

**GOVERNMENT OF ANDHRA PRADESH**  
**O/o the Commissioner & Director,**  
**GVWV & VSWs Department, TADEPALLI-522501**

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| From,<br>Sri. G.S. Naveen Kumar, IAS,<br>Commissioner & Director, | To,<br>All Joint Collectors(VWS&D),<br>In the State. |
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RoC.No.61/H/2020, Dated.**27/08/2020**

Sir,

Sub :- GVWV/VSWs Department- Work allotment – Data entry of line departments by the Assistants and Secretaries of the Secretariat - Certain instructions issued- Regarding.

Ref:- Video conference conducted by the Prl .Secry (GVWV/VSWs Department) and Commissioner & Director (GVWV/VSWs Department) on dated.05.08.2020.

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1. During the VCs certain suggestions came for improving the work of secretariats. You are aware that Digital Assistants/Education & Data processing secretaries are meant for the work of Grama/Ward Secretariats. S/He should be at the secretariats to collect the service requests received from citizens. But it is reported that her or his work is hampered due to various computer uploading activities of other Assistants/ Secretaries.

2. Each secretariat is provided with 2 computers. One is exclusively for Digital Assistants/Education & Data processing Secretary. The other staff can use the other computer and they should do their line department work using the login provided for, depending on sharing of the work of all others.

3. In view of above, all Joint Collectors (VWS&D), in the state are requested to take necessary action without hampering of work at Grama/Ward Secretariats.

Yours faithfully,

**G S NAVEEN KUMAR.IAS, DIRECTOR(GSNK), GWS SECTION-GWS01**

Commissioner & Director,

Copy to  
All the Municipal Commissioners.  
All the CEOs of ZPPs.  
All the DPOs.  
All the MPDOs.