

DWS ACTIVITY MAP IN RESPECT OF NRDWP

S.No	Activity description		Union Government (Ministry of Drinking Water and Sanitation)	State Government	Local governments and planning bodies			User Groups / Village Water and Sanitation Committee	
	Activity Category	Broad Activity			District Planning Committee	Panchayati Raj Institutions			
						District Panchayat	Intermediate Panchayat		Village Panchayat
1	FUNCTION S	Coverage	<ul style="list-style-type: none"> ✓ To prepare Guidelines for coverage of rural habitations with safe and adequate drinking water supply facilities. ✓ Greater thrust on coverage of water quality affected habitations, JE/AES and fluoride and arsenic affected areas. ✓ Focus on States with Integrated Action Plan (IAP) districts. ✓ Focus on Coverage of SC and ST population concentrated habitation. ✓ Focus on piped water supply rather than on hand pumps, ✓ Focus on surface water rather than on ground water. 	<ul style="list-style-type: none"> ✓ Identification of all types of drinking water sources. ✓ Coverage of all rural habitations with priority to cover habitations where none (0%) or less than 50% of the population have access to adequate and safe drinking. ✓ Focus on piped water supply rather than on hand pumps, ✓ Preparation of Annual Action Plan covering objectives of NRDWP. 	<ul style="list-style-type: none"> ✓ Preparation of District Water Security Plan. ✓ Approval to the District Water Security Plan. 	<ul style="list-style-type: none"> ✓ Supervision and Monitoring of DWSM activities. ✓ Supervise the District Water Security Plan to be prepared by District Water & Sanitation Mission (DWSM). 	<ul style="list-style-type: none"> ✓ Co-ordinating with the Block Resource Centres (BRC) in their Activities in the block. 	<ul style="list-style-type: none"> ✓ Village level planning & policy including water budgeting. ✓ Preparation of Village Water Security Plan. 	<ul style="list-style-type: none"> ✓ Planning, monitoring, implementation and O&M of their Water Supply Scheme. ✓ User Group: Rural Household, Schools, Anganwadis, all Community Building. ✓ VWSC: Standing Committee in each GP for planning, monitoring, implementation and operation and maintenance of their Water Supply Scheme to ensure active participation of the villagers.
	FUNCTION S (Contd...)	Water Quantity	<ul style="list-style-type: none"> ✓ Fixing guidelines for providing at least 55 litres per capita per day (lpcd.) drinking water to the people living in rural areas. 	<ul style="list-style-type: none"> ✓ Quantity of drinking water supplied to be decided at the State level subject to the minimum as prescribed in the NRDWP Guideline (Updated 2013). 					
	FUNCTION S (Contd...)	Water Quality	<ul style="list-style-type: none"> ✓ To suggest the States/UTs to follow BIS Specification for Drinking Water (IS-10500:2012) for ensuring drinking water quality in rural areas of the States/UTs. Drinking Water Quality Monitoring & 	<ul style="list-style-type: none"> ✓ To establish/ upgrade Water Testing Laboratories at the State, district and Sub- District levels with a provision of testing few selected 			<ul style="list-style-type: none"> ✓ Coordination and follow up with grassroots level workers trained in water quality monitoring and surveillance and ensuring 	<ul style="list-style-type: none"> ✓ To carry out drinking water quality testing using FTKs/ bacteriological vials. ✓ Involvement of Jal Surakshaks in using FTks 	<ul style="list-style-type: none"> ✓ GPWSC/VWSC selected member and ASHA worker will authenticate the test results of Field Test kits used in the village.

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			Surveillance Programme ✓ Executive Guidelines For Implementation of Water Quality Testing Laboratories ✓ Uniform Drinking Water Quality Monitoring Protocol ✓ Setting standards as per IS-10500 standard of BIS as revised in 2012 for drinking water.	chemical parameters to monitor specified parameters (need based) and biological parameters ✓ Providing FTKs and bacteriological vials refills to each GPs			that they take up water quality testing and surveillance activities; ✓ Coordinating with water quality testing laboratories for water quality testing, reporting to villages, cautioning the GPs/ GPWSC/WWS Cs/ PHEDs to take effective steps for maintaining portability and guiding on remedial steps	
	FUNCTION S (Contd...)	Distance	✓ To lay policy-availability of water within a distance of 100 mts from the household or 30 minutes of time taken for fetching water in a day.	✓ To ensure drinking water supply within a distance of 100 mtrs from the household or 30 minutes of time taken for fetching water in a day				
	FUNCTION S (Contd...)	Prices	✓ National Policy Framework encourages setting up of bulk water utilities and pricing at various levels	✓ SWSM should decide the tariff structure of rural water supply,			✓ Gram Panchayat /GPWSC/WWS C should be empowered/ authorized to collect user charge for O&M.	
	FUNCTION S (Contd...)	Planning	✓ Examination of NRDWP Annual Action Plan furnished by the States and Finalisation of Annual Action Plan of each State	✓ Each State should prepare State specific policy framework. ✓ Each State shall prepare an Annual Action Plan on the habitations to be targeted adhering to the prioritisation of	✓ Scrutiny and approval of the schemes submitted by the Block Panchayat/ Gram Panchayat and forwarding them to SLSSC where		✓ Helping the village community in formation of GPWSC/WWS Cs in all villages ✓ Helping the GPs/ GPWSC/WWS Cs in baseline surveys, sanitary	✓ Participate in the planning process of Water Supply Scheme.

