

MOST IMMEDIATE

**GOVERNMENT OF ANDHRA PRAESH
OFFICE OF THE COLLECTORATE, JOINT COLLECTOR'S (VWS&D), NAGARAMPALEM,
COLLECTORATE COMPOUND, GUNTUR – 522004.**

Rc.No.2/2021/VSWs /Biometric/2021

O/o Joint Collector,
(VSW&D), Guntur,
Dated:22.07.2021.

CIRCULAR

Sub:- Village/Ward Secretariats – Guntur – Certain instruction issued on implementation of Bio Metric Attendance compulsorily – Payment of salaries linked with Biometric attendance with effected from 1st July – 2021- Communicated and take necessary action - Regarding.

Ref:- 1.Circular No. 40/D/2021 (E1352867), Dated 28.06.2021.of the Commissioner GVWV &VSWs department.

In the reference above cited, the the Commissioner GVWV &VSWs department Andhra Pradesh has issued the following Guidelines for implementation of Biometric Attendance to all Village/Ward Secretariats functionaries and Village/Ward Volunteers in the District.


1. Every Village/Ward Secretariats functionary shall mark Bio –metric attendance **twice a day on all working days** i.e., first time soon after entering the office and 2nd time while leaving the office.
2. All the employees shall attend the **Public Grievance** from **3.00 PM to 5.00 PM** an all working days in the Village/Ward Secretariats.
3. The field functionaries of Village/Ward Secretariats shall mark – Bio – Metric attendance as per the work convenience and shall be available in the office from 3.00 PM to 5.00 PM to attend the Public Grievance.
4. There shall be a gap at least 2 hours between 1st marking and 2nd marking of Bio-metric attendance by the field staff.
5. The Digital Assistant/Ward Education & Data Processing Secretary shall be available in the Village/Ward Secretariats during the office hours without fail.

6. The Village/Ward Secretariats shall maintain a Movement Register and shall mark the entries in the register before attending field work or meetings outside the premises of Village/Ward Secretariats.
7. Village/Ward Secretariats functionaries shall use HRMS module for applying Casual Leave/Optional Holiday and for approval of the Deputations.
- 8. The payment of salary will be linked to the Bio-Metric Attendance with effect from 1st July 2021.**
9. A meeting shall be conducting on every Monday, Wednesday and Friday to ensure the Bio-Metric Attendance of all Volunteers.

A copy of the reference is communicated to all the MPDOs/Municipal Commissioners in the District and they are hereby directed to take necessary arrangements to capture Bio-Metric Attendance of Village/Ward Secretariats functionaries and instruct the Concerned officers to follow the above instructions without any deviation.

Encl:- Reference

//t.c.f.b.o//


23/7/2021
Administrative Officer,
VWS&D, Guntur

Sd/- P. Prasanthi,
Joint Collector(VWS&D) ,
Guntur.

23/7/21

To All the MPDOs/Municipal Commissioners, in the District.
To All the Divisional Development Officers (DLDOs) in the District.
Copy to District Panchayat Officer, Guntur with request to issue instruction all Village/Ward Secretariats functionaries.
Copy to Regional Director Municipal Administration (RDMA), Guntur
Copy submitted to the Collector and District Magistrate, Guntur for information.

GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT,
JAWAHAR AUTONAGAR-520007, Andhra Pradesh

Circular No: 40/D/2021 (E 1352867) Dated: 28/06/2021

Sub :	GVWV & VSWS Department – Village /Ward Secretariats Functionaries -Marking of Biometric attendance compulsorily- Payment of salaries linked with Biometric attendance with effect from 1 st July 2021- Certain instructions issued -Regarding.
Ref:	1. G O Ms.No.1 GVWV&VSWS Department, Dt.04.02.2021 2. Rc.No: GWS01/85/2021-GWS/A/2021 Dt: 10-05-2021

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In the reference 1st cited, Government has issued instructions that ' All Village / Ward Secretariat Functionaries shall compulsorily mark Bio-metric attendance twice a day and they shall be available in the Village /ward Secretariats from 3.00 PM to 5.00 PM on all working days to attend Public Grievances'. Further Government directed that the payment of salary will be linked with Bio-metric attendance w.e.f 1st April 2021.

In the reference 2nd cited, Due to COVID-19 situation in the state Bio metric attendance capture of all Village /Ward Functionaries & Village /ward volunteers has dispensed till further orders and also Bio-Metric Attendance linked salary of the Village/Ward Secretariat functionaries is also postponed till further instructions.

Now it has been decided to implement Bio metric attendance linked salary to all Village /ward Secretariat employees with effect from 1st July 2021.

In this regard following guidelines are issued to all Village /ward Secretariat functionaries.

1. Every Village/Ward Secretariat Functionary shall mark Bio-metric attendance twice a day on all working days i.e., first time soon after entering the office and 2nd time while leaving the office.
2. All the employees shall attend the Public Grievance from 3.00 PM to 5.00 PM on all working days in the Village /Ward Secretariats.
3. The Field functionaries of Village /Ward Secretariat shall mark Bio-metric attendance as per the work convenience and shall be available in the office from 3.00 PM to 5.00 PM to attend the Public Grievance.
4. There shall be a gap of at least 2 hours between 1st marking and 2nd marking of Bio-metric attendance by the Field staff.
5. The Digital Assistant / Ward Education & Data Processing Secretary shall be available in the Village /Ward Secretariat during the office hours without fail.
6. The Village / Ward Secretariats shall maintain a Movement Register and shall

mark the entries in the register before attending field work or meetings outside the premises of Village /Ward Secretariats.

7. Village/ ward secretariat functionaries shall use HRMS module for applying Casual Leave /Optional Holiday and for approval of the Deputations.
8. The payment of salary will be linked to the Bio-Metric Attendance with effect from 1st July,2021.

All the District Collectors are requested to make necessary arrangements to capture Biometric attendance of Village / Ward Secretariat Functionaries and instruct the concerned officers to see that above instructions shall be followed without any deviation.

Narayana Bharath Gupta

COMMISSIONER & DIRECTOR

To,

All the Joint Collectors (VWS&D)
All Chief Executive Officers, ZPP,
All District Panchayat Officers,
All the Municipal Commissioners,
All Divisional Development Officers,
All MPDOs,

Copy to

The CEO, APCFSS, for taking necessary action.

All the HoDs concerned

PS to Special Chief Secretary to Government, GVWV & VSWS Department.