

ZILLA PRAJA PARISHAD ORGANISATION

Zilla Praja Parishad, Kadapa is a corporate body having perpetual succession. It shall have powers to acquire, hold or dispose off property and enter into contracts and may by its corporate name, sue and be sued.

The Zilla Praja Parishad, Kadapa is the Apex body of Panchayat Raj institutions at the district level and has coordinating functions with the other two tiers of Panchayat Raj Viz., (1) Gram Panchayat and (2) Mandal Praja Parishads.

Zilla Praja Parishad, Kadapa has the following categories of members.

- (i) ZPTC members elected by adult franchise from a Zilla Praja Parishad Territorial Constituency carved out in such a manner that each Mandal Praja Parishad is declared as a constituency and returns candidate.
- (ii) The local MLAs are members of Zilla Praja Parishad such MLAs shall be entitled to speak in a Standing Committee but shall not be entitled to vote in such meetings unless they are members of such Standing Committees.

- (iii) The Local MPs are members of Zilla Praja Parishad such MPs will have right to speak and take part in the proceedings with the voting rights but shall not be entitled to vote in the Standing Committee Meetings unless the MPs are members of such Standing Committee.
- (iv) The member of Rajya Sabha who is a registered Voter in the district.
- (v) Two persons belonging to minorities to be Co-Opted by ZPTCs in the manner prescribed (1) Muslims (2) Christians (3) Sikhs (4) Buddhists (5) Jains and (6) Parsis (Zoroastrians).

In addition to the above members the following persons shall be permanent invitees to the meetings of the Zilla Praja Parishad but shall not be entitled to vote.

- (1) District Collector.
- (2) Chairman, Dist. Marketing Society.
- (3) Chairman, Zilla Grandhalaya Samstha.
- (4) Chairman, District Co-Operative Central Bank.
- (5) 50 Mandal Parishad Presidents in the District of Kadapa.

FUNCTIONS AND DUTIES

Besides the role of review, monitoring of plan and non plan schemes specified under the Schedule I of the Act, the Zilla Praja Parishad will also exercise the following functions.

- (a) Examine and approve the budgets of Mandal Parishads within district.
- (b) Distribute the funds allotted to the District by the Central or State Government among the Mandal Praja Parishads and Mandals within districts for which Mandal Praja Parishads are not constituted.
- (c) Coordinate and consolidate the plans prepared in respect of the Mandals within the district and prepare plans in respect of the entire district.

- (d) Secure the execution of the plans, projects, schemes or other works either solely relating to the individual Mandals or common to two or more Mandals in the district.
- (e) Supervise generally the activities of the Mandal Praja Parishads in the district.
- (f) Exercise and perform such of the powers and functions in relating to any development programme as the government may by notification confer on or entrust to it.
- (g) Advise Government on all Matters relating the developmental activities and maintenance of services in the district, whether undertaken by local authorities or government.
- (h) Advise the government on allocation of work among Gram Panchayats and Mandal Praja Parishads and coordination of work between the said bodies and among the various Gram Panchayats themselves.
- (i) Advise the government on meetings concerning the implementation of any statutory or executive order specially referred to by the government to the Zilla Praja Parishads.
- (j) Collect such data as it deems necessary.
(Publish statistics or other information relating to the activities of the local authorities.
- (k) Publish statistics or other information relating to the activities of the local authorities.
- (l) Require any local authority to furnish information regarding its activities.
- (m) Accept trusts relating exclusively to the furtherance of any purpose for which its funds may be applied.
- (n) Establish, maintain or expand secondary, vocational and industrial schools.
- (o) Borrow money for carrying out the purposes of this Act, with the previous approval of the Government and subjects to such terms and conditions as may be prescribed.

The Zilla Praja Parishad may, with the approval of the Government, levy contributions from the funds of the Mandal Parishads in the District. The resolutions of the Standing Committees have to be brought before the general body which is empowered either to approve, modify, alter or rescind such resolutions. The Zilla Praja Parishad may make Byelaws under the powers vested under sub-section (2) of sec.259 read with sections 266 & 270 after obtaining approval of the Government.

The Zilla Praja Parishad will review the performance under SGSY in its general body meetings.

OFFICE ORGANIZATION

1. The Chief Executive Officer is the executive authority under the Act. It confers upon him several functions under Section 186 and the rules.¹
2. He is entrusted with the powers to allocate work among officers and staff of the Zilla Praja Parishad i.e. Deputy Chief Executive Officer, Parishad Educational officer and the Accounts officer.
3. Government have issued job chares for these officers and it has been clarified that all files to be routed from the wing officers to the Chairman should be submitted through the Chief Executive Officer including Executive Engineer and Accounts officer, PEO and Deputy Chief Executive Officer.
4. The Executive Engineer who has comparatively larger volume of work load than PEO, AO, Dy. Chief Executive Officer has his own office, the rest of the three officers are accommodated in the same building where the Chief Executive Officer sits.
5. Executive Engineer (PR) & Executive Engineer (RWS) should furnish proposals; obtain sanction from competent administrative body i.e. Standing Committee/General Body/Government. The technical sanction for works vests with the Superintending Engineer, Executive Engineer, Deputy Executive Engineer, Assistant Engineer as prescribed by the Government.

6. The Chief Executive Officer is the head of the office and the Attendance Register for the office staff should be seen by him whenever he is present at headquarters.
7. All wing officers like Executive Engineer, Dy. Chief Executive Officer, AO and PEO shall attend review meetings or attend discussions whenever their presence is required by the Chief Executive Officer.
8. The Chief Executive Officer will make arrangements for openings of tappals relating to the ZP either in his presence or in the presence of Dy. Chief Executive Officer.
9. The letters addressed to Chairman in his name should be sent to him and in no instance should they be opened by Chief Executive Officer or any other subordinate officer or staff.² All correspondence by various officers under the control of the Zilla Praja Parishad, should be made by them in the name of the Chief Executive Officer.
10. As Chairman, Zilla Praja Parishad may be away from headquarters communications addressed to the Chairman by official designation during such absence should be opened by the Chief Executive Officer and prompt action taken by him. All such communications should be sent on for perusal of the Chairman of the Zilla Praja Parishad after he returns to head quarters.
11. It would facilities matters if an arrangement is make whereby the Chairman attends the office on certain convenient days in a week.
12. If the Chairman wishes to initiate correspondence in regard to powers specifically conferred upon him he may arrange with the Chief Executive Officer to get the paper registered and issued from the sanction to which it relates.

13. All communications from Government will be addressed to the Chief Executive Officer except in cases where Government feel that it should be sent to Chairman.
14. The Chief Executive Officer can correspond with Government on all matters as Executive Authority on behalf of the Zilla Praja Parishad but important matters which he considers necessary should be seen by Chairman will be circulated to him.
15. The Chairman should not endorse directly to any office marking his observations for carrying out his instructions except through the Chief Executive Officer.
16. After tappals are opened they should be seen by the wing officers according to their subjects and sent to the sections after recording them in Inward Register giving a number, marking the name of section to which it relates and should be delivered to concerned assistant under acknowledgement in the Inward Register. The currents should be machine numbered.
17. The papers received by each clerk should be registered in the PR and submitted after initial examination submitted to the officer concerned for orders in following up action.
18. In addition to the periodical check of Personal Register as per the time table fixed by the Chief Executive Officer, each Superintendent and officer should inspect the Personal Register, Periodical Registers through a run on note file at least once in a month.
19. A separate register should be maintained in the Peshi of Chief Executive Officer noting down the communications received from Government, Commissioner PR, other Heads of Departments and Communication from Court, APAT, Government Pleaders, Registered letters, D.O. letters, Correspondence from Assembly Secretariat and other important letters and the PA (of C.E.O) should round off disposed files

only after a final reply is sent. The Chief Executive Officer should check this register once in a month.

20. The Office should have a record room and the records arranged as per the instructions contained in the District office Manual (as per TOTTENHAM's system) and issues from and records delivered to the record room should be duly recorded. Ventilation, lighting, fire fighting equipment, protection from white ants should be ensured. Records should be arranged serially year wise and classification wise like R.Dis. (30 years retention period) D.Dis. (10 years) and L.Dis (1 year).
 - a) Absolute cleanliness should be maintained in record room.
 - b) Lighting should be arranged.
 - c) It should be ensured that it is securely locked.

IN EVERY ZILLA PRAJA PARISHAD OFFICE

1. Lunch room for ladies may be provided.
2. Toilets in the office premises to be kept clean.
3. If feasible water cooler may be arranged.
4. If there is a cooperative canteen, the management should obtain permission relating to rates of food items served, timings etc.,
5. Persons should not be allowed to loiter in verandahs of the office building.
6. Smoking and gambling should be prohibited.
7. Each assistant should be supplied with an almarah for keeping under lock and key, records should never be allowed to be kept on the table.
8. Every office should have cash chest (Properly with a double locking system)
9. Movement Register should be kept and the staff going out should record their movements.
10. No employee should refuse to attend to turn duty work assigned to him.

