

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Department of GV/WV & VS/WS – Notification of Grama Panchayats as Municipalities and merging of part or whole of Grama Panchayat(s) into neighbouring Municipalities/Municipal Corporations or De-notification of Municipalities / Nagar Panchayats into Grama Panchayats – Re-designation of Village Secretariats as Ward Secretariats and vice versa – Absorption of employees into Ward Secretariats / Village Secretariats with respective Designations – Certain guidelines – Orders – Issued.

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**DEPARTMENT OF GRAM VOLUNTEERS / WARD VOLUNTEERS & VILLAGE  
SECRETARIATS / WARD SECRETARIATS**

G.O.Ms.No.01

Dated:04.01.2023

Read the following: -

1. G.O.Ms.No.104, PR&RD(MDL-I) Dept. dated 22.06.2019.
2. G.O.Ms.No.201, MA&UD (UBS) Dept. dated 23.06.2019.
3. G.O.Ms.No.110, PR&RD(MDL-I) Dept. dated 19.07.2019.
4. G.O.Ms.No.217, MA&UD (UBS) Dept. dated 20.07.2019.
5. G.O.Ms.No.156, GAD (Cabinet-II) Dept. dated 21.12.2019.
6. Andhra Pradesh Ordinance No.17 of 2020, Dt. 31.12.2020.
7. G.O. Ms. No. 357 MA & UD(G) Dept., Dt. 31.12.2019.
8. G.O. Ms. No. 358 MA & UD(G) Dept., Dt. 31.12.2019.
9. G.O. Ms. No. 359 MA & UD(G) Dept., Dt. 31.12.2019.
10. G.O. Ms. No. 362 MA & UD(G) Dept., Dt. 31.12.2019.
11. G.O.Ms. No. 363 MA & UD(G) Dept., Dt. 31.12.2019.
12. G.O. Ms. No. 364 MA & UD(G) Dept., Dt. 31.12.2019.
13. G.O. Ms. No. 70 MA & UD (G) Dept., Dt. 24.01.2020.
14. G.O. Ms. No. 71 MA & UD(G) Dept., Dt. 24.01.2020.
15. G.O. Ms. No. 73 MA & UD (G) Dept., Dt. 25.01.2020.
16. G.O. Ms. No. 74 MA & UD (G) Dept., Dt. 25.01.2020.
17. G.O. Ms. No. 83 MA & UD(G) Dept., Dt. 28.01.2020.
18. G.O. Ms. No. 84 MA & UD(G) Dept., Dt. 28.01.2020.
19. G.O. Ms. No. 86 MA & UD (G) Dept., Dt. 28.01.2020.
20. G.O. Ms. No. 87 MA & UD (G) Dept., Dt. 28.01.2020.
21. G.O. Ms. No. 88 MA & UD(G) Dept., Dt. 28.01.2020.
22. G.O. Ms. No. 89 MA & UD(G) Dept., Dt. 28.01.2020.
23. G.O. Ms. No. 90 MA & UD (G) Dept., Dt. 28.01.2020.
24. G.O. Ms. No. 91 MA & UD(G) Dept., Dt. 28.01.2020.
25. G.O. Ms. No. 121 MA & UD (G) Dept., Dt.05.03.2020.
26. G.O.RT.No. 01 Dept., of GV/WV&VS/WS, Dt:06.01.2021.

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**ORDER:**

The Government had established 11,162 Village Secretariats and 3,842 Ward Secretariats (Total:15004) in the State to deliver the Welfare Scheme benefits and services at the doorsteps of all eligible citizens irrespective of Caste, Creed, Religion, Region, Gender and Political affiliation.

