

**Hearty Welcome to  
Dr. Dola Sree Bala Veeranjaneya Swamy Garu**

**Hon'ble Minister for Social Welfare , Disabled and Senior  
Citizen Welfare, Sachivalayam & Village Volunteer**

# Existing scenario & classification of Secretariats based on population

## Village Secretariat

Category	Secretariats Population Range	No of Village Secretariats	No of Functionaries working in Village Secretariats	Average No of Functionaries per Secretariat	Population	Average Population per Secretariat	Average Population per Functionary
A	Below 2500	3015	26298	9	6066044	2012	231
B	2501 - 3500	3884	33373	9	11618245	2991	348
C	3501 above	4263	35912	8	19278022	4522	537
<b>Total</b>		<b>11162</b>	<b>95583</b>	<b>9</b>	<b>36962311</b>	<b>3311</b>	<b>387</b>

## Ward Secretariat

Category	Secretariats Population Range	No of Ward Secretariats	No of Functionaries working in Ward Secretariats	Average No of Functionaries per Secretariat	Population	Average Population per Secretariat	Average Population per Functionary
A	Below 2500	547	4313	8	1103274	2017	256
B	2501 - 3500	1504	12447	8	4565876	3036	367
C	3501 above	1791	14594	8	7820062	4366	536
<b>Total</b>		<b>3842</b>	<b>31592</b>	<b>8</b>	<b>13489212</b>	<b>3511</b>	<b>427</b>

## Working Range of Functionaries

Due to various reasons most of the posts in some of the secretariats have fallen vacant, especially those are in remotest areas. Few Secretariats are functioning even with 1 or 2 Functionaries as against the sanctioned strength of 11/10.

### Village Secretariats

S No	Range of Functionaries	No of Village Secretariats	No of Functionaries Working
1	below 4	166	667
2	5 members	308	1536
3	6 members	681	4075
4	7 members	1387	9684
5	8 members	2414	19262
6	9 members	2749	24677
7	10 members	2253	22472
8	11 members	1204	13210
	<b>Total</b>	<b>11162</b>	<b>95583</b>

### Ward Secretariats

S No	Range of Functionaries	No of Ward Secretariats	No of Functionaries Working
1	below 4	38	157
2	5 members	85	428
3	6 members	276	1669
4	7 members	616	4346
5	8 members	1101	8878
6	9 members	1273	11548
7	10 members	453	4566
	<b>Total</b>	<b>3842</b>	<b>31592</b>

# Categorization of Functionaries

## Multipurpose Functionaries:

Based on nature of duties and can entrust other similar duties duly imparting training common job chart.

S. No	Village Secretariats	Ward Secretariats
1	Panchayat Secretary (Grade I-V)	Ward Administrative Secretary
2	Digital Assistant	Ward Education & Data Processing Secretary
3	Welfare & Education Assistant	Ward Welfare & Development Secretary
4	Grama Mahila Police	Ward Mahila Police

## Technical Functionaries:

Technical Functionaries are delivering specific functions with specialized knowledge

S. No	Village Secretariats	Ward Secretariats
1	Village Revenue Officer	Ward Revenue Secretary
2	ANM	Ward Health Secretary
3	Survey Assistant	Ward Planning & Regulation Secretary
4	Engineering Assistant	Ward Amenities Secretary
5	Agriculture / Horticulture / Sericulture	Ward Sanitation & Environment Secretary
6	Veterinary / Fisheries	---
7	Energy Assistants	Ward Energy Secretary

## Basis for positioning of Functionaries in Village /Ward Secretariats

It proposed to ensure minimum number of 6 Functionaries in the Secretariats having population below 2500 and it may go up to 8/9 functionaries based on the population, activities and workload.

