



**REVENUE DEPARTMENT
PRAKASAM DISTRICT**

From,
Dr. Pola Bhaskar, I.A.S.,
Collector & District Magistrate,
Prakasam District :: Ongole.

To,
All The Tahsildars & MPDOs,

Computer.No.A3/286853/2021, Dated: 13/04/2021

Sir,

Sub: Public Servants – Village Secretariats – Coordination between Gram Panchayats and Village Secretariats – Designation of authorities to certain functionaries – instructions for implementation – Orders issued – Reg.

Ref:- 1) G.O.Ms.No.2, Department of GV/WV & VS/WS, Dt:25.03.2021.
2) Principal Secretary to Government Memo.No.REV01/77/2021-SER-III, Dt:09.04.2021.

In the reference 1st cited, the Government have issued orders to ensure better service delivery and coordination between Gram Panchayat and Village Secretariats in public interest and delegated the following Executive and DDO functions to the Panchayat secretaries and VROs.

I. Executive functions: Panchayat Secretary shall act as Executive Officer of the Gram Panchayat and shall function as a Link Officer between Gram Panchayat and Village Secretariat(s).

II. Drawing and Disbursement functions and Coordinator for implementation of Government Schemes.

a. Panchayat Secretary (I to V) shall act as a Drawing and Disbursement Officer (DDO) for himself/ herself and existing Panchayat Staff (regular / outsourcing / contractual staff) of Gram Panchayat.

b. Village Revenue Officer (VRO) shall act as a DDO for all the Functional Assistants in the Village Secretariat including Digital Assistant, except the Panchayat Secretary (Grade I to V) and existing Panchayat Staff (regular / outsourcing /

contractual staff).

c. VRO shall act as a Drawing and Disbursement Officer for drawing and disbursing of honorarium to the Grama Volunteers.

d. VRO shall also act as a Coordinator for activities related to service delivery of Government Schemes and shall ensure effective implementation of State Government schemes / services being rendered by Village Secretariats.

III. Administrative Functions:

a. All Village Functional Assistants including Digital Assistants, except Panchayat Secretary (Grade I to V) and existing Panchayat Staff regular outsourcing/ contractual staff), shall seek approval of Casual Leave from the respective Head of the concerned Department at the Mandal level and Casual Leave application shall be routed through VRO.

b. Sarpanch is the competent authority to sanction Casual Leaves of Panchayat Secretary (I to V) and existing regular Panchayat Staff of Gram Panchayat.

In the reference 2nd cited, Principal Secretary to Government, Revenue Department has instructed to implement G.O.Ms.No.2, Department of GV/WV & VS/WS, Dt:25.03.2021 immediately without any further delay.

Hence all the Tahsildars & MPDOs in the district are directed to communicate the above instructions to the concerned and to make arrangements on handing over charge and connected records to the concerned as instructed by the Government and report compliance.

Encl: Copy of references 1st and 2nd cited are herewith enclosed.

Yours faithfully
Kudimi Vinayakam
For Collector & District Magistrate,
Prakasam District :: Ongole.

Copy to the Sub Collector, Kandukur and Revenue Divisional Officer Ongole/
Markapur.

Copy to the CEO, ZP, Prakasam for information and necessary action.

Copy to the District Panchayat Officer, Prakasam for information and necessary action.

Copy to the District Treasury Officer, Prakasam for information.