

Establishment –Reallocation of works relating to implementation of SGSY, Mahalir Thittam and Connected Schemes to the Deputy Block Development Officer (Small Savings, Public relation and Womens Development).

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**Rural Development and Panchayat Raj (E5) Department**

G.O.(Ms) No.188

Dated. 22.12.2008

Read:

1. G.O.(Ms).No. 106 / RD & PR dept. Dt 20.6.07.
2. G.O.(Ms).No.138, RD & PR Dept., Dt 28.8.08.
3. The Commissioner of Rural Development and Panchayat Raj Department Lr No. 84719/08/02, Dt 20.11.08.

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**ORDER:**

In the Government order first read above orders were issued that the Deputy Block Development Officer in the Block Office shall be entrusted with the responsibility of the implementation of SGSY, Mahalir Thittam and connected schemes in addition to the regular audit work originally entrusted to him. As per the present Job Chart of the Deputy Block Development Officers, the Deputy Block Development Officer in the Block Office is responsible for the completion of audit of the Village Panchayat accounts of the preceding year within the period of 1<sup>st</sup> May and 31<sup>st</sup> July of the succeeding year, reporting of misappropriation and initiating surcharge proceedings etc., assisting the Block Development Officer (Village Panchayats) with the proper administration of Village Panchayats, ensuring the placement of audit and accounts in Grama Sabha before 30<sup>th</sup> September, and ensuring settlement of audit objections of Village Panchayats thereafter. Thus, the Deputy Block Development Officer has got regular work relating to Village Panchayat audit throughout the year. However, as per the Government Order first read above, the Deputy Block Development Officer has also to attend to the work of implementation of SGSY and works relating to Mahalir Thittam like formation of SHGs, training of Self Help Group members and animators, their credit rating and linkages and also other EDP, Skill and Specialized Skill Training programme besides economic activities of SHGs etc.,

2. In the G.O. second read above, orders have been issued upgrading all the posts of Extension Officer as Deputy Block Development Officers. As such there are now several posts of Deputy Block Development Officers such as Deputy Block Development Officer (ADW), Deputy Block Development Officer (Small Savings & Public Relations) Deputy Block Development Officer (Small Savings & Public Relations), Deputy Block Development Officer (NMP), Deputy Block Development Officer (Admn), Deputy Block Development Officer (Schemes) and Deputy Block Development Officer (Panchayats).

3. The Commissioner of Rural Development and Panchayat Raj has now stated that as compared to the work load of Deputy Block Development Officer, the work load of Deputy Block Development Officer (Small Savings & Public Relations) in the Blocks is much lesser as he looks after only the duties relating to the promotion of small savings in the Block and Village Panchayats, also the works relating to Public Relations. The canvassing of small savings is done predominantly by the Small Savings Agents who are given incentives by the Government and the work pertaining to Public Relations is minimal in the Blocks now. Thus, the Deputy Block Development Officer (Small Savings & Public

Relations) has a lighter work load as compared to the regular Deputy Block Development Officer. Since, the work load of Deputy Block Development Officer is much heavier when compared to the work load of Deputy Block Development Officer (Small Savings & Public Relations) the Commissioner of Rural Development and Panchayat Raj has stated that the additional responsibility of implementation of SGSY, Mahalir Thittam and connected schemes may be transferred from the Deputy Block Development Officer and entrusted to the Deputy Block Development Officer (Small Savings & Public Relations) in addition to their original duties and responsibilities and requested the orders of the Government in this regard.

4. The Government, after careful examination of the proposal of the Commissioner of Rural Development and Panchayat Raj have decided to change the nomenclature of Deputy Block Development Officer (Small Savings & Public Relations) as Deputy Block Development Officer (Small Savings , Public Relations and Women's Development) and to entrust the responsibility of the implementation of SGSY, Mahalir Thittam and connected schemes to the Deputy Block Development Officer (Small Savings , Public Relations & Women's Development) in addition to their original duties and responsibilities. Accordingly the Government order the change of nomenclature Deputy Block Development Officer (Small Savings& Public Relations) as Deputy Block Development Officer (Small Savings, Public Relations & Women's Development) and fix their duties and responsibilities as in the annexure.