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				<p>habitations to be covered as laid down in the Guidelines, as per provision of NRDWP schemes to be taken up and other activities to be taken up in the year.</p> <ul style="list-style-type: none"> ✓ To prepare d DPR of the approved scheme. ✓ Entry of targeted Habitations schemes, laboratories (set up and to be taken up for approval of the State level Scheme Sanctioning Committee) should be firmed up and marked on the IMIS ✓ Identify reputed Technical Institutions, designated as State Technical Agencies (STA) 	<p>necessary the concerned officer in-charge of Rural Drinking Water in the State.</p> <ul style="list-style-type: none"> ✓ Selection of agencies and/ NGOs and enter into agreements for social mobilisation, capacity development , communication, project management and supervision ✓ Providing support for convergence of all related programs impacting Drinking Water Supply (DWS) and sanitation. 		<p>survey and Village Action Plan</p>	
	FUNCTION S (Contd...)	Demand generation-IEC Activity and training	<ul style="list-style-type: none"> ✓ Preparation of Guideline for IEC activities ✓ Strategy Plan for IEC 	<ul style="list-style-type: none"> ✓ SWSM to approve the IEC plan. Out of the available fund for IEC, about 10 % funds may be allocated at the State level, 20 % to activities at the district level, 10 % to the block level and 60 % for village level activities.(This 	<ul style="list-style-type: none"> ✓ Preparation and Monitoring of district specific IEC Preparation of district specific IEC plan 	<ul style="list-style-type: none"> ✓ Preparation and Monitoring of district specific IEC plan 	<ul style="list-style-type: none"> ✓ Preparing an Annual Activities Calendar mainly focusing on IEC and training activities ✓ Taking up awareness generation and development communication activities 	<ul style="list-style-type: none"> ✓ Formation of VWSC and implementation of the IEC Plan.

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				<p>norm is though flexible).</p> <ul style="list-style-type: none"> ✓ SWSM to consider focused areas on IEC as mentioned in the NRDWP Guideline ✓ WSSO in the State to take up IEC, HRD and MIS related activities in the State. ✓ To prepare State specific strategy and to Create raise awareness and motivate people to take affirmative action for protection of drinking water sources, safe handling of drinking water etc. 			<ul style="list-style-type: none"> among GP and GPWSC/VWSC members and the village community ✓ Conducting training courses at block and village level for members of GPWSC/VWSCs and GPs and other grassroots level workers 	
	FUNCTION S (Contd...)	Execution	<ul style="list-style-type: none"> ✓ Approval of the NRDWP Annual Action Plan of each State ✓ To assist the States in Capacity Development, R&D. technical inputs ✓ 	<ul style="list-style-type: none"> ✓ Implementation of the NRDWP in each State by providing drinking water facilities to the rural public for purposes such as drinking, cooking, bathing, washing utensil, Washing of Clothes and other uses. ✓ Approval of the Drinking Water Supply (DWS) projects in State Level Scheme Sanctioning Committee (SLSSC) in 	<ul style="list-style-type: none"> ✓ Formulation, management and monitoring of projects and progress on drinking water security and total sanitation in rural areas; ✓ Coordination of matters relating to water and sanitation between district representatives of other department 		<ul style="list-style-type: none"> ✓ Interacting regularly with Panchayats and grass root workers. ✓ Helping in Social Audit. 	<ul style="list-style-type: none"> ✓ Organising community contributions towards capital costs, both in cash and kind (land, labour or materials) ✓ Commissioning and takeover of completed in-village water supply and sanitation works through a joint inspection with Line Department Staff ✓ Participation during implementation of the Water Supply Scheme.

