RURAL DEVELOPMENT DEPARTMENT

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

16th 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.
• 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
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
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.
- 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).
• 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.