

1	About Department
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1.1	Introduction
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Gram Panchayat Department , Zilla Parishad Jalgaon

Name of the department head	Mr. Bhausahab Shivaji Aklade
Designation	Deputy Chief Executive Officer (Grapan)
Telephone number	(0257) 222 3557
Email ID-	dyceovpjalgaon@gmail.com

1.2	Vision and Mission
	Nil

1.3	Objectives and Function
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The main objective of this department is to carry out work related to Gram Panchayats and implement the schemes. To achieve overall development of the nation through public participation of the citizens of rural areas. To develop Gram Panchayats using modern technology. To reach all types of schemes of Zilla Parishad/Government to the common citizens at the village level through Gram Sevak and Village Development Officer. It implements various schemes of State ,Central , District Administration. It achieve overall development through public participation through Gram Panchayat. All types of services available from the Gram Panchayat Department are available at the Gram Panchayat level and all types of services are provided through the Sarpanch of the Gram Panchayat , as well as the Secretary of the Gram Panchayat and Gram Sevak/Village Development Officer.

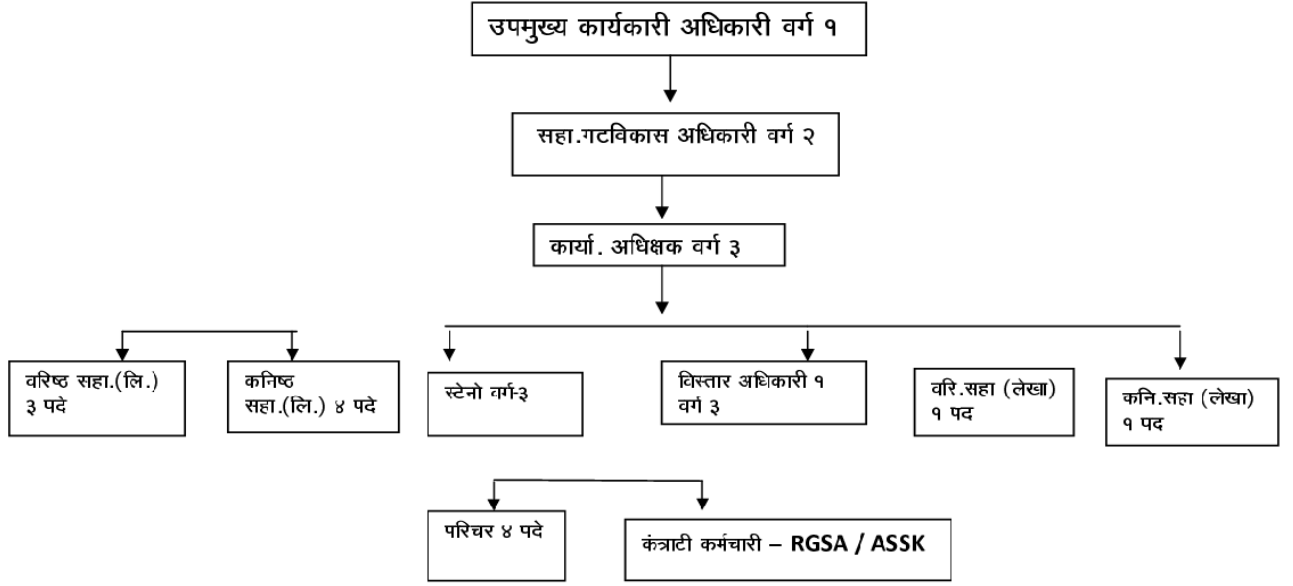
Key Statistical Information

Description	Count
Total Geographical Area	11,76,000 hectares
Total Talukas	15
Total Villages	1503
Total Gram Panchayats	1155
Total Number of Houses	681,216
Total Gram Sevak Employees	774 (<i>subject to change</i>)
Total Village Development Officers (VDOs)	169 (<i>subject to change</i>)
Total Extension Officers	33 (<i>subject to change</i>)