Category	Secretariats Population Range	Multipurpose Functionaries	Technical Functionaries	No of Functionaries to be positioned
A	Below 2500	2	4	6
B	2501 - 3500	3	4	7
C	3501 above	4	4	8

## Proposed No. of Functionaries to be positioned Contd....

### A. Secretariats having population below 2500

S. No	Village Secretariats	Ward Secretariats
1	Panchayath Secretary / Digital Assistant	Ward Administrative Secretary/ Ward Education & Data Processing Secretary
2	Welfare & Education Assistant / Mahila Police	Ward Welfare & Development Secretary / Mahila Police
3	ANM	Ward Health Secretary
4	Engineering (one for two Secretariats) / Energy Assistant (one for three Secretariats)	Ward Amenities Secretary/ Ward Planning & Regulation Secretary (one for two Secretariats)
5	Agriculture (one for two Secretariats) / Veterinary Assistant (one for three Secretariats)	Ward Sanitation & Environment Secretary (one for two Secretariats)
6	VRO (one for two Secretariats) / Survey Assistant (one for three Secretariats)	Ward Revenue Secretary (one for two Secretariats) / Energy Secretary (one for three Secretariats)

## Proposed No. of Functionaries to be positioned Contd....

### B. Secretariats having population 2501 to 3500

S. No	Village Secretariats	Ward Secretariats
1	Panchayat Secretary	Ward Administrative Secretary
2	Digital Assistant.	Ward Education & Data Processing Secretary
3	Welfare & Education Assistant / Mahila Police	Ward Welfare & Development Secretary / Mahila Police
4	ANM	Ward Health Secretary
5	Engineering /Energy Assistant (one for two Secretariats)	Ward Amenities Secretary/ Ward Planning & Regulation Secretary (one for two Secretariats)
6	Agriculture/ Veterinary Assistant (one for two Secretariats)	Ward Sanitation & Environment Secretary
7	VRO (one for two Secretariats) / Survey Assistant (one for two Secretariats)	Ward Revenue Secretary (one for two Secretariats) / Energy Secretary (one for three Secretariats)

# Proposed No. of Functionaries to be positioned

## C. Secretariats having population Above 3501

S. No	Village Secretariats	Ward Secretariats
1	Panchayath Secretary	Ward Administrative Secretary
2	Digital Assistant.	Ward Education & Data Processing Secretary
3	Welfare & Education Assistant	Ward Welfare & Development Secretary
4	Mahila Police	Mahila Police
5	ANM	Ward Health Secretary
6	Engineering /Energy Assistant(one for two Secretariats)	Ward Amenities Secretary /Ward Planning & Regulation Secretary (one for two Secretariats)
7	Agriculture (one for two Secretariats)/ Veterinary Assistant (one for two Secretariats)	Ward Sanitation & Environment Secretary
8	VRO (one for two Secretariats) / Survey Assistant (one for two Secretariats)	Ward Revenue Secretary (one for two Secretariats) / Energy Secretary (one for three Secretariats)



## Proposed Structure of Secretariats after Rationalisation of Functionaries

Category	Secretariats Population Range	Proposed No of Functionaries	No of Village Secretariats	No of Ward Secretariats	Total
A	Below 2500	6	3015	547	3562
B	2501 - 3500	7	3884	1504	5388
C	3501 above	8	4263	1791	6054
	Total		11162	3842	15004

- 12,125 Functionaries in Village Secretariats and 3,371 in Ward Secretariats are surplus to the [working strength](#).
- 27,794 Functionaries in Village Secretariats and 6,115 in Ward Secretariats are surplus to the [sanctioned strength](#)

## Surplus of Functionaries to sanctioned & Working strengths in Village Secretariats

Sl. No	Designations	Sanctioned Strength	Working	Required Strength	Surplus	
					Sanctioned	Working
1	Panchayath Secretary (Grade I-V)	11162	9244	9244	1918	0
2	Digital Assistant	11158	9828	9655	1503	173
3	Welfare & Education Assistant	11158	10069	9655	1503	414
4	Grama Mahila Police	11162	9820	7713	3449	2107
5	VRO	11162	8480	5582	5581	2899
6	ANM	11162	9324	11162	0	-1838
7	Village Surveyor Assistant (Grade-III)	11158	9800	5079	6080	4722
8	Engineering Assistant	11158	9525	9655	1503	-130
9	Agriculture Assistant (6714)	10475	8678	7524	2951	1154
	Horticulture (3361)					
	Sericulture (400)					
10	Energy	6186	5484	5079	1107	405
11	Veterinary Assistant / (6486)	7279	5331	5079	2200	252
	Fisheries Assistant (793)					
<b>Total</b>		<b>113220</b>	<b>95583</b>	<b>85426</b>	<b>27794</b>	<b>12125</b>

