LAVANYA REDDY

Panchayat Secretary

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PERSONAL STATEMENT

Panchayat Secretary with 7 years of experience running gram panchayat administration in Telangana. Handles GPDP preparation, 15th Finance Commission grants on eGramSwaraj and PFMS, MGNREGA works, sanitation and plantation drives, property tax collection and Gram Sabha records for villages of up to 6,500 people.

WORK EXPERIENCE

Panchayat Secretary · *Gram Panchayat, Hanamkonda District (Panchayat Raj Department, Telangana), Hanamkonda* Apr 2023 – Present

- Administer a gram panchayat of about 6,500 people, including staff, sanitation workers, street lighting and water supply.
- Raised property tax and non-tax collection from 71% to 94% of demand in 2 years through door-to-door drives and digital receipts.
- Prepared the annual Gram Panchayat Development Plan with Gram Sabha inputs and uploaded plans and expenditure on eGramSwaraj with PFMS-linked payments.
- Coordinated MGNREGA works worth about ₹45 lakh a year, including job card updates, muster rolls and geotagging of assets.

Junior Panchayat Secretary · *Gram Panchayat, Warangal District (Panchayat Raj Department, Telangana), Warangal* Apr 2019 – Mar 2023

- Recorded minutes and resolutions for 30+ Gram Sabha and Gram Panchayat meetings and maintained statutory registers.
- Registered births and deaths online and issued certificates, clearing a backlog of 300 pending entries.
- Supported ODF Plus sanitation work, a village nursery and tree plantation, and solid-waste segregation sheds under state and central schemes.

EDUCATION

B.Com in Computers · *Kakatiya Valley Degree College, Warangal* 2014 – 2017

Grade: 72%

SKILLS

eGramSwaraj • PFMS • GPDP preparation • MGNREGA processes • Property tax administration • Birth and death registration • Gram Sabha minutes • MS Excel

CORE SKILLS

- Local governance
- Scheme implementation
- Public accountability
- Community coordination
- Records and audit compliance

CERTIFICATIONS

Induction training for Panchayat Secretaries · *State Institute of Rural Development* Sep 2019

Training on GPDP and eGramSwaraj · *State Institute of Rural Development* Jan 2022

LANGUAGES

Telugu · Native • English · Professional • Hindi · Professional • Urdu · Conversational

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