

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department – Village Secretariat System - Functioning of Village Secretariats – Additional activities to be included in the Job chart and the Key Performance Indicators in respect of Welfare and Education Assistant – Orders - Issued.

SOCIAL WELFARE (SERVICES) DEPARTMENT

G.O. Ms .No:27

Dated: 27.03.2023

Read the following:

1. G.O.Ms.No.110, PR&RD Dept., Dt.19.07.2019.
2. G.O.Ms.No.107 SW (Ser.) dated 25-09-2019.
3. G.O.Ms.No.111, SW (Ser.) dated 25-10-2019.
4. G. O. Ms. No.132 General Administration (SC.A) Department, dated 04.11.2022
5. From the GVWV & VSWS Department, letter Rc.No.576/F/GSWS/2022, Dated 15/12/2022.
6. Govt . Memo No.1955730/5/2023-SW-SER, Dated 12.01.2023.
7. From the Director of Social Welfare, A.P., Tadepalli, e-file No:SOW02-17/13/2023-F SEC-COSW, bearing C. No. 1975504,dt.31.01.2023..

ORDER:

The Government of Andhra Pradesh have introduced the concept of NAVARATNALU as the core theme of Governance in order to revamp the delivery systems of Government services with an aim to improve the living standards of the people. To achieve this objective, the Government of Andhra Pradesh had established 11,114 Village Secretariats, one Village Secretariat for every 2000 population in rural areas. The Government sanctioned 91,652 new posts with 11 functional assistants in Village Secretariats, vide G.O. 1st read above.

2. The Social Welfare Department is the Nodal Department for the post of Welfare and Education Assistant (WEA) for recruitment and training. Accordingly, the job chart in respect of Welfare and Education Assistant post has been issued vide G.O. 2nd read above. Further, the AP Social Welfare Subordinate Service Rules have been amended to incorporate the post of Welfare and Education Assistant in the Department vide G.O. 3rd read above.

3. The Village & Ward Secretariats are the focal points that translate the Global Sustainable Development Goals (SDGs) into local actionable tasks at the grass-root level and Government has provided a framework towards the objective of achieving Sustainable Development Goals (SDGs) vide G.O. 4th read above.

4. In the letter 5th read above, the GVWV & VSWS Department has stated that, during the review meeting held on 07.12.2022 by the Chief Secretary to Govt., it was directed, that the job charts of all Village & Ward Secretariat Functionaries shall be appropriately revised and reoriented towards the achievement of Sustainable Development Goals (SDGs), Welfare and Development programmes undertaken by the Government from time to time. Further, it is desired that the activities performed by the functionary should be monitored on real time basis by the inspecting / supervisory officers who will review their activities regularly, evaluate their performance periodically.

[P.T.O]

::2::

5. In the reference 6th read above, Government have constituted a Committee to review, revise and incorporate necessary activities in the job chart of Welfare and Education Assistant in line with the programmes of the Government and Sustainable Development Goals and also to identify the Key Performance Indicators that are measurable and quantifiable and to prepare the inspection format of the Mandal Level Supervisory Officers to monitor the performance of WEA and to prepare the format of monthly certification on performance of WEA by Mandal Level Supervisory Officer.

6. In the reference 7th read above, the Director of Social Welfare, A.P., Tadepalli has submitted proposal, in consultation with School Education, PR & RD, Housing Departments and the CEO, SERP covering the four aspects i.e., the additional activities to be included in the Job chart of WEAs, the Key Performance Indicators, Inspection formats for monitoring officers and work satisfaction reports for WEAs.

7. The Government after careful examination of the matter hereby incorporate the additional activities in the Job chart of WEAs and the Key Performance Indicators for WEAs is annexed to this order.

8. The Director of Social Welfare, A.P., Tadepalli, Guntur shall take further necessary action accordingly in the matter.

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

**DR. K S JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT**

To

The Director of Social Welfare, A.P., Tadepalli, Guntur District.

The Housing Department, A.P.Secretariat, Velagapudi.

The School Education Department, A.P.Secretariat, Velagapudi.

The PR & RD Department, A.P.Secretariat, Velagapudi.

The Deptt. of Gram Volunteers / Ward Volunteers & Village Secretariat / Ward

Secretariats, A.P.Secretariat, Velagapudi

All District Collectors in the State .

The CEO, SERP, Vijayawada.

The Commissioner, School Education, Vijayawada.

The Commissioner, PR & RD, Tadepalli.

The Commissioner, Housing.

Copy to:

The PS to Prl. Secretary to the Hon'ble Chief Minister.

The OSD to the Hon'ble Minister (SW).

The PS to Spl. Chief Secretary to Government, Housing Department.

The PS to Prl. Secretary to Government, Social Welfare Department.

The PS to Prl. Secretary to Government, School Education Department.

The PS to Prl. Secretary to Government, PR & RD Department.

Sf/Sc.

