

## **Appendix 3 : Roles and Responsibilities**

### **Gramapanchayath Committee**

1. All responsibilities as Panchayati Raj act as per table 3
2. To make decisions on agendas on consideration of panchayath committee taking the legal advice of secretary.
3. To consider and approve the recommendations of standing committees
4. To evaluate the functioning of the panchayth office and allied institutions
5. To delegate responsibilities to officials to implement the decisions made by the panchayath committee and to ensure the timely completion of the same.

### **Steering committee**

1. Committees includes the panchayath president, vice president, Chairpersons of Standing committees.
2. To make consensus on topics to be discussed in the panchayth committee
3. To prioritise list of project planning and project execution, to co-ordinate the activities of the standing committees.
4. To monitor the functioning of various standing committees
5. To execute the various activities given by the panchayath committee

### **Finance Standing Committee**

1. To monitor the activities of the panchayath office
2. To consider and make decisions on appeals on building tax
3. To consider to applications for exempting the building tax
4. To evaluate the functioning of front office
5. To approve the annual budget
6. To approve the annual financial statement
7. To examine and approve the monthly accounts
8. To provide the administrative sanction for expenses upto Rs. 25000/-
9. To plan and timely implement the projects on the above mentioned subjects

### **Development Standing Committee**

1. To prepare annual plan
2. To implement the projects under Agriculture, Animal Husbandary, Fisheries, and Public Works in a timebound manner
3. To monitor the functioning of Krishi Bhavan, Veterinary Dispensary, Malsyabhavan
4. Maintenance of street light
5. To plan and timely implement the projects on the above mentioned subjects
6. To monitor the activities of MGNERGS

### **Welfare Standing Committee**

1. Functioning of Anganwadis
2. functioning of bud schools
3. monitoring of kudumbasree
4. implementation of ashraya project
5. timely execution of poverty eradication projects
6. To plan and timely implement the projects on the above mentioned subjects

### **Health and Education Standing committee**

1. functioning of LP and UP schools
2. functioning of cultural sandals and Library
3. Implementing continuous literacy activities
4. to monitor The functioning of library
5. to monitor The functioning of sub centres Ayurveda homeo dispensaries
6. to organise and conduct keralotsavam
7. To plan and timely implement the projects on the above mentioned subjects

### **President**

President shall:

i) As Executive Authority, ensure proper functioning of the Grama Panchayat Office and all Allied Institutions of the Grama Panchayat.

ii) Preside over and regulate the meetings of the Grama Panchayat, Steering Committee and the Grama Sabha. He may attend all other meetings as an exofficio member without the right to vote.

iii) Exercise supervision and control over the activities of all officers and staff of the Grama Panchayat and prepare/review their Confidential Reports (CRs).

iv) Send report regarding the service of government officers or employees whose service has been lent to the Grama Panchayat from time to time to the concerned appointing authority and the said report shall also be taken into account when their confidential reports are prepared

v) If circumstances so warrant, incur contingent expenditure up to the limit prescribed by Government from time to time.

vi) Authorize payments and refund pertaining to the Grama Panchayat.

vii) Call for, in writing, any records or files relating to the administration of the Grama Panchayat, from the Secretary or any other Officer of the Grama Panchayat. In the light of the Act and standing orders, the President can give necessary directions or pass orders on those records/files. Provided that no files and records relating to the exercise of statutory powers vested solely with the Secretary or any officer in respect of the administration of the Grama Panchayat shall be called for.

viii) Exercise such other powers and discharge such other functions as may be conferred upon him by the Act or Rules made there under.

ix) Hand over the charge to Vice President, if she/he is unable to meet the responsibilities of the President for more than fifteen consecutive working days. The charge shall be handed

over before abstaining from duties.

### **Vice President**

The vice President shall

i) Exercise the functions of the President when the office of the President is vacant or when the President is continuously absent from the Head Quarters for more than fifteen days, without formal handing over of charge.

ii) Convene and preside over the meetings of Finance Standing Committee.

iii) Ensure the quality and effectiveness of General Administration. Front Office Management, e-Governance, Finance, Auditing, Budgeting, and Taxation of the Panchayat.

