

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Revenue Department- Village Administration – Functions (Job Chart) of the Village Revenue Officers (Grade-I & Grade-II) – Orders - Issued.

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REVENUE (SER.III) DEPARTMENT

G.O.MS.NO.415,

Dated:26-09-2019.  
Read the following:

- 1.G.O.Ms.No.1059, Revenue (VA) Department, dt.31.07.2007.
- 2.G.O.Ms.No.110, Panchayat Raj and Rural Development (MDL-I) Department, dt.19.07.2019.
- 3.G.O.Ms.No.217, Municipal Administration and Urban (UBS) Department, dt.20.07.2019.
- 4.From the Chief Commissioner of Land Administration & Special Chief Secretary, Vijayawada, CCLA's Ref.NO.Ser.IV(1)/216/2019, dated:23.09.2019.

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**ORDER:**

In the references read above, the Special Chief Secretary & Chief Commissioner of Land Administration, AP., has submitted proposals for job chart of Village Revenue Officer (Grade-I) and Village Revenue Officer (Grade-II).

2) Government after careful examination of the proposed new Job Chart for Village Revenue Officer (Grade-I) and Village Revenue Officer (Grade-II) and hereby accepted and fixed the following functions to the Village Revenue Officer (Grade-I) and Village Revenue Officer (Grade-II):

- i. Maintenance of Village Revenue Records and all Village Revenue Accounts promptly and accurately. Produce the same to senior Officers of Village Secretariat / Revenue Dept as and when required.
- ii. Collection of Water Tax, Cesses, Taxes and other sums pertaining to Revenue Department.
- iii. Azmoish of Fields (100%) inclusive of inspection of survey stones twice a year.
- iv. Protection of Government Lands, Government tanks, trees and other Government properties and take effective steps to safe guard the interests of Government.
- v. Preserve and safeguard Government Lands and properties from encroachments, damage or misuse including the lands available to the public, such as, roads, streets and open spaces in and near their villages.
- vi. Report encroachments damage or misuse of Government Lands and damage to Government property promptly to the Tahsildar and take effective follow-up action.
- vii. Provide assistance to the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.
- viii. In the event of transfer/ suspension/ removal /dismissal/ retirement or proceeding on leave other than casual leave, he shall handover all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge by the Tahsildar.

- ix. Issue of certificates: - a) The Village Revenue Officers shall issue Nativity Certificate and Solvency Certificate in their respective jurisdiction duly following the procedure.  
  
b) For the other certificates which have to be issued by the Revenue department, he/she will enquire and submit his report to the competent authority.
- x. Provide intimation regarding fire accidents, floods, cyclone and other accidents and calamities to the higher officials whenever and wherever, they occur and provide assistance to the Revenue Officials in assessing loss sustained because of natural calamities and in providing relief.
- xi. Inform the Railway Station Master, if any mishap or unusual occurrence of floods that might need urgent action to grievant mishap.
- xii. Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat.
- xiii. Conduct Panchanama in recovery of un-claimed property and keep "Government Attached Property" in safe custody.
- xiv. Assist in the preparation, updation of electoral rolls and perform other election duties as the Government direct.
- xv. Maintenance of Village Chavadies.
- xvi. Every Village Revenue Officer of Grade.I and Grade.II are answerable to the Village/Ward Secretariats.

**II. POLICE FUCNTIONS:**

- i. The V.R.O. will assist the Revenue functionaries in discharging the Executive Magisterial functions.
- ii. Inform the police of strangers of suspicious appearance who have entered and taken refuge in the village.
- iii. Prevent the commission of any offence or public nuisance.
- iv. Take measures to bring the offenders to justice.
- v. Search for stolen property and bring to the Police Station.
- vi. Preserve in-tact the scene of offence.
- vii. Take charge of unclaimed property and send to the Police Station.

**III. COMMUNITY WELFARE AND DEVELOPMENT:**

- i. Identify the beneficiaries with the assistance of V.R.As., and Village/Ward Voluntaries for grant of House sites and Ration cards.
- ii. Report cases of atrocities against Scheduled castes & Scheduled Tribes to the authorities concerned & provide assistance to them.
- iii. Strive for eradication of untouchability by providing access to scheduled castes and scheduled tribes in temples, removal of discrimination in all forms against the schedules caste population.

- iv. Assist the Department in all Civil Supplies related matters.
- v. Coordinate to Agricultural Assistant in reconciliation of crops.

**IV. MISCELLANEOUS:**

- i. Perform such other duties as may be assigned to him by the Government, Chief Commissioner of Land Administration, Collector/Jt. Collector, Sub-Collector/Revenue Divisional Officer, Tahsildars or any authority of Revenue Department authorized in this behalf.
- ii. Assist the authorities in servicing of legal notices and summons.
- iii. Cause beat of tom-tom and adopt other methods for informing people about events.
- iv. Act as "Inspector" under Minimum Wages Act, 1948 as and when notified by the Competent Authority.

3) The above functions shall be followed by Village Revenue Officer (Grade-I) and Village Revenue Officer (Grade-II) strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.MANMOHAN SINGH  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To  
The Chief Commissioner of Land Administration, A.P., Vijayawada.

Copy to:

The Prl. Secy to Government, PR&RD Department, AP.  
All the District Collectors (through Spl. CS & CCLA, AP).  
The Stock File/Spare Copy.

//FORWARDED: BY ORDER//

SECTION OFFICER