



# BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:




Households Mapped:




Clusters Mapped:




Functionaries Mapped




Volunteers Mapped:




Secretariat Vacancies  
Functionaries & Volunteers




Service Requests Received  
Since Inception ( 26-01-2020)




Service Requests Closed  
Till Date




Grievances Raised




Grievances Resolved:




## Registers Maintained at the Secretariat

1	Attendance Register	6	Stock Register
2	Movement Register	7	Cash Balance Register
3	Casual Leaves Register	8	GSWS Services Register
4	Tappal Register	9	Meeseva Register
5	SPANDANA Grievances Register	10	Visitors Register

## DESIGNATION SPECIFIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:




Volunteers Attached:




Service Requests Raised




Service Requests Closed:

*From*

*Till Date*




Grievances Raised

*From Till date*




Grievances Resolved:




### Registers Maintained by the Functionary

1	Attendance Register	8	Visitors Register
2	Movement Register	9	Title Transfer Register
3	Casual Leaves Register	10	Demand Register of Property Tax
4	Outward Register	11	Demand Register for water charges
5	Inward Register	12	Cash book Register
6	Right to Information (RTI) Register	13	Assets Register
7	Spandana Register		

# COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:  
Thrice A Day: **10.30 AM** |  
**3.00 PM** | **5.00 PM**



Update Movement  
Register before & after  
Field Visits



Always Wear Uniforms  
at Work



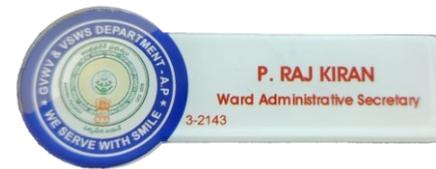
Remain at Secretariat  
for SPANDANA From:  
3:00 PM To 5:00 PM



Always display posters  
of Schemes, non  
schemes, list of eligible,  
ineligible beneficiaries



Use HRMS for all Leave  
Applications, on field  
duty regularization by  
approval authority



Always wear your Badge  
at Work



Compulsorily participate  
in Gram Sabha meeting  
every 3 months

# FUNCTIONAL ASPECTS

## Key Responsibilities

- Act as the **Supervising Officer** of the village secretariat
- **Co-ordinate & Supervise** officers, employees of Secretariat and Volunteers
- **Attend grievances** related to Sanitation, Water Supply, Street Lighting
- **Oversee total sanitation** including Community Hygiene, Open Defecation Free, Solid & Liquid Waste Management
- Conduct **random checks** of files and registers of Concerned Secretariat Functionaries.
- Place the **needs, problems of beneficiaries** identified by Village Volunteers and verified by functional Assistants of Village Secretariat **before Grama Sabha**
- **Register Birth and Deaths, issue certificates and** submit monthly report to Revenue Dept. by 5<sup>th</sup> of succeeding month, register **marriages** and issue certificates.
- Ensure payment of pensions through Welfare and Education Assistant
- Take reporting of all the functionaries working at the Village Secretariat.
- Shall record outdoor visits in movement register when any Functional Assistant goes for outdoor visits during office hours

# FUNCTIONAL ASPECTS

## Responsibilities

The Panchayat Secretary shall:

- Be the administrative in-charge for village secretariat.
- Be the general custodian of all assets of the Village Secretariat.
- Be the Executive Authority and Convener/ Secretary to Village Secretariat.
- Take mitigation and preventive measures and report any outbreak of communicable diseases especially Malaria, Japanese encephalitis and Gastroenteritis and other such diseases to the nearest Primary Health Centre immediately with the support of ANM and VRO.
- Convene and ensure arrangements for periodical conduct of all statutory meetings.
- Discharge various duties such as Advisor to the Grama Panchayat, Implementing Officer, Finance Manager, Tax Assessment Authority, Licensing, Authority, Permitting Authority, Estate Officer, Assistant Public Information Officer.
- Perform election duties.
- Strive for eradication of untouchability by providing access to Scheduled Castes and Scheduled Tribes in temples and removal of discrimination in all forms against the Scheduled Caste / Schedule Tribe population in coordination with VRO, Social/ Welfare Assistant.
- Cause beat of tom-tom and adopt other methods for informing people about events.

# FUNCTIONAL ASPECTS

## Responsibilities

The Panchayat Secretary shall:

- Report atrocities on women, children, against Scheduled Caste & Schedule Tribe
- Coordinate and support Agriculture/ Horticulture/ Sericulture Assistant for agricultural development and in implementing relevant programmes and in disseminating / extension of information.
- Assist in implementation of Jalayagnam and Employment Guarantee scheme with the support of Engineering Assistant.
- Assist in maintaining and update of Gram Panchayat Information Board and Information Boards relating to assets in the villages.
- Attend to any other duties as assigned by the competent authorities from time to time.

**Note: Shall also be responsible for:**

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO. MS No: 149, Dated: 30-09-2019 Issued by: PR & RD  
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/13\\_GO Ms. 149-PRandRD-Panchayat\\_Sec\\_Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/13_GO_Ms.149-PRandRD-Panchayat_Sec_Jobchart.pdf)
- Also Refer GSWS Employee Corner for Panchayat Secretary Calendar Activity  
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/PANCHAYAT%20SECRETARY%20English%20version.pdf>

# FUNCTIONAL ASPECTS

## Key Services Handled

- Collect Property Tax
- Water charges collection
- Oversee new tap installations
- Issue new commercial shop licenses
- Attending sanitation issues and complaints
- Drinking water inspection
- Attending streetlight complaints