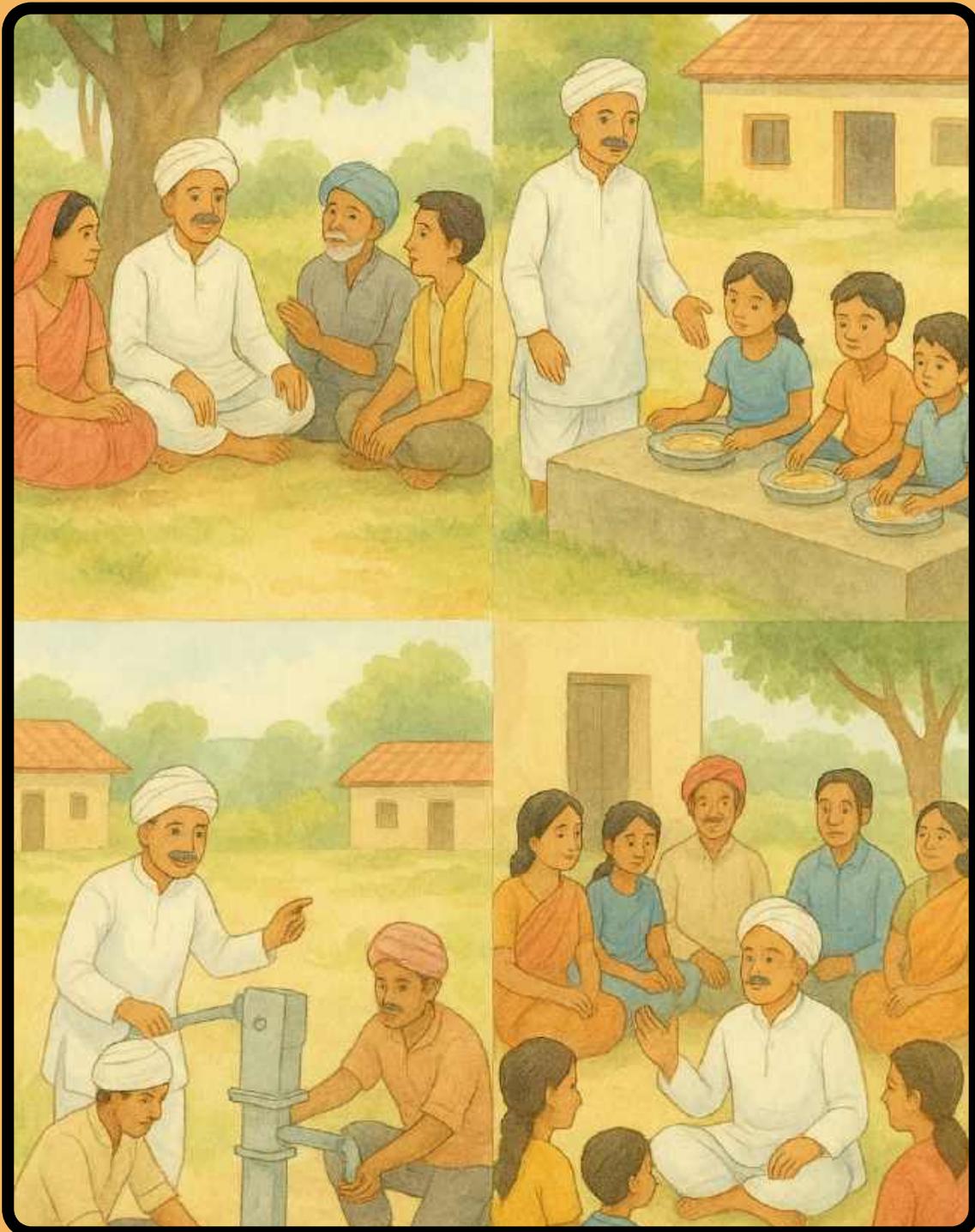




Roles and Responsibilities



Sarpanch



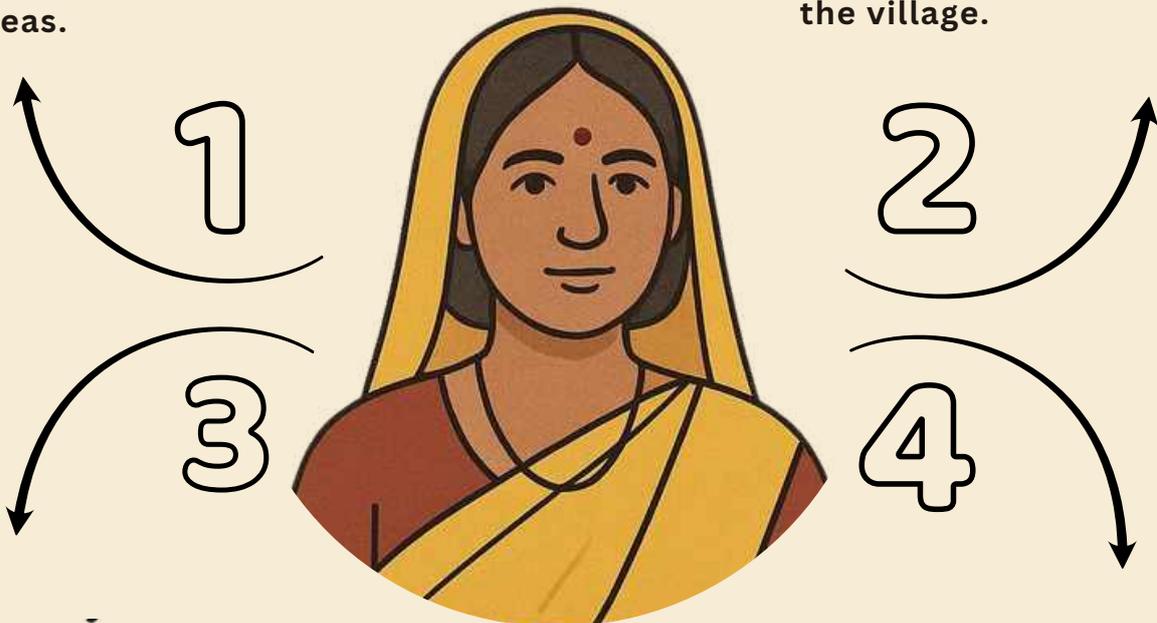
“As the elected leader of the Gram Panchayat, I carry the voice of the people and guide the village towards progress. My role is to listen with care, bring everyone together, and make sure decisions reflect the needs of all—including women, youth, elderly, marginalized, and children with special needs (CWSN).”



I try to bring everyone—women, men, youth, and elders—together to share their ideas.



I listen carefully to each voice and help the group find what feels best for the village.



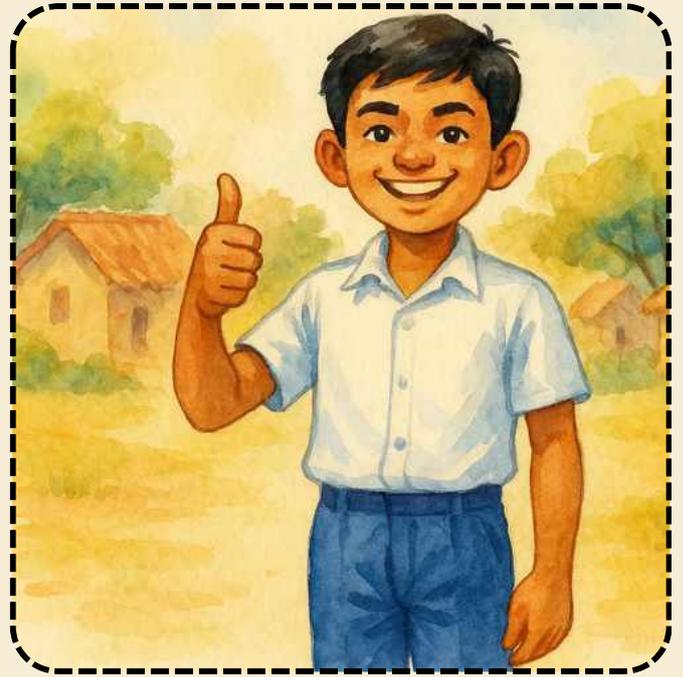
I share the group’s decision in the Gram Sabha after hearing everyone.