11. Special precautions should be taken while getting money from banks/Treasuries towards disbursement of salaries.
12. Salaries should be paid on the first working day and not before except under specific orders of Government.
13. All holidays declared for State Government office will apply to PR Institutions.
14. The Chief Executive Officer, Dy. Chief Executive Officer , Accounts Officer & Executive Engineer should make surprise visits to the sections during office hours.

On all currents marked “URGENT”, “IMMEDIATE”, put up within days”. The assistants should comply with the orders and in case of difficulty Represent to the concerned officer/ Chief Executive Officer.

15. All officers of Zilla Praja Parishad are connected by NICNET system and all reports to officers having similar facilities should be sent through NICNET system only.

CHAIRMAN – FUNCTIONS

The Chairman, ZILLA PRAJA PARISHAD

1. Shall as a head of the Zilla Praja Parishad is entitled to receive due honour and he shall be invited to participate in all Government functions arranged in the district and shall be accorded due recognition there as per procedure of warrant. He has been assigned the status of a Minister of State.³
2. Shall convene and preside over all meetings of the Zilla Praja Parishad and such of the standing Committees of which he is the chairman.
3. Shall have access to all records of the Zilla Praja Parishad
4. Call for any record, statement, document from the Chief Executive Officer or other officers of Zilla Praja Parishad for examination and perusal.
5. Issue directions to the Chief Executive Officer regarding implementation or Resolutions of the Zilla Praja Parishad or its Standing Committees.

6. Take up with Government on major issues relating to the district where immediate intervention by Government would be essential.
7. Chairman Zilla Praja Parishad shall be entitled to receive the following honorarium and allowances.⁴ Chairman, Zilla Praja Parishad Rs. 7500/- to 40,000/- Honorarium as fixed in revised.⁵

Vice Chairman, Zilla Praja Parishad Rs. 1,500/- to 6000/-

ZPTC Members Rs. 1,500/- to 6000/-

(Under Sec. 179 of APPR Act)

(He also draws T.A for tours as per the scale prescribed).

Whenever the Chairman is deputed for orientation courses, seminars, workshops, and study tours, he will be paid T.A & D.A on par with class I officials of the State Government.

8. The Chairman, Zilla Praja Parishad shall pass orders on important files relating to issue of posting orders, transfers of staff, admission of time barred bills upto 1 year and files relating to all policy matters shall be circulated to him. The orders will be issued in the name of the Chief Executive Officer and the fact of obtaining orders of Chairman on the note will mentioned in the proceedings or orders:

9. The Chief Executive Officer shall whenever orders or directions are issued by Government should first implement the orders as per Government direction and Submit a copy there of for the perusal of Chairman.

10. The Chairman ceases to hold office, if he ceases to continue as member due to operations of disqualifications (under Sec.18-22 of the Act) and also U/s 196(6) as Chairman Zilla Praja Parishad. He is also liable to make good any wastage loss caused to Zilla Praja Parishad funds due to any acts of commission or omission under Sec.265 of the Act.

11. The Chairman or Vice Chairman may resign his office by sending the resignation personally or by sending it in the manner prescribed to the Collector. The collector after satisfying about the

genuineness of the resignation shall issue proceedings indicating the date with effect from which such resignation had come into force.

Functions of Chairman Zilla Parishad as per School Education Act, 1998

1. He is chairman of District School Education Committee. He discusses with the member of ZP in the ZP meeting and renders suggestions for the development of Schools.
2. To make effects for mobilization of grants and to bring certain important issues to the notice of Government for immediate redressal.
3. To evince interest for improvement of literacy among the women in the habitation where high rate of illiteracy prevails.
4. To supervise the Z.P educational institutions and the staff working therein.
5. To encourage the persons by granting incentives who extended valuable services to the course of education.
6. Have discussions with the PR Engineers for providing infrastructure to the schools for the execution of repairs.

VICE CHAIRMAN – FUNCTIONS

1. Whenever the Chairman absents himself from the jurisdiction for more than 15 days or is incapacitated the powers and functions of chairman shall devolve on the Vice-Chairman (S.193(3) & (4) of the Act.)
2. The Chairman may also delegate such of the specific functions like education, works programme to the Vice Chairman and in like manner withdraw the delegation (S.193(2)of the Act).
3. If there is a vacancy in the office of Chairman and the Vice Chairman has been continuously absent from the district for more than 15 days or is incapacitated for more than 15 days, the powers and functions of chairman shall devolve on a member of the ZP appointed by Government. The member so appointed shall be styled as temporary Chairman but he shall exercise the powers and perform the functions of the Chairman (S. 193 (5) of the Act).

MEMBERS OF ZPTC – FUNCTIONS

1. The ZPTC members are entitled to be granted copies of proceedings of Zilla Praja Parishad meetings as prescribed in G.O.Ms. No.224 PR &RD Mdl-1 dt. 10.4.95. If the Chief Executive Officer declines to grant copies for the reason that it is of a confidential nature, his decision thereon shall be final.
2. ZPTC members will cease to hold office if they incur any of the disqualifications specified under Sec. 18-22 of the Act.
3. ZPTC members have to instill a spirit of self help and mobilize public contribution or Voluntary labour whenever works are taken up in his jurisdiction.
4. Any member may bring to the notice of CEO /Chairman/ZP, any defect or default in the execution of any work or in the discharge of functions of any officer including negligence in the discharge of duties (S.194 of the Act)
5. He is a permanent invitee to meetings of MPs concerned.
6. Can visit the ZP High schools under his jurisdiction.
7. Members of ZPTC may resign by sending notice to the District Collector.
8. Food Advisory Committee/Sub ...Advisory Committee – Member.

Powers and duties of Zilla Praja Parishad Kadapa Officers and Employees

CHIEF EXECUTIVE OFFICER – FUNCTIONS⁶

- 1) The Chief Executive Officer will be appointed by Government and he is liable to be transferred by Government. He will be governed by the respective service rules applicable to him.
- 2) Under the Erstwhile District Boards the President was the Executive Authority. After the formation of Zilla Praja Parishads Government have considered the necessity to post a Senior Level Officer to be its Executive Authority as the volume and nature of work entrusted to the Zilla Praja Parishads was next only to Collectors Office in the district.

Statutory Functions

The CEO is the Chief Executive authority of the Zilla Praja Parishad and holds executive power for the purposes of carrying out the provisions of the Act viz.,

- 1) Exercise all the powers and perform all the functions especially conferred or imposed upon him by under this Act, or under any other law for the time being in force.
- 2) Lay down the duties of all officers and servants of or holding office under Zilla Praja Parishad in accordance with the rules made by the Government.
- 3) The Chief Executive Officer shall be entitled to attend all the meetings of the Zilla Praja Parishad or its Standing Committees including any meeting of the Mandal Parishad and take part in its discussion thereat but shall not be entitled to vote or move any resolution.
- 4) Call for any information, return, and statement of account or report from any officer or servant of or holding office under the Zilla Praja Parishad or a Mandal Parishad or the Institutions, thereunder in matters of executive administration and those relating to accounts and records of the Zilla Praja Parishad or the institutions thereunder.
- 5) Shall have the custody of all papers and documents connected with the proceedings of the Zilla Praja Parishad and of its standing committees.
- 6) Shall be responsible for implementation of the resolutions of the Zilla Parishad and of the Standing Committees thereof.
- 7) Shall supervise and conduct the execution of all activities of the Zilla Praja Parishad.
- 8) Shall take necessary measures for the speedy execution of all works and development schemes of the Zilla Praja Parishad.

- 9) Shall have the power to enter upon and inspect any work, scheme or institution under the management of a Zilla Parishad.
- 10) Shall have the power to enter upon and inspect any work, scheme or institution under the management of a Mandal Praja Parishad of the Zilla Praja Parishad or its Standing Committee so direct.
- 11) Shall be the competent authority to enter into agreements and to sign and executive them in the name and on behalf of the Zilla Praja Parishad from time to time.
- 12) Implement such specific directions issued by the Zilla Praja Parishad as it may think fit regarding the performance by him of any of the functions assigned to him under the Act.
- 13) Shall immediately executive the orders passed by the government in exercise or powers conferred by the Act and rules made thereunder or any other law for the time being in force and forthwith send a compliance report to the Government and place a copy thereof before Chairman and Vice Chairman.
- 14) Shall exercise such other powers and perform such other functions as may be prescribed.
- 15) The Chief Executive Officer shall with the approval of or on the direction of Chairman convene meetings of the Zilla Praja Parishad so that at least one meeting of Zilla Praja Parishad is held once in a month and if the Chief Executive Officer fails in this duty, with the result that no meeting of the Zilla Praja Parishad is held within a period of 90 days from the date of the last meetings he shall be liable for disciplinary action under the relevant rules. Provided that where the chairman fails to give his approval for Convening the meeting so as to hold a meeting within the period of 90 days the Chief Executive Officer may himself convene the meeting in manner prescribed.

