

**Minutes of the GVWV & VSWS Department Meeting conducted by  
the Principal Secretary to Government on 17.02.2021**

**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. R. Somannarayana, Additional Commissioner (Urban)
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 Suresh Mogilichend, Joint Director (Media Cell)
9. Sri Suresh Naidu, Assistant Director (Admin)
10. Sri P Venkata Reddy, Project Manager
11. Sheetal, Project Manager, KPMG
12. Mayur & Shreya, PWC
13. Ravi Marri, TCS
14. Rabbani Basha, District BC Welfare (DBCWO)
15. Other Officers & Staff of GVWV & VSWS Department & ESD Department

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The Principal Secretary to Government GVWV & VSWS Department has reviewed the various activities of the department and asked for the status of action taken on the instructions given in the previous review meetings. After detailed discussions and deliberations he has issued following instructions.

- The GVWV&VSWS Department has given 3 posts i.e., District Coordinator, Assistant District Coordinator & Town Coordinator to the Districts to work in the Office of Joint Collectors (VWS&D). Visakhapatnam and Chittoor District have not filled even a single position, Kurnool has not filled 2 positions and East Godavari, Guntur & Prakasam has to fill 1 position in each Districts. Issue instructions to the joint Collectors (VWS&D) who have not filled these positions with a direction to complete the recruitment process and position the employees on or before 28<sup>th</sup> February 2021.
- **Action: (Addl. Comm, (U) Addl. Comm (R), AD, Admin)**
- It came to the notice that the salaries of District Coordinators are not being paid due to non-availability of Head of Accounts. It is decided to pay salaries to the District Coordinators from the available funds of GVWV&VSWS Department up to 31<sup>st</sup> March 2021. From 1<sup>st</sup> April 2021 onwards, salaries may be drawn from the Government Funds.
- **Action: (Addl. Comm, (U) Addl. Comm (R), Addl. Comm (Fin), AD, Admin)**
- Issue instructions that the eDMs, AP Online Tech Team shall report to the Joint Collector (VWS&D) and e Divisional Mangers shall report to the Divisional Development Officers for better coordination and effective reporting of Data.

- **Action: (AD, Admin)**
  - It is decided to maintain the ESD Meeseva pooling Bank Account by the Joint Collector (VWS&D) instead of Joint Collector (Revenue & RBK) and directed to issue instructions accordingly.
    - **Action: (Addl. Comm, (DS))**
- Issue instructions to the District Coordinators, Assistant District Coordinators & Town Coordinators about the functioning, coordination and reporting duly reiterating the instructions issued earlier on Job chart.
- **Action: (Addl. Comm, (U) Addl. Comm (R), Addl. Comm (Fin), AD, Admin)**
- The functioning of GVWV&VSWS Department has been reviewed and has entrusted specific function as given below to the concerned persons for effective functioning.

Nature of Work	Functions Assigned	Responsible Persons
Financial Analysis	<ul style="list-style-type: none"> <li>• Reconciliation Financial Transactions</li> <li>• Submission of financial reports duly capturing all receipts and payments.</li> <li>• Payment of vendor bills, Mobile bills High Security Stationary</li> <li>• Submission of financial position daily</li> <li>• Collection and Reconciliation of service charges &amp; Statutory charges</li> <li>• Sort out the issues of payment of Honorarium to the Volunteers and salaries to the Village /Ward Secretariat functionaries.</li> </ul>	Addl. Commissioner (Fin), GM, Housing (Fin), KPMG (1 Person)
Data Management (Volunteers & Functionaries)	<ul style="list-style-type: none"> <li>• Gathering of particulars of Volunteers Social Status, Qualifications, sanctioned, working, Vacancies etc.,</li> <li>• Shall act as single point of contact (SPOC) regarding Volunteers issues.</li> <li>• Preparation of Volunteer incentive scheme for awarding certificates to the Volunteers who are working at last three months and reward and recognition to the Volunteers who worked at least one year.</li> <li>• Preparation of Hon'ble Chief Minister speech, Certificates, Badges and other related arrangements for Volunteer Sanman Scheme (VSS)</li> <li>• Assembly related matters</li> <li>• Coordination with FOA to train Volunteers</li> <li>• Arrive category wise particulars of sanctioned, filled, working and vacancy position of all Village /Ward Secretariat Functionaries including existing (old) employees who posted in Village /Ward</li> </ul>	Addl. Comm(U), JD (Media Cell) One person from KPMG

