for pensions from Dappu artists and Cobblers.

B) Job Chart in respect of activities of Society for Elimination of Rural Poverty (SERP)

I. Pensions:

1. Shall monitor the disbursement of pensions every month in the village.
2. Shall draw cash and issue to the Village Volunteers every month.
3. Shall collect unspent pension amount from Village Volunteers and credit to Pension account.
4. Shall collect the death vacancy of pensions and update in website through Digital Assistant.
5. Monitor the physical verification of new pensions and live pensions through Village Volunteers.
6. Shall send proposals for new pensions to MPDO.
7. Shall send monthly report to the MPDO.
8. Shall redress pension related grievances at village level.

II. Institution Building (IB)

1. Identify left over poor women and coordinate with VOA for forming of new SHGs or joining of existing SHGs.
2. Attend SHG/VO meetings along with VOA
3. Awareness on all Government welfare Schemes in SHG/VO meetings.
4. To identify eligible members of the Self-Help groups for government schemes like housing/pensions/boros, etc., and take resolutions from SHG/VO and coordinate with other welfare departments for their sanction.

III. Improving Livelihoods of the SHGs:

1. **YSR Aasara Scheme:** Creation of awareness on YSR AASARA scheme and distribution of certificates along with Hon'ble CM's letter addressed to eligible Self-Help Groups.

2. **YSR VLR Scheme:** Creation of awareness on eligibility criteria to avail 100% Interest subvention under YSR Vaddi Leni Runalu to all Self-Help Groups who took loans from the banks/Sthreenidhi. Should sensitize the SHGs for making prompt repayments and to become eligible to get benefit under the scheme.

Coordination of the program for distribution of VLR reimbursement certificate along with Hon'ble CMs letter addressed to SHGs from time to time

3. **Stree Nidhi Scheme:** Creation of awareness on Streenidhi Livelihood loans in the Village organization meeting.

To Ensure to avail 100% Credit limits of the Village Organization.

Educate the SHGs on Streenidhi deposit products.

After disbursement of Streenidhi Livelihood loans under (YSR- Vaddilenirunalu), it should be ensured that the scheme guidelines are followed by the loanees.

IV. YSR BIMA:

1. Create awareness to enroll all un-organized workers in the GP through Volunteers.
2. Shall enroll unorganized workers through Volunteers.
3. Shall submit data through website.
4. Shall ensure distribution of individual policy bonds/identity cards
5. Ensure to give intimation to call center within one hour of death
6. Follow up with Volunteers for receipt of claim documents.
7. Shall ensure and collect Policy holder's children study certificates and data.
8. Shall ensure distribution of scholarship through Volunteers.

C) Job Chart relating to Education activities:

- 1) To identify dropout / never enrolled children in the age group of 5-15
- 2) To aware them, the opportunities like Residential Special Training Centre (RSTC), Non-Residential Special Training Center (NRSTC) surrounding / in the Village to join and mainstream in the age appropriate class. If necessary, to make them to join in such training centers.
- 3) To provide academic guidance by visiting NRSTCs, RSTCs.
- 4) To attend the SMC / Parent Teacher meetings in the schools concerned and to make a note on the status of the students learning outcomes.
- 5) To disseminate the academic standards of the students to their parents.
- 6) To obtain the list of low performed students from the HM/ Teacher concerned and to play a key role in providing remedial teaching to them.

- 7) To guide the SSC failed students in the village for completion of their SSC either mainstream or through APOSS if necessary.
- 8) If the candidates are not willing to complete their SSC, to guide them for the available skill development courses.
- 9) To help in converging the Anganwadi centers and primary school for 100% transition of 5+ aged children from AWCs in to Class I.
- 10) As there is no door delivery services in School Education department, to ensure that all the students get all the benefits by the Govt. such as NT Books, Uniforms, Mid-Day Meal, sanitary napkins in case of adolescent girls, and bicycles.
- 11) To play a key role in identifying and finalizing the beneficiary mothers for AMMA VODI programme.

D) Job Chart relating to Housing activities: To be received from MD, Housing

Note: The Welfare and Education Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities.

Do's and Don'ts of Village Secretariat Functionaries

Do's:

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence and impartiality in the discharge of your duties
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum during lunch break.
7. Keep away from demonstrations organized by political parties.
8. Maintain political neutrality.
9. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
10. If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority.
11. Report to your superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
12. Always be a loyal servant to Government
13. Work hard for the welfare of the downtrodden people

Don'ts:

1. Do not indulge in acts unbecoming of a Govt. servant.
2. Do not be discourteous, dishonest and partial.
3. Do not take any kind of money or gifts from anybody for doing any favour
4. Do not adopt dilatory tactics in your dealings with the public.
5. Do not practice untouchability.
6. Do not associate yourself with any banned organizations.
7. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order and morality.
8. Do not get involved in unauthorized communication of any official document or information.
9. Do not join or support any illegal strike.
10. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.

11. Do not lend or borrow money.
12. Do not bring any political influence in matters pertaining to your service.
13. Do not consume any intoxicating drinks or drugs while on duty.
14. Do not appear in public place in a state of intoxication.