

1	About Department
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1.1	Introduction
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General Administration Department , Zilla Parishad Jalgaon

Name of the department head	Smt. Sneha Kapil Pawar
Designation	Deputy Chief Executive Officer
Telephone number	(0257) 2224255
Email ID-	dyceogenjalgaon@gmail.com

Department Head Tenure

A.No.	Name of the officers	From	Until
1	Mr. P. A. Bothara	01/10/1999	31/01/2003
2	Shri. S. M. Gaikwad (In-charge)	01/02/2003	26/06/2003
3	Mr. Anant M. Mahajan	01/07/2003	05/09/2005
4	Mr. Sanjay S. Mhaskar (in-charge)	05/09/2005	06/06/2006
5	Mr. Sanjay S. Masquerade	07/06/2006	31/03/2007
6	Mr. Randhir B. Somavanshi	01/04/2007	03/07/2009
7	Mr. Pramod Kumar R. Pawar	04/07/2009	04/06/2011
8	Mrs. Minal Pramod Kute (In-charge)	05/06/2011	17/08/2011
9	Mr. Shekhar Raundal	18/08/2011	05/08/2013
10	Mrs. Minal Pramod Kute	05/08/2013	02/09/2015
11	Mr. Nand Kumar Wani	03/09/2015	20/06/2017
12	Mr. Rajan H. Patil (In-charge)	20/06/2017	24/09/2017
13	Mr. B.A.Bote	25/09/2017	12/10/2017
14	Mr. Rajan H. Patil (In-charge)	12/10/2017	12/11/2017
15	Mr. B.A.Bote	13/11/2017	04/12/2017
16	Mr. Rajan H. Patil (In-charge)	05/12/2017	12/12/2017
17	Mr. B.A. Bote	13/12/2017	08/05/2018
18	Shri.B. S. Aklade	08/05/2018	18/09/2019
19	Mr. Kamlakar B. Randive	18/09/2019	09/04/2023

1.2	Vision and Mission
	Nil

1.3	Objectives and Function
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General Administration Department is one of the important departments in the Zilla Parishad. This department is responsible for scrutinizing and submitting administrative proposals from all departments of the Zilla Parishad that require the approval of the Chief Executive Officer .

The General Administration Department is responsible for all appointments , promotions, district transfers , periodic transfers , account-wise inquiries , awards to employees for outstanding work, etc. The work of all general meetings of the Zilla Parishad and the Standing Committee meetings is also handled by **the** General Administration Department. This department is responsible for the establishment of officers in Maharashtra Development Service Class-1 and 2 and other Class-1 and 2 officers. The Group Development Officer , Assistant Group Development Officer , Group Training Officer , Women and Child Welfare Sub-Department (Construction and Rural Development) , Primary Health Centers , Animal Clinics , Central Schools , Anganwadis , etc. under the taluka are responsible for the effective and successful implementation of various development schemes of the government. Similarly, an annual inspection is conducted by the Chief Executive Officer and Deputy Chief Executive Officer (SEO) to check whether the implementation of various development schemes of the government has been effective and successful or not. Similarly, annual inspections of departments at the headquarters are also conducted by the inspection team , and efforts are made to speed up and improve the work by providing necessary guidance through the inspection.

Judicial matters

Many employees, dissatisfied with some decisions/orders of the Zilla Parishad, seek redress in court. In such cases, it is necessary to present the side of the Zilla Parishad. After a case is filed in court against the Zilla Parishad, a letter of attorney/authorization is issued and through them, the court proceedings are handled. Opinions are obtained from lawyers on legal matters. After the Head of the Account submits the comments on legal matters, legal advice is provided with the approval of the Hon. Chief Executive Officer.

