



## **ABSTRACT**

Establishment - Rural Development and Panchayat Raj Department - Restructuring the Panchayat Union/Block Administration - Modification of establishment of Deputy Block Development Officers - Restructuring as Head Quarters Deputy Block Development Officers and Zonal Deputy Block Development Officers - Orders – Issued.

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

**G.O (Ms) No.127**

**Dated: 21. 9.2015**

மன்மத, புரட்டாசி 4  
திருவள்ளூர் ஆண்டு 2046

**Read:**

Director of Rural Development and Panchayat Raj  
Letter No.54218/2015/G2 dated 12.08.2015.

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### **ORDER:**

The Hon'ble Minister (Municipal Administration, Rural Development, Law, Courts and Prisons) has announced in the Tamil Nadu Legislative Assembly that in order to streamline the Panchayat Administration and in order to enable the implementation of various Rural Development Schemes reach the rural masses effectively, the concept of Zonal Deputy Block Development Officers will be introduced on par with the similar concept of Zonal Deputy Tahsildars in the Revenue Department. In this regard, the Director of Rural Development and Panchayat Raj in the letter read above has proposed for restructuring the establishment of Deputy Block Development Officers in the Blocks. He has stated that consequent to the Constitutional status accorded to the Panchayat Raj Institutions, the role and responsibilities assigned to the Officers and Staff of the Rural Development and Panchayat Raj Department has undergone a sea change.

### **2. Proposal of the Director of Rural Development and Panchayat Raj :-**

The Director of Rural Development and Panchayat Raj has further informed the status of Block Administration and the role of Deputy Block Development Officers at present and also given his proposal as under:

#### **2.1 Block Administration set up at present:**

In the Block Offices, there are 2 Block Development Officers, (i) Block Development Officer (Block Panchayat) and the (ii) Block Development Officer

(Village Panchayats). Mostly, 4 Deputy Block Development Officers are attached to Block Development Officer (Block Panchayat) and 5 Deputy Block Development Officers are attached to Block Development Officer (Village Panchayats).

**a) Deputy BDOs under the control of Block Development Officer (Block Panchayat):**

The Block Development Officer (Block Panchayat) is generally assisted by the Dy.BDO (Administration), Dy.BDO (Nutritious Meal Programme), Dy.BDO (Small Savings) and Dy.BDO (MGNREGS 2).

**b) Dy.BDOs under the control of Block Development Officer (Village Panchayats):**

The Block Development Officer (Village Panchayats) is generally assisted by the Dy.BDO (Panchayats), Dy.BDO (Audit), Dy.BDO (Schemes), Dy.BDO (Adi-draavidar Welfare) and Dy.BDO (MGNREGS-1).

**2.2. Proposed change in the Dy.BDO setup in the Blocks:**

- (i) It is proposed by the Director of Rural Development and Panchayat Raj to create Dy.BDO posts for individual zones of Village Panchayats in order to improve the service delivery mechanism at the Panchayat Union level. There are nearly 8-9 Dy.BDOs at present in each Block. Other than Dy.BDO (Audit), all other Dy.BDO posts are proposed to be redeployed within the District as **Head Quarters Dy.BDOs** and **Zonal Dy.BDOs**.
- (ii) In the office of Assistant Director (Panchayats) and Assistant Director (Audit), except Dy.BDO (Accounts), all other Dy.BDOs working in these Offices are also proposed to be diverted to the zones in the respective Districts. The Dy.BDOs to be diverted to Blocks for proposed Zonal Dy.BDO posts are mentioned in Table below:

**Posts of Dy.BDOs in Assistant Director (Panchayats) / Assistant Director (Audit) Office proposed to be diverted to Blocks**

Sl. No.	Name of the District	Assistant Director Panchayat Office		Assistant Director Audit Office		Total
		Addl. Pt. Officer	Other Dy.BDOs	Addl. Pt. Officer	Other Dy.BDOs	
1	Kancheepuram	1			1	2
2	Thiruvallur	1	1			2
3	Cuddalore				1	1
4	Villupuram	1	2		1	4
5	Tiruvannamalai	1	1		1	3
6	Namakkal			1		1
7	The Nilgirs	1				1
8	Thanjavur			1		1
9	Nagapattinam	1	1			2
10	Tiruvarur	1			1	2
11	Madurai	1				1

12	Dindugal			1		1
13	Ramanathapuram			1	1	2
14	Virudhunagar		1	1	1	3
15	Sivagangai	1			1	2
16	Tirunelveli		1			1
17	Tuticorin			1		1
18	Kanniyakumari	1				1
	Total	10	7	6	8	31

- (iii) Without disturbing the established administrative procedure in the Office of the Block/Panchayat Union, certain posts are proposed to be merged and the resultant availability of Dy.BDOs posts after merger are proposed as Zonal Dy.BDOs.
- (iv) Within the Block area, certain Village Panchayats that are contiguous and well connected, are proposed to be zoned together with one Zonal Dy.BDO overseeing the affairs of the Village Panchayats including the scheme works of the Block in that Zone.

It has thus been ensured that **there is no increase in the number of sanctioned posts of Deputy Block Development Officers in a District.**

### **2.3. Necessity to propose Zonal Dy.BDOs:**

#### **(i) Administrative Efficiency required:**

The Director of Rural Development and Panchayat Raj has stated that except Dy.BDO (Administration), Dy.BDO (Schemes), Dy.BDO (NMP), Dy.BDO (MGNREGS) I & II, all other Dy.BDOs are performing tours within the Panchayat Union/ Block to attend the duties and responsibilities assigned to them. Sometimes two or more Dy.BDOs visit the same Village Panchayat for different works based on their responsibilities. This can be avoided if the Panchayat Union/Block administrative set up is restructured in a better manner. For effective administration of Panchayat Raj System and various schemes, it will be useful if there is a harmonious administrative control between the Village Panchayats and Panchayat Unions. For this purpose, creation of Zonal Dy.BDO will be helpful.

#### **(ii) Inequitable work load at present within the District:**

As on date, there is mostly a uniform staff structure at the Block, irrespective of the number of Village Panchayats. For example St.Thomas Mount Block in Kancheepuram District is having 15 Village Panchayats whereas Uthiramerur Block in that District has 73 Village Panchayats. Similarly, Vellore Block in Vellore District consists of 18 Village Panchayats whereas Kaveripakkam Block in that District consists of 55 Village Panchayats. But all these Blocks are having the same number of staff except an additional Dy.BDO (Panchayats) each in Uthiramerur and Kaveripakkam since these Blocks have more than 50 Village Panchayats. The workload within the district is thus inequitable.

**(iii) Inequitable work load within the Blocks:**

The distribution of work among the Dy.BDOs is inequal. The workload and schemes handled by Dy.BDO (Panchayats) is more as compared to the Dy.BDO (ADW) in many Blocks. In the present circumstances Dy.BDO (Panchayats) is the only person to answer all the matters related to Village Panchayats. Hence revamping of the Panchayat Union/Block administration by creating Zonal Dy.BDOs with equal responsibilities will address these difficulties.

**(iv) Need to tone up the Panchayat Administration:**

The Village Panchayat Administration needs closer guidance of experienced officials. It is also required to tone up the Village Panchayat Administration by having dedicated Dy.BDOs for a set of Village Panchayats to guide the Panchayats in Panchayat Administration and Scheme implementation.

**(v) Need to utilize additional Dy.BDO posts in Assistant Director (Panchayats) and Assistant Director (Audit) Offices in Blocks to ensure equitable workload distribution.**

In the offices of the Assistant Director (Panchayats) and Assistant Director (Audit), Dy.BDO/Head Clerk posts were upgraded as BDO/Superintendent and a Superintendent in the cadre of BDO is manning the above offices. Hence the additional Dy.BDO posts except the Dy.BDO (Accounts) can be better utilised in the Blocks and can be diverted as Zonal Dy.BDOs.

**2.4 Number of Zones in the District (Zonal Dy.BDO):**

(i) As there were variations in the number of Village Panchayats constituting Block/Panchayat Union within the District itself, after a detailed round of discussions with Field Level Officers and other Officers in the Districts, it is proposed by Director of Rural Development and Panchayat Raj to take District as a unit rather than State for calculation of the average number of Village Panchayats in the proposed zone. This is also convenient since the establishment matters of the Dy.BDOs are governed within the district as a unit.

(ii) If we take the district as a unit, the total number of Dy.BDOs posts sanctioned in the District minus the posts of Dy.BDOs in DRDAs/Collectorate/District Panchayats/Mahalir Thittam/Dy.BDO (Audit) in Blocks, Dy.BDO (Accounts) in the office of the Assistant Director (Panchayats) and Assistant Director (Audit) can be taken as the total number of Dy.BDO posts available in the District for zones. As far as possible, the number of Village Panchayats constituting one Zone has been made uniform for the District and is based on the number of Dy.BDOs posts available in the concerned Panchayat Union/Block and Dy.BDOs available in the Assitant Director (Panchayats) and Assistant Director (Audit) offices except Dy.BDO (Accounts).

(iii) After detailed discussions, it was agreed that there needs to be atleast 4 Dy.BDOs in the headquarters of the Block/Panchayat Union Office to co-ordinate with the Zonal Dy.BDOs and assist the Block Development Officer (Village Panchayats)/ and Block Development Officer (Block Panchayats) in making the

administrative machinery effective. Other than 4 Head Quarters Dy.BDO to be allocated in every Block/Panchayat Union, the post of Dy.BDO (Audit) will be continued in 381 Block/Panchayat Union where the Dy.BDO (Audit) posts are in existence. **Dy.BDO (Audit) post was not originally sanctioned in Kalrayan Hills Block of Villupuram District, Jawadhu Hills Block of Tiruvannamalai District, Yercaud Block of Salem District and Keelaiyur Block of Nagapattinam District separately. Within the cadre strength of the Dy.BDOs available in the District, one Dy.BDO post may be designated as Dy.BDO (Audit).**

(iv) The Dy.BDO posts available in each Panchayat Union and the Dy.BDOs other than the Dy.BDOs (Accounts) in the office of the Assistant Director (Panchayats) and Assistant Director (Audit) should be redeployed as Zonal Dy.BDO. Depending on the number of the Village Panchayats in the Block/Panchayat Union, there will be shortfall/excess number of Dy.BDOs post available after providing for 4 number of Headquarters Dy.BDOs, Dy.BDO (Audit) and Zonal Dy.BDOs (based on district average of Village Panchayat in a Zone). These excess/shortfall Dy.BDOs posts can be transferred to other Block/Panchayat Union within the District where number of Village Panchayats are more resulting in increased number of zones.

(v) Therefore, as per the present proposal, every Block Office will have (1) Dy.BDO (General), (2) Dy.BDO (Nutritious Meal Programme), (3) Dy.BDO (Panchayats), (4) Dy.BDO (MGNREGS), (5) Dy.BDO (Audit).