I try to keep meetings calm and fair so we can work out problems together.

DO'S

- ✓ Listen patiently to everyone.
- ✓ Stay neutral while handling conflicts.
- ✓ Encourage quieter voices to speak.
- ✓ Explain decisions clearly for all to understand.
- ✓ Run the Sabha on time and with discipline.



DON'T



- ✗ Force personal views as final decisions.
- ✗ Let only a few people dominate.
- ✗ Ignore women, youth, marginalized groups, or CWSN
- ✗ Lose temper during disagreements.
- ✗ Break Sabha rules.

“As the Sachiv or Panchayat Secretary, I am the bridge between government rules and village action. My role is to guide the Sarpanch and ward members with proper records, rules, and procedures so that Gram Sabha decisions are lawful, open to all, and reach every household.”

Sachiv



I maintain accurate records of Gram Sabha discussions and resolutions.



I guide the Sarpanch and members in following government rules.



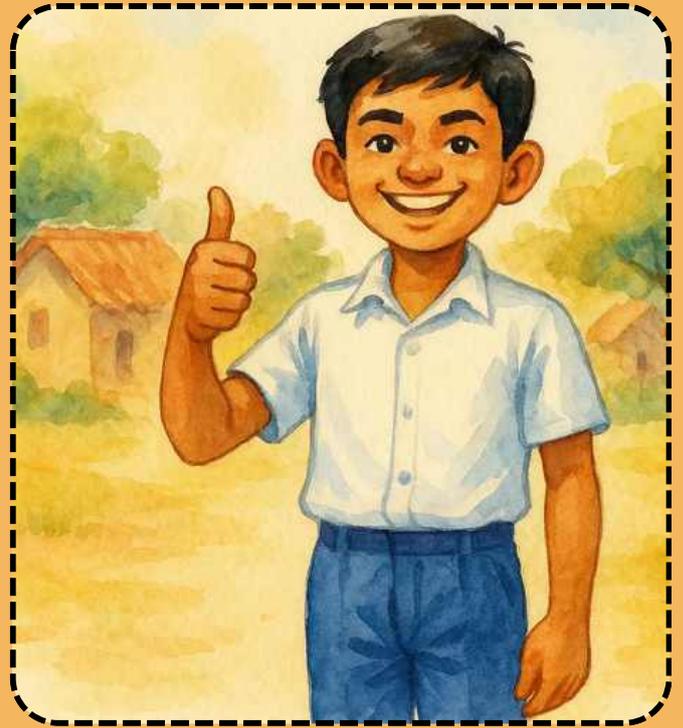
I update Gram Sabha outcomes in official systems on time.



I coordinate with departments so schemes and services reach smoothly.

DO'S

- ✓ Prepare registers and documents before the Sabha
- ✓ Explain rules in simple words when people ask.
- ✓ Support the Sarpanch and members with correct information.
- ✓ Read out decisions clearly in the Sabha.
- ✓ Follow timelines for reports and submissions.



DON'T



- ✗ Hide information from citizens.
- ✗ Use confusing language.
- ✗ Delay record-keeping or updates.
- ✗ Ignore questions from villagers
- ✗ Misuse your position for personal benefit.

Sahayak Sachiv

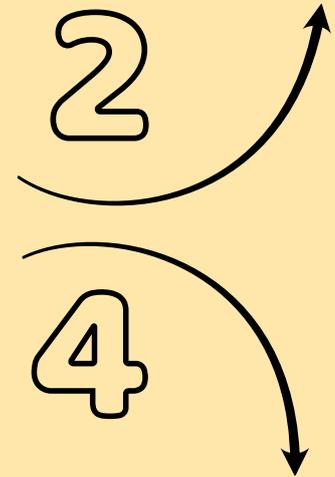
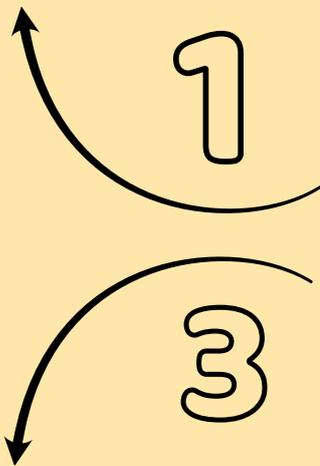
"As the Sahayak Sachiv, I support the Panchayat Secretary in smooth functioning. My role is to help with records, data, and coordination so that the work of the Panchayat is efficient and open for all."



I assist the Secretary in preparing records, registers, and reports.



I support digital data entry in official systems.



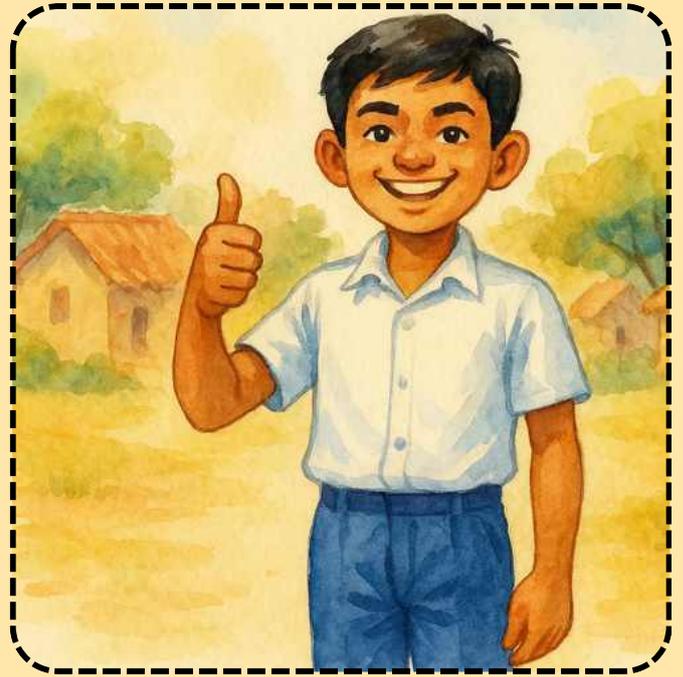
I help organize Gram Sabha meetings and attendance.



I share information with citizens in clear words.

DO'S

- ✓ Stay organized and keep documents ready.
- ✓ Help villagers understand digital processes.
- ✓ Support the Sarpanch and Sachiv with coordination.
- ✓ Update data in systems without delay.



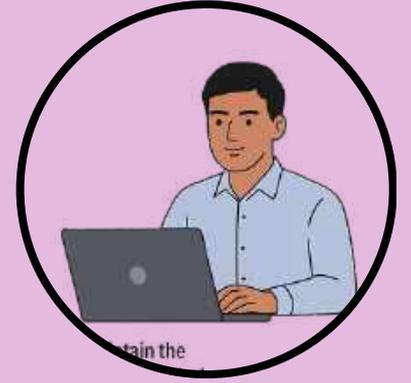
DON'T



- ✗ Think tasks are too small to matter.
- ✗ Hide information from people.
- ✗ Make careless mistakes in records.
- ✗ Be disrespectful with citizens.
- ✗ Misuse access to records or systems.

Data Entry Operator

“As the Data Entry Operator, I make sure Panchayat’s work is recorded digitally. My role is to ensure accuracy and timely entry of data so that people get benefits without delay.”



I enter Gram Sabha decisions into official systems correctly.



I update scheme information so villagers’ benefits are recorded.