// FORWARDED:: BY ORDER //

P. Chakravarthy
SECTION OFFICER

a

ANNEXURE

(TO G.O. MS.No.27 Social Welfare (SER) DEPARTMENT, DATED: 27.03.2023)

I. Welfare Department

S.No	Activity	Frequency of Activity	Key Performance Indicator
1.	Identify eligible beneficiaries for government schemes on 100% saturation basis	Yearly	Percentage of eligible beneficiaries identified for availing Government schemes (Target is 100%)
2.	Provide assistance to the beneficiaries of Navaratnalu and other Government schemes for seeding their bank account with their Aadhaar number, ensuring that their Aadhaar number status in the portal of National Payments Corporation of India (NPCI) is active, so that Aadhaar-based payments can be made by the Government.	Monthly	<ul style="list-style-type: none">Percentage of beneficiaries having their Aadhaar number status in the NPCI as Active (Target is 100%)Percentage of beneficiaries received money through Aadhaar based payments system (Target is 100%)
3.	Provide assistance to the beneficiaries of Direct Benefit Transfer (DBT) schemes in case of failure transactions by identifying reasons, rectifying issues and resending amount to beneficiaries	Monthly	Percentage of failure transactions resolved and amount deposited in the account of beneficiary (Target is 100%)
4.	Provide counselling to anaemic girls/females and their parents/guardians and recommend measures to overcome anaemia.	Monthly	Percentage of girls/females and their parents/guardians counselled against the target
5.	Complete survey of hostels and residential schools, following the Standard Operating Procedure (SOP) prescribed in the Consistent Rhythms module	Monthly	Survey completion status (Yes/No)

[P.T.O]

::2::

S.No	Activity	Frequency of Activity	Key Performance Indicator
6.	Provide handholding support to students from weaker sections who have passed out of 10 th for joining in ITI, Polytechnic, Intermediate, or Skill Development courses	Monthly	Percentage of 10 th pass students who are pursuing further studies/skill development courses
7.	Provide handholding support to the students from weaker sections who have passed out from ITI, Polytechnic, Intermediate courses to join in suitable courses in higher education or skill development, contributing to an increase in the Gross Enrolment Ratio	Monthly	Percentage of ITI/Polytechnic pass students who are pursuing further studies/skill development courses/obtained gainful (regular work and payment) employment

II. School Education Department:

S.No	Activity	Frequency of Activity	Key Performance Indicator
1.	Check the availability of functional girl's toilets and boy's toilets with running water in all schools and inform Engineering Assistant in case of non-working condition	Weekly	Percentage of schools with functional girl's/boy's toilets (Target is 100%)
2.	Check the cleanliness of toilets in all schools and inform Headmaster/Headmistress in case of non-cleanliness	Weekly	No of issues identified in IMMS (Integrated Monitoring System for Midday Meals and Sanitation) <i>*Lower number indicates better performance</i>
3.	Check the menu, taste, and cleanliness of cooking and serving areas of Mid-Day Meal (MDM) program at all schools	Weekly	<ul style="list-style-type: none"> • Visit report submitted (Yes/No) • No of issues identified in IMMS (Integrated Monitoring System for Midday Meals)

S.No	Activity	Frequency of Activity	Key Performance Indicator
			and Sanitation) *Lower number indicates better performance
4.	Check the availability of functional electricity and clean drinking water in all schools and inform Energy Assistant/Engineering Assistant in case of non-availability	Weekly	Percentage of schools with functional electricity and clean drinking water (Target is 100%)
5.	Visit all School Management Committee (SMC) / Parents Meetings conducted in all Schools	As per schedule of SMC/Parents Meeting	Percentage of SMC /Parents meetings attended (Target is 100%)
6.	Conduct counseling to the parents/guardians of the dropout/irregular students identified by the Headmaster/Headmistress in all schools	Monthly	<ul style="list-style-type: none"> Percentage of dropout students motivated and re admitted into the schools Percentage of irregular students with improved attendance
7.	Conduct counselling to the parents/guardians of the students who are poor in learning outcomes as identified by the Headmaster/Headmistress in all schools	Monthly	Percentage of children with improved learning outcomes
8.	Visit households and encourage them to admit their children in Government Schools	Yearly	No of new children enrolled in schools *Higher number indicates better performance
9.	Visit parents/guardians of all children in Anganwadi and motivate them to admit their children in class-I as per their age criterion	Yearly	Percentage of Anganwadi children admitted in class-I as per the age criterion (Target is 100%)
10.	Motivate the students who have completed 10 th class to pursue further studies through regular/open schooling or to join in Skill Development courses	Yearly	Percentage of 10 th class pass students pursuing further studies through regular/open schooling

::4::

S.No	Activity	Frequency of Activity	Key Performance Indicator
			or joined in Skill Development courses

III. Society for Elimination of Rural Poverty

S.No	Activity	Frequency of Activity	Key Performance Indicator
1.	Identify eligible beneficiaries for availing pension schemes and process their application for sanction	Monthly	Percentage of new eligible beneficiary's application processes for pension schemes
2.	Identify and include leftover women in the Self-Help Groups	Monthly	Percentage of leftover women included in SHGs
3.	Attend SHG and all VO meetings	Monthly	<ul style="list-style-type: none">• Percentage of SHG meetings attended• Percentage of VO meetings attended (Target is 100%)
4.	Enrol all eligible beneficiaries under YSR Bhima	Monthly	Percentage of eligible beneficiaries enrolled under YSR Bhima (Target is 100%)

IV. Housing

S.No	Activity	Frequency of Activity	Key Performance Indicator
1.	Facilitate the sanction of houses under Housing scheme for all eligible beneficiaries	Monthly	Percentage of eligible beneficiaries sanctioned with houses (Target is 100%)

DR. K S JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

P. Chelvarani
SECTION OFFICER

Q