

GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS Department, TADEPALLI- 522 501

O/o the Commissioner & Director of
GV/WV &VS/WS Department, AP, Tadepalli,

Circular

RC.No. /GSWS/, Dated: 17-07-2020

Sub:	GVWV & VSWS Department – Delivery of Services through Village / Ward Secretariats – Collection of Service Charges & Statutory Charges – Remittance of Collected amount in the banks by Grama Mahila Samrakshna Karyadarshi Grade.III /Ward Mahila Samrakshna Karyadarshi Grade.III of Village / Ward Secretariats - Certain instructions issued – Regarding.
Ref:	1. G.O. Ms. No.156, GAD (Cabinet - II), Dated: 21-12-2019 2. G.O. MS. No. 33, GAD (Cabinet - II), Dated: 13-04-2020

- 1) In the reference 1st cited the Government established Gram Volunteers / Ward Volunteers & Village Secretariats /Ward Secretariats for effective implementation of welfare programs and to improve delivery of services at the doorsteps of citizens in a transparent and corruption free manner and notified in the reference 2nd cited. Government established 11,162 Village Secretariats and 3,842 Ward Secretariats and positioned various functionaries to discharge the duties assigned to them.
- 2) Government decided to deliver the e-services through Village / Ward Secretariats and identified 540 plus services of G2C & B2C relating to various line departments. These services are processing by Panchayat Secretary Grade-VI (Digital Assistant) at Village Secretariats and Ward Education & Data Processing Secretary at Ward Secretariats. The Panchayat Secretary Grade-VI (Digital Assistant) and Ward Education & Data Processing Secretary has to sit in the Village / Ward Secretariat and collect the Service & Statutory charges from the citizens and they have to available all the time to the citizens in the office hours at Village / Ward Secretariats.

- 3) Further service & statutory charges collected by Village / Ward Secretariats shall be deposited every day in the banks without any scope of misappropriation funds. In this regard the Panchayat Secretary Grade-VI (Digital Assistant) and Ward Education & Data Processing Secretary shall handover the collected cash to Grama Mahila Samrakshna Karyadarshi Grade.III /Ward Mahila Samrakshna Karyadarshi Grade.III every day at 2.00 PM.
- 4) Grama Mahila Samrakshna Karyadarshi Grade.III /Ward Mahila Samrakshna Karyadarshi Grade.III shall deposit in the banks every day after receiving of amount from the Panchayat Secretary Grade-VI (Digital Assistant) and Ward Education & Data Processing Secretary along with Day End Challan. After deposit the amount the copy of challan shall keep on record in a safe custody and show to the audit whenever needed.
- 5) Wherever & whenever the Grama Mahila Samrakshna Karyadarshi Grade.III /Ward Mahila Samrakshna Karyadarshi Grade.III post is vacant or on leave, the functionaries in the following order shall deposit the cash in the banks.
 - Engineering Assistant / Ward Amenities Secretary
 - Welfare & Education Assistant/ Ward Welfare & Development Secretary.
 - Any other functionary assigned by Panchayat Secretary Grade-I to V/ Ward Administrative Secretary.
- 6) Panchayat Secretary in Village Secretariats and Ward Administrative Secretary in Ward Secretariats shall monitor the deposit of Cash to designated account regularly and ensure the implementation of above detailed instructions.
- 7) The Municipal Commissioners and the MPDOs are requested to give necessary instructions accordingly to all Village / Ward Secretariats and see to implement above instructions scrupulously without give any scope of misappropriation of funds.

- 8) If any amount is collected and not deposited by village /ward secretariats, the concerned persons shall remit into respective bank accounts immediately by 22-07-2020 without fail, otherwise disciplinary proceedings will be initiated against the responsible persons.
- 9) The Joint Collectors (VWS&D) are requested to ensure implementation of above instructions and review on deposit of service and statutory charges in the banks periodically.

COMMISSIONER & DIRECTOR

To

- 1) All the Joint Collectors (V&WS D) in the state for necessary action.
- 2) All Municipal Commissioners in the state.
- 3) All the Chief Executive Officers of ZPPs / District Panchayat Officers in the State.
- 4) All the Mandal Parishad Development Officers in the state.

Copy to

- 1) The All District Collectors in the State.
- 2) The Commissioner, PR&RD Department, Tadepalli, Guntur District.
- 3) The Commissioner & Director of Municipal Administration, Guntur.
- 4) The Secretary to Government MA&UD Department
- 5) The Principal Secretary to Government PR & RD Department.
- 6) PS to the Principal Secretary to Govt., GVWV & VSWS Department.