- 16) The Government shall pay out of the Consolidated Fund of the State, the Salaries, allowances, leave allowances, pension contributions of the Chief Executive Officer appointed under sub-section (1).

The Chief Executive Officer shall have administrative powers and discharge the functions as mentioned hereunder⁷.

Administrative

1. For any information, return statement of account or report from any officer or servant holding office under the Zilla Praja Parishad or Mandal Praja Parishad including Parishad Education Officer, Accounts Officer and Executive Engineer.
2. Intimate the vacancies whether casual or arising by efflux of time in the Office of the various members of Zilla Praja Parishad and any Standing Committee thereof.
3. Supervise and control the execution of all activities of the Zilla Praja Parishad.
4. Have administrative control over all officers working under the Zilla Praja Parishad.
5. Sanction increments and all kinds of leave except special disability leave to the Mandal Development Officers.
6. Make additional charge arrangements of the Mandal Praja Parishad Development Officers during training, leave etc., and to sanction additional charge allowance as per rules.
7. Initiate confidential reports every year on the work of the District Officers under the control of the Zilla Praja Parishad including the Deputy Chief Executive Officer, Executive Engineer, Accounts Officer, Mandal Development Officers and Parishad Education Officer and shall countersign the confidential reports of employees belonging to education accounts, accounts, general and engineering wings which will be initiated by the wing officers concerned and be the custodian of the personal files (of the staff for which he is the appointing authority)

8. Review the work and tour diaries of Deputy Chief Executive Officer, Parishad Educational Officers, Executive Engineer (PR), Mandal Development Officers and Accounts Officer, and Officers under the control of Zilla Praja Parishad. The Superintending Engineer will receive copies of the CEOs review of Execution Engineers diary.
9. Shall be competent to Countersign Traveling Allowances Bills of the Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer, PR Accounts officer and other Officers under the administrative control of the Zilla Praja Parishad.
10. Sign and draw his own Traveling Allowance bills.
11. (a) The inspect Mandal Praja Parishad in the district excluding the Mandal Praja Parishads to be inspected by the District Collector and Revenue Divisional Officer, Sub-Collector including the half yearly inspection of loans branch and allocate inspection work to other District Officers.
(b) To take up random inspection of mandal Praja Parishads and Gram Panchayats.

Financial Powers

To sanction allowances of pay and transfer traveling allowances and loans to the employees mentioned below:

- (i) Superintendents, Senior Assistants, Accountants of Zilla Parishad.
- (ii) All Medical Officers of the regular dispensaries and CDM stores, Zilla Praja Parishad.
- (iii) Head Masters and teachers of Zilla Praja Parishad secondary schools.
- (iv) Supply of medicines and other accessories subject to the budget provision and to sanction the cost on production of bills.
- (v) Any other advances provident for under rules.

Investigations to the delay of payments of salaries and allowances to the employees of Zilla Praja Parishad and sanction of payment after investigation, if the claim does not exceed two years. Sanction excess consumption of petrol for the vehicles of the Zilla Praja Parishad if the excess is not more than 25% of the scheduled quota. Sanction amounts for payment of compensation for land acquisition cases as determined by the Land Acquisition Officer. Sanction time barred traveling allowance bills of non officials except Chairman Zilla Praja Parishad. Seal, endorse, transfer, negotiate or otherwise deal with Government securities, standing in the name of the erstwhile District Board with the approval of the Zilla Praja Parishad.

Sanction investment of the funds of the Zilla Praja Parishad in Government securities, cooperative and commercial banks and National Savings Schemes with the approval of the Zilla Praja Parishad.

Sanction officer rent for the Zilla Praja Parishad and other Panchayat Raj offices on the strength of the valuation certificates exceeding Rs. 1,000/- per month but not exceeding Rs. 2000/- per month⁸.

Sanction expenditure towards expenditure on repairs to light motor vehicles upto a limit of Rs. 10,000/- (Rupees ten thousand only).Sanction contingent expenditure upto Rs. 1,000/- each case. Permit the Head masters of Secondary Schools to utilize upto Rs. 750/- from the Audio Visual Education Fund for electrification of School buildings.

Sanction, payment of taxes, fees, land revenue and charges payable to State Funds (to the Revenue Department) by the lessees of endowment lands. Sanction Payment of postal and printing charges. In case of emergency sanction amount upto Rs. 1,000/- with the approval of Chairman Zilla Praja Parishad⁹.

Sanction for purchase of stationery not exceeding Rs. 1,000/-. Sanction for purchase of the steel and wooden furniture not exceeding Rs.2,000/- and Rs.1,000/- towards repairs to furniture per annum. Sanction for purchase of bulbs and lamps not exceeding Rs.500/- per

annual. Sanction for purchase of books, maps and periodicals not exceeding Rs.400/- per annum.

Sanction for repairs to typewriters not exceeding Rs.600/- per annum. Sanction of pensionary benefit to non teaching staff working in the MPs/Zilla Praja Parishad.

NOTE :

Every item of expenditure sanctioned by the CEO shall be placed with the remarks of the Accounts Officer, Zilla Praja Parishad before the Standing Committee for information.

Education

1. He shall be the member convener of the District Education Committee. He has to constitute the District Education Committee within 30 days from the date of election of Mandal Education Committee by giving 10 clear days notice.
2. He shall be Election Officer for election of co-opted member of District Education Committee which will take place in the first meeting of D.E.C.
3. If the District Education Committee passed any resolution against the government rules and regulations the CEO send the same to the Collector for clarification. The clarification issued by the Collector after consultation with the government is final and the District Education Committee will implement accordingly.

Touring

In Government G.O. Ms.No. 673 PR dated 25.10.81 Government has prescribed the following minimum tour days for CEO and Dy.CEO for inspections and enquiries.

- i) The Chief Executive Officer shall tour for a minimum of 12 days and 2 night halts preferably in Mandal Head Quarters.
- ii) The tour notes may be sent to the MPDO and institution with a copy to wing Officers for submission of rectification reports.
- iii) Tour notes should be submitted to Collector, Chairman and other Heads of Departments.

- iv) During tours, the CEO should inspect works and institutions and discuss the financial and physical progress of works with MPDOs.
- v) If possible joint tours can be organized so that on the spot decisions can be taken by the concerned officers.
- vi) The advance tour programme shall be circulated to Chairman and Collector for information.
- vii) Copies of tour programmes should be marked to all Presidents of Mandal Parishads and ZPTC members and MPDOs to enable them to meet the CEO in case of any work.
- viii) The tour programme of the Deputy CEO will be approved by CEO who countersigns his T.A bill.

DEPUTY CHIEF EXECUTIVE OFFICER – FUNCTIONS¹⁰

Administrative

1. The Deputy Chief Executive Officer shall
 - a) Supervise the day to day functions of the office of the Zilla Praja Parishad.
 - b) Sanction leave except special disability leave increments and pay fixation to all categories of employees of the Zilla Praja Parishad upto the level of Junior Assistants other than the teaching staff.
 - c) Initiate confidential reports to employees in the office of the Zilla Praja Parishad other than those belonging to Education, Accounts and Engineering wings.
 - d) Carry on all interim correspondence with all District Officers and Government.
 - e) Open Service Registers and to attest the entries in the SRs of all Non-Gazetted Staff working under the control of Zilla Praja Parishad.
 - f) Purchase of livery for peons and drivers.

Financial

1. Sanction payment of the following advances to all categories of employees:

- i) Tour advance.
 - ii) Educational advances.
 - iii) Festival advances.
 - iv) Advance of pay and T.A. on transfer upto the level of Junior Assistants.
2. Sanction petty contingent charges upto Rs.250/- in each case from general funds and Parishad Education Fund.
 3. Make payment of pay bills, T.A. bills. T.A. bills, advance bills etc. of all the staff working under the Zilla Praja Parishad and Contingent bills.
 4. Sanction payment of premium on Life Insurance Policies from the Provident Fund.
 5. Sanction for the purchase of the payment of cost of the postage stamps.
 6. Grant permission to issued fresh cheques in lieu of time barred cheques.
 7. Sanction contingent expenditure upto Rs.500/- towards repairs to Zilla Praja Parishad vehicles.
 8. Pay monthly petrol and oil charges and servicing charges of Zilla Praja Parishad vehicles within the limits fixed for expenditure on petrol and oil.
 9. Sanction expenditure for consumption of electricity, telephone, maintenance of typewriters and other contingencies such as hot and cold weather charges.
 10. Sanction admission of employees to General Provident Fund who are eligible for admission.

