

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

GSWS Department – Village / Ward Secretariats – Monitoring, Coordination & Supervision of Secretariat activities – Establishment of District and Mandal / ULB Level GSWS 3 tier Structure – Sanctioned –Orders – Issued.

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**DEPARTMENT OF GRAMA SACHIVALAYAMS AND WARD SACHIVALAYAMS**

G.O.MS.No. 10

Dated: 28-08-2025

1. G O Ms No.110, PR&RD (MDL-I) Department, Dated: 19.07.2019
2. G O Ms No.217, MAUD (UBS) Department, Dated: 20.07.2019
3. G O Ms No.02, GSWS Department, Dated: 16.06.2020
4. G O Ms No.39, GAD(SC-A) Department, Dated: 06.05.2020
5. G O Ms No. 01, GSWS Department, Dated: 25.01.2025
6. G O Ms No. 03, GSWS Department, Dated: 10.04.2025
7. G O Ms No. 04, GSWS Department, Dated: 17.05.2025
8. From the Director, GSWS, Vijayawada vide their e-file computer. no. 2682229.

**ORDER:**

Government had established 15004 Village /Ward Secretariats in the references 1<sup>st</sup> & 2<sup>nd</sup> read above. There is no structure at District & Mandal / ULB Levels for Monitoring, Coordination & Supervision of Secretariats activities, which resulted in poor administrative control of District, Mandal /ULBs over the Village /Ward Secretariats.

2. In the reference 3<sup>rd</sup> read above, the Government had sanctioned 70 posts of all cadres from Office Assistant to Additional Commissioners, out of these 70 posts, 39 posts of District Coordinators, Additional District Coordinators / Town Coordinators were allotted to Districts. The Directorate of GSWS, Vijayawada is running with balance 31 posts.

3. In the reference 4<sup>th</sup> read above, the Government had created 13 Joint Collector VWS&D posts to look after Village /Ward Secretariats in the then 13 Districts before reorganisation of Districts. After reorganisation of Districts during April 2022 the Joint Collectors (VWS&D) posts ceased. To fill the vacuum, the GSWS Department had requested the District Collectors to designate one of the Senior most DLDO / any senior Officer in the District who may be kept in-charge of District GSWS Officer to look after the GSWS Department at District level for co-ordinating with Divisions and Mandals/ULBs. Accordingly, the District Collectors designated the Senior most DLDOs where ever available and other Senior Officer as the GSWS Officer In-charge to look after Village/ Ward Secretariats and coordinate with divisions and Mandal/ULBs. These designated District GSWS Officers in-charge have no office Accommodation, no supporting staff, Hardware and other requirements also for

effective running of Office. Due to making the above adhoc arrangements to the post of GSWS, the functioning of Village /Ward Secretariats is affected and they are unable to concentrate on GSWS activities because of multiple responsibilities.

4. Government have issued Orders in the reference 5<sup>th</sup> read above, to Categorize the Village / Ward Secretariats with a direction to deploy minimum number of 6-7-8 Functionaries based on category of Secretariats and establishment of 3 tier GSWS structure in the Field with District GSWS Office at district level, Mandal/ULB office with supporting Staff to look after & monitor Village / Ward Secretariats activities at the Mandal / ULB under the supervision of MPDO/ Municipal Commissioner.

5. In the references 6<sup>th</sup> and 7<sup>th</sup> read above, Government have issued Orders fixing of positions to the General–Purpose Functionaries and Specific Purpose based on the category of Village / Ward Secretariats

6. In the reference 8<sup>th</sup> read above, the Director, GSWS Vijayawada has submitted the proposal for creation of GSWS 3 tier Structure and permit to fill 2778 posts on deputation basis(out of 2778 posts, 26 are Office Subordinates on Outsourcing basis) from PR&RD, MA&UD and GSWS Departments or any other Departments who are eligible.

