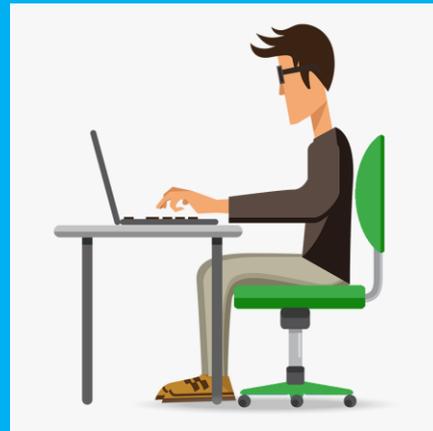


# Standard Operating Manual

Functionary: - Village Revenue Officer Grade I & Grade II  
(VRO)



# BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:




Households Mapped:




Clusters Mapped:




Functionaries Mapped




Volunteers Mapped:




Secretariat Vacancies:




Functionaries & Volunteers

Service Requests Received  
Since Inception (26-01-2020)




Service Requests Closed




Till Date

Grievances Received  
1902/ Spandana Register




Grievances Resolved:




## Registers Maintained at the Secretariat

1	Attendance Register	5	SPANDANA Grievances Register
2	Movement Register	6	Leaves Register
3	Stock Register	7	Tappal Register
4	Visitors Register	8	Meeting Register

# DESIGNATION SPECIFIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached COP:



Service Requests Received



Service Requests Closed

From:

Till date:



Grievances Raised:

From: Till date:



Grievances Resolved:



## Registers Maintained by the Functionary

1	Rice Card Register	4	Resurvey and Settlement Register
2	GSWS Services Register	5	ROR - 1B (Records of Rights) Register
3	House Sites Register	6	Adangal Register

# COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:  
Thrice A Day: **10.30 AM** |  
**3.00 PM** | **5.00 PM**



Update Movement  
Register before & after  
Field Visits



Always Wear Uniforms  
at Work



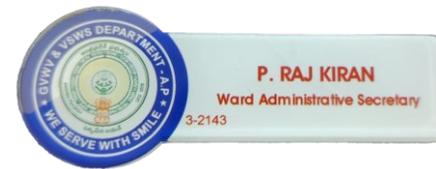
Remain at Secretariat  
for SPANDANA From  
3:00 PM To 5:00 PM



Always display posters  
of Schemes, non  
schemes, list of eligible,  
ineligible beneficiaries



Use HRMS for all Leave  
Applications, on field  
duty regularization by  
approval authority



Always wear your Badge  
at Work



Compulsory participate  
in Gram Sabha meeting  
every 3 months

# FUNCTIONAL ASPECTS

## Key Responsibilities

- **Identification of Beneficiaries** for various Schemes
- **Furnish data on income levels, collect cesses, taxes, water tax** etc. pertaining to Revenue Department.
- **Maintain Village revenue records, land mutation records, resurvey** and accounts.
- Assist in **servicing of legal notices & summons** and loan recoveries.
- **Conduct Panchanama of Unclaimed property**, minor & women suicide cases send to Police Station.
- Assist in **preparation, updating of electoral rolls** & perform election duties
- **Resolve the civil supplies problems, Issue the caste and income certificate, ration cards** based on the master database already available in the system.
- **Protect Government land**, tanks, trees & other properties, and **report encroachments/ damage/ misuse**
- Mobilize ration shops and Mobile Dispensing Unit (MDU) vehicles, Monitor door to door delivery of distribution of ECs in coordination with FPS dealers and MDU operators.
- Prevent the commission of any offence or public nuisance
- Enquire and issue of house sites, damage assessments, rescue support as a part of disaster management.

