

BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Served:



Households Mapped:



Clusters Mapped:



Functionaries Mapped:



Volunteers Mapped:



Secretariat Vacancies:



Functionaries & Volunteers

Service Requests Raised:



Service Requests Closed



Since Inception (26-01-2020)

Till Date

Grievances Received:



Grievances Resolved:



1902/ Register

Registers Maintained at the Secretariat

1	Attendance Register	6	Certificates Issued Register
2	Movement Register	7	SPANDANA Grievances Register
3	Stock Register	8	Cash Box Register
4	Visitors Register	9	GSWS Services Register
5	MeeSeva Services Register	10	Remittance of Service Charges 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	Billing Application (BA) Register	6	Advertisement Tax Register
2	Development Permission Management System (DPMS) Login Register	7	Mortgage Register
3	Municipal Assets Register	8	Occupancy Certificate (OC) Register
4	Unauthorized Constructions Identification & Monitoring System (UCIMS) Register	9	Transferable Development Register
5	Encroachment Register	10	Dilapidated 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



Always display
Volunteers contact
details & the cluster
number attached to

FUNCTIONAL ASPECTS

Key Responsibilities

- Undertake outdoor inspection daily in forenoon to attend to responsibilities entrusted.
- **Issue Building Permission & Layout Permission, Issue Occupancy certificate (OC)** – Inspect of all buildings approved online.
- Maintain **Asset Registers, record of approved building plans, layouts, sanctioned master plan extract/ area development plan, proposed circulation network plans.**
- Maintain & monitor **Mortgage Register, Temporary Encroachment Register, suit register, unauthorized construction & deviation register, prosecution register, TDR register, Road Development Plans and Junction Improvement Plan Register.**
- Identify & **act against all unauthorized constructions, hoardings and outdoor media display devices,** and violations to sanctioned plans.
- Identify **encroachments in Government lands, water bodies, layout open spaces, municipal lands, dilapidated buildings,** and any public places.
- **Prepare & serve notices to occupiers of dilapidated buildings** structures and further refer matter to Engineering Section for obtaining opinion for **demolition/Repair.**
- Report **violation of parking places** in buildings.
- Identify **buildings without fire safety measures.**

FUNCTIONAL ASPECTS

Responsibilities

Ward Planning and Regulation Secretary shall:

- Create awareness among citizens regarding the Building Penalization Scheme (BPS)/any scheme pertaining to Town Planning in the respective wards.
- Prepare Beautification Plans of the Ward and Locality maps/Door Numbering Maps.
- Identify and report requirement of street direction board.
- Study and identify requirement of widening of roads to ensure proper traffic flow pattern.
- Assist the department in Preparation of Master Plans, Area Development Plans, Road Development Plans, Junction Improvement Plans, Circulation Network Plans of the Ward and Election and Census Work.
- Integrate and coordinate with other Ward Secretaries of the Ward Secretariat for citizen service delivery.
- Create awareness about fire safety measures.
- Create awareness on the new topics like TDR, GIS based Master plan preparation, stakeholder consultations for implementation of plans.
- Maintenance of parks, Open spaces, and Play Grounds.
- Identify requirement of Burial grounds and improvement of existing Burial grounds.
- Promote recycling and reuse of water

FUNCTIONAL ASPECTS

Responsibilities

Ward Planning and Regulation Secretary shall:

- Identify requirement of public parking places, explore the possibility of providing public parking Places.
- Identify suitable land for urban housing in the Ward and initiation for approval.
- Identify buildings with Rain Water Harvesting Structures and further improvement needed.
- Identify green buildings-preparation of list of green buildings and to encourage the green buildings concept.
- Identify of buildings with STPs within the building and its maintenance issues and to encourage STPs.
- Identify places for Community Rain Water Harvesting Structures and reporting to higher authorities for necessary action.
- Undertake any other duties entrusted by the higher authorities from time to time

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 reference to GO RT No: 650, Dated: 03-10-2019, Issued by : MAUD
https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/18_GO_Rt._650-MAandUD-Ward_Secretariats_Job_Chart.pdf
- Also Refer GSWS Employee Corner for Ward Welfare and Development Secretary Calendar Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WARD%20PLANNING%20AND%20REGULATION%20SECRETARY.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- Issue of Layout Regularization Scheme (LRS)
- Issue of Occupancy Certificate (OC)
- Issue of Building Penalization Scheme (BPS)
- Issue of Building Plan
- Outdoor inspection
- Handle court cases related to illegal constructions
- Report violations
- Election related work
- Census related work