### **Secretary, Grama Panchayat**

i. The 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.

ii. He is the Executive Officer of the Grama Panchayat

iii. Attend meetings of the Grama Panchayat and Standing Committees and offer advise on all matters coming up for decision iv. Carry into effect the resolutions of the Grama Panchayat

v. Control the officers and employees working under the Grama Panchayat

vi. Meet the expenses delegated by the President vii. Give amounts either by cheque or cash or by digital transaction for all kinds of expenditure authorized by Grama Panchayat

viii. Have power to initiate disciplinary action against the employees of the Grama Panchayat referred to in section 180

ix. Place before the Standing Committee for Finance the monthly accounts of the Panchayat before the 10th of the succeeding month or at the first meeting of the succeeding month

x. Prepare the annual accounts and the DCB statement of the preceding financial year and place before the Grama Panchayat to ensure its approval and submission to Kerala State Audit Department authorities before the 15th May of succeeding year.

xi. Furnish the returns, accounts statements and other details when called for by the Government or any audit authority

xii. Inspect or cause to be inspected the accounts of the institutions under the control of the Grama Panchayat xiii. Keep the records of the Grama Panchayat, the Standing Committees, and other committees and that of the Grama Sabha .

xiv. Co-ordinate the preparation of the annual plans and five year plans within the time specified by the Government so as enable the District Planning Committee to approve the same.

xv. Disburse the plan funds to the officers concerned and to render utilization certificates to Government as ordered by it.

xvi. By proper delegation entrust duties and responsibilities to subordinate staff and shall ensure the discharge of the same by close monitoring and supervision.

xvii. Ensure arrangements for periodical conduct of all statutory meetings such as Grama Panchayat meetings, Standing Committee meetings, and Grama Sabhas

xviii. Be the general custodian of all assets of the Grama Panchayats

Ensure that the Front Office and Main Office are properly functioning following the principles and procedures as laid out in OMM.

xix. Review the functioning of the Grama Panchayat office and its service delivery status in the FSC meetings in consultation with the Vice President Ensure the review of reports on

the working of the office, in the monthly staff meeting.

xx. Prepare Confidential Reports of the officers and shall forward the same to the appointing authorities, after getting it reviewed by the President.

xxi. Entrust the custody of Cheque Books, Minutes Books, Decision Register, Office Order Book, Stock Registers, Unused Receipt Books, Counterfoils of Used Receipt Books, Money value forms, Deeds of Immovable Properties, Accounts and Office Receipts and other valuable items to officers by Office Orders and proper upkeep of such records shall be ensured by periodical physical verification.

xxii. Review and monitor the supervisory work done by the AS, JS/HC and whenever necessary the works of subordinate staff

xxiii. When on Casual Leave or is away from Head Quarters for any official purpose, he/she shall authorise the Assistant Secretary/JS/HC to attend to the current duties of the Secretary, under intimation to the President.

xxiv. 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 by the Section Clerks.

xxv. Make arrangements for periodical conduct of meetings of Heads of Allied institutions to ensure proper functioning of such institutions and for the review of Annual plan implementation and such other duties entrusted by the Grama Panchayat.

xxvi. Ensure conduct of monthly staff meetings for review and performance evaluation of working of staff in office

xxvii. Ensure smooth functioning of the Grama Panchayat Office by issuing office orders as and when required.

xxviii. Shall discharge various duties such as Advisor to the Grama Panchayat, Implementing Officer, Finance Manager, Tax assessment Authority, Licensing Authority, Permitting

Authority, Electoral Registration Officer, Asst Returning Officer, Registrar of Births & Deaths, Registrar of Marriages, Estate Officer, Employment Registrar, Drawing & Disbursing Officer, SPIO, Prosecution Authority, Disciplinary Authority, etc as conferred on him by various statutes diligently.

xxix. Shall ensure proper coordination between the Grama Panchayat and Heads of Allied Institutions. Act as administrator of various softwares used in office and shall assign login facilities to staff and heads of Allied institutions as users with privileges.

