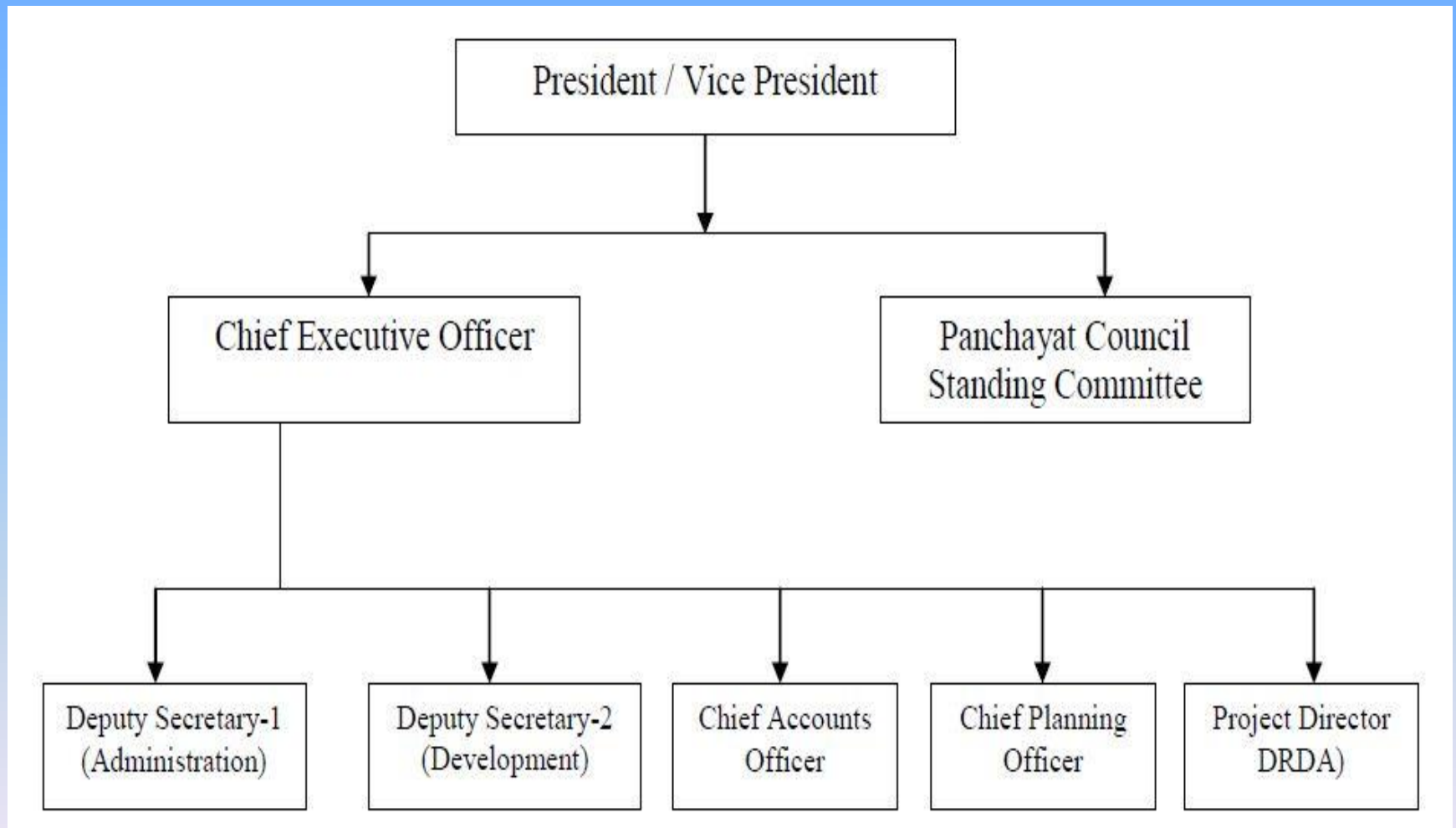


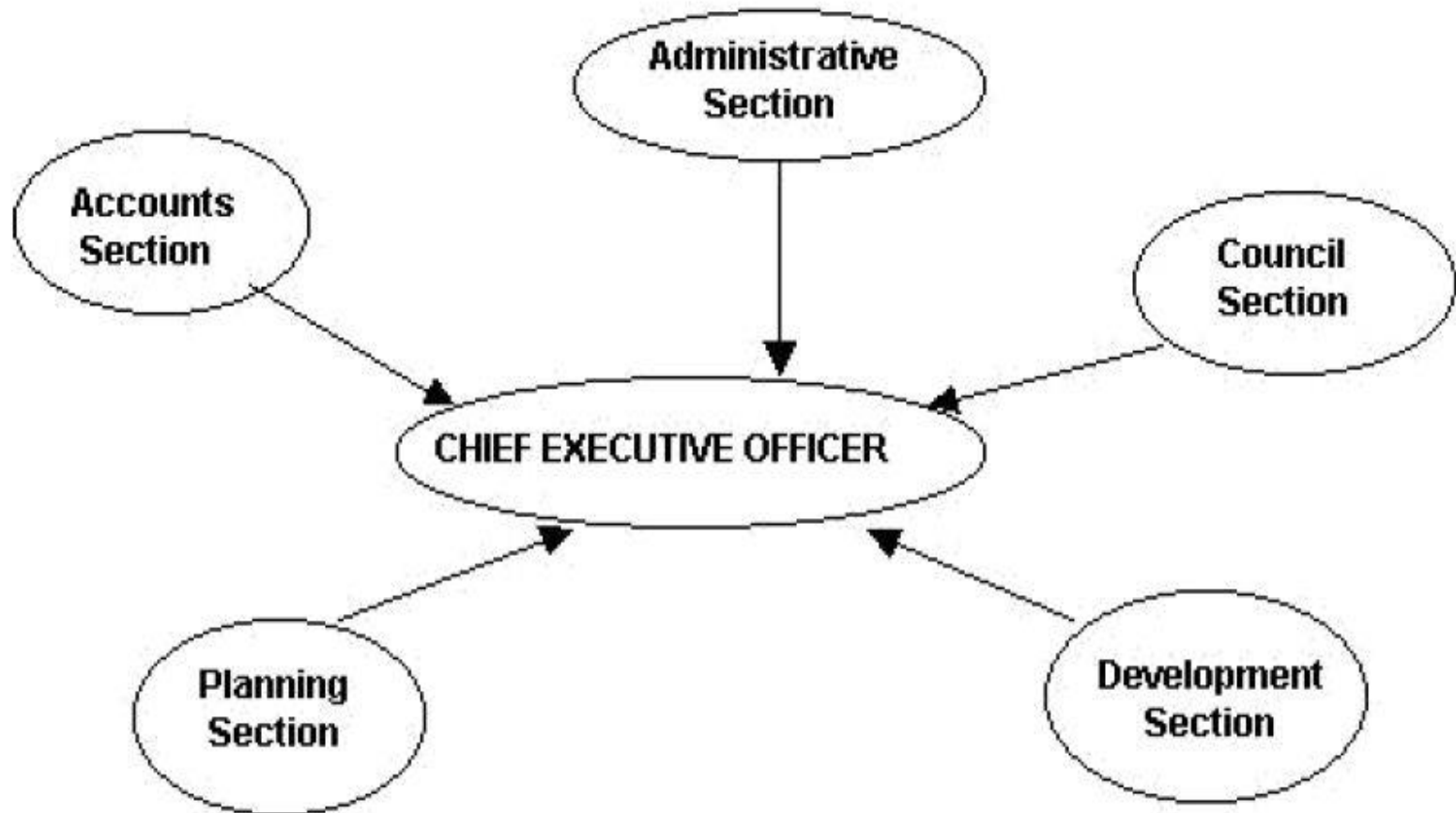
ZILLA PARISHAD

STRUCTURE AND FUNCTIONS

Structural Pattern of Zilla Parishad



Administrative Setup of Zilla Parishad



Administrative Setup of Zilla Parishad

- The govt. appoints the Chief Executive Officer to handle the administration of the Zilla Parishad.
- The govt. also appoints Chief Accounts Officer, Chief Planning Officer and one Deputy Secretary who reports to the CEO to assist the CEO in the administrative functioning of the Zilla Parishad

Functions of the CEO

- The CEO shall exercise all the power specially, imposed or conferred upon him by or under the Act or under any other law for the time being in force.
- Control the officers and official of, or holding office under, the Zilla Panchayat subject to the general superintendence and control of the Chairman and such rules as may be prescribed.
- Supervise and control the execution of all works of the Zilla Panchayat.
- Take necessary measures for the speedy execution of all works and developmental schemes of the Zilla Panchayat;

Functions of the CEO

- Have custody of all papers and documents connected with the proceedings of the meetings of the Zilla Panchayat and its committees;
- draw and disburse monies out of the Zilla Panchayat Fund;
- Exercise such other powers and discharge such other functions as may be prescribed;
- The Chief Executive Officer shall attend meeting of the Zilla Panchayat and shall have right to attend the meeting of any committee thereof and to take part in the discussion but shall not have right to move any resolution or to vote.

