

**GOVERNMENT OF ANDHRA PRADESH**  
**O/o Commissioner & Director Department of Gram Volunteers/Ward**  
**Volunteers & Village Secretariats / Ward Secretariats, Plot No.11 & 12,**  
**Nirman Bhavan, APIIC Colony, Autonagar, Vijayawada.**

<b>From</b>  <b>Sri S.Shan Mohan, I.A.S</b> <b>Director</b> <b>GVWV &amp; VSWS Department</b>	<b>All the District Collector in the State,</b> <b>All the Joint Collectors (VWS &amp;D) in</b> <b>the state</b> All the Chief Executive Officers of ZPP in the State. All the District Panchayat Officers in the State. All Divisional Level Officers (DLDOs) in the State. All Municipal Commissioners (ULBs) / MPDOs in the State.
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**Lr.RC. No:110/ GSWS/2021,Dated: -12--2021**

Sir/Madam,

<b>Sub</b>	Department of Gram volunteers / Ward volunteers & Village Secretariats / Ward Secretariats– IT- Hardware supplied by Government- Maintenance of Tools & Plants registers- Service requests and Volunteers issues - <b>Conducting of monthly review meetings</b> to solve the issues- Reports from districts on reviews conducted - Action taken Report and instructions to resolve the issues at various levels-Reg.
<b>Ref</b>	<ol style="list-style-type: none"> <li>1. Meeting with Special Chief Secretary, GVWV&amp;VSWS Department held on 07-10-2021</li> <li>2. Lr no 1445900/GSWS/110/2021 Dated 02-11-2021.</li> <li>3. 3. Minutes of the Web Conference conducted by the Chief Secretary to Government with all District Collectors and Joint Collectors (VWS&amp;D) on 21-10-201.</li> <li>4. Rc No 62/B/Hardware/2021 dated 25-10-2021 of District Collector, SPSR Nellore.</li> </ol>

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In the reference 1<sup>st</sup>cited, the Special Chief Secretary to Government, GVWV & VSWS Department of Andhra Pradesh has instructed to establish a system for obtaining, to fix responsibility to resolve at various levels, review of ATRs and to maintain a record on the issues of volunteers Salaries, CFMS ID, ID Cards, APP Login, Mobile, SIM, FPS and hardware by conducting a review meeting on every Wednesday at various levels(secretariat, Mandal/Municipality, District & HOD in every month.

In the reference 2<sup>nd</sup> cited, instructions are issued that review shall be focused on Volunteers & IT Hardware issues and the probable agenda items, action points & responsibilities at various levels are communicated.

In the reference 3<sup>rd</sup> cited, The Chief Secretary to Government of Andhra Pradesh, requested all the District Collectors to ensure conducting the meetings to resolve issues relating to functioning of infrastructure at Village / Ward Secretariats on 1<sup>st</sup> Wednesday, at Mandal /ULB on 2<sup>nd</sup> Wednesday and district level on 3<sup>rd</sup>Wednesday.




Yours faithfully  
Director

GVWV & VSWS Department

**Copy to:**  
All District Coordinators, O/o.JC (VWS&D) in the State for information and necessary action.