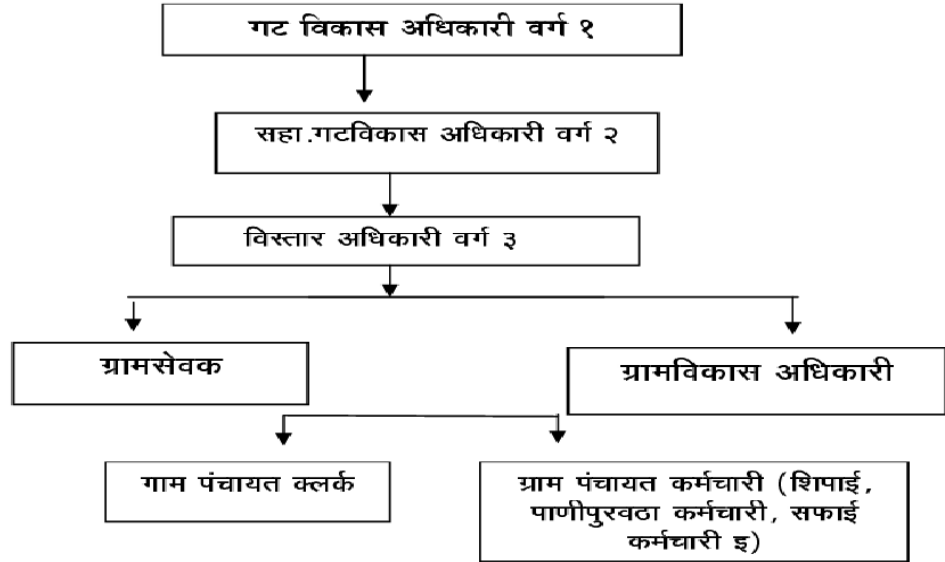
Description	Count
Total Gram Panchayat Staff (as per structure)	2162
Total Sarpanchs	1072
Total Deputy Sarpanchs	1061
Total 'Aaple Sarkar' Service Centers	887
Total Service Center Operators	859

1.4	Administrative Setup
	<p>Office Head- Deputy Chief Executive Officer (Gram Panchayat) , Gram Panchayat Department , Zilla Parishad , Jalgaon</p> <p>Office address-Gram Panchayat Division ,New Zilla Parishad Building, Baliram Peth, Taluka. Jalgaon</p> <p>Contact number- (0257) 2229110</p> <p>:mail-Edyceovpjalgaon@gmail.com</p>

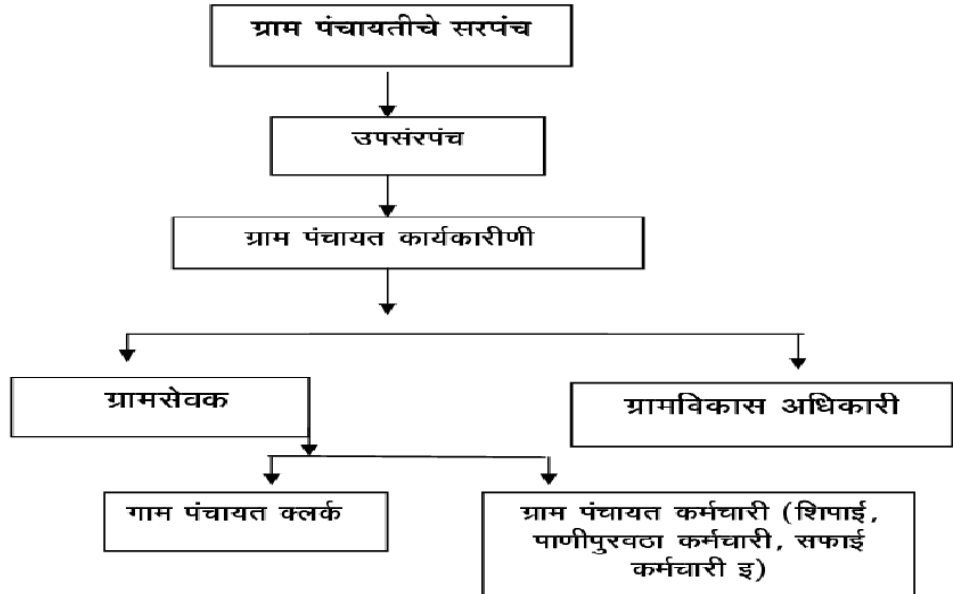
जिल्हा परिषद ग्राम पंचायत विभाग जि.प. जळगाव कार्यालयीन रचना (अधिकारी / कर्मचारी) प्रारूप तक्ता.