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				<p>presence of representative of MDWS) as per NRDWP Guidelines.</p> <ul style="list-style-type: none"> ✓ Implementation of NRDWP by providing drinking water facilities in IAP districts, DDP areas, SC, ST population concentrated habitations. ✓ Invitation of tenders (as and when required), to execute the works as per Standard procedure of the State. ✓ Examination of tender documents and award of the work. ✓ To provide Utilization Certificates (UC) and Audited Statement of Account (ASA) to the Ministry to for timely release of the subsequent installment of the NRDWP funds from the State 					
	FUNCTION S (Contd...)	Operation and Maintenance (O&M)	<ul style="list-style-type: none"> ✓ Manual for Operation & Maintenance of Rural Water Supply Scheme. ✓ To provide funds to the States to assist them in O & M of drinking water supply facilities. 	<ul style="list-style-type: none"> ✓ To provide matching share as specified in NRDWP Guideline and to use O&M funds for the specified purpose. ✓ To devise micro planning on O & M of 	<ul style="list-style-type: none"> ✓ To ensure that O&M activities of all DWS systems in the district are carried out in time to avoid slippages. ✓ To ensure availability of funds with 		<ul style="list-style-type: none"> ✓ All water supply schemes within the GP shall be maintained by the Gram Panchayat. ✓ Distribution and other components within the village are to be maintained 	<ul style="list-style-type: none"> ✓ To carry out the works of the GPs with respect to DWS schemes. ✓ To look after the O&M of the Water Supply Scheme. 	

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				<p>different types of drinking water supply schemes.</p> <p>✓ States may use the O & M Manual prepared by the MDWS or prepare a State specific O & M Manual to guide systematic Operation & Maintenance.</p> <p>✓ For multi – village or bulk water supply schemes the source, treatment plants, rising mains etc., shall be maintained by PHED or the concerned agency.</p> <p>✓ State Governments shall endeavor to develop sustainable sources of funding for maintenance of rural water supply schemes and shall ensure that the Central and State Finance Commission and O&M funds released by MDWS are released to Panchayats</p>	the GPs for O&M activities.			<p>by the GP.</p> <p>✓ Collection of funds through a tariff, charges and deposit system for O&M of water supply and sanitation works for proper managing and financing of O&M of the services on a sustainable basis; and empowering of women for day to day operation and repairs of the scheme.</p> <p>✓ To take over the responsibility for O&M of village drinking water scheme</p>	
	FUNCTION S (Contd...)	<p>Monitoring</p> <p>✓ Implementing the IMIS</p> <p>✓ Field visits Ensuring receipt and analysis of</p>	<p>✓ Monitoring the progress of programme</p> <p>✓ Developed software for on line financial and physical progress of NRDWP</p>	<p>✓ To furnish 'Online', all the data and information, as may be prescribed by MDWS from</p>	<p>✓ Executive Engineer, PHED to ensure that all Master data including the</p>	<p>✓ To take part in monitoring activities/audit of works,</p> <p>✓ Providing</p>	<p>✓ To take part in monitoring activities/audit of works,</p> <p>✓ Providing information related to the</p>	<p>✓ To take part in monitoring activities/audit of works,</p> <p>✓ Providing information related to the</p>	<p>✓ The community and community-based organizations (GPWSC/VWSC/User Groups) should monitor</p>

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		<p>the</p> <ul style="list-style-type: none"> ✓ Monthly Progress Reports ✓ Evaluation Studies 	<ul style="list-style-type: none"> ✓ Financial support to the States Governments/NIC-MDWS for IEC, HRD and MIS activities on drinking water Computing Environment, Connectivity/Networking for remaining sites/offices including sub division and VC facility at state and Mission HQ, Strengthening of MIS. ✓ Monitoring of the programme ✓ Field visits by Area Officer/other officials of the Ministry area officer scheme, ✓ regular Review meetings with State officials and need based video conferencing by senior officials of the Ministry ✓ Third Party Evaluation of the programmes/components ✓ Online monitoring through IMIS. 	<p>time to time, in the relevant module of the online IMIS.</p> <ul style="list-style-type: none"> ✓ Maintenance of the computer hardware and software as well as the internet connectivity. ✓ The State Government should provide necessary manpower, space and facilities to set up the Computer Hardware at the sub-division, district and state level. ✓ Training of five GP level persons and grassroots level worker under NRDWQM&S on monitoring drinking water quality , ✓ Entering the test results of all sources tested by the designated labs on the IMIS of MDWS ✓ Validation of the test results ✓ Ensure corrective action at the GP level in case of reports of 	<p>District Water Security Plan and RWS projects are entered in the database and for the monthly updating</p> <ul style="list-style-type: none"> ✓ The District Vigilance and Monitoring Committee set up by the Ministry of Rural Development will also monitor the progress and exercise vigilance in respect of NRDWP. ✓ Monitoring Setting up of the Block Resource Centers (BRC) for providing continuous support to GP/VWSC. 	<p>information related to the programmes</p> <ul style="list-style-type: none"> ✓ Co-ordinating with the (Block Resource Centres) BRC and approving, monitoring their Activities in the block. 	<p>programmes</p>	<p>demand/need and coverage.</p> <ul style="list-style-type: none"> ✓ Monitoring of the Water Supply Scheme. ✓ Social audit by the community.

