

From
Sri Gandham Chandrudu, I.A.S.,
Collector & District Magistrate,
Ananthapuramu

To
All the Tahsildars/ MPDOs &
Mpl. Commissioners in the District.

Rc.No.A4/ 1958 / 2020 dated -03-2021

Sir / Madam,

Sub:- Establishment of Village/Ward Secretariats – Strengthening of
Village/Ward Secretariats – Instructions issued – Reg.

Ref:- CCLA's Cir. Instructions.Ser.IV(1)/216/2019 dated 12.10.2020.

In the reference cited, the Commissioner of Land Administration has issued following instructions in consonance with the existing orders/instructions issued from time to time.

a.Attendance: The VRO (Gr-I) & (Gr-II) should work from the Village/Ward Secretariat.

b.Casual Leave: The VRO (Gr-I) & (Gr-II) shall submit CL application to the Village Sarpach marking a copy to the Tahsildar.

c.Long Leave: The VRO (Gr-I) & (Gr-II) shall submit EL/HPL and other leave applications to the Tahsildar marking a copy to the Village/Ward Secretariat.

The Tahsildar / Competent Authority while sanctioning the leave, shall mark a copy of the concerned Village/Ward Secretariat and also to the Computer center duty mentioning the in charge VRO., name.

a. **Salary:** Since, as per the existing rules, the salary of the VROs shall be drawn and disbursed by the Panchayat Secretary/Mpl. Commissioners.

b. All the other service matters like Increments, Promotions maintenance of Service Register, declaration of probation etc., shall be continued with the existing competent authorities.

Copy of reference cited is herewith enclosed. All the Tahsildars/MPDOs/Mpl. Commissioners are requested to follow the above instructions and act accordingly. Further, all the Tahsildars are requested to open Service Registers for all Village Revenue Officers (Gr-II) in their jurisdiction.

Encl:- As above

Yours faithfully

For Collector
Ananthapuramu

Copy to the Sub Collector, Penukonda and Revenue Divisional Officer,
Ananthapuramu, Kalyandurg, Kadiri and Dharmavaram for information.
Copy to file.