### **Assistant Secretary**

The Assistant Secretary shall,

i) Supervise all the works related to demanding and collection of Taxes and Fees as Revenue Officer.

ii) All duties related to MGNREGS such as a. Receiving applications for job cards, enquiry, preparation and its distribution b. Preparation of Annual Action Plan and shelf of projects and placing it before Grama Sabhas and Grama Panchayat c. Conduct of labour Grama Sabhas d. Obtaining Administrative sanction and technical sanction for projects e. Collection of applications for jobs, arrangement of job and giving intimation on job allotment f. Conducting site meetings, providing amenities at site, supervision, measurement, preparation of bills and payment of wages to the accounts of workers and material cost to suppliers using digital signature. g. Arranging works in tune with the annual calendar of agricultural activities h. Collection of materials at site and arranging skilled labours i. Preparation and maintenance of all records and files connected with the scheme implementation as the custodian officer and producing it for audit j. Conduct of Social Audit k. Safe custody of computer systems and other electronic devices allotted to MGNREGS wing l. Supervision of Accredited Engineers/Overseers and Data Entry Operators

iii) Ensure that the assets acquired by the Grama Panchayat are entered in the Asset Register.

iv) Oversee the action on prosecution files, after making necessary entries in Suit Register.  
v) Supervise the preparation and updating of the Documents, Records, Registers, Diaries, etc. in connection with the cases pending before various grievance redressal forums such as courts of law, Ombudsman, Human Rights Commission, Tribunal, RTI Commission etc, filed by and/or against the Panchayat.

vi) Appear before the judicial forums, representing Secretary, if personal appearance of the Secretary is not insisted upon.

vii) Gather and make available to the Secretary duly certified reports and other information from the concerned sections, two days in advance of the monthly conference/other review meetings convened by Higher Level Officers.

iii) Ensure that the assets acquired by the Grama Panchayat are entered in the Asset Register.

iv) Oversee the action on prosecution files, after making necessary entries in Suit Register.

v) Supervise the preparation and updating of the Documents, Records, Registers, Diaries, etc. in connection with the cases pending before various grievance redressal forums such as courts of law, Ombudsman, Human Rights Commission, Tribunal, RTI Commission etc, filed by and/or against the Panchayat.

vi) Appear before the judicial forums, representing Secretary, if personal appearance of the Secretary is not insisted upon.

vii) Gather and make available to the Secretary duly certified reports and other information from the concerned sections, two days in advance of the monthly conference/other review meetings convened by Higher Level Officers.

viii) Serve as the Charge Officer of Kudumbashree. ix) Act as Implementing Officer of Projects entrusted by the Grama Panchayat. x) Act as Assistant Electoral Registration Officer (AERO).

xi) Supervise Issual of Allotment Letters of Plan and Non-Plan Projects to implementing

officers as part of Annual Plan of the Grama Panchayat.

xii) Closely monitor the activities related to collection of taxes and fees due to the Grama Panchayat and ensure timely action for realization of all revenues due to the Grama Panchayat.

xiii) Act as the Meeting Organiser of Grama Panchayat and Steering Committee meeting

xiv) Ensure timely inclusion of Agenda for Grama Panchayat Meeting in the Agenda Register and preparation and submission of necessary connected records and reports to the Secretary

xv) Monitoring follow up action on the resolutions of the Grama Panchayat. xvi) Serve as the Grama Panchayat level Meeting Organiser of Grama Sabhas.

xvii) Prepare and submit statement related to his work to the staff meeting.

xviii) Closely monitor the defence/prosecution steps in all cases of pending suits.

xix) Represent Secretary in meetings on authorization and furnish required details

xx) Ensure timely updation of periodical online reports

xxi) Discharge any other duties as assigned by the President or Secretary from time to time.

xxii) Function as Sub Registrar of Births & Deaths

### **Junior Superintendent (JS)/ Head Clerk (HC)**

Perform all duties and responsibilities in strict adherence to the KPR Act and Rules made there under so as to assist the Secretary in the smooth and efficient functioning of the Grama Panchayat and provide handholding support to the subordinate staff and shall:

i) Supervise the office administration.

ii) Supervise the functioning of Front Office.

iii) Function as Assistant State Public Information Officer (ASPIO) under Right to Information Act.

iv) Register Births and Deaths reported in time and issue certified extracts under Sec.12 of the Act.

v) Function as the custodian of the Vehicles and ensure proper maintenance of Log Books.

vi) Assist the Secretary to revise the Citizen Charter timely, every year.

vii) Function as Custodian of the Service Registers of Employees, Attendance Register, Movement Register, Casual Leave Register; Register of Handing over of Charge and Office Order Books.