2. Accordingly, the following posts were created and filled up in Village/Ward Secretariats, vide references 3<sup>rd</sup> & 4<sup>th</sup> read above:

**I. Village Secretariats:**

Sl.No.	Name of the post	Line Department
1	Panchayat Secretary (Grade-V)	PR&RD
2	Welfare & Education Assistant	Social Welfare
3	Panchayat Secretary (Grade-VI) (Digital Assistant)	PR&RD
4	Engineering Assistant	PR&RD
5	Energy Assistant	Energy
6	Village Revenue Officer (Grade-II)	Revenue
7	Mahila Police / Grama Mahila Samrakshana Karyadarshi	Home
8	Auxiliary Nurse Midwife (ANM)	H, M & FW
9	Survey Assistant	Revenue
10	Veterinary / Fisheries Assistant	AH, DD & Fisheries
11	Agriculture / Horticulture /Sericulture Assistant	Agriculture & Co-Operation

**II. Ward Secretariats:**

Sl. No.	Name of the post	Line Department
1	Ward Administrative Secretary	MA&UD
2	Ward Sanitation & Environment Secretary (Grade-II)	
3	Ward Education & Data Processing Secretary	
4	Ward Amenities Secretary (Grade-II)	
5	Ward Welfare & Development Secretary (Grade-II)	
6	Ward Planning & Regulation Secretary (Grade-II)	
7	Ward Mahila Police / Ward Women and Weaker Sections Protection Secretary / Ward Mahila Samrakshana Karyadarshi	Home
8	Ward Energy Secretary	Energy
9	Ward Health Secretary	H, M & FW
10	Ward Revenue Secretary	Revenue

3. In the references 1<sup>st</sup> & 2<sup>nd</sup> read above, the Government had introduced Volunteer system to revamp the service delivery with an aim to improve the living standards of the people through the concept of NAVARATNALU as a core theme of Governance. In order to operationalize NAVARATNALU Government deployed One (1) Grama Volunteer @ 50 Households in Rural Areas and One (1) Ward Volunteer @ 70-100 Households in Urban Areas and positioned 2.65 lakh Grama / Ward Volunteers.

4. In the references from 6<sup>th</sup> to 26<sup>th</sup> read above, the Government had constituted (15) Nagar Panchayats / Municipalities duly notifying certain Gram Panchayats extending the limits of (24) Municipalities / Corporations by merging the neighboring Grama Panchayats / part of the Grama Panchayats.

5. In future also due to growth of economic factors, industrialization, infrastructural development, increasing population, establishment of Education and Commercial institutions, more and more Grama Panchayats may be upgraded as Municipalities / Nagar Panchayats or merged into neighboring Municipalities / Municipal Corporations.

6. Whenever the Government notifies the jurisdiction of a ULB by merging part (s) or whole of Gram Panchayat (s) into the near by ULB or constituting a new ULB, or conversely a part or whole of a ULB is de-notified constituting the area into a new Gram Panchayat (s) or merges the area into neighboring Gram Panchayat (s), such decisions require that the MA&UD, PR&RD and GVVV & VSWS Departments to appropriately migrate the matters pertaining to Secretariats, Secretariat Functionaries, Volunteers, Volunteer's clusters and Household mapping in the particular areas from Rural to Urban and vice versa.

7. The following is the comparative statement of posts sanctioned in Village / Ward Secretariats, for absorption of services of functionaries in Ward Secretariats.

Sl. No.	Ward Secretariat		Village Secretariat		Remarks
	Name of the Post	Department	Name of the post	Department	
1	Ward Administrative Secretary	MA & UD	Panchayat Secretary	PR&RD	May be interchanged if the existing functionary is opted to work in MA&UD.
2	Ward Welfare & Development Secretary	MA & UD	Welfare & Education Assistant	Social Welfare	May be interchanged if the existing functionary is opted to work in MA&UD.
3	Ward Sanitation & Environment Secretary (Grade-II)	MA & UD			Sanitation work may be entrusted to any of the existing functionary in the same Ward