# FUNCTIONAL ASPECTS

## Responsibilities

Village Revenue Officer (VRO) shall:

- Report encroachment, damage or misuse of Government Lands and damage to Government property promptly to the Tahsildar and take effective follow-up action.
- Aid the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.
- Ensure transfer/ suspension/ removal/ dismissal/ retirement or proceeding on leave other than casual leave also handover all the accounts, registers, records and the person duly appointed by the competent authority to take charge by the Tahsildar.
- Issue Nativity Certificate and Solvency Certificate in their respective jurisdiction duly following the procedure.
- Enquire and submit his report to the competent authority for the other certificates which must be issued by the Revenue department
- Inform the Railway Station Master, if any mishap or unusual occurrence of floods that might need urgent action to grievant mishap.
- Verify Attendance of Village Revenue Assistants and ensure proper distribution of essential commodities.
- Serve services of notices/summons/orders under various Acts/Laws.

# FUNCTIONAL ASPECTS

## Responsibilities

- Publish A1 Notice and receive claims and objections, if any under various Acts/Laws.
- Assist Revenue Officers in Taking/Handing over Possession of Land.
- Assist Executive Magistrates and Police in Writing Inquest reports.
- Attend general duties, Protocol duties & Government Special Programs entrusted by Functional Assistants.

For Police Function related activities, Village Revenue Officer (VRO) shall:

- Assist the Revenue functionaries in discharging the Executive Magisterial functions.
- Inform the police of strangers of suspicious appearance who have entered and taken refuge in the village.
- Take measures to bring the offenders to justice.
- Search for stolen property and bring to the Police Station.
- Preserve in-tact the scene of offence.

For Community Welfare and Development related activities, Village Revenue Officer (VRO) shall:

- Identify the beneficiaries with the assistance of Village revenue assistants & Volunteers to grant Ration cards.
- Report cases of atrocities against Scheduled castes & Scheduled Tribes to the authorities concerned & aid them.
- Coordinate with Agricultural Assistant in reconciliation of crops.

# FUNCTIONAL ASPECTS

## Responsibilities

For Miscellaneous activities, Village Revenue Officer (VRO) shall:

- Strive for eradication of untouchability by providing access to scheduled castes and scheduled tribes in temples, removal of discrimination in all forms against the schedule's caste population.
- Perform 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.
- Cause beat of tom-tom and adopt other methods for informing people about events.
- Act as “Inspector” under Minimum Wages Act, 1948 as and when notified by the Competent Authority.
- Issue Crop Cultivator Right Cards, Preparation of Reports & Submission to higher officers.
- Update Village Accounts as per directions of Tahsildars.
- Update Webland records as per directions of Tahsildar.
- Correct entries in Webland, Village Accounts and other Land Records as per directions of Tahsildars.
- Report violations under Land Ceiling Act, OTC Act, POT Act, LTR in Agency areas, Assignment rules and conditions and Mines and Minerals rules.
- Collect Revenue (Water tax, Water Royalty, OTC tax, RR Act etc).
- Undertake any other work entrusted by the Superior Officers/Panchayat Secretary.

# FUNCTIONAL ASPECTS

## Responsibilities

- Report Inclusion, deletion and modifications in electoral rolls, enrolment in Praja Sadhikara Survey as per directions of Tahsildars.

### **Note: Shall also be responsible for:**

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO.MS No: 415, Dated: 26-09-2019 Issued by: PR & RD  
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/16\\_GO Ms. 415-Revenue VRO job chart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/16_GO_Ms.415-Revenue_VRO_job_chart.pdf)
- Also Refer GSWS Employee Corner for Village Revenue Officer Calendar Activity  
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/VILLAGE%20REVENUE%20OFFICER%20English%20Version.pdf>

# FUNCTIONAL ASPECTS

## Key Services Handled

- New Rice Card (Member Addition & Member Deletion, Spilt Card, Surrender)
- Income Certificate, Integrated Certificate
- Family Member Certificate
- Agriculture Income Certificate
- No Earning Member Certificate
- Birth Certificate & Death Certificate, Child Name Inclusion in Birth Certificate – CDMA
- Late Birth registration & Late Death registration
- House Site Application
- Mutation And Title Deed Cum Pattadar Passbook
- Economically weaker section certificate
- Other Backward (OBC) Certificate
- Small Farmer Certificate, Residence Certificate