viii) Ensure presence of staff in office and their proper attendance of assigned duties in Front Office, Main Office and at Field.

ix) Assign duties to the Clerks, as per the instructions of the Secretary through office orders and ensure its compliance as Office Supervisor.

x) Supervise timely distribution of all Tapals and record Distribution Completion Certificate on Registration Cum Distribution Register (except those addressed to the President or Secretary in their personal capacity).

xi) Mark the Tapals to concerned sections which are of dispute in front office and ensure its timely distribution to various sections.

xii) Examine the Tapals and take action on papers of urgent nature, in the absence of Secretary/Assistant Secretary.

xiii) Ensure distribution of Tapals of routine nature, which needs no special directions, to the sections directly from front office for initiating action.

xiv) Ensure proper maintenance of Documents and records by the Section Clerks.

xv) Inspect Personal Register of the Clerks, fortnightly and record observations and

directions in running note file.

xvi) Verify pendency status of services and action on files, once in a week, and bring willful dereliction of duty from the part of clerks to the notice of the Secretary for action.

xvii) Supervise handing over of charge between clerks and ensure that all Documents and Records are up-to-date and charge handed over as per the Office Order in force and submit the 'Register of Handing over of charge' to the Secretary duly certified for countersigning.

xviii) Attend meetings representing the Secretary and submit necessary reports, as authorized by the Secretary.

xix) Keep one set of keys of the Almirahs, Cupboards and other Movable Assets that are under lock and key.

xx) Supervise cleaning of office building and auxiliary buildings, proper maintenance of fixtures and furniture, stock and store, etc. Regulate the use of meeting halls, conference room, etc.

xxi) 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 by the Section Clerks.

xxii) Provide hands on training to the staff, in office procedures.

xxiii) Verify the files submitted by clerks and record his/her opinion on it and shall render advice to the Secretary for decision making, quoting relevant statutes/ guidelines.

xxiv) Ensure that front office collection and outdoor collection of field staff are received in office in time, and the accuracy of the same is ascertained , after due verification of receipt book/statements/outdoor collection registers by Front Office Assistant/Cashier and the same is timely remitted to the Account of the Grama Panchayat.

xxv) Act as the nodal officer for producing all records before Performance Audit, KSAD Audit and AG Audit in liaison with the Accountant and various other sections. Ensure

proper follow up action on all pending Audit Reports.

xxvi) Ensure timely service delivery on all applications received under Right to Service Act and Citizens Charter.

xxvii) Prepare a monthly statement of transferred files pending return (see 2.5.2).

xxviii) Make arrangements for conduct of monthly staff meetings

xxix) Present Performance Evaluation Report of staff in the staff meeting.

xxx) Discharge any other duties as assigned by the President or Secretary from time to time.

xxxi) Act as Assistant Electrical Registration Officer (AERO)

### **Accountant**

The Accountant shall

i. be responsible for the maintenance of accounts and for the safe custody of registers and records related to accounting in Grama Panchayat Office.

ii. shall supervise the Cashier in office, related to collection and remittance of cash

iii. shall be responsible for the maintenance of cash chest

iv. shall keep one of the keys of the cash chest v. shall ensure the keeping of all valuables including cash, cheques, demand drafts, postal orders, bonds, FD receipts etc. in cash chest

vi. be the custodian of one of the keys of cash chest

vii. write cheques, memo of payment in work bills

viii. maintain the Treasury bill book

ix. Payment or refund shall be made only on the basis of bill prepared in proper format and on due authorization of the President and passed by the Secretary

x. Be responsible for the maintenance of all registers related with the accounts either manually or electronically on software as directed by Govt. from time to time ,such as Cash Book, Subsidiary Cash Book, Cheques and Drafts Register, Bill Register, Cheque Issue Register, Investment Register, Treasury, Bank, Post Office Investment Balance Register, Register of Receipts, Register of Payments, Advance Register, Deposit Register, Appropriation Control Register etc.

xi. Ensure the daily closing of Cash book by the Secretary.

xii. Ensure the remittance of Cash/Cheques/Demand Drafts/Postal Orders etc. on the day of receipt or on the next working day itself in Bank/Treasury by the Cashier and submission of the receipts to the Secretary, duly certified.