With the proposed modification, there will be a balance of 4 to 5 Dy.BDOs posts available in all the Blocks and one additional post in select Blocks where Number of Village Panchayats exceed 50, who will also be designated as Zonal Dy.BDO.

## **2.5. Proposed setup of Dy.BDOs:**

It is proposed by Director of Rural Development and Panchayat Raj that Block Development Officer (Block Panchayat) will be assisted by two Headquarters Dy.BDOs designated as Dy.BDO (General) and Dy.BDO (Nutritious Meal Programme). The Block Development Officer (Village Panchayats) will be assisted by two Headquarters Dy.BDOs designated as Dy.BDO (Panchayats) and Dy.BDO (MGNREGS). Dy.BDO (Audit) will report to Block Development Officer (Village Panchayats). In respect of all Blocks (385), the number of Dy.BDOs to be allocated to zones will be 4 to 5 (If number of Panchayats is more than 50, there will be an additional Dy.BDO Panchayats).

In these Blocks they will draw salary under the following Head of Account.

<b>1) Zonal Dy.BDO - 1</b>	<b>- MGNREGS Account</b>
<b>2) Zonal Dy.BDO - 2</b>	<b>- 2225-01-789-AB</b>
<b>3) Zonal Dy.BDO - 3</b>	<b>- 2515-00-001-AT</b>
<b>4) Zonal Dy.BDO - 4</b>	<b>- 2515-00-001-AE</b>
<b>5) Zonal Dy.BDO - 5</b>	<b>- 2515-00-001-AT</b>

**(Additional post of Dy.BDO)**

Apart from the posts of Dy.BDOs in Blocks/Panchayat Unions, the posts of Dy.BDOs other than Dy.BDO (Accounts) in the office of the Assistant Director (Panchayats) and Assistant Director (Audit) will also be transferred to the Blocks as Zonal Dy.BDOs.

They will report to Block Development Officer (Block Panchayat) and Block Development Officer (Village Panchayats) for the respective subjects. The roles and responsibilities proposed for Headquarters Dy.BDOs in the Block and for the Zonal Dy.BDOs is given in Annexure III.

## **2.6 Posting criteria for District Collectors:**

- i) In a district unit, the senior most Dy.BDO should be posted as Dy.BDO (Audit) first.
- ii) The next senior most Dy.BDOs may be given postings as Dy.BDO (General), (Nutritious Meal Programme), (Panchayats) and (MGNREGS) respectively.
- iii) The remaining Dy.BDOs should be posted as Zonal Dy.BDOs.
- iv) While posting the Zonal Dy.BDOs, orders fixing the zones should be issued by the District Collector. Similarly, inter zonal transfers also should be made by the District Collector.

Minimum one year service as Zonal Dy.BDO should be considered as a preferable qualification for getting promotion as Block Development Officer.

## **2.7 Financial Commitment:**

The proposal for restructuring the Panchayat Union/Block administration with the existing number of Dy.BDOs within the District with the objective to improve administrative efficiency, to ensure equitable distribution of workload among Dy.BDOs and within the Blocks and to tone up the Village Panchayat Administration. Necessity of creating additional posts does not arise. As the average number of Village Panchayats attached to one Zone is worked out to be almost uniform for the District as a whole, depending on field conditions, diversions of Dy.BDOs posts from Blocks that have lesser Village Panchayats to Blocks that have more number of Village Panchayats and Dy.BDOs diverted from Assistant Director (Panchayats) and Assistant Director (Audit) in few Districts within the same District. This proposal involves no additional financial commitment to Government Exchequer.

Hence, the Director of Rural Development and Panchayat Raj has requested the Government to issue orders for creation of Head Quarters Dy.BDOs and Zonal Dy.BDOs in the Block/ Panchayat Union.

## **3. Decision on Restructuring:-**

After careful examination, the Government have accepted the proposal of Director of Rural Development and Panchayat Raj as proposed in para 2 above, and

order that every Block office should have (1) Dy.BDO (General), (2) Dy.BDO (Nutritious Meal Programme), (3) Dy.BDO (Panchayats), (4) Dy.BDO (MGNREGS) and (5) Dy.BDO (Audit). With this modification, there will be a balance of Dy.BDOs posts available in all the Blocks and one additional post in select Blocks where number of Village Panchayats exceed 50, who will also be designated as Zonal Dy.BDO. The Government also order as follows:

- (i) Creation of Dy.BDOs posts for individual zones of Village Panchayats as proposed in Annexure I & II in order to improve the service delivery mechanism at the Panchayat Union level.
- (ii) Except the Dy.BDO (Accounts), all other Dy.BDOs working in Office of the Assistant Director (Panchayats) and Assistant Director (Audit) should also be diverted to the zones in the respective Districts.

The Dy.BDOs to be diverted to Blocks for Zonal Dy.BDO posts are as follows:

Sl. No.	Name of the District	Assistant Director Panchayat Office		Assistant Director Audit Office		Total
		Addl. Pt. Officer	Other Dy.BDOs	Addl. Pt. Officer	Other Dy.BDOs	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Kancheepuram	1			1	2
2	Thiruvallur	1	1			2
3	Cuddalore				1	1
4	Villupuram	1	2		1	4
5	Tiruvannamalai	1	1		1	3
6	Namakkal			1		1
7	The Nilgirs	1				1
8	Thanjavur			1		1
9	Nagapattinam	1	1			2
10	Tiruvarur	1			1	2
11	Madurai	1				1
12	Dindugal			1		1
13	Ramanathapuram			1	1	2
14	Virudhunagar		1	1	1	3
15	Sivagangai	1			1	2
16	Tirunelveli		1			1
17	Tuticorin			1		1
18	Kanniyakumari	1				1
	Total	10	7	6	8	31

- (iii) Within the Block area, certain Village Panchayats that are contiguous and well connected should be zoned together with one Zonal Dy.BDO overseeing the affairs of the Village Panchayats of the Zone. This exercise has to be done by the District Collector.
- (iv) Zonal Dy.BDOs will be eligible for FTA at the prevailing rate per month drawn from the salary Head of Account since these posts would also require extensive travel.

- (v) The Headquarters of Zonal Dy. BDOs will be the block office itself as they have to liaise with the Headquarter Dy.BDO closely on almost daily basis. When in the field, the Dy.BDOs will use the respective Village Panchayat office or Village Panchayat Service Centre to scrutinize the Village/ Field records. When not on camp, the concerned zonal Deputy BDO will sit in the Block office and assist the concerned BDO and Head quarter Deputy BDO in preparation of necessary records for the respective scheme/ activity pertaining to his/ her zone.
- (vi) The staff attached to Dy.BDOs earlier based on the subjects looked after by them will be attached to the Head quarters Dy.BDOs in accordance with the merged posts as enunciated above.
- (vii) In a district unit, the senior most Dy.BDO should preferably be posted as Dy.BDO (Audit).
- (viii) The next senior most Dy.BDOs should be preferably given postings as Dy.BDO (General), Dy. BDO(Nutritious Meal Programme), Dy.BDO (Panchayats) and Dy.BDO (MGNREGS) respectively.
- (ix) The remaining Dy.BDOs should be posted as Zonal Dy.BDOs.
- (x) While posting the Zonal Dy.BDOs, orders fixing the Zones should be issued by the District Collector. Similarly, inter zonal transfers also should be made by the District Collector.
- (xi) Minimum one year service as Zonal Dy.BDO is desirable before getting promotion as Block Development Officer.
- (xii) In respect of all Blocks (385), the number of Dy.BDOs to be allocated to zones will generally be 4 to 5
- (xiii) Zonal Deputy BDOs will draw salary under the following Head of Account.
- |                            |                          |
|----------------------------|--------------------------|
| <b>1) Zonal Dy.BDO - 1</b> | <b>- MGNREGS Account</b> |
| <b>2) Zonal Dy.BDO - 2</b> | <b>- 2225-01-789-AB</b>  |
| <b>3) Zonal Dy.BDO - 3</b> | <b>- 2515-00-001-AT</b>  |
| <b>4) Zonal Dy.BDO - 4</b> | <b>- 2515-00-001-AE</b>  |
| <b>5) Zonal Dy.BDO - 5</b> | <b>- 2515-00-001-AT</b>  |
- (Additional post of Dy.BDO)**
- (xiv) Dy.BDO (Audit) post was not originally sanctioned in Kalrayan Hills Block of Villupuram District, Jawadhu Hill Block of Tiruvannamalai District, Yercaud Block of Salem District and Keelaiyur Block of Nagapattinam district separately. Within the cadre strength of the Dy.BDOs available in the District, one Dy.BDO post should be designated as Dy. BDO (Audit) in these Blocks.



4. The Government also order that the above modification is subject to the following conditions:

- (i) No new posts shall be created consequent to this modification.
- (ii) Every year District wise seniority list to be drawn for Dy.BDOs and posting the individual officers should be done during the general transfer, (i.e) May and June. However, the District Collector can, at other times exercise his/her discretion to effect changes due to administrative reasons though it should seldom be done.
- (iii) FTA admissible to these posts at present shall not exceed the B.E provision already made.

5. The District wise details for Head Quarters Deputy BDOs and Zonal Dy.BDOs are as in the Annexure-I, the Block wise details for them are as in the Annexure-II and the job chart of Headquarters Dy.DBOs and Zonal Dy.BDOs are as in the Annexure-III and the broad list of subjects to review the performance of the Zonal Dy.BDOs by BDO (Block Panchayat) and BDO (Village Panchayats) are as in Annexure IV to this order respectively.

6. This order issues with the concurrence of Finance Department vide U.O.No.254/S(E)/2015, dated 24.8.2015.

**(BY ORDER OF THE GOVERNOR)**

**GAGANDEEP SINGH BEDI  
SECRETARY TO GOVERNMENT**

To  
The Director of Rural Development and Panchayat Raj, Chennai-15. All District Collectors.  
The Commissioner of Treasuries and Accounts, Chennai-15.  
The Accountant General, Chennai – 6/18/35. All District Treasury officers,  
The Director of Local Fund Audit , Chennai-108,  
Copy to:  
The Finance Department, Chennai-9.  
The Rural Development and Panchayat Raj (E6)Department, Chennai-9.  
SF/SC.