NOTE: Every item of expenditure sanctioned by the Dy.CEO shall be placed with the remarks of the Accounts Officer, Zilla Praja Parishad before the Standing Committee-1 for information.

ACCOUNTS OFFICER – FUNCTIONS¹¹

- (1) The Accounts Officer, Zilla Praja Parishad shall be in over all charge of the Accounts and finance of the Zilla Praja Parishad.

His main function is to act as a financial advisor and as an internal auditor.

- (2) As an Accounts Officer he will compile the accounts of the Zilla Praja Parishad incorporating in the accounts of the Zilla Praja Parishad the figures in respect of engineering divisions and other branches in accordance with the prescribed rules and instructions.
- (3) As an internal auditor he is responsible for pre-checking all the bills before payment. He shall be responsible for proper maintenance of important registers like Grants Appropriation Register.
- (4) As a financial advisor he shall offer his advice on any matter involving financial implication, accounts and budget to the Chief Executive Officer, and other administrative officers of the Zilla Praja Parishad.
- (5) All matters relating to financial sanction to be submitted to the Chairman of the Zilla Praja Parishad or Standing Committee, General Body including agenda and works programme shall pass through the Accounts Officer and his remarks thereon shall find place in the note to be placed before the Chairman of Standing Committee or Zilla Praja Parishad.
- (6) He shall exercise administrative control over the accounts staff of the Zilla Praja Parishad including engineering wing and he will initiate annual confidential reports of Superintendents, Zilla Praja Parishad, countersign the confidential reports of the Senior Accountants, Mandal Praja Parishads and send them to authorities concerned for safe custody. He will initiate the confidential reports of the Divisional Accounts Officer (W) PR and send them to the Executive Engineers (PR) for further action.
- (7) He shall be under the administrative control of the Financial Commissioner PR, the casual leave shall however be sanctioned by the Chief Executive Officer.

- (8) He shall be responsible for watching the report of adjustment and utilization of grants sanctioned to the Zilla Praja Parishads. He shall consolidate the proposal received from the other wings of Zilla Praja Parishads and prepare the budget estimates and revised estimates under the general direction of the Chief Executive Officer. The officers of the Zilla Praja Parishad should furnish all the information required by the Accounts Officer, Zilla Praja Parishad in this regard. He will also scrutinize the proposals for re-appropriation of funds in the Zilla Praja Parishad budget.
- (9) He shall be responsible to see that all transactions relating them a note with his comments to the Chief Executive Officer for being placed before the Standing Committee concerned for approval.
- (10) He shall be responsible to see that all transactions relating to cash and adjustments in the Zilla Praja Parishad are recorded in the books of accounts properly and promptly and shall compile the periodicals i.e. Monthly, Annual Accounts and financial returns correctly and submit them to the authorities concerned on the due dates.
- (11) He shall be responsible for the disbursement of pay and allowance of arrears of the establishment of the Zilla Praja Parishad Office. The maintenance of permanent advance shall however, be maintained by the officers concerned to whom permanent advance is sanctioned.
- (12) He shall inspect the accounts of Engineering wing and other wings of the Zilla Praja Parishad quarterly, and those of Mandal Praja Parishads half yearly. He shall check a percentage of initial accounts in the Engineering wings and Mandal Praja Parishads and bring the defects to the notice of the Executive Engineer (PR) or MPDO.
- (13) As an internal auditor, all bills relating to the Zilla Praja Parishad shall be pre checked by the Accounts Officer before

payment. No payment shall be made without pre-check by the Accounts Officer, Zilla Praja Parishad. He may disallow any item which he considers irregular and issue check slips questioning the authority for such disallowance. The Chief Executive Officer should normally accept the advise of the Accounts Officer, where the Chief Executive Officer, differs from the advise in the interests of administration, he may over rule and where he is not satisfied with the decision of the Chief Executive Officer, is not in accordance with rules, the Accounts Officers of Zilla Praja Parishad shall note them in the register of Accounts officers objections and send extracts of the same to the Financial Commissioner PR.

- (14) He shall pre-check the final work bills of Mandal Praja Parishads and Zilla Praja Parishads before payment. He shall also ensure proper maintenance of Register of works.
- (15) He shall deal with the audit reports and inspection reports of the defects pointed out therein and take steps to prevent the recurrence of such irregularities.
- (16) He shall be responsible for disposal of Accounts Officers of Zilla Praja Parishad as well as watch the disposal of audit objections in the other wings and the Mandal Praja Parishads.
- (17) He shall be responsible for coordinating the work of regulating the submission of utilization certificates of the Mandal Praja Parishads and Zilla Praja Parishads.
- (18) He shall investigate any loss misappropriation of defalcation of funds which has come to his notice pointed out by auditors and scrutinize the pointed accounts of Mandal Praja Parishads and Zilla Praja Parishads or any other institution under the control of Panchayat Raj bodies and furnish his report to the Chief Executive Officer with a copy of report to the Financial Commissioner of Government.
- (19) When the monthly meetings of Executive Engineer (PR) and MPDOs are held the Accounts Officer shall review the position

in the settlement of audit objections adjustments of advances and submission of utilization certificates and submission of monthly and annual accounts and other matters by holding meetings of the Divisional Accounts Officers and Senior Assistants.

(20) The Accounts Officer will draw his own pay and allowances.

(21) The Accounts Officer shall be the Vigilance Officer of Panchayat Raj Department for the District.

PARISHAD EDUCATION OFFICER – FUNCTIONS

1. Parishad Education Officer is an officer borne on the cadre of Education Department and works under the control of the Zilla Praja Parishad to assist the Zilla Praja Parishad in the work of management of secondary schools.
2. He is responsible for drawal of salaries to the teaching and non-teaching staff working in the Zilla Praja Parishad Schools. The amount will be made available by 1st of every month by the DTO on authorization by Local Fund Audit Officers.¹²
 - a) In respect of posts not covered by sanction of Government either the school committees should meet the salaries or the Zilla Praja Parishad with the approval of Government may meet the expenditure from General funds of the Zilla Praja Parishad.
 - b) Acquaintances should be submitted by the Headmasters properly on the dates fixed by the Zilla Praja Parishads. Similarly bills should be submitted to the Zilla Praja Parishad by 16th of each month whenever a person absent without permission of the H.M. should deduct pay for such unauthorized absence and after receiving appropriate orders of the Zilla Praja Parishad shall take further action regarding disbursement.
 - c) The increments to staff working under each institution will be sanctioned by the Head master and that of the Head

master by the Chief Executive Officer or if so delegated by him, by the Parishad Education Officer.

- d) The Government in Education Department makes provision for releases funds by Audit Officer LF A/c or DEO.
- e) The Parishad Education Officer also sanctions maternity leave to all women employees; sanction of all kinds of leave except special disability leave to all teachers except headmasters, the leave to Headmasters will be sanctioned by the CEO.
- f) The newly recruited teachers are allotted by the District Selection Committee to the unit of Zilla Praja Parishad. Posting to teachers will be approved by the Chairman and issued by the CEO.

Academic

1. The PEO shall visit schools for surprise visits and inspections, including upper primary schools, primary schools under the control of the Mandal Praja Parishad.
2. He should evolve a questionnaire of inspection of schools and examine the following.
 - i) Infrastructural facilities including provision of play ground, Lab facilities and library etc.
 - ii) Strength class wise and explore reasons in uneconomic sections, proposals for shifting excess posts to the needy schools during the beginning of academic of academic year.
 - iii) Availability of all subject teachers such as Physical sciences, Natural sciences, language pandits etc.
 - iv) The persons who have not put up residence and operating from nearby towns.
 - v) The percentage of passes in X & VII classes and initiating disciplinary action against subject teachers as well as Head masters (subjects where more than 50% of students failed).
 - vi) Steps for arranging extra classes for backward pupils.

- vii) Arranging Common Examinations tests, slip tests and circulation of notes and Synopsis etc. to students on difficult topics and subjects.
 - viii) The work turned out by Craft instructor in production of usefully productive schemes, the initiative on the part of PET or drawing teacher etc., in their jobs to be evaluated during his visits to schools.
 - ix) Inspection of accounts of collection and utilization of special fee funds, reimbursement claimed from Government for SC/ST/BC students towards payment of special fee.
 - x) Organizing district events like cultural programmes of song and drama from ZP institutions.
 - xi) Periodical review with HMs on academic matters like guidance on preparation of lesson plans and making suggestions for further improvement.
 - xii) Distribution of free text books, note books to SC/ST/BC students in time.
 - xiii) Review of implementation of school cultural programmes in ZP schools.
 - xiv) Watch by getting periodicals on the issue of quarterly/ half yearly progress reports to parents of ZP schools on the academic performance of their children.
3. The PEO should check up whether the benefits available at school are fully made use of by ZP institutions.
 4. To obtain rectification reports from the Head Master within 30 days of inspection and following it up.
 5. To ensure that all schools are taken up for regular inspections TIRS by departmental officers and follow up on the reports issued by the HMS concerned.

