



ଓଡ଼ିଶା ସରକାର
ପଞ୍ଚାୟତ୍ରାଜ ଓ ପାନାୟତ୍ତଳ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W Department

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Date: ୨୭.୦୧.୨୦୨୪

From

Dr. Maheswar Swain, OAS (SS),
Director, Panchayati Raj.

To

All Collectors.

Sub- Job Chart of Panchayat Executive Officers and Accountant-cum-Data Entry Operators.

Sir,

In inviting a reference to the subject cited above, I am directed to say that, in the context of devolution of powers to Gram Panchayats and to ensure e-Governance Initiatives at Gram Panchayat level, Government have been pleased to issue a comprehensive Job Chart of Panchayat Executive Officers (PEOs) and Accountant-cum-Data Entry Operators (ADEOs) for execution of different developmental projects and effective day to day administration.

The detail job chart of PEOs and ADEOs of the Gram Panchayats is enclosed herewith for your reference.

This may be brought to notice of all concerned.

Yours faithfully

Director, Panchayati Raj

CC to: For information & necessary action.

1. PS to Hon'ble Minister, PR & DW for kind information of Hon'ble Minister, PR & DW.
2. PS to Principal Secretary, PR & DW Department for kind information of Principal Secretary.

3. PS to Director, DW&S for kind information of DW&S.
4. PS to Director, SP for kind information of Director, SP.
5. PS to Director, NRLM for kind information of Director, NRLM.
6. PS to Director, SIRD & PR for kind information of Director, SIRD & PR.
7. All Officers/ All Sections of PR & DW Department.
8. All CDO-cum-EO, ZPs.
9. All BDOs.
10. All DPOs.
11. Guard File (**Email- padmpr@gmail.com**).

[Handwritten signature]
Director



Job Chart of PEO

1. Functioning of Gram Panchayat Office

- i. Remain present at Gram Panchayat office on all working days.
- ii. Maintain all files, records, registers, Cash Book and other valuable documents of the Gram Panchayat. He/she shall be the custodian of all records assisted by ADEO
- iii. Maintain all Stocks & Stores of the Gram Panchayat
- iv. Exercise powers and duties as conferred or assigned to him/her under Odisha Gram Panchayat Act.
- v. Preparation of Annual Budget of the Gram Panchayat.
- vi. Work as PIO of the Gram Panchayat.
- vii. Conduct field level surveys, data updation & sanitization as and when required.
- viii. Attend Grievance Hearing on every Monday at Gram Panchayat Headquarter.

2. Gram Panchayat Meeting / Gram Sabha/ Palli Sabha etc

- i. Record GP meeting proceedings and follow up action taken reports.
- ii. Record minutes of Palli Sabha & Gram Sabha meetings assisted by ADEO.
- iii. Record proceedings of Standing Committee.

3. Schemes and Programmes

- i. Execute all Development works of the Gram Panchayat and various other Government Departments as assigned.
- ii. Maintain & upgrade GP assets.
- iii. Maintain PWS/TWs of the GP & ensure supply of safe drinking water to all Households.
- iv. Prepare Annual Action Plan, GPDP under CFC/SFC & other schemes.
- v. Execute MGNREGA works as per the due norms and procedure as prescribed under the Act and Guidelines/ Circulars framed there under.
- vi. Collect documents from beneficiaries under RH & other Schemes and upload Geo Tag Photos of RH beneficiaries in Awas App/ Ama Ghar App assisted by ADEO.
- vii. Assigned to work as Tagged Officer under Rural Housing to

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ensure completion of all Houses under PMAY/ BPGY/NSPGY/ Mining and other scheme, in time.

- viii. Fund transfer through Public Finance Management System (PFMS).
- ix. Assigned to work as facilitator for Skill Development Programmes like DDU-GKY.
- x. Supervise and assist in field activities of ORMAS in livelihood, marketing and skill development programmes which includes mobilisation, counselling, publicity of the programme like DDUGKY, FPO, Rural Industrial Park.
- xi. Attend mobilization and other meetings as convened at GP and Block level by Dy CEO, ORMAS or his representative as well as to work in close coordination with BDO, ABDO and Dy CEO ORMAS to expedite these activities.
- xii. Provide all records under MGNREGA and other schemes implemented in the Gram Panchayat to the Social Audit team before social audit process.
- xiii. Take steps for effective social audit Gram Sabha in the Gram Panchayat.