## Surplus of Functionaries to sanctioned & Working strengths in Ward Secretariats

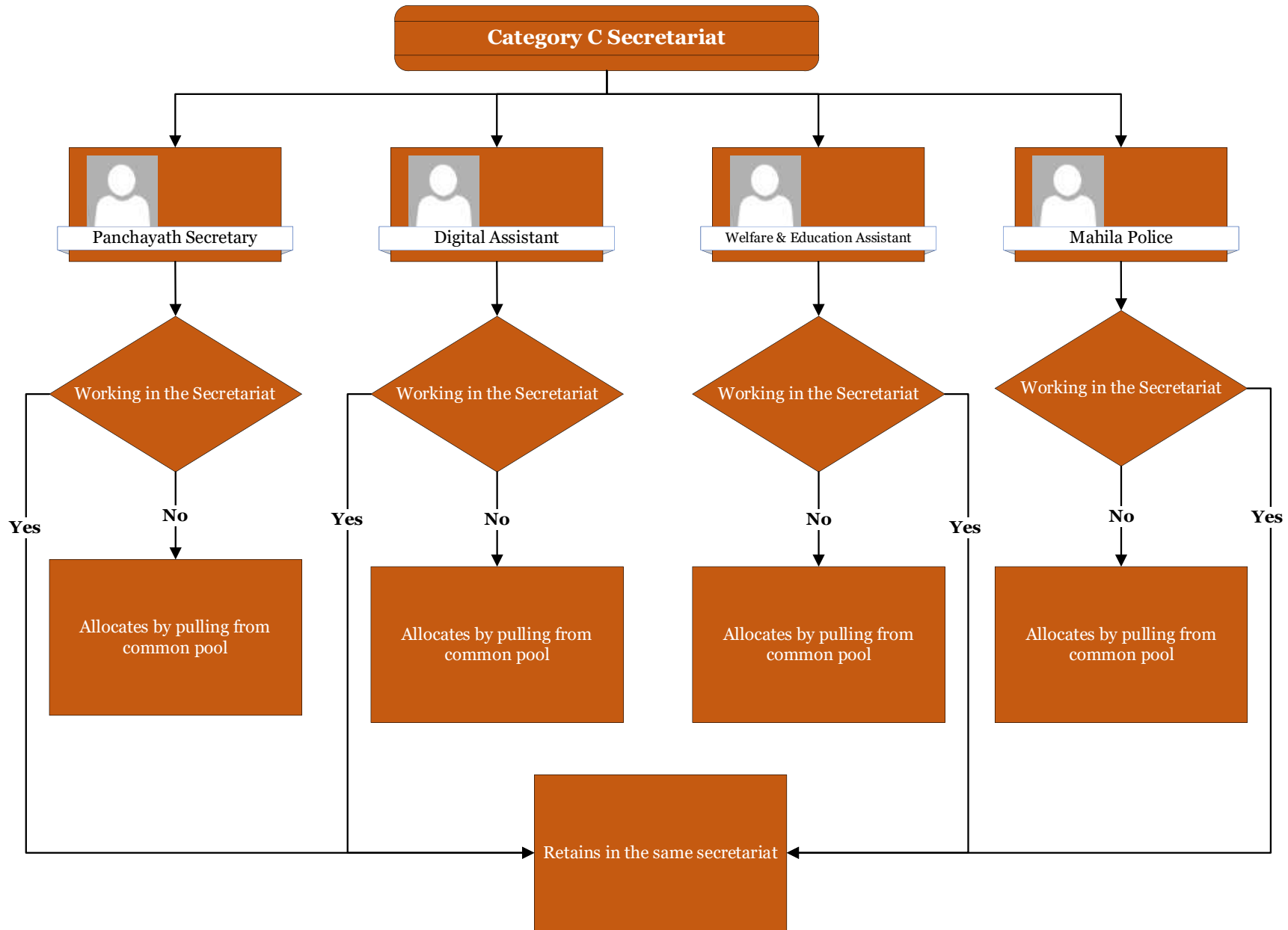
Sl. No	Designations	Sanctioned Strength	Working	Required Strength	Surplus	
					Sanctioned	Working
1	Ward Administrative Secretary	3842	3260	3842	0	-582
2	Ward Education & Data Processing Secretary	3814	3517	3569	245	-52
3	Ward Welfare & Development Secretary (Grade-II)	3800	3606	3569	231	37
4	Mahila Police (Grade-III)	3842	3730	2817	1025	913
5	Ward Revenue Secretary	3842	2927	1922	1921	1006
6	Ward Health Secretary	3842	3445	3842	0	-397
7	Ward Planning & Regulation Secretary	3813	3257	1922	1892	1336
8	Ward Amenities Secretary	3619	3131	3569	50	-438
9	Ward Sanitation Secretary	3648	3359	3569	79	-210
10	Ward Energy Secretary	1953	1360	1280	673	80
<b>Total</b>		<b>36015</b>	<b>31592</b>	<b>29900</b>	<b>6115</b>	<b>3371</b>

