

# Roles and Responsibilities of Officers of TW Dept.

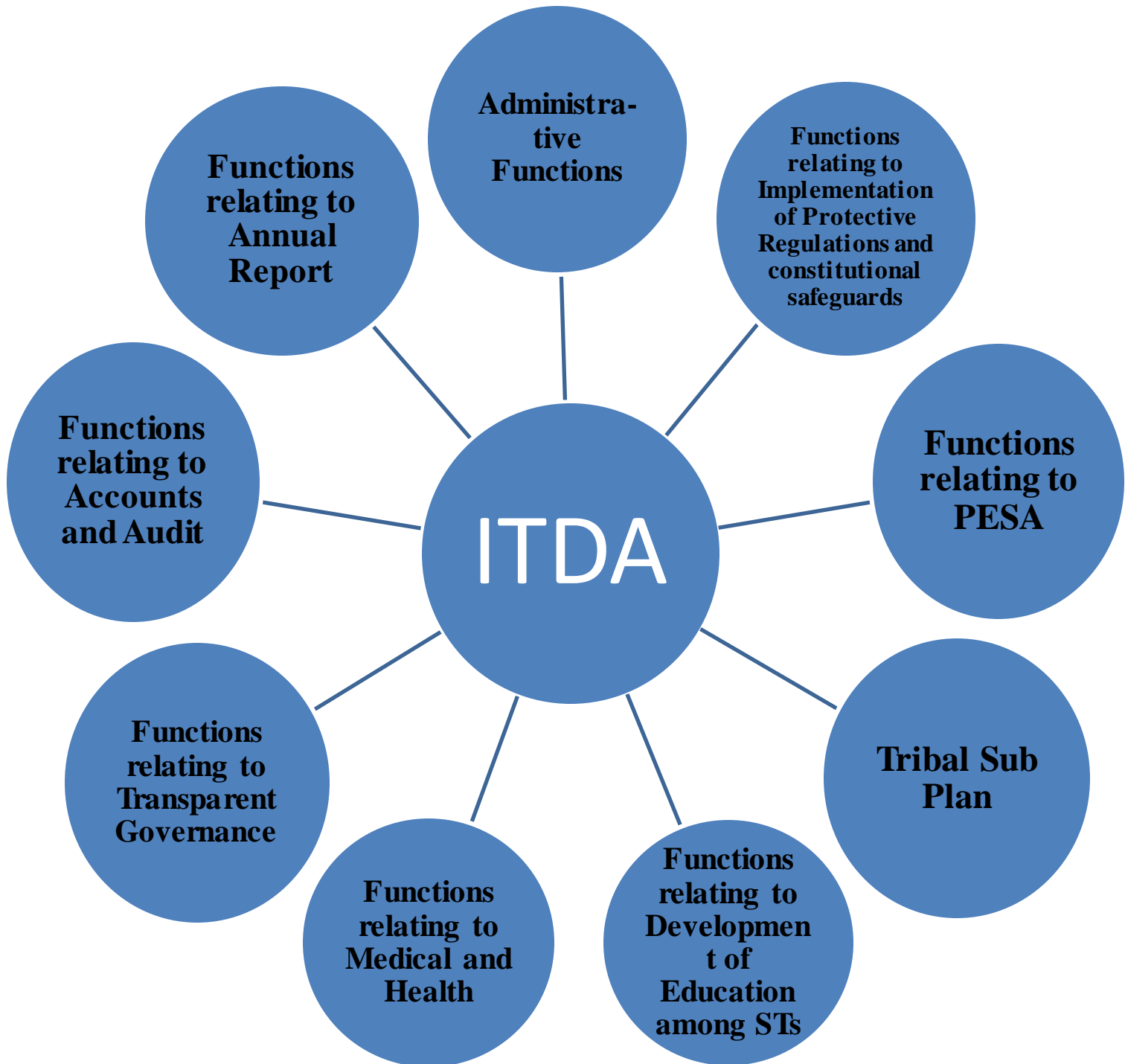
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# **Single Line Administration**

# **Roles and Responsibilities of Project Officer, ITDA**

- 1. Administrative Functions**
- 2. Functions relating to Implementation of Protective Regulations and constitutional safeguards**
- 3. Functions relating to PESA**
- 4. Tribal Sub Plan**
- 5. Functions relating to Development of Education among STs**
- 6. Functions relating to Medical and Health**
- 7. Functions relating to Transparent Governance**
- 8. Functions relating to Accounts and Audit**
- 9. Functions relating to Annual Report**