xiii. Ensure the cash balance verification by counting by the Secretary or authorized official at the end of every day and certification on its correctness is recorded as per Rule 131(a) of KTC.

xiv. Conduct Treasury/Bank Reconciliation at the end of each month and the Reconciliation Statement shall be prepared in the prescribed form.

xv. Maintain in safe custody the counterfoils of all receipts and all vouchers and the same shall be produced before various audit authorities for audit.

xvi. Keep all vouchers with all enclosures stitched with voucher number labelled in red ink.

xvii. Be responsible for preparation of the draft Budget in the prescribed format for presentation before the Finance Standing Committee and Grama Panchayat.

xviii. Ensure that expenditure is incurred as per provisions in the approved Budget.

xix. Bring to notice of Secretary the need for Supplementary/Revised Budget as and when it becomes necessary.

xx. Prepare Monthly accounts and Annual Financial Statements with connected statements before the 5th of every succeeding month and before 30th April every year respectively.

xxi. Give directions to the concerned sections with approval of Secretary for completing subsidiary registers related with the submission of Annual Financial Statement. xxii. Keep the file related to preparation of Annual Administration Report and shall ensure its preparation and submission with proper co-ordination with concerned Standing Committees. xxiii. Ensure receipt of Utilisation Certificates from Implementing Officers for allotments issued soon after making expenditure and the same shall be incorporated in accounts without any delay.

xxiv. Ensure timely repayment of loans and timely remittance to the authorities concerned of the recoveries made

xxv. Ensure that the provisions of Kerala Account code regarding withdrawal/ payment/transfer/disbursement of money from the consolidated fund and the Public account as regulated by act/rules are complied with.

xxvi. Ensure proper classification of expenditure as capital and revenue as prescribed under the provisions of Kerala Account Code and Kerala Financial Code

xxvii. Ensure that the provisions of Articles 82 and 83 of Kerala Account Code Volume 1 relating to loss of cash written off, loss of cash due to acceptance of counterfeit coins or notes, other loss of cash, misappropriation, embezzlement etc. and irregular, unusual or excess payments are observed in matters relating to cash in hand.

xxviii. Ensure maintenance of proper accounts for all financial transactions accurately and promptly as prescribed by Government/Accountant General from time to time

xxix. Keep himself/herself aware of the general principles and standards of financial propriety and the important financial principles as laid down in Article 40 of KFC volume 1 to tender advice on financial matters to the Secretary/Vice President/President if called for.

xxx. Monitoring the progress of collection of various taxes, fees, and other sources of income and submission of periodical reports to the Secretary, Assistant Secretary and Finance Standing Committee.

xxxi. Ensuring that replies to Audit Observations and Audit report are furnished in time by collecting and communicating replies from concerned officers

xxxii. Ensuring the periodical updation of Demand Register and Arrear Demand register

xxxiii. Periodical verification of the receipt of collection and posting them in the Demand register

xxxiv. Preparation of monthly DCB and expenditure statement of Grama Panchayat xxxv. Be responsible for keeping the Financial data base

xxxvi. Maintain the books of accounts such as Cash Book, Bank Book, Journal Book, General Ledger, sub Ledger and Vouchers under double entry accounting system using Sankya software with proper, correct and timely recording of transactions

xxxvii. Be responsible for the accounting transactions as per Kerala Panchayat Raj (Account Rules) 2011

xxxviii. Satisfying himself/herself that the amounts withdrawn for remittance of various bills are remitted in time and the receipts are filed with vouchers duly initialed by the Secretary.

xxxix. Take print out of Cash Book, Bank Book, Payment Vouchers and the same shall be kept duly attested by the Secretary xl. Ensuring prompt disbursement of amount withdrawn from Treasury/Grama Panchayat Fund towards unemployment allowance and other social security schemes and timely refund of undisbursed cash to the account.

xli. Provide necessary information to the audit team and produce vouchers, counterfoils of receipts, bank passbooks, treasury bill book and other Documents and Records, as per the requisition slip given by the audit team of Performance Audit, Kerala State Audit and Accountant General (Audit).

xlii. Take timely action on Audit Reports with the help of the JS/HC and Audit Section.

xliii. Ensure that a print out of Counter Day Book and Day Book are taken before 5 pm and shall verify the accuracy of cash collection in office with them.