पंचायत समिती स्तर कार्यालयीन रचना (अधिकारी / कर्मचारी) प्रारूप तक्ता.



ग्राम पंचायत स्तर कार्यालयीन रचना (अधिकारी / कर्मचारी) प्रारूप तक्ता.



Gram Panchayat Department Posts Details

A.S.	Cadre	Approved positions	Filled positions
1	Gram Sevak	774	709
2	Village Development Officer	169	156
3	Extension Officer (Panchayat)	33	30
4	Total	976	895

1.5	Awards and Recognition
	Nil

1.6	Affiliated Offices Institutions/Organizations
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1.6.1	Organization
	Nil

1.6.2	Directorate/Commissionerate
	Commissioner's Office, Nashik Division, Nashik

1.6.3	Circles/Activities
	Nil

1.6.4	Commission
	Nil

1.7	Who's Who (Contact Details)				
A.S.	Name	Designation	E-mail	Address	Contact sound
1	Mr. Bhausahab Shivaji Aklade	Deputy Chief Executive Officer (CEO) , Gram Panchayat Division	dyceovpjalgaon@gmail.com	Gram Panchayat Division , New Zilla Parishad Building, Baliram Peth, Taluka. Jalgaon	(0257) 2229110

2	Directory	
	A.S.	Contactname
	१	VillageDevelopment Officer
	२	ExtensionOfficer (Panchayat)
	३	GramSevak

3	Citizens' Corner					
3.1	Services					
	Sr.	Yours Service is our duty	Receive public serviceThe prescribed period for	Designated Officer	First Appellate Officer	Second Appellate Officer
	1	Birth Record Certificate	07 days	GramSevak /G.V.A.	Asst.Block Development Officer	Block development Officer
	2	Death Registration certificate	07 days	GramSevak /G.V.A.	Asst. Block Development Officer	Block development Officer
	3	Marriage Registration Certificate	07 days	GramSevak /G.V.A.	Asst. Block Development Officer	Block development Officer
	4	Poverty Proof of being on the line	07 days	Asst. Block Development Officer	Block development Officer	Block development Officer
	5	Gram Panchayat Certificate of non-arrival	05 days	GramSevak /G.V.A.	Asst. Block Development Officer	Block development Officer
	6	Excerpt from Sample 8	05 days	GramSevak /G.V.A.	Asst. Block Development Officer	Block development Officer
	7	Unfounded Proof of existence	20 days	GramSevak /G.V.A.	Asst. Block Development Officer	Block development Officer

3.2	Forms	
	A.S.	Title
	१	Documents required for District Rural Development Fund loan case
	२	Application form for obtaining certificate/certificate under Maharashtra Right to Public Service Ordinance-२०१५
	३	Documents to be attached with the application for obtaining a certificate/certificate under Maharashtra Right to Public Service Ordinance-२०१५
	४	Birth Certificate Forms
	५	Death Certificate Forms
	६	Marriage Registration Certificate
	७	Taxation Register Extract (Form ८)
	८	Residence certificate
	९	Below Poverty Line Family Certificate
	१०	Life certificate
	११	Form certificate of no outstanding debts
	१२	Toilet certificate
	१३	Forms of certificate of incapacity
	१४	Forms of widow certificate
	१५	Abandonment Certificate
	१६	Separated Family Certificate
	१७	Forms receipt about certificates
	१८	Timelimit prescribed for providing public services

4	Scheme/Programme			
	A.S	Name of the scheme	Purpose	Required documents
	1	15th Finance Commission	-Government Decision No. P.N.V.A2020/ .P.No59/ Finance-4/ Dated 26 June 2020 ,the 15th Finance Commission has been implemented and restricted and unrestricted funds have been divided in the ratio of 50-50 ,percent. In this, from the approved grant 80 percent is yat level distributed to the Gram Pancha, 10 percent to the Panchayat Samiti level, and 10 percent to the Z.P. level. The first installment has been distributed in the year 2020-21 and the restricted/unrestricted funds received from time to time are processed as per the government delines. The said funds are to be spent on the gui	

