

GOVERNMENT OF ANDHRA PRADESH
O/o the Commissioner & Director
GVWV & VSWS DEPARTMENT, TADEPALLI-522501

From
Sri. G.S. Naveen Kumar, IAS
Commissioner & Director

To
All the Joint Collectors (Development) in the
State.

Rc.No.112 / SOPs/Posters/2020, dated: 11.07.2020

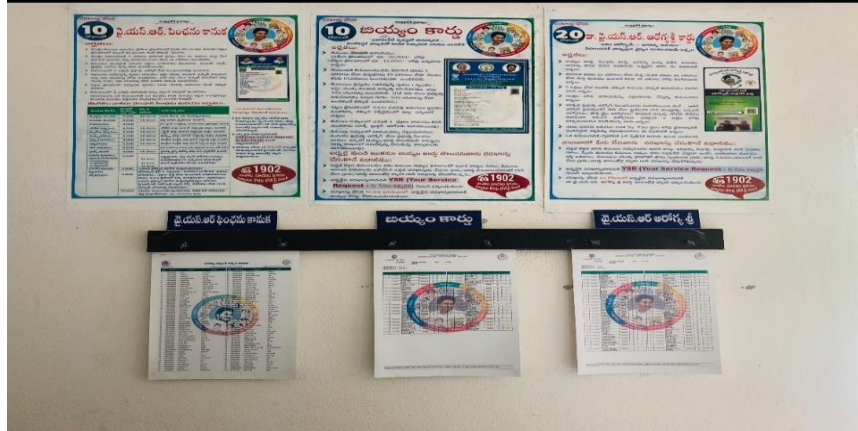
Sub: GVWV & VSWS Department – Standard Operating Procedures (SOPs) in display of Posters and Beneficiary Lists in Village & Ward Secretariats – communicated – Regarding.

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Standard Operating Procedures (SOP) for displaying posters in Village & Ward Secretariats

- 1) Government with an aim to improve transparency and corruption free governance, has decided to keep details of all programme in implementation is know to all the people. It will help the people to avail benefits of the welfare programme that he / she is rightly entitled to have. The details include,
 - a. The guidelines and eligible criteria of the welfare programmes
 - b. Publishing Beneficiary lists will ensure Social Audit of the programme.
- 2) **For the display of Posters, following SOPs** are to be adopted for implementation,
 - a. The posters shall be displayed in accordance with implementation of the Schemes as mentioned in the Welfare Calendar given by the Government, starting with Amma Vodi in the month of January.
 - b. The Posters and other beneficiary details must be placed in Village / Ward Secretariat at a visible place, which should be easily seen by the people. It should attract the people's attention as soon as he / she enters the Secretariat.
 - c. Since the beneficiary lists are approved by Grama Sabha / Ward Sabha and displayed for Social Audit purpose, they shall be displayed till such time its utility is completed i.e., till next round of selection is completed for the programme.
- 3) **Display of Posters**
 - i. Posters are supplied to the Village / Ward Secretariats, containing guidelines, eligibility criteria and procedure to apply.
 - ii. Pattern of posters is similar to all the programmes.
 - iii. The Size of posters is 20 inches width and 30 inches height, and should be pasted at sufficient height (at least 5 feet from ground)

- iv. The Posters are printed in Non-tearable adhesive sticker type PVC sheet



b. Beneficiary Lists

- i. PVC stickers are to be used for easy identification and display of names of the Scheme / Programme.
- ii. The Beneficiary List shall be printed on A4 size Paper in Black and White.
- iii. Only names of the "Head of the Family" to printed in Telugu with Id Number of the particular scheme along with family member numbers.
- iv. Sufficient space to be left at Top of the A4 size as it enables people to scroll through pages
- v. The lists shall be displayed on front wall of the Secretariat under proper shade (as protection from Sun and Rain), in a way that is easily accessible to people
- vi. Beneficiary list should be tied loosely at both ends and rotatable, should not slang from one side only. If any pages are torn, that page shall be replaced immediately
- vii. The lists have to be arranged as per welfare calendar communicated by the Government.

4) Other guidelines

- a) The poster containing 544 services offered through Village and Ward Secretariats shall be displayed in a prominent place.
- b) As a practise, every day the displayed Posters, beneficiary lists, welfare calendar and important phone numbers, should be visited to ensure that they are in proper condition
- c) The posters or any publicity material of the Government shall not be displayed ordinarily behind work desks, where staff will be working in the office.
- d) It should be ensured that they are located at a prime and visible place so that it easily seen by the People.

- e) Inspecting officers shall record display of the posters every time they visit Village / Ward Secretariat.
- f) Inspecting officers may upload the pictures of their visit in GSWs portal.
- g) For the maintenance of the Display of Posters and beneficiary lists, following are responsible,
- Municipal Commissioners in ULBs and MPDOs in Rural Areas are responsible for ensuring proper display of Posters and Beneficiary lists and shall take immediate steps to replace the damaged / torn posters of Schemes / Beneficiary lists.
 - At the Village Secretariat level, the Panchayat Secretary and at Ward Secretariat level, Ward Administrative Secretary.
 - Municipal Commissioners and the Zonal Officers / Nodal Officers appointed to supervise Ward Secretariats shall regularly check and ensure the display of the Posters and Beneficiary lists.
 - MPDOs shall appoint teams to regularly check and ensure the display of the Posters and Beneficiary lists.
 - The Joint Collectors (Development) shall take periodical inspection and ensure replace them, whenever they are found in damaged / torn condition.
- h) All the inspecting officers like MPDO / EOPR&RD in rural areas and Municipal Commissioners / Zonal Commissioners in case of larger Municipal Areas and other officers in urban areas shall ensure correctness of display and maintenance of Posters.

COMMISSIONER & DIRECTOR

To

1. All the Municipal Commissioners
2. All the Mandal Parishad Development Officers
3. All the Joint Collectors
4. All the District Collectors

Copy to

1. The Commissioner, Panchayat Raj and Rural Development
2. The Commissioner & Director, MA & UD

Copy submitted to

1. The Secretary to Government, MA & UD Department
2. The PrI Secretary to Government, PR & RD Department
3. The PrI Secretary to Government, GVWV & VSWS Department.