

GOVERNMENT OF ANDHRA PRADESH
Department of Gram Volunteers/Ward Volunteers and
Village Secretariats/Ward Secretariats

From
K. Kanna Babu IAS,
Special Commissioner.

To
All the Collectors.

RC.No.75/GV-WV&VS-WS Dept/COVID-19/2020, Dt.29-03-2020.

Sir / Madam,

Sub: Department of GVWV & VSWS – COVID-19 – Deputation of Panchayat Secretaries(Digital Assistants) (Gr-VI) / Ward Education & Data Processing Secretaries to PHCs –Requested -Regarding.

It is decided to depute 4 No. of Panchayat Secretaries (Digital Assistants)in Rural Areas/ Ward Education & Data Processing Secretaries in ULBs to each Primary Health Centers (PHC) to work in 2 Shifts @ 2 members per shift till further instructions to attend COVID-19 related work and kept reserve pool with 100 members in each district for further emergency needs.

Mandal Parishad Development Officers in Rural Areas ans Muncipal Commissioners in ULBs shall identify the Panchayat Secretaries (Digital Assistant) (Gr-VI) / Ward Education & Data Processing Secretaries those who are having Laptops and issue Deputation Orders to report to the concerned Medical Officer of PHC immediately. MPDOs and Municipal Commissioners shall arrange the Laptops to the staff deputed to PHCs in case personal laptops not available with them.

CEOs of ZPPs, DPOs and Municipal Commissioners shall create District Wise Whatsapp Group with the Panchayat Secretaries (Digital Assistants) (Gr-VI) and Ward Education & Data Processing Secretaries deputed to PHCs.

CEOs of ZPPs, DPOs and Municipal Commissioners and shall inform the list of Panchayat Secretaries (Digital Assistants) (Gr-VI) and Ward Education & Data Processing Secretaries deputed to the Primary Health Centers by 30th March, 2020 at 11.30 AM to the State Office as mentioned below.

District	Mandal / ULB	PHC Details	Name of the Digital Assistant / Data Processing Secretary	CFMS ID	Phone No.

