

# **Andhra Pradesh Panchayat Raj (Powers and Functions of District Panchayat Officers, Divisional Panchayat Officers and Extension Officers) Rules, 2000**

ANDHRA PRADESH

India

## **Andhra Pradesh Panchayat Raj (Powers and Functions of District Panchayat Officers, Divisional Panchayat Officers and Extension Officers) Rules, 2000**

### **Rule**

### **ANDHRA-PRADESH-PANCHAYAT-RAJ-POWERS-AND-FUNCTIONS-O of 2000**

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Andhra Pradesh Panchayat Raj (Powers and Functions of District Panchayat Officers, Divisional Panchayat Officers and Extension Officers) Rules, 2000Published vide Notification No. G.O. Ms. No. 70, Panchayat Raj and Rural Development (Rules), dated 29.02.2000Last Updated 27th August, 2019No. G.O. Ms. No. 70. - In exercise of the powers conferred by sub-section (4) and clause (c) of sub-section (5) of Section 44 read with Section 268 of the Andhra Pradesh Panchayat Raj Act, 1994 (Act 13 of 1994), the Governor of Andhra Pradesh hereby makes the following rules, relating to the powers and functions of District Panchayat Officers, Divisional Panchayat Officers and Extension Officers (Panchayats).

### **1. Short title.**

- These rules may be called the Andhra Pradesh Panchayat Raj (Powers and Functions of District Panchayat Officers, Divisional Panchayat Officers and Extension Officers) Rules, 2000.Powers and Functions of the District panchayat Officer

## **2. The District Panchayat Officer shall.**

(a) exercise supervision and control over the Divisional Panchayat Officers, Extension Officer (Panchayats) and their staff in the District; (b) Exercise supervision and control over the Gram Panchayats and their executives and also provide guidance to them; (c) inspect all the notified Gram Panchayats whose income exceeds Rs. 21 lakhs (Rupees twenty one lakhs) in every year and visit other Gram Panchayats as many as possible for the purpose of inspection, superintendence and conducting of enquiries etc., and shall see that all Gram Panchayats are inspected by himself or by Divisional Panchayat Officer in every year irrespective of inspection made by the Extension Officer (Panchayats) and also see that all defects pointed out by the Inspecting Officers are rectified within two months, and he shall take immediate action against the defaulters under the provisions of Andhra Pradesh Panchayat Raj Act; (d) inspect the Offices of all Divisional Panchayat Officers and Extension Officer (Panchayats) in the district in every year; (e) hold enquiries and submit reports to the higher authorities on complaints of mal-administration in Gram Panchayats; (f) maintain necessary statistics about the working of Gram Panchayats, within the District, including Jawahar Rozgar Yojana, T.F.C. and other Government Grants; (g) prepare and submit Annual Confidential Reports relating to the post of Extension Officer (Panchayats) and Divisional Panchayat Officers in the District and submit to the commissioner of Panchayat Raj with his remarks; (h) review the replies on audit reports, in respect of notified Gram Panchayats only; (i) assist the District collector, in discharge of the statutory functions assigned to District Collector under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994; (j) inspect the works taken up in Gram Panchayats, with Gram Panchayat Funds, Jawahar Rozgar Yojana, T.F.C. and other Governments grants; (k) supervise and inspect the work relating to the general revision of house tax in Gram Panchayats; (l) take steps for collection of amounts covered by surcharge certificates issued by the Local Fund Department; (m) countersign the Travelling Allowance Bills of Divisional Panchayat Officers; (n) prepare, publish and maintain the electoral rolls of Gram Panchayats, in safe custody; (o) sanction the contract amounts for services of street lighting, sanitation and water supply in Gram Panchayats for an amount above Rs. 10,000/- (Rupees ten thousand only) but below Rs. 50,000/- (Rupees fifty thousand only) per year and the amount exceeding Rs. 50,000/- (Rupees fifty thousand only), the District Collector will sanction the same; (p) competent authority for transfers and postings of junior Assistants-cum-Bill Collectors and other provincialised staff in Gram Panchayats; (q) prepare and submit Annual Administration Reports of all Gram Panchayats in the District to Commissioner Panchayat Raj; (r) sanction of annual grade increments to Divisional Panchayat Officers; (s) sanction of earned leave to the Executive Officers and other employees of Gram Panchayats above 30 (thirty) days; (t) sanction of earned leave to Divisional Panchayat Officers, Extension Officer (Panchayats) and their staff; (u) sanction of casual leave to Divisional Panchayat Officers; (v) sanction of continuation of already existing part-time posts, sanctioned by competent authority as per rules, within 30% of them; and (w) all other powers and functions provided under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994. Powers and Functions of Divisional Panchayat Officers