		works/undertakings in the Our Village Our Development Plan prepared by the Gram Panchayat as per the guidelines of the government decision dated 14 June 20221 .	
2	Smart Village Scheme	friendly Village Scheme has been converted into -The Eco Smart Village Scheme. As per the government decision dated 21st November 2016 , a prize of Rs 10 lakh is given to one eligible Gram Panchayat from each taluka based on criteria like cleanliness, gementmana, accountability, conventional energy and environment . The said Gram -non Panchayat is selected by the selection committee of another Panchayat Samiti. The district level selection committee will select one Gram Panchayat at the district the eligible Gram Panchayats in the taluka and level from .the prize is given to such selected Gram Panchayat	
3	Our village, our development plan	Government Decision As per the Government Decision of 4 November 2015 every Gram Panchayat should prepare , a 5- year comprehensive plan of its village , and prepare a village development plan every year. After preparing the annual plan, it is sent to the Technical Scrutiny Committee of the Panchayat Samiti after getting the approval of the tiny Committee at the Gram Sabha. The Technical Scrutiny Panchayat Samiti level ensures that the said plan is technically correct and sends the said plan to the Gram Panchayat. After getting the final approval of the Gram Sabha, the Gram Panchayat plan is prepared, an estimate and works therein is prepared and after of the activity getting technical approval for it, the Gram Panchayat monthly meeting gives administrative approval to such works. The competent officer of the department from which the grant is received gives the order to start work. The Village Development Plan, the works therein and the expenditure on the work must be recorded in the Plan-Plus . developed by the government	
4	District Rural Development Fund Loan Scheme	<ul style="list-style-type: none"> • In accordance with the provisions of Section 133 of the Maharashtra Gram Panchayat Act, 1958 and the Mumbai District Rural Development Fund Rules, 1960 made thereunder, a District Rural Development Fund has been established in each district from the contributions made by and is used to provide loans to the Panchayats. • The said fund of the Panchayats for the purpose of discharging the duties prescribed in Schedule I to Section 45(1) of the said Act. • The Gram Panchayat shall contribute 0.25 per cent of its gross income raised from all previous sources (including contributions received from the Government) to the District Rural Development Fund in every financial year under Section 133. • While sanctioning loans to the Gram Panchayat loans up to ,20 times the average balance of the last three financial years • If the loan 	

			.amount is more than Rs60,000/- , then it is necessary to take the approval of the Zilla Parishad General Meeting to give the loan. • Loans have been distributed from this fund .to the Gram Panchayats in the district	
5	Pesa5% nd Fu Scheme	32 Pesa Gram Panchayats in three talukas of Jalgaon Chopda -district , Yaval, Raver Pesa Gram Panchayat has . received direct funds from the Tribal Development Department every year from the Pesa Gram Sabha Fund pulation and per capita wise tribal po-Committee, village funds. The use of the said funds is spent according to the related Gram -following criteria: a) Infrastructure Panchayat offices in Pesa villages, health centers, Anganwadi schools, cemeteries, godowns, internal roads s and similar infrastructure facilities. b) of village -Implementation of the Forest Rights Act and Pesa laws1) Training and guidance of tribals through training centers .regarding their livelihood business2) Village development .fish seeds or fish farming business/purchase of3) .Development of common lands4) Management of minor .water bodies5) Developing common natural resources .and common property4. Providing clean drinking water d) Wildlife conservation, water conservation, forest basins, and forest livelihood development wildlife tourism		
6	Filling information for Pandit Deendayal Upadhyay Panchayat Empowerment Award2019 for the year 2017-18	A 100- mark questionnaire has been fixed based on the Gram Panchayat -work of all three institutions , Panchayat Samiti and Zilla Parishad . A scheme has been started to give awards in the name of Pandit Deendayal Upadhyay Panchayat Empowerment to the Gram Panchayats that do the best work and implement innovative initiatives. As per rnment Government the guidelines of the Central Gove Decision dated26 September2018 the information about , the work done by the Gram Panchayat/Panchayat Samiti/Zilla Parishad under the said scheme has to be filled .on the government website		