7. Government after careful examination of the matter, hereby sanctions the GSWS 3 tier Structure with 2778 posts to be filled on the Deputation / Outsourcing basis duly relocating of 1785 Village / Ward Secretariat Functionaries within the existing Mandal / ULB & District and creation of 993 new posts suppressing the equal no. of ANMs / Ward Health Secretaries from the sanctioned strength. The sanctioned posts for GSWS 3 tier Structure is shown in the Annexure-I and the details of the above sanctioned 2778 posts for GSWS 3 tier structure is shown in the Annexure-II.

8. The Director, GSWS shall take necessary action for implementation of GSWS 3 tier Structure and filling of posts from PR&RD, MA&UD and any other Departments.

9. This order issues with the concurrence of the Finance Department vide U.O.No. FIN01-FMU0PC(PRRD)/5/2025-AS-16 (2683310), Dt.04.08.2025.

(By ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**BHASKAR KATAMNENI**  
**SECRETARY TO GOVERNMENT**

To

The Director, GSWS, Vijayawada.

All the District Collectors in the State.

The Spl. Chief Secretary/ Prl. Secretaries/Secretaries of the Departments of PR&RD, MA&UD, Social Welfare, Tribal Welfare, Revenue, Agriculture

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&Cooperation, Animal Husbandry, Dairy Development & Fisheries, Home and Health, Medical &Family Welfare, AP Secretariat.

All the District Level Appointing Authorities of Line Departments.

Copy to:

The Commissioner, PR&RD.

The Commissioner & Director, MA&UD.

The Finance (HR) Department.

The GA(Cabinet-I) Department.

The PS to Principal Secretary to Hon'ble Chief Minister

The OSD to Hon'ble Minister (Sachivalayam &Village Volunteer).

The PS to Chief Secretary.

Sc/sf

// FORWARDED :: BY ORDER //

**SECTION OFFICER**

**Annexure-I to G.O.Ms.No.10, dt:28.08.2025**  
**Sanctioned Posts for GSWS 3 Tier Structure**

Level	S. No.	Name of the Post	Cadre	Mode of Appointment	Scale of Pay/Remuneration	No. of Posts Sanctioned
1	2	3	4	5	6	7
<b>GSWS Department</b>						
<b>Secretariat</b>	1	Functional Assistant	Functional Assistants of Village /Ward Secretariats	Deputation / Readjustment	22460-72810	6
<b>Directorate</b>	2	Functional Assistant	Functional Assistants of Village /Ward Secretariats	Deputation / Readjustment	22460-72810	6
		Sub Total				<b>12</b>
<b>PR&amp;RD Department</b>						
<b>District</b>	3	District GSWS Officer	Joint Director / DLDO or equivalent Cadre	Deputation	80910-166680	17
	4	Superintendent	Superintendent	Deputation	44570-127480	26
	5	Senior Assistant	Senior Assistant	Deputation	37640-115500	26
	6	Technical Coordinator for Aspirational Functionaries	Panchayath Secretary (Grade-VI) Digital Assistant or equivalent cadre	Deputation	22460-72810	52
	7	Junior Assistant /Functional Assistant	Junior Assistants /Functional Assistant	Deputation	28280-89720	104
	8	Office Subordinate	Office Subordinate	<b>Outsourcing</b>	15000	26
<b>Mandal</b>	9	Mandal GSWS Officer	In the Cadre of 1 <sup>st</sup> Level Gazetted Officer	Deputation	45830-130580	660
	10	Junior Assistant/ Functional Assistant	Junior Assistants / Functional Assistant	Deputation	28280-89720	1320
<b>Sub Total</b>						<b>2231</b>

