



Some Observations --- and Lessons



During Call Ons or Meeting a Senior Officer

- **Dress – to be at your best. First Impression**
- **Questions to be bold**
- **Questions to be relevant**
- **Don't bring frustrations here. Its neither productive nor impressive.**

Whats the actual
fear or
apprehension?

Transfer?

Family?

Job Satisfaction?

Salary?

Pls put them down in a paper/laptop
– the key words now in 5 mins.

Coming to District and Block



District and Block

- **Pay attention**
- **Make an impression**
- **Use at least 18 hours a day productively.**
- **Trouble people**
- **Get them a parting gift when you leave.**

Things to Observe and Do in a Block

- **What is the organogram of the BDO office?**
- **What are other Govt Block Level Functionaries that exist?**
- **Does PWD, Power and PHE have the same or similar structure?**
- **IS there a work allotment order in the BDO Office?**
- **What is the level of competence of the BDO office folks?**
- **And is there a difference within that broad category?**

Things to Observe and Do in a village-1

- **What is exactly a day in the life of a villager?**
- **What is the life of an adult man?**
- **What is the life of an adult woman?**
- **School going children? And the ones that don't.**
- **There are teenage mothers in the village – seek out. Talk to them and try to have a conversation.**
- **What is the average earnings per month?**
- **What kind of assets they own and what are the assets they want?**

Things to Observe in Village - 2

- **What are the major assets in the village? Or as per the villagers?**
- **Do they have a platform to speak?**
- **SHG groups function or not?**
- **What is the power situation?**
- **Water situation? How much time do they spend in a day for water?**
- **What is the priority of a household in spending? If you give 25,000 – how will they spend it?**

Things to Observe in a Police Station

- **What should be the manpower and what is the manpower?**
- **What are the kind of manpower? Armed or Unarmed or Oc or Ic or Circle Inspector?**
- **Have a look at the general diary**
- **See the FIR format**
- **What is the conviction rate in that police station?**
- **Which is the longest pending criminal case?**
- **Who are the known offenders in that locality? And for what reasons?**

Things to see in a DC office-1

- Organogram
- Responsibilities. Try to make a full map of it.
- Attend at least 1 meeting a day headed by DC
- Attend meeting that is to be taken by a ADC
- Election Branch working and Revenue Branch Working. Venture in to the Strong Room and see how EVMs are kept (I Doubt if they are there). Meet Asst System Engineer in Election Branch and spend time.
- Sit with Nazir and understand how expenses of the offices are met. Well, who is a Nazir? Find out.

Things to see and do in the DC Office - 2

- **Meet the DC – insist on accompanying him or her to a few places.**
- **Talk to the PA or the CA(confidential Assistant) of the DC. Ask about how DC goes about a day.**
- **Read some letters written by DC in the last 2-3 weeks.**
- **Talk about the Pandemic and ask the efforts they had taken and problems they had solved.**
- **Establish a rapport with the DC and with other senior officials there.**

WHAT NOT TO DO?

- **Don't Opionate unless asked for**
- **Don't argue with anyone.**
- **Remember that you are not an asset at this point of time in their daily schedules.**
- **Don't borrow money**
- **Dont ask for any special entitlements in food or clothing or anything. Find out the source and arrange it on your own.**
- **Don't decide for anyone on any matter even if it might look too obvious a thing. You will have ample time in life to do that.**
- **Never Settle!**

Write a Couple of Letters for the following scenario

Scenario 1 (15 minutes)

1. **To Your Colleague in the nearby Block mentioning about the matter of some villages who want a new VEC for themselves. But, however they don't want in the block of your colleague because its far and want to be a part of your block.**
2. **Letter to be properly formatted just like an official letter.**

Scenario 2 (15 minutes)

1. **A Letter to your Deputy Commissioner and Chairperson of District Rural Development Agency on a an innovative idea you have come up with your team on water conservation methods. Some villages in your block are having acute water crisis in winter times. Now that winter is about to come, you want to take up those works immediately. However, there are some guideline issues on the limit of work that could be done. You are asking for some exemption from DC so that you can sort out this problem.**