

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF GRAMA VOLUNTEERS/WARD VOLUNTEERS AND VILLAGE
SECRETARIATS/WARD SECRETARIATS, AUTO NAGAR, VIJAYAWADA.

From **Sri Dhyanchandra I.A.S.,** Director, GVWV & VSWS Department, Polt No.11 & 12, 4th & 5th Floors, Nirman Bhavan, Auto Nagar, Vijayawada.

To **H.M.,**All the Collectors & District Magistrates in the State of Andhra Pradesh.

Lr.RC.No. 2374379/GSWS/E-80/2024, Dt. 05/03/2024

Dear Sir/Madam,

Sub:GVWV & VSWS Department – Digital Services – “Printing & Distribution of 2 -pages Letter to create awareness on cumulative achievements, welfare and development activities undertaken by the Government of A.P. till date to every household in the state”– Distribution of 2 pages letter with variable data in back to back to be given to every household in the state - Certain instructions issued – Regarding.

Ref:-Letter No.05/APSDPS/2024, Dt.01.03.2024 of the Chief Executive Officer, A.P. State Development Planning Society, (APSDPS), Planning Department, Vijayawada – 520008.

A Copy of the reference cited above is herewith communicated to all District Collectors in the State and it is informed that, a significant initiative undertaken by the Government on Printing & Distribution of 2-pages Letter to create awareness on cumulative achievements, welfare and development activities undertaken by the Government of A.P. till date to every household in the state.

The Printed 2-pages letter will be dispatched to all the Revenue Divisional Head Quarters in the State shortly.

As a part of this initiative, it is requested to ensure that all Mandal Parishad Development Officers (MPDOs) in your district take necessary steps that the sufficient 2 page letter bundles are received and properly acknowledged by the Panchayat Secretary upon receipt.

Additionally, instruct all the Panchayat Secretaries to ensure that the distribution of 2-Page letter done through respective Village/Ward Secretariat Volunteer duly taking e-KYC of the Citizen in the specified mobile app to ensure proper tracking and monitoring of the distribution process. Detailed SoP is herewith enclosed for necessary action.

Encl: SoP

Yours faithfully,
Dhyanachandra H.M., IAS
Director

Copy submitted to the Special Chief Secretary to Govt GVWV & VSWS Department.
Copy submitted to the Chief Executive Officer, A.P. State Development Planning Society, (APSDPS), Planning Department, Vijayawada – 520008.

SoP on Distribution of 2 pages letter to Every Household

1. About the program:

The Government of Andhra Pradesh has intended for Distribution of 2 pages letter to create awareness on cumulative achievements, welfare and development activities undertaken by the Government of Andhra Pradesh till date to every household in the state. The letter will contain information on development activities undertaken by the Government mainly in the areas of Education, Health, Agriculture, Housing, Secretariat & Volunteer system and the details of various social welfare benefits provided to respective households.

2. Distribution Process:

- The printed 2-pages letter will be dispatched to all the Revenue Divisional Head Quarters
- From Revenue Divisional Head Quarters material will be dispatched to respective MPDO/Municipal Commissioners offices.
- MPDO/Municipal Commissioners shall take necessary action to dispatch the material (Secretariat wise bundle) to respective secretariats.
- The Panchayat Secretary/Ward Admin Secretary will be the nodal officer to collect the material from MPDOs/MC's office.
- A mobile app module will be provided to Panchayat Secretary/Ward Admin Secretary to acknowledge the receipt of the material. (User manual will be provided)
- The Panchayat Secretary/Ward Admin Secretary shall segregate the material cluster wise and handover to

respective Volunteers through physical acknowledgment.

- Volunteers shall visit each household and handover the letters to the respective household and explain the benefits received by them. The Volunteers shall capture the distribution process through BoP mobile app with Household eKYC.(User manual will be provided).
- The entire distribution process shall be completed by Volunteers between 8th March 2024 to 10th March 2024 without any pendency.
- Each Volunteer shall be tagged with One secretariat employee to monitor the distribution process and completion of it within the timelines.

3. Stakeholders Roles & Responsibilities:

| Designation | Responsibilities |
|--------------------------|---|
| Volunteer | <ul style="list-style-type: none"> • Shall collect the material from Panchayat Secretary/Ward Admin Secretary • Shall visit each household and distribute the 2 page letter and explain the benefits received the respective household. EKYC of the household (Anyone of the household members) is mandatory to collect after distribution. • Volunteer shall interact with household members and shall explain the scheme benefits provided to them. • Volunteer shall also seek feedback from the household on the continuation of welfare schemes and various govt initiatives. • Shall complete the distribution process 8th March 2024 to 10th March 2024 |
| Panchayat Secretary/Ward | <ul style="list-style-type: none"> • Shall collect the material from MPDO/MC • Shall acknowledge the receipt of material in the mobile app • Cluster-wise segregation of material and distribution to respective |

| | |
|---|---|
| Admin Secretary | <ul style="list-style-type: none"> volunteers. Tagging of Secretariat staff with each Volunteer. Ensuring the completion of the distribution process within the stipulated timelines. |
| Secretariat Staff | <ul style="list-style-type: none"> Shall monitor the distribution process with assigned volunteers. Ensuring the completion of the distribution process within the stipulated timelines. |
| MPDO/Municipal Commissioner | <ul style="list-style-type: none"> Coordinate with RDO's Office to get the material to Mandal/MC office. Segregation and dispatching of the material to respective village/ward secretariats. Review the progress of distribution with concerned officers. |
| District Economics & Statistics Officer/Revenue Divisional Officer. | <ul style="list-style-type: none"> Shall ensure the receipt of material from the Printer. Segregation and dispatching of the material to respective MPDOs/MCs offices. |
| District Collector | <ul style="list-style-type: none"> Review and monitor the distribution process with concerned officers. Necessary action for Completion of the distribution process within the stipulated timelines. |

4. Timelines:

| S No | Activity | Timeline |
|-------------|--|--------------------------|
| 1 | Distribution of Material from RDO to Mandal offices | 06.03.2024 |
| 2 | Distribution of Material from Mandal offices to Secretariats | 07.03.2024 |
| 3 | Conduct Training to Volunteers | 06.03.2024 to 07.03.2024 |
| 4 | Distribution of Letters to households by Volunteers | 08.03.2024 to 10.03.2024 |