Administrative

- (1) He shall conduct enquiries on teachers, Headmasters and non teaching staff both preliminary or in pursuance of Rule 20 of CCA rules and submit reports to CEO for final action.

- (2) Whenever any defalcation or misappropriation of funds is noticed a report should be submitted to CEO, DEO and Chairman and steps should be taken in pursuance of CCA rules and also to file a criminal complaint if criminal intention is established.
- (3) Maintain Service Registers of staff and attest service verification certificates.
- (4) He should attend the Standing Committee meetings on Education and Finance and appraise the Zilla Praja Parishad and the SCs on the general functioning of schools.
- (5) He should convene meetings of the MEOs and guide them in improvement in enrolment of children into Primary Schools.
- (6) The PEO shall attend review meetings convened by the Chairman, the CEO, collector etc., regularly.
- (7) Attend meetings convened by DEO and should discharge any academic duties.
- (8) Entrusted to him like assistance in Public Examinations, spot valuation etc.
- (9) Conduct during the beginning of academic year a conference of all Headmasters which will be a forum for discussions of general school needs, functioning of parents committees, the percentage of results in schools in the district and other problems expressed by them during the meetings. Some academic experts also will be invited to address the conference.
- (10) Should get the number statements prepared and submitted along with the budget of the ZP.
- (11) The PEO shall conduct enquiries into all complaints, allegations etc., received from the public or individuals and press reports and submit detailed reports to the CEO and Chairman.
- (12)
 - a) He shall maintain statistics and latest particulars of staff, strength of schools, requirements of staff, infrastructure available and other movable and immovable assets.
 - b) All gifts to schools by parents, school committees and old students should be with the formal permission of the ZP.

- c) The time tables of all teachers should be approved by the HM who should see that all teachers take up the required number of teaching hours per week.
 - d) The teachers should be insisted to cover the syllabus for classes particularly X & VII classes by the end of February every year.
 - e) In case of any difficulty, arrangements should be made to depute staff from the neighboring schools.
 - f) Special coaching classes should be arranged and revision also should be taken up before examinations.
 - g) Preliminary tests should be conducted by the District Common Examination Board.
 - h) Controlling expenditure on secondary education and watching the utilization of contingent and other grants sanctioned by the DEO.
 - i) Submitting monthly reconciliation statements of Audit Officer (LF Audit) to facilitate authorization of grants on time.
- (13) Ensuring the implementation of the policies of Education Department like posting of woman teachers to girls schools, construction of compound walls to girls schools etc.
- (14) Ensure provision of equipment like laboratory chemicals, books to the library, games and sports equipment, teaching aids, text books for classroom teaching, chalks and dusters, maps, charts etc.
- (15) Action for constitution of School Committees particularly in newly opened schools.
- (16) To scrupulously follow the guidelines issued by Govt. in G.O.Ms.No.205 Education, dated.6.7.98, in the matter or transfer of teachers within the district including inter-Mandal transfers by following norms and limiting the transfers to the period when ban is lifted.
- (17) The PEO shall also discharge such other functions as may be delegated to him by the CEO. The Powers delegated by the CEO

can also be withdrawn if the CEO considers such delegation would no longer be necessary.

- (18) Shall be responsible for disposal of audit objection on Secondary Education Fund of ZP.

EXECUTIVE ENGINEER – FUNCTIONS¹³

1. He is head of the entire Panchayat Raj Engineering Branch serving all the three tiers of Panchayat Raj, Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishad and is answerable to these bodies in so far as implementation of works Programme is concerned.
2. He should supervise the work all Deputy Executive Engineers, Assistant Executive Engineers, Assistant Engineers and other technical staff as well as ministerial staff and exercise effective control as prescribed.
3. It is his duty to ensure that the works in all the Panchayat Raj institutions are executed in time.
4. He should checkup and satisfy himself that all works are executed to the required satisfaction by insisting the respective officers to submit periodical reports on works.
5. He should also ensure that works are measured at completion of each stage of execution and payments are made promptly for the work done.
6. He should give guidelines for various types of works depending on the nature of work, availability of materials and labour and periodically review at meetings, the pace of execution of works and finding solutions wherever problems crop up in areas like tribal pockets, delta areas.
7. He should take action for proper maintenance of accounts, maintenance of records, particularly the M-Books, the bills passed for payment, the observations or any remarks of Accounts Officer while passing the final bills and submission of physical and financial progress reports. He should also take steps for close

monitoring of adjustment of grants and the amounts due from Government.

8. To submit periodical returns to the Zilla Praja Parishad, and to department on due dates and also to submit special reports whenever called for. In cases of misappropriation by any member of staff a special report has to be submitted to Government and Chief Engineer giving the details of file no. of both the officers whether enquiry completed and disciplinary action concerned. Amount so far recovered and to be recovered and criminal action if required Government 78974/90 P.R. dt.21.11.90.
9. He shall be responsible for maintenance of correct stock of accounts of all materials within his division.
10. To render correct accounts to the Zilla Praja Parishad as prescribed, adhering to rules, so that the monthly accounts, annual accounts, budget and data in the annual administration report are properly maintained and submitted to the higher authorities/auditors promptly.
11. To advise the Zilla Praja Parishad on technical aspects of implementation of different schemes, requirements of funds, and equipment and aspects like proper maintenance of office buildings, school buildings, institutions, Mandal Praja Parishads and Gram Panchayat buildings, maintenance of roads in Panchayat Raj sector, MI sources and others like cyclone relief centres, programme under drought, weaker sections housing and other Government programmes entrusted to the Panchayat Raj Engineering Department.
12. He should chalk out a programme of inspections of the subordinate officers (both detailed and random) follow the questionnaire; obtain the approval of the SE for detailed quarterly programme of inspection. He should ensure that all Dy. Executive Engineers officers are covered twice in a year once for detailed and the other, for random inspections and the Asst. Executive Engineers once in a year. He should also inspect the works programme of the Mandals.

13. He should achieve target of check measurement and super-checking of works as provided in rules. He should cover all areas in the division and should not confine his visits to nearer Mandals only or within easy reach or other considerations.
14. He should ensure that all tools and plants purchased for the Panchayat Raj Engineering Department are fully utilized and should not allow to be kept idle when there are ample programmes where they can be put to use, similarly vehicles like road rollers, tippers or lorries etc., and collect rents through deductions as per the scale of rentals fixed.
15. He should organize a system by which all dues from contractors are expeditiously recovered, materials rejected at site removed within 24 hours. Fines imposed upon them for breach or violations of agreements are recovered from work bills and such other measures that could improve quality of execution of works.
16. As a head of office he is competent sanction casual leave, other kinds of leave, control over establishment and exercise disciplinary control provided under rules and exercise financial powers like sanction of advances, loans etc., applicable to Government servants as the services of the staff were provincialized w.e.f. 1981.
17. The Executive Engineer should submit special reports with regard to the damage to structure either due to faulty execution, use of substandard material, or due to lack of proper maintenance, damage caused by human agency like agitators, riots etc., breaches to roads due to floods. Similarly to minor irrigation tanks and report to the higher authorities about emergency action taken by him or the subordinate staff, and further course of action to be followed up.
18. The Executive Engineer is responsible to submit periodical returns as fixed by Engineer-in-Chief in format prescribed by the due dates. For any earmarked and purposive grants separate periodicals wherever prescribed should be submitted and also

indicate whether he would be in a position to utilize the grants fully before the time allowed.

19. He shall get guidelines on the basis of general instructions issued by Engineer-in-Chief, in the matter of deployment of work charged establishment, their job charts, the authorities to whom they should report and other services to be extracted from the staff including assistance in the preparation of muster rolls for wage employment schemes JRY and EAS. They should be paid on the first working day of every month the wages/remuneration due.
20.
 - a). He should get all the reports and registers brought upto date and check up the important registers once in a month and all registers once in two months.
 - b). He should also ensure maintenance of all reports and registers date and check them during his random inspections and review their tour diaries every month in staff review meetings with the Dy. E.Es, Asst. E.Es.
21. The Executive Engineer shall cause maintenance of the following vital data which is basic indicators of progress of a division, indicating the physical progress and total amounts spent towards works under various schemes of Zilla Praja Parishads, Mandal Praja Parishads and Gram Panchayats.
 - (a) Length of roads in the sector of Zilla Praja Parishad, Mandal Praja Parishad, Gram Panchayat.
 - i. Indicating the categories of roads like BT, WBM, Metalled, and Earthen.
 - ii. The lists of roads on which buses ply and the condition of these roads and whether annual maintenance is taken up.
 - iii. The length of roads transferred to R&B from Zilla Praja Parishad, transferred from Mandal Praja Parishad to Zilla Praja Parishad.
 - iv. Conditions of sugarcane cess roads, MNP roads whether Gram Panchayats are paying attention and earmarking adequate amounts for spending on roads according to needs

and requirements and subject to limitations prescribed under rules.