## Options for adjustment of Deficit & Surplus Functionaries

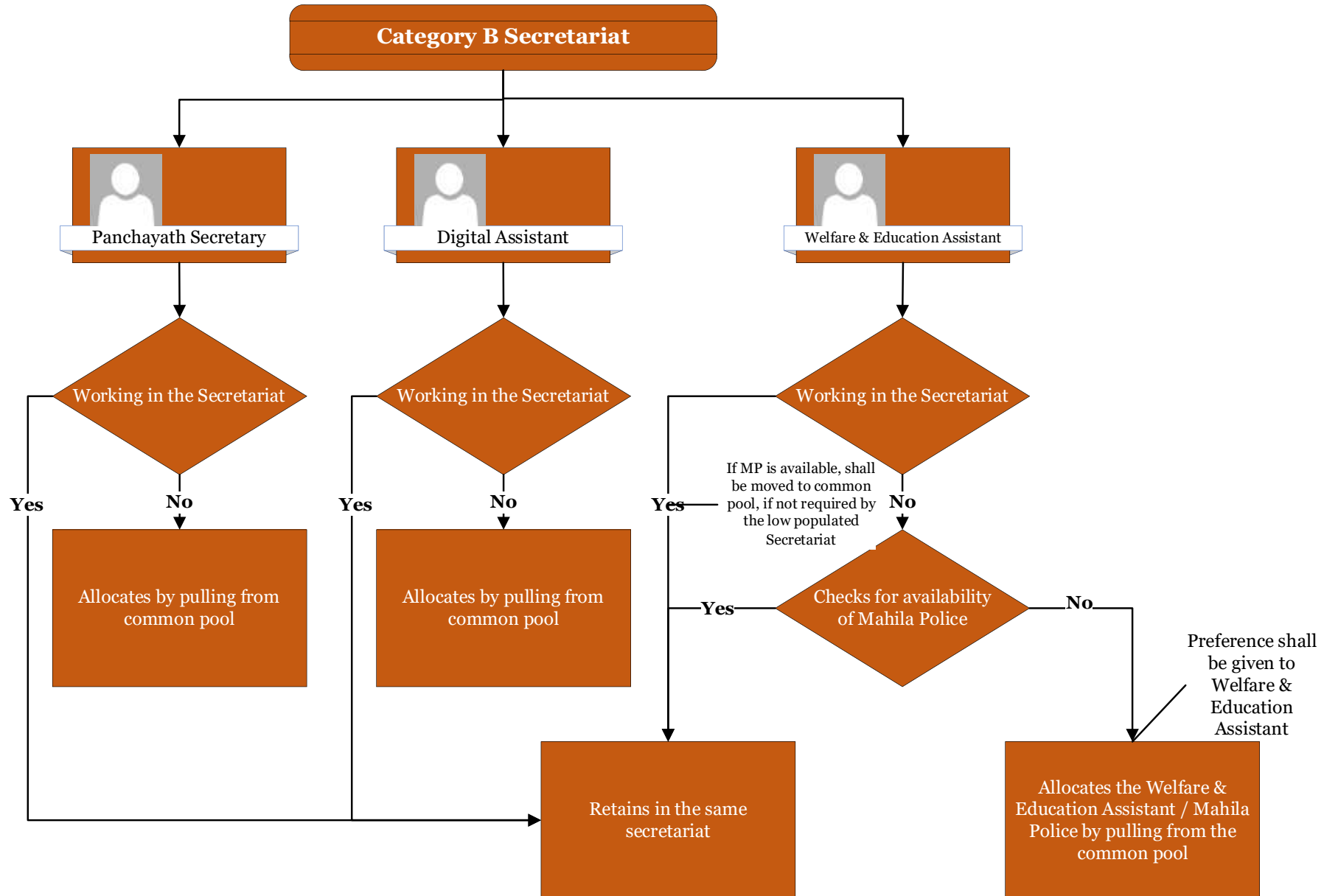
Sl. No	Deficit Functionaries		Surplus Functionaries to be adjusted		
	Designation	No of Functionaries	Designation	No of surplus Functionaries available	No of Functionaries to be Adjusted
1	Ward Administrative Secretary	582	Ward Mahila Police	913	582
2	Ward Education & Data Processing Secretary	52			52
3	Ward Amenities Secretary	438	The deficiency in the cadre of Engineering Assistants / Ward Amenities Secretaries may be fulfilled up to some extent by utilising services of Engineering Graduates (Civil / Mechanical recruited in other positions)		
4	Engineering Assistant	130			
5	ANM	1838	The line Departments may be directed to deploy required No of Functionaries and utilise excess number of Functionaries		
6	Ward Health Secretary	397			
7	Ward Sanitation & Environment Secretary	210			

