

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

**From**

Sri Ajay Jain, IAS  
Principal Secretary to  
Govt.,

**To**

1. The CCLA,
2. The DGP,
3. The Secretary, Energy Department,
4. The Commissioner, PR &RD,
5. The Commissioner & Director of Municipal Administration,
6. The Commissioner Survey & Land Records,
7. The Commissioner Agriculture,
8. The Commissioner Horticulture,
9. The Commissioner Sericulture,
10. The Commissioner Social Welfare,
11. The Commissioner Fisheries,
12. The Commissioner Health & Medical,
13. The EnC Public Health,
14. The EnC Panchayat Raj Engineering Department
15. The DTCP,
16. The Director Animal Husbandry

Rc.No:20/D/(E1354312) /2021 Dated: 23/02/2021

Sub: - GVWV&VSWS Department-Village /Ward Secretariats-Functionaries recruited and posted in all Village /Ward Secretariats- Service Registers to be opened- Line Departments may be requested to issue instructions to the concerned- Furnishing weekly progress- Requested- Regarding

- Ref: - 1. G.O.Ms.No.156 General Administration (cabinet-II) Department, Dated 21-12-2019.  
2. G.O.Ms.No.110 PR&RD, Dated: -19.07.2019  
3. G.O.Ms.No.217 MA&UD, Dated: -20.07.2019  
4. Instructions of the Principal Secretary in the HoDs meeting held on 18.02.2021

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The Government has designed an elaborate model of governance through NAVARATHNALU and aims to bring administration at the doorsteps of the citizens. The objective of the Government is to extend all welfare schemes/ services benefits to all eligible beneficiaries on saturation basis irrespective of caste, creed, religion, region, gender and political affiliation. In this regard, Government constituted a dedicated Department, Grama Volunteers/ Ward Volunteers & Village Secretariats/

Ward Secretariats (GVWV & VSWS), with a mandate to ensure “Last Mile Delivery” of welfare schemes & services at doorsteps of citizens.

Accordingly, that the Government recruited and posted 1.34 lakh employees in all Village /Ward Secretariats in Phase-I & II and they are working from October 2019 onwards and their probation period shall be declared by the competent authority. It is necessary and compulsory to open service Register to each employee who joined in Government service. Some Line Departments has issued instructions to open Service Registers to their Functionaries who are working in Village /Ward Secretariats and some Line Departments are yet to be given instructions to the competent authorities.

The Principal Secretary to Government GVWV&VSWS Department has conducted meeting with HoDs of Line Departments on 18.02.2021 and decided to issue instructions to all Departments to open Service Register of their functionaries who are working in all Village /Ward Secretariats on or before 31.03.2021.

Therefore, I request to issue instructions to the concerned authorities for opening of Service Registers to your Departmental Functionaries. Further you are requested to monitor and furnish the weekly progress report on the opening of Service Registers to the GVWV&VSWS Department in the format enclosed to this letter, to the email id given below:

email: **learning.gsws@gmail.com**

Encl: Weekly Progress Report Format

Yours Sincerely

Principal Secretary to Government

Copy to  
All the Joint Collectors (VWS&D)  
All the Municipal Commissioners  
All the DLDOs,  
All the MPDOs