					Secretariat or Ward Sanitation & Environment Secretary working in nearby Ward Secretariat until new recruitment is made.
4	Ward Education & Data Processing Secretary	MA&UD	Panchayat Secretary Grade-VI (Digital Assistant)	PR&RD	May be interchanged if the existing functionary is opted to work in MA&UD.
5	Ward Amenities Secretary (Grade-II)	MA&UD	Engineering Assistant	PR&RD	May be interchanged if the existing functionary is opted to work in MA&UD.
6	Ward Planning & Regulation Secretary (Grade-II)	MA&UD	Survey Assistant	Revenue	After obtaining option, the qualified persons may be absorbed in MA & UD Dept., against the post of Ward Planning & Regulation Secretary
7	Ward Energy Secretary	Energy	Energy Assistant	Energy	May be continued
8	Ward Revenue Secretary	Revenue	Village Revenue Officer (Grade-II)	Revenue	
9	Ward Mahila Police / Ward Women and Weaker Sections Protection Secretary / Ward Mahila	Home	Mahila Police / Grama Mahila Samrakshana Karyadarshi	Home	

	Samrakshana Karyadarshi				
10	Ward Health Secretary	H, M & FW	Auxiliary Nurse Midwife (ANM)	H, M & FW	
11			Agriculture/ Horticulture MPEOs	Agriculture & Co- Operation	The individuals may be continued along with post. If any functionary is not opted to work in Ward Secretariats, the respective parent Department shall fill the Vacancies in the Ward Secretariats.
12			Veterinary & Fisheries Assistant	Animal Husbandry, Dairy Development & Fisheries Department	The individuals may be continued along with post. If any functionary is not opted to work in Ward Secretariats, the respective parent Department shall fill the Vacancies in the Ward Secretariats.

8. After careful examination of the matter in detail, the Government hereby issued the following orders, so as to ensure continuous delivery of services in the Ward Secretariats without any interruption:

**a. In respect of Secretariat functionaries:**

- i. The Village Secretariats in the said localities shall re-designated as "Ward Secretariats" and they shall continued without disturbing any single Secretariat since the Urban areas are future growth areas.
- ii. While merging a part of Gram Panchayath (GP) or complete GPs at the time of notification of an Urban Local Body (ULB) or merging in the existing ULB, if the jurisdiction of a Village Secretariat falls both into Urban & Rural areas, then the concerned Municipal Commissioner and MPDOs shall take a decision, on mapping of the House Holds (HHs) / clusters with the Village / Ward secretariats based on geographical contiguity. If the existing Village Secretariat building is situated within the new jurisdiction of the ULB, then the same shall handed over to the concerned ULB by PR&RD Department.
- iii. The nomenclature of the posts in Village Secretariat shall converted in Ward Secretariats as follows:

Sl.No.	Name of the post in Village Secretariats	Post to be converted as in Ward Secretariats
1	Panchayat Secretary (Grade-V)	Ward Administrative Secretary
2	Welfare & Education Assistant	Ward Welfare & Development Secretary
3	Panchayat Secretary Grade-VI (Digital Assistant)	Ward Education & Data Processing Secretary
4	Engineering Assistant	Ward Amenities Secretary
5	Energy Assistant	Ward Energy Secretary
6	Village Revenue Officer (Grade-II)	Ward Revenue Secretary
7	Mahila Police / Grama Mahila Samrakshana Karyadarshi	Ward Mahila Police/ Ward Women and Weaker Sections Protection Secretary/ Ward Mahila Samrakshana Karyadarshi
8	Auxiliary Nurse Midwife (ANM)	Ward Health Secretary
9	Survey Assistant	Ward Planning & Regulation Secretary
10	Veterinary / Fisheries Assistant	Veterinary / Fisheries Assistant
11	Agriculture / Horticulture /Sericulture Assistant	Agriculture / Horticulture /Sericulture Assistant

- iv. The services of the Village Secretariat Functionaries working against the posts shall absorbed against the converted posts in the Ward Secretariats, subject to submission of their options to continue in Ward Secretariats, which will be called for by the respective Municipal Commissioner.
- v. If any of the above Village Secretariat Functionary opted to continue in Village Secretariat, their services may be relieved by the concerned Municipal Commissioner and placed at the disposal of their parent Department for further postings.

