

- (o) construction and maintenance of buildings for warehouses, shops and such others;
  - (p) construction and maintenance of buildings for common use and for development activities;
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;