4. Collection of Own Source of Revenue

- i. Ensure auction of GP Property for augmentation of OSR and GP resources.
- ii. Collect licence fees & uncollected demand of the GP
- iii. Boost the income of the GP & increase OSR

5. Miscellaneous matter

- i. Release timely payment of honorarium of WMs/SEMs/GP_ Staff/Pump Operators / Yogana Sahayaks & others.
- ii. Obtain licence for sale of PDS commodities to the NFSA/OSFSS beneficiaries & maintain the stock & accounts.
- iii. Prepare Labour Budget of the GP under MGNREGS assisted by GRS.
- iv. Operate free-kitchen and relief distribution during Natural Calamity.
- v. Identify beneficiaries under NFBS & recommend to the Panchayat Samiti.
- vi. Effect ward division and prepare voter list for 3-tier PRI – election.

- vii. Ensure SHG Bank Linkage & conduct Samanwya Melas with Bank Branches.
- viii. Ensure functioning of MASS (Madhubabu Aain Sahayata Sibira)at Gram Panchayat Headquarter rendering required assistance to the Lawyer concerned.
- ix. Ensure Submission of UC & Compliance of Audit assisted by ADEO.
- x. Any other work as assigned by Govt./ Collector/ CDO-cum-EO/ BDO from time to time.



Job Chart of Accountant-cum-DEO

1. Functioning of Gram Panchayat Office

- i. Remain present at Gram Panchayat Office during office hour on all working days.
- ii. Remain custodian of Computer and Computer Accessories including the VC facilitation centre of the Gram Panchayat. He/ she should facilitate VC when it will be organised by State/ District/ Block. He/ she will coordinate for smooth network facility at GP level.
- iii. Coordinate with PEO for preparation of Annual Budget of the GP.
- iv. Be responsible for maintenance of all stock and stores of the GP.

2. e-Governance Matter

- i. Be responsible to make online entry of cash book in E Gram Swaraj Portal. He should submit Print Copy of Cash Book after entry of transaction in E-Gram Swaraj Portal to concerned PEO.
- ii. Be responsible for reconciliation account of the Gram Panchayat and updation of Bank Pass Book and Cash Book on daily basis and deduction & deposition of statutory dues.
- iii. Be responsible for digitisation of records, registers and all the data relating to the Gram Panchayat.
- iv. Be responsible for online entry of data for GPDP/ PDI.
- v. Provide technical support to PEO in Ama Panchayat Seva Application.
- vi. Be responsible for updating of data in e-Panchayat Sabha Application.
- vii. Be responsible for updating information in PESA Dashboard (in case of PESA GP).
- viii. Be responsible for uploading the Cash Books/Vouchers/Pass Books and other required documents relating to audit online.

3. Schemes and Programmes

- i. Coordinate with OLM Officials/ Mission Shakti Officials as and when required for execution of tasks/ assignments.
- ii. Be responsible for database of eligible persons covered under social security scheme, Rural Housing Scheme, Harischandra Yojana, PM Viswakarma and other schemes implemented by Govt. from time to time.

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- iii. Receive applications relating to demands for work form the Job Card holders under MGNREGS as and when required.
- iv. Scrutinize the bills/ vouchers before any payment is made.
- v. Be responsible for facilitating Social Audit & production of Records to Social Audit.
- vi. Be responsible for maintaining flexi Accounts of all scheme and GP funds.

4. **Miscellaneous Matters**

- i. Maintain Bank Accounts of the Gram Panchayat.
- ii. Update Bank Pass Books & reconcile with Cash Book.
- iii. Execute any other work as assigned by Govt./ Collector/ BDO from time to time.
- iv. Exercise such other power and duties as may be conferred or assigned to him or her under OGP Act.

5. **Establishment Matters of ADEO**

- i. The Accountant-cum-Data Entry Operators, who are posted at District Head Quarter/ Block Head Quarter/ Gram Panchayat will work under the supervision of District Panchayat Officer/ Gram Panchayat Development Officer/ Panchayat Executive Officer respectively.
- ii. The establishment matter of Accountant-cum-Data Entry Operators will be dealt in the office of District Panchayat Officer.
- iii. Salary of Employees of Panchayat (such as PEOs & ADEOs) will be done at Block level after receipt of the Absentee Statement.

