

NO. RDD-II. B(15)2/17 (Monitoring)----- Shimla-09 dated, October, 2017

Officer Order

The mechanism for the monitoring of presence / Accountability of Panchayat Secretary (RD&ZP) Panchayat Sahayak, Takniki Sahayak and Gram Rojgar Sewak the following directions are here by issued:-

1. It shall be ensured that a attendance register is maintained at GP level for the categories namely Panchayat Secretary (RD&ZP) Panchayat Sahayak Takniki Sahayak and Gram Rojgar Sewak and it will also be ensured that the same is verified and signed by the Pradhan/Up Pradhan.
2. It shall be ensured that the salary of above staff is prepared and disbursed to the above officials on the basis of attendance register.
3. It shall be ensured that the Panchayat Secretary/Sahayak is present in the office from 10.00 AM to 5.00 PM every working day (except the days on which official has been invited to attend any official meeting by the written order of the concerned authority). In case any Secretary/Sahayak is given the charge of more than one Gram Panchayat, it will be ensured that the working days of such Panchayat Secretary/Sahayak in each Panchayat are fixed and the schedule is displayed in the notice board of concerned Gram Panchayats.
4. It shall be ensured that the Gram Rojgar Sewak and Takniki Sahayak are present on the days fixed in Panchayats assigned to them and the schedule to this effect be displayed on the noticeboard of the each Gram Panchayat.
5. It shall be ensured that the Block officials regularly check the presence of the of the above officials in the Gram Panchayats assigned to them.
6. It shall be ensured that the movement/tour programme of the Panchayat Secretary/Panchayat sahayak/ Gram Rojgar Sewak and Takniki Sahayak is displayed on the noticeboard of the each Gram Panchayt assigned to them.
7. It shall be ensured that the tentative tour programme of PANCHAYAT SECRETARY (RD&ZP) Panchayat Sahayak, Gram Rojgar Sewak and Takniki Sahayak is submitted to the BDO and is displayed on the noticeboard of the each Gram Panchayt assigned to them.
8. It shall be ensured that the tour diary and attendance statement of Panchayat Secretary, Takniki Sahayak and Gram Rojgar Sewak are duly attested by Pradhan and is submitted to the BDO office every month.
9. It shall be ensured that the telephone number of Panchayat Secretary, Takniki Sahayak and Gram Rojgar Sewak, Pradhan, BDO, Panchayat Inspector, Social Education and Block Planning Officer (SEBPO), Ladies Social Education Organiser and JEs are displayed on the notice board of each Gram Panchayat.
10. It shall be ensured that the Officer/Officials are readily available on the Telephone/Mobile Numbers.

11. It shall be ensured that the Wall writing of BPL families, beneficiaries of Awas Yojna, Development Works (head wise) are strictly displayed on the notice board of each Gram Panchayat to ensure transparency.
12. It shall be ensured that the officers of the Directorate of the Rural Dev. & Panchayati Raj, Deputy Commissioner, ADC, SDO(C), Deputy Director-cum-P.O, DPO, BDO, Distt. Audit Officer conduct surprise visits of any Gram Panchayat to inspect and monitor the attendance and working of the officials of the Gram Panchayat.

The above instruction/directions should be complied immediately in letter and spirit.

By Order


Director-cum- Ex. Officio Secretary,
Rural Development Department,

6086-6213 Himachal Pradesh Shimla-09

Endst. No. As above. Dated, Shimla-09/17Oct. 2017

Copy forwarded to for information and necessary action :-

1. The Chief Secretafry to the Govt. Of Himachal Pradesh Shimla-02 w.r.t. RSA No. 32/2017- titled as Prabhi Devi V/S Yash Pal Sharma.
2. The Pr. Secy. Rural Development Department, HP Shimla-02.
3. Ld. Assistant Advocate General, Himachal Pradesh Shimla-02 w.r.t. RSA No. 32/2017- titled as Prabhi Devi V/s Yash Pal Sharma.
4. All the Deputy Commissioner, in HP.
5. Joint Director-1/11/111 RDD and Panchayati Raj Shimla-09
6. The XEN (RDD) Kangra/Mandi and Shimla.
7. All Programme Officer, NRLM,SBM,SLNA,SLM@EC & MGNREGA Cell of RDD state Hq. Shimla-09.
8. Deputy Controller (F&A) RDD Hq. Shimla-09.
9. All the Deputy Director-cum- Project Director, DRDA, HP.
10. All the District Panchayat Officer, HP with the direction to circulate the same to the all PRIs HP.
11. All the Block Development Officer, Himachal Pradesh for strict compliance.
12. Superintendent Grade-II CD-III RDD Hq. Shimla-09.
13. Guard file.


Joint Director-cum- Joint Secretary,
Rural Development Department,
Himachal Pradesh Shimla-09