

**GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE DIRECTOR, GVWV & VSWs DEPARTMENT**

From  
The Director,  
GVWV & VSWs Department,  
Auto Nagar, Vijayawada.

To  
All the District Collectors,  
All the DLDOs,  
All the MCs,  
All the MPDOs,  
All the Panchayat Secretaries,  
All the DAs / WEDPS in the  
State.

Sir,

**Lr.Rc.No. GWS02-OPOM0MISC/9/2022-FA, Dt.31/10/2022**

Sub:- GVWV & VSWs Department - Ward Secretariats - Obtaining of  
PAN card and TAN -Remittance of Amounts - Certain Instructions  
issued - Reg.

Ref:- 1. Lr.Rc.No. WS.S1-111481/2022, Dt. 22.07.2022 of the  
Commissioner, Municipal Corporation, Vijayawada.  
2. CBDT Notification # 53/2022, Dt. 10.05.2022.

\* \* \* \* \*

With reference to the letter 1<sup>st</sup> cited, the Commissioner, Vijayawada Municipal Corporation, informed that 286 Ward Secretariats are functioning under VMC jurisdiction, recently bill payment services were incorporated in APSeva portal and collecting huge amounts. While depositing the collected amount in eServices current accounts, the Bank Managers are insisting to submit the PAN card to deposit the amounts. The WEDPS are facing problem while depositing the amounts. And the Commissioner, VMC requested the Director, GVWV & VSWs Department to give permission to obtain PAN cards to all Ward Secretariats under VMC control for smooth running of services in Ward Secretariats.

In this regard, this is to inform that as per the latest circular of CBDT Notification No: 53/2022, Dated: 10.05.2022, PAN Cards are mandate for making Banking transaction such as opening of current account, depositing of cash in bank accounts and any other correspondence made with banks.

In view of the above, after careful examination of the matter, permission is hereby accorded to all District Collectors, DLDOs, MPDOS, MCs, Panchayat Secretaries, DAs / WEDPS to obtain organisational PAN cards and TAN in the name of Secretariat / Designation of DA / WEDPS, for smooth running of banking transactions in all Village / Ward Secretariats in the State.

In addition to the above, the following instructions are given below:

- a. Obtain cheque books for eServices account, with zero charges and Net banking facility.
- b. As per point no.9 of G.O.Ms.No. 149, Dt. 30.09.2019 of the Panchayat Raj & Rural Development (MDL-I) Department, the Panchayat Secretary shall Co-ordinate & Supervise the officers / employees working in Secretariats and the eServices account / Cash remittances along with DA / WEDPS. Thus any deviation of

instruction of cash remittances on T+1 basis will be viewed seriously and responsibility will be fixed.

- c. All lead banks are requested to issue instructions to their branches to give priority as and when DAs / WEDPS visit the banks for cash remittance.
- d. All lead banks in the State are requested to kindly waive off the Bank charges, if any.

Yours faithfully,

Sagili

Shan

Mohan  
Director

Copy to all lead banks and SLBC for necessary action.