**//Forwarded by Order//**

**SECTION OFFICER.**

**ANNEXURE I****(G.O (Ms) No.127, R.D & P.R (E5) Department, dated 21.9.2015)****DISTRICTWISE DETAILS FOR ZONAL DY BDOs / HEAD QUARTERS DEPUTY BDOs**

Sl. No.	Name of the District	No. of Village Panchayats	No. of posts in the cadre of Dy.BDOs in Panchayat Unions	No. of posts in the cadre of Dy. BDOs in Head quarters	No. of Dy. BDO (Audit) posts	Total Dy.BDOs in Head Quarters (Col.5 + Col.6)	No. of Zones	No. of posts in the cadre of Zonal Dy.BDO in Blocks
1	2	3	4	5	6	7	8	9
1	Kancheepuram	633	119	52	13	65	56	121
2	Tiruvallur	526	126	56	14	70	58	128
3	Cuddalore	683	124	52	13	65	60	125
4	Villupuram	1099	207	88	22	110	101	211
5	Vellore	743	183	80	20	100	83	183
6	Tiruvannamalai	860	166	72	18	90	79	169
7	Salem	385	175	80	20	100	75	175
8	Namakkal	322	134	60	15	75	60	135
9	Dharmapuri	251	71	32	8	40	31	71
10	Krishnagiri	333	89	40	10	50	39	89
11	Erode	225	126	56	14	70	56	126
12	Tiruppur	265	117	52	13	65	52	117
13	Coimbatore	228	108	48	12	60	48	108
14	The Nilgiris	35	36	16	4	20	17	37
15	Thanjavur	589	128	56	14	70	59	129
16	Nagapattinam	434	96	44	11	55	43	98
17	Tiruvarur	430	91	40	10	50	43	93
18	Tiruchirapalli	404	126	56	14	70	56	126
19	Karur	157	72	32	8	40	32	72
20	Ariyalur	201	54	24	6	30	24	54
21	Perambalur	121	36	16	4	20	16	36
22	Pudukottai	497	117	52	13	65	52	117
23	Madurai	420	117	52	13	65	53	118
24	Theni	130	72	32	8	40	32	72
25	Dindigul	306	125	56	14	70	56	126
26	Ramanathapuram	429	98	44	11	55	45	100
27	Virudhunagar	450	98	44	11	55	46	101
28	Sivagangai	445	109	48	12	60	51	111
29	Tirunelveli	425	170	76	19	95	76	171
30	Thoothukudi	403	108	48	12	60	49	109
31	Kanniyakumari	95	81	36	9	45	37	82
<b>TOTAL</b>		<b>12,524</b>	<b>3,479</b>	<b>1,540</b>	<b>385</b>	<b>1,925</b>	<b>1,585</b>	<b>3,510</b>

**GAGANDEEP SINGH BEDI  
SECRETARY TO GOVERNMENT**

//True Copy//

Section Officer.

**ANNEXURE – II**

(G.O.Ms.No.127, Rural Development and Panchayat Raj Department , dated 21.9.2015.)

**BLOCKWISE DETAILS FOR ZONAL DEPUTY BLOCK DEVELOPMENT OFFICERS / HEAD QUARTERS DY.BDOs**

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
1	Kancheepuram	Acharapakkam	59	10	4	1	5	5	10	
		Chithamur	43	8	4	1	5	3	8	
		Kancheepuram	40	9	4	1	5	4	9	
		Kattankolathur	39	9	4	1	5	4	9	
		Kundrathur	42	8	4	1	5	3	8	
		Lathur	41	8	4	1	5	4	9	1 post diverted from St. Thomas Mount
		Maduranthagam	58	9	4	1	5	5	10	1 post diverted from AD(A) office DY.BDO Pt.
		Sriperumpudur	58	10	4	1	5	5	10	
		Tirukkalikundram	54	10	4	1	5	5	10	
		Tiruporur	50	9	4	1	5	5	10	1 post diverted from AD(P) office Addl.Pt.Officer)
		St.Thomas Mount	15	9	4	1	5	3	8	1 post diverted to Lathur
		Uthiramerur	73	10	4	1	5	5	10	
		Walajabad	61	10	4	1	5	5	10	
			<b>633</b>	<b>119</b>	<b>52</b>	<b>13</b>	<b>65</b>	<b>56</b>	<b>121</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
2	Tiruvallur	Villivakkam	13	9	4	1	5	2	7	1 post diverted to Tiruvallur 1 post diverted to Minjur
		Puzhal	7	8	4	1	5	2	7	1 post diverted to Poondi
		Minjur	55	9	4	1	5	5	10	1 post diverted from Villivakkam
		Sholavaram	39	9	4	1	5	4	9	
		Gummidipoondi	61	10	4	1	5	5	10	
		Tiruvalangadu	42	9	4	1	5	5	10	1 post diverted from AD(Pt) Office
		Tiruttani	27	9	4	1	5	4	9	
		Pallipet	33	9	4	1	5	4	9	
		R.K.Pet	38	9	4	1	5	4	9	
		Tiruvallur	38	8	4	1	5	4	9	1 post diverted from Villivakkam
		Poondi	49	9	4	1	5	5	10	1 post diverted from Puzhal
		Kadambathur	43	9	4	1	5	5	10	1 post diverted from AD(P) office Addl.Pt.Officer)
		Ellapuram	53	10	4	1	5	5	10	
Poonamallee	28	9	4	1	5	4	9			
			<b>526</b>	<b>126</b>	<b>56</b>	<b>14</b>	<b>70</b>	<b>58</b>	<b>128</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
3	Cuddalore	Cuddalore	51	10	4	1	5	5	10	
		Annagramam	42	9	4	1	5	4	9	
		Panruti	42	9	4	1	5	4	9	
		Kurinjiyadi	51	9	4	1	5	5	10	1 post diverted from AD(Audit) office
		Parangipettai	41	9	4	1	5	4	9	
		Keerapalayam	63	10	4	1	5	5	10	
		Mel Bhuvanagiri	47	9	4	1	5	4	9	
		Kumaratchi	57	10	4	1	5	5	10	
		Kattumannarkoil	55	10	4	1	5	5	10	
		Vridhachalam	51	9	4	1	5	4	9	
		Kammapuram	53	10	4	1	5	5	10	
		Nallur	64	10	4	1	5	5	10	
		Mangalore	66	10	4	1	5	5	10	
			<b>683</b>	<b>124</b>	<b>52</b>	<b>13</b>	<b>65</b>	<b>60</b>	<b>125</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
4	Villupuram	Tirukoilur	52	10	4	1	5	5	10	
		Mugaiyur	63	10	4	1	5	5	10	
		Tiruvennainallur	49	9	4	1	5	5	10	1 post diverted from AD(Pt) office newly created
		Tirunavalur	44	9	4	1	5	4	9	
		Ulundurpet	53	10	4	1	5	5	10	
		Kanai	51	10	4	1	5	5	10	
		Koliyanur	43	9	4	1	5	4	9	
		Kandamangalam	45	9	4	1	5	4	9	
		Vikravandi	50	9	4	1	5	5	10	1 post diverted from AD(Audit) office newly created
		Olakkur	52	10	4	1	5	5	10	
		Mayilam	47	9	4	1	5	4	9	
		Merkanam	56	10	4	1	5	5	10	
		Vanur	65	10	4	1	5	5	10	
		Gingee	60	10	4	1	5	5	10	
		Vallam	66	10	4	1	5	5	10	
		Melmalayanur	55	10	4	1	5	5	10	
		Kallakurichi	46	9	4	1	5	4	9	
		Chinnaselam	50	10	4	1	5	5	10	
		Rishivanthiyam	53	10	4	1	5	5	10	
		Sankarapuram	44	9	4	1	5	4	9	
Thiyagadurgam	40	9	4	1	5	4	9			
Kalrayan Hills	15	6	4	1	5	3	8	1 post diverted from AD(Pt.) Office 1 post diverted from AD(Pt) office Addl Pt.Officer		
			<b>1099</b>	<b>207</b>	<b>88</b>	<b>22</b>	<b>110</b>	<b>101</b>	<b>211</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
5	Vellore	Alangayam	29	9	4	1	5	4	9	
		Anaicut	38	9	4	1	5	4	9	
		Arakonam	26	9	4	1	5	4	9	
		Arcot	39	9	4	1	5	4	9	
		Gudiyatham	44	9	4	1	5	5	10	1 post diverted from Vellore
		Jolarpet	36	9	4	1	5	4	9	
		K.V.Kuppam	39	9	4	1	5	4	9	
		Kandhili	39	9	4	1	5	4	9	
		Kaniyambadi	24	9	4	1	5	3	8	1 post diverted to Sholinghur
		Katpadi	21	9	4	1	5	3	8	1 post diverted to Madhanur
		Kaveripakkam	55	10	4	1	5	5	10	
		Madhanur	36	8	4	1	5	4	9	1 post diverted from Katpadi
		Natarampalli	26	9	4	1	5	4	9	
		Nemili	52	10	4	1	5	5	10	
		Pernampet	51	10	4	1	5	5	10	
		Sholinghur	45	9	4	1	5	5	10	1 post diverted from Kaniyambadi
		Thimiri	55	10	4	1	5	5	10	
		Thirupathur	34	9	4	1	5	4	9	
		Vellore	18	9	4	1	5	3	8	1 post diverted to Gudiyatham
Walajahpet	36	9	4	1	5	4	9			
		<b>743</b>	<b>183</b>	<b>80</b>	<b>20</b>	<b>100</b>	<b>83</b>	<b>183</b>		

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
6	Tiruvannamalai	Anakkavoor	55	10	4	1	5	5	10	
		Arni	38	9	4	1	5	4	9	
		Chengam	44	9	4	1	5	4	9	
		Chetpet	49	9	4	1	5	5	10	1 post diverted from AD(Audit) office newly created
		Cheyyar	53	10	4	1	5	5	10	
		Jawadhu hills	11	6	4	1	5	2	7	1 post diverted from AD(Pt) office Addl Pt.Officer
		Kalasapakkam	45	9	4	1	5	4	9	
		Kilpennathur	45	9	4	1	5	4	9	
		Pernamallur	57	10	4	1	5	5	10	
		Polur	40	9	4	1	5	4	9	
		Pudupalayam	37	9	4	1	5	4	9	
		Thandarampet	47	9	4	1	5	5	10	1 post diverted from AD(Pt) office newly created
		Thellar	61	10	4	1	5	5	10	
		Thurinapuram	47	9	4	1	5	4	9	
		Thiruvannamalai	69	10	4	1	5	5	10	
		Vandavasi	61	10	4	1	5	5	10	
		Vembakkam	64	10	4	1	5	5	10	
West Arni	37	9	4	1	5	4	9			
			860	166	72	18	90	79	169	



Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
7	Salem	Attur	20	9	4	1	5	4	9	
		Ayothiyapattinam	32	9	4	1	5	5	10	1 post diverted from Tharamangalam
		Gangavalli	14	8	4	1	5	3	8	
		Idappady	10	9	4	1	5	3	8	1 post diverted to P.N. Palayam
		Kadayaampatti	17	9	4	1	5	4	9	
		Kolathur	14	9	4	1	5	3	8	1 post diverted to Yercaud
		Konganapuram	9	9	4	1	5	3	8	1 post diverted to Omalur
		Mac.Choultry	12	9	4	1	5	3	8	1 post diverted to P.N. Palayam
		Mecheri	17	9	4	1	5	4	9	
		Nangavalli	9	9	4	1	5	3	8	1 post diverted to Thalaivasal
		Omalur	33	9	4	1	5	5	10	1 post diverted from Konganapuram
		P.N.Palayam	36	8	4	1	5	5	10	1 post diverted from Idappady, 1 post diverted from Mac.Choultry
		Panamarathupatti	20	9	4	1	5	4	9	
		Salem	14	9	4	1	5	4	9	
		Sankari	22	9	4	1	5	4	9	
		Thalaivasal	35	9	4	1	5	5	10	1 post diverted from Nangavali
		Tharamangalam	17	9	4	1	5	3	8	1 post diverted to Ayothiyapattinam
		Valapady	20	9	4	1	5	4	9	
Veerapandy	25	9	4	1	5	4	9			
Yercaud	9	6	4	1	5	2	7	1 post diverted from Kolathur		
			<b>385</b>	<b>175</b>	<b>80</b>	<b>20</b>	<b>100</b>	<b>75</b>	<b>175</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
8	NAMAKKAL	Elachipalayam	29	9	4	1	5	5	10	1 post diverted from AD (Audit) office Addl Pt.Officer
		Erumapatty	24	9	4	1	5	4	9	
		Kabilarmalai	20	9	4	1	5	4	9	
		Kollihills	14	8	4	1	5	4	9	1 post diverted from Sendamangalam
		Mallasamudram	27	9	4	1	5	4	9	
		Mohanur	25	9	4	1	5	4	9	
		Namagiripat	18	9	4	1	5	4	9	
		Namakkal	25	9	4	1	5	4	9	
		Pallipalayam	15	9	4	1	5	4	9	
		Paramathy	20	9	4	1	5	4	9	
		Puduchatram	21	9	4	1	5	4	9	
		Rasipuram	20	9	4	1	5	4	9	
		Sendamangalam	14	9	4	1	5	3	8	1 post diverted to Kollihills
		Tiruchengode	26	9	4	1	5	4	9	
Vennandur	24	9	4	1	5	4	9			
			<b>322</b>	<b>134</b>	<b>60</b>	<b>15</b>	<b>75</b>	<b>60</b>	<b>135</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
9	Dharmapuri	Dharmapuri	28	9	4	1	5	4	9	
		Harur	34	9	4	1	5	4	9	
		Karimangalam	30	9	4	1	5	4	9	
		Morappur	43	8	4	1	5	4	9	1 post diverted from Pappireddipatti
		Nallampalli	32	9	4	1	5	4	9	
		Palacode	32	9	4	1	5	4	9	
		Pappireddipatti	19	9	4	1	5	3	8	1 post diverted to Morappur
		Pennagaram	33	9	4	1	5	4	9	
			251	71	32	8	40	31	71	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
10	Krishnagiri	Bargur	36	9	4	1	5	4	9	
		Hosur	26	8	4	1	5	4	9	1 post diverted from Mathur
		Kaveripattinam	36	9	4	1	5	4	9	
		Kelamangalam	28	9	4	1	5	3	8	1 post diverted to Thally
		Krishnagiri	30	9	4	1	5	4	9	
		Mathur	24	9	4	1	5	3	8	1 post diverted to Hosur
		Shoolagiri	42	9	4	1	5	4	9	
		Thally	50	9	4	1	5	5	10	1 post diverted from Kelamangalam
		Uthangarai	34	9	4	1	5	4	9	
		Veppanapalli	27	9	4	1	5	4	9	
				333	89	40	10	50	39	89

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
11	Erode	Ammapet	20	9	4	1	5	4	9	
		Anthiyur	14	9	4	1	5	4	9	
		Bhavani	15	9	4	1	5	4	9	
		Bhavanisagar	15	9	4	1	5	4	9	
		Chennimalai	22	9	4	1	5	5	10	1 post diverted from Erode
		Erode	6	9	4	1	5	2	7	1 post diverted to Perundurai 1 post diverted to Chennimalai
		Gobichettipalayam	21	9	4	1	5	4	9	
		Kodumudi	10	9	4	1	5	3	8	1 post diverted to Modakuruchi
		Modakuruchi	23	9	4	1	5	5	10	1 post diverted from Kodumudi
		Nambiyur	15	9	4	1	5	4	9	
		Perundurai	29	9	4	1	5	5	10	1 post diverted from Erode
		Sathiamangalam	15	9	4	1	5	4	9	
		Thalavadi	10	9	4	1	5	4	9	
		T.N.Palayam	10	9	4	1	5	4	9	
		<b>225</b>	<b>126</b>	<b>56</b>	<b>14</b>	<b>70</b>	<b>56</b>	<b>126</b>		

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
12	Tiruppur	Avinashi	31	9	4	1	5	5	10	1 post diverted from Tiruppur
		Dharapuram	16	9	4	1	5	4	9	
		Gudimangalam	23	9	4	1	5	4	9	
		Kangayam	15	9	4	1	5	4	9	
		Kundadam	24	9	4	1	5	5	10	1 post diverted from Vellakoil
		Madathukulam	11	9	4	1	5	3	8	1 post diverted to Uthukuli
		Mulanur	12	9	4	1	5	3	8	1 post diverted to Udumalpet
		Palladam	20	9	4	1	5	4	9	
		Pongalur	16	9	4	1	5	4	9	
		Tiruppur	13	9	4	1	5	3	8	1 post diverted to Avinashi
		Udumalpet	38	9	4	1	5	5	10	1 post diverted from Mulanur
		Uthukuli	37	9	4	1	5	5	10	1 post diverted from Madathukulam
		Vellakoil	9	9	4	1	5	3	8	1 post diverted to Kundadam
				<b>265</b>	<b>117</b>	<b>52</b>	<b>13</b>	<b>65</b>	<b>52</b>	<b>117</b>

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
13	Coimbatore	Anaimalai	19	9	4	1	5	4	9	
		Annur	21	9	4	1	5	5	10	1 post diverted from P.N.Palayam
		Karamadai	17	9	4	1	5	4	9	
		Kinathukadavu	34	9	4	1	5	5	10	1 post diverted from S.S.kulam
		Madukkarai	9	9	4	1	5	3	8	1 post diverted to Pollachi (S)
		P.N.Palayam	9	9	4	1	5	3	8	1 post diverted to Annur
		Pollachi (N)	39	9	4	1	5	5	10	1 post diverted from Thondamuthur
		Pollachi (S)	26	9	4	1	5	5	10	1 posts diverted from Madukkarai
		S.S.Kulam	7	9	4	1	5	2	7	1 post diverted to Kinathukadavu, 1 post diverted to Sultanpet
		Sultanpet	20	9	4	1	5	5	10	1 post diverted from S.S.kulam
		Sulur	17	9	4	1	5	4	9	
		Thondamuthur	10	9	4	1	5	3	8	1 post diverted to Pollachi (N)
				<b>228</b>	<b>108</b>	<b>48</b>	<b>12</b>	<b>60</b>	<b>48</b>	<b>108</b>

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
14	The Nilgiris	Coonoor	6	9	4	1	5	4	9	
		Gudalur	5	9	4	1	5	3	8	1 post diverted to Udhagai
		Kotagiri	11	9	4	1	5	5	10	1 post diverted from AD(Pt) office Addl. Pt. Officer
		Udhagai	13	9	4	1	5	5	10	1 post diverted from Gudalur
			35	36	16	4	20	17	37	



Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
15	Thanjavur	Ammapet	46	9	4	1	5	5	10	1 post diverted from AD(Audit) office Addl. Pt. Officer
		Budalur	42	9	4	1	5	4	9	
		Kumbakonam	47	9	4	1	5	5	10	1 post diverted from Peravurani
		Madukkur	33	9	4	1	5	4	9	
		Orathanadu	58	10	4	1	5	5	10	
		Papanasam	34	9	4	1	5	4	9	
		Pattukottai	43	9	4	1	5	4	9	
		Peravurani	26	9	4	1	5	3	8	1 post diverted to Kumbakonam
		Sethubavachatram	37	9	4	1	5	4	9	
		Thanjavur	61	10	4	1	5	5	10	
		Thiruppanandal	44	9	4	1	5	4	9	
		Thiruvaiyaru	40	9	4	1	5	4	9	
		Thiruvidaimarudhur	48	9	4	1	5	5	10	1 post diverted from Thiruvonam
		Thiruvonam	30	9	4	1	5	3	8	1 post diverted to Thiruvidaimarudhur
		<b>589</b>	<b>128</b>	<b>56</b>	<b>14</b>	<b>70</b>	<b>59</b>	<b>129</b>		

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
16	Nagapattinam	Keelaiyur	27	5	4	1	5	3	8	1 post diverted from Thalainayar 1 post diverted from AD(Pt) office DY.BDO1 post diverted from Kivelur
		Kivelur	38	9	4	1	5	3	8	1 post diverted to Keelaiyur
		Kollidam	42	9	4	1	5	4	9	
		Kuthalam	51	10	4	1	5	5	10	
		Mayiladuthurai	54	10	4	1	5	5	10	
		Nagapattinam	29	7	4	1	5	3	8	1 post diverted from AD(Pt) office Addl. Pt. Officer
		Sembanarkoil	57	10	4	1	5	5	10	
		Sirkali	37	9	4	1	5	4	9	
		Thalainayar	24	9	4	1	5	3	8	1 post diverted to Keelaiyur
		Thirumarugal	39	9	4	1	5	4	9	
		Vedaranyam	36	9	4	1	5	4	9	
		<b>434</b>	<b>96</b>	<b>44</b>	<b>11</b>	<b>55</b>	<b>43</b>	<b>98</b>		

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
17	Tiruvarur	Koradacheri	44	9	4	1	5	4	9	
		Kottur	49	9	4	1	5	5	10	1 post diverted from Muthupettai
		Kudavasal	49	9	4	1	5	4	9	
		Mannargudi	51	9	4	1	5	5	10	1 post diverted from AD(Pt) office Addl. Pt. Officer
		Muthupettai	29	9	4	1	5	3	8	1 post diverted to Kottur
		Nannilam	48	9	4	1	5	5	10	1 post diverted from AD(Audit) office DY.BDO
		Needamangalam	44	9	4	1	5	4	9	
		Thiruthuraiipoondi	32	9	4	1	5	4	9	
		Thiruvarur	34	9	4	1	5	4	9	
		Valangaiman	50	10	4	1	5	5	10	
				430	91	40	10	50	43	93

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
18	Tiruchirapalli	Andhanallur	25	9	4	1	5	4	9	
		Lalgudi	45	9	4	1	5	5	10	1 post diverted from Uppilipapuram
		Manachanallur	35	9	4	1	5	5	10	1 post diverted from Vaiyampatty
		Manapparai	21	9	4	1	5	4	9	
		Manikandam	22	9	4	1	5	4	9	
		Marungapuri	49	9	4	1	5	5	10	1 post diverted from Thiruverambur
		Musiri	33	9	4	1	5	4	9	
		Pullampady	33	9	4	1	5	4	9	
		T.Pet	25	9	4	1	5	4	9	
		Thiruverambur	20	9	4	1	5	3	8	1 post diverted to Marungapuri
		Thottiam	26	9	4	1	5	4	9	
		Thuraiyur	34	9	4	1	5	4	9	
		Uppiliyapuram	18	9	4	1	5	3	8	1 post diverted to Lalgudi
		Vaiyampatty	18	9	4	1	5	3	8	1 post diverted to Manachanallur
				<b>404</b>	<b>126</b>	<b>56</b>	<b>14</b>	<b>70</b>	<b>56</b>	<b>126</b>

