

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 COP:



Service Requests Received



Service Requests Closed

From: Till date:



Grievances Raised:

From: Till date:



Grievances Resolved:



Registers Maintained by the Functionary

1	Basic Data Register	6	Crop Cultivator Rights Card (CCRC) Farmers Register
2	Fertilizer Sale Register	7	Subsidy Seed Register
3	Fertilizer Stock Register	8	Tenant Farmers Loaning Register
4	Dead Stock Register	9	Custom Hiring Centre (CHC) Register
5	Procurement Register	10	Minikit 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



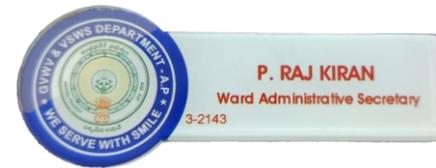
Remain at Secretariat
for SPANDANA From
3:00 PM To 5:00 PM



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** suitable farmers to take up **Sericulture** activity.
- **Collect soil samples** and **maintain necessary soil test records.**
- Undertake **technical follow up** with the farmers to take up **Mulberry Plantation** under Scientific lines
- Give technical guidance for construction of Silkworm Rearing Sheds and arrangement of rearing equipment.
- Conduct **Village Agri Advisory group meetings** every month on first Friday to **discuss on crop condition** Mulberry crops.
- Assess **Mulberry crop damage** due to natural calamities & perform disaster management activities.
- Closely watch functioning of Village Level Groups and help to develop their business plans. Organize model demonstrations on crop productivity enhancement, cost reduction and quality improvement.
- Creating awareness on organic and natural farming in Mulberry garden maintenance.
- Coordinate with **State / Central Silkworm Seed Production Centers/ Grainages for supply of Silkworm Eggs** (Disease Free Laying).
- Give technical guidance for Silkworm Rearing and cocoon Marketing to the farmers.

FUNCTIONAL ASPECTS

Responsibilities

Village Sericulture Assistant (VSA) shall:

- Create awareness on Prevention and control of Silkworm Diseases and Integrated Pest Management.
- Facilitate bank loans to farmers to take up Sericulture units.
- Document and maintain data of Sericulture farmers.
- Undertake Transfer of technology through conducting trainings/ workshops/ field visits.
- Work under the technical control of Assistant Sericulture Officer/ Sericulture Officer at Mandal level.
- Submit periodical reports to their immediate officer.
- Attend all the other works assigned by the Government of officials from time to time.
- Implementation of Govt. Schemes for the benefit of farmers.
- Transfer of technology through conducting trainings / workshops / field visits.

FUNCTIONAL ASPECTS

Responsibilities

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: 631, Dated: 01-10-2019
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/12_GO Ms. 631-Sericulture Asst Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/12_GO_Ms._631-Sericulture_Asst_Jobchart.pdf)
- Also Refer GSWS Employee Corner for Agriculture/Horticulture/Sericulture Assistant Calendar Activity
[https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/AGRICULTURE HORTICULTURE SERICULTURE%20ASSISTANT%20%20ENGLISH%20Version.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/AGRICULTURE_HORTICULTURE_SERICULTURE%20ASSISTANT%20%20ENGLISH%20Version.pdf)

FUNCTIONAL ASPECTS

Key Services Handled

- Rythu Bharosha Kendram Payment
- D-Krishi Subsidy Seeds Payment
- D-Krishi Subsidy Seeds Payment Challan Print
- D-Krishi Subsidy Seeds Payment Status