### **3. The Divisional Panchayat Officer shall.**

(a) exercise supervision and control over the Extension Officers (Panchayats) and their officers within the Division; (b) exercise supervision and controls and provide guidance to the Gram Panchayats and their executives in his jurisdiction; (c) inspect all the Gram Panchayats in his jurisdiction every year, and see that all irregularities pointed out by the Inspecting Officers are rectified by the executive authorities of Gram Panchayats within two months from the date of inspection and shall submit reports to District Panchayat Officer in case of defaulters for necessary action under the provisions of the Andhra Pradesh Panchayat Raj Act, 1994; (d) inspect the offices of Extension Officer (Panchayats) every year and see that the defects pointed out in the inspection are rectified by the Extension Officer (Panchayats) in the same year; (e) hold enquiries and submit reports to higher authorities on complaints of mal-administration of Gram Panchayats in his jurisdiction; (f) maintain necessary statistics about the working of Gram Panchayats in his jurisdiction, including Jawahar Rozgar Yojana, T.F.C. and other Government Grants; (g) initiate and submit Annual Confidential Reports of Extension Officers (Panchayats) to the District Panchayat Officer; (h) review the replies to audit reports in respect of non-notified Gram Panchayats only; (i) approve the journeys performed by the Sarpanches, Executive Officers of Gram Panchayats and other staff in Gram Panchayats; (j) inspect the works taken up, with Gram Panchayat funds and other Government grants, including Jawahar Rozgar Yojana and T.F.C.; (k) inspect and supervise the work of Revision Officers appointed for revision of house tax; (l) take steps for collection of amounts covered by the surcharge certificates issued by the Local Fund Audit Department; (m) take steps for augmenting the resources of Gram Panchayats for improving the financial position of Gram Panchayats; (n) fix up the upset price for leases, auctions and sales of various sources proposed by the Gram Panchayats; (o) arrange special collection drives in Gram Panchayats, for realisation of various taxes, fees and other amounts due to the Gram Panchayats to strengthen the finances of the Gram Panchayats; (p) obtain and scrutinise the annual budgets of the Gram Panchayats and ensure their approval by the Gram Panchayats in time; (q) obtain the annual administration reports of all Gram Panchayats consolidate and submit report to District Panchayat officer; (r) countersign the Travelling Allowance bills of Extension Officer (Panchayats); (s) verify the dis-qualifications of members under various provisions of the Act, and submit reports to District Panchayat Officer; (t) sanction the contract amounts for services of street lighting, sanitation and water supply proposed by the Gram Panchayats, upto an amount Rs. 10,000/- (Rupees ten thousand) per year; (u) prepare and submit report on casual vacancies in Gram Panchayats, in the Division to the District Panchayat Officer; (v) sanction of earned leave upto 30 (thirty) days to the employees of Gram Panchayats (Provincialised) and to Executive Officers of Gram Panchayats; (w) sanction of annual grade increments to the Extension Officer (Panchayats) and Executive Officers of Gram Panchayats; and (x) sanction of casual leave to Extension Officer (Panchayats). Powers and Functions of Extension Officers (Panchayats)

### **4. The Extension Officers (Panchayats) shall.**

(a) exercise supervision and control and provide guidance to the Gram Panchayats, and their Executive authorities in his jurisdiction; (b) inspect all non-notified Gram Panchayats in every half year, and see that defects pointed out by the Inspecting Officers are rectified by the Executive

authorities, immediately within two months. He shall visit all the Gram Panchayats once in every quarter, once for inspection and once for rectification of defects, irrespective of other visits;(c)hold enquiries and submit reports to higher authorities on complaints of mal-administration in non-notified Gram Panchayats in his jurisdiction;(d)maintain necessary statistics about the working of Gram Panchayats, including Jawahar Rozgar Yojana, T.F.C. and other Government grants;(e)be responsible for the implementation of all orders, directions and instructions issued by the higher authorities on the administration of Gram Panchayats;(f)submit reports to the Divisional Panchayat Officer on the disqualification of members of Sarpanches of Gram Panchayats in his jurisdiction;(g)verify and prepare the list of casual vacancies of members and Sarpanches of Gram Panchayats in his jurisdiction and submit to Divisional Panchayat Officer;(h)provide guidance to the Executive authorities of Gram Panchayats in the matter of preparation of annual budgets, administration reports, periodical returns, progress reports, replies to Audit reports, and execution of works.(i)assist the Gram Panchayats, wherever necessary in the matter of collection of taxes, fees and other amounts, due to the Gram Panchayats;(j)attend the auctions and sales conducted by the Gram Panchayats and authenticate the bid amounts, as per rules;(k)conduct the cursory inspection of notified Gram Panchayats in every month and submit reports, as per rules;(l)guide the Gram Panchayats in augmenting the resources of the Gram Panchayats to strengthen the financial position of Gram Panchayats;(m)inspect and supervise the work of Revision Officers appointed for revision of House Tax in Gram Panchayats;(n)countersign the Travelling allowance bills of Sarpanches and Executive Officers of Gram Panchayats and their staff; and(o)sanction of casual leave to the Executive Officers of Gram Panchayat.