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				<p>contamination.</p> <ul style="list-style-type: none"> ✓ Regular monitoring and evaluation through State Technical Agency (STA) and submission of the report to SWSM/SLSSC /PHED for carrying out mid course corrections if required. ✓ Third Party Evaluation of the projects/schemes. 					
2	FUNDS	Flow of funds	<ul style="list-style-type: none"> ✓ Allocation of funds under different components of NRDWP ✓ Releasing the funds to the States Statutory Bodies like Boards, Nigam and Authority etc as per NRDWP guidelines 	<ul style="list-style-type: none"> ✓ Selection of Bank branch of any Public Sector Bank with internet connectivity at the State Headquarters, for maintaining the two accounts namely Programme Account, and Support Activities Account under the NRDWP. ✓ The State Government shall match the Programme Account with State funds as per the funding pattern of NRDWP guidelines. ✓ Regular updating of expenditure on IIMS ✓ The State shall 	<ul style="list-style-type: none"> ✓ District level Vigilance And Monitoring Committees to monitor the expenditure of state level agency/PHE D 				<ul style="list-style-type: none"> ✓ Opening and managing bank account for depositing community cash contributions, O&M funds and management of project funds ✓ Collection of funds through a tariff, charges and deposit system for O&M of water supply and sanitation works for proper managing and financing of O&M of the services on a sustainable basis; and empowering of women for day to day operation and repairs of the scheme

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				<p>have to enter the details of all offices (subordinate to the SWSM) utilising NRDWP funds, including their bank account details in the Central Plan Scheme Monitoring System (CPSMS) managed by the Ministry of Finance, Government of India</p> <p>✓ States have to ensure that online reporting is done</p> <p>✓ The SWSM will ensure that the accounts are audited by a Chartered Accountant selected from a panel approved by the CAG, within six months of the close of the financial year.</p>					

District Level

						5.1 District Panchayat	6.1 District Panchayat	7.1 District Panchayat	8.1 District Panchayat	9.1 District Panchayat	10.1 District Panchayat	11.1 District Panchayat	12.1 District Panchayat	13.1 District Panchayat	14.1 District Panchayat
5	District Project Coordinat or	State	State	State	State	5.2 & 5.3 State	6.2 & 6.3 State	7.2 State	8.2 State	9.2 State	10.2 State	11.2 State	12.2 State	13.2 State	14.2 State

