

GOVERNMENT OF ANDHRA PRADESH
O/o DIRECTOR, GVWV & VSWS DEPARTMENT
JAWAHAR AUTO NAGAR, VIJAYAWADA - 520007
Proceedings of the Director
Present: Sri. S. Shan Mohan, I.A.S.,

RC.No. 223 /F/GSWS/2022

Dated: 27/05/2022

From SAGILI SHAN MOHAN, I.A.S Director, GVWV & VSWS Department	To All the District Collectors in the State
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Sub :	GVWV & VSWS Department –Seamless Delivery of Services through Village/ Ward Secretariats – Incharge arrangements for the post of Digital Assistants/ Ward Education & Data Processing Secretaries, Welfare & Education Assistants wherever they are vacant–Certain instructions - Regarding,
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It is noticed that there are several vacancies of Digital Assistants, Welfare and Education Assistants and Ward Education and Data Processing Secretaries in village/ward secretariats. While making incharge arrangements to such vacancies it is felt desirable to issue suitable guidelines in order to ensure seamless delivery of services.

1. Wherever the post of Welfare & Education Assistant (WEA) is vacant in a village secretariat WEA of another village secretariat shall not be kept incharge. The concerned Panchayat Secretary(Grade V) may be kept in charge.
2. Wherever the post of Digital Assistant is vacant, the concerned WEA may be kept incharge. If WEA is also vacant any other suitable functionary with computer knowledge, other than Panchayat Secretary, may be kept incharge.
3. Wherever the post of Ward Education & Data Processing Secretary in any ward secretariat is vacant the concerned Ward Administrative Secretary (WAS) may be kept incharge. If the WAS is also vacant the concerned Ward Welfare & Development Secretary may be kept incharge.

District Collectors are requested to instruct MPDOs and Municipal Commissioners to follow the above guidelines diligently.

Sagili Shan Mohan
DIRECTOR

Copy submitted to
The Special Chief Secretary, GVWV & VSWS Department