

**Proceedings of the Director, Social Welfare, A.P, Tadepalli
Present: Sri K.Harshavardhan, I.A.S**

Rc.No.SOW02-17/17/2021

02/03/2021

Sub: SWD- WEAs – functionaries recruited and posted in all
Village/Ward Secretariats – payment of Salaries linked to
Biometric attendance – Leaves other than Causal Leaves – Leave
Sanctioning Authorities – Orders - Issued - Reg.

Ref:1.Lr.Rc.No.2/A/(E1354798)/2021 dt.23.02.2021 of the Prl.Secy,
GVWV &VSWS Dept., Vijayawada.

2.Minutes of the Meeting Conducted by the Principal Secretary
to Government, GVWV & VSWS Department on Declaration of
probation to Village/Ward Secretariat functionaries on
18.02.2021.

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ORDER:

In the ref. cited the Principal Secretary, GVWV &VSWS Dept., held a meeting with line departments on 18.02.2021 at Vijayawada to finalize the service matters for the Village and Ward Secretariat functionaries.

During the meeting the Principal Secretary to Govt. advised to communicate the delegation of powers regarding certain service matters to the authorities concerned so as to exercise powers in respect of Village and Ward Secretariat functionaries working under their jurisdiction and requested to issue detail instruction regarding sanction of leaves other than Casual leaves duly indicating type of leave and sanctioning authority which is required for payment of salaries based on Biometric attendance.

After careful examination of the matter the following powers are hereby delegated to the authorities in respect of village secretariat functionaries (WEAs) working under their jurisdiction.

Leave Sanctioning Authority to the Village/Ward Secretariats' Functionaries

Name of the Functionary: Welfare and Education Assistant

Name of the Department: Social Welfare Department

Sl.No	Name of the Leave	Sanctioning Authority
1	Causal Leave(C.L)	One of the functionaries as decided by the GVWV &VSWS Department
2	Optional Holiday(O.H)	One of the functionaries as decided by the GVWV &VSWS Department

3	Special Causal Leave	Asst. Social Welfare Officer concerned
4	Commutated Leave	-do-
5	Maternity Leave	- do-
6	Paternity Leave	-do-
7	Earned Leave (E.L)	-do-
8	Half Pay Leave(H.P.L)	-do-
9	Extra Ordinary Leave(EOL) or Leave on Loss of Pay	-do-
10	Study Leave	-do-
11	Surrender Leave	-do-
12	Hospital Leave	-do-
13	Special Dsability Leave	-do-
14	Leave Not Due	-do-

Kati Harshavardhan Ias

Director

To

The District Collectors of all the thirteen districts

To the JDs/DDs of social welfare department in the districts

Copy to the Prl.Secy., to Govt., GVWV &VSWS Department, APIIC Colony, Vijayawada.

Copy to the CEO, APCFSS, Ibrahimpatnam, Krishna Dist., for taking necessary action.

Copy to the all ASWOs in the State

(through the Jt.Directors/Dy.Directors(SW))