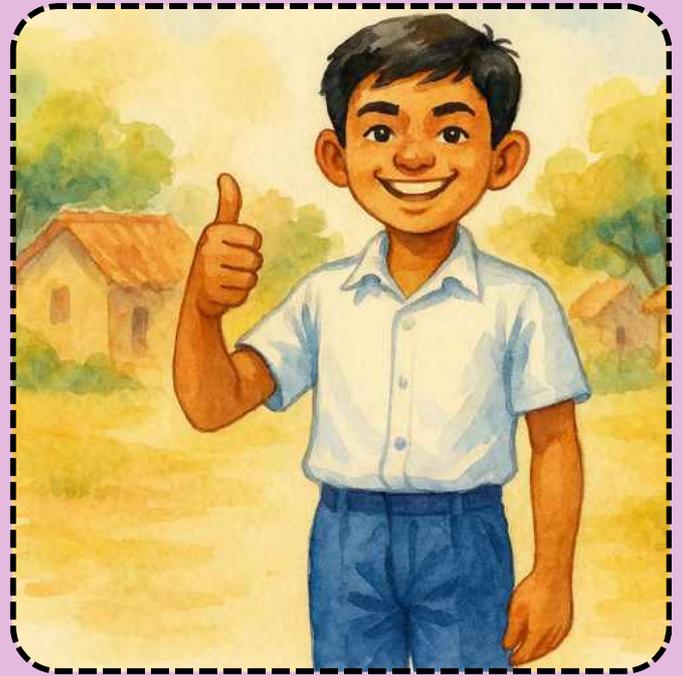
I maintain digital records easy to access.



I provide data to Panchayat team for planning.

DO'S

- ✓ Check entries twice to avoid mistakes.
- ✓ Update records on time.
- ✓ Work with Sachiv and Rozgar Sahayak for correct information.
- ✓ Explain entries in simple words if asked.
- ✓ Keep passwords and access safe.



DON'T



- ✗ Delay data entry.
- ✗ Make careless mistakes.
- ✗ Deny villagers information about their rights.
- ✗ Misuse access to systems.
- ✗ Ignore teamwork with Panchayat staff.

Krishi Sahayak

“As the Krishi Sahayak, I bring knowledge of farming, seeds, soil, and schemes. My role is to guide farmers towards better harvests, eco-friendly practices, and support from government schemes.”



I share information on seeds, fertilizers, and modern methods (like drip irrigation, vermicompost, polyhouse farming).



I inform farmers about schemes and subsidies (PM Kisan, crop insurance, farmer training).



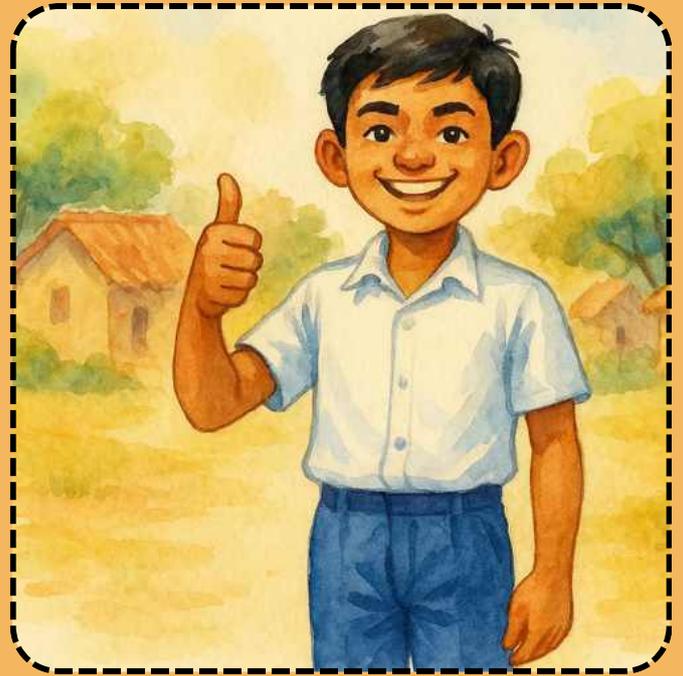
I support soil testing and sustainable farming.



I help farmers connect with markets for better income.

DO'S

- ✓ Listen carefully to farmers and give simple solutions.
- ✓ Stay updated on schemes and techniques.
- ✓ Encourage eco-friendly farming.
- ✓ Share information with all farmers, including women and youth.
- ✓ Coordinate with other departments.



DON'T



- ✗ Favor only big farmers.
- ✗ Hide scheme details.
- ✗ Delay soil testing or advice.
- ✗ Promote harmful practices.
- ✗ Ignore women farmers or youth.

Anganwadi Worker

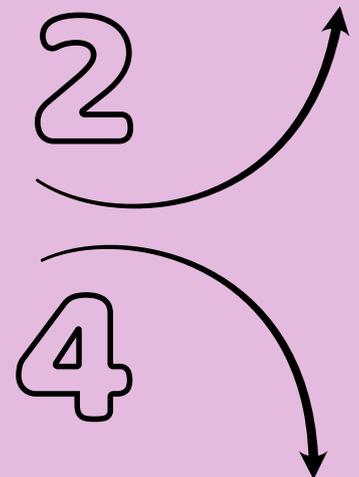
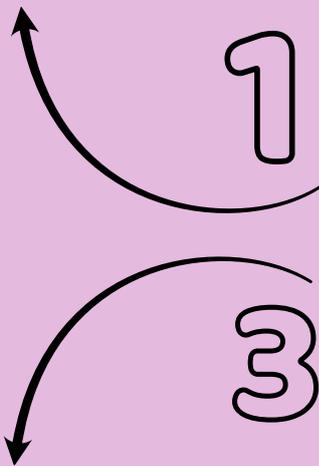
“As the Anganwadi Worker, I am the first friend of children and mothers. My role is to support early learning, good nutrition, and health so children grow strong and ready for school.”



I provide food to children, pregnant women, and mothers.



I run playful learning activities for small children.



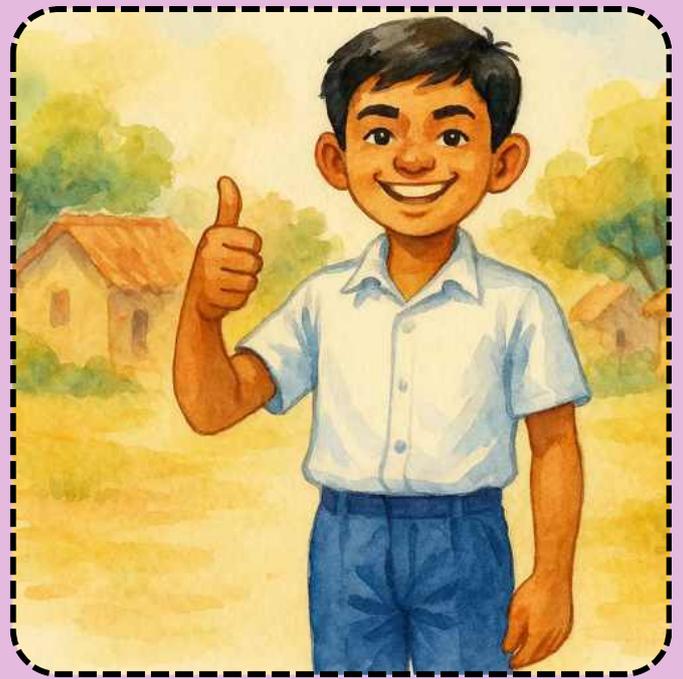
I keep health and growth records.



I spread awareness on health, hygiene, and immunization.

DO'S

- ✓ Serve food on time and include all children.
- ✓ Keep centre clean.
- ✓ Encourage play-based learning.
- ✓ Maintain records carefully.
- ✓ Visit homes when needed.



DON'T



- ✗ Neglect weak children.
- ✗ Misuse food.
- ✗ Ignore learning activities.
- ✗ Keep records incomplete.
- ✗ Avoid parents' questions.

ASHA Worker

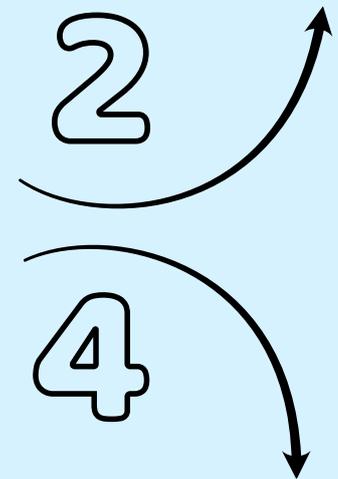
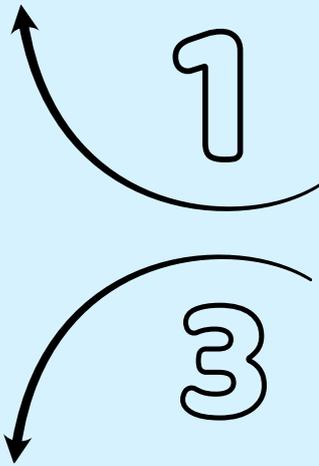
“As the ASHA Worker, I am the bridge between the community and health services. My role is to guide families towards safe deliveries, healthy habits, and timely treatment. By caring for every home, I help my village stay healthy and strong.”



