SUPPLEMENTARY NOTE ON THE POWERS AND FUNCTIONS OF THE CIRCLE OFFICERS (DEVELOPMENT)

Selected Extracts


In addition to the functions and duties shown in the note circulated under this Department No. S-VI/2E-1/62-403(80), dated the 26th February, 1962 the Circle Officers (Development), Assistant Directors and Deputy Directors of Basic Democracies should perform the following functions and duties:

I. Circle Officers (Development)

(1) Attend at least 6 regular meetings of the union councils every month. (Note- dates of the meetings should not be changed to suit the convenience of the Circle Officers (Development).

(2) Visit at least 8 union councils a month to assess the programme, etc. of the councils, and try to remove any bottleneck in regard to their implementation.

(3) Secure for the union councils the co-operation and guidance of the nation building departments.

(4) Ensure active participation by all members of every union council.

(6) Educate the union councillors in their duties and responsibilities.
(6) Create an interest among the councillors in the manuals and other literatures on basic democracies and encourage discussion by them.

(7) Examine the amount of grants received by union councils from district and divisional councils and from Government and how these grants have been utilised.

(8) See the S.D.O. at least once a month.

(9) Write out monthly reports and submit one copy to Assistant Director and another to the S.D.O.