

GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT

From
Sri S. Shan Mohan, I.A.S.,
Director,
GVWV & VSWS Department,
Jawahar Auto Nagar,
VIJAYAWADA.

To
The All the Joint Collectors (VWS & D)
in the State.

Roc.No.GWS01/490/2021-GWS (E.No.1570155), Dt.24/11/2021

Sir,

Sub:GVWV & VSWS Department –Incharge arrangements for the post of Digital Assistants / Ward Education & Data Processing Secretaries where posts are vacant – Requested to issue Instructions to MPDOs / MCs - Regarding.
Ref:Instructions of the Special Chief Secretary in the review Meeting held on 16.11.2021.

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Kind attention is invited with reference cited above, the Special Chief Secretary to Government, Department of GVWV & VS/WS has issued certain instructions to arrange incharge arrangements for the posts of Digital Assistants / Ward Education & Data Processing Secretaries where posts are vacant for smooth functioning of Village /Ward Secretariats. In this regard Joint Collectors (VWS&D) are requested to issue following instructions to the MPDOs/ MC:

- i. If Digital Assistant / Ward Education and Data Processing S Post is vacant Panchayat Secretary/ Ward Administration Secretary may keep incharge to the posts of Digital Assistant / WEDPS
- ii. Even Panchayat Secretary / Ward Administration Secretary also vacant, may keep Welfare & Education Assistant / Ward Welfare & Development Secretary may keep as incharge to the post of Digital Assistant / WEDPS.

Further Joint Collectors (VWS&D) are requested to submit compliance report in this regard and ensure no Digital Assistant / WEDPS post is vacant otherwise delivery of services will be affected.

Sagili Shan Mohan
DIRECTOR.

Copy to All the Collector & District Magistrates in the State