1.4	Administrative Setup
	Office Head- Deputy Chief Executive Officer , General Administration Department , Zilla Parishad , Jalgaon Office address- General Administration Department , New Zilla Parishad Building, Baliram Peth, Taluka. Jalgaon Contact number- (0257) 2224255 :mail- Edyceogenjalgaon@gmail.com

11	Computer Engineer	0	0
12	Legal expert	0	0
13	Peon	632	497
14	Total	1368	1089

1.5	Awards and Recognition
	Nill

1.6	Affiliated Offices Institutions/Organizations
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1.6.1	Organization- General Administration Department
	Various subject committees under Jalgaon District are as follows:
1	Standing Committee
2	Water Management and Sanitation Committee
3	Women and Child Welfare Committee
4	Social Welfare Committee
5	Agriculture Committee
6	Animal Husbandry and Dairy Committee
7	Education and Sports Committee
8	Health Committee
9	Works Committee
10	Finance Committee

1.6.2	Directorate/Commissionerates
	Nill

1.6.3	Circles/Activities
	Nill

1.6.4	Commission
	Nill

1.7	Who's Who (Contact Details)				
A.S.	Name	Designation	E-mail	Address	Contact sound
1	Sneha Kapil Pawar	Deputy Chief Executive Officer , General Administration Department	dyceogenjalgaon@gmail.com	General Administration Department , New Zilla Parishad Building, Baliram Peth, Taluka. Jalgaon	(0257) 2224255

2	Directory
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**General Administration Department Zip Code Panchayat Samiti under Jalgaon
Information about level officers**

No.	Name	Designation	Email	Address	Phone
1	Shri.Sweta Palave	Block Development Officer, Panchayat Samiti, Jalgaon		Panchayat Samiti Office, Jalgaon	0257-2229058
2	Shri.N.R.Patil	Block Development Officer, Panchayat Samiti, Amalner		Panchayat Samiti Office, Amalner	2587-223054
3	Shri.K.B.Anjane	Block Development Officer, Panchayat Samiti, Bhadgaon		Panchayat Samiti Office, Bhadgaon	2596-213226
4	Shri.Sachin Panzhade	Block Development Officer, Panchayat Samiti, Bhusaval		Panchayat Samiti Office, Bhusaval	2582-222092
5	Shri.Ramesh B Sapkale	Block Development Officer, Panchayat Samiti, Bodvad		Panchayat Samiti Office, Bodvad	2582-275191
6	Shri.Ansar Sheikh	Block Development Officer, Panchayat Samiti, Chalisgaon		Panchayat Samiti Office, Chalisgaon	2589-223566
7	.Shri.Anil Visave	Block Development Officer, Panchayat Samiti, Chopda		Panchayat Samiti Office, Chopda	2586-220054
8	Shri.Kishore Wankhede	Block Development Officer, Panchayat Samiti, Dharangaon		Panchayat Samiti Office, Dharangaon	2588-252222
9	Shri.D.E.Jadhav	Block Development Officer, Panchayat Samiti, Erandol		Panchayat Samiti Office, Erandol	2588-244241

10	S.S.Ingle	Block Development Officer, Panchayat Samiti, Jamner		Panchayat Samiti Office, Jamner	2580-230029
11	Shri.Nisha Jadhav	Block Development Officer, Panchayat Samiti, Muktainagar		Panchayat Samiti Office, Muktainagar	2583-234230
12	Shri.Gokul L.Barse	Block Development Officer, Panchayat Samiti, Pachora		Panchayat Samiti Office, Pachora	2596-240066
13	Shri.Kishore Shinde	Block Development Officer, Panchayat Samiti, Parola		Panchayat Samiti Office, Parola	2597-292232
14	K.P.Wankhede	Block Development Officer, Panchayat Samiti, Raver		Panchayat Samiti Office, Raver	2584-250563
15	Shri.Manjushree Gaikwad	Block Development Officer, Panchayat Samiti, Yaval		Panchayat Samiti Office, Yaval	2585-261242

3	Citizens' Corner
3.1	Services
	Nil

3.2	Forms	
	A.S.	Title
	१	Checklist of Anukampa appointment
	२	Documents and prescribed application form for Anukampa employment
	३	Proposals to initiate a departmental inquiry
	४	Proposals to be presented before the Suspension Review Committee
	५	Selection List / Ad Hoc Promotion List Proposals
	६	Verification of service book entries (checklist)
	७	Regarding obtaining a certificate of permanence
	८	Regarding termination of probation period
	९	Sample note regarding promotion/direct service
		Notes on sanctioning refundable/non-refundable advance from Provident Fund
	१०	Notes on sanctioning leave
	११	Service Recruitment/Promotion
	१२	Voluntary retirement
	१३	Post-Entry Examination
	१४	Class - ३ and ४ employees

