

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Department of GSWS – Village /Ward Secretariats - Rationalisation & Categorisation of Functionaries & Secretariats – Fixing of positions to the General purpose Functionaries based on the category of Village /Ward Secretariats - Orders – Issued.

DEPARTMENT OF GRAMA SACHIVALAYAMS & WARD SACHIVALAYAMS

G.O.MS.No. 3

Dated: 10-04-2025
Read the following: -

1. G O Ms No.110, PR&RD (MDL-1) Department, Dated: 19.07.2019
2. G O Ms No.217, MA&UD (UBS) Department, Dated: 20.07.2019
3. AP Grama Sachivalayams and Ward Sachivalayams Act 2023.
4. G O Ms No.01, GSWS Department, dated: 25.01.2025
5. From the Director, GSWS, Vijayawada, Lr.No.2783600/F(HR)/GSWS/2025, Dated: 07.04.2025.

ORDER

In the reference 4th read above, the Government has issued orders for rationalisation of Village /Ward Secretariats and Functionaries for effective implementation of Real Time Governance at Village /Ward Level and achievement of Swarna Andhra Vision @2047. The Government has categorized the Village /Ward Secretariats and position the employees as follows:

Category	Secretariats Population Range	General Purpose (Multipurpose) Functionaries	Specific Purpose (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

2. Further, the Government has categorised the Functionaries working in Village /Ward Secretariats into following three (3) categories for effective & Real Time delivery of services, schemes, and implementation of Programmes and details are:

1. General Purpose Functionaries:

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

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2. Specific purpose Functionaries:

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 Assistant	Ward Sanitation & Environment Secretary
6	Veterinary / Fisheries Assistant	---
7	Energy Assistant	Ward Energy Secretary

3. Aspirational Functionaries: One among the Functionaries to be positioned will be designated as Aspirational Functionary in the Village /Ward Secretariats.

3. In the reference 5th read above, the Director, GSWS, Vijayawada has requested the Government for Fixing of Positions to the General purpose Functionaries and submitted District wise lists of Village /Ward Secretariats duly categorising them into A B C.

4. The Government after careful examination of the matter, hereby order for positioning of various designations of General Purpose Functionaries based on the category of the Village/Ward Secretariats.

I. In the Category "A" Secretariats having population below 2500

S. No	Village Secretariats	Ward Secretariats
1	Panchayath Secretary or Digital Assistant.	Ward Administrative Secretary or Ward Education & Data Processing Secretary
2	Welfare & Education Assistant or Mahila Police	Ward Welfare & Development Secretary or Mahila Police

II. In the Category "B" Secretariats having population 2501 to 3500

S. No	Village Secretariats	Ward Secretariats
1	Panchayath Secretary	Ward Administrative Secretary
2	Digital Assistant	Ward Education & Data Processing Secretary
3	Welfare & Education Assistant or Mahila Police	Ward Welfare & Development Secretary or Mahila Police

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III. In the Category "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. The District Collectors are requested to follow above guidelines while rationalisation of Functionaries and the necessary District wise lists of Village /Ward Secretariats along with designations to be positioned General Purpose Functionaries are enclosed in Annexure-I. Orders for Specific purpose functionaries are being issued separately.

6. The Director, GSWS, Vijayawada shall take necessary action accordingly.

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

BHASKAR KATAMNENI
SECRETARY TO GOVERNMENT (FAC)

To

All the District Collectors in the State.

The Director, GSWS, Vijayawada.

The Spl. Chief Secretary/ Prl. Secretaries/Secretaries of the Departments of PR&RD, MA&UD, Social Welfare, Tribal Welfare, Revenue, Agriculture & Cooperation, Animal Husbandry Dairy Development & Fisheries, Home and Health, Medical & Family Welfare, AP Secretariat.

The Commissioner, PR&RD.

The Commissioner & Director, MA&UD.

Copy to

The Finance (HR) Department.

The PS to Principal Secretary to Hon'ble Chief Minister

The OSD to Hon'ble Minister (Sachivalayam & Village Volunteer).

The PS to Chief Secretary.

SF/SC.

// FORWARDED: BY ORDER //

SECTION OFFICER