I support pregnant women and new mothers for safe deliveries and postnatal care.



I encourage immunization and healthy practices for children.



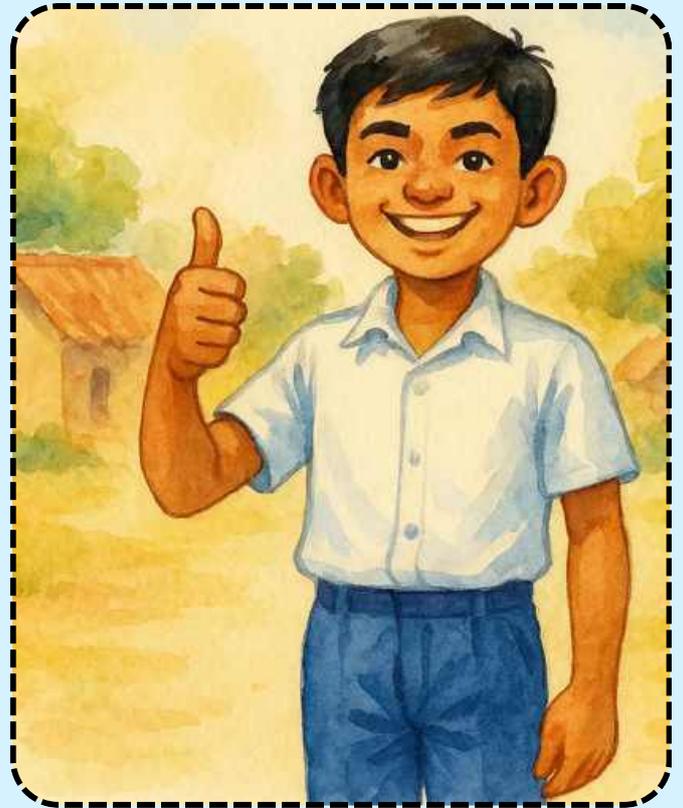
I provide information on hygiene, sanitation, and disease prevention.



I help families access government health schemes and services.

DO'S

- ✓ Do visit households regularly and check on women, children, and elderly.
- ✓ Remind families about immunization dates and health camps.
- ✓ Guide mothers on breastfeeding, nutrition, and hygiene.
- ✓ Accompany patients to health centres when needed.
- ✓ Keep clear records of health activities and follow-ups.



DON'T



- ✗ Ignore mothers who hesitate to seek care due to social barriers.
- ✗ Provide medicine without guidance from ANM or doctors.
- ✗ Spread unverified health information.
- ✗ delay referrals for serious health issues.
- ✗ Focus only on some families—serve the entire village equally.

Headmaster

“As the Headmaster, I guide children’s education and build trust between school, parents, and community. My role is to lead learning and ensure every child feels safe and included.”



I lead school plan (learning, infrastructure, resources) with teachers, parents, and SMC.



I coach teachers for quality learning.



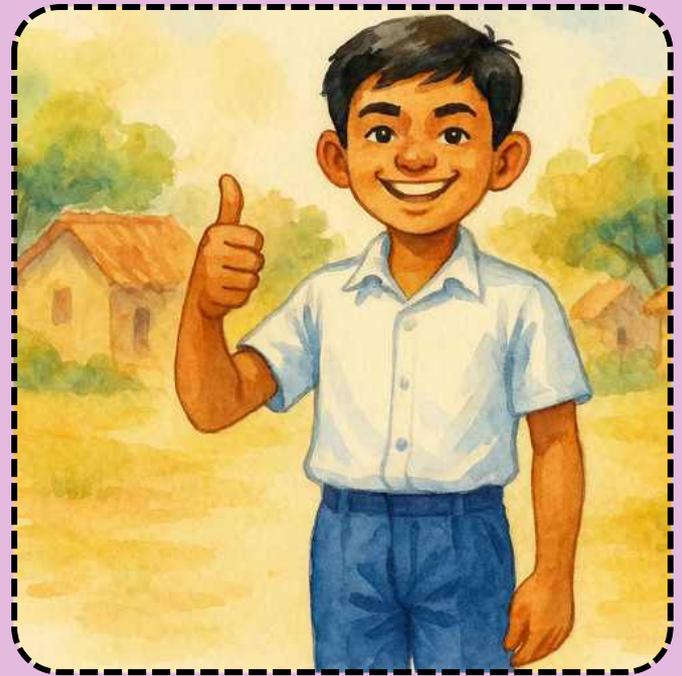
I maintain a safe and child-friendly school.



I share best practices with other schools.

DO'S

- ✓ Motivate teachers to use activity-based teaching.
- ✓ Track student attendance and follow up.
- ✓ Use funds and meals properly.
- ✓ Involve parents in monitoring.
- ✓ Keep fairness and discipline.



DON'T



- ✗ Allow teacher absenteeism.
- ✗ Misuse resources.
- ✗ Discriminate against any child, including CWSN.
- ✗ Don't keep parents uninformed.

SMC Parent Representative

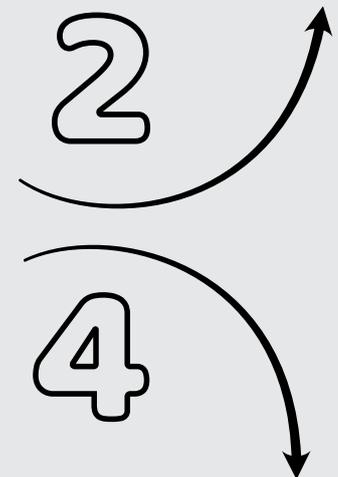
“As a parent in the School Management Committee, I bring the voice of families to ensure children learn in a safe and supportive school.”



I attend SMC meetings and share parents' views.



I monitor attendance, teacher presence, and infrastructure.



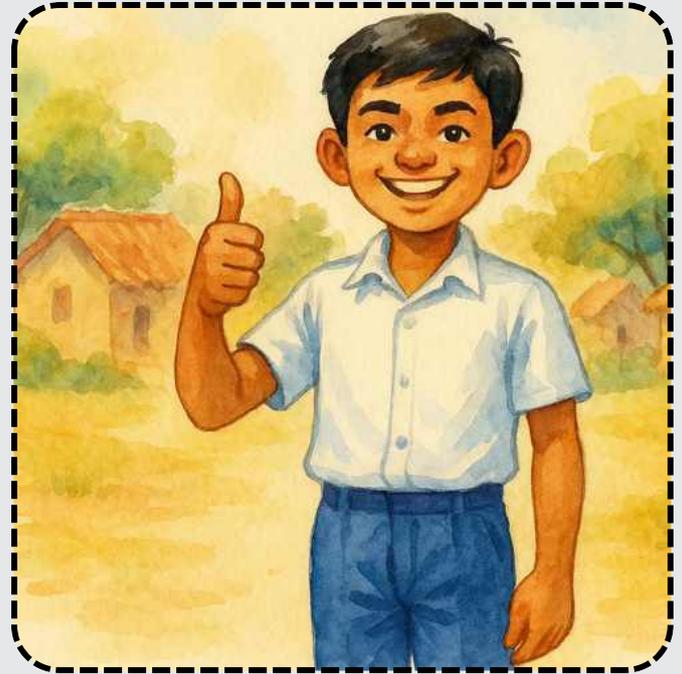
I support Mid-Day Meal and nutrition.



I mobilize parents to join activities.