	१५	Regarding unauthorized absence of an employee
	१६	Classification , preservation and destruction of records
	१७	General criteria for district transfer

4	Scheme/Programmes
	Nill

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

5.5	Budget information
	Nill

5.6	Performance budget
	Nill

5.7	Citizen's Charter
	Citizens' Charter 2024

5.8	Manuals
	Nill

5.9	Government orders		
	A.S.	Issued Command name	Publication date
	1	Maharashtra District Council (District Services) Service Post Entrance Examination 2021 Result	28/11/2022
	2	Maharashtra Development Cadre-wise revised structure of posts in the service (Group-A)	04/07/2016

	3	Administrative department and Revised outlines under the guise of office sanctioned posts under his authority Regarding determination	10/02/2017
	4	District Rural Improved officers and employees implemented in development systems Regarding extension of tenure for posts in Akaribaandh till 30/09/2017	18/04/2017
	5	Improved contours Guidelines for determination	29/06/2017
	6	District Rural Improved officers and employees implemented in development systems Regarding extension of tenure for the posts in the framework till 31/12/2017	13/10/2017
	7	District Rural Improved officers and employees implemented in development systems Regarding extension of tenure for the posts in the structure till 01/10/2018	06/10/2018
	8	District Rural Improved officers and employees implemented in development systems Regarding extension of tenure for the posts in the form from 01/03/2019 to 30/09/2019	08/03/2019
	9	District Rural Improved officers and employees implemented in development systems Regarding extension of tenure for the posts in the framework from 01/10/2019 to 29/02/2020	24/10/2019
	10	Maharashtra Rural Employment Guarantee Scheme , Commissioner , Collector , Zilla Parishad and Taluka level Regarding the preparation of revised structure by changing the cadre of office posts.	28/06/2011
	11	Rural Water Supply Department in Zilla Parishad under the jurisdiction of the Swachata Department Regarding review of posts in the sub-division and approval of revised structure	04/03/2011
	12	District Rural The officers and employees deployed in the development systems will be shaped Regarding extension of tenure for posts up to	19/04/2022
	13	Articles and archives Approval of revised structure of posts in subordinate offices of the Directorate Regarding giving	
	14	Gram Panchayat Committee formed to make recommendations regarding salary and salary structure of employees Regarding doing	02/08/2017
	15	Newly formed Panchayat Regarding approval of Class-3 and Class-4 posts as per the revised structure for committees	14/12/2010
	16	District Rural Direct Service Appointment of Class-3 and Class-4 Employees from Development System Transfer to existing posts in accordance with the instructions of the Zilla Parishad.	21/10/2000

5.10	Circulars/Notifications		
	A.S.	Issued Command name	
	१	Limited Order regarding competitive examination 2022	
	२	General transfers 2023- Transfer and Appointment Order	
	३	Officers/Employees Circular regarding the work to be done by	

5.11	Acts And Rules		
	Nil		

6	Notice	
6.1	Events/Programmes	Nil
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

No.	People Information/Assistant Government Information Officer Name of the Officer	People Information/Assistant Government Information Officer's Designation , Address	Telephone	E-mail	Appeal Authority - Name , Designation , Address
1	Mr. Chandrakant Sadashiv Chaudhary [Government Public Information Officer]	Assistant Administration Officer , General Administration Department , Zilla Parishad , Jalgaon	0257-2224255	dyceogenjalgaon@gmail.com	Mrs. Sneha Kapil Pawar, Deputy Chief Executive Officer (SAP) , Z.P. Jalgaon
2	Mr. Ajit Kurkute [Assistant Government Information Officer]	Junior Administration Officer , General Administration Department , Zilla Parishad , Jalgaon	0257-2224255	dyceogenjalgaon@gmail.com	Mrs. Sneha Kapil Pawar, Deputy Chief Executive Officer (SAP) , Z.P. Jalgaon
3	Mrs. Sneha Kapil Pawar[Appellate Officer]	Deputy Chief Executive Officer (Gen) , General Administration Department , Z.P. Jalgaon	0257-2224255	dyceogenjalgaon@gmail.com	