5. The Government also order that wherever the post of Deputy Block Development Officer (Small Savings, Public Relations & Women's Development) is vacant, the Deputy Block Development Officer shall attend the work relating to implementation of SGSY, Mahalir Thittam and connected schemes.

(By Order of the Governor)

**K.ASHOK VARDHAN SHETTY**  
PRINCIPAL SECRETARY TO GOVERNMENT

**ANNEXURE TO G.O.(Ms) NO.188,RURAL DEVELOPMENT AND  
PANCHAYAT RAJ DEPARTMENT, DATED 22.12.2008**

**Duties and responsibilities of Deputy Block Development Officer:**

1. The audit shall be completed within a period 1<sup>st</sup> May and 31<sup>st</sup> July of the preceding year.
2. Reporting of misappropriation and initiation of surcharge proceedings etc.,
3. To assist the Block Development Officer (Village Panchayats) for the proper administration of Village Panchayats.
4. To ensure the placement of audited accounts in Grama Sabha before 30<sup>th</sup> September.
5. To ensure the settlement of Village Panchayat audit objections.

**Duties and responsibilities of Deputy Block Development Officer (Small savings, Public Relations & Women's Development)**

**Small Savings & Public Relations:**

1. Small Savings and Information and Public Relations.
2. Celebration of important festivals and other Block level functions (in order to facilitate Small Savings Propaganda).

**SGSY, Mahalir Thittam Programmes:**

1. The Deputy Block Development officer (SS, PR & WD) is the principal officer in the Block for the implementation of SGSY and to achieve the Mahalir Thittam Target relating to SHG formation, training of the SHG members and animators, their credit rating and linkages and also other EDP, Skill and Specialized Skill Training Programme besides economic activities of SHGs.
2. He / She must ensure that the Deputy BDO (ADW) and RWOs as well as Mahalir Thittam approved NGOs are performing the prescribed duties relating the above and resolving all difficulties that arise during implementation of the schemes.

**Payments:**

He / She must ensure proper documentation and verification before releasing payments for all Mahilar Thittam Schemes entrusted to the block.

**Monthly Reports :**

He / She must ensure that all the weekly and monthly reports to PO, Mahalir Thittam are given in time and the database well established for all activities pertaining to the block.

**Strengthening of PLFs:**

He/She must keep a watchful eye on SHG activities and strengthen the PLF so that the NGOs/PLFs are encouraged to achieve their target by adopting proper methodologies.

**Capacity building:**

He / She must co-ordinate with the identified institution for imparting useful training of EDPs.

**Distribution of Registers:**

He / She must ensure timely distribution of registers to SHGs.

**Contribution to Monthly Magazine:**

He / She must try to improve the sale of Mutram and also get good contribution of articles from SHG members.

**Monthly Tour Programme:**

He / She must tour at least 15 days in a month. He/ She must visit / supervise at least,

- a minimum of 45-50 SHGs/ month.
- attend BLCC meeting / 5 SHG meetings / 2 PLF meetings.
- Credit rating 50 – 100 SHGs.
- Supervise 20 training programmes (SHG, A&R, EDP, Skill & Special Skill Training)
- He / She has to convene a Block Level review meeting once in every month with NGOs involved in Mahalir Thittam Schemes.

**Monthly review meetings:**

He /She shall attend the monthly review meetings conducted by Project Officer, Mahalir Thittam and submit the monthly progress reports of SHGs and SGSY activities.

**Fairs / Exhibitions:**

The Deputy BDO (SS, PR & WD) is to organize periodical exhibitions to promote the sale of SHG products.

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