- The Project Officer of the ITDAs who are in the senior time scale of IAS continue to be re-designated as PO, ITDA and Ex-officio Joint Collector(Tribal Welfare) and Additional District Magistrate.
- The Project Officers of the ITDA holding a rank of Special Grade Deputy Collector of lower than senior time scale of IAS shall continue to be re- designated as PO, ITDA and Ex-officio Additional Joint Collector (Tribal Welfare) and Additional District Magistrate.
- To powers of District Collectors under AP (Andhra Area) Preservation of Private Forest Act (Act. XII of 1954), the AP Forest Manual, the A.P. Forest Act, 1967 (Act 1 of 1967), the AP Public Health Act, 1939 (Act. III of 1939), the Cooperative Societies Act, 1964, Weights and Measures and Fisheries, will be exercised by Project Officers of ITDA to the extent of ITDA areas.
- The Panchyat Raj Department shall issue necessary orders delegating the powers of CEO, Zilla Parishad over MPDOs to PO, ITDA to the extent of ITDA mandals so that single line administration works effectively.

<b>S.No.</b>	<b>Subject</b>	<b>Official Designation</b>
1.	Transfers and postings	<ul style="list-style-type: none"><li>• The member of District Level Screening Committee</li></ul>
2.	Recruitments	<ul style="list-style-type: none"><li>• The Chairman or member of the Selection Committees, including the DSC for selection of teachers.</li></ul>
3.	Disciplinary powers	<ul style="list-style-type: none"><li>• The disciplinary authority under AP CCA Rules, 1991 for the employees of ITDA</li></ul>
4.	Protective Regulations	<ul style="list-style-type: none"><li>• Additional Agents so far as Agency Areas are concerned and attended the following duties- Appellate Authority over the Orders passed by the Special Deputy Collector (TW).</li></ul>

<b>S.No.</b>	<b>Subject</b>	<b>Official Designation</b>
5.	Director of Survey & Settlements	<ul style="list-style-type: none"> <li>• The AP Mahals (Abolition and Conversion into Ryotwari) Regulation I of 1969</li> <li>• The AP Muttas (Abolition and Conversion into Ryotwari) Regulation II of 1969</li> <li>• The AP (Scheduled Areas Ryotwari Settlement) Regulation II of 1970.</li> <li>• The Andhra Pradesh Scheduled Areas Minor Forest Produce (Regulation of Trade) Regulation 1979.</li> </ul>
6.	District Level Scrutiny Committee	<ul style="list-style-type: none"> <li>• Chair man of DLSC in respect of STs for cancellation of Caste Certificates.</li> </ul>
7.	Ownership and disposal of minor forest produce	<ul style="list-style-type: none"> <li>• The Chairman of the committee constituted for the management of Bamboo and Tendu Products.</li> </ul>

<b>S.No.</b>	<b>Subject</b>	<b>Official Designation</b>
8.	Land Acquisition.	<ul style="list-style-type: none"> <li>• Project Administrator for Rehabilitation &amp; Resettlement</li> </ul>
9.	AP SCSP and TSP (Planing, Allocation and Utilization of Financial Resources) Act, 2013	<ul style="list-style-type: none"> <li>• The Convener of the District Level Monitoring Committee</li> </ul>
10.	National Rural Health Mission	<ul style="list-style-type: none"> <li>• The chairman of ITDA Health Society and prepare the plans, receive budget and implement and monitor the National Rural Health Mission activities in tribal areas.</li> </ul>
11.	Recruitment and filing up of medical and paramedical vacancies	<ul style="list-style-type: none"> <li>• The Chairman of the recruitment committees upto the level of staff nurses in the ITDA Areas</li> </ul>



<b>S.No.</b>	<b>Subject</b>	<b>Official Designation</b>
12.	Electrification	<ul style="list-style-type: none"> <li>The member of the Board of Directors of AP Tribal Power Company (TRIPCO) and plan for and implement the programs taken up by TRIPCO for harnessing hydel power in tribal areas through Mini Hydel Power Projects and other programs.</li> </ul>
13.	MG-NREGS	<ul style="list-style-type: none"> <li>Additional District Project Coordinator for overall implementation of MG-NREGS program in tribal areas</li> </ul>
14.	Girijan Coop Corporation	<ul style="list-style-type: none"> <li>The Executive Director of Girijan Coop Corporation and be responsible for implementation of the business of GCC in the ITDA Area.</li> </ul>
15.	Promotion of Economic support Programmes	<ul style="list-style-type: none"> <li>The Ex-Officio Executive Officer of TRICOR in the District shall identify the local potential need based economic support schemes and plan and allocation of resources in proportionate to the population to the groups and area.</li> </ul>