xliv. Verify and ensure that the amount kept in cash chest tallies with the cash balance as per Cash Book and other subsidiary registers. xlv. Prepare cheques for the amount sanctioned by the Grama Panchayat Secretary in various bills and issue it properly.

xlvi. Keep Treasury Pass Book and issue closing balance certificates, after monthly reconciliation.

xlvii. Prepare annual closing balance certificate.

xlviii. Keep Bank/Post office Pass Books and carry out monthly reconciliation.

xlix. Submit Returns in time regarding TDS towards IT, VAT and other Government dues. Prepare and hand over to the concerned section the Statement of Accounts to be placed before the Grama Sabha on getting information regarding the convening of Grama Sabha .

#### **Section Clerks – Senior Clerks/ Clerks**

Section Clerks shall discharge all the duties entrusted to them as per the Office Orders as well as by any special or general Order. These include:

i) Safe custody of the registers, files, records ,computer systems, printers and other electronic devices connected with the subjects dealt by the Section and made available for official work, until they are handed over as per charge hand over Register/transferred to Record Room/disposed off.

ii) Produce the records under their custody for audit purpose.

iii) Take timely action on all the files related to the subjects assigned to them as per Office Order and submit the current file with notes to the supervisory officer within stipulated time. The notes shall be prepared quoting the relevant statutes and instructions from higher offices/Govt in the subject and the dated initials of the clerks shall be put with seal at the end of the note. They will ensure return of files submitted to higher officers within the normal business time frame, by bringing the matter of delay in return of files to the personal notice of the concerned officer.

iv) Proper maintenance of Personal Registers with up-to-date entries and submitting it for inspection, along with running Note on or before the date fixed for such inspection. v) Conduct field enquiries and submit report in time.

vi) Attend the Committee meetings as Meeting Organizers as per Office Order and prepare draft minutes.

vii) Responsible for realization of the various Taxes in time, if entrusted with collection duty. For this purpose they shall maintain all necessary registers and prepare and serve demand notice in time.

viii) Prepare a list of pending files, every month, and submit it to the JS/HC and also take action to clear the pendency.

ix) Hand over all disposed files, closed registers and other records to the Clerk in charge of the Record Room under proper acknowledgement on personal register. Till then, the files and records are to be kept safely by the Section.

x) Hand over/take charge of sections by entering the details of files, registers and other documents in the Register of Handing over of charge under the supervision of JS/HC. Both Clerks and JS/HC shall put their signature in the Register and it shall be got countersigned by the Secretary.

xi) Keep all relevant G.Os, Circulars, etc. for future reference in the Stock file duly indexed and make it available for reference, whenever needed.

xii) Ensure Budgetary Control on expenditure by timely gathering information regarding allotment and budget provision from the Accountant.

xiii) Make available to the Accountant the data and information required for the preparation of Budget.

xiv) Furnish replies to Audit section, on Audit Objections pertaining to subjects being dealt with in the section, and also take timely action for clearing the Audit Objections.

xv) Take urgent and time bound action on files related with threat to life and property, illegal activities, LA interpellations, D.O letters, registered Tapals, e-mails, Information under RTI, Service Delivery under Right to Service Act, Service Delivery under Citizens' Charter, Reports to Conferences, Communications from Judicial Forums, complaints received from Complaint Redressal Forums etc. by personally bringing the urgency of the matter to the notice of HC/JS and Secretary so as to ensure compliance on all such matters within the stipulated time.

xvi) Prepare and update the Registers, Documents, Records, Diaries under the custody of the section by making proper entries in time and getting it authorized by the HC/JS/Secretary,

xvii) Ensure follow up action on all cases pending before various grievance redressal forums such as Courts of Law, Ombudsman, Human Rights Commission, Tribunal, RTI Commission, etc. filed by and/or against the Grama Panchayat.

xviii) Preparation of draft Agenda notes on Agendas to be included in the Grama Panchayat/Standing Committee meetings.

xix) The section handled by Clerks shall be changed compulsorily on completion of 3 years duty, in the section.

