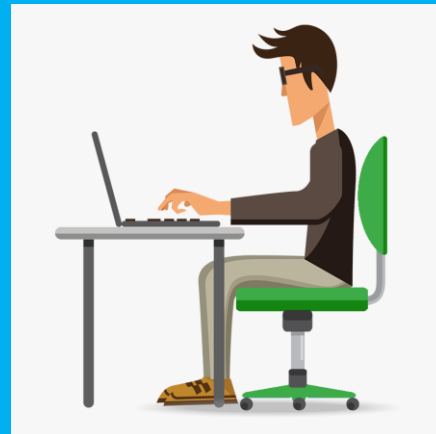


Standard Operating Manual

Ward Revenue Secretary (WRS)



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:



Service Requests Raised



Service Requests Closed
Till Date:



Grievances Raised
From Till Date



Grievances Resolved:



Registers Maintained by the Functionary

1	Meeseva services- Certificates Register	5	Spandana register
2	Rice cards Register	6	Integrated Caste wise Population ward Register
3	House sites Register	7	Ward Survey Map Register
4	Revenue Records & Accounts		

COMPULSORY ADMINISTRATIVE PROTOCOL



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



Update Movement
Register before & after
Field Visits



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

- Maintain Ward **revenue records** and accounts, attend meetings of Ward Development agencies.
- Protect Government lands, tanks, trees and other properties and report encroachments/ damage/ misuse.
- Enquire and submit reports in respect of certificates referred by the Tahsildar / Revenue officials
- Process / monitor **Rice Card applications** at various stages and issue Rice card to the applicant with e-ACK.
- Coordinate with the fair price shop dealer and ward Volunteer for **distribution of rice and other commodities** through Mobile Dispensing Units or other mode as ordered by the Government
- Monitor door delivery of distribution of Essential Commodities in coordination with Fair Price Shop dealers and Mobile Dispensing Unit operators
- Assist in servicing of **legal notices & summons** for loan recoveries through Revenue Recovery Act (RR Act).
- Conduct **Panchanma of unclaimed property** and send to Police Station.
- Strive for the eradication of **untouchability and discrimination**, and report cases of atrocities against SC/ST.
- Assist & inform officials in **disaster management**, treasure trove, escheats, encroachments, death/ murder/ un-natural deaths etc.

FUNCTIONAL ASPECTS

Responsibilities

Ward Revenue Secretary shall:

- Attend outdoor work daily for a minimum period of 1 hour to perform the responsibilities entrusted to him/her.
- Be responsible to attend the meetings conducted by the Ward Secretariat with relevant information.
- Maintain all ward revenue records and accounts promptly and accurately, collection of cess, taxes and other sums pertaining to revenue department, azmoish of crops and fields (100%) inclusive of inspection of survey stones.
- Issue 'Residence Certificate' and 'Solvency Certificate' in their respective jurisdiction duly following the procedure.
- Provide information regarding natural calamities such as fire accidents, floods, cyclone etc., to the higher officials whenever and wherever they occur and aid the higher officials in assessing loss sustained due to the same and to provide relief.
- Inform railway station master of any mishap or unusual occurrence of floods that might need urgent action to grievant mishap.
- Maintain ward revenue chavadies, wherever exists.
- Protect Government Lands, Government tanks, trees and other Government properties and take effective steps to safeguard the interests of the Government.

FUNCTIONAL ASPECTS

Responsibilities

Ward Revenue Secretary shall:

- Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat. Intimation of any intended demolition of ancient buildings and any inscriptions on any such ancient monuments which would have archaeological and cultural heritage importance.
- Preserve and safeguard Government Lands and properties from encroachments, damage or misuse including the lands available to the public, such as, roads, streets and open spaces in and near their Wards.
- Report encroachments, damage or misuse of Government Lands and damage to the Government property promptly to the Tahsildar and Higher Officials to take effective follow-up action. Aid the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.
- Assist the authorities in servicing of legal notices, loan recoveries and summons.
- Causes beat of tom-tom and adopt other methods for informing people about events.
- Conduct Panchanama in recovery of un-claimed property.
- Keep Government attached property in safe custody
- Assist in the preparation, updation of electoral rolls and perform other election duties as per the Government direction.
- Assist in Andhra Pradesh Transmission Corporation in its operations at Ward level and inform about the theft pilferage of electricity to the concerned authorities.

