

COMPLETING FIELD WORK ON TIME: A KEY RESPONSIBILITY OF PANCHAYAT EXECUTIVE OFFICERS

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INTRODUCTION

Your Role in Rural Development:

- ❖ As the last mile bureaucrat, you are the face of the government for the people.
- ❖ People respect and trust you, counting on your efforts to improve their lives.

WHY TIMELY FIELD WORK MATTERS ?

IMPACT OF DELAYS :

- Delays affect the trust of the villagers.
- Timely completion means faster benefits and better development for the community.

PLANNING IS KEY

- ❖ Start Each Day with a Plan.
- ❖ Prioritize tasks based on urgency.
- ❖ Break down larger projects into smaller, achievable goals.

MANAGE YOUR TIME EFFECTIVELY

- Stay Organized
- Group nearby villages in one visit to save travel time
- Use early mornings for the most important tasks.

NO ATTENDANCE, BUT SUBMIT DIARIES

Field Staff Flexibility:

- You are not required to put in attendance daily.
- However, you should submit your diary at the end of every month to the BDO to track your work and progress.

KEY FIELD PROJECTS

Examples of Work You Handle :

- Construction and maintenance of brick soling roads.
- Construction and upkeep of water tanks, community toilets, and individual toilets under beneficiary mode.
- Supervise MGNREGS projects, ensuring timely completion and quality.

BUILD A STRONG BOND WITH GRS's

- GRSs are Your Backbone.
- Every Panchayat has 1-2 GRSs who will assist you.
- Build a friendly relationship—call each other “Dada.” This bond will strengthen teamwork and make fieldwork smoother.

HANDLING ISSUES PROFESSIONALLY

Inform The BDO Immediately:

- If there are any issues with staff or projects, inform the BDO as soon as possible.
- Example: If there's tension in the village during a project, the BDO will ensure proper support from law enforcement.

HOW THE BDO CAN HELP DURING CRISIS ?

Examples:

- During a natural disaster, if there's damage in the village, the BDO will help mobilize resources to restore services quickly.
- If you face resistance in implementing a project, the BDO will step in to mediate and resolve conflicts.

BUILD TRUST IN THE COMMUNITY

Start with Small Acts:

- Simple actions like visiting villagers in need or responding to their concerns can go a long way in building trust.

THE TEMPLE OF TRUST

Respect of the People:

- Many villagers treat the Panchayat like a temple, removing their sandals before entering. This reflects their deep trust in the government.

GAINING TRUST MAKES WORK EASIER

Example:

- If people see that you are genuinely working for their welfare, they will cooperate with you, making it easier to complete projects and address issues.

PLAN FOR UNEXPECTED DELAYS

Adjust and Adapt:

- If a project is delayed, communicate the reason clearly with the villagers.
- Keep them informed, and their trust will prevent dissatisfaction.

REJUVENATE EXISTING ASSETS

Focus on Maintenance:

- Many Panchayat assets, like community halls or water tanks, need maintenance.
- Example: Cleaning up defunct assets can earn the villagers' trust and make them feel like resources are being well-managed.

KEEP YOUR OFFICE CLEAN

A Reflection of Your Work:

- A clean office shows discipline and dedication.
- Encourage villagers to feel that their concerns are taken seriously in a well-maintained space.

FINANCIAL TRANSPARENCY

Submit Cash Analysis on Time:

- Transparency in financial matters builds credibility.
- Example: If villagers know funds are being properly used, they will trust you more.

MAINTAIN STRONG RELATIONSHIPS WITH PUBLIC REPRESENTATIVES

Collaborate for Success:

- Local representatives can help you in tricky situations.
- Example: If a village leader supports a project, the villagers will follow.

USE TECHNOLOGY FOR EFFICIENCY

E-Gram Swaraj Portal:

- Complete updates as soon as projects are finished to ensure transparency.
- Do geo-tagging at every stage of the project to maintain accountability.

BALANCE COMPASSION AND RESPONSIBILITY

Remember Your Role:

- People trust you, and they know you are working hard for them. Show empathy but also maintain professionalism.

MISTAKES WILL BE FORGIVEN IF YOU WORK WITH INTEGRITY

Example:

- If you unknowingly make a mistake, the villagers will forgive you as long as they see your genuine effort and good intentions.

WORK FOR EVERYONE, ESPECIALLY THE LAST LEFT-OUT PERSON

Focus on Inclusivity:

- Every villager matters. Ensure that no one is left out of government schemes or benefits.

Don't PLAY THE BLAME GAME

Stay Honest:

- Never say in the field that the BDO isn't helping, and then tell the BDO that the locals aren't cooperating. This double-faced approach will only create trouble for you.

YOU ARE THE PEOPLE'S GO-TO PERSON

Locals Trust You First:

- Many people don't know who the BDO is, but they know and trust their Panchayat Sachiv (Panchayat Executive Officer).
- Example: Even during field visits with the BDO, people are more eager to speak to the Sachiv, as they believe the Sachiv will resolve their issues.

COORDINATE WITH LINE DEPARTMENTS

Teamwork Across Sectors:

- Line departments also implement projects, and though they're responsible, villagers will often come to you for resolution.
- Example: If a water project is delayed, people will ask you to intervene, even if it's another department's task.

FEEL FORTUNATE

Direct Impact on Lives:

- You're fortunate to work directly with people and see the real impact of your efforts on their lives.
- Example: When you solve an issue in the village, you see immediate gratitude from the community, which is rare for other officers.

YOUR JOB IS A PRIVILEGE

- Many people couldn't secure this job despite being highly competent.
- Consider yourself fortunate to serve the people directly.

EVEN IF YOU FEEL OVERQUALIFIED

- Some of you may feel underemployed or overqualified for this job.
- Work hard and in silence. Never let others see your dissatisfaction.

NEVER FEEL YOUR JOB IS INFERIOR

- You are in a position many people dream of having.
- People trust you because they believe you are capable.

YOUR DEDICATION WILL PAVE THE WAY

- Whether you continue in this job or move on, hard work will always show results.
- If anyone scolds you, don't feel bad; the outcome will prove your dedication.

STAYING MOTIVATED

- When work becomes challenging, remember why you started this job.
- People's trust in you will drive you to do better.

LEARNING FROM FIELD EXPERIENCE

- The field is your learning ground.
- Every challenge teaches you how to handle the next.

PREPARE FOR YOUR FUTURE

New Postings Await:

- You will soon be posted in different blocks. Take the lessons you've learned and continue making a difference.

WELCOME MESSAGE

To Those Coming to My Block:

- Some of you will be posted to my block after a couple of weeks. I look forward to working with you and hope we can continue making a difference together.

CONCLUSION

To Succeed:

- Plan, manage your time, build trust, and keep transparency in every action.
- Final Thought: “Do good, and good will follow you.”

THANKS for PATIENCE

OPEN for QUERIES