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
19	Karur	Aravakurichi	20	9	4	1	5	4	9	
		K.Paramathy	30	9	4	1	5	5	10	1 post diverted from Kulithalai
		Kadavur	20	9	4	1	5	4	9	
		Karur	14	9	4	1	5	4	9	
		Krishnarayapuram	23	9	4	1	5	4	9	
		Kulithalai	13	9	4	1	5	3	8	1 post diverted to K.Paramathy
		Thanthoni	17	9	4	1	5	4	9	
		Thogamalai	20	9	4	1	5	4	9	
				157	72	32	8	40	32	72

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
20	Ariyalur	Andimadam	30	9	4	1	5	4	9	
		Jayamkondam	35	9	4	1	5	4	9	
		Sendurai	30	9	4	1	5	4	9	
		T.Palur	33	9	4	1	5	4	9	
		Thirumanur	36	9	4	1	5	4	9	
		Ariyalur	37	9	4	1	5	4	9	
			201	54	24	6	30	24	54	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
21	Perambalur	Perambalur	20	9	4	1	5	3	8	1 post diverted to Alathur
		Veppanthattai	29	9	4	1	5	4	9	
		Alathur	39	9	4	1	5	5	10	1 post diverted from perambalur
		Veppur	33	9	4	1	5	4	9	
			121	36	16	4	20	16	36	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
22	Pudukottai	Annvasal	43	9	4	1	5	4	9	
		Arantangi	52	9	4	1	5	5	10	1 post diverted from Manamelkudi
		Arimalam	32	9	4	1	5	4	9	
		Avudayarkoil	35	9	4	1	5	4	9	
		Gandarvakottai	36	9	4	1	5	4	9	
		Karambakkudi	39	9	4	1	5	4	9	
		Kunnandarkoil	37	9	4	1	5	4	9	
		Manamelkudi	28	9	4	1	5	3	8	1 post diverted to Arantangi
		Ponnamaravathi	42	9	4	1	5	4	9	
		Pudukkottai	27	9	4	1	5	3	8	1 post diverted to Viralimalai
		Thirumayam	33	9	4	1	5	4	9	
		Thiruvarankulam	48	9	4	1	5	4	9	
		Viralimalai	45	9	4	1	5	5	10	1 post diverted from Pudukkottai
				<b>497</b>	<b>117</b>	<b>52</b>	<b>13</b>	<b>65</b>	<b>52</b>	<b>117</b>



Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
23	Madurai	Alanganallur	37	9	4	1	5	4	9	
		Chellampatti	29	9	4	1	5	4	9	
		Kallikudi	36	9	4	1	5	4	9	
		Kottampatti	27	9	4	1	5	4	9	
		Madurai East	36	9	4	1	5	4	9	
		Madurai West	29	9	4	1	5	4	9	
		Melur	36	9	4	1	5	4	9	
		Sedapatti	31	9	4	1	5	4	9	
		T.Kallupatti	42	9	4	1	5	5	10	1 post diverted from Usilampatti
		Thirumangalam	38	9	4	1	5	5	10	1 post diverted from AD(Pt) office Addl. Pt. Officer
		Thirupparankundram	38	9	4	1	5	5	10	1 post diverted from Vadipatti
		Usilampatti	18	9	4	1	5	3	8	1 post diverted to T.Kallupatti
		Vadipatti	23	9	4	1	5	3	8	1 post diverted to Thirupparankundram
				<b>420</b>	<b>117</b>	<b>52</b>	<b>13</b>	<b>65</b>	<b>53</b>	<b>118</b>

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
24	Theni	Andipatti	30	9	4	1	5	5	10	1 post diverted from Cumbum
		Bodinaickanur	15	9	4	1	5	4	9	
		Chinnamanur	14	9	4	1	5	4	9	
		Cumbum	5	9	4	1	5	3	8	1 post diverted to Andipatti
		K.Myladumparai	18	9	4	1	5	4	9	
		Periyakulam	17	9	4	1	5	4	9	
		Theni	18	9	4	1	5	4	9	
		Uthamapalayam	13	9	4	1	5	4	9	
				130	72	32	8	40	32	72

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
25	Dindigul	Athoor	22	9	4	1	5	4	9	
		Batlagundu	17	9	4	1	5	4	9	
		Dindigul	14	9	4	1	5	4	9	
		Guziliamparai	17	9	4	1	5	4	9	
		Kodaikanal	15	9	4	1	5	4	9	
		Natham	23	9	4	1	5	4	9	
		Nilakottai	23	9	4	1	5	4	9	
		Ottanchatram	35	9	4	1	5	4	9	
		Palani	20	9	4	1	5	4	9	
		Reddiarchatram	24	9	4	1	5	4	9	
		Shanarpatti	21	9	4	1	5	4	9	
		Thoppampatty	38	9	4	1	5	5	10	1 post diverted from AD(Audit) office Addl. Pt. Officer
		Vadamadurai	15	8	4	1	5	3	8	
		Vedasandur	22	9	4	1	5	4	9	
		<b>306</b>	<b>125</b>	<b>56</b>	<b>14</b>	<b>70</b>	<b>56</b>	<b>126</b>		

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
26	Ramanathapuram	Bogalur	26	8	4	1	5	3	8	
		Kadaladi	60	10	4	1	5	5	10	
		Kamuthi	53	10	4	1	5	5	10	
		Mandapam	28	9	4	1	5	3	8	1 post diverted to Mudukulathur
		Mudukulathur	46	9	4	1	5	5	10	1 post diverted from Mandapam
		Nainarkoil	37	9	4	1	5	4	9	
		Paramakudi	39	8	4	1	5	4	9	1 post diverted from AD(Audit) office Addl. Pt. Officer
		R.S.Mangalam	35	9	4	1	5	4	9	
		Ramanathapuram	25	8	4	1	5	3	8	
		Thiruppullani	33	9	4	1	5	4	9	
		Thiruvadana	47	9	4	1	5	5	10	1 post diverted from AD(Audit) office DY.BDO
		<b>429</b>	<b>98</b>	<b>44</b>	<b>11</b>	<b>55</b>	<b>45</b>	<b>100</b>		

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
27	Virudhunagar	Aruppukottai	32	9	4	1	5	4	9	
		Kariapatti	36	9	4	1	5	4	9	
		Narikudi	44	9	4	1	5	5	10	1 post diverted from AD(Audit) office DY.BDO
		Rajapalayam	36	9	4	1	5	4	9	
		Sattur	46	8	4	1	5	4	9	1 post diverted from AD(Audit) office Addl. Pt. Officer
		Sivakasi	54	10	4	1	5	5	10	
		Srivilliputhur	29	8	4	1	5	3	8	
		Tiruchuli	40	9	4	1	5	4	9	
		Vembakottai	48	9	4	1	5	5	10	1 post diverted from AD(Pt) office DY.BDO
		Virudhunagar	58	9	4	1	5	5	10	1 post diverted from Watrap
		Watrap	27	9	4	1	5	3	8	1 post diverted to Virudhunagar
				<b>450</b>	<b>98</b>	<b>44</b>	<b>11</b>	<b>55</b>	<b>46</b>	<b>101</b>

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
28	Sivagangai	Devakottai	42	9	4	1	5	5	10	1 post diverted from Kannangudi
		Ilayangudi	55	10	4	1	5	5	10	
		Kalaiyarkovil	43	9	4	1	5	5	10	1 post diverted from S.Pudur
		Kallal	44	9	4	1	5	5	10	1 post diverted from AD(Pt) office Addl. Pt. Officer
		Kannangudi	17	9	4	1	5	3	8	1 post diverted to Devakottai
		Manamadurai	39	9	4	1	5	5	10	1 post diverted from AD(Audit) office DY.BDO
		S.Pudur	21	9	4	1	5	3	8	1 post diverted to Kalaiyarkovil
		Sakkottai	26	9	4	1	5	4	9	
		Singampunari	30	9	4	1	5	4	9	
		Sivagangai	43	9	4	1	5	4	9	
		Thiruppuvanam	45	9	4	1	5	4	9	
		Thiruppathur	40	9	4	1	5	4	9	
				<b>445</b>	<b>109</b>	<b>48</b>	<b>12</b>	<b>60</b>	<b>51</b>	<b>111</b>

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of Dy.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
29	Tirunelveli	Alankulam	28	9	4	1	5	4	9	
		Ambasamudram	12	9	4	1	5	4	9	
		Cheranmahadevi	12	9	4	1	5	4	9	
		Kadayam	23	9	4	1	5	4	9	
		Kadayanallur	16	9	4	1	5	4	9	
		Kalakadu	17	9	4	1	5	4	9	
		Keelapavoor	21	9	4	1	5	4	9	
		Kuruvikulam	43	9	4	1	5	5	10	1 post diverted from AD (Pts)
		Manur	41	9	4	1	5	5	10	1 post diverted from Shencottai
		Melaneelithanallur	25	9	4	1	5	4	9	
		Nanguneri	27	9	4	1	5	4	9	
		Palayamkottai	30	9	4	1	5	4	9	
		Pappakudi	15	9	4	1	5	4	9	
		Radhapuram	27	9	4	1	5	4	9	
		Sankarankovil	28	9	4	1	5	4	9	
		Shencottai	6	8	4	1	5	2	7	1 post diverted to Manur
		Tenkasi	14	9	4	1	5	4	9	
		Valliyoor	18	9	4	1	5	4	9	
		Vasudevanallur	22	9	4	1	5	4	9	
			<b>425</b>	<b>170</b>	<b>76</b>	<b>19</b>	<b>95</b>	<b>76</b>	<b>171</b>	

Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
30	Thoothukudi	Alwarthirunagari	30	9	4	1	5	4	9	
		Karungulam	31	9	4	1	5	4	9	
		Kayathar	45	9	4	1	5	4	9	
		Kovilpatti	38	9	4	1	5	4	9	
		Ottapidaram	61	9	4	1	5	5	10	1 post diverted from Tiruchendur
		Pudur	44	9	4	1	5	5	10	1 post diverted from AD(Audit) office Addl. Pt. Officer
		Sattankulam	24	9	4	1	5	4	9	
		Srivaikundam	31	9	4	1	5	4	9	
		Thoothukudi	20	9	4	1	5	4	9	
		Tiruchendur	11	9	4	1	5	3	8	1 post diverted to Ottapidaram
		Udangudi	17	9	4	1	5	3	8	1 post diverted to Vilathikulam
		Vilathikulam	51	9	4	1	5	5	10	1 post diverted from Udangudi
			<b>403</b>	<b>108</b>	<b>48</b>	<b>12</b>	<b>60</b>	<b>49</b>	<b>109</b>	