- vi. The posts of Agriculture / Horticulture / Sericulture Assistants and Veterinary / Fisheries Assistants along with Functionary shall be continued in the said Secretariat / RBK Jurisdiction except in the (3) Villages Secretariats of Sanivarapupeta, Satrampadu, Tangellamudi of Eluru District which were already merged into Eluru Municipal Corporation.
- vii. In case any Functionary not opted to work in Ward Secretariat the said vacancy shall filled by the respective parent Department.
- viii. The salaries of the Secretaries, who are opted to come into MA & UD Department in the newly notified NPs / Municipalities, shall be drawn from 2217-80-001-00-09-010-011 Head of Account by the Municipal Commissioner of the concerned NPs/Municipalities.
- ix. Accordingly, the Director of Treasuries & Accounts shall issue orders to the concerned District Treasury Officials to allow the salary bills of the Ward Secretaries.
- x. The pay scale & seniority of the secretaries shall be fixed as per the existing Service Rules.
- xi. The Sanitation work in these Ward Secretariats shall entrusted to any of the existing Functionary of these Secretariats or Ward Sanitation Environment Secretary working in nearby Ward Secretariat.
- xii. The parent departments of Village Revenue Officer, Mahila Police, ANM and Energy Assistant shall take necessary action for continuation of the said functionaries in the re-designated Ward Secretariats.

**b. In respect of Volunteers:**

- i. The Grama Volunteers working in the rural areas shall converted as Ward Volunteers duly deleting the sanctioned strength from PR&RD Department and adding the same in MA&UD Department.
- ii. The honorarium shall be drawn from 2217-80-191-00-88-290-294 Head of Account by the Commissioner of respective Nagar Panchayat / Municipality / Municipal Corporation in the capacity of DDO.
- iii. The Director of Treasuries & Accounts shall issue orders to the concerned District Treasury Officials for allowing the Honorarium of the Ward Volunteers.

9. Similarly, in case of any Nagar Panchayat / Municipality is de-notified as Grama panchayath due to administrative exigency, the following orders are hereby issued:

**a. In respect of Secretariat functionaries:**

- i. The Ward Secretariats in the said localities shall re-designated as "Village Secretariats".
- ii. While detaching a part of the ULB, if the jurisdiction of a Ward Secretariat falls both into Urban & Rural areas, then the concerned Municipal Commissioner

and MPDOs shall take a decision, on mapping of the HHs/clusters with the Village/Ward secretariats based on geographical contiguity. If the existing Ward Secretariat building is situated within the new jurisdiction of the GP, then the same shall be handed over to the concerned GP by MA&UD Department.

- iii. The nomenclature of the posts in Village Secretariat shall converted in Ward Secretariats as follows:

Sl. No.	Name of the post in Ward Secretariats	Post to be converted as in Village Secretariats
1	Ward Administrative Secretary	Panchayat Secretary (Grade-V)
2	Ward Welfare & Development Secretary	Welfare & Education Assistant
3	Ward Education & Data Processing Secretary	Panchayat Secretary Grade - VI (Digital Assistant)
4	Ward Amenities Secretary	Engineering Assistant
5	Ward Energy Secretary	Energy Assistant
6	Ward Revenue Secretary	Village Revenue Officer (Grade-II)
7	Ward Mahila Police/ Ward Women and Weaker Sections Protection Secretary/ Ward Mahila Samrakshana Karyadarshi	Mahila Police / Grama Mahila Samrakshana Karyadarshi
8	Ward Health Secretary	Auxiliary Nurse Midwife (ANM)
9	Ward Planning & Regulation Secretary	Survey Assistant
10	Ward Sanitation & Environment Secretary	* Veterinary / Fisheries Assistant.
11	The post of Agriculture / Horticulture / Sericulture Assistant shall sanctioned by the parent Department.	