- In case of technical Functionaries, the administrative control under the concerned mandal level Officers and these Functionaries will work under the supervision of Panchayat Secretary/Ward Administrative Secretary. If any problem arises he/she will report/coordinate with the concerned Mandal Heads.

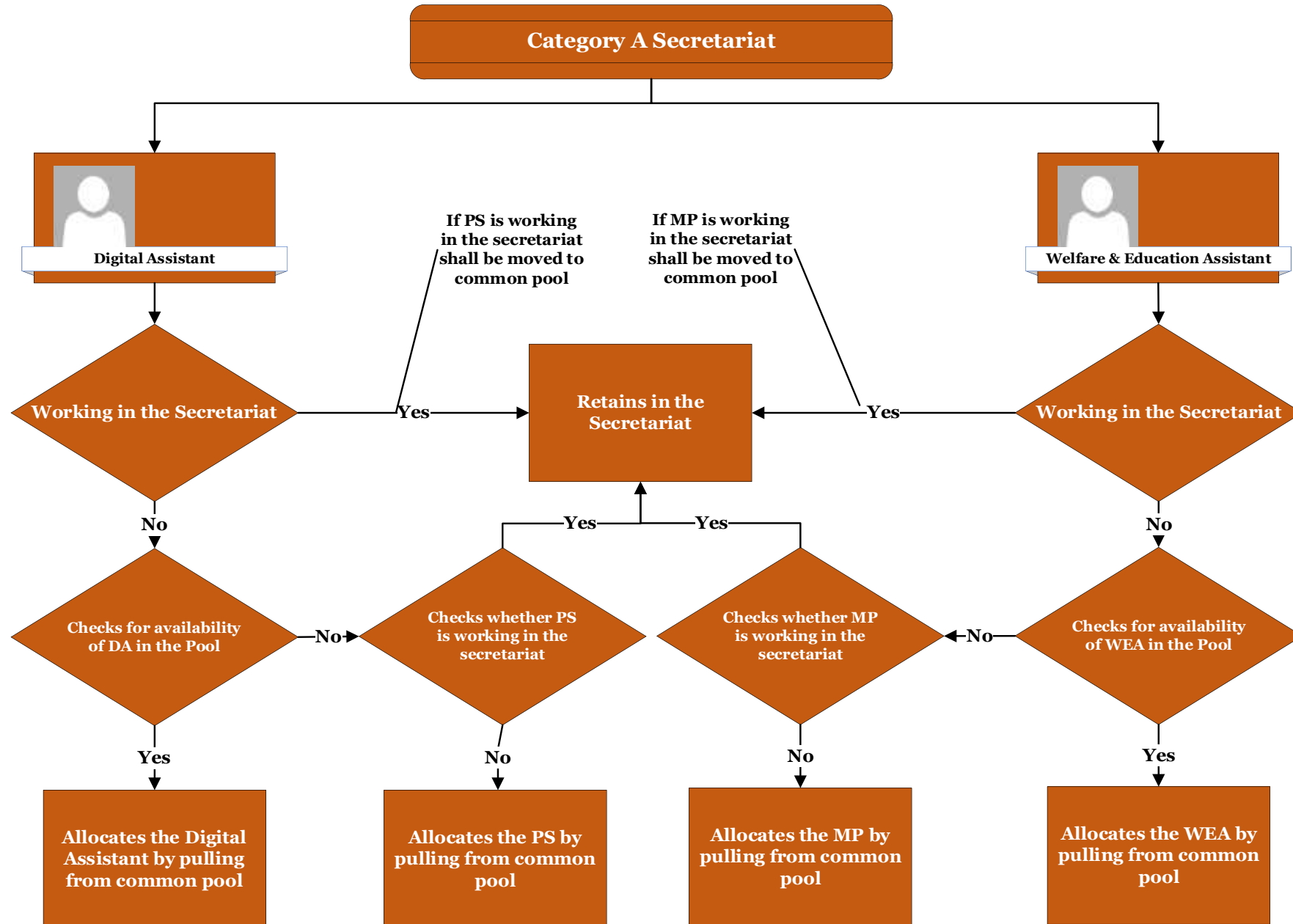
# Multipurpose Functionaries Allotment - Category C



