GOVERNMENT OF ANDHRA PRADESH

Department of Gram Volunteers/Ward Volunteers and Village Secretariats/Ward Secretariats, Vijayawada

RoC No: GWS01/117/J/2022, Dated: 23-03-2022

From,	To,
Sri.Shan Mohan Sagili, IAS, Commissioner & Director, Plot #:11 & 12, Nirman Bhavan, 4th and 5th Floor, Autonagar, Vijayawada.	All Joint Collectors (VWS & D) in the State All Municipal Commissioners in the State All Divisional Development Officers in the State All Mandal Parishad Development Officers in the State

Subject : Half- day Training workshop for all Functionaries and Volunteers on COP for the month of March 2022

The Citizen Outreach Program (COP) for the month of March 2022 is scheduled on 25th & 26th March 2022.

All DA/WEDPS & WEA/WWDS are hereby instructed to take lead and conduct a Half-day Training workshop for all Functionaries and Volunteers under the guidance of Panchayat Secretary/ Ward Administrative Secretary in their respective Village/Ward Secretariats on Citizen Outreach Program (COP) for the month of March 2022 on 24.03.2022 .

The Content of COP & questionnaire is as follows –

I.   List of Data to be captured on Tribal Welfare- ROFR Pattas through Citizen Outreach Program of March Month, 2022:

ROFR Pattas: Recognition of Forest Rights (ROFR) pattas are the forest lands distributed to tribal people who used to cultivate forest lands before 2005.

DKT Pattas: Darakastu land pattas are the pattas assigned to BPL people

Through this survey, Department will be able to find out the penetration of ROFR/ DKT Pattas distribution

> 1.   Are you aware about the scheme on ROFR / DKT Pattas distribution from Tribal Welfare Department?

Options Available
   a.   Yes
   b.   No
2.   Are you the beneficiary Tribal Welfare- ROFR/DKT Pattas?
Options Available
   a.   Yes
   b.   No
3.   If Yes for Q.2, Did you receive a Physical Copy of ROFR/DKT Pattas?
Options Available
   a.   Yes
   b.   No

II. List of Data to be captured on Household Data through Citizen Outreach Program of March Month, 2022:

Household Data: To check the authenticity of our database through this survey

1.   Is the Land data (Dry land/Wet Land) shown in the database correct?
Options Available
   a.   Yes
   b.   No

2.   Is the list of service meters for Electricity which are seeded at household level shown in the database correct?
List of all Service meters tagged at HH level will be displayed
   a.   Service Meter 1: (Yes/ No)
   b.   Service Meter 2: (Yes/ No)

3.   Is the list of 4-wheelers shown in the database correct (other than Two-Wheelers)?
List of all vehicles (Other than 2-wheelers) tagged at HH level will be displayed
   a.   Vehicle No. 1: (Yes/ No)
   b.   Vehicle No. 2: (Yes/ No)

III. National Payment Corporation of India Survey (NPCI) :Aadhaar basedDirect Benefit Transfers are the mode of transferring of monetary scheme benefits directly in to beneficiary active account without taking bank details. For Aadhaar Based DBT, Beneficiaries are expected to map their Aadhaar seeded active bank account with National Payments Corporation of India (NPCI).

Case I: Active status means Aadhaar linked bank account is mapped with NPCI and eligible for Direct Benefit Transfers.

Case II: If it is "Inactive Aadhaar error", reasons and how to activate

Q: What is reason of inactive Aadhaar Card?

A: Reasons for Inactive Aadhaar Card are:
   a. Baal Aadhaar should do Mandatory Biometric update after 5 years and 15 year otherwise it will inactive automatically.
   b. If not use of Aadhaar Card for 5-10 years as identity proof.

Q: How to activate inactive Aadhaar Card?
A: By updating Biometrics, Aadhaar card status will change from inactive to active

Case III: If it is "Not mapped Aadhaar" error, reasons and how to activate

Q: What is reason of "Not mapped Aadhaar Card"?
A: Consent Form not given in Bank to Map Aadhaar card with NPCI

Q: How to Map Aadhaar Card with Bank?
A: Submitting the consent form at Bank to map Aadhaar with NPCI

Survey Part 1:

1. Are you aware that Aadhaar need to be linked with Bank Account?
   Options Available
   a. Yes
   b. No

Survey Part 2:

List of Aadhaar Numbers without Bank Account will be displayed and Functionaries need to suggest to open a bank account on their name so as to get the scheme benefits or Gas subsidies directly in to the beneficiary account instead of through 3rd party people.

Age Range (10-13): "Joint account" with Parents can be opened

Age above 14: "Open Account" can be opened

IV. List of Data to be captured on Occupation through Citizen Outreach Program of March Month, 2022:
   1. Is the person in the HH working?
   Options Available
   a. Yes
   b. No

   2. If Yes for Q.1, Please select the
   Options Available as drop-down; For Others, a dialogue box to enter manually

Government Employee
Agriculture - Farmer
Agriculture - Labour
Daily Wage Labourers/Workers
Small/Petty Street Vendors
Small-Scale Business Owners
Large-Scale Business Owners
Doctors
Advocates
Private Employees
Traditional Artisans- Weavers, Toddy Tappers, Rajakas, NayiBramhins etc.,
Others (Enter Manually)

V. **List of Data to be captured on Education through Citizen Outreach Program of March Month, 2022:**

1. Is the person in HH studying?
Options Available
    a.   Yes
    b.   No

2. If Yes for Q.1, Please select the
Options Available as drop-down; For Others, a dialogue box to enter manually

Zero class
1-9 class
SSC pass
Intermediate Pass
DIPLOMA & OTHERS
Engineering
Degree in Commerce
Degree in Arts
Degree in Other
M.B.B.S
Bachelor of Law (B.L)
PG
Research
Other (Enter Manually)

The COP Training workshop to include (Training given by DA/WEDPS & WEA/WWDS):

1. COP User Manual
2. Discussion on COP Focus Points
3. Contacts for Technical Issues
4. Action Plan to conduct COP
5. COP app updates and changes
6. COP Reports/ General FAQs

The COP Performance appraisal of Volunteers can be viewed in the COP Dashboard of GSWS Portal. (https://jaganannathodu.ap.gov.in/citizenoutreach/)

The COP apps & user manual will be shared by 24th March 2022

(Issued under the instructions of Commissioner & Director, GVWV & VSWS Department)

For Commissioner

Additional Commissioner (Digital Services)

GVWV & VSWS Department

Copy Submitted to

The Special Chief Secretary to Government, GVWV & VSWS Department