

**Minutes of the GVWV & VSWS Department Meeting conducted by
the Principal Secretary to Government on 03.02.2021**

**Chaired by Sri Ajay Jain, IAS, Principal Secretary to Government GVWV & VSWS
Department.**

Present:

1. Dr. Narayan Bharat Gupta, IAS, Director GVWV &VSWS Department
2. Dr. B Ramesh Babu, State Co-Ordinator
3. Smt. Gita Devi, Additional (Finance & Accounts)
4. Sri Y. V S Suryanarayana, Additional Commissioner (Digital Services) (FAC)
5. Sri M. Krishna Mohan, Additional Commissioner (Rural)
6. Sri Narasinga Rao, General Manager, Finance, Housing
7. Sri Ramanadh Reddy, Chief Learning Officer
8. Sri Mallikarjun, Additional Chief Learning Officer
9. Sri Suresh Mogilichend, Joint Director (Media Cell)
10. Sri Suresh Naidu, Assistant Director (Admin)
11. Sri P Venkata Reddy, Project Manager
12. Sri Sandeep, Project Partner KPMG
13. Smt. Sheetal, Project Manager, KPMG
14. Other Officers & Staff of GVWV &VSWS Department & ESD Department

The Principal Secretary to Government GVWV &VSWS Department has reviewed the various activities of the department and asked action taken report on the instructions of the Hon'ble Chief Minister in the previous meetings. After detailed discussions and deliberations he issued following instructions.

1. Government permitted to constitute TSU for coordinating various departmental activities and delivery of services. But only few departments like PR&RD, MA&UD, Registration & Stamps, Civil Supplies & BC Welfare deputed their officers and remaining departments need to depute Nodal Officers for effective working of TSU. The GVWV &VSWS Department need to address and get Nodal Officers from remaining departments.

**(Action: State
Coordinator)**

2. Complete the Filling / Recruitment of the District Coordinators, Addl. District Coordinators and Town Coordinators and streamline the payment of salaries to the District Coordinators, Addl. District Coordinators and Town Coordinators, Village/ Ward Secretariat Functionaries and payment of Honorarium to Volunteers and ensure

**(Action: Addl. Comm (R), Asst. Director
(Adm))**

3. There are 10 Human Resources available in KPMG & PWC, utilize their services fully for GVWV & VSWS Department and Housing Department duly fixing the responsibilities and assigning duties; 2 Resources for Data Analysis, 2 Resources for IT Activities, 2 Resources for Financial Analysis, 2 Resources for Streamline the

Dashboard and 2 for Other Services. Fix Daily/ Weekly targets for them, critically review their performance and streamline the departmental activities.

(Action: Addl. Comm (Digital Services), Project Manager, KPMG)

4. Finalize the color of the uniform for the Village/Ward Secretariat Functionaries along with design & content of the badge for easy identification by the public within a week time.

(Action: Addl. Comm (R), Asst. Director (Admin))

5. All the Village/Ward Secretariat Functionaries shall mark bio-metric attendance daily 2 times i.e., Morning & Evening in all working days without fail. The payment of salary will be linked to the bio-metric attendance w.e.f. 1st April 2021. Further, all Functionaries shall be available from 3pm to 5 pm in the Village/Ward Secretariats for attending public grievances and display board to that extent at the entrance of the office.

(Action: Addl. Comm (R), Asst. Director (Admin))

6. Utilize the services of FOA for guiding & training the Volunteers and review the performance of FOA regularly.

(Action: Chief Learning Officer, Addl. Chief Learning Officer)

7. Display of posters of remaining welfare schemes shall be finalized and supply to all Village/Ward Secretariats.

(Action: State Coordinator)

8. It is opined to release some funds to the Joint Collectors (VWS&D) to meet certain contingencies at district level.

(Action: Addl. Comm (Fin & Accounts))

9. Streamline the receipts of various Village/Ward Secretariats duly opening bank accounts in lead banks and reconcile the transactions regularly. Complete the reconciliation of all transactions up to December by the end of this week. Develop a webpage in GSWS Portal to track receipts and remittances in the banks by the Secretariats.

(Action: Addl. Comm (Fin & Accounts), Addl. Comm (Digital Service), Project Manager)

10. Put up file for issuing instructions to all Village/Ward Secretariats to collect Rs.15/- for all non-Meeseva services. If existing charges are more than Rs.15/- same shall be continued, if charges are less than Rs.15/- the charges shall be Rs.15/- for here afterwards.

(Action: Addl. Comm (DS), Addl. Comm (Fin & Accounts))

11. Recently the delivery of services by Village/ Ward Secretariats came down and they shall be improved and ensure that services delivered through Secretariats shall not be less than services delivered in Meeseva centers.

(Action: Addl. Commr (DS), Addl. Commr (Fin & Accounts))

12. Requested to tie-up with various universities in the state for imparting training to Agriculture Assistant, Veterinary Assistant, Engineering Assistant and Welfare Assistants.

