

**File No: GWS01-COOROMEET(MIN)/2/2020-GWS-GWS01**

MINUTES OF THE MEETING CONVENED BY THE HON'BLE MINISTERS SRI PEDDIREDDY RAMA CHANDRA REDDY GARU, HON'BLE MINISTER FOR PR & RD, MINES & GEOLOGY AND SRI BOTCHA SATYANARAYANA GARU, HON'BLE MINISTER FOR MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT ON VSWS ON 29.9.2020 AT 3.30 PM.

**Present: -**

1. Sri Peddireddy Rama Chandra Reddy Garu, Hon'ble Minister for PR & RD, Mines & Geology
2. Sri Botcha Satyanarayana Garu, Hon'ble Minister for MA & UD

**Officers Present: -**

1. Sri R. Dhanunjaya Reddy, Advisor to Hon'ble Chief Minister
2. Sri Ajay Jain, IAS, Principal Secretary to Government, GVWV & VSWS Department
3. Sri Gopala Krishna Dwivedi, IAS, Principal Secretary to Government, PR & RD
4. Sri J. Syamala Rao, IAS, Secretary to Government, MA & UD Department
5. Sri Vijay Kumar G. Srkr, IAS, Commissioner & Director of Municipal Administration
6. Sri M. Girija Shankar, IAS, Commissioner, PR & RD Department
7. Sri G.S. Naveen Kumar, IAS, Commissioner & Director, GVWV & VSWS Department
8. Sri P. Raja Babu, IAS, CEO SERP
9. Smt V. Vijaya Lakshmi, MD, MEPMA
10. Other concerned officers of MA&UD, PR & RD, MEPMA, SERP & GVWV & VSWS Departments.

Principal Secretary, GSWSVSWS Department has explained in detail about the Department and its activities. After detailed discussions, the following decisions were taken:

- i. The local training centers of APSIRD shall be utilized for imparting training to the employees of VSWS.
- ii. The pending furniture bills of PR&RD and MA&UD have to be cleared on priority. Similarly, rent charges for Secretariat buildings, particularly in Urban Areas have to be cleared on priority.
- iii. It is observed that the number of applications received under '**Jagananna Thodu**' is less than what has been anticipated

in the budget. Therefore, it was decided that a proposal should be moved for relaxing the eligibility condition for Shop Owner to be eligible under the scheme from 5' x 5' shop to 10' x 10' shop.

- iv. The registration of land documents in Village and Ward Secretariats should be started on the lines of the Pilot Project taken up at Kaza village.
- v. A lot of representations have been received requesting for transfers within the district and also from one district to another of the various employees of Village and Ward Secretariats who have been recruited about a year back. It was decided that the transfers within the district can be taken up by the District Collector based on the proposal submitted by the concerned Head of the Department. Similarly, with regard to transfer from one district to another, the concerned HoD may be authorized to affect the transfer. These transfers shall be taken up before issue of Appointment Orders for the Phase II recruitment candidates for whom Appointment Orders are expected to be issued shortly. VSWS Department is directed to circulate the file for approval by Hon'ble CM through the concerned Minister.
- vi. Any instructions to the functionaries of Village and Ward Secretariats by the concerned Departments shall be routed through the VSWS Department.
- vii. It was decided that a proposal shall be moved for waiving the agreement condition of repayment of salary by the candidates who have been recruited in the Village and Ward Secretariats and have resigned due to getting jobs in some other Government/Private offices. The proposal shall be moved by the Department for approval.
- viii. It was observed that the work load of the various functionaries in VSWS is not uniform. While some of the employees have heavy work load, there are some who do not have that much of responsibilities. Therefore, it was decided that Commissioner, VSWS shall take up an assessment of job charts to the various functionaries and suggest additional work which can be entrusted to the functionaries who are having less work load.
- ix. It was observed that the Energy Assistants are still not coming and attending to the duties in the Village and Ward Secretariats. Energy Department will be requested to again issue directions to them in this regard and also the

maintenance of LED lights which have been installed in Village and Ward Secretariats shall be entrusted to Energy Assistants so that Government can save revenue in this regard.

- x. It was pointed out by C&DMA that 10 Grama Panchayats have been recently upgraded into Municipalities. As such PR Department have to issue orders transferring these 10 Grama Panchayats to Municipal Administration Department and also the functionaries in these Village Secretariats shall be transferred to the newly created Ward Secretariats. However, some of the employees like Agriculture/Horticulture/Fisheries/Animal Husbandry/Sericulture/Surveyors who may be there in these Village Secretariats cannot be adjusted in the Ward Secretariats and they have to be absorbed in some other Village Secretariats. As such PR Department is requested to take necessary action in this regard.
- xi. It was pointed out that the work load of Municipal Commissioners in urban areas has increased tremendously since they are asked to conduct eligibility criteria and also implement Welfare programmes and other schemes of the Government. Various Departments like Civil Supplies, Revenue and Welfare Departments are having regular meetings with the Municipal Commissioners regarding implementation of programmes and delivery of services pertaining to their Departments with Municipal Commissioners which is affecting the regular work of the Municipal Commissioners.
- xii. It was decided to invite the Secretaries of Civil Supplies, Revenue, Energy and Health for the next meeting to be held by Hon'ble Ministers to sort out various coordination issues amongst the functionaries available in the Village and Ward Secretariats. Further, it was decided that these Departments will be requested to post some supporting staff in the offices of Municipal Commissioners to assist them regarding implementation of schemes pertaining to their Departments.
- xiii. Government have created 51 Divisional Development Officers posts recently. These have to be apportioned between PR&RD and MA&UD in the ratio of 2:1. The proposal shall be moved by Principal Secretary, PR in this regard.
- xiv. It is observed that Village and Ward Secretariats are incurring recurring expenses such as rent, electricity and

water bills, stationary charges, internet connectivity charges, mobile phone charges, computer peripherals, Housekeeping charges, etc. A certain amount needs to be released to each Village and Ward Secretariat by Commissioner, VSWS from out of the service charges collected. In this connection, the approximate amount for the above work being incurred on an average for a Village and Ward Secretariat will be worked out by PR & MA&UD Departments and inform to the Commissioner, VSWS so that he can release the funds accordingly,

- xv. The hardware in the Village and Ward Secretariats has to be maintained properly. The list of all the Suppliers along with Annual Maintenance Contracts entered with them shall be put up in the portal of VSWS for the benefit of all Village and Ward Secretariats and also MDOs, Municipal Commissioners. The Department of VSWS will also train one Digital Assistant from each Mandal and ULB to act as a master trainer for taking up maintenance of the hardware and software related issues.
- xvi. The hardware available in the Village and Ward Secretariats shall not be displaced from one place to another and also the functionaries shall not be deputed for any other work other than in critical emergencies only after approval of the District Collector.
- xvii. The statutory charges collected in Village and Ward Secretariats shall be remitted to the concerned Local Bodies immediately by the Department of VSWS.
- xviii. The employees who are working in 170 Urban Meeseva Centers may be advised to register in AP Corporation for Outsourced Services so that their services can be utilized based on the work load and the need of various departments.
- xix. It was also decided that such meetings would be held once in 15 days and all concerned are requested to take immediate action on the above points.

Sd/-

Botcha Satyanarayana,  
Hon'ble Minister for MA & UD

Sd/-

Peddireddy Ramachandra Reddy  
Hon'ble Minister for PR & RD, Mines &  
Geology