CHIEF ACCOUNTS OFFICER

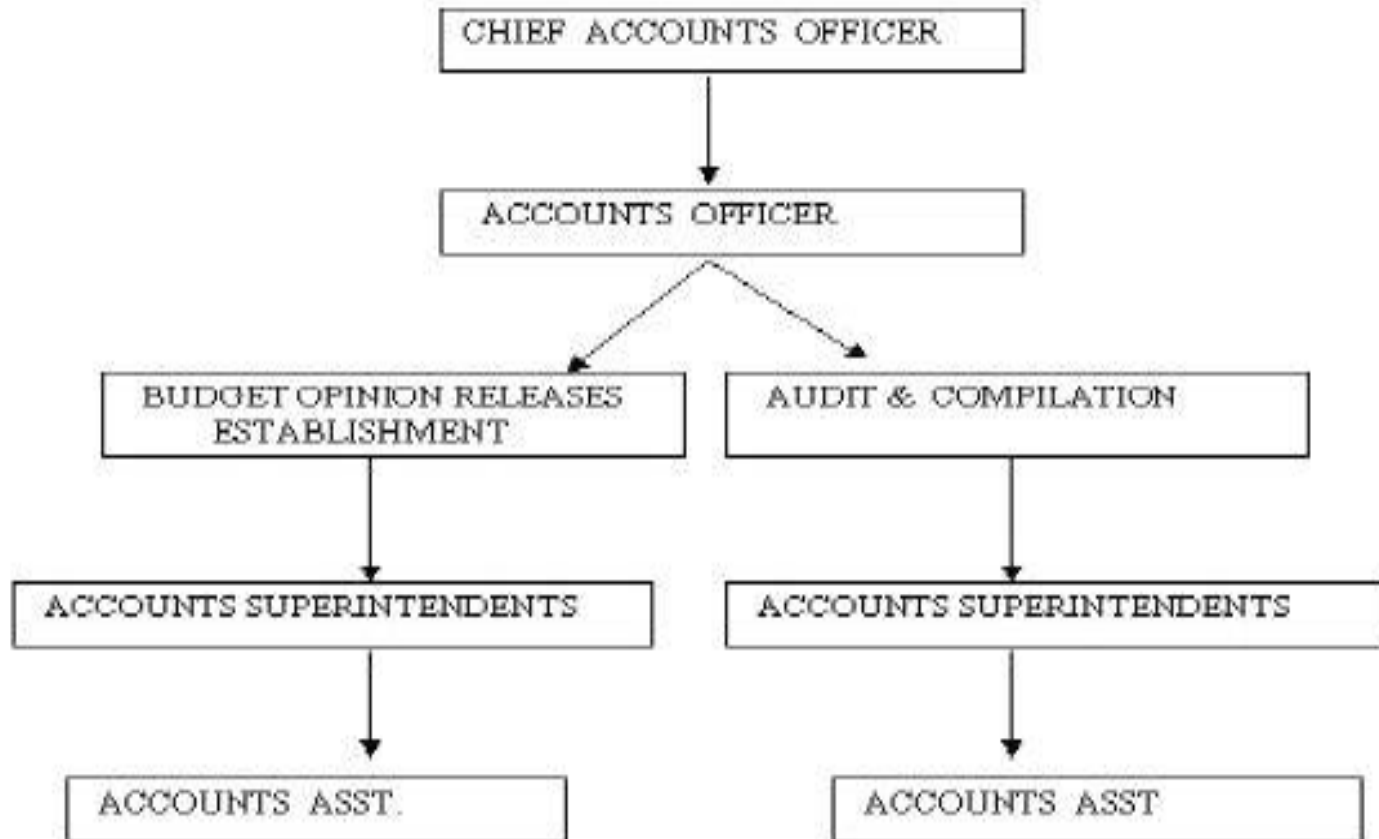
The Chief Accounts Officer shall advise the Zilla Panchayat in matters of financial policy and shall be responsible for all matters relating to the accounts of the Zilla Panchayat including the preparation of the annual accounts and budget. The Chief Accounts Officer shall also ensure that no expenditure is incurred except under proper sanction and in accordance with this Act and rules and regulations made there under and shall disallow any expenditure not warranted by the Act or the rules or regulations for which no provision is made in the budget.