Sl. No.	Name of the District	Name of the Block	No. of Village Pts.	No. of posts in the cadre of Dy.BDOs in Pt.Uns.	No. of posts in the cadre of DY.BDOs in Head quarters	No. of DY.BDO (Audit) posts	Total DY.BDOs in HQrs	No. of Zones	No. of posts in the cadre of Dy.BDO in Blocks	Status
1	2	3	4	5	6	7	8	9	10	11
31	Kanniyakumari	Agastheeswaram	12	9	4	1	5	4	9	
		Killiyoor	8	9	4	1	5	4	9	
		Kurunthancode	9	9	4	1	5	4	9	
		Melpuram	10	9	4	1	5	4	9	
		Munchirai	11	9	4	1	5	4	9	
		Rajakkamangalam	12	9	4	1	5	4	9	
		Thiruvattar	10	9	4	1	5	4	9	
		Thovalai	16	9	4	1	5	5	10	1 post diverted from AD(Pt) office Addl. Pt. Officer
		Thuckalay	7	9	4	1	5	4	9	
				<b>95</b>	<b>81</b>	<b>36</b>	<b>9</b>	<b>45</b>	<b>37</b>	<b>82</b>

Annexure II-page 31

**GAGANDEEP SINGH BEDI**  
**SECRETARY TO GOVERNMENT**

\\True copy\\

**Section Officer.**

## Annexure III

(G.O(Ms) No.127, Rural Development and Panchayat Raj (E5) Department , dated 21.9.2015)

### JOB CHART

#### The Duties and responsibilities for Headquarters Dy Block Development Officers and Zonal Deputy Block Development Officers in the Blocks

#### A. Head Quarters Dy.BDOs.

##### (i) Dy.BDO (General):

(Functions of earlier Dy.BDO (Admn. & MGNREGS 2)

- He / She will report to Block Development Officer (Block Panchayat)
- He/ She will draw salary under the following head of account "2515-00-001-AE". His / Her functions include:-

#### **A. Office Administration**

1. Supervising the maintenance of Attendance register and other related registers of administrative wing, technical wing and field staff.
2. Assisting the Block Development Officer (Block Panchayat) in the matter of maintenance of Office Administration and Office building.
3. Supervising the maintenance of Panchayat Union Accounts, Cash books and subsidiary registers in respect of Block Development Officer (Block Panchayat).
4. Supervising the maintenance of the Asset Registers, Consolidated Periodical register and Gift register (Gift Deeds).
5. Supervision of maintenance of Tools and Plants registers.
6. Assisting the Block Development Officer (Block Panchayat) in preparing replies for High Level Committee, Public Accounts Committee, Local Fund and AG Audit para and settling Audit objections role and maintain related registers.
7. Assisting Block Development Officer (Block Panchayat) in the conduct of Panchayat Elections. (Ordinary and Casual elections)
8. Responsible for Court related issues like filing Vakkalath, counter affidavit and monitoring the implementation of Court Judgments.
9. Monitoring the Telephone, Fax, E-mail and wireless messages for the Block.
10. Replying for long pending issues.

11. Timely action as Public Information Officer under RTI Act related to Block Development Officer (Block Panchayat).
12. Responsible for disposal of all types of Grievance Petitions received from Public through CM Cell, Hon'ble Ministers, MPs, MLAs, Assembly Committees, GDP, and Agriculture Grievance Day etc
13. Maintenance of the Record Room as well as records.
14. Preparation of Annual Accounts and Budget for the General Fund of Panchayat Unions.
15. Assisting the Block Development Officer (Block Panchayat) in conduct of Panchayat Union Council meetings like preparation and communication of Agenda and Minutes to Members.
16. Checking of Personal Registers.
17. Assisting the Block Development Officer (Block Panchayat) in all establishment matters pertaining to both the Government and Panchayat Union employees.
18. Assisting the Block Development Officer (Block Panchayat) in making arrangements for Republic Day, Independence Day and other celebrations and official meetings conducted at Block office.
19. Arranging for inspection and visits of higher officers, Committees, MPs, MLAs, etc.,
20. He/she shall approve the periodicals and reminder drafts and sign fair copies for the Block Development Officer (Block Panchayat)-cum- Commissioner only in the name of Block Development Officer (Block Panchayat) in respect of his section. The files should be finally closed only with the approval of the Block Development Officer (Block Panchayat).
21. Custodian for New Vouchers, Measurement Books, Money Value Forms and related Stock Registers and maintenance of old Vouchers, Measurement Books, Money Value Forms and related Stock Registers for producing the same for Audit in respect of Block Development Officer (Block Panchayat)
22. Monitoring the remittance of Provident Fund, New Health Insurance Scheme, Contributory Pension Scheme and Group Insurance Scheme of Panchayat Union employees.
23. Responsible for sending pension proposals and ensuring the sanction of Provident Fund with interest to the Panchayat Union Employees.

24. Monitoring the maintenance of vehicles including Jeeps under the control of Block Development Officer (Block Panchayat).
25. Maintaining the Double Lock Key of Panchayat Union chest.
26. Maintenance of the Daily Accounts of the Panchayat Union.
27. Monitoring the remittance of Cash Receipts to concerned Heads.
28. Responsible to arrange annual inspections of Block Office.
29. Responsible for reconciliation of Accounts with Bank/Treasuries and for various Schemes and General funds.
30. Assisting the Block Development Officer in conduct of Zonal Officers/Engineers/Overseers Review meeting.
31. Attending the works relating to delimitation of Panchayat Union/District Panchayat wards.
32. Responsible for execution of works during Natural Calamity, Drought, Flood and SDRF works other than Water supply.
33. Responsible for preparation of Memorandum for Natural Calamity/Drought Relief/Flood Relief for the damages caused to the Panchayat Union Assets.
34. Monitoring the maintenance of Assets and auctioning of income generating assets by the Block Panchayat.
35. Monitoring the demolition of dilapidated buildings under the control of Block Panchayat.

## **B. Scheme Administration**

**(State Funded Housing Scheme, Self Sufficiency Scheme, NABARD, PMGSY, TNRRIS, SFC (Block / District Panchayat) General Funds and other schemes entrusted to BDO (Block Panchayat) time to time)**

1. Monitoring the progress of schemes including Chief Minister's Solar Powered Green Housing Scheme and similar State funded housing schemes.
2. Responsible for payment of wages to the Green House beneficiaries in convergence with MGNREGS.
3. Assisting the Block Development Officer (Block Panchayat) in calling for tenders, finalization of tenders, agreements, issue of work orders, processing files for payment to the works related to General Fund/SFC (Block/District Panchayat) and the Scheme funds like State funded

housing schemes, Self Sufficiency Scheme, NABARD, PMGSY, TNRRIS except MPLADS, MLACDS and CSIDS.

4. Supervising the maintenance of Estimate and Allotment Registers and related registers for monitoring the works and responsible for online data entry both for General Fund/SFC (Block/District Panchayat) and Scheme works like Chief Minister's Solar Powered Green Housing Scheme, similar State funded housing schemes, Self Sufficiency Scheme, NABARD, PMGSY, TNRRIS except MPLADS, MLACDS and CSIDS.
  5. Responsible for coordinating with Tamil Nadu Energy Development Agency in the installation and maintenance of solar lights to the houses constructed under Chief Minister's Solar Powered Green House Scheme.
  6. Maintenance of scheme funds, bank reconciliation and submission of utilization certificate.
- C.** Any other works entrusted by the Government, DRD&PR, District Collector, District level Officers and Block Development Officer (Block Panchayat) as and when necessity arises.

**(ii) Dy.BDO (Nutritious Meal Programme):**

**[Functions of earlier Dy.BDO (NMP) / earlier Dy.BDO (SS)]**

- He/She will report to Block Development Officer (Block Panchayat)
- He/She will draw salary under the following head of account "2236-02-102-AR". His/ Her functions include:-

**A. Nutritious Meal Programme**

1. Responsible for the Pay, Advance and Establishment matters of Organizers/Cooks/helpers in Nutritious Meal Programme.
2. Monitoring the maintenance of Service Registers of Organizers / Cooks/ Helpers.
3. Monitoring the pension proposals of Organizers / Cooks/ Helpers.
4. Monitoring the maintenance of Communal Rotation Register for Recruitment and Appointment of Organizers / Cooks/ Helpers
5. Preparation of indent for food materials, receiving the same from TNCSC Godowns and distributing to the Nutritious Meal Programme Centres.
6. Preparation of indent for egg, sending consolidated report and responsible for distribution of eggs to the centres.
7. Maintenance of registers for empty gunny bags and worn out vessels received from the Nutritious Meal Programme centres and auctioning them by following due procedures.
8. Releasing the Government Grants to Nutritious Meal Programme Centres.
9. Reconciliation of monthly income and expenditure with the Treasury Accounts.
10. Arranging for the Inspection and Audit of Nutritious Meal Scheme/Centres.
11. Maintenance of Cash Book, Cheque Book and the monthly/Annual Accounts.
12. Maintenance of Nutritious Meal Programme accounts and responsible for recovering amount from the organizers for any lapse, remitting the amount to Government Head and responsible for settlement of Audit objections raised by the Internal Audit/Local Fund/Accountant General Audit.
13. Fixation of Strength for the Nutritious Meal Centres and maintaining related registers.
14. Verifying Personal Registers of the staff working under his/her control.

15. Monitoring the inspection of all the records maintained by the concerned staff.
16. Monitoring the Budget and expenditure of NMP and reporting it to the District Collector through Block Development Officer (Block Panchayat).
17. Making arrangements for conduct of Social Audit in the Grama Sabha relating to Nutritious Meal Programme.
18. Registering the Online data of Receipt and Expenditure of Nutritious Meal Programme Centres.
19. Preparation of replies for the Inspection reports of higher Officers and objections raised in Local Fund Audit and responsible for settlement of objections.
20. Responsible for administrative sanction to the funds allotted for construction of new buildings and repair works to the Nutritious Meal Centres.
21. Responsible for conducting Block Level Monitoring Committee meetings.
22. Monitoring the periodical inspections of all Nutritious Meal Centres.
23. Responsible for all Small Savings Campaigns and for appointment of different small savings agents, in addition to the implementation of Small Savings Programme in all the villages at Block level.
24. Responsible for assisting the BDO(Block Panchayat) to attend the meeting conducted by Project Officer (TNSRLM) in respect of TNSRLM/Mahalir Thittam activities.

#### **B. Scheme Administration**

1. Assisting the Block Development Officer (Block Panchayats) in calling of tenders, finalization of tenders, agreements, issue of work orders and processing files for payment to the works related to MPLADS, MLACDS and CSIDS.
2. Supervising the maintenance of Estimate and Allotment Registers and related registers for monitoring the works and responsible for online data entry for MPLADS, MLACDS and CSIDS.
3. Maintenance of scheme funds, bank reconciliation and submission of utilization certificate.

