

GOVERNMENT OF ANDHRA PRADESH
PROCEEDINGS OF THE DIRECTOR, GVWV & VSWS DEPARTMENT
AUTO NAGAR, VIJAYAWADA.

Present: Sri Sagili Shan Mohan, IAS

Proccgs.Rc.No. GWS01-OPE/33/2021-GWS

Dt. 31/10/2022

Sub:- GVWV & VSWS Department - Remittance of amounts collected by the
Village / Ward Secretariats in the State - Not depositing the full amounts
in the HOD accounts - Certain instructions issued - Further action -
Requested - Reg.

Ref:- 1. This office circular memo no. GWS01-OPE/33/2021-GWS, Dt.
09.08.2021.

2. This office Lr.Rc.No. GWS01-COOR/60/2021-GWS, Dt. 06.06.2022.

3. This office Lr.Rc.No. GWS01-COOR/60/2021-GWS, Dt. 01.09.2022.

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ORDER:

The District Collectors, DLDOs, MCs, MPDOs, MROs, Panchayat Secretaries in the State are informed that it is brought to the notice of the undersigned that huge amounts are stuck in the field due to non remittance of funds collected by the DAs / WEDPS in the State.

Therefore, in order to resolve this issue the following guidelines / SOP is hereby

issued:

1. DA (PS Gr.-VI) / WEDPS shall initiate service request after payment of the Service charge either in cash mode / Bill desk / Single UPI.
2. After successful completion of the Transaction, challan will be generated for cash mode collection.
3. After generation of challan the amount must be deposited in HOD account on T+1 basis (i.e. T- Date of Transaction) as per the existing Government norms.
4. The DA (PS Gr.-VI) / WEDPS shall visit e-Services bank branch along with cash on hand and challan to deposit the cash in e-Services account and onward transfer the amount to HOD pool account through NEFT / RTGS as per the challan.
5. All DA (PS Gr.-VI) / WEDPS in the State are instructed not to use personal bank accounts for Cash remittances and they are also instructed to use eServices account only.
6. DA (PS Gr.-VI) / WEDPS have to produce Organizational PAN / FORM 60 to bank officials while depositing the amount exceeds Rs. 50,000/- in e-Services account and transfer of amounts to HOD pool account.
7. Any refunds and failures must be reconciled on daily basis.
8. DA (PS Gr.-VI) / WEDPS have to raise / submit the issue in the "Reconciliation Payment Collection" web page of other services option in "APSEVA Portal" in case of refunds not received as well as in case of failed transactions.
9. All Technical issues regarding the challan generation / remittance must be placed in the "Request Tracking Tool".
10. The following registers must be maintained in every Village / Ward Secretariat for Audit purpose.
 - a. Cash books for each account that is maintained at secretariat.
 - b. Voucher files for expenditure.
 - c. Challan files for the receipts paid at banks.
 - d. Bank scrolls Register to round the list of service-charges that are remitted to pool of ICICI bank account / UPI/ CFMS.
 - e. Reconciliation watch Register for Refund amounts of either beneficiary / Digital Assistant.
 - f. Assets Register.
 - g. Stock entry register.
11. Any pending remittance amount without a valid reason shall be treated as temporary misappropriation and attracts disciplinary action.

The District Collectors, DLDOs, MCs, MPDOs, MROs, Panchayat Secretaries in the State are requested to follow the above said instructions scrupulously.

Sagili Shan Mohan

DIRECTOR

To

All District Collectors,

All DLDOs,

All MCs,

All MPDOs,

All MROs,

All Panchayat Secretaries in the State.