5	Documents	
5.1	Policy and Guidelines	Nil
5.2	Annual Report	Nil
5.3	Plan documents	Nil
5.4	Annual Policy Notes	Nil

5.5	Budget information	
	Nil	

5.6	Performance budget
	Nil

5.7	Citizen's Charter
	Citizens' Charter 2024

5.8	Manuals
	Nil

5.9	Government orders		
	.A.S	issued order Name of the	Publication date
	1	Review order regarding employees who have completed 50/55 years of .age	2019/06/10
	2	Gram Panchayat Employee Profile	2000/01/21
	3	Living Allowance Amendment3 March2020	2020/03/03
	4	government offices Not displaying religious photos in	2017/01/04
	5	General Transfer Procedure Government Decision	2014/05/15
	6	14 July2015 Rural_ Development_ Department_ Notice	2015/07/14
	7	Maharashtra Right to Public Service Act2015	2015/08/21
	8	Maharashtra Right to Public Service Act2015 Notification	2019/02/12
	9	Maharashtra Right to Public Service Act2015 Notification	2019/02/13
	10	14th Finance Commission	2015/11/04
	11	Regarding preparation of Annual Gram Panchayat Development Plan for the year2021-22 under the " Our Village, Our Development" initiative	2020/09/25
	12	Building construction permission in rural areas	2015/12/11
	13	District Rural Development Fund Act	1960/04/01
	14	Biodiversity Management Committee	2016/05/02
	15	Guidelines for erecting statues of national heroes	2005/02/02

5.10	Circulars/Notifications		
	.A.S	Name of the issued order	Publication date

	1	(Panchayat Promotion order of Extension Officer (Gram	2025/04/29
	2	Transfer Appointment Order -General Transfers 2023	2022/05/10
	3	Correction of errors in the proposal for grant to the heirs of infection 19-officers/employees who died due to COVID	2022/04/10
	4	Panchayat Employees 2023 Document Verification of Gram	2022/04/10
	5	.Promotion list for the post of G.V.A	2022/05/21
	6	General Transfer Orders	2022/05/12
	7	Recruitment Procedure and Appointment Order	2021/01/10

5.11	Acts And Rules
	Nil

6	Notice			
6.1	Program			
	.A.S	Title	Date	
	1	Campaign and survey		
	2	Adarsh Gram Sevak Award Scheme		
6.2	Past events		Nil	
6.3	Announcement		Nil	
6.4	Announcement (Budgetary)		Nil	
6.5	Recruitment		Nil	
6.6	Tender		Nil	

7	Release	
7.1	Magazines/Newspapers	Nil
7.2	Training manual	Nil
7.3	Handbook	Nil
7.4	Brochure/Pamphlet	Nil

8	Media Corner	
8.1	News	Nil
8.2	Press release	Nil

8.3	Photo gallery	Nil
8.4	Video Gallery	Nil

Information standards should be maintained:

A.S.	Content Type	Format	Size
1	Banner Image with caption		
2	Photo with caption		
3	PDF files		

9	RTI
9.1	RTI documents

9.2	RTI Contact
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Right to Information 2005 Table showing information of Public Information Officer Assistant Information Officer

s no	PublicInformation/As sistant Government Information Officer Name of the Officer	PublicInformation/ Assistant Government Information Officer's Designation , Address	Telephone	E-mail	AppellateAuthority - Name ,Designation , Address
1	Shri Pralhad R. Chaudhary [Government Public Information Officer]	Junior Administration Officer,Gram Panchayat Department , JalgaonDistrict.	0257- 2229110	dyceovpjalgaon @gmail.com	Mr. Bhausahab Shivaji Aklade, Deputy Chief Executive Officer (GRO),Z.P. Jalgaon
2	Employeeof the concerned office [Assistant Government Information Officer]	Related Post [Extension Officer , Senior Assistant , Junior Assistant , Stenographer]	0257- 2229110	dyceovpjalgaon @gmail.com	Shri. Bhausahab Shivaji Aklade, Deputy Chief Executive Officer(Gram),Z.P. Jalgaon
3	Mr. Mr .Bhausahab Shivaji Aklade ,]AppellateOfficer[Deputy Chief Executive Officer (Grampanchay , (Gram Panchayat Division ,Z.P. Jalgaon	0257- 2229110	dyceovpjalgaon @gmail.com	
4	Gram Panchayat Gram Sevak	GramSevak and Gram Panchayat of the concerned Gram Panchayat			Group Development Officer of the concerned taluka