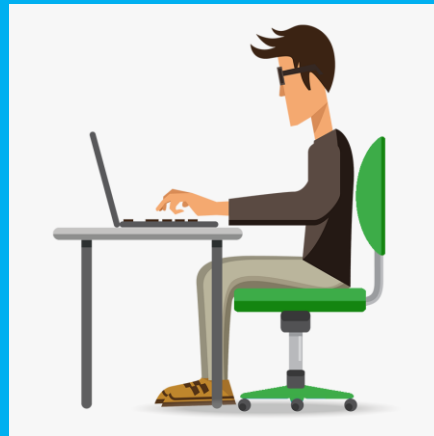


Standard Operating Manual

Ward Sanitation and Environment Secretary(WSES)



BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Served:



Households Mapped:



Clusters Mapped:



Functionaries Mapped:



Volunteers Mapped:



Secretariat Vacancies:



Functionaries & Volunteers

Service Requests Raised:



Service Requests Closed



Since Inception (26-01-2020)

Till Date

Grievances Received:



Grievances Resolved:



1902/ Register

Registers Maintained at the Secretariat

1	Attendance Register	6	Certificates Issued Register
2	Movement Register	7	SPANDANA Grievances Register
3	Stock Register	8	Cash Box Register
4	Visitors Register	9	GSWS Services Register
5	MeeSeva Services Register	10	Remittance of Service Charges Register

DESIGNATION SPECIFIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Served:



Volunteers Attached:



COP:

Service Requests Received:



Service Requests Closed:



From:

Till date:

Grievances Raised:



Grievances Resolved:



From:

Till date:

Registers Maintained by the Functionary

1	Trade License Register
2	User charges collection Register
3	Pig Menace Register
4	Dog Menace Register

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

- Ensure implementation of all **Waste Management Rules** & sanitation in the area allotted, thus preventing all communicable diseases.
- Implement **Online Waste Management System (OWMS)** viz. usage of scanners, attendance of the PH workers, follow route maps/transportation plan etc. and follow-up with concerned.
- Ensure ban on **usage of plastic** below 50 Microns thickness & phase out of single line plastics.
- Ensure proper service of bills for collection of taxes and non-taxes within the stipulated time.
- Ensure conduct of all **Swachh Bharat Mission** activities.
- Supervise the **Clean Andhra Pradesh (CLAP) program** – vehicle monitoring, user charges collection, households' data to be submitted to the municipal office.
- Ensure disposal of **unclaimed dead bodies**.
- Ensure door to door **garbage collection from households, commercial establishments/institutions, etc.**, and segregation at source and transport wet waste to “Waste to Compost Plant” and dry waste to Dry Resource Collection Centers (DRCC)/ Material Recovery Facilities (MRFs) in covered vehicles.

FUNCTIONAL ASPECTS

Key Responsibilities

Ward Sanitation and Environment Secretary shall:

- Attend to outdoor work daily for a minimum period of 3 hour to perform the responsibilities entrusted to him/her
- Ensure prevention of free cattle movement on main roads.
- Ensure 100% de-siltation of drains, anti-larval & anti mosquito operations to prevent & control of communicable in the area allotted.
- Visit Slaughterhouses located in the area allotted in regular intervals and report the status of functioning/stage of construction/modernization etc.
- Ensure 100% achievement of targets in tree plantation & survival in the area allotted.
- Ensures proper sanitation in the area allotted.
- Ensure cleanliness at public places, public toilets, community toilets, etc.
- Ensure usage of Personnel Protective Equipment (PPE) and Tools & Implements by the PH Workers, as provided by the ULB.
- Ensure 100% identification of Bulk Waste Generators, providing handhold support to the BWGs, practicing onsite composting by the BWGs etc., as specified in the SWM Rules, 2016.
- Ensure 100% achievement in ABC & ARV Programme.
- Initiate action for construction of Pig Hostels, visit the Pig Hostels located in the area allotted to him/her on regular intervals and report the status of functioning/stage of construction to his reporting officer.

FUNCTIONAL ASPECTS

Key Responsibilities

Ward Sanitation and Environment Secretary shall:

- Collect data from Government / Private Hospitals where communicable diseases reported in the area allotted to him/her and report the status to his reporting officer for taking remedial measures in the said area.
- Ensure 100% implementation of Plastic Waste Management Rules, 2016.
- Ensure 100% implementation of Construction & Demolition Waste Management Rules, 2016
- Visit the Sewage Treatment Plants (STPs), Fecal Sludge Treatment Plants (FSTPs), Re-use of Waste Water Treatment Plants etc. and report the status of functioning to his reporting officer.
- Co-ordinate with the line departments in obtaining required information, approvals/permissions etc., regarding implementation of all Waste Management Rules etc., and report the status to his reporting officer.
- Take up IEC Activities/ Awareness Campaigns/Trainings etc., in implementation of Waste Management Rules and directions of the Hon'ble National Green Tribunal, New Delhi, and report the status report to his reporting officer.
- Undertake any other duties entrusted by the higher authorities from time to time.

Note:

- All the other functional aspects as instructed by the respective higher authorities in any mode of communication
- All the other functions described with the 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 Sanitation and Environment Secretary Calendar Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WARD%20SANITATION%20AND%20ENVIRONMENT%20SECRETARY%20ENGLISH%20VERSION.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- Issue of Birth & Death Certificates (and Non-availability Certificates)
- Issue of Sanitation Certificate
- Tree Felling Permission
- Swachh Sarvekshan Survey
- Issue of Marriage Registration Certificate
- Trade License Issue
- Clean Andhra Pradesh (CLAP) Program – User Charges Collection