<b>MA&amp;UD</b>						
<b>ULB</b>	11	Addl. Commissioner	RDMA	Deputation	94500-170580	2
	12	Addl. Commissioner (6) + District GSWs Officers (9)	Selection Grade /Joint Director	Deputation	80910-166680	15
	13	Addl. Commissioner	Special Grade /Deputy Director	Deputation	70850-158880	9
	14	Addl. Commissioner	Grade -I /Assistant Director	Deputation	61960-151370	13
	15	Superintendent	Superintendent	Deputation	44570-127480	17
	16	Senior Assistant	Senior Assistant	Deputation	37640-115500	124
	17	Manager Category-II	Manager Category-II	Deputation	40970 - 124380	13
	18	Manager Category-III	Manager Category-III	Deputation	37640 - 115500	45
	19	Junior Assistants / Functional Assistant	Junior Assistants/ Functional Assistant	Deputation	28280-89720	255
	20	Zonal Coordinator	Ward Administrative Secretary	Deputation	23120-74770	11
	21	Technical Coordinator for Aspirational Functionaries	Ward Education & Data processing Secretary or equivalent cadre	Deputation	22460-72810	31
<b>Sub Total</b>						<b>535</b>
<b>Total</b>						<b>2778</b>

**BHASKAR KATAMNENI  
SECRETARY TO GOVERNMENT**

**Annexure – II to G.O.Ms.No.10, dt:28.08.2025**

**Details of Posts for GSWS Structure**

**I. GSWS Department**

SL No	Name of the Office	Designation	No of Posts	Filling Pattern
1	GSWS Department, AP Secretariat, Amaravati	Functional Assistant	6	Redeployment from the surplus pool of the Village/ Ward Secretariat Functionaries
2	Director, GSWS Vijayawada	Functional Assistant	6	
<b>Total</b>			<b>12</b>	

**II. District Level GSWS structure:  
Posts Sanctioned**

SL No	Designation	No of Posts per District	No of posts for 26 Districts	Filling pattern
1	Regular District GSWS Officer in the Cadre of Joint Director / DLDO or any other equivalent cadre	1	26	Deputation of 2/3 <sup>rd</sup> (17) from PR&RD and 1/3 <sup>rd</sup> (9) from MA&UD. If persons are not available from above Departments may deploy eligible persons on deputation basis from any Departments.
2	Superintendent	1	26	Deputation from PR&RD & MA&UD Departments / Redeployment from the surplus pool of the Village/ Ward Secretariat Functionaries
3	Senior Assistant	1	26	
4	Junior Assistants / Functional Assistants	4	104	
5	Technical Coordinator for Aspirational Functionaries	2	52	
6	Office Subordinate	1	26	Outsourcing
<b>Total</b>		<b>10</b>	<b>260</b>	

The District Coordinator, Additional District Coordinator and Inventory Manager who is engaged on outsourcing basis shall sit in the Office of District GSWS and assist the District GSWS Officer in addition to the above staff.

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### III. Mandal Level GSWS structure:

Mandal level GSWS structure is created under the supervision of MPDO Office.

#### Posts Sanctioned

SL No	Designation	No of posts per Mandal	No of posts for 660 Mandals	Filling pattern
1	Mandal GSWS Officer in the cadre of 1 <sup>st</sup> level Gazetted Officer	1	660	On Deputation from PR&RD Department or any other Department
2	Junior Assistants / Functional Assistants	2	1320	Redeployment from the surplus pool of the Village Secretariat Functionaries. One shall be with Engineering background
<b>Total</b>		<b>3</b>	<b>1980</b>	

The concerned Mandal Office shall provide office space, IT Hardware, Furniture and other logistics to the GSWS wing in the MPP Office

### IV. ULB Level GSWS Structure

#### a) Greater Visakhapatnam Municipal Corporation & Vijayawada Municipal Corporation:

In GVMC and VMC there are 8 and 3 Zones respectively, and there is a need to provide Supporting staff at Zonal Offices for coordinating Ward Secretariats.

