

**GOVERNMENT OF ANDHRA PRADESH**  
**GSWS DEPARTMENT, APIIC Colony, AUTONAGAR**  
**Vijayawada-520007, Andhra Pradesh**

From M Siva Prasad, I.F.S., Director.	To All the District Collectors in the State.
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**Lr No:705/GSWS/E/ 2715306/, Dated: 31-12-2025**

Sir/Madam,

Sub:	GSWS Department – Digital Services- Delivery of Aadhaar Services – Certain Functionaries shall Register & Qualify in NSEIT Examination within three (3) months– Requested to issue instructions — Regarding.
Ref:	1. Lr. No. 229/GSWS/E/2715306/, dated 02.12.2025 of the Director, GSWS Department, Vijayawada.

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It is informed that the GSWS Department has established 3,950 Aadhaar Enrolment Kits (AEKs) and Aadhaar services are being delivered through Digital Assistants/Ward Data Processing Secretaries (DAs/WDPSS) in the respective Village/Ward Secretariats. In the previous five phases, 9,225 DAs/WDPSSs have been registered, of which 7,452 DAs/WDPSSs have qualified in the NSEIT Examination.

The GSWS Department has issued certain instructions in the reference cited above that all Digital Assistants/Ward Data Processing Secretaries (DAs/WDPSS) shall register & qualify NSEIT Examination within 3 months for delivery of Aadhaar Services.

In order to enhance Aadhaar Service delivery to the citizens from optimum number of Village /Ward Secretariat and non-availability of Digital Assistants/Ward Data Processing Secretaries (DAs/WDPSSs) after Rationalisation & transfers, it is decided to deliver Aadhaar Services without any interruption through the following functionaries also.

1. Panchayat Secretary (Grade V)
2. Mahila Police
3. Welfare & Education Assistant
4. Engineering Assistant
5. Ward Administrative Secretary

6. Ward Amenities Secretary
7. Ward Welfare & Education Secretary

The above said functionaries shall register & qualify in the NSEIT Examination within three (4) months with effect from 01.01.2026. The necessary examination fees will be paid by the O/o the Director, GSWS Vijayawada. Before attending of the examination, the above functionaries shall undergo training provided by UIDAI.

Hence, all the District Collectors are requested to issue necessary instructions to the above functionaries who have not appeared for the NSEIT Examination so far shall register & qualify within three (3) months w.e.f. 01.01.2026.

M SIVA PRASAD, I.F.S  
Director

Copy to:

The Municipal Commissioners in the State.  
The District GSWS Officers in the State.  
The DDOs in the State.  
The MPDOs in the State.

Copy submitted:

The Secretary, GSWS Department., Govt., of AP for information,