

Circular No: 13 / 2017  
Rc. No. Ser V (1) / 7364 / 2014

Revenue Administration,  
Disaster Management and  
Mitigation Department,  
Chepauk, Chennai - 600 005  
Dated: 21.08.2017

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35794  
31/8/17

Circular



Present : Dr.K. Satya Gopal, I.A.S.,  
Principal Secretary / Commissioner of Revenue Administration

Sub: Village Administration – Village Administrative Officers – Non Resident in charge villages – Instruction to reside in the Charge villages – Reg.

- Ref:
1. Letter (Ms). No. 490 Revenue Department, dated 25.08.2005
  2. This office circular No. 41 / 2005 Ser V(1) / 67393 / 2005 dated 01.10.2005
  3. This office R.C.No. Ser.5(1) / 31235 / 2010 dated 06.05.2010
  4. Judgment dated 16.06.2011 in W.P. 7922 / 2011 of Hon'ble High Court of Madras
  5. This office D.O. letter No. Ser V(1) / 31232 / 2010 dated: 15.07.2011
  6. Judgment dated 07.01.2016 in W.P. 392 / 2016 of Hon'ble High Court of Madras
  7. This office JC(RA) D.O. letter No. Ser V(1) / 7364 / 2016 dated: 28.03.2016.
  8. This office circular no.3/2016 Ser V(1) / 7364 / 2016 dated: 03.08.2016.

I invite your attention to the references cited above.

2) Time and again repeated instructions have been issued by the Government and by this Commissionerate to ensure that the Village Administrative Officers reside in their villages where they are posted.

The Honourable High Court in its judgement in WP.No. 7922 / 2011 Dated. 16.6.2011 taking in account, the circular issued by this office in reference 4<sup>th</sup> cited has observed that "If the Village Administrative Officers are not strictly discharging their duties and if any complaints are received then



disciplinary action may also be taken simultaneously against the superior officers also for not supervising and enforcing their presence in the villages". It was also ordered that the above order be circulated to all Collectors, District Revenue Officers, Revenue Divisional Officers and all staff up to the level of Village Administrative Officers.

In spite of the above order being circulated to all district officials, another WP.392/16 has been filed with a prayer to direct the Government to take appropriate disciplinary action against the erring Village Administrative Officers and their superior officers for violating the order given in WP.No. 7922 / 2011 Dated. 16.6.2011.

3) The Honorable High Court in WP.NO 392/16 has directed the Principal Secretary/ Commissioner of Revenue Administration "to get a proper verification done and find out if the allegation made by the petitioner is correct or not and thereafter pass a speaking order within a maximum period of 3 months from the date of receipt of order. If the grievances of the petitioner, persists the petitioner is at liberty to approach the court.

Needles to say, that if the allegations of the petitioners are found to be correct, the consequential disciplinary action shall follow".

4) Therefore in order to avoid any unpleasant situation being made the following instructions are issued for strict adherence.

- i. All the Revenue Divisional Officers, Tahsildars, Zonal Deputy Tahsildars and Revenue Inspectors to ensure that all the Village Administrative Officers reside in the respective charge Villages and discharge their duties by means of surprise checks.
- ii. Movement register has to be operated in the charge village.
- iii. Residential address has to be obtained from all the Village Administrative Officers through Revenue Inspector concerned.
- iv. Fortnight diary of the Village Administrative Officers has to be obtained and to be checked by the Zonal Deputy Tahsildars after obtaining the views of Revenue Inspector.
- v. All the above particulars has to be sent through Pdl by 10<sup>th</sup> of every month.




5) Collectors are instructed to send a certificate immediately to the effect that the above said instructions have been communicated to all the Revenue Divisional Officers, Tahsildars, Zonal Deputy Tahsildars, Revenue Inspectors and Village Administrative Officers. The circular shall also be uploaded in the district website. If there are any complaints regarding non availability of Village Administrative Officers in the village then concerned firka Revenue Inspector and Zonal Deputy Tahsildar will be held responsible and disciplinary action initiated against them as well as the Village Administrative Officer. If there is any complaint, the supervisory officer will be held responsible and disciplinary action should be initiated against them as well as the erring.


6) The receipt of this letter may be acknowledged.

Sd/- K. Satyagopal.  
Principal Secretary /  
Commissioner of Revenue Administration.

To  
All District Collectors.

Copy to  
The Secretary to Government,  
Revenue Department,  
Secretariat, Chennai – 600 009.

  
Assistant Commissioner-IV.  
for Principal Secretary /  
Commissioner of Revenue Administration.

  
29/8/17.