

# Panchayat Samiti Shahapur Citizens' Charter (General Administration Department)

A.S.	Department name	Details of services	Service providing officers/employees	Time limit for providing services	Designation of senior officer to complain to if service is not provided within the time
૧	General Administration Department	Control and Supervision (in the absence of the Head of Account)	Assistant Administration Officer	૧.No file shall be pending for more than ૭ working days. ૨.Urgent or urgent files shall be disposed of within a day or the next morning, preferably within four days.	Group Development Officer (U.S. Grade) Panchayat Samiti Shahapur
૨		Supervision of the functioning of the Gram Panchayat Department	Junior Administrative Officer/ Extension Officer (Panchayat) Beat wise		
૩		Financial operations of all departments	Assistant Accounts Officer		
૪		Keeping records of checks, bank transactions, and accounts.	Junior Accounts Officer		
૫		To verify all types of payments and submit them for approval to the Assistant	Senior Assistant Accountant		
૬		Working as a cashier for the finance department.	Junior Assistant (Accounts)		
૭		Panchayat Samiti Monthly Meeting, General Meeting, Daily, Right to Information Appeal, Zero Pendency etc. Operations	Senior Assistant (Administration)		
૮		Chairman/Deputy Chairman Honorarium Payment and Member Traveling Allowance Payment, Warehouse Branch, Hon. Commissioner, Hon. M.A.C.A./Deputy M.A.C.A. Compliance with Observation Notes	Junior Assistant (Administration)		
૯		Complete operations of the Inbound and Outbound Department	Junior Assistant (Incoming-		
૧૦		Complete administrative work of office staff	Junior Assistant (Establishment-૧) G.P.V.		

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૧૧		All establishment-related activities of employees at animal husbandry establishments	Junior Assistant (Establishment-૨) G.P.V.		
૧૨		Supervise the functioning of the records room.	Senior Assistant (Records Room)	Regular	
૧૩		View population records, all statistical activities of Panchayat Samiti.	Extension Officer (Statistics)	As determined by the government	
૧૪		Complete work on Pradhan Mantri Awas Yojana, Adim Awas, Shabri Awas Yojana.	Junior Assistant, P.A.Y.O. room	As per the target received from the government	
૧૫	Gram Panchayat Department	Controlling the work of Gram Sevak, Ghar Patti/Water Patti, Gram Nidhi contribution, Social Welfare Scheme, Dalit Settlement Improvement Scheme, Solar Street Lights, Sarpanch Resignation, Gram Sabha, Annual Administration	Extension Officer (Panchayat) Beatwise	Regular	Group Development Officer (U.S. Grade) Panchayat Samiti Shahapur
૧૬		Departmental inquiries, suspensions, unauthorized absence cases, Lokayukta cases, etc. work of Gram Sevaks	Extension Officer (Panchayat) Beat wise/ Senior Assistant (Gram Panchayat)	૧.No file will normally remain pending for more than ૭ working days.	
૧૭		Complete establishment related work of Gram Sevak and Village Development Officer	Junior Assistant (Gram Panchayat)		
૧૮		Social Welfare Department schemes, Dalit settlement improvement schemes, public facilities, civic facilities etc. work, Gram Panchayat employee related work.	Extension Officer (Panchayat) Beat wise/ Junior Assistant (Gram	financial year	

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୧୧		Embezzlement cases, matters related to establishment of Gram Panchayat employees. (Excluding salary) Smart Gram Panchayat, Gram Panchayat election proceedings.	Extension Officer (Panchayat) Beat wise/ Junior Assistant (Gram Panchayat	As needed	