DO'S

- ✓ Raise real concerns about school quality.
- ✓ Encourage parents to engage with teachers.
- ✓ Support a positive learning environment.
- ✓ Check if resources reach all children.
- ✓ Promote equal chances for girls and CWSN.



DON'T



- ✗ Skip meetings.
- ✗ Spread rumors.
- ✗ Ignore feedback.
- ✗ Misuse the role for personal gain.
- ✗ Allow bias against any child.

Rozgar Sahayak

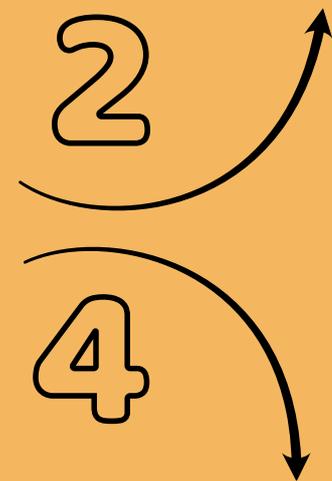
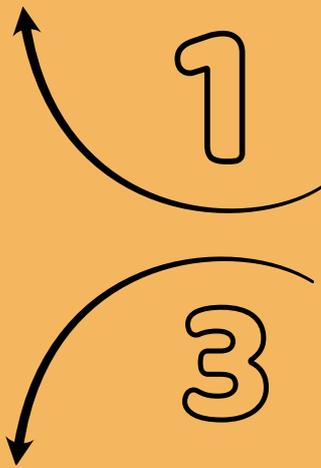
“As the Rozgar Sahayak, I ensure villagers get rightful work and wages under MGNREGA. My role is to connect families to jobs and keep records open and fair.”



I register families for 100 days of work a year.



I ensure timely work allocation.



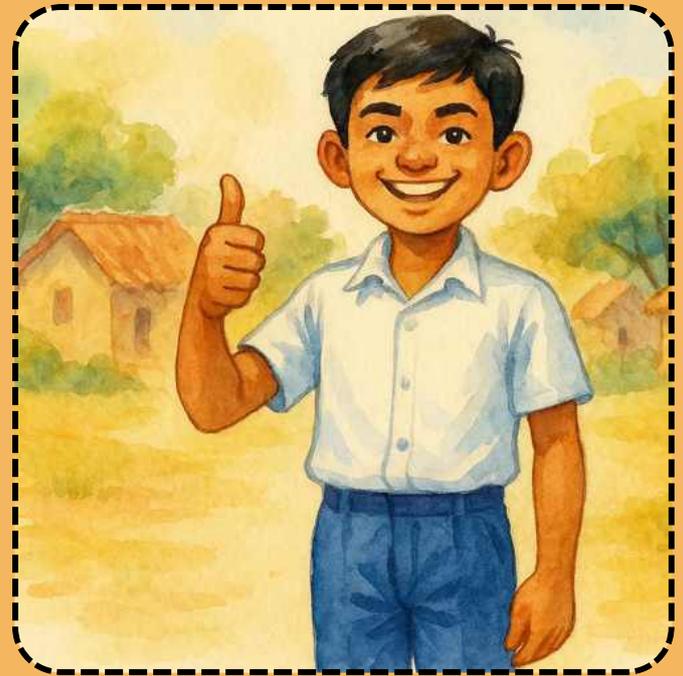
I maintain attendance and wage records.



I Share clear information about schemes.

DO'S

- ✓ Register all eligible households fairly.
- ✓ Keep records neat and open.
- ✓ Submit wage details on time.
- ✓ Inform workers about rights.
- ✓ Work with Panchayat for planning.



DON'T



- ✗ Take bribes.
- ✗ Delay wage entries.
- ✗ Fake attendance.
- ✗ Deny work unfairly.
- ✗ Ignore complaints.

NGO Worker

“As an NGO worker, I stand beside the community to strengthen their voice and bring new knowledge, skills, and partnerships.”



I run awareness programs on health, education, livelihoods, and rights.



I support SHGs, youth clubs, and farmer groups.



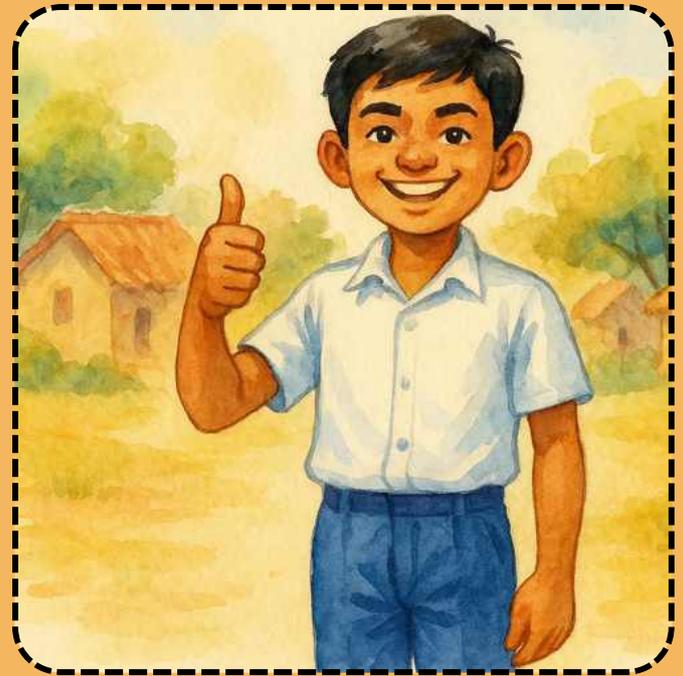
I link villagers with government schemes and Panchayat.



I help citizens share needs in Gram Sabha.

DO'S

- ✓ Listen to the community first.
- ✓ Strengthen local groups instead of replacing them.
- ✓ Share correct scheme information.
- ✓ Support marginalized groups in accessing services.
- ✓ Stay transparent in work.



DON'T



- ✗ Impose outside agendas.
- ✗ Bypass Panchayat.
- ✗ Make false promises.
- ✗ Favor select groups.
- ✗ Take credit away from villagers.

SHG Member (Mid-Day Meal)

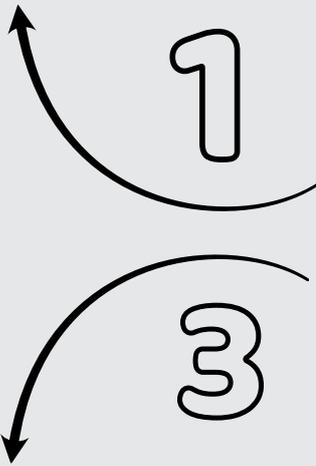
"As an SHG member, I make sure children get healthy, timely, and clean meals that support their learning and future."



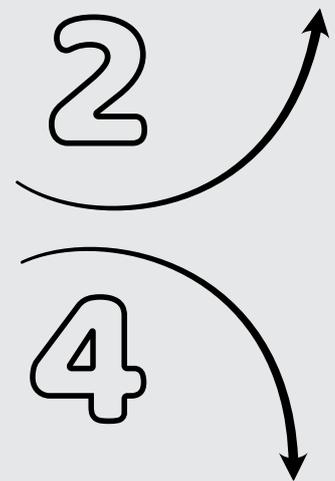
I cook and serve fresh, nutritious meals.



I keep cooking space clean.



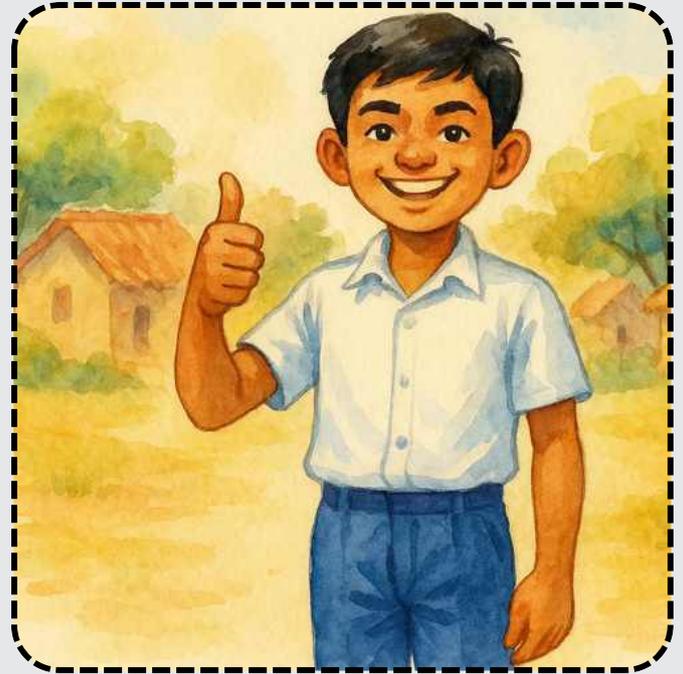
I maintain records of food stock and funds.