- C.** Any other works entrusted by the Government, DRD&PR, District Collector, District level Officers and Block Development Officer (Block Panchayat) as and when necessity arises.

**(iii) Dy.BDO (Panchayats):**

**[Functions of earlier Dy.BDO (Schemes), Dy.BDO (Panchayats) and earlier Dy.BDO (ADW)]**

- He / She will report to Block Development Officer (Village Panchayats)
- He / She will draw salary under the following head of account "2505-01-702-JP-106". His / Her functions include:-

**A. Office Administration:**

1. Monitoring of Establishment matters relating to the staff working under Block Development Officer (Village Panchayats).
2. Maintenance of Attendance Register and other registers related to Ministerial, Technical and Field staffs working under Block Development Officer (Village Panchayats).
3. Assisting the Block Development Officer (Village Panchayats) in all establishment matters relating to Village Panchayat employees including maintenance of their service registers of the Village Panchayat Secretaries.
4. Responsible for receiving and replying Telephone, Fax, E-mail and wireless messages for the Block Development Officer (Village Panchayats).
5. Supervising the maintenance of the Cash books, Cheque books, vouchers and other related registers regarding scheme works including Estimate and Allotment Registers executed through Block Development Officer (Village Panchayats) and sending reports to the higher Officers.
6. Maintaining Register of Court related issues like filing Vakalat, counter affidavit and monitoring the implementation of Court Judgments regarding scheme works and Village Panchayat issues.
7. Responsible for producing records for Local Fund and AG Audit and the preparation of replies to audit objections raised by them and settlement of audit objections and maintaining related registers pertaining to Block Development Officer (Village Panchayats).
8. Responsible for preparation of replies for High Level Committee and for the Joint Sitings for settlement of audit paras.
9. Public Information Officer under RTI Act for sending information and maintain registers related to the matters dealt by the Block Development Officer (Village Panchayats).
10. Ensuring the settlement of all benefits, i.e., increment, pay fixation and terminal benefits and also monitor disciplinary proceedings issued to the staff working under Block Development Officer (Village Panchayats).



11. Monitoring the maintenance of vehicles including Jeep under the control of Block Development Officer (Village Panchayats)
12. Checking Personal Registers and other related registers maintained by the ministerial staff working under him/her.
13. He / She shall approve the periodicals and reminder drafts and sign fair copies for the Block Development Officer (Village Panchayats) only in the name of Block Development Officer (Village Panchayats) in respect of his/ her section. The files should be finally closed only with the approval of the Block Development Officer (Village Panchayats).

**B. Panchayat Administration:**

1. Assisting the Block Development Officer (Village Panchayats) in conduct of periodical review meeting to Zonal Dy.BDOs and Panchayat Secretaries.
2. Assisting the Block Development Officer (Village Panchayats) in collection and compilation of all the reports regarding Village Panchayats
3. Compilation of Reports of Zonal Dy.BDOs for Panchayat matters.
4. Making arrangements for conducting Grama Sabha meetings and compilation of reports.
5. Custodian for New Vouchers, Measurement Books, Money Value Forms and related Stock Registers and maintenance of old Vouchers, Measurement Books, Money Value Forms and related Stock Registers for producing the same for Audit in respect of Block Development Officer (Village Panchayats)
6. Coordinating the Social Audit work and to organise the Special Grama Sabha for Social Audit.
7. Monitoring the review of Form 30 received from Village Panchayats and submitting report to Assistant Director (Pts) through Block Development Officer (Village Panchayats).
8. Monitoring the collection of tax and Non-tax revenues– House Tax, Professional Tax, D&O Trade, Water charges, Advertisement Tax etc.
9. Monitoring the receipts and adjust of mines and minerals lease and seigniorage.
10. Monitoring the receipts of SFC Grants, CFC Grants, etc.
11. Responsible for Drought Relief, Natural Calamity and SDRF (Watersupply) works.

12. Responsible for preparation of Memorandum for Natural Calamity/Drought Relief/Flood Relief regarding Water supply works.
13. Responsible for monitoring the action against the Panchayat Presidents/Vice Presidents as per the Rules/Tamilnadu Panchayat Act and rules thereunder.
14. Maintenance of all statistical data related to all Village Panchayats in the Block
15. Assisting the Block Development Officer (Village Panchayats) in the matter of preventive measures taken against spreading of epidemics in Village Panchayats by giving instructions and sending reports to Assistant Director (Panchayats)/Collector.
16. Matters relating to inspection of Village Panchayats and follow up action.
17. Monitoring the maintenance of water supply, street lights in Village Panchayats.
18. Responsible for all works relating to Panchayat elections and election for casual vacancy.
19. Co-ordination with the Head Quarters Dy.BDO (General) in respect of Local Body elections.
20. Monitoring the functioning of IWSC/ IMSC and take follow up action to rectify the temporary defects like motor repair, replacement of bulbs, pipeline damage etc.
21. Matters relating to rainwater harvesting.
22. Monitoring the online Entry works regarding Habitation wise water supply report (Daily)
23. Monitoring the OHT Mass Cleaning and mass cleaning of streets and public places.
24. Monitoring the Monthly Receipt & Expenditure of Village Expenditure in PRIA Software.
25. Monitoring the procedure for the works taken up by the Village Panchayat directly from the General funds of Village Panchayats.
26. Attending works relating to delimitation of wards in Village Panchayats.
27. Monitoring the building plan/layout approval by the Village Panchayats and technical clearance from DTCP/CMDA.
28. Monitoring and reporting the permission given for drilling of bore wells by private individuals in Village Panchayats.

29. Monitoring the demolition of dilapidated buildings under the control of Village Panchayats.
30. Monitoring the maintenance of Assets and auctioning of income generating assets by the Village Panchayats.

### **C. Scheme Administration**

**(IAY, THAI, SFC, IGFF, Pooled Assigned Revenue, 14<sup>th</sup> Finance Commission and any other Funded Schemes from time to time.)**

1. Assisting the Block Development Officer (Village Panchayats) in calling of tenders, finalization of tenders, agreements, issue of work orders, processing files for payment to the works related to IAY, IHHL, THAI Scheme and any other Schemes entrusted to Block Development Officer (Village Panchayats) from time to time.
2. Supervising the maintenance of Estimate and Allotment Registers and related registers for monitoring the works and responsible for online data entry for IAY, IHHL, THAI Scheme, etc,
3. Co ordinating the payment for the toilets constructed in IAY houses in convergence with MGNREGS /Swacch Bharat Mission.
4. Responsible for payment of wages to IAY beneficiaries in convergence with MGNREGS.
5. Responsible for the matters related to Adi-dravida Welfare Schemes and TAHDCO schemes implemented in the Block.
6. Monitoring the online entry works regarding Village Panchayat General Fund/ Infrastructure Gap Filling Fund/ Water supply works under State Disaster Response Fund.
7. Maintenance of scheme funds, bank reconciliation and submission of utilization certificate.
8. Any other works allotted by Government, DRD&PR, District Collector, District level Officers and Block Development Officer (Village Panchayats) as and when necessity arises.

**(iv) Dy.BDO (MGNREGS):**

**(Functions of earlier Dy.BDO (MGNREGS-1))**

- He /She will report to Block Development Officer (Village Panchayats)
- He/She will draw salary from MGNREGS Account. His/ Her functions include:-

**A. MGNREGS:**

1. Monitoring the implementation of MGNREGS right from registration of workers, issue of job cards and disbursement of wages by following the rules in force.
2. Submission of MGNREGS reports to District Collector and Project Director, DRDA through the Block Development Officer (Village Panchayats).
3. Coordinating and monitoring the preparation of Labour Budget and Shelf of Project by the Village Panchayats.
4. Maintenance of MGNREGS Cash Book.
5. Maintenance of Block Level Estimate and Allotment Register pertaining to MGNREGS.
6. Maintenance of Block Level Registers like Receipt and Expenditure Register, Bill passed Register, Job card stock Register and NMR stock Register.
7. Preparation of proposals, receipt of administrative sanctions, work order given and collecting the work progress.
8. Processing of MGNREGS bills and submits to the Block Development Officer (Village Panchayats) for the approval.
9. FTO related works: As 1<sup>st</sup> Signatory in the process of electronic Fund Management System (e-FMS) verifying each and every Muster Roll and processing the Fund Transfer Order using Digital Signature Certificate.
10. Co-ordinating the online updation of data relating to payment of wages and man days of labour generated.
11. Preparation of MGNREGS weekly report as well as other related reports
12. Attending the Block Level and District Level review meeting.
13. Monitoring the conduct of Rozgar Diwas every Tuesday.

14. Monitoring the verification of MGNREGS Registers pertaining to the Village Panchayats.
15. Any other works allotted by Government, DRD&PR, Collector and Block Development Officer (Village Panchayats) then and there.

**B. IHHL under MGNREGS and SBM (G):**

1. Monitoring the maintenance of Master Register, Beneficiary Selection, Issue of Work order, Construction and usage of IHHL under MGNREGS and Swachh Bharat Mission (G).
2. Monitoring the progress in saturation Village Panchayats and achievement of Open Defecation Free status.
3. Ensuring timely release of incentive amount.
4. Regular updation of MIS entries in respect of SBM and MGNREGS in Government of India and TNRD websites.
5. Follow up action on observation given in Inspection Reports and Social Audit Reports.
6. Maintenance of scheme funds, bank reconciliation and submission of utilization certificate.

**C. Solid Waste Management (under MGNREGS, SBM(G) and SWM Schemes):**

1. Monitoring of Solid Waste Management activities in the selected Village Panchayats.
2. Monitoring the work of Thooimai Kavalars and payment of wages to them through VPRC.
3. Daily online reporting of Solid Waste Management activities and follow up.

**(v) Dy.BDO (Audit):**

**(Functions of Dy.BDO (Audit))**

He/She is entrusted with the following duties and responsibilities with reference to the Tamil Nadu Panchayats (Issue and disposal of Audit Report of Village Panchayats) Rules 2000 issued in G.O.(Ms).No.59, Rural Development (C-4) Department, Dated the 7th March, 2000 and G.O.(Ms) No.95, Rural Development (C3) Department, dated 10.04.2000.

**A. Audit of Village Panchayats:**

1. Completion of the Village Panchayat Annual Audit within two months from the date of receipt of the annual accounts, but not later than 30<sup>th</sup> September of the preceding year.
2. Ensuring the placement of Annual Audit report of the Village Panchayats in the Grama Sabha conducted on 2<sup>nd</sup> October of every year.
3. Getting replies for Audit report within two month from the Executive Authority of Village Panchayat with Panchayat Resolution and send it to the Assistant Director (Audit).
4. Reporting any misappropriation found in the Village Panchayats during the Quarterly/Annual audit immediately to the knowledge of the Assistant Director (Audit) for initiating Surcharge Proceedings, etc.
5. Complete the quarterly audit of the Village Panchayats once in three months as per G.O.Ms.No.95, Rural Development (C3) Department, dated 10.04.2000.
6. Submission of the monthly diary to the Block Development Officer (Village Panchayats) under a copy marked to Assistant Director (Audit) before 5<sup>th</sup> of every month.

