

ROLE AND FUNCTION OF SDM

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-
- Law and Order
 - Office Management
 - Delivery of Services
 - Welfare and Social Welfare Activity
 - Key Factors Required for Success

Law and Order

- Command over legal provisions particularly Cr.P.C. & process of court
- Crime figures of the area in last 5-10 years
- List of Criminals/Goonda elements
- Activities of political parties
- Cases of atrocities against SC/ST
- Verification of Arms licenses
- Checking of Motor vehicles
- Chowkidar/Dafadar

Law and Order (Contd...)

- Holding of peaceful Exams
- Barricading of Graveyards
- Inspection of Jail
- Inspection of Police Station
- Co-ordination with police
- Intelligence gathering
- Tackling Road Blockade, land disputes, relief distribution etc.
- Monitoring of certificate cases

Office Management

- Assessment of resources (Manpower, Assets, Infrastructure etc.)
- Directory of Officers, Assistants and others of all departments
- Receipt and Issue of letters – Dak Management
- Weekly review of Assistants
- Supreme Court/High Court cases
- Retirement Benefits

Office Management (Contd. ...)

- Pending audit report and compliance
- Parliament/Assembly questions
- Lokayukta
- Financial Management – Budget, Advance, Voucher, AC/DC, Reconciliation of Cash book and Bank account
- Inspections
- Advance Tour programme

Delivery of Services

- Citizen charter
- RTI
- RTPS
- Janata Darbar
- Facilitation to visitors in the office
- Arrangement of printed receipts for lodging complaints
- Proper Signage in offices
- Gram Shivirs

Welfare and Social Welfare Activity

- Old Age Pension
- Social Security Pension
- Maternity Benefit
- National Family Benefit
- Disaster Management
 - Ex-gratia Payment
 - Relief Distribution
- Health
 - ▣ List of Sub-divisional Hospital/PHC/APHC/Sub-centres
 - ▣ Directory of Doctors, Ambulance, Specialists etc.
 - ▣ NRHM
 - ▣ Pulse Polio

Welfare and Social Welfare Activity

(Contd.)

- Education
 - List of Schools (Primary, Middle & High), Colleges etc.
 - Mid-day meal
 - Scholarship
 - SSA
 - Residential School
 - CM Cycle/Dress Yojana
- Scholarship
- Pre and Post Natal Benefits through Anganwadi Kendras

Welfare and Social Welfare Activity

(Contd.)

- SGSY
- MNREGA
- IAY
- MPLAD
- PMGSY
- MMGSY
- Other schemes
- Nutrition programme
- Kanya Vivah Yojana
- Kishori Shakti Yojana
- Meetings and Inspections

Welfare and Social Welfare Activity

(Contd.)

- Revenue and Land Reforms
 - In-depth study of land related Acts/Rules
 - Knowledge of measurement of land
 - List of Anchal-wise Gair majarua Aam/Khas/Bakasth lands (Government land)
 - List of Sairats
 - List of Parcha holders
 - List of Bhoodan lands
 - List of ceiling parcha
 - List of Kabristan
 - Encroachment & its removal
 - Rent Collection
 - Fixation of Commercial Rent
 - Resolving land disputes

Key Factors Required for Success

- Commitment to work
- Time Management
- Neutrality
- Integrity