

FORMAT**KANCHEEPURAM DISTRICT
RURAL DEVELOPMENT WING****DETAILS OF PUBLIC INFORMATION OFFICERS AND APPELLATE AUTHORITY**

Name of the Office	Assistant Public Information Officer	Public Information Officer	Appellate Authority	Subject
Personal Assistant to Collector (Development)	Head Clerk / Superintendent	Huzur Sarishtadar (Panchayat Development)	Personal Assistant to Collector (Development)	Establishment of AD level Officers, BDO, Dy.BDO, AEEs, AE, JE, Overseer, Assistant, Junior Assistant, Typist, Steno-Typist, Record Clerk, Driver, Office Assistant, Watchman, Panchayat Secretary Establishment. Local Body Election, Socio Economic & Caste Census-2011, 20 Point Programme, Health and Tourism Convergence Committee Meeting.
District Rural Development Agency	Superintendent of the Section concerned	Assistant Project Officer (incharge of Office administration)	Project Director DRDA	Implementation and Monitoring of All Central and State sponsored schemes such as MLA, MPLAD, Green House, IAY Houses, TSC, RIS, MGNREGS and Other Schemes.
Assistant Director (Panchayat)	Assistant	Superintendent	Assistant Director (Pts)	Monitoring of Village Panchayat Activities and Village Panchayat / Panchayat Union Funds.
Assistant Director (Audit)	Assistant	Superintendent	Assistant Director (Audit)	Monitoring the Audit of Panchayat & Panchayat Union levels, Settlement of Panchayat & Panchayat Union audit objection raised by Local Fund Audit Department & Accountant General, Chennai.
Personal Assistant to Collector (Noon Meal)	Assistant	Assistant Accounts Officer	Personal Assistant to Collector (Noon Meal)	Implementation and Monitoring Hon'ble PTMGR, Chief Minister, Noon Meal Programme and establishment matters of Noon Meal Programme staff in the District.
District Panchayat & District Planning Cell	Assistant	Superintendent (O/o the District Panchayat)	Secretary, (O/o the District Panchayat)	1. Implementing resolutions of the District Panchayat Council. 2. Apportionment of Funds under SFC (District Panchayat) to BDO's. 3. Monitoring Schemes implemented through District Panchayat.

Block Development Office, Kancheepuram	a) Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
	b) Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL. 5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers. 6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.
	c) Village Panchayat	Deputy Block Development	Block Development	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures

	Secretary	Officer (Pts)	Officer (Village Panchayat)	<ol style="list-style-type: none"> 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.
Block Development Office, Uthiramerur	a) Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
	b) Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL.

				<p>5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers.</p> <p>6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.</p>
	c) Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<p>1. Monitoring Village Panchayats Accounts Audit and Expenditures</p> <p>2. Provision of all basic amenities in the Villages.</p> <p>3. Monitoring the Collection of all taxes in Village Panchayats.</p> <p>4. Monitoring vacancies in the Rural Local Bodies.</p> <p>5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts.</p> <p>6. Conduct Grama sabhas.</p> <p>7. Monitoring Panchayat Meetings and Resolutions.</p>
Block Development Office, Walajabad	a) Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<p>1. Executive authority of Panchayat Union Council.</p> <p>2. Head of Panchayat Union and incharge of entire office administration.</p> <p>3. Responsible of all works, Schemes under taken under different development programmes in the block.</p> <p>4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets.</p> <p>5. Remedial measures at the time of natural calamities like drought cyclone and floods.</p> <p>6. Implement the Chief Ministers Noon Meal Programme in the block.</p> <p>7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas.</p> <p>8. Benefit of social welfare programmes.</p> <p>9. Construction of School toilets.</p> <p>10. Enroll them under various Small Savings Schemes.</p> <p>11. Incharge of issue of licences in Village Panchayat Areas.</p> <p>12. Maintenance of Local Fund Account I to IX.</p> <p>13. Responsible for implementing Resolutions of the Panchayat Union Councils.</p> <p>14. Panchayat Electrol Registration Officer.</p> <p>15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc.,</p>

				16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
b) Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)		1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL. 5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers. 6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.
c) Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)		1. Monitoring Village Panchayats Accounts Audit and Expenditures 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.