- v. Formation of new roads, katcha, metalled or otherwise.
 - vi. Special programmes taken up under Janmabhoomi.
22. In the same manner, he should also keep statistics of PWS schemes, hand boring sets, MI sources, markers and other properties, school buildings, vacant grounds reserved by the Ex-district board for storage of works materials, trust properties gifted to the Ex-district board for libraries, schools, choultries etc., and lands donated by villagers for forming new roads etc.
23. He shall get the masonry structure of MI tanks periodically inspected particularly before or during monsoons.
24. Job charts as fixed by Engineer-in-Chief (in 1998).

Administrative and Technical

- i. To accord technical sanction to estimate as per prescribed limits calling for tender setting and entering into agreement.
- ii. Furnishing proposals of budgets/funds drawl.
- iii. Furnishing utilization certificates on the due dates duly countersigned by Audit Officer LF Department.
- iv. He should submit replies to LAQs/PAC paras by personally attending and assisting the higher officer whenever he is asked to do or to be present before House Committees. Pursue action on assurance given in the assembly pertaining to his jurisdiction. Whenever he feels it difficult to get replies he should seek more time from Legislature Secretariat and obtain permission to submit answers.
- v. a) He should file counter affidavits in all cases wherever is cited as a respondent even though no specific allegations are leveled as the Court/Tribunal may view such attitude as objectionable.
b) Cause production of records to courts/tribunal on the through a responsible person or advocate.

- c) Present before and give evidence at any time when summons is issued.
 - d) Sit with Government pleader/public prosecutor in the matter of preparation of counter affidavit on the basis of para-wise remarks as certain from time to time the present position of the case.
 - e) In the event of the case is lost prejudicial to the interests of the Government to discuss with Government pleader and examine whether an appeal can be filed on behalf of Government.
 - f) In contempt petitions, the responsibility of the Executive Engineer is to be present at the court unless exempted and follow the advise of the Gram Panchayat to make statements before the Tribunal/Court.
 - g) The Executive Engineer should not refuse summons but seek adjournment date in case of any personal inconvenience.
 - h) In APAT, Lok Ayukta its (Commissioner of enquires under the supervision of the Vigilance Commission), the same procedure will be applicable.
 - i) In cases before the Anti Corruption Bureau and Spl. Court for ACB & SPE cases Tribunal for disciplinary proceedings, District Consumers Forum and such court/tribunal desired to examine the records required. The Executive Engineer should comply with such requirements after taking the opinion of his superior officers.
- vi. The Executive Engineer are given monthly targets of works to be check measured and works to be super checked. A variety of works, from different parts of the division, under the jurisdiction of all Dy. Executive Engineers should be covered, this enables the subordinate officers in implementation of works programme.

- vii. The Executive Engineers is responsible for payment of all bills like salary bills, allowances to staff advances to staff, final bills to contractors after completion of works after deducting 2.1/2% towards income tax and all other statutory recoveries. After the audit for the year is completed, report received, it can be paid after examining the report to check whether any observations were made, he should meet any administrative costs, contingent charges upto limits fixed by Government, and work bills, release of pensionery benefits to staff.

Accounts and Finances

Maintenance of Accounts: The Executive Engineers should ensure that all departmental registers mentioned in accounts code are maintained in his office and the offices of subordinates to him. All registers should be brought upto date. Accounts statements to be got prepared and submitted to Zilla Praja Parishad on time.

A random check of challans and their entries in challans Sub-Treasury pass books so whether all entries of expenditure are correct. Reconciliation between pass book and cash book balances is a must once in a month.

Administrative

- a) The Executive Engineer sanctions all kinds of leave except special disability leave to all AEEs/AEs, further in respect of Deputy Executive Engineer, SE will sanction. The Chief Executive Officer shall sanction casual leave to Executive Engineer. Leave will be sanctioned by the Mandal Praja Parishad Development Officer in case of AE under his control.
- b) The Engineer-in-Chief the appointing authority shall be the custodian of all the confidential reports to Deputy Executive Engineers/AEE/AEs, and Government in case of EEs and above.

- c) The Executive Engineer shall exercise the disciplinary power as per the provisions contained in Andhra Pradesh Panchayat Raj Engineering Subordinate Service Rules.

The Executive Engineer is answerable to all State funds received from Government, or transferred from Zilla Praja Parishad General Account. The funds are directly released to the Executive Engineers under the respective heads of accounts.

The funds of the Zilla Praja Parishad shall be lodged only with the Treasury except JGSY funds which can be lodged in Nationalized Banks/Post Office and the interest earned shall form part of original funds. He should ensure submission of monthly accounts with the vouchers to Accounts Officer Zilla Praja Parishad for consolidation and onward submission to the Audit Officer of LF Department. He should be available on the last day of inspection of accounts by the staff of Account General and discuss with them regarding half margin memos for which explanation is still due.

Government in G.O.Ms No.559 P.R & R.D dated 5.9.94, have given a list of records to be maintained in the Zilla Praja Parishad including the engineering division. The allocation of work among the staff is the duty of Executive Engineer. He should allocate the work, the registers to be maintained, subjects to be dealt with, and the periodicals to be submitted according to work distribution.

Materials Management; Delay in Execution of Works

The Executive Engineer should take up periodical inspection of stores account once in a half year. Most of the defalcations take place in stores by various methods.

- a) due to negligence or storing them at places where thefts are possible;
- b) the persons kept in charge develop contracts with the contractors and make sales and get into difficulties;
- c) In food items both rice and wheat under NREP/RLEP large quantities were allowed to rot and becomes unfit for human or animals consumption. This is totally due to negligence or

partly to cover up some earlier mistakes or misappropriation. Some entries actually delivered to contractors are not entered in the records. Cement if not stored properly will also become hard and lose its strength, similarly iron stored for longer periods in seacoast area will undergo chemical changes. If the Executive Engineer finds any prima-facie collusion in the conduct of subordinate staff he should immediately place him under suspension and relieve him from the post and enquire into the matter. The SE/CE is competent to suspend the officer he should submit a confidential report through a responsible officer and obtain orders at the earliest.

Delay in execution will cause consequential problems like

- i. Escalations due to rising prices;
- ii. Benefits not made available to public in time;
- iii. The investment so far made becomes wasteful as the entire scheme will not yield results as expected.

In view of these problems, the Executive Engineers should incorporate suitable clauses where it is likely that the contractor will delay or slow the pace of execution so that contractors carefully and execute the scheme/works on time. Usually whenever road works are sanctioned, the earth work will be completed a head to time and the balance of work will be delayed beyond the date fixed for completion. The agreements should be so drafted keeping in mind the earlier experiences in the district on the part of contractors generally, like personal negligence/inefficiency or conditions of scarcity of material in a particular season. The Executive Engineers work has enormously increased because of large amounts of money and multifarious activities.

Though the works relating to construction of SC/ST hostels and housing programme were withdrawn the funds under JRY/EAS/Xth Finance Commission/Mineral cess/Ferry rentals/Sand auctions/Purposive grants like Rural Water Supply/ARES/MNP/Rural Road Maintenance/MI Grants/Xth Finance Commission/OBB etc have

increased. Except during the agricultural operations season during Sept to Dec/Jan, the Landless agricultural labour will be without irrigation potential in the areas.

All major work will be executed between Nov-Dec to May June using fully available labour force/agricultural landless labour in rural areas fully. Muster rolls should be maintained for works must be measures and paid for. Wages should be paid at weekly or for a lesser duration. For substandard work the works have to be re-executed using the standard materials and no amounts should be paid. If the party repeats the same he should be back listed for at least for a period of three years. Financial discipline is the most important duty of the Executive Engineer. Since Government will not allow any diversion of funds, caution should be exercised while passing bills so that the allotments of works are not exceeded.

Utilization certificates also should be prepared and submitted through audit Officer LF Accounts within three months of the date fixed for utilization. Norms fixed for each category of works should be followed.

The TA bills of EEPR will be countersigned by the CEO. His confidential reports will be initiated by the Chief Executive Officer and sent to SE who will add his remarks and send to the Collector who will forward it to Engineer-in-Chief. The ACRs of EE/PEO shall be initiated by the Chief Executive Officer and forwarded to the Superintending Engineer or the DEO concerned.

