Standard Operating Manual

Ward Education & Data Processing Secretary (WEDPS)

BASIC Information

Secretariat Name: [   ]   **Secretariat Code:** [   ]

Population Serviced: [   ]   **Households Mapped:** [   ]

Clusters Mapped: [   ]   **Functionaries Mapped** [   ]

Volunteers Mapped: [   ]   **Secretariat Vacancies** Functionaries &Volunteers [   ] [   ]

Service Requests Received Since Inception (26-01-2020) [   ]   **Service Requests Closed** Till Date [   ]

Grievances Raised [   ]   **Grievances Resolved:** [   ]

Registers Maintained at the Secretariat

1	Attendance Register		6	Stock Register
2	Movement Register		7	Cash Balance Register
3	Casual Leaves Register		8	GSWS Services Register
4	Tappal Register		9	Meeseva Register
5	SPANDANA Grievances Register		10	Visitors Register

DESIGNATION SPECIFIC INFORMATION

Secretariat Name: _____   Secretariat Code: _____

Population Serviced _____

Volunteers Attached For COP _____

Service Requests Raised _____

Service Requests Closed: From ___ Till Date _____

Grievances Raised From ___ Till Date _____

Grievances Resolved _____

Registers Maintained by the Functionary

1	Mid Day Meals Tasting Register	6	Collections Register (Meeseva)
2	Day wise particulars of Mid Day Meals	7	Free Service Register (Non Meeseva)
3	Stock Register for Mid Day Meals Eggs	8	Challan Register
4	Drop out children's data	9	High Security Register
5	Never enrolled children's data	10	Jagananna Vidya Deevena & Ammavodi Registers

COMPULSORY ADMINISTRATIVE PROTOCOL

Bio-metric Attendance: Thrice A Day: **10.30 AM I 3.00 PM I 5.00 PM**

Remain Present in Office during Working hours

Always Wear Uniforms at Work

Remain at Secretariat for SPANDANA From: 3:00 PM To 5:00 PM

Always display posters of Schemes, non schemes, list of eligible & ineligible beneficiaries

Use HRMS for all Leave Applications, on field duty regularization by approval authority

Always wear your Badge at Work

Always display Volunteers contact details & the cluster number attached to

FUNCTIONAL ASPECTS

Key Responsibilities

For Education related activities, Ward Education & Data Processing Secretary shall

- Supervise and report on **functioning of School Management Committee**

- Ensure **proper minimum amenities** in the **schools** and its functioning

- Maintain **correct data** of **Municipal Schools** in "Municipal Schools ERP"

- **Coordinate** with **School Education Department** for **effective delivery of schemes** namely **Jagananna Ammavodi, Jagananna Gorumudda (Mid Day Meals), Jagananna Vidya Kanuka (JVK), Nadu Nādu program ,** provide **feedback** to **higher authorities** etc.

- **Motivate students & parents** of students who are **irregular in attendance or poor in studies** to **improve their performance.**

For Data Processing related activities, Ward Education & Data Processing Secretary shall

- Be In-charge of **Citizen Service Centre (CSC)** in taking applications/ grievances from volunteers/ public and distribute the same to the concerned Ward Secretary for redressal.

- Ensure digital services to the public are provided effectively & mandatorily by the Local Government like Birth & Death, Property Tax etc.

- Manage and maintain the Management Information System (MIS) database of the Ward Secretariat.

FUNCTIONAL ASPECTS

- Be responsible for compilation of data relating to all Government Schemes being implemented in the Ward.

For Education related activities, Ward Education & Data Processing Secretary shall

- Identify the eligible beneficiaries at the ward level under government schemes for Amma Vodi, fees reimbursement, other government scholarships and programs related to education and liaise with the respective Line Department functionary for processing of these proposals and sanctions in all eligible cases.

- Ensure the benefits and sanctions are distributed as per the procedure prescribed by the government in the ward

- Attend grievances of local ward citizens through escalation and follow up as may be prescribed by the appropriate authority and conduct awareness programs on the above schemes.

- Undertake outdoor inspection of municipal schools, government/zilla parishad /Mandal parishad schools, government preschools, residential schools/ welfare hostels run by the government, every day in the forenoon for a period of 4 hours in the ward area assigned.

- Suggest corrective measures to improve educational standards and facilities in these institutions .

- Supervise, report the functioning of the school management committee and provisions under Right to Education act.

- Be responsible for surveying mid day meal schemes and submit reports.

- Ensure extra / co-curricular activities and sports in schools, follow up health issue of students.

FUNCTIONAL ASPECTS

- Ensure proper utilization of funds which are allocated to these schools under different schemes such as Samagra Sikhsha Abhiyaan, Rashtrya Madhyamika Samiksha Abhiyan (RMSA), funds for school infrastructure, funds at the disposal of the school management committees(SMC)

For Data Processing related activities, Ward Education & Data Processing Secretary shall

- Be responsible for compilation of data relating to all Government Schemes being implemented, updation of database lists, preparation of Reports and submitting periodically in the formats and manner as may be prescribed by the Appropriate Authority.

- Computerize the household data collected by all the ward and filter the needs and problems sector wise and circulate the same to concerned functional assistant of Ward Secretariat.

- Manage and maintain Management Information System (MIS), database of the Ward Secretariat.

- Be the O&M manager for all the Mobile applications, Tabs, Computer systems and internet connectivity issues

- Create awareness to the public on Direct Beneficiary Transfers (DBT) and enable them to make cashless transactions and on the ease and transparency of digital services

- Perform any other duties entrusted by the higher authorities from time to time.

FUNCTIONAL ASPECTS

Note: Shall also be responsible for:

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication

- All the other functions described with reference to GO RT No: 650, Dated: 03-10-2019, Issued by : MAUD

  https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/18_GO_Rt._650-MAandUD-Ward_Secretariats_Job_Chart.pdf

- Also Refer GSWS Employee Corner for Ward Education & Data Processing Secretary Calendar Activity

  https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WARD%20EDUCATION%20AND%20DATA%20PROCESSING%20SECRETARY%20ENGLISH%20VERSION.pdf

FUNCTIONAL ASPECTS

1. Spandana Grievance Redressal

2. Electricity Services

3. Revenue Services

4. Income Certificate

5. Family Member Certificate

6. Integrated certificate

7. EWS Certificate

8. OBC Certificate

9. Civil Supplies Services

10. Pension

11. MeeSeva services

12. CDMA Services (Commissioner and Director of Municipal Administration)