

**1. ROLE AND FUNCTIONS OF SARPANCH IN VILLAGE ADMINISTRATION**

- The Sarpanch shall be directly responsible for carrying out or getting to be carried out.
- the resolutions of the Gram Panchayat passed by it for the purpose of carrying out the provisions of the Act;
- all directions issued by the State Government or any other authority authorised by the state government
- all functions assigned to the Gram Panchayat
- preside over and regulate the meetings of the Gram Panchayat;
- ensure proper custody and maintenance of records and register of the Gram Panchayat;
- exercise supervision and control over the acts done and action taken by the employees of the Gram Panchayat;
- be responsible for the safe custody of the Gram Panchayat Fund;
- operate the Gram Panchayat Fund including authorization of Payment, issue of cheques and refunds etc.
- to prepare all statements and reports



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