\* If qualified and opted for Veterinary / Fisheries Assistant

- iv. The services of the Ward Secretariat Functionaries working against the posts shall absorbed against the converted posts in the Village Secretariats, subject to submission of their options to continue in Village Secretariats, which will be called for by the respective MPDO.
- v. If any of the above Village Secretariat Functionary opted to continue in Ward Secretariats, their services may be relieved by the concerned MPDO and placed at the disposal of RDMA or their parent Department for further postings.
- vi. In case any Functionary not opted to work in Village Secretariat the said vacancy shall filled by the respective parent Department.



- vii. The salaries of the Functionaries, who are opted to work in Village Secretariat in the newly notified jurisdiction of Gram Panchayat shall drawn from 2515-00-198-0053-010-011 Head of Account through respective DDOs.
- viii. Accordingly, the Director of Treasuries & Accounts shall issue orders to the concerned District Treasury Officials for allowing the salary bills of the Village Secretaries.
- ix. The work relating to Agriculture/Horticulture/Sericulture and Veterinary / Fisheries Assistants shall entrusted to the Agriculture / Horticulture / Sericulture and Veterinary / Fisheries Assistants working in nearby Village Secretariats / RBKs based on the requirement in consultation with Agriculture & Cooperation, Animal Husbandry, Dairy Development & Fisheries Departments.
- x. The pay scale & seniority of the Functionaries shall fixed as per the existing Service Rules.

**b. In respect of Volunteers:**

- i. The Ward Volunteers working in the Urban areas shall converted as Grama Volunteers duly deleting the sanctioned strength from MA&UD Department and adding the same in PR&RD Department.
  - ii. The honorarium shall drawn from 2515-00-198-005-2290-029VN Head of Account by the Panchayat Secretary of respective Grama Panchayat in the capacity of DDO.
  - iii. The Director of Treasuries & Accounts shall issue orders to the concerned District Treasury Officials for allowing the Honorarium of the Grama Volunteers.
10. The Commissioner & Director of Municipal Administration is authorized to re-designate Village Secretariats as Ward Secretariats, Grama Volunteers as Ward Volunteers in case of notification of Grama Panchayats as Nagar Panchayats / Municipalities or merging of Gram Panchayat(s) / part(s) or Hole of Gram Panchayat(s) into neighbouring Municipalities / Municipal Corporations. Further he / she shall complete the entire process and ensure functioning of said Ward Secretariats effectively duly imparting necessary training to the functionaries.
11. The Commissioner, PR&RD is authorized to re-designate Ward Secretariats as Village Secretariats, Ward Volunteers as Grama Volunteers in case of any Nagar Panchayat / Municipality notified as Grama Panchayat. Further, he/ she shall complete the entire process and ensure functioning of said Village Secretariats effectively duly imparting necessary training to the functionaries.
12. The Director, GVWV&VSWS, Vijayawada is authorized to migrate the Clusters and Data from Rural to Urban Areas and vice versa.
13. This Order issues with the concurrence of Finance Department vide their U.O.No.U.O.No.1834104/HR-II/FIN01-HR0PDPP(RRD)/155/2022, Dated:15.09.2022.

14. This order is also available in online and can be accessed at <https://apegazette.cgg.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

AJAY JAIN  
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To  
The Commissioner & Director of Municipal Administration, Vaddeswaram Village,  
Mangalagiri, Andhra Pradesh.  
The Commissioner, PR&RD, Tadepalli.  
The Director, GV/MV&VS/WS, Vijayawada.  
All the Collectors in the State.  
The HoDs of all Line Departments.  
The Director of Treasures and Accounts, Ibrahimpatnam, A.P.  
All the Municipal Commissioners in the State.  
Copy to:  
P.S to Jt. Secy., to CM.  
P.S to the Hon'ble Minister, MA&UD.  
P.S to the Hon'ble Dy.Chief Minister, PR&RD.  
All the Special Chief Secretaries/ Principal Secretaries/ Secretaries of Line  
Departments, A.P., Secretariat, Velagapudi.

//FORWARDED:BY ORDER //

*S. MaryRathamani*  
SECTION OFFICER.