I follow menu and portion rules fairly.

DO'S

- ✓ Cook fresh meals daily.
- ✓ Keep proper hygiene.
- ✓ Serve all children equally.
- ✓ Maintain records properly.
- ✓ Raise supply issues quickly



DON'T

- ✗ Use spoiled food.
- ✗ Favor certain children.
- ✗ Misuse food supplies.
- ✗ Neglect cleanliness.
- ✗ Don't delay cooking.



SHG Member: Jute Group

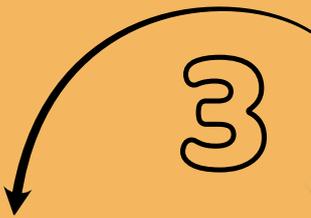
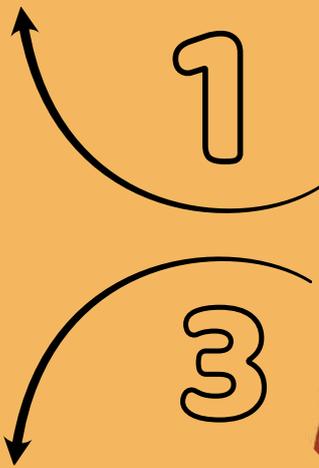
“As a member of the Jute SHG, I turn skills into livelihood by making products that support my family and village economy.”



I make quality jute products (bags, mats, ropes, crafts).



I manage group savings and fair earnings.



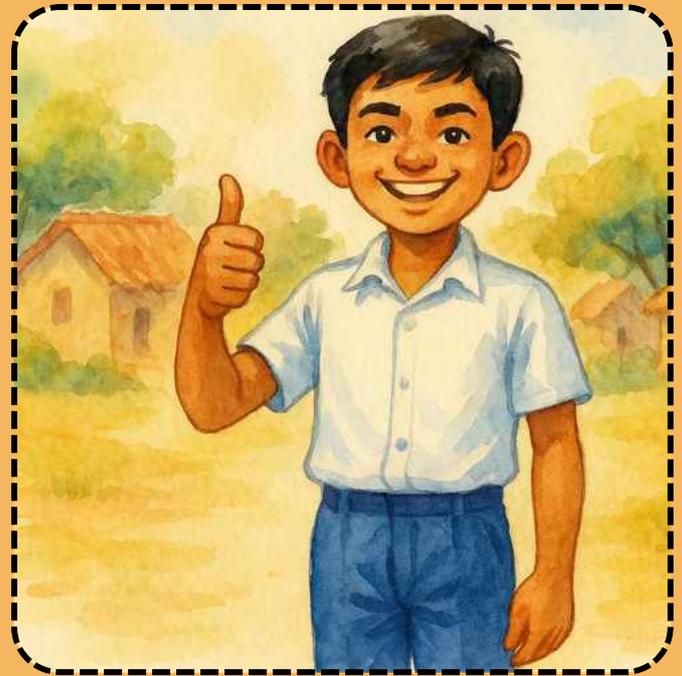
I find markets to sell products.



I train and support other members.

DO'S

- ✓ Keep product quality high.
- ✓ Maintain open financial records
- ✓ Try new designs and ideas.
- ✓ Encourage all members to join actively.
- ✓ Build networks with markets and Panchayat.



DON'T



- ✗ Misuse group savings.
- ✗ Compromise on quality.
- ✗ Leave all work to few members.
- ✗ Fight over profits.
- ✗ Depend on one buyer only.

Ward Member: Education Committee Head

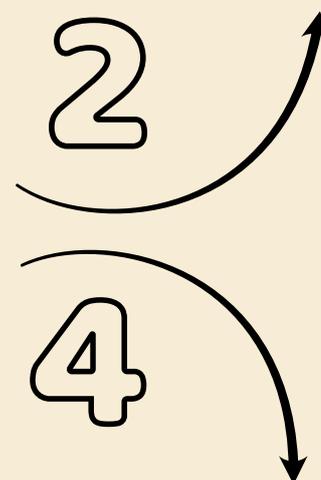
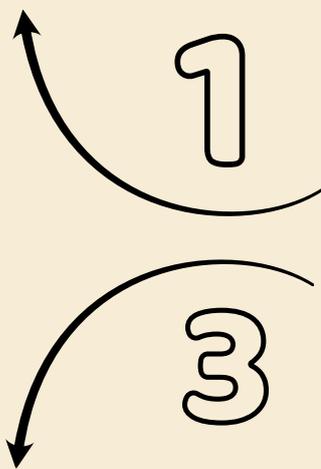
“As Education Head, I act as guardian for children’s learning and ensure no child is left behind.”



I raise education issues in Panchayat meetings.



I monitor school attendance, infrastructure, and meals.



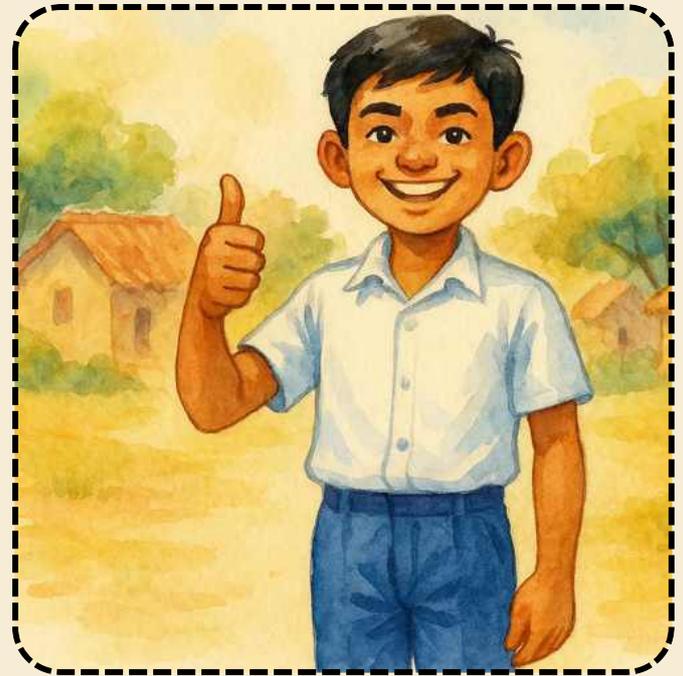
I work with teachers, SMC, and parents to solve problems.



I encourage girls and marginalized children to attend school.

DO'S

- ✓ Visit schools regularly.
- ✓ Listen to teachers, parents, and students equally.
- ✓ Support enrolment and dropout prevention drives.
- ✓ Track scholarships, uniforms, and textbooks.
- ✓ Encourage teamwork between SHGs, NGOs, and schools.



DON'T



- ✗ Ignore complaints.
- ✗ Interfere in teaching methods.
- ✗ Misuse school resources.
- ✗ Favor only some groups.
- ✗ Delay action on serious issues.

Ward Member: Environment Committee Head

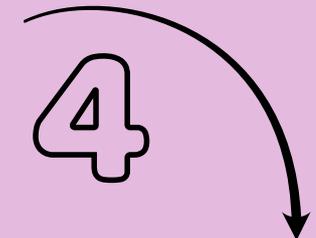
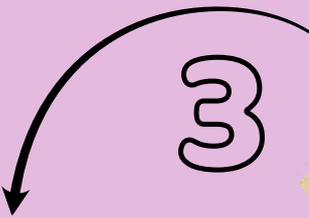
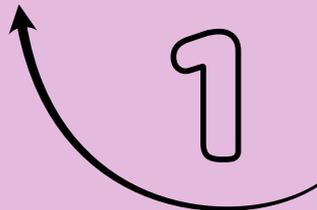
“As Environment Head, I protect land, water, and air for today and future generations.”