Block Development Office, Sriperumbudur	a) Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
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	c) Village Panchayat	Deputy Block Development	Block Development	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures

	Secretary	Officer (Pts)	Officer (Village Panchayat)	<ol style="list-style-type: none"> 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.
Block Development Office, Kundrathur	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
	Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL.

				<p>5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers.</p> <p>6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.</p>
	Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<p>1. Monitoring Village Panchayats Accounts Audit and Expenditures</p> <p>2. Provision of all basic amenities in the Villages.</p> <p>3. Monitoring the Collection of all taxes in Village Panchayats.</p> <p>4. Monitoring vacancies in the Rural Local Bodies.</p> <p>5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts.</p> <p>6. Conduct Grama sabhas.</p> <p>7. Monitoring Panchayat Meetings and Resolutions.</p>
Block Development Office, Kattankulathur	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<p>1. Executive authority of Panchayat Union Council.</p> <p>2. Head of Panchayat Union and incharge of entire office administration.</p> <p>3. Responsible of all works, Schemes under taken under different development programmes in the block.</p> <p>4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets.</p> <p>5. Remedial measures at the time of natural calamities like drought cyclone and floods.</p> <p>6. Implement the Chief Ministers Noon Meal Programme in the block.</p> <p>7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas.</p> <p>8. Benefit of social welfare programmes.</p> <p>9. Construction of School toilets.</p> <p>10. Enroll them under various Small Savings Schemes.</p> <p>11. Incharge of issue of licences in Village Panchayat Areas.</p> <p>12. Maintenance of Local Fund Account I to IX.</p> <p>13. Responsible for implementing Resolutions of the Panchayat Union Councils.</p> <p>14. Panchayat Electrol Registration Officer.</p> <p>15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc.,</p>

				16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
	Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL. 5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers. 6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.
	Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.

Block Development Office, Thiruporur	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
	Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL. 5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers. 6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.
	Village Panchayat	Deputy Block Development	Block Development	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures

	Secretary	Officer (Pts)	Officer (Village Panchayat)	<ol style="list-style-type: none"> 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.
Block Development Office, Thirukalukundram	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.

	Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL. 5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers. 6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.
	Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.
<p style="text-align: center;">Block Development Office, Lathur @ Pounzur</p>	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX.

			<p>13. Responsible for implementing Resolutions of the Panchayat Union Councils.</p> <p>14. Panchayat Electrol Registration Officer.</p> <p>15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc.,</p> <p>16. Settlement of Audit Objections.</p> <p>17. Socio Economic & Caste Census Survey.</p>
Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<p>1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt)</p> <p>2. Identification of beneficiaries under IAY.</p> <p>3. Nirmal Bharat Abhyan Survey.</p> <p>4. Construction of IHHL.</p> <p>5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers.</p> <p>6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.</p>
Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<p>1. Monitoring Village Panchayats Accounts Audit and Expenditures</p> <p>2. Provision of all basic amenities in the Villages.</p> <p>3. Monitoring the Collection of all taxes in Village Panchayats.</p> <p>4. Monitoring vacancies in the Rural Local Bodies.</p> <p>5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts.</p> <p>6. Conduct Grama sabhas.</p> <p>7. Monitoring Panchayat Meetings and Resolutions.</p>

Block Development Office, Maduranthagam	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
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	Village Panchayat	Deputy Block Development	Block Development	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures

	Secretary	Officer (Pts)	Officer (Village Panchayat)	<ol style="list-style-type: none"> 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.
Block Development Office, Achirupakkam	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils. 14. Panchayat Electrol Registration Officer. 15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc., 16. Settlement of Audit Objections. 17. Socio Economic & Caste Census Survey.
	Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL.

