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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PANCHAYATI RAJ
ITANAGAR

NOTIFICATION

The 9th July, 2025

No. PR/27/2005/59.—The Governor of Arunachal Pradesh is pleased to order that the Additional Deputy Commissioner of the District Headquarter shall function as Additional Deputy Commissioner(HQ)-cum-District Panchayat Development Officer (ADC(HQ)-cum-DPDO).

The Governor of Arunachal Pradesh is further pleased to order that the Additional Deputy Commissioner of the District Headquarter shall continue to act as Member Secretary to Zilla Parishad as per the Arunachal Pradesh Panchayati Raj Act, 1997.

The Governor of Arunachal Pradesh is further pleased to order that Additional Deputy Commissioner (HQ)-cum-District Panchayat Development Officer (ADC-cum-DPDO) in addition to his duties as Member Secretary Zilla Parishad shall also discharge following charter of duties:

1. To ensure proper implementation and monitoring of all on-going programme of the MoPR, Government of India and State Government.
2. To ensure timely uploading of GPDP in e-Gram Swaraj Portal after conducting District planning Committee in March every year.
3. To ensure seamless maintenance of data/records/accounts of Panchayats in District and timely updates in Department portal.
4. To distribute funds to PRIs as per approved norms of the Government and ensure its proper utilization.
5. To monitor and supervise Panchayat Staff in the District.
6. To conduct inspection/audit of all Gram Panchayat/Zilla Parishad twice a year.
7. To supervise Capacity building of all PRI representatives and officials of the Panchayats.
8. To submit monthly/annual report/returns to the State Government.
9. To ensure timely submission of Utilization Certificates by the Panchayati Raj Institutions.
10. To attend public grievances related to Panchayat matters.
11. To brief and guide all Panchayati Raj members in connection with Panchayat Acts and Rules.
12. Any other subjects allotted/assigned by the Government from time to time.

This Notification supersedes the earlier Notification No.PR-56/91(Part- I)/328 dated 12th February, 2021.

Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.