The Executive Engineer is answerable both to departmental officer, SE and also to the Zilla Praja Parishad i.e., Chief Executive Officer and the Chairman. In respect of overall implementation works programme in the district. He should have control on the total works programme under his supervision executed and completed.

The Executive Engineer shall prepare a plan for all works programmes for a period of three years as shelf of projects and obtain the sanction for a period of three to five years thereby crating durable assets to the community for fulfillment of all their needs.

29. The Executive Engineer has to attend all review committee meetings convened by the Collector, the Joint Collector (Who is sometimes placed in charge of subjects like floods and evacuation of the affected persons etc.). All agenda items proposed for the Standing Committees and general body should be routed through the CEO.
30. The Executive Engineer should not circulate files direct to the Chairman except through the Chief Executive Officer of Zilla Praja Parishad.
31. A minimum member of tour of 15 days and 2 night halts are prescribed for the Executive Engineer. The targets of works to be super checked and works for check measurement should be strictly adhered to.
32. Major works in the district should also be periodically inspected by the Executive Engineer.
33. Whenever he is at headquarters he should be present at his office.

DIVISIONAL ACCOUNTS OFFICER – FUNCTIONS¹⁴

Technical (Financial)

1. The functions and responsibilities of Divisional Accounts Officer have been incorporated in Andhra Pradesh Public Works Departmental Code and Andhra Pradesh Public Works Accounts Code. The post is borne on the establishment of Finance Department, consequent on the withdrawal of officers from Accountant General's Office who worked on deputation. For some period some posts were earmarked to Panchayat Raj Accountants also. This practice was totally withdrawn and the present incumbents are all drafted from Finance Department.
2. The Divisional Accounts Officer (work) is responsible for the correct compilation of accounts from the data supplied to him (Para 33 of D code).
3. As a custodian of original agreements and tender documents, the Divisional Accounts Officer (works) should maintain a careful check of all original tenders and agreements that are

put up for reference in connection with the audit of bills (Para 158 of D code).

4. As an internal checker, the Divisional Accounts Officer (works) is charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers etc. (Para 89 (a) of A code).
5. As Financial Assistant (i.e.) as the General Assistant and advisor to the Executive Engineer in all matters relating the accounts and budget estimates or to the operation of Financial Rules generally (Para 89 (a) of A code).

In discharge of all the functions, the Divisional Accounts Officer is expected to see that all sanctions, orders passing through the office and other proceedings of Divisional Office and his subordinates which may affect the estimates of accounts of actual or anticipated receipts and charges are passed through the Divisional Accounts Officer (Para 89 (b) of APWA code).

6. Solely responsible for issue of objections on account of excess over the estimated cost or want of sanctioned estimate in the case of petty works (Para 91 of A code).
7. Responsible for personally explaining the defects of procedure and imparting necessary instructions thereon to the Sub-Divisional Officers and their staff during the inspection of Subdivisions.
8. Responsible for the arrangements for checking the completed tenders by personally conducting a test check and also see that a comparative statement is correctly incorporated the totals checked on the individual tenders.¹⁵
9. The Divisional Accounts Officer is responsible for necessary check on all sanctions accorded by the Divisional Officers except in the case of technical sanction to estimates and sanctions to write off stores or losses of public money which will be audited by Audit Office (Pas 9 of APWA code).

10. Responsible for bringing prominently to the notice of the Executive Engineers at least once in a month all irregular transactions on which action was not already taken by the latter at the instance of SDOs or on his own motion (Para 100 (2) of A code).
11. The SDOs primarily and the DAO secondarily will be held personally responsible for losses if any arising for non observance of procedure laid down in Para 255 of A code in respect of Revenue realizations.
12. Should see that the intimations of change of emoluments is given to Divisional Officers for recording the arrears of rents (Para 264 (7) of A code).
13. Should conduct necessary check of regulation of rents of buildings and lands (266 of A code).
14. Should conduct the review of M books periodically (P 296 of A code).
15. Responsible for the corrections of contractors ledger (P.386 and 387 of A code).
16. Responsible that no change advised by another Division or department is considered final and adjusted with all the necessary vouchers have been received (P.503 of A Code).
17. Responsibility as a Primary Auditor (internal checker since 1961) extends also to the examination of all claims included in bills presented direct at Treasury (533 A code).
18. Should examine the Accounts return of Sub-Divisional Officer and also Division Office Cash book and Stock Accounts before they are incorporated in the monthly accounts (540 A code).
19. The arithmetical accuracy of entries recorded in M books and bills sent for pre-audit should be checked cent percent in division office under the supervision of Divisional Accounts Officer (W) though not personally by himself (540 A code).

20. Responsible that every order or sanction affecting expenditure to be accounted for the monthly account is noted at once in a suitable register (543 A code).
21. Should see that the total amount of cheques drawn by the sub-divisional Officers during the month does not extent the prescribed limit (542 A code).
22. Ensure that the expenditure which is within the competence of the Executive Engineers sanction and not incurred as a matter of course under the orders of subordinate disbursing officer without his knowledge (545 of A code).
23. Should ensure that without the orders of the competent authority the gross expenditure authorized is not exceeded or samples realized are not utilized towards additional expenditure (P.547 of A code).
24. After check every voucher should be enfaced with the word 'CHECKED' over the dated initials of the DAO (W) (Para 548 of A code).
25. The identity and the amounts of the cheques entrusted as cashed in the Treasury Pass Book should be examined by the DAO (W) duly initialed dt.(Para 552 A code).
26. Personally responsible for the accuracy of the amounts of petty vouchers and initial stock accounts as stated in the schedule of Dockets (554 (2) of A code).
27. When the Executive Engineer is specially authorized by the Government to sanction carriage, handling charges etc., (i.e. store incidentals/store charges) upto a specified limit it will devolve upon the Divisional Accounts Officer (W) to conduct the audit (i.e. pre-check of individual items of expenditure against the Executive Engineer sanction 560 (1) of A code).
28. Should ensure that all items of stock accounts are correctly are correctly posted (566 of A code).
29. Required to sign all the schedules etc., accompanying the monthly accounts (571 of A code).

30. Should take special steps early in March to bring to accounts all liabilities and assets availing settlements and to effect clearance in March accounts as many outstanding items as possible (574 of A code).
31. Responsible to see that all corrections advised by the Accountant General are specially brought to the notice of Executive Engineer (579 A code).
32. Should see that in respect of new buildings entered in the register of buildings and lands steps are taken to revise the rentals and correct capital cost of building is noted in the register (584 of A code).
33. Should enter the new cheque book/receipt book in the register of cheque and receipt books (586 of A code).
34. Review of all registers, books and accounts of the Division office and sub-divisional office may be conducted through the Divisional Accounts Officer (W). (588 of A code).
35. When Executive Engineer is absent from headquarters the Divisional Accounts Officer can sign monthly account and vendor account to the Audit and this is to be followed by another copy signed by the Divisional Officer on his return to Head Quarters (Para 571 of APWA code).
36. The Executive Engineer/Divisional Accounts Officer will be held responsible for the delay in submission of the monthly accounts and retry will be made in the personal files for future to furnish the monthly accounts in time (Govt. D.O.No.239973 – A/3 16 WA/A dt.23.9.88 Fin & Plg. Dept).
37. The Divisional Accounts Officer (W) should not be entrusted with the work of the drawl of bills of establishment under TR 16 of APTC Vol I vide Government Memo No. 14060/181WA/182 1 dt.19.7.85 of Finance and Planning (FW – WA.1) Department Memo. No. K Dis 73623/Sec II (V) (I) dt.25.9.87 of Chief Engineer (R&B) Administration.

38. Instead of equating SDO and DAO for the purpose of such treatment as a senior member of the establishment next only to the Executive Engineer in accounts matters due regard to be given to DAO¹⁶.

In G.O.Ms No.1, Irrigation and Command Area Development dt.15.1.98, the Government observed that there is no overlapping of functions between the Divisional Accounts Officer and Superintendents in the office Executive Engineers.

The Government have clarified that the DAO (W) will confine himself to the accounts, and the Superintendents will look after other correspondence work in the office.

In addition to those in Sub Rule (C) of Rule 89 of the Andhra Pradesh, Public Works Accounts Code following items will be looked after by the Divisional Accounts Officer (works).

- (i) All establishment matters pertaining to technical establishment of the entire division.
- (ii) Scrutiny of technical establishment bills, passing, submission of traveling allowance bills of the technical establishment of the entire division.
- (ii) All confidential correspondence relating to work and establishment, of the entire work.