				<p>5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers.</p> <p>6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.</p>
	Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<p>1. Monitoring Village Panchayats Accounts Audit and Expenditures</p> <p>2. Provision of all basic amenities in the Villages.</p> <p>3. Monitoring the Collection of all taxes in Village Panchayats.</p> <p>4. Monitoring vacancies in the Rural Local Bodies.</p> <p>5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts.</p> <p>6. Conduct Grama sabhas.</p> <p>7. Monitoring Panchayat Meetings and Resolutions.</p>
Block Development Office, Chittamur	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<p>1. Executive authority of Panchayat Union Council.</p> <p>2. Head of Panchayat Union and incharge of entire office administration.</p> <p>3. Responsible of all works, Schemes under taken under different development programmes in the block.</p> <p>4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets.</p> <p>5. Remedial measures at the time of natural calamities like drought cyclone and floods.</p> <p>6. Implement the Chief Ministers Noon Meal Programme in the block.</p> <p>7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas.</p> <p>8. Benefit of social welfare programmes.</p> <p>9. Construction of School toilets.</p> <p>10. Enroll them under various Small Savings Schemes.</p> <p>11. Incharge of issue of licences in Village Panchayat Areas.</p> <p>12. Maintenance of Local Fund Account I to IX.</p> <p>13. Responsible for implementing Resolutions of the Panchayat Union Councils.</p> <p>14. Panchayat Electrol Registration Officer.</p> <p>15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc.,</p> <p>16. Settlement of Audit Objections.</p> <p>17. Socio Economic & Caste Census Survey.</p>

	Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt) 2. Identification of beneficiaries under IAY. 3. Nirmal Bharat Abhyan Survey. 4. Construction of IHHL. 5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers. 6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.
	Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<ol style="list-style-type: none"> 1. Monitoring Village Panchayats Accounts Audit and Expenditures 2. Provision of all basic amenities in the Villages. 3. Monitoring the Collection of all taxes in Village Panchayats. 4. Monitoring vacancies in the Rural Local Bodies. 5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts. 6. Conduct Grama sabhas. 7. Monitoring Panchayat Meetings and Resolutions.
<p style="text-align: center;">Block Development Office, St. Thomas Mount @ Chitlapakkam</p>	Assistant	Deputy Block Development Officer (Admin)	Block Development Officer (Block Panchayat)	<ol style="list-style-type: none"> 1. Executive authority of Panchayat Union Council. 2. Head of Panchayat Union and incharge of entire office administration. 3. Responsible of all works, Schemes under taken under different development programmes in the block. 4. Maintenance of Panchayat Unions Roads, Panchayat Union School building and all Panchayat Union assets. 5. Remedial measures at the time of natural calamities like drought cyclone and floods. 6. Implement the Chief Ministers Noon Meal Programme in the block. 7. Educating Bio-gas chullahs etc. and arrange for the successful installation of plants in rural areas. 8. Benefit of social welfare programmes. 9. Construction of School toilets. 10. Enroll them under various Small Savings Schemes. 11. Incharge of issue of licences in Village Panchayat Areas. 12. Maintenance of Local Fund Account I to IX. 13. Responsible for implementing Resolutions of the Panchayat Union Councils.

			<p>14. Panchayat Electrol Registration Officer.</p> <p>15. Responsible in proper monitoring of all schemes like MPLAD, MLACDS, SFC (District Panchayat) Green House, SSS , etc.,</p> <p>16. Settlement of Audit Objections.</p> <p>17. Socio Economic & Caste Census Survey.</p>
Assistant	Deputy Block Development Officer (Scheme)	Block Development Officer (Village Panchayat)	<p>1. Responsible for proper monitoring of all schemes like THAI, IAY, SFC (V.Pt)</p> <p>2. Identification of beneficiaries under IAY.</p> <p>3. Nirmal Bharat Abhyan Survey.</p> <p>4. Construction of IHHL.</p> <p>5. Maintenance of Cheque received register, Cash Books, E.A.R.'s Pass Books and Cement steel stock register and other registers.</p> <p>6. Monitoring MGNREGS's works. Check the master rolls, maintenance of register and accounts.</p>
Village Panchayat Secretary	Deputy Block Development Officer (Pts)	Block Development Officer (Village Panchayat)	<p>1. Monitoring Village Panchayats Accounts Audit and Expenditures</p> <p>2. Provision of all basic amenities in the Villages.</p> <p>3. Monitoring the Collection of all taxes in Village Panchayats.</p> <p>4. Monitoring vacancies in the Rural Local Bodies.</p> <p>5. Settlement of Audit objections in Village Panchayat and Block Development Officer (V.Pt) accounts.</p> <p>6. Conduct Grama sabhas.</p> <p>7. Monitoring Panchayat Meetings and Resolutions.</p>