	Secretariats along with qualification and Social Status	
IT	<ul style="list-style-type: none"> <li>Establishment of Aadhar centers, BPO, CSC, PM Disha</li> <li>Coordination with Meity and ITE&amp;C Departments.</li> <li>Digital Literacy in collaboration with CSC.</li> <li>Attendance of Village /Ward Secretariat employees</li> <li>Create awareness on CSC Digital Literacy &amp; PM Disha</li> <li>Improve the delivery of no. of services through Village /Ward Secretariats</li> <li>Furnish weekly progress on the above activities</li> </ul>	Addl. Comm (DS), PM (IT) TCS One person from KPMG
Training & Declaration of Prohibition of Employees	<ul style="list-style-type: none"> <li>Biometric Attendance of employees</li> <li>Implementation of LMS</li> <li>Preparation of Training Action Plan</li> <li>Preparation of Training Modules</li> <li>Trainings to the employees</li> <li>Assessment of Village /Ward Secretariat functionaries' trainings.</li> <li>Preparation of consolidated report on declaration of probation to various functionaries.</li> <li>Coordination with Universities</li> <li>Coordination with APPSC on Departmental test.</li> <li>Finalization of Uniform Color for the functionaries</li> <li>Furnish the Biometric attendance of functionaries analysis report Mandal/ULB wise up to January 2021.</li> </ul>	Chief Learning Officer, Addl. Chief Learning Officer 1 person from KPMG
Preparation of Exceptional Reports	<ul style="list-style-type: none"> <li>Reports to be submitted to the Higher Authorities and CMO</li> </ul>	State Coordinator Sheetal, KPMG
Strengthening of GSWS Portal	<ul style="list-style-type: none"> <li>GSWS Portal</li> <li>Mayur, PWC is the single point of contact for strengthening of GSWS IT platform</li> </ul>	M/s. TCS, M/s. AP online Mayur, & 1 Person from PWC PM (IT)
Jagananna Thodu	<ul style="list-style-type: none"> <li>Monitoring of Progress</li> <li>Reimbursement of interest</li> </ul>	State Coordinator M/s. TCS Addl. Comm (F&A)
Establishment	<ul style="list-style-type: none"> <li>Establishment matters.</li> <li>LAQs</li> <li>LCQs</li> <li>Court Cases</li> <li>RTI Cases</li> </ul>	Addl. Comm(U), Addl. Comm(R), AD (Admin)

	<ul style="list-style-type: none"> <li>• Disciplinary Cases-Volunteers &amp; Functionaries</li> <li>• Shifting of Secretariats</li> <li>• Filling of Vacancies of Volunteers &amp; Functionaries</li> <li>• Address a letter to the Respective Departments to fill the vacancies of Village /Ward Secretariat functionaries</li> </ul>	
Media Cell	<ul style="list-style-type: none"> <li>• Preparation of E-newsletter</li> <li>• Issue of Rejoinders</li> <li>• Case Studies</li> <li>• Success Stories</li> </ul>	JD (Media Cell) and his team
Household Survey	<ul style="list-style-type: none"> <li>• Completion of Household survey &amp; Preparation of Action plan with Timelines</li> <li>• Mapping of Welfare Schemes to Households in coordination with APCFSS</li> <li>• Sub Caste Mapping to the schemes</li> </ul>	DBCWO, PM(IT)
Housing	<ul style="list-style-type: none"> <li>• Preparation of APP for capturing progress of Houses construction with all particulars and able to motivate the beneficiaries to start and complete the house construction</li> </ul>	PM(IT) Two persons from PWC
Persuasion of files	<ul style="list-style-type: none"> <li>• Files relating to 1. Delegation of powers 2. Printing of Posters 3. Appointment of Nodal Officers 4. Budget Files 5. Any other file processed by the GVWV&amp;VSWS Department., shall be pursued at AP Secretariat with various Departments including Finance Department for getting timely &amp; early orders</li> </ul>	Thimmaiah, AS(Retd)
Updating of Data as per Six-point Validation	<ul style="list-style-type: none"> <li>• After approval of Joint Collector (VWS&amp;D) the data shall be updated in respective Departments' database for enabling the applicants to apply Welfare Schemes.</li> </ul>	PM(IT) M/s. TCS

- Issue instructions to all Divisional Development Officers to monitor Biometric attendance and furnish reports to the GVWV&VSWS Department duly coordinating with District Coordinators (O/o Joint Collector (VWS&D)). The DLDOs / Municipal Commissioner shall inspect the Secretariats where Zero / Less marking of the Biometric attendance by the Village /Ward Secretariat functionaries.
  - **Action: (Addl. Comm (U), Addl. Comm(R), AD, Admin)**
    - Intimate to the respective Departments about the delivery of services for more understanding of their progress and for effective delivery by the respective Departments once in a month and once in 15 days to the District Administration.
    - **Action: (State Coordinator, KPMG)**
    - Monitor the Zero services delivery

Secretariats and intimate to the DLDOs and Joint Collectors (VWS&D) with a request to inspect and rectify the functioning of those Secretariats.

- Action: (Addl. Comm (DS), PM (IT),TCS)
- Enable the Mandatory Screen in the GSWS Portal for obtaining acknowledgment on Biometric attendance guidelines from every Village /Ward Secretariat functionary
  - **Action:** (PM(IT), AP Online, TCS)
  - Train the newly proposed DDO on making and uploading of bills in CFMS portal.
  - **Action: (CLO, Addl. Comm(F&A)**
  - Issue instructions that no Department shall depute Village /Ward Secretariat functionaries other than the jurisdiction of Village /Ward Secretariats without the permission of GVWV&VSWS Department
  - **Action:** (Addl. Comm (U), Addl. Comm (R), AD (Admin))
  - Issue instructions that the Digital Assistants / Ward Education & Data Processing Secretaries shall not be deputed other than the work assigned by the GVWV&VSWS Department, since delivery of services will be affected and will incurred loss of revenue to the Department.
  - **Action:** (Addl. Comm (U), Addl. Comm (R), AD (Admin))

All the concerned Officers are requested to attend the above tasks and show considerable progress and the tasks shall be brought into logical end. They have to be present the progress on the tasks assigned in a PPT mode in the next Wednesday i.e., 24<sup>th</sup> February 2021 meeting without fail.

Principal Secretary to Government  
GVWV&VSWS Department

To  
All the concerned.

Copy to the Director, GVWV&VSWS Department.