

**GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF DIRECTOR, GVWV & VSWS DEPARTMENT  
JAWAHAR AUTO NAGAR- VIJAYAWADA-520007**

**Memo.No.235850/F/GSWS/2023-2, Dated:20/02/2024**

Sub	GVWV & VSWS Department - Human Resources - Village/Ward Secretariat Functionaries - Rationalization of Village/Ward Secretariat Functionaries - Schedule -Issued - Regarding.
Ref:	1.G.O.Ms.No.01, DEPARTMENT OF GRAM VOLUNTEERS / WARD VOLUNTEERS & VILLAGE SECRETARIATS / WARD SECRETARIATS, Dated:18.02.2024.

The Government have issued orders on Rationalization of Village/Ward Secretariat Functionaries vide G.O.Ms No. 01, Department of GV/WV & VS/WS, Dated: 08.02.2024.

The District Collectors are requested to follow the guidelines issued in the reference 1st cited duly following the activities and the time schedule indicated below.

Schedule for Rationalisation		
S.No	Activity	Complete by date
1	<b>Step 1</b> <ul style="list-style-type: none"> <li>• Prepare the exhaustive list of all the Village Secretariats and Ward Secretariats showing the designation and the name of the functionary working.</li> <li>• List the secretariats based on number of functionaries working mandal wise/ULB wise</li> </ul>	22-02-2024
2	<b>Step 2</b> <ul style="list-style-type: none"> <li>• Sort them in descending order of number of functionaries working in Village Secretariats from 11 to down and Ward Secretariats from 10 to down</li> <li>• A Village/Ward Secretariat with 11,10, and 9 number of functionaries working is defined as a Surplus Secretariat. A Village/Ward Secretariat with 7 and less than 7 number of functionaries working is defined as a Deficit Secretariat.</li> </ul>	22-02-2024
3	<b>Step 3</b> <ul style="list-style-type: none"> <li>• List out the Vacancies under each Designation in the Deficit Secretariats</li> <li>• List out the NAMES of Welfare &amp; Education Assistants, Grama Mahila Samrakshana Karyadarsis, Digital Assistants and Panchayat Secretaries Grade V working in all Surplus Village Secretariats and Ward Welfare &amp;Development Secretaries, Ward Women and Weaker Section Protection Secretaries and Ward Education and Data Processing</li> </ul>	24-02-2024

	<p>Secretaries working in all Surplus Ward Secretariats</p> <ul style="list-style-type: none"> <li>• Arrange the names in the reverse order of seniority - the junior most at the top- under each designation.</li> <li>• Publish such list of names of Surplus functionaries under each of the above designations and the list of vacancies under each of the above designations in the deficit secretariats on the notice boards of the Offices of District Collector, Appointing Authorities, District head of the line dept and District GSWS Officer in-charge</li> </ul>	
4	<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li>• Select the required number of Surplus Functionaries under each designation. Move them into the deficit secretariats to make the number of Functionaries to 8.</li> <li>• While moving them the following order of priority shall be followed- First Welfare &amp; Education Assistants followed by Grama Mahila Samrakshana Karyadarsis, Digital Assistants and Panchayat Secretaries Grade V in respect of Village Secretariats and Ward Welfare &amp;Development Secretaries, Ward Women and Weaker Section Protection Secretaries and Ward Education and Data Processing Secretaries in respect of Ward Secretariats</li> </ul>	24-02-2024
5	<p><b>Step 5</b></p> <ul style="list-style-type: none"> <li>• Conduct counselling to the functionaries designation after designation in the order of Welfare &amp; Education Assistants followed by Grama Mahila Samrakshana Karyadarsis, Digital Assistants and so on in respect of Village Secretariats.</li> <li>• Conduct counselling to the functionaries designation after designation in the order of Ward Welfare &amp;Development Secretary followed by Ward Women and Weaker Section Protection Secretary and Ward Education and Data Processing Secretary and so on in respect of Ward Secretariats.</li> <li>• Call the senior most within the particular designation first to choose the vacant secretariat.</li> <li>• Exhaust the exercise till all the deficit secretariats get 8 functionaries</li> </ul>	27-02-2024 28-02-2024 29-02-2024

District Collectors are requested to note that the designations of Agri/Horti/ Seri, Animal Husbandry/ Fisheries Assistants, ANM/ Ward Health Secretaries and Energy Assistant are not subjected to rationalization.

H M

Dhyanachandra I A S

DIRECTOR

To,

The District Collectors in the state.  
All the Heads of Departments of line departments  
The District GSWS In-charge Officers in the state.

Copy submitted to Spl.CS to Government, GVWV & VSWS Dept.,