(Action: Chief Learning Officer, Addl. Chief Learning Officer)

13. Train all Functionaries of Secretariats duly utilizing available funds in APSIRD.

(Action: APSIRD, Chief Learning Officer, Addl. Chief Learning Officer)

14. Complete the Establishment of Aadhaar Centers in Village/Ward Secretariats wherever required duly procuring the Aadhaar Enrollment Kits within a month and complete the examination process to the candidates already trained.

(Action: Addl. Comm (DS), Project Manager (IT))

15. Established Branch Post Offices (BPO) wherever possible in Village/Ward Secretariats duly providing 60 Sft space to the BPO for delivering Postal Services to the Citizens and complete the work within a period of two months.

(Action: Addl. Comm (U), Asst. Director (Admin))

16. Obtain particulars of all Functionaries & Volunteers Secretariat wise; Posts sanctioned, working, Social Status of employees including Sub Caste, Qualifications, Residential Address etc., within a week time without fail.

(Action: Project Manager (IT), Asst. Director (Admin))

17. Work out possibilities of issue of Income Certificates to the public directly from the Village /Ward Secretariats based on the availability of data duly following Six Step Validation

(Action: Project Manager (IT), Revenue (TSU))

18. Government upgraded Certain Panchayats into Municipalities and some Villages merged into neighboring Municipalities / Municipal Corporations. Prepare the proposal to the Government for converting Village Secretariats into Ward Secretariats and adjustment of Functionaries.

(Action: State Coordinator, Addl. Comm (U))

19. Government permitted to shift some Village Secretariats to other locations, the GVWV&VSWS Department shall monitor whether these Secretariats are shifted or not, if shifted the condition of display of posters and necessary changes in the CFMS portal and GSWS Portal.

(Action: Addl. Comm (R) Project Manager (IT))

20. The list of beneficiaries shall be displayed cluster wise under Respective Welfare Schemes in Village /Ward Secretariats in Telugu Language duly printed on A4 Paper. If any paper is torn out the same shall be replaced and if any additions are included in the beneficiaries list shall be added immediately. The necessary instructions shall be given to all Village / Ward Secretariats and monitor the same regularly.

(Action: Addl. Comm (R) Project Manager (IT))

21. The aim of the Government is to deliver the Welfare Schemes to all the eligible persons on saturation basis irrespective of Caste, Creed, Region, Religion, Gender and Political Affiliation. To make an opportunity to all persons who rendered ineligible due to Six Step Validation, the GVWV & VSWS Department made a provision to revise the data of respective Departments after due verification by the District Administration. It came to know after approval of the Joint Collector (VWS&D) the respective Departments are not updating their data and in a result people are suffering again. Requested to ensure regular updating data by respective Departments.

(Action: Addl. Comm (DS) Project Manager (IT))

22. Village /Ward Secretariats have opened the e-services Bank Accounts in nearby Banks but nearly 5700 Secretariats' accounts to be corrected. Requested to correct all such accounts for smooth transferring of funds.

(Action: Addl. Comm (Finance & Accounts))

23. Around 368 Village /Ward Secretariats were not provided Internet connectivity even though Network is available, steps shall be taken to provide connectivity to these Village /Ward Secretariats with the assistance of AP Fiber Network Ltd immediately.

(Action: Addl. Comm (DS) Project Manager (IT))

24. Assess the work of PMU and ensure to utilize its services fully for delivery of services within SLA.

(Action: Addl. Comm (DS) Project Manager (IT))

25. It is decided to strengthen the IT Section of GVWV & VSWS Department to issue LOA to the recently selected Managed Service Providers (MSP) - Tata Consultancy Services Ltd. New Delhi for a period of 3 (Three) years instead of 1 (One) year.

(Action: Addl. Comm (DS) Project Manager (IT))

It is decided to conduct review meeting on every Wednesday and all the Officers are requested to take necessary immediate action on the above instructions and submit the action taken report by Monday without fail.

Principal Secretary to Government
GVWV&VSWS Department

To
All the concerned.
Copy to the Director, GVWV&VSWS Department.

Note Submitted:

Sub: - GVWV&VSWS Department-Review Meeting conducted by the
Principal Secretary to Government on 03.02.2021-Draft Minutes submitted for
approval- Requested -Regarding.
Ref: - Instruction of the Principal Secretary, GVWV&VSWS Department in
the review meeting Dated.03.02.2021

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It is to submit that the Principal Secretary to Government, GVWV&VSWS Department has conducted a review meeting with the Officers and Staff of the GVWV&VSWS Department and the ESD Meeseva Department on 03.02.2021 and issued certain instructions.

The Draft minutes prepared and placed in Drafts box for kind perusal and approval of the Principal Secretary.

Submitted for Orders.