

**GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE DIRECTOR,GVWV&VSWSS Dept: VIJAYAWADA**

**From**

The Director,  
GVWV&VSWSS Dept,  
Plot No. 11&12, Nirman Bhavan,  
Autonagar, Vijayawada.

**To**

All the District Collectors,

**File No: GWS02-GWS0SM/10/2022-DS31/05/2022**

**Sir,**

**Sub:-**GSWS Departement-1<sup>st</sup> phase-500 & 2<sup>nd</sup> phase -2500- Aadhaar Enrollment Kendra's established - in Secretariats -certain instructions on the Aadhaar Enrollment Kendra's-reg.

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Government of Andhra Pradesh has established the last mile public service delivery system which operates through 15000+ Village/ Ward level "Secretariats" which are designed to be a one-stop solution for all village level issues with Government schemes and services. These Secretariats are spread across the state and have manpower of 1.5 Lakh Functionaries who are recruited through a competitive selection process and 2.5 Lakh Volunteers to support service and schemes delivery. A dedicated department called Grama/Ward Volunteers & Village/ Ward Secretariats Department (GVWV&VSWSS) has been incorporated to operate this mega machinery of the Govt.

It is further proposed to establish one Aadhaar centre for every 5 Secretariats. Hence, it is proposed to establish Aadhaar enrolment centers in 3000 secretariats to deliver hassle free Aadhaar Services to the Citizens

In the 1st phase 500 Aadhaar kits distributed to all the districts and in the 2<sup>nd</sup> Phase 600 kits are distributed to all the newly formed districts (Lists enclosed).

The following Aadhaar Services are delivered through Secretariats.

S. No	Service	Service charge to citizens in Rs.
1	Aadhaar enrolment	Free
2	Mandatory Biometric update along with Demographic updates	Free
3	Biometric Update*	100
4	Demographic Update*	50
5	Download and colour print of Aadhaar	30

The Following Hard ware is supplied to the each Aadhaar Centre established in Secretariat.

Product Name	Make	Model Number
Laptop	Acer	315-42
Monitor	AOC	18/19 Inch
Multi-Functional Device (MFD)	Canon	G2010
IRIS Device	CMITech	BMT 20
Camera	IPSPL	PWC - 09
Finger Print Device	Thales	Dacty Scan 84 C
White Screen	IPSPL	IPSPL White Screen
Focus Light	IPSPL	IPSPL Focus Light
Surge Protector Spike	IPSPL	IPSPL Surge Protector Spike
GPS Device	Bio Enable	G1
Accessories	USB Hub	
	Bulb	
	VGA to HDMI Converter	
	Bag pack	
	USB Hub	

It is to inform that AP Online Team is a Technical Partner for Aadhaar Services. One District Coordinator from AP Online team is working in Every Collectorate, who is coordinating with DAs/ WEDPs to the GSWS Dept for all Aadhaar related issues. (List enclosed)

In the 1<sup>st</sup> phase out of 500 AEKs, 470 are functioning at secretariats remaining 30 are inactive state due to technical and non-technical reasons.(List enclosed).

Hence the following instructions are to be followed:-

1. If the Digital Assistant/WEDS applied for long leave/Suspended/resigned the Joint Collector is authorized to shift the said Aadhaar Kit to other secretariats, under intimation to the Director GVWV & VSWS Department.
2. No private/ESD Aadhaar centre shall be allowed to function in Secretariats.
3. In case of device or hardware issues DA/WEDPs should be instructed to raise ticket on inventory portal and the Inventory manager may be instructed to monitor the hardware issues & coordinator with service provider and vendor.
4. All the Collectors are requested to instruct the concern authorities that the DA/WEDS should be permitted to do GSWS & Aadhaar Services only and no other departmental works should be entrusted to them and they shall not kept in-charge to the other secretariats.
5. All the Collectors are requested to instruct all the Mandal Parishad Development Officers (MPDO's) Municipal commissioners (MC's) to monitor the remittance and maintenance of Aadhaar Enrollment Kendra's.

6. Wide publicity may be given in local media and through Volunteers on the availability of Aadhaar services at secretariat.
7. Camps may be conducted in Schools/Anganwadi centres to update biometric of children.

**Enclosed:-**1.Phase-1&2 Kits list  
2.AP Online Team

**yours faithfully,  
Sagili Shan Mohan  
DIRECTOR**