#### Posts Sanctioned

SL No	Designation	No of posts Sanctioned for GVMC	No of posts Sanctioned for VMC	Total	Filling pattern
1	Additional Commissioner in the cadre of RDMA to assist the Commissioner for functioning of Ward Secretariats	1	1	2	Deputation from the MA&UD Department or eligible persons from any other Department
2	Superintendent	1	1	2	Redeployment from the surplus pool of the Ward Secretariat Functionaries
3	Senior Assistant	2	1	3	
4	Junior Assistants	4	3	7	
5	Zonal Coordinators	8	3	11	
6	Technical Coordinator for Aspirational Functionaries	2	1	3	
<b>Total</b>		<b>18</b>	<b>10</b>	<b>28</b>	

**b) Guntur, Nellore, Rajahmundry, Kurnool, Tirupati & Kadapa Municipal Corporations:  
Posts Sanctioned**

SL No	Designation	No of Posts Sanctioned per Municipal Corporation	No of posts Sanctioned for 6 Municipal Corporations	Filling pattern
1	Additional Commissioner in the cadre of Selection Grade to assist the Commissioner for functioning of Ward Secretariats	1	6	Deputation from the MA&UD Department or eligible persons from any other Department
2	Superintendent	1	6	Redeployment from the surplus pool of the Ward Secretariat Functionaries
3	Senior Assistant	1	6	
4	Junior Assistants / Functional Assistants	3	18	
5	Technical Coordinator for Aspirational Functionaries	1	6	
<b>Total</b>		<b>7</b>	<b>42</b>	

**c) Other Municipal Corporations (9):  
Posts Sanctioned**

SL No	Designation	No of Posts Sanctioned per Municipal Corporation	No of posts Sanctioned for 9 Municipal Corporation	Filling pattern
1	Additional Commissioner in the cadre of Special Grade to assist the Commissioner for functioning of Ward Secretariats	1	09	Deputation from the MA&UD Department or eligible persons from any other Department
2	Superintendent	1	09	Redeployment from the surplus pool of the Ward Secretariat Functionaries
3	Senior Assistant	1	09	
4	Junior Assistants / Functional Assistants	2	18	
5	Technical Coordinator for Aspirational Functionaries	1	09	
<b>Total</b>		<b>6</b>	<b>54</b>	



**d) Selection & Special Grade Municipalities:  
Posts Sanctioned**

SL No	Designation	No of Posts Sanctioned per Municipality	No of posts Sanctioned for 13 Municipalities	Filling pattern
1	Assistant Commissioner in the cadre of Grade -I to assist the Commissioner for functioning of Ward Secretariats	1	13	Deputation from the MA&UD Department or eligible persons from any other Department
2	Manager category -II	1	13	Redeployment from the surplus pool of the Ward Secretariat Functionaries
3	Senior Assistant	1	13	
4	Junior Assistants / Functional Assistants	2	26	
5	Technical Coordinator for Aspirational Functionaries	1	13	
<b>Total</b>		<b>6</b>	<b>78</b>	

**e) Grade -I, Grade -II,  
Posts Sanctioned**

SL No	Designation	No of Posts Sanctioned per Municipality	No of posts Sanctioned for 45 Municipalities	Filling pattern
1	Manager category -III for functioning of Ward Secretariats	1	45	Deputation from the MA&UD Department or eligible persons from any other Department
2	Senior Assistant	1	45	Redeployment from the surplus pool of the Ward Secretariat Functionaries
3	Junior Assistants / Functional Assistants	2	90	
<b>Total</b>		<b>4</b>	<b>180</b>	

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**f) Grade-III and Nagar Panchayat  
Posts Sanctioned**

SL No	Designation	No of Posts Sanctioned per Municipality	No of posts Sanctioned for 48 Municipalities	Filling pattern
1	Senior Assistant	1	48	Deputation from the MA&UD Department or eligible persons from any other Department
2	Junior Assistants / Functional Assistants	2	96	Redeployment from the surplus pool of the Ward Secretariat Functionaries
<b>Total</b>		<b>3</b>	<b>144</b>	

**BHASKAR KATAMNENI  
SECRETARY TO GOVERNMENT**