

DEPARTMENT OF GRAMA VOLUNTEERS / WARD VOLUNTEERS &
VILLAGE SECRETARIATS / WARD SECRETARIATS,
O/o THE DISTRICT GSWs OFFICER INCHARGE, PALNADU

From
M.Venkat Reddy, M.Sc.,
District GSWs officer Incharge,
Palnadu District.

To
All Municipal Commissioners
All MPDOs.

Rc.No.:: 03/Attendance/2024/DCGWS.

Dated: 09.09.2024.

Sub: GVWV & VSWS Dept.- Compulsory attendance to all secretariat functionaries-Every functionary, irrespective of designation, at village/ward secretariat has to mark his/her biometric attendance three times a day. -instructions- reg.,

Ref. 1.Oral Instructions of Hon'ble Collector & District Magistrate - Palnadu.

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Orders: -

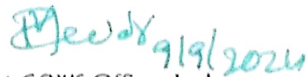
It is observed that many of the Village/Ward Secretariat functionaries are not Marking their biometric attendance regularly. All Village/Ward secretariat functionaries, irrespective of designation, shall be available for PGRS(Public Grievance Redressal System) from 3:00PM and shall mark their attendance three times a day, i.e.,

In-time	: Before 10:30 AM
PGRS Attendance	: 03:00 PM
Out-time	: After 05:00 PM

All Municipal Commissioners and all Mandal Parishad Development Officers are directed to monitor attendance of all Village/Ward Secretariat functionaries regularly irrespective of designation.

All the Municipal Commissioners and all Mandal Parishad Development Officers are held responsible for Attendance of VSWS Functionaries and action will be initiated against them those who are failed to monitor.

Violation of the above order by any functionary will be viewed seriously.


District GSWs Officer Incharge,
Palnadu District.

Copy to

1. All the Line Department District Heads for taking necessary action
2. All the DLDOs in the District for taking necessary action.
3. All the RDOs in the District for information.
4. Copy Submitted to The Collector & District Magistrate for kind information.