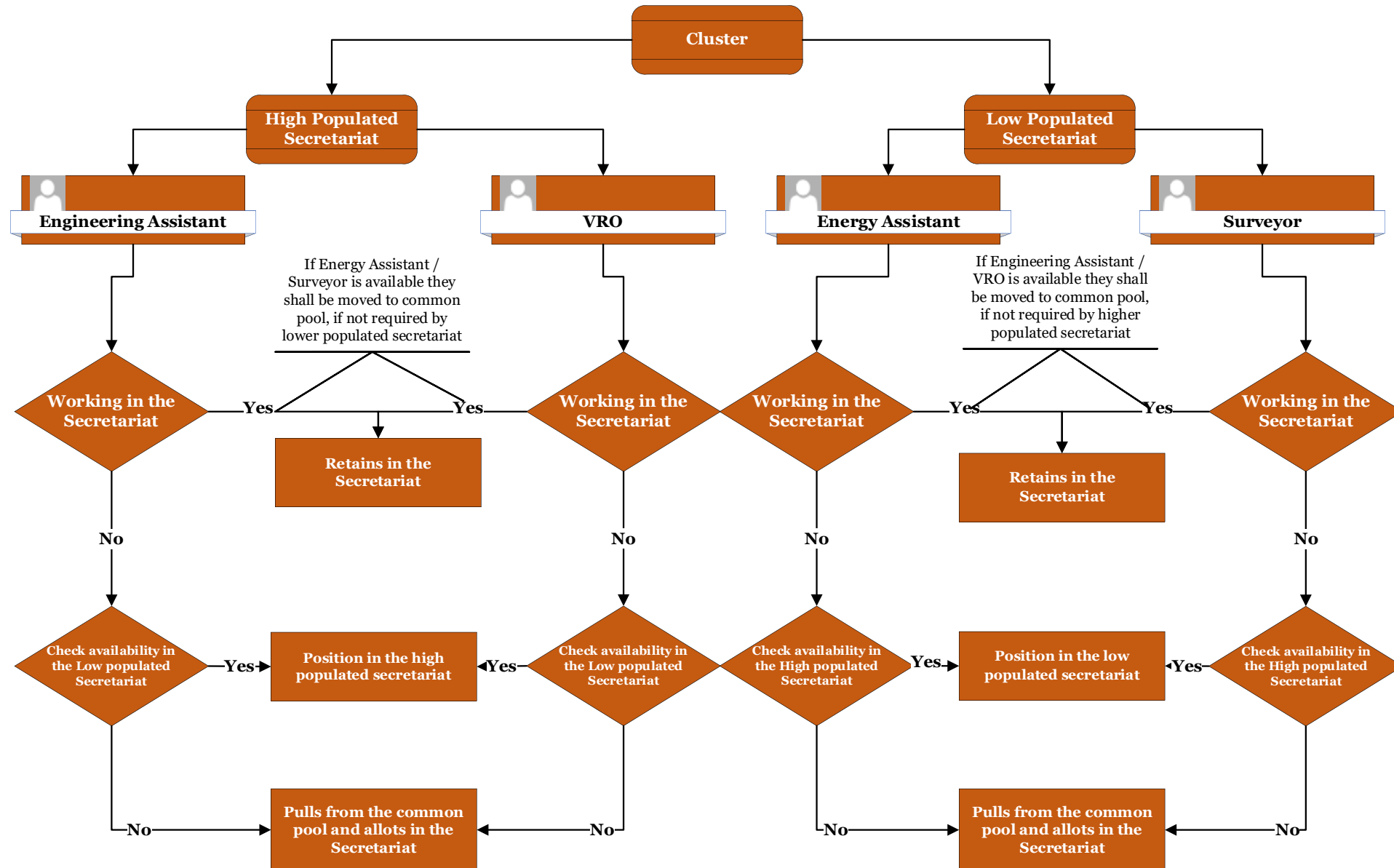
# Multipurpose Functionaries Allotment - Category B