ASSISTANT EXECUTIVE ENGINEERS/ASSISTANT ENGINEERS-FUNCTIONS

General Functions: Administrative and Technical:

1. The Assistant Engineer should record measurement in the measurement book as the first level engineer and get the works check measure by the competent authority, Prepare work bills carefully and arrange payment to contractors duly proposing all deductions/recoveries like previous payments, material recoveries, seignorage charges, Statutory taxes, petty supervisions charge and tools and plants.
2. He should furnish information called for by the higher officers like Executive Engineer, Chief Executive Officer, Mandal Praja

Parishad Development Officer in proper manner and should be responsible for its accuracy.

3. He should attend all monthly staff review meetings convened by Mandal Praja Parishad Development Officer Dy.EE or EE attend meetings of Mandal Praja Parishad prepare detailed work wise physical and financial progress reports and should appraise the Mandal Praja Parishad of the action taken for preparation of estimates finalization of tenders and entrustment as well as completion of works.
 - a) Pay attention to the preparation of shelf of projects under JRY and EAS keeping the norms of creation of durable assets in PR institutions.
 - b) He should make optimum use of available labour force whose details he should keep village wise and use the Gram sabhas as a forum for explaining the works programme, Assets, the requirement of labour force and probable dates of commencement and completion.
4.
 - a) Pay attention to the preparation of shelf of projects under JRY and EAS keeping the norms of creation of durable assets in PR functions.
 - c) He should make optimum use of available labour force whose details he should keep village wise and use the Gram Sabhas as a forum for explaining the works programme, Assets, the requirement of labour force and probable dates of commencement and completion.
5.
 - a) The AEE/AE should maintain stores, the stock entries as well as receipts date wise and issues similarly and obtain acknowledgement. Any diversion of materials received for utilization in the works constitutes the offence and he should take stern measures against the persons responsible. He has to send a true extract of monthly stores/stock transactions to Dy.EE and EE.

- b) All stocks should be verified once in a quarter along with the condition and append a certificate in the stock register. A copy of the certificate should be submitted to the EE.
6. The Watchman/Clerk who is in charge should be a person honest and reliable. The keys of the godown should be kept in the office, In case of theft etc., a detailed enquiry should be conducted and report submitted to the EE (OR) and Chief Executive Officer.
7. Maintenance of Registers:
Government in G.O.Ms.No.559 PR&RD dt 5.9.94 prescribed the registers to be maintained in the Engineering wing of Mandal Praja Parishad/ Zilla Praja Parishads. The AEE/AE should be familiar with their maintenance and with technical guidance of Dy.EE/Accounts Officer; Zilla Praja Parishad He should maintain all records as per the rules prescribed especially the following registers.
- i) Contractors Ledger.
- ii) M. Books Movement Register.
- He should also keep a movement register of M-books and kept them under safe custody as it is a money valued record. The AEE/AE should submit both for review at the Mandal Praja Parishad Meetings and staff review meetings convened by the Mandal Praja Parishad Development Officer and district/Divisional level meetings convened by EE or Dy.EE upto date data on progress of work.
8. Should exercise effective control on work Inspectors/Gang Mazdoors working under his control. HE should prepare programme of the month and circulate to them. He should visit work spots by surprise to check whether they are present at the work spot. Where work inspectors are deployed on major works, set targets to them for reporting the progress of work and promptness of contractors as well as quality of materials used.

9. The AEE/AE should inspect all structures within his jurisdiction and he is responsible for their maintenance, the structural soundness of school buildings, bridges, culverts, godown, OHSRs before onset of monsoon annually and to suggest remedies to keep the structure to the satisfaction of the concerned administrative authority as well as technical officers.
10. Should adhere to the calendar of activities, He himself should prepare the calendar of activities depending on the total schemes and works (works wise) and spread over the whole year except monsoon during which period he should attend to finalization of procedural formalities. He should mention the activities attend to by him in his tour dairies. He should furnish progress reports on work programme and related information to Dy.EE as per the time schedule.
11. Maintain the various assets of the department in a proper manner.
12. He should take steps for prevention of encroachments on road margins unprotected school compounds, trust properties vested in Mandal Praja Parishads, lands under institutions and PHCs etc., if need be he can take the assistance of police in getting them vacated.

Routine

1. The AEE is answerable to Dy.EE/Mandal Praja Parishad Development Officer to whom he should submit advance tour programmes and tour dairies. The Mandal Praja Parishad Development Officer will review the tour dairies and mark a copy of it to the Dy.EE and EE.
2. His casual leave is sanctioned by Mandal Praja Parishad Development Officer and the copy of the application will be marked to Dy.EE.
3. His earned leave will be sanctioned by the EE who will make additional charge arrangements.
4. His annual confidence report will be initiated by the Mandal Praja Parishad Development Officer submitted to the EE through the Dy.EE who will add his remarks on it.

5. a) He should tour a minimum number 20 days in a month and make 4 night halts.
- b) He will pay a monthly fixed traveling allowance of Rs.290 per month.
- c) The Mandal Praja Parishad Development Officer is the countersigning authority of the TA bills and for those attached to a Dy.EE the Dy.EE will countersign the bills.
- d) The transfers of AEE/AE will be done by the EE concerned. The SE will allot new recruits the divisions. The post of AEE is a Zonal cadre post and he is a Gazetted Officer (first Gazetted Post).
- e) The appointing authority is the Engineer-in-chief who has all major disciplinary powers under CCA rules.

STANDING COMMITTEES

Because of the large volume of business before the Zilla Parishad and the nature of business which needs scrutiny, the Act provides for constitution of Standing Committees allocating to them the subjects to be dealt with. It is a representative subcommittee of the Zilla Parishad, Kadapa. The Standing Committees are experts bodies, which will devote sufficient time on the subjects brought before them and closely scrutinize the facts to take appropriate decisions.

The following are the standing Committees:

Standing Committee Numbers

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|-----|--------------------------------|
| I | For planning & Finance |
| II | For Rural Development |
| III | Agriculture |
| IV | Education and Medical Services |
| V | Women Welfare |
| VI | Social Welfare |
| VII | Works ¹⁷ |

Government has framed rules for regulating the conduct of business and proceedings in the meetings of the Standing Committees and allocation of subjects to be dealt with by them.

1	Standing Committees for Planning & Finance District Plan–Budget, Taxation, Finance and Coordination of the work relating to other Committees.	Standing Committee No.I
2	Standing Committee for Rural Development Poverty alleviation programmes, Area Development programmes, Employment, Housing, Cooperation, Thrift and Small Savings Industries including cottage, Village and Small Scale Industries, Trusts and Statistics	Standing Committee No.II
3	Standing Committee for Agriculture, Agriculture, Animal Husbandry, Soil Reclamation including Cantour bunding, Social Forestry, Fisheries and Sericulture	Standing Committee No. III
4.	Standing Committee for Education and Medical Services Education including social education, medical services, public health and sanitation including drainage, relief for distressed in grave emergencies.	Standing Committee No. IV
5.	Standing Committee for Women’s Welfare, Development of Women and Welfare of Children	Standing Committee No. V
6.	Standing Committee for Social Welfare Social welfare of scheduled castes, Scheduled Tribes, and Backward Classes and Cultural Affairs	Standing Committee No. VI
7.	Standing Committee for Works: Communications Rural Water Supply, Power and Irrigation	Standing Committee No. VIII

Reference

1. Issued in G.O.Ms.No.488, PR & RD, dt. 03.12.1996.
2. G.O.Ms.No.44 P & R dt. 23.01.1990.
3. Vide G.O.Ms.No. 431 PR & RD dt. 15.11.97.
4. G.O.Ms.No. 223 PR & RD dt. 27.5.99.
5. As per G.O.Ms. No.89, PR & RD dated 07.09.2015.
6. G.O.Ms.No 488 PR & RD Dated: 3.12.96
7. Rules issued under G.O. Ms.No.488 PR & RD dt. 3.12.96.
8. G.O.Ms.No.395 PR & RD dt. 22.9.98.
9. G.O.Ms.No. 14, PR & RD dt. 9.1.89.
10. Rules G.O.Ms.No.490 PR dt.3.12.96.
11. G.O.Ms.no.379 PR & RD dt. 30.07.1985.
12. Functions prescribed in G.O.Ms.No. 1194 Education T2,dt.26.12.77.
13. Circular Memo No.23645/T2-74, dtd.23.5.74 of CE (PR) A.P (R).
14. G.O.Ms.No.304 Fin & Plg dt.20.11.79.
15. G.O.Ms.No.1035 PW dt.20.4.60.
16. G.O.Ms No.2388 PW 13.11.64, G.O.Ms No.1636 PWD dt.13.7.64.
17. G.O Ms.No.218, PR & RD (Mdl-II) dated 31-3-1995.