

3. In the sphere of Primary and Nursery Education and Culture —

- (a) visits to educational institutions;
- (b) check on attendance and other registers to enquire and report to concerned authorities on educational deficiencies and requirements in the village;
- (c) submission of recommendations on the annual budget of Primary and Pre-primary schools;
- (d) construction and repair work of educational institutions entrusted to the Village Council;
- (e) submission of reports on regularity of students, teachers attendance and school functioning.

4. In the sphere of Self Defence and Village Defence —

- (a) watch and ward of the village and of crops therein and raising voluntary organisations or organizations of any other kind, encouraging and assisting such organizations;
- (b) providing training facilities to the youth of the village for the purpose of self defence and village defence and assisting such training that may be organized by the Government;
- (c) preventing of fires, rendering assistance in extinguishing fires and protecting life and property when fire occurs.

5. In the sphere of Planning and Administration —

- (a) the preparation of plans for the development of the village;
- (b) assisting the implementation of soil improvement projects of the State Government;
- (c) economic survey of the village accompanied by the provisions of employment to the unemployed or unemployed residents thereof;
- (d) preparation of budget, collection and maintenance of accounts, custody and utilisation of funds, assessment and collection of taxes and maintenance of an Account Code;
- (e) use of assistance given by the Central Government or the State Government for any purpose of the village;
- (f) making independent surveys of the village or assisting such survey undertaken by the Central or State Government;
- (g) recruitment, training and management of staff to be employed by Village Council;
- (h) control of cattle-stands, threshing floors, grazing grounds and community lands;
- (i) establishment, maintenance and regulation of fairs, pilgrimages and festivals;
- (j) reporting to proper authorities of such complaints which are not resolved by the Village Council;
- (k) preparation, maintenance and upkeep of the Village Council records;
- (l) registration of births, deaths and marriages in such manner and in such form as may be laid down by the Administrator by general or special order in this behalf;
- (m) numbering of premises.