Accounts Section

It is headed by a senior Officer from the State Accounts Department, designated as Chief Accounts Officer. This section acts as Finance department as well as Audit department in Zilla Panchayat System. There will be two Accounts officers to assist the Chief Accounts Officer in his duties and functions. The CAO is the custodian of the Zilla Panchayat Fund and also he advises the Chief Executive Officer and President of the Zilla Panchayat in Financial matters. He will directly Work under the Chief Executive Officer.

The Chief Accounts Officer prepares the Budget of the Zilla Panchayat for Non-plan expenditures. He/She will assist the C.E.O in the re-appropriation of grants at the end of the financial year. He/She prepares the Monthly and Annual Accounts based on the Treasury Schedules and Utilization certificates obtained from the Implementing officers.

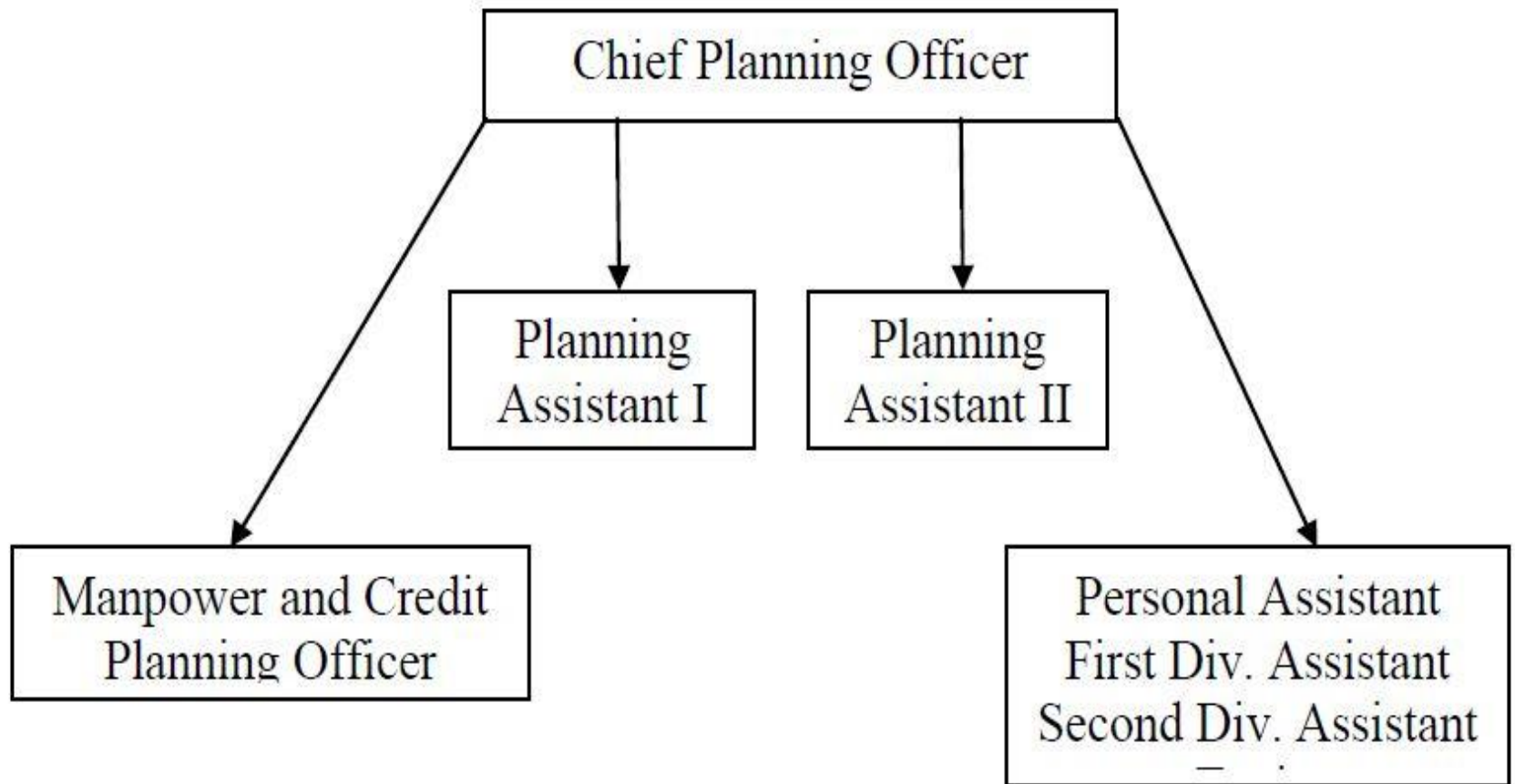
Accounts Section Setup



Financial Control and Audit

The Chief Accounts Officer through his/her Accounts officer (Audit and Compilation) conducts the internal audit of the different departments / Institutions, which are coming under the administrative control of the Zilla panchayat. He/She will watch the expenditure of the implementing officers against the grants released to them. He/She will also keep an eye on the strict adherence of the norms prescribed for schemes during their implementation by the Executives.

Planning Section Setup



Functions of the Chief Planning Officer (CPO)

- 1. Formulating Perspective Plan, Five Year Plan and Annual Plan for the development of district.
- 2. Determining priorities for the District. Based on these priorities, allocating outlays to sectors/departments and ensuring outlays for some earmarked programmes.
- 3. Guiding the District Officers in the formulation of suitable schemes in accordance with local needs and local resources in the framework of District Objectives.
- 4. Finalising physical targets for various sectors in consultation with concerned Department.
- 5. Identifying area for integration and ensuring their integration in the sectoral plans.

Functions of the Chief Planning Officer (CPO)

- 6. Determining size of the Taluk Panchayat Sector outlay and distribution of the same among Taluk Panchayats on the basis of the objective criteria.
- 7. Assisting in inter-departmental co-ordination, guiding the Taluk Panchayats in formulation of Taluk sector Plan and ensuring incorporation of the Plan proposals of Taluk sector plan in the District Plan.
- 8. Assisting Gram Panchayats in the preparation of the Annual Development Plan and incorporating the same in the District Plan.
- 9. Preparing the Action Plan of various schemes, including RD and PR schemes in consultation with field departments.
