

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

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

Present:

1. Sri. Siddharth Jain, IAS, Commissioner Survey & Land Records,
2. Sri. MM Naik, IAS, Commissioner & Director, Municipal Commissioner
3. Dr. Narayan Bharat Gupta, IAS, Director GVWV &VSWS Department
4. Dr. Amarendra, Director Animal Husbandry Department
5. Other Officers & Staff of GVWV &VSWS Department, Social Welfare, PR&RD, MA&UD, Agriculture, Sericulture, Horticulture, Medical &Health, Survey & land Records, Fisheries, Animal Husbandry, Women Xld Welfare and CCLA

The Principal Secretary to Government GVWV &VSWS Department has explained that the functionaries are working since October 2019 and they are going to complete 2 years of service by October 2021. There is a need to declare their probation after fulfilling the conditions prescribed by the concerned Departments. Further he explained about the need to relook into the SLAs and SUB-SLAs of the services rendered by the various departments. The GVWV&VSWS Department is decided to work out the uniform modalities for declaration of probation for Village /Ward Secretariat functionaries since various departments are given different requirements given in their departmental service rules. After detailed discussions and deliberations the following directions are given:

1. It is decided to integrate the services of 4 Departments: Revenue, Civil Supplies, MA& UD and PR&RD in the 1st phase duly incorporating Sub SLAs.
 - **Action (TCS, PWC, PM(IT))**
2. All the Departments are agreed to consider Credit Based Assessment System (CBAS) while declaring probation of Village /Ward Secretariat functionaries. Further they agreed to amend the service rules if required accordingly.

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Action (Concerned Departments)

3. All the Departments are requested to complete trainings on the subjects, schemes and services related to their Department to their functionaries duly conducting examination /assessment test and intimate the marks obtained by the candidates to GVWV&VSWS Department.

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Action (Concerned Departments)

4. The GVWV&VSWS Department will conduct training on the Sub-ordinate Service / APCCA / Leave/ Fundamental Rules, Digital Literacy / Basics of

Computers, Communication / Soft / Leadership Skills, duly conducting examination /assessment test and intimate the marks obtained by the candidates to the concerned Departments.

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**Action (Addl. CLO,
Addl. CLO)**

5. Issue instructions to all the Departments to open Service Register of their functionaries in all Village /Ward Secretariats on or before 31st March 2021.The GVWV&VSWs Department shall monitor and furnish the progress.

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**Action (Addl. CLO,
Addl. CLO)**

6. All the Departments are requested to issue detailed instructions regarding sanction of leave other than casual leave duly indicating type of leave and Sanctioning Authority.

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**Action (Concerned
Departments)**

7. All the departments are requested to furnish the particulars of No. of sanctioned posts, No. of Candidates Recruited, No. of Employees working, No. of Persons resigned and No. of Vacancies available relating to their Village /Ward Secretariat Functionaries.

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**Action (Concerned
Departments)**

8. It is decided to conduct Trainings on virtual mode and necessary expenditure may be met form available funds of APSIRD.

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Action (ADC, APSIRD)

9. Issue instructions to the Municipal Commissioners /MPDOs to issue instructions to all Village /Ward Secretariats' DDOs to allow the Functionaries for attending the trainings conducted by the respective Departments.

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**Action (Addl.CLO,
Addl. CLO)**

10. A file should be circulated to the Government on the following for obtaining orders from the Government.

- a. Compassionate appointment during the probation period
- b. Medial Reimbursement / Issue of EHS card during the probation period

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Action

(CLO, Addl. CLO)

11.A committee may be formed with experts on service rules from each department to prepare service rules comprehensively and one officer from the Treasury Department should be included in the committee.

• **Action (CLO, Addl. CLO)**

12.All the Departments are requested to issue instructions to complete the verification of antecedents of candidates on or before 31st May 2021 without fail for declaration of probation of the functionaries.

• **Action (Concerned Departments)**

Ajay Jain I A S

Principal Secretary to Government
GVWV&VSWS Department

To All the HODs of village/ward secretariat functionaries Line Departments
ADC, APSIRD&PR
Strategic PMU \ IT PMU of GVWV&VSWS DEPT\ TCS
Copy to The Commissioner, GVWV&VSWS Department