

# **RURAL DEVELOPMENT DEPARTMENT**

## **Workshop on Duties & Responsibilities of E.O(P&M)**


**16<sup>th</sup> January, 2018**


**PLANNING & MONITORING CELL, CRD**


# **ROLE OF EXTENSION OFFICER (P&M)**


## **(Draft)**


- Prepare the monthly progress report of CSS & State Plan schemes and to submit to Block/District level officers.
- To monitor the implementation/ progress of various schemes/programmes implementing through Block Panchayaths
- To monitor the MIS of various CSS and to submit the Analytical report to supervisory officers.

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- Provide necessary data and to assist to Block panchayaths in the Plan formulation process.
  - To prepare and update the data bank of Block Panchayaths regularly so as to supply the necessary data to various official purpose.
  - To prepare the status report and annual plan reports.
  - Assist Block Panchayath Secretary in preparing the minutes of the meetings and follow up.
  - preparation and maintenance of attendance of block division members attending the General committee

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- To prepare and keep the attendance of implementing officers attending the general committee.
  - Timely distribute the decisions of Block panchayth General committee to the implementing officers and monitor the progress of implementation of the decisions.
  - In charge of holding and preparing the minutes of steering committee

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- To verify the advance tour programme and work diary of Joint BDO, Extension Officer (WW), and General Extension Officer and Village Extension officers.
  - To prepare the weekly /monthly financial and physical progress reports of all centrally sponsored schemes/ central sector schemes and should give a general overview about the scheme implementation.

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- Preparation of progress reports for various meetings at state/district/block level.
  - To monitor the progress of the implementation of MGNREGS, MKSP, IWMP, IAY/PMAY (G) etc.
  - Act as the coordinator of AWAAS SOFT-MIS of IAY/PMAY (G).

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- Coordinating the staff meeting & Preparation of minutes
  - In charge of one or more grama panchayaths to watch and report the implementation of all schemes through RDD.