- 10. Monitoring the progress of implementation of District Plan including achievement in targets, maintenance of time schedule and initiation of corrective action.

Functions of the Chief Planning Officer (CPO)

- 11. Assisting in releasing the grants to various departments based on priorities and MMRs.
- 12. Furnishing vital information concerning Planning to the Planning Department at the State level and creating the data bank at the district level with help of district level officers.
- 13. Carrying out such assignments as are given from time to time by the State Level District Planning Division.
- 14. To tour at least ten days in a month to closely monitor the implementation of various Plan programmes in relation to annual action plan, targets and achievements as per Monthly Meeting Review (MMR) and Karnataka Development Project (KDP) and to know the bottlenecks and suggest suitable solutions to overcome the bottlenecks, if any. To invariably send the approved tour diary to the Director, District Planning division.
- 15. Any other work entrusted by the CEO, Zilla Panchayat

Project Appraisal and Evaluation Officer (PAEO)

- 1. Preparing the Manpower Budget for the district. Identifying pockets of unemployment, period and nature of unemployment and formulating an employment Plan and dovetailing the same with the district's development plan.
- 2. Identifying and initiating training programmes in area suited to the district needs.
- 3. Organising coordinated training programme for officers and personnel in the field cadres from time to time.
- 4. Maintaining liaison with the Lead Bank of the district in the preparation of the credit plan for the district.

Project Appraisal and Evaluation Officer (PAEO)

- 5. Preparing Banking plan and credit plans for the district, taluk and ensuring mobilization of institutional credit through various financing agencies.
- 6. Reviewing District Credit Plans.
- 7. Integrating District Credit Plan with the District Development plan.
- 8. Any other work entrusted by the Chief Planning Officer.

Statistical Officer

- 1. Maintaining all statistical information Talukwise/Grama Panchayat wise relevant to Planning and Development and ensuring the updating of such data periodically.
- 2. Maintaining benchmark data on important socio-economic aspects in “Grama-Namune” and updating the same every year.
- 3. Reviewing and monitoring plan expenditure periodically.
- 4. Preparing monthly review of the implementation of the plan programme in the district.
- 5. Any other work entrusted by the Chief Planning Officer.

Planning Assistant

Functions :

- Carry out such assignments as are entrusted from time to time by the Chief Planning Officer and other officers of planning unit of Zilla Panchayat.

Deputy Secretary

Functions :

- He shall assist the Chief Executive Officer in the performance of his duties.