### **Office Attendant**

Office Attendant shall i) Report for duty at 9.30 am on all working days at office. ii) Be responsible for the opening and closure of the office and also for the safe custody of one set of keys.

iii) Serve notice to Tax payers and other public, give meeting notice to the elected representatives and get dated signature.

iv) Attend Treasury/Bank/Post Office duty for the remittance or withdrawal of cash.

v) Discharge all duties entrusted to her/him by the President/Secretary or higher officers.

vi) Deliver letters locally and get acknowledgement in the local delivery book. vii) Ensure that all electrical appliances are switched off and windows are closed at the time of closing the office.

viii) Affix notices on the Notice Boards at office and at other public places.

ix) Make necessary arrangement for the various meetings of the Grama Panchayat under the supervision of Meeting Organiser

x) Carrying Manual files and registers from one section to other and to supervisory officers at regular intervals to ensure speedy file processing.

xi) Assist in the Front Office as Front Office Attendant.

### **Driver**

The Driver have the following responsibilities

i) Log Book shall be maintained properly. Before starting and on completion of journey necessary details shall be entered and the signature of the officer using the vehicle shall be obtained.

ii) Shall submit the Logbook to the custodian officer every day and shall obtain his authentication for the journeys performed.

iii) Shall submit the Log Book Periodically to the Section dealing with the subject of Vehicles for verification.

iv) Vehicle shall be maintained cleanly and in good working condition by regular washing and periodical servicing/repairs.

v) Shall ensure safety of the people and the vehicle by driving it adhering to the provisions of Motor vehicle Act and Road safety directions.

vi) Shall ensure safe custody of the vehicle after journey at garage under lock. If so entrusted, the rent on Tractor, Road Roller and other vehicles given on rent shall be collected and remitted at the Panchayat office promptly using the receipts issued from office.

vii) Ensure that the vehicles other than on rent, are used for official purpose journeys only.

viii) Details of filling of fuel, changing of spare parts, servicing and repair of the vehicle shall be entered in the log book on the date of event itself and got attested by the Custodian Officer

ix) When fuelling, fuel shall be filled to full capacity of the tank, in presence of an authorized officer

x) Ensure timely renewal of Insurance Premium, emission test certificate etc, by bringing it to the notice of the Section Clerk/HC/JS concerned.

### **Part time and Full time Sweepers**

Part time and Full time sweepers shall

i. Attend daily sweeping/sanitations duties neatly at allotted places.

ii. After cleaning, enter the details of public places cleaned, in the register prescribed.

iii. Clean the tables, chairs, cupboards, etc, free of dirt and dust every day and clean the toilets daily with cleaning liquids to ensure tidy and hygienic atmosphere. Clean the floors, glass panels of the cabin, windows etc., once in 3 days by wiping with wet mop.

iv. Be collectively responsible for the safe custody of the cleaning apparatus. v. Submit written reports of any cases of dumping of waste at public places noticed during their outdoor work to the Secretary.

vi. After their field duties, attend the office and discharge any other duties assigned to them by the President, Secretary, Junior Superintendent or Head Clerk. vii. Ensure availability of

safe drinking water in office.

viii. While on duty, wear uniform in Navy Blue Colour.

ix. The duty time of Part Time Sweepers shall be from 9 am to 1 pm.

x. The duty time of Full Time Sweepers shall be from 9 am to 4 pm.

xi. Considering the heavy traffic in roads, the Grama Panchayat shall issue suitable orders regarding the starting time of work of road sweeping, convenient to attend work, without any change in total hours of duty to be attended by sweepers.

### **Technical Assistant**

- i) To maintain all electronics equipments and computers in order and report accordingly.
- ii) To provide training on e-Governance to the Panchayat Committee members and staff
- iii) To identify complaints in Sevana, Saankhya, ILGMS , Sthapana and other softwares and provide assistance in rectifying the issues.
- iv) In charge of Office Computerisation
- v) To obey the orders of President, Secretary, Assistant Secretary and Head Clerk also send e mail and letters to Government and other Department offices
- vi) To check e mail everyday (Forenoon and afternoon) and submit the print in Front office for necessary action
- vii) Keep e mail register
- viii) Print Counter day book, front office diary and distribution register

### **Project Assistant**

- i) Project planning and data collections
- ii) E-grama swaraj portal management
- iii) Geo tagging of construction works of gramapanchayath
- iv) To assist gramapanchayath project development and implementation