Apart from the above he/she is responsible for

- i. Preparation of Village Panchayat Budget.
- ii. Audit of Village accounts both in respect of revenue generation and expenditure as per the norms.

**B. Social Audit under MGNREGS**

Collecting the reply furnished by Zonal Dy.BDOs and send to Assistant Director (Audit) so as to convene the monthly meeting under the Chairmanship of District Collector.

- C.** Any other works assigned by the Government, DRD&PR, District Collector, Assistant Director (Audit) / Assistant Director (Panchayats) and Block Development Officer (Village Panchayats) as and when necessity arises.

## **B. Zonal Deputy Block Development Officers:**

The Zonal Dy.BDO will report to Block Development Officer (Block Panchayats) and Block Development Officer (Village Panchayats) for the respective subjects on the following:

### **A.Village Panchayat Administration**

1. Zonal Dy.BDOs will look after the earlier Dy.BDO (Panchayats) functions in respect of the individual Village Panchayats in their Zone.
2. Conducting periodical meeting of Village Panchayat Secretaries.
3. Responsible for collection and compilation of reports called for by the Block Development Officer (Block Panchayat) and Block Development Officer (Village Panchayats).
4. Assisting the Block Development Officer (Block Panchayat) and Block Development Officer (Village Panchayats) in the matter of conducting ordinary and casual elections to the Rural Local Bodies.
5. Scrutinize the expenditure bills made from out of Village Panchayat General funds.
6. Responsible for solving issues pertaining to the Panchayat functions of their zone and taking the assistance of Block Development Officer (Block Panchayat)/(Village Panchayats), wherever necessary.
7. Watching the Village Panchayat Council meetings and ensuring adherence to the Act and Rules.
8. Observing the Grama Sabha meetings and sending report to the higher authorities.
9. Ensuring that the Village Panchayats provide water supply to all the habitations in Village Panchayats and follow up the provision of new water connections to the households and disconnection of illegal water connections if necessary.
10. The periodical cleaning of Over Head Tanks/GLRs and functioning of Street lights by Village Panchayats.
11. Inspection of all the Nutritious Meal Centres in their Zone.
12. Guiding the Village Panchayats in Building Plan/Layout approval and verifying whether Village Panchayats follow norms.

13. Co-ordinating with Local Committee Members-both Official and Non-official for redressal of Public grievances.
14. Monitoring the preventive measures to be taken against spreading of epidemics in Village Panchayats.
15. Co-ordinating the eviction of Encroachments in the Village Panchayat's Assets.
16. Inspection of all the Village Panchayats under his/her Jurisdiction every month and sending report to Block Development Officer (Village Panchayats).
17. Attending meetings and inspections conducted by the higher Officers.
18. Inspecting the Community Sanitary Complexes and ensuring proper usage and maintenance.
19. Monitoring the progress of Tax assessment, Collection in Village Panchayats Tax revenue such as House Tax, Professional Tax, Advertisement Tax etc. and non-tax revenue such as Water charges, D&O Trade, Shandies etc.
20. Monitoring the expenditure of Village Panchayats from General Funds and ensuring that procedures/norms are followed. Ensuring that the Village Panchayats are guided in writing wherever required in this regard.
21. Monitoring the Village Panchayat properties such as OSR lands, Panchayat Poromboke lands, Public buildings, etc.
22. Monitoring the registration of OSR lands as gift deeds on approval of Layouts.
23. Monitoring the collection of Building Plan fee/Layout fee in Village Panchayats.
24. Guiding the preparation of Budget of Village Panchayats.
25. Review of Form 30 of the Village Panchayats of the zone and submitting report to Assistant Director (Panchayats)/ Collector through Block Development Officer (Village Panchayats)
26. Verification of the progress of e-panchayat applications such as PRIA soft, National Panchayat portal, Local Governance Directory etc.,
27. Bringing to the notice of the Block Development Officers and higher officers of any emergency issues relating to Village Panchayats with regard to Panchayat Administration and Schemes.



28. Ensuring the availability of updated records pertaining to Panchayat Administration and Schemes for the visit of the higher Officers.

### **B. Scheme Supervision**

1. Helping in liasoning and speeding up the pace of execution of different schemes in the Village Panchayats of their zone.
2. Responsible for inspection of all Scheme works (Central and State Government Schemes).
3. Responsible for updation of all the information relating to the different schemes taken up in the Village Panchayats of their zone
4. Verifying the beneficiaries under Schemes such as IAY, CMSPGHS.
5. Monitoring the execution of works and scrutiny and verification of bills under MGNREGS Scheme in Village Panchayats assigned to him/her and submit to Block Development Officer (Village Panchayat).
6. Ensuring the conduct of Rozgar diwas every Tuesday in the Village Panchayats.
7. Verification of MGNREGS Registers pertaining to the Village Panchayats.
8. Supervising the construction of IHHLs and payment to the beneficiaries.
9. Supervising the implementation of Solid Waste Management in rural areas.
10. Responsible for TNSRLM/Mahalir Thittam activities and also Small savings related works in their zone.
11. Monitoring the timely completion of work with reference to targets communicated.
12. Assisting in the beneficiary selection of Adi-dravida Welfare and TAHDCO and other schemes.
13. Providing vital information in respect of all Schemes including other department schemes and Nutritious Meal scheme to the Block Development Officer (Block Panchayats) and (Village Panchayats) for taking immediate action and for resolving complications, if any.
14. Monitoring the conduct of IEC activities/Awareness programmes and dissemination information to public.

15. Co-ordinating the process of enumeration of various schemes as ordered by Government/Collector.
16. Co-ordinating census related works.
17. Ensuring execution of works in all Village Panchayats of the zone
18. Monitoring the presence of all work site supervisors in MGNREGS work site and ensuring work site facilities like Drinking water, First aid Box, Creche, etc.
19. Monitoring the Roles and Responsibilities of Village Panchayats in the implementation of MGNREGS like Registration of Workers, Issue of Job cards, Disbursal of Wages, etc.
20. Co-ordinating with Banks and Business correspondence in ensuring wage disbursal to the MGNREGS workers.

### **C. Social Audit**

Ensuring the submission of reply by each Village Panchayat and consolidate it and submit to Block Development Officer (Village Panchayats)

### **D. Inspections and Responsibilities**

Zonal Dy.BDO should visit every Village Panchayat in his/her zone **atleast once in a fortnight** and will verify the following and send report to BDO (Village Panchayats). (They should also accompany the BDOs during their inspections):-

#### **i) Panchayat Administration**

1. Inspection register should be maintained in each Village Panchayat Office and the Zonal Dy.BDO should sign in that register after inspection with his/her observations.
2. Verify the Minute book of Village Panchayat Council Meeting to ascertain whether council meetings are conducted within sixty days of the previous meeting.
3. Verify the timely serving of meeting agenda in writing to the ward members.
4. Whether all the expenditure incurred from Village Panchayat General Fund is supported by Village Panchayat resolution and as per the provisions of the Tamil Nadu Village Panchayat Act/Rules.
5. Asset verification should be done before the month of September of every financial year.
6. Verify the assessment of House tax, Professional tax, D&O Trade, Water charges, etc. and maintenance of related registers to ensure proper assessment.

7. Monitor the auctioning due, if any of income generating assets in the beginning of the financial year.
8. Verify all the Bank passbooks, cashbooks and other related registers and ensure that the reconciliation of accounts is done with the bank every month.
9. Verify the expenditure made for street lights, water supply maintenance and sanitation and ensure the conformance to the norms.
10. Undertake night visits to monitor the burning of street lights.
11. The Zonal Dy.BDOs should ensure that the Village Panchayats do not appoint any persons in excess of sanctioned strength under any category.
12. Verify the building plan/Layout approval and report to BDO (Village Panchayats) for any deviation
13. Inspect Village Panchayat General Fund works for expediting the progress of work and quality. They should also ensure proper following of rules for Administrative sanction, Technical sanction, calling of tenders, etc.
14. Verification of timely salary to the employees of Village Panchayats.
15. Conducting enquiries on the complaints related to Panchayat Administration and Schemes.

**ii) Scheme Administration**

1. Should do site inspections for scheme works to solve site related problems and to ensure proper site related identification.
2. Verification of the genuineness in the selection of beneficiaries under IAY, Green House, etc.
3. Verification of Master Register, beneficiaries selection under IHHL, verification of applications, work order, taking photographs at various stages and payment etc.
4. Verification of registers under Solid Waste Management, works carried out by Thooimai Kavalargal in Village Panchayats where Solid Waste Management is implemented.
5. Conduct of meeting with Village Poverty Reduction Committee to ensure convergence of all schemes and to review the progress of construction of IHHLs.

**GAGANDEEP SINGH BEDI  
SECRETARY TO GOVERNMENT**

**//True Copy//**

**Section Officer.**

## **ANNEXURE IV**

**(G.O(Ms) No.127, Rural Development and Panchayat Raj (E5) Department , dated 21.9.2015)**

### **Review of the performance of the Zonal Dy.BDOs by BDO (Block Panchayat) and BDO (Village Panchayats)**

Block Development Officer (Block Panchayat) and Block Development Officer (Village Panchayats) will jointly review the Zonal Dy.BDOs atleast **once in a fortnight**. During the review, the Zonal Dy.BDOs tour diary should be reviewed by the BDOs for their respective subjects. The Zonal Dy.BDOs should submit the following particulars for review in advance.

1. Progress of Tax collection and expenditure made in the fortnight in each Village Panchayat. It should be reviewed whether proper norms are followed in this regard.
2. Statement regarding the Village Panchayats inspected by the Zonal Dy.BDOs in the fortnight.
3. Progress report of the schemes being implemented in the Village Panchayats of their zone.
4. Progress of Solid and Liquid Waste Management.
5. Water supply position and expenditure incurred for the maintenance and cleaning of OHTs and Pipelines.
6. Burning of Street lights and expenditure incurred on the maintenance.
7. Minutes of the meeting held with the Village Panchayat Secretaries.
8. Statement showing the number of meetings held with VPRC/PLFs regarding the progress of IHHLs.
9. Work progress and payment of wages under MGNREGS.
10. Progress of TNSRLM and Women Development activities.
11. Any other works as ordered by Government, DRD&PR, District Collector, District level Officers and Block Development Officers as and when necessity arises.
12. The Block Development Officer (Block Panchayat) will also attend the meeting held by Project Officer (Women Development) in respect of TNSRLM Block and give instructions to Zonal Dy.BDOs.

**GAGANDEEP SINGH BEDI  
SECRETARY TO GOVERNMENT**

**//True Copy//**

**Section Officer.**

