

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

General Administration Department –Cabinet- Creation of new Department i.e. "Department of Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats" – Orders – Issued.

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**GENERAL ADMINISTRATION (CABINET-II) DEPARTMENT**

**G.O.Ms.No.156**

**Dated:-21.12-2019.**  
**Read the following:-**

- (1) G.O.Ms.No.104, PR&RD Department, dated:22.06.2019
- (2) G.O.Ms.No.201, MA&UD Department, dated:23.06.2019
- (3) G.O.Ms.No.110, PR&RD Department, dated:19.07.2019
- (4) G.O.Ms.No.217, MA&UD Department, dated:20.07.2019

**ORDER:**

In the reference 1<sup>st</sup> read above, orders were issued for positioning of Volunteers@ one for around 50 households in the state to ensure leak proof implementation of Government programmes/Schemes

2. In the reference 2<sup>nd</sup> read above, orders were issued for positioning of Ward Volunteers @ one for around 100 households in all the Urban Local Body (ULB) areas in the State to ensure leak proof implementation of Government programmes/Schemes

3. In the references 3<sup>rd</sup> & 4<sup>th</sup> read above, Village Secretariat in all villages and Ward Secretariat in all Municipal areas were established respectively, in order to revamp delivery system of Government Services and welfare schemes at the grass root level with the aim to improve living standards of the people through the concept of NAVARATHNALU as core theme of governance and to bring transparency and accountability in delivery of services to the citizens.

4. To achieve the optimum utilization of human resources positioned in the newly created secretariats for better coordination and synergy among the Welfare & Implementation Departments, it is felt necessary to create a new Department to act as an integrated institution to build the capacities, to ensure Real time monitoring of newly positioned volunteers and secretariat functionaries for delivery of services to the citizens at their doorsteps.

5. Government after careful examination hereby create a new Department i.e. "Department of Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats".

6. The objectives of "Department of Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats" are as detailed below:-

- Ensure effective coordination among the newly positioned functionaries in village/ ward secretariat by mustering support from the concerned departments.
- Ensure Intensive, Integrated and Comprehensive Training to all functionaries in village/ward Secretariats including volunteers.
- Ensure well defined responsibilities and roles and specify these in a Manual with Clear Job Charts for all functionaries for smooth functioning of Secretariat.
- Identify Key convergence areas and development of operational Strategies.
- Ensure effective participation of all related departments in village and ward planning and its implementation.

- Ensure proper infrastructural facilities to both Village and Ward Secretariats.
- Ensure funds flow online and ensure proper accounting system is put in place.
- Ensure Suitable Mechanism for convergence of CBOs with Secretariats.
- Establish effective online monitoring system and to ensure effective delivery of services.
- Generation of Real time MIS reports to take appropriate decisions at Government level.

7. Necessary orders on the staffing pattern and subjects to be allotted to the new Department will be issued separately.

8. Necessary amendments to the First Schedule of the A.P. Government Business Rules, 2018 will be issued separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NILAM SAWHNEY  
CHIEF SECRETARY TO GOVERNMENT

To:

The PR&RD(OP) Department  
The MA&UD (OP) Department  
The Department of Gram Volunteers/Ward Volunteers  
and Village Secretariats /Ward Secretariats

Copy to:

All Departments of the Secretariat.  
The Finance (BG) Department.  
The Law Department  
The G.A.(SC.F/SU)Department  
The Pay and Accounts Officer, AP, Ibrahimpatnam, Vijayawada.  
The PS to the Prl.Adviser/Prl. Secretary/Secretary/Addl. Secretary/  
OSD. to Chief Minister.  
PS to the Chief Secretary to Government.  
The PS to the Prl. Secretary to Govt.(Poll.).  
The PS to Prl. Secretary to PR&RD Department  
The PS to Secretary to Govt., MA&UD Department  
Sf/Sc.

//FORWARDED::BY ORDER//

SECTION OFFICER