I monitor waste, water conservation, and tree plantation.



I plan eco-friendly initiatives with Panchayat.



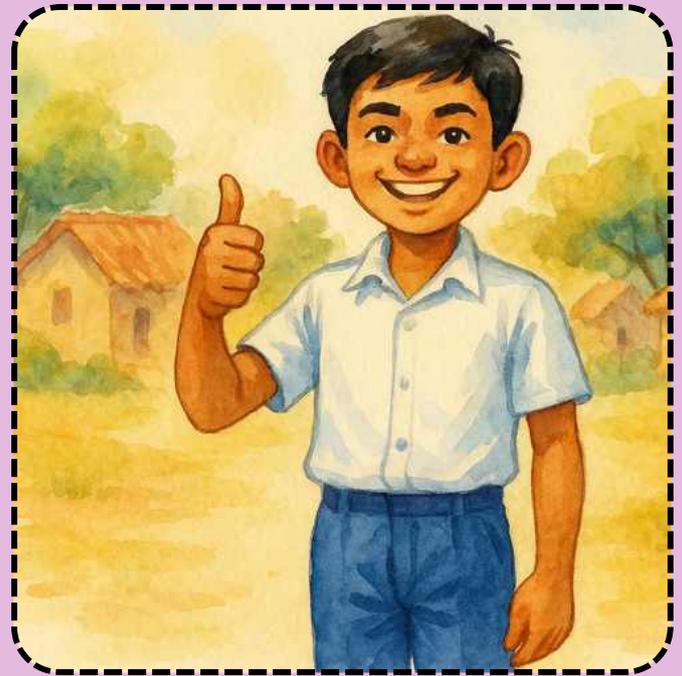
I raise awareness about forests, ponds, and farmland.



I involve youth, SHGs, and schools in drives.

DO'S

- ✓ Promote waste segregation and cleanliness.
- ✓ Organize plantation drives.
- ✓ Support farmers in water-saving methods.
- ✓ Inspect ponds and common lands.
- ✓ Encourage schools and SHGs in environment work.



DON'T



- ✗ Don't allow waste dumping in water or open areas.
- ✗ Don't ignore deforestation or plastic burning.
- ✗ Don't neglect drainage problems.
- ✗ Don't value short-term gains over environment health.
- ✗ Don't discourage people who raise concerns.

Ward Member: Health & Sanitation Committee Head

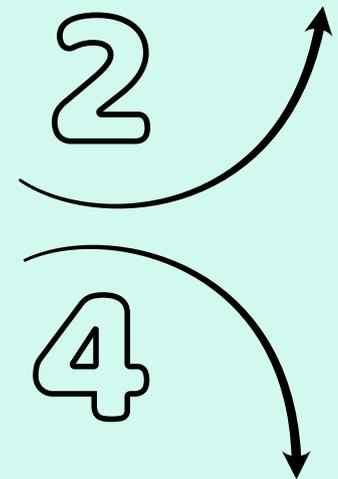
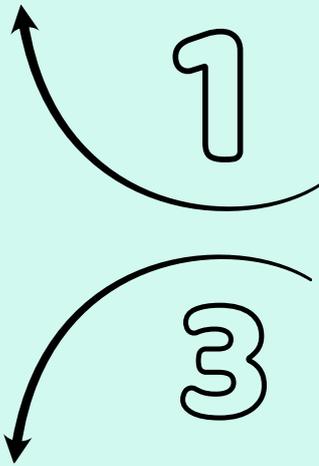
“As Health & Sanitation Head, I ensure every family has clean surroundings and access to good health practices.”



I check cleanliness of streets, drains, and public spaces.



I spread awareness on hygiene and safe water.



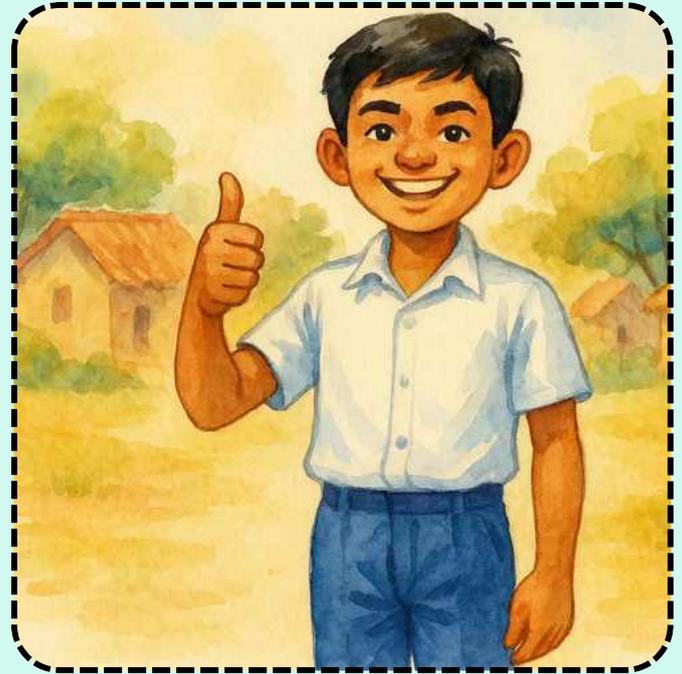
I coordinate with ASHA, ANM, and AWW.



I encourage households to build and use toilets.

DO'S

- ✓ Promote toilets and waste pits.
- ✓ Check water sources are clean.
- ✓ Support health workers in vaccination.
- ✓ Motivate cleanliness drives.
- ✓ Prioritize women and children's health.



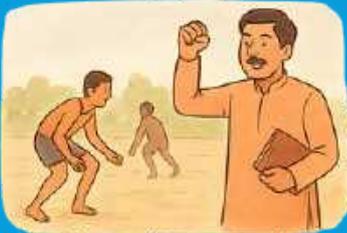
DON'T



- ✗ Ignore complaints about drains or waste.
- ✗ Show favoritism in resources.
- ✗ Neglect smaller hamlets.
- ✗ Spread wrong information.
- ✗ Ignore preventive health.

Ward Member: Sports & Cultural Committee Head

“As Sports & Cultural Head, I promote fitness, creativity, and cultural pride for all villagers.”



I organize sports tournaments and games.



I promote cultural events and festivals.



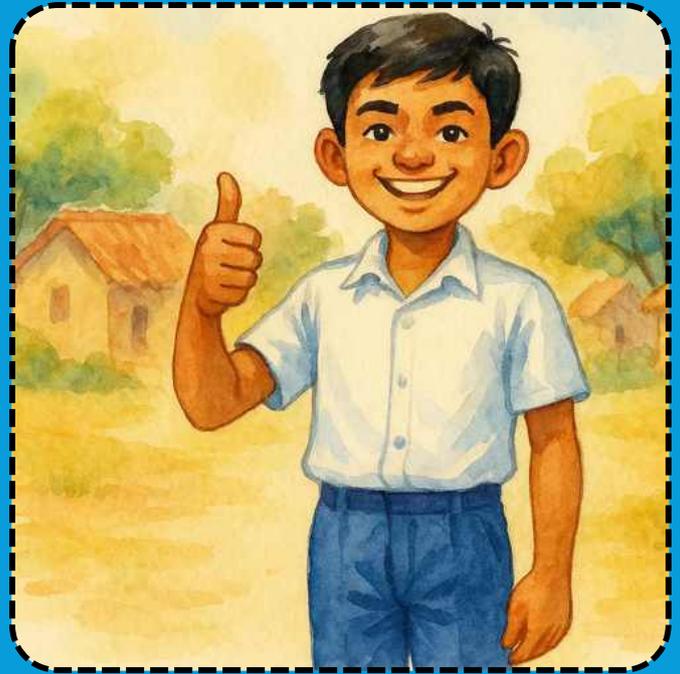
I ensure schools and youth have playgrounds.



