



# 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 Received

1902/ Spandana Register




Grievances Resolved:




## Registers Maintained at the Secretariat

1	Attendance Register	5	SPANDANA Grievances Register
2	Movement Register	6	Leaves Register
3	Stock Register	7	Tappal Register
4	Visitors Register	8	Meeting 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	Pension Register	4	Schools Register
2	Beneficiaries Register	5	Self Help Groups Register
3	Daily Activities Register	6	Village Profile 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



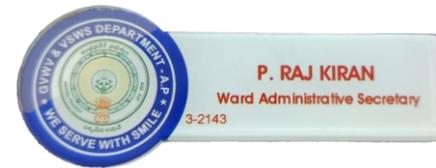
Remain at Secretariat  
for SPANDANA From  
3:00 PM To 5:00 PM



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



Compulsory participate  
in Gram Sabha meeting  
every 3 months

# FUNCTIONAL ASPECTS

## Key Responsibilities

- **Identify eligible beneficiaries** for schemes through volunteers
- **Facilitate application process** for eligible beneficiaries for government schemes/entitlements.
- Undertake **Beneficiary Outreach Program, e-kyc** for beneficiaries, **Spandana Grievance Redressal**
- **Withdraw Pension amounts** from Bank and **handle disbursement** through Volunteers
- **Monitor disbursement of pension** on behalf of Society for elimination of Rural Poverty (SERP)
- **Collect unspent pension amount** from Village Volunteers and **credit to Pension account**
- Monitor **physical verification of new & live pensions** through volunteers, send proposals for new pensions to MPDOs.
- **Coordinate** with School Education Department for **effective delivery of schemes/ benefits** i.e., **Jagananna Ammavodi, Jagananna, Gorumudda (MDM), Jagananna Vidya Kanuka (JVK)**, etc.
- **Monitor implementation** of Mid-Day Meal (**Jagananna Gorumudda**) scheme in all the govt schools.
- Undertake registration and bio-metric authentication of fresh students for JVD scheme
- Update bank accounts of applicant mothers in village areas through Navasakam Portal

# FUNCTIONAL ASPECTS

## Responsibilities

Welfare & Education Assistant (WEA) shall:

- Report social discrimination to Panchayat Secretary and Department authorities.
- Undertake tappals for processing.
- Interact with the other Functional Assistants to exchange the information related to grievances in Spandana to ensure quality disposal and developmental activities of their jurisdiction and to seek solutions.
- Visit Schools for supervision of Mid day Meal, Nadu-Nedu, regular attendance & performance of students- as per schedule – twice in a month.
- Visit Banks for SHG bank linkage/Housing loans as per schedule.
- Attend general duties and duties of other Functional Assistants as and when required.
- Attend any other duty entrusted by Panchayat Secretary or other higher authorities
- Attend Government special programs, and clearance of files/ services in online/ manual.
- Upload documents for YSR Bhima claims, Thrifts and loans collections/ mobile book-keeping, Pending SHG loan applications documentation.
- Conduct field verifications and upload required documents for YSR Pelli Kanuka Scheme
- Ensure support for Loans of welfare corporations.
- Ensure Construction of Housing and its related aspects like enumeration, motivation, grounding and completion.

# FUNCTIONAL ASPECTS

## Responsibilities

For Tribal Welfare related activities, Welfare & Education Assistant (WEA) shall:

- Supervise over the work of all Village Volunteers working under the Village Secretariat as far as their welfare duties are concerned.
- Provide feedback to higher authorities on the status of implementation for the schemes.
- Ensure all eligible students of weaker sections of the village get the scholarships and other educational development grants /subsidies/materials provided by government for this purpose.
- Coordinate the heads of the educational institutions in the area and motivate the students as well as parents who are irregular in attendance or poor in studies to improve their performance. In case parents reside in another village, the data must be transferred to the Village Secretariat concerned.
- Coordinate with the Banks for financial assistance to the eligible persons of the weaker sections of the society for setting up self-employment units to improve their livelihood opportunities.
- Coordinate upgradation of skill unemployed youth of the village for better livelihood opportunities.

# FUNCTIONAL ASPECTS

## Responsibilities

For Society for Elimination of Rural Poverty (SERP) related activities, Welfare & Education Assistant (WEA) shall:

### I. Pensions

- Collect death vacancy of pensions and update in website through Digital Assistant.
- Send proposals for new pensions to MPDO.
- Send monthly report to the MPDO.
- Address redressal of pension related grievances at village level.

### II. Institution Building (IB)

- Identify left over poor women and coordinate with Village Organization Account (VOA) for forming of new SHGs or joining of existing SHGs.
- Attending SHG/VO meetings along with VOA.
- Creating awareness on all Government welfare Schemes in SHG/VO meetings.
- Identifying eligible members of the Self-Help groups for government schemes like housing/pensions/boreholes etc. and take resolutions from SHG/VO and coordinate with other welfare departments for their sanction.