S. No.	Functionary	1. Recruitment	2. Appointment	3. Declaration of completion of probation period	4. Deputation	5. Transfer	6. Performance Appraisal	7. Promotion	8. Disciplinary Action	9. Payment of Salary	10. Issue of loans/advances	11. Maintenance of PF and release	12. Pension, death cum gratuity benefits	13. Attendance Monitoring	14. Resignation
		1.1 Advertisement	2.1 Issuing appointment letter	3.1 Report formulation	4.1 Within district	5.1 Within district	6.1 Formulating ACR	7.1 Recommending promotion on basis of performance appraisal	8.1 Imposing minor punishment	9.1 Authorising payment	10.1 Granting sanction	11.1 Deduction of PF	12.1 Monthly deduction		14.1 Review of resignation letter
		1.2 Conducting exam/interview	2.2 Ensuring appointment within prescribed time	3.2 Termination of service if required	4.2 Outside district	5.2 Outside district	6.2 Review		8.2 Imposing major punishment	9.2 Actual payment	10.2 Actual Payment	11.2 Release of PF	12.2 Pensionary/gratuity benefit at the time of retirement/death		14.2 Termination of service
6	Additional Project Coordinator	State	State	State	State	5.1 District Panchayat	6.1 District Panchayat	7.1 District Panchayat	8.1 District Panchayat	District Panchayat	10.1 District Panchayat	11.1 District Panchayat	12.1 District Panchayat	13.1 District Panchayat	14.1 District Panchayat
						5.2 & 5.3: State	6.2 & 6.3 State	7.2 State	8.2 State		10.2 State	11.2 State	12.2 State	13.2 State	14.2 State
7	Assistant Project Coordinator	State	State	State	State	5.1 District Panchayat	6.1 District Panchayat	7.1 District Panchayat	8.1 District Panchayat	District Panchayat	10.1 District Panchayat	11.1 District Panchayat	12.1 District Panchayat	13.1 District Panchayat	14.1 District Panchayat
						5.2 & 5.3: State	6.2 & 6.3 State	7.2 State	8.2 State		10.2 State	11.2 State	12.2 State	13.2 State	14.2 State
8	Executive Engineer	State	State	State	State	5.1 District Panchayat	6.1 District Panchayat	7.1 District Panchayat	8.1 District Panchayat	District Panchayat	10.1 District Panchayat	11.1 District Panchayat	12.1 District Panchayat	13.1 District Panchayat	14.1 District Panchayat
						5.2 & 5.3: State	6.2 & 6.3 State	7.2 State	8.2 State		10.2 State	11.2 State	12.2 State	13.2 State	14.2 State
9	Assistant Engineer	State	State	State	State	5.1 District Panchayat	District Panchayat	7.1 District Panchayat	8.1 District Panchayat	District Panchayat	State	State	State	District Panchayat	State
						5.2 State		7.2 State	8.2 State						
10	Junior Engineer	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat 5.2 State	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat
11	Chief Training Officer	State	State	State	State	5.1 District Panchayat	District Panchayat	7.1 District Panchayat	8.1 District Panchayat	District Panchayat	State	State	State	District Panchayat	State
						5.2 State		7.2 State	8.2 State						

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		1.1 Advertisement	2.1 Issuing appointment letter	3.1 Report formulation	4.1 Within district	5.1 Within district	6.1 Formulating ACR	7.1 Recommending promotion on basis of performance appraisal	8.1 Imposing minor punishment	9.1 Authorising payment	10.1 Granting sanction	11.1 Deduction of PF	12.1 Monthly deduction		14.1 Review of resignation letter	
		1.2 Conducting exam/interview	2.2 Ensuring appointment within prescribed time	3.2 Termination of service if required	4.2 Outside district	5.2 Outside district	6.2 Review		8.2 Imposing major punishment	9.2 Actual payment	10.2 Actual Payment	11.2 Release of PF	12.2 Pensionary/gratuity benefit at the time of retirement/death		14.2 Termination of service	
12	Other Training Officers	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat 5.2 State	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	
13	Procurement Officers	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat 5.2 State	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	
14	UDC (Clerk)	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat 5.2 State	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	
Block Level																
15	Block Development Officer	State	State	State	State	5.1 District Panchayat	District Panchayat	7.1 District Panchayat	8.1 Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	State
						5.2 State		7.2 State	8.2 State							
						5.3 State										
Village Level																
16	Treasurer	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	NA	Gram Panchayat	NA	NA	NA	NA	Gram Panchayat	Gram Panchayat	
17	Care taker	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	NA	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	Gram Panchayat	

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		1.2 Conducting exam/interview	2.2 Ensuring appointment within prescribed time	3.2 Termination of service if required	4.2 Outside district 4.3 To another department	5.2 Outside district 5.3 To another department	6.2 Review 6.3 Accepting report		7.2 Undertaking promotion	8.2 Imposing major punishment	9.2 Actual payment	10.2 Actual Payment	11.2 Release of PF		12.2 Pensionary/gratuity benefit at the time of retirement/death
18	Fitter	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	NA	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	Gram Panchayat
19	Computer Operator	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	Intermediate Panchayat	6.1 Village Panchayat 6.2 Intermediate Panchayat 6.3 Intermediate Panchayat	7.1 Gram Panchayat 7.2 District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	Gram Panchayat	Gram Panchayat
20	Village Secretary	District Panchayat	District Panchayat	District Panchayat	District Panchayat	District Panchayat	6.1 Village Panchayat 6.2 Intermediate Panchayat	7.1 Gram Panchayat 8.1 Village Panchayat	State	Village Panchayat	District Panchayat	District Panchayat	Gram Panchayat	14.1 Village Panchayat 14.2 District	

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							6.3 Intermediate Panchayat	7.2 District Panchayat	8.2 District Panchayat						Panchayat
21	Swachhhta Doot	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	NA	Gram Panchayat	Gram Panchayat	Gram Panchayat	NA	NA	Gram Panchayat	Gram Panchayat