I Support talented youth with opportunities.

DO'S

- ✓ Motivate youth to balance studies and sports.
- ✓ Celebrate festivals and arts fairly.
- ✓ Arrange regular sports and fitness events.
- ✓ Promote girls' equal participation.
- ✓ Encourage teamwork and respect.



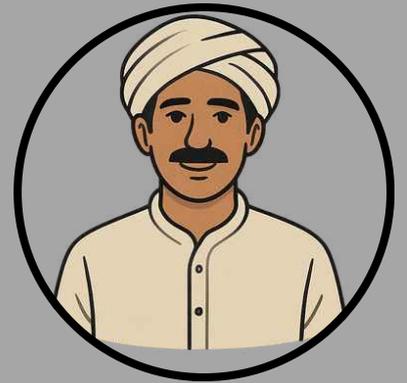
DON'T



- ✗ Misuse funds.
- ✗ Favor only select groups.
- ✗ Neglect playgrounds or cultural spaces.
- ✗ Allow unhealthy practices like betting or alcohol.
- ✗ Dismiss traditions.

Citizen: Farmer

“As a farmer, I feed families and support livelihoods. My voice in Gram Sabha ensures agriculture is strong and fair.”



I share challenges about seeds, irrigation, fertilizers, and markets.



I adopt and promote better farming practices.



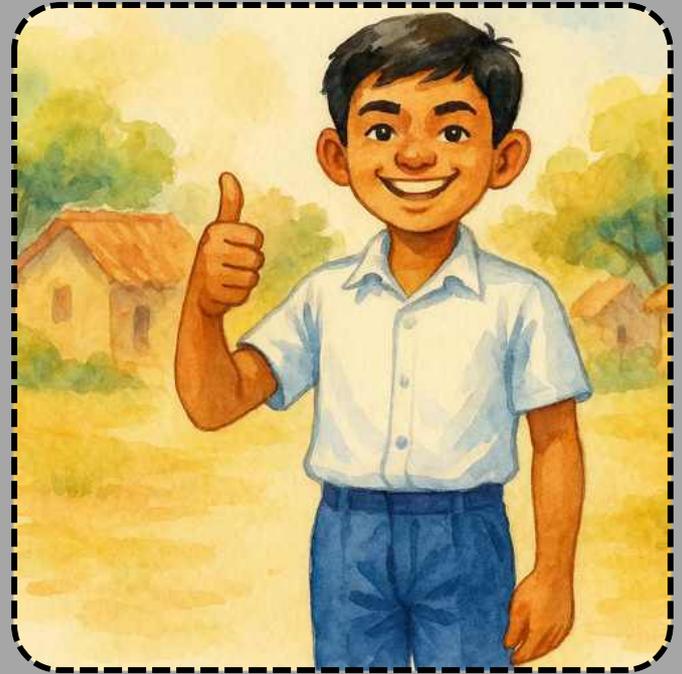
I take part in discussions on water and soil care.



I join groups (FPOs, cooperatives) for better income.

DO'S

- ✓ Conserve soil and water.
- ✓ Stay updated on schemes.
- ✓ Share knowledge with other farmers.
- ✓ Try new crops and methods.
- ✓ Support collective farming.



DON'T



- ✗ Overuse chemicals.
- ✗ Ignore expert advice.
- ✗ Sell only to middlemen.
- ✗ Cut trees for short-term gain.
- ✗ Hide struggles—share in Sabha.

Citizen: Youth

“As a youth, I bring energy and ideas. My role in Gram Sabha is to make sure youth voices are heard and to build a better future together.”



I share needs on education, skills, sports, and jobs.



I join cleanliness drives, campaigns, and tree planting.



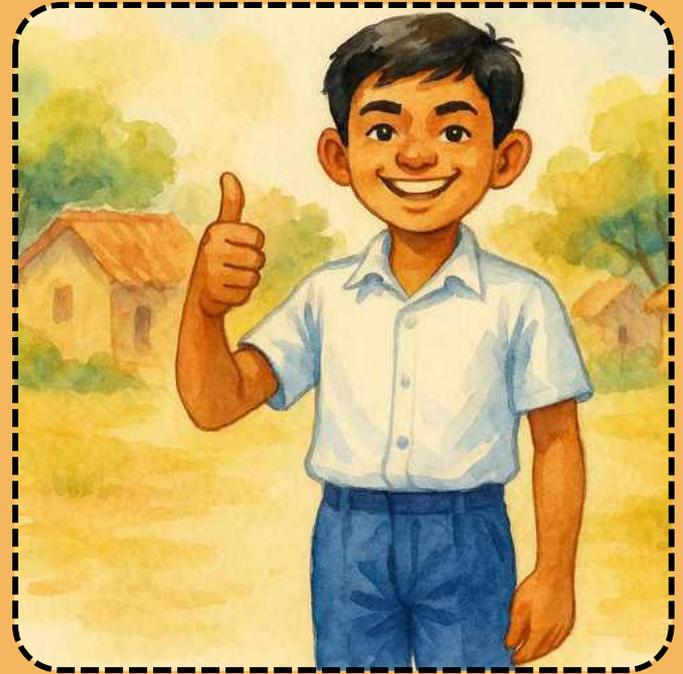
I learn about government youth schemes.



I promote unity and respect among peers.

DO'S

- ✓ Attend Gram Sabha regularly.
- ✓ Join village programs actively.
- ✓ Encourage other youth to study and avoid addictions.
- ✓ Support sports and cultural events.
- ✓ Respect elders while suggesting new ideas.



DON'T



- ✗ Stay passive.
- ✗ Waste time on harmful habits.
- ✗ Disrespect traditions.
- ✗ Think only of yourself—think of all.
- ✗ Divide youth on caste or groups.

Citizen: Elderly Woman

“As an elder woman, I bring wisdom and guide younger generations with care. In Gram Sabha, my voice ensures women, families, and vulnerable groups are heard.”



I share wisdom on traditions, health, and family care.



I raise concerns of elderly, widows, and vulnerable groups.



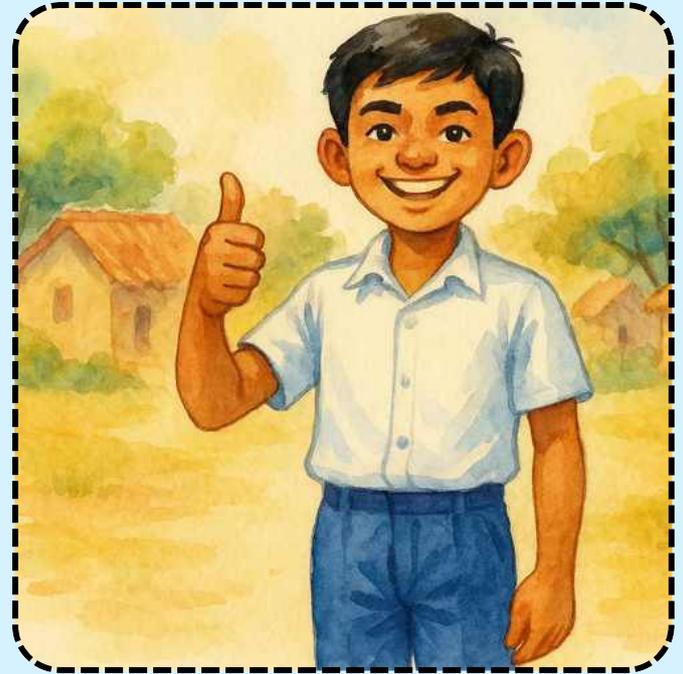
I encourage women and girls to speak and join decisions.



I support health, nutrition, and education initiatives.

DO'S

- ✓ Speak up for elderly and widows.
- ✓ Encourage respect for good traditions.
- ✓ Remind families about health and nutrition.
- ✓ Inspire young women to be self-reliant.
- ✓ Highlight schemes and pensions for elderly.



DON'T



- ✗ Stay silent—experience matters.
- ✗ Dismiss young voices.
- ✗ Accept neglect of women or elderly needs.
- ✗ Ignore widows or vulnerable groups.
- ✗ Support unfair customs.

