

GOVERNMENT OF ANDHRA PRADESH

**O/o DIRECTOR, GVWV & VSWS DEPARTMENT
JAWAHAR AUTO NAGAR, VIJAYAWADA – 520007**

RC.No. 454/F/GSWS/2022

Dated: 11/10/2022

From SAGILI SHAN MOHAN, I.A.S Director, GVWV & VSWS Department	To All HODs of Line Departments
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Sub	GVWV & VSWS Department –Village/Ward Secretariats –Recasting of eligible leaves to functionaries in HRMS Portal-instructions to concerned District/ Mandal/ULB level Officers -Requested -Regarding
Ref	1. GOMs No 5, GVWV & VSWS Department, dated 25.06.2022 2. Representation of Village Secretariat Welfare & Education Employees Association to this office, dated 30.09.2022.

You are aware that the services of eligible village/ward secretariat functionaries recruited during 2019 have been regularized and their probation declared in pursuance of the G.O vide ref 1st cited.

It is to inform that all the Leave Rules in vogue as per Fundamental Rules are applicable to the Village /Ward Secretariats employees also. Their leave has to be recast from the date of regularization after declaration of probation period by the leave sanctioning authorities of the concerned line departments at District/Mandal/ULB level. This office has enabled this in HRMS portal and provided logins to the respective leave sanctioning officers concerned.

In view of the above, you are requested to issue suitable instructions to all the District/Mandal/ULB level officers concerned for recasting of eligible leaves and credit the same to VSWS employees in HRMS portal accordingly.

Sagili Shan Mohan

DIRECTOR

Copy to:

All the Collectors in the state

All the District GSWS Officers in the state

All the DLDOs in the state

All the Municipal Commissioners in the state

All the MPDOs in the state

Copy submitted to

The Special Chief Secretary, GVWV & VSWS Department