FUNCTIONAL ASPECTS

Responsibilities

Ward Revenue Secretary shall:

- Act as “Inspector” under Minimum Wages Act, 1948 as and when notified by the Competent Authority. Produce the account, registers and other records, maintained by him or which are in his custody for inspection of revenue official or any other officer authorized by the Collector, RDO, Tahsildar or Municipal Commissioner. Except when called upon to produce his accounts and other records as mentioned above, the Ward Revenue Secretary shall keep the accounts, registers and records in his/her personal custody.
- Identify beneficiaries of various Govt schemes of Ward volunteers.
- Be responsible for all the grievances pertaining to Revenue Department filed before the Ward Secretariat should be received and action taken report on the grievances / requests shall be submitted to the Ward Secretariat.
- Give prompt information to the police Department regarding murders, suicides, unnatural deaths and other important developments which may threaten peace in the Ward.
- Prevent the commission of any offence or public nuisance, take charge of unclaimed property and send to the Police Station.
- Do necessary documentation and assist in implementation of weaker section Housing program. Strive for eradication of untouchability by providing access to Scheduled castes and Scheduled tribes in temple and removal of discrimination in all forms against the scheduled caste population.

FUNCTIONAL ASPECTS

Responsibilities

Ward Revenue Secretary shall:

- Report any outbreak of communicable disease especially Malaria, Japanese Encephalitis and Gastroenteritis to nearest Primary Health Centre immediately.
- Attend meetings of Ward Tribal Development Agencies and assist them in preparation of Micro plans and in implementing them.
- Assist Education Department in conducting the literacy classes
- Assist the Department of Agriculture in implementing its programs and disseminating extension information
- Assist in maintenance of Agricultural statistics
- Assist in giving information to the concerned officials about any black-market sales of seeds, fertilizers and pesticides etc.
- Assist in maintenance of house -hold data of weavers both within and outside co-operation fold and their economic status
- Assist the concerned Government department in the implementation of important Government program such as Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) Housing etc.

FUNCTIONAL ASPECTS

Responsibilities

Ward Revenue Secretary shall:

- All matters pertaining to Civil Supplies Department in Ward level.
- Furnish data on income levels of persons in the Ward prepared based on Government guidelines issued in that regard from time to time.
- Any other duties entrusted by the higher authorities from time to time.
- Issue of dependency Certificates for Handloom Weavers, if any desired.

Note : Shall also be responsible for

- All the other functional aspects as instructed by respective higher authorities in any mode of communication.
- All the other functions described with reference to GO Ms No: 427 Dated : 11-10-2019 Issued by : Revenue Department
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/20_GO Ms. 427-Ward Revenue Secy job chart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/20_GO_Ms.427-Ward_Revenue_Secy_job_chart.pdf)
- Also Refer to GSWS Employee Corner for Ward Revenue Secretary Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WARD%20REVENUE%20SECRETARY.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- Issuance & reissuance of following key Certificates:
 - Integrated Caste Certificate
 - Income Certificate
 - Family Member Certificate
 - EWS Certificate
 - No Objection Certificate
 - No Earning Certificate
 - OBC Certificate
 - No property Certificate
 - Residence Certificate
 - Solvency Certificate
- Change of Name Application in Revenue records.
- House Site Application receiving & Issuing of House site pattas
- Reporting of late registrations of Birth & Death
- Civil Supplies Services (Rice card, correction of wrong Aadhar seeding)