# Multipurpose Functionaries Allotment - Category A

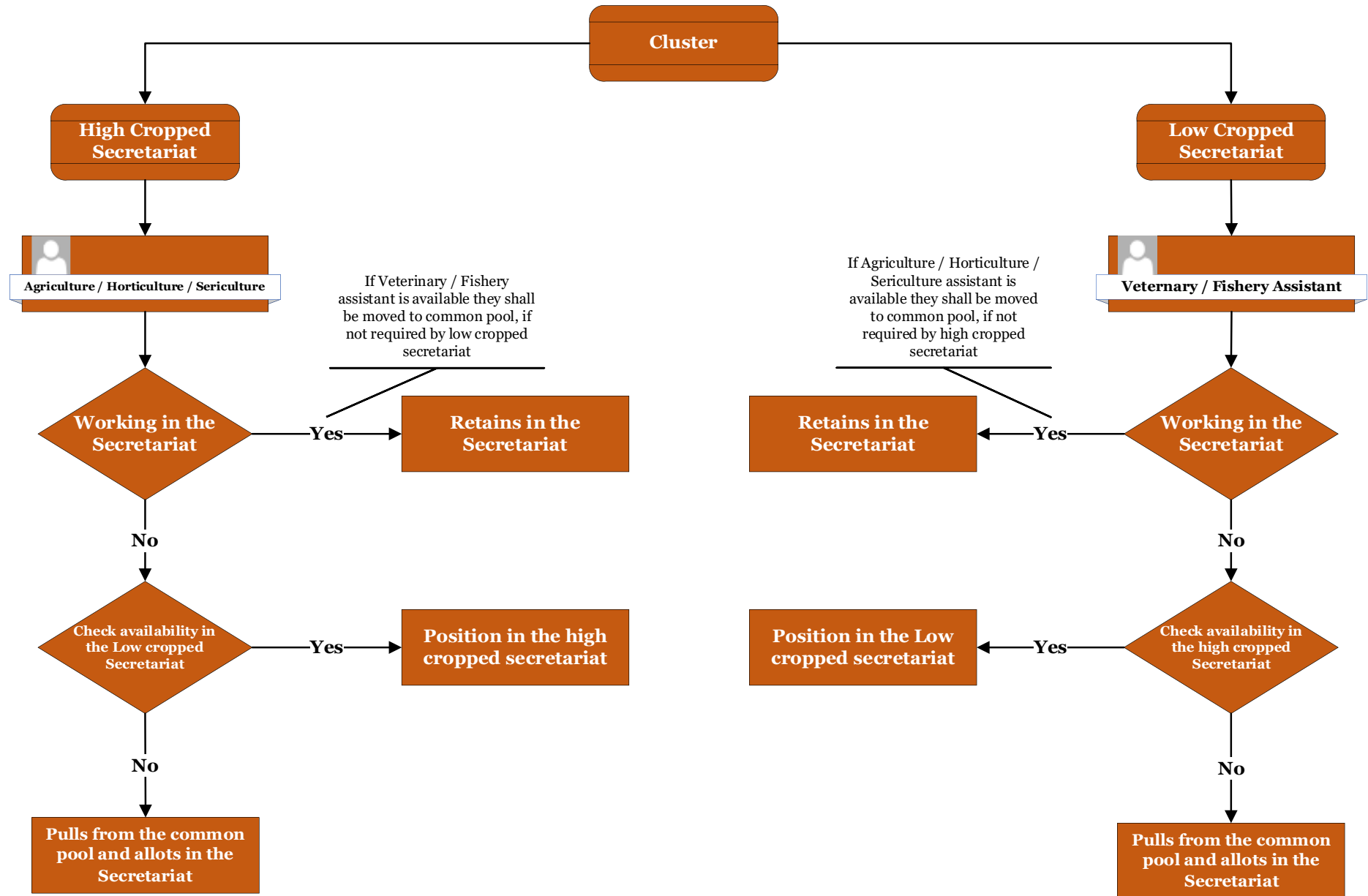


# Technical Functionaries Allotment





# Technical Functionaries Allotment



# Proposed GSWS Structure in Districts & Mandals/ ULBs

Level	S. No.	Name of the Post	Cadre	No. of Posts
<b>PR&amp;RD</b>				
District	1	District GSWS Officer	Joint Director	17
	2	Superintendent	Superintendent	26
	3	Senior Assistant	Senior Assistant	26
	4	Technical Coordinator for Aspirational Functionaries	Panchayath Secretary (Grade-VI) Digital Assistant or equivalent cadre	52
	5	Junior Assistants / Functional Assistant	Junior Assistants / Functional Assistant	104
	6	Office Subordinate	Office Subordinate	26
Mandal	7	Junior Assistants /	Junior Assistants /	1320
	8	Functional Assistant	Functional Assistant	
<b>Sub Total</b>				<b>1571</b>
<b>MA&amp;UD</b>				
ULB	9	Addl. Commissioner	RDMA	2
	10	Addl. Commissioner (5) + District GSWS Officers (9)	Selection Grade / Joint Director	15
	11	Addl. Commissioner	Special Grade / Deputy Director	9
	12	Addl. Commissioner	Grade -I / Assistant Director	13
	13	Superintendent	Superintendent	17
	14	Senior Assistant	Senior Assistant	124
	15	Manager Category-II	Manager Category-II	13
	16	Manager Category-III	Manager Category-III	45
	17	Junior Assistants / Functional Assistant	Junior Assistants/ Functional Assistant	255
	18	Zonal Coordinator	Ward Administrative Secretary	11
19	Technical Coordinator for Aspirational Functionaries	Ward Education & Data processing Secretary or equivalent cadre	31	
<b>Sub Total</b>				<b>535</b>
<b>GSWS Department</b>				
Directorate	20	Functional Assistants	Functional Assistants	6
Secretariat	21	Functional Assistants	Functional Assistants	6
<b>Sub Total</b>				<b>12</b>
<b>Total</b>				<b>2118</b>

Thank you