# FUNCTIONAL ASPECTS

## Responsibilities

III. For Improving Livelihoods of the Self Help Groups (SHG), Welfare & Education Assistant (WEA) shall:

- **YSR Aasara Scheme:** Create awareness on YSR AASARA scheme and distribution of certificates along with Hon'ble CM's letter addressed to eligible Self-Help Groups.
- **YSR VLR Scheme:** Create awareness on eligibility criteria to avail 100% Interest subvention under YSR Vaddi Leni Runalu to all Self-Help Groups who took loans from the banks/Shree Nidhi. Should sensitize the SHGs for making prompt repayments and to become eligible to get benefit under the scheme.
- **Shree Nidhi Scheme:** Creation of awareness on Shree Nidhi Livelihood loans in the Village organization meeting.
  - Ensuring to avail 100% Credit limits of the Village Organization.
  - Educating the SHGs on Shree Nidhi deposit products.
  - After disbursement of Shree Nidhi Livelihood loans under (YSR-Vaddilenirunalu), it should be ensured that the scheme guidelines are followed by the loanees.

## IV. YSR BIMA

- Create awareness to enroll all un-organized workers in the GP through Volunteers. Submit data through website.
- Enroll unorganized workers through Volunteers.

# FUNCTIONAL ASPECTS

## Responsibilities

III. For improving Livelihoods of the Self Help Groups (SHG), Welfare & Education Assistant (WEA) shall:

- Ensure to give intimation to call center within one hour of death & distribution of individual policy bonds/identity cards.
- Follow up with Volunteers for receipt of claim documents.
- Ensure and collect Policy holder's children study certificates and data and distribution of scholarship through Volunteers.

For education related activities, Welfare & Education Assistant (WEA) shall:

- Identify dropout / never enrolled children in the age group of 5-15 years.
- Aware people on opportunities like Residential Special Training Centre (RSTC), Non-Residential Special Training Center (NRSTC) surrounding / in the village to join and mainstream in the age-appropriate class.
- Provide academic guidance by visiting NRSTCs, RSTCs.
- Obtain the list of low performed students from the HM/ Teacher concerned and to play a key role in providing remedial teaching.
- Guide SSC failed students in the village for completion of their schooling either mainstream or through APOSS if necessary.
- Identify and finalize the beneficiary mothers for AMMA VODI program.

# FUNCTIONAL ASPECTS

## Responsibilities

For Housing related activities, Welfare & Education Assistant (WEA) shall:

- Survey of households eligible for housing grant and their documentation
- Encourage home beneficiaries to build houses & beneficiaries to build personal toilets along with the home
- Submit report on the status of housing to the Village Secretariat for further action
- Coordinate and identify the housing beneficiaries, resolving complaints on grants and integration of other government schemes in housing construction.

For Scheduled area related activities, Welfare & Education Assistant (WEA) shall:

- Follow up the resolutions passed by PESA Panchayats (Extension to Scheduled Areas) - Tribal welfare/other departments Gram Sabhas for its implementation with the concerned Village Secretariats or the concerned departments.
- Identifying the illegal land occupations of non tribals and bring such occupations to the notice of Special Deputy Collector (Tribal Welfare) or the Sub Collector.
- Identify money lenders or private money lending agencies that are carrying out business illegally in the Scheduled Areas and bring to the notice of the concerned Sub Collector/Revenue Divisional Officer or Tahsildars or Gram Sabhas for necessary action.

# FUNCTIONAL ASPECTS

## Responsibilities

Welfare & Education Assistant (WEA) shall:

- Update Jagananna Vidya Deevena cards
- Monitor Amma Vodi Scheme
- Undertake Pension applications
- Undertake verification and uploading of data
- Update all the manual records and software related applications with the help of Digital Assistant.
- Be a part of Village, Schools, Hostels, Self Help Groups (SHG) meetings
- Conduct field visit to self-employment units etc. as per calendar of activities.

**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: 109, Dated: 23-10-2019, Issued by: PR & RD
- <https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/TW-Job-chart-MS109.PDF>
- Also Refer GSWS Employee Corner for Welfare & Education Assistant Calendar Activity

<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WELFARE%20AND%20EDUCATION%20ASSISTANT%20English%20Version.pdf>

# FUNCTIONAL ASPECTS

## Key Services Handled

1. YSR Pension New Application
2. Welfare Schemes Implementation
  - Ammavadi
  - Kapu Nestham
  - Cheyutha
  - Vahana Mitra
  - EBC Nestham, etc.
3. Jnanabhumi-Student Biometric Authentication
4. YSR Pension Kanuka- Grievance
5. Honorarium to Imam and Mouzan registration
6. Post Metric scholarships and Fee Reimbursement (Jagananna Vasathi Deevena & JVD) Status Check
7. Jagananna Vidya Deevena Registration