<b>S.No.</b>	<b>Subject</b>	<b>Official Designation</b>
16.	Youth Empowerment through trainings & Placements and Self Employment Programs	<ul style="list-style-type: none"> <li data-bbox="836 229 1823 534">• The Nodal Officer for implementation of Placement linked Training Programs and Direct Placement Programs of various stakeholders (EGMM, Sub Mission for STs, etc.,)</li> </ul>
17.	Women Empowerment	<ul style="list-style-type: none"> <li data-bbox="836 596 1823 705">• The Ex-Officio Project Director of IKP in ITDA Areas</li> </ul>
18.	Budgetary	<ul style="list-style-type: none"> <li data-bbox="836 743 1823 1158">• The Sub Controlling Officer of TW budget under both plan and non plan and shall be responsible timely release to various Drawing and Disbursing Officers under his control and for proper expenditure and furnishing utilization certificates from time to time.</li> </ul>

# I. Administrative Functions

1. Administrative control over Executives
2. Sanctioning of leaves
3. Initiating and countersigning of Annual Confidential Reports (ACRs)
4. Transfers and postings
5. Recruitments
6. Calling for records
7. Enquiries
8. Tours
9. Inspections
10. Reviews
11. Maintain data on backlog vacancies
12. Proper maintenance of ITDA records
13. Conducting of periodical Governing Body meetings of ITDAs
14. Adherence to the ITDA Governing Body Resolutions
15. Agency Administration Report
16. Disciplinary powers

## **II. Functions relating to Implementation of Protective Regulations and constitutional safeguards**

1. Protective Regulations
2. Rule of Reservation
3. Caste Verification
4. District Level Scrutiny Committee
5. Forest Rights Act, 2006

# III. Functions relating to PESA

1. Conducting Gram Sabhas and constitution of Multi Disciplinary Teams
2. Ownership and disposal of minor forest produce
3. Prevention of alienation of lands in the scheduled areas and restoration of alienated lands of scheduled tribe
4. Acquisition of land in the Scheduled Areas
5. Excise
6. Rehabilitation and resettlement due to displacement
7. Resolving Land Disputes in Scheduled Areas.

## **IV. Tribal Sub Plan**

1. AP SCSP and TSP (Planning, Allocation and Utilization of Financial Resources) Act, 2013
2. Control over local plans and resources for such plans including tribal sub plans in Scheduled Areas

# V. Functions relating to Development of Education among STs

1. AP School Education Act 1995, Right to Education Act 2009, and Child Labour Act 1986
2. Managing TW Educational Institutions.
3. Sarva Siksha Abhiyan / RVM.
4. Rashtriya Madhyamik Siksha Abhiyan (RMSA)
5. Rashtriya Uchcharat Siksha Abhiyan (RUSA)
6. AP TW Residential Educational Institutions Society (Gurukulam).
7. Intermediate Education
8. Higher Education
9. Technical Education
10. Adult Education
11. Teacher Education
12. Employment and Training
13. Maintain Sub Employment Exchange
14. Sports Authority of AP
15. NCC

# VI. Functions relating to Medical and Health

1. Control over medical and health institutions in the ITDA area
2. National Rural Health Mission
3. Recruitment and filling up of medical and paramedical vacancies
4. Preventive and remedial measures in respect of epidemic and malaria
5. 104, 108 and Rajiv Aarogya Sri.
6. Branch Drug Stores.
7. Birth Waiting Homes
8. Andhra Pradesh Bangaru Talli Girl Child Promotion and Empowerment Act, 2013
9. Development of Educational, Administrative and Health Infrastructure
10. Construction and maintenance of Minor Irrigation schemes
11. Electrification.
12. Weaker Section Housing Program.
13. MG-NREGS
14. Girijan Coop Corporation
15. Public Distribution System.
16. Weights and measures.
17. Welfare of Disabled .
18. Pensions .
19. Promotion of tribal culture, conducting of tribal fairs and festivals and museums
20. Promotion of Economic support Programmes
21. Women empowerment
22. Establishment of agricultural service centers and holding of agricultural shows and including cattle shows.
23. Promote sustainable agricultural practices.



# **VII. Functions relating to Transparent Governance**

1. Transparency and Accountability
2. Social audit.
3. Third Party Physical Verification
4. Budgetary
5. Civil Works.
6. Maintenance works

# **VIII. Functions relating to Accounts and Audit**

1. Annual Statement of Accounts
2. Audit
3. District Level Audit meetings

# **VIV. Functions relating to Annual Report**

## **1. Annual Report**