

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Municipal Administration & Urban Development - Positioning of Ward Volunteers @ one for around 100 households in all the Urban Local Body (ULB) areas in the State to ensure leak proof implementation of Government Programmes / Schemes – Re-Notification - Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.MS.No. 279

Dated: 29-10-2019

Read the following:

1. G.O.Ms.No.201, MA & UD (UBS) Department dated:23.06.2019.
2. G.O.Ms.No.254, MA & UD (UBS) Department dated:09.09.2019.
3. From the Commissioner and Director of Municipal Administration, Guntur Lr.Rcoc.No.20026/178/2019/A1 Dated:25.10.2019.

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ORDER:

In the reference 1st read above, orders have been issued formulating guidelines for positioning of Volunteers @ one for around 50/100 households in the State to ensure effective implementation of Government Programmes/Schemes and permitted the Commissioner and Director of Municipal Administration to take necessary action for placing of Volunteers by 15th August, 2019 and to meet the expenditure incurred for recruitment process and training along with payment of honorarium. The positioned Ward Volunteer shall be paid honorarium @ Rs.5000/- per month and training shall be imparted to all volunteers.

2. The Commissioner and Director of Municipal Administration has stated that the selection process of engagement of Ward Volunteers in all ULBs has been completed by 01.08.2019 and 51718 Ward Volunteers are working at present in the State. Out of total 70888 volunteer posts in urban areas, 19,170 posts are vacant at present. As the role of the Ward Volunteers in delivering the services to the door steps of Households is crucial, there is an immediate need to fill up the non-joining vacancies and vacancies arisen for other reasons. The Commissioner and Director of Municipal Administration, Guntur has requested the Government to issue necessary orders permitting the Commissioner and Director of Municipal Administration to take necessary action for placing the Ward Volunteers in the ULBs as per the Timelines and Guidelines mentioned therein.

3. After careful examination of the proposal, Government hereby accord permission to Commissioner and Director of Municipal Administration, Guntur to take necessary action for filling up of 19170 vacancies of Ward Volunteers in the ULBs with the following Timeliness and Guidelines:

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I. NOTIFICATION:

The Notification shall be issued in Two Telugu Daily News Papers (In Telugu) by the District Collectors concerned.

II. NUMBER OF VOLUNTEERS:

As informed by the Districts, out of total 70888 volunteer posts in urban areas, 51718 Ward Volunteers are working at present in the State. 19,170 posts are vacant at present. However the exact no. of vacant position of ward volunteers shall be arrived at by the respective district collectors before issuing notification.

III. ELIGIBILITY:

The applicant preferably belong to the ULB for which she / he is applying.

IV. EDUCATIONAL QUALIFICATIONS:

The applicant must have passed at least 10th Class or its equivalent on the date of application.

V. RESERVATION:

The Rule of reservation is applicable as per the rules in vogue. 50% of posts within each category may be considered for women. **ROR** will be applicable considering ULB area as a unit. In case, no candidates of a particular category are available in the ULB, District may be taken as the unit.

VI. AGE:

The applicant shall have 18 years of age as on 01-11-2019 and shall have not exceeded 35 years.

VII. HOW TO APPLY:

The candidates shall apply online through Website link.

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VIII. METHOD OF SELECTION:

All eligible applicants shall be called for interview by the Selection Committee consisting of Municipal Commissioner, Tahasildar and PO / TMC, MEPMA. The letter of engaging the services of selected Ward Volunteers will be issued by the Chairman of the Selection Committee, i.e., the Municipal Commissioner.

Preference should be given if the candidates belong to the same ward

The interview board will select the most eligible applicants based on the following four parameters:

1. Should have knowledge on various Government Schemes, Programs, welfare activities.
2. Previous work experience on various Government Welfare Departments and programs/ NGOs/Federations/Social activities
3. Leadership qualities, good communication skills and general awareness.
4. Soft Skills

Each of the above four parameters will carry 25 marks each totalling to 100 marks.

The letter of engaging the services of the selected Ward Volunteers will be issued by the Chairman of Selection Committee i.e., Municipal Commissioner.

IX. HONORARIUM:

The selected applicants will be engaged as Ward volunteers by ULB on monthly honorarium basis for the services rendered. Each volunteer will be paid performance based honorarium of Rs. 5,000/- per month.

X. TRAINING:

Two days' induction training will be imparted to all selected volunteers at the ULB Level.

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XI. POSITIONING:

Positioning and Commencement of work by Ward Volunteers in the Wards of the ULBs in the State shall start from **1st December, 2019.**

XII. ROLES AND RESPONSIBILITIES OF WARD VOLUNTEERS:

Roles and Responsibilities of Ward Volunteers will be as prescribed from time to time. Already detailed guidelines have been issued in this regard.

XIII. REVIEW MECHANISM / PERFORMANCE APPRAISAL:

Municipal Commissioner will monitor the performance of Ward volunteers at frequent intervals.

XIV. PERFORMANCE APPRAISAL COMMITTEE-CUM-GRIEVANCE CELL:

Performance appraisal at District Level will be done by the District Collector as Chairman.

XV. PROVISION FOR DISCHARGE:

Any Ward Volunteer who is not able to provide satisfactory services shall be discharged from the duties by the appointing authority. At the time of discharge, it should be ensured that there are no dues of any kind towards the Government/Local Body etc.

XVI. TENTATIVE TIMELINE:

1	Notification inviting applications	01-11-2019
2	Receipt of application	01-11-2019 to 10-11-2019
3	Scrutiny of applications	By 15-11-2019
4	Interviews by Selection Committee	16-11-2019 to 20-11-2019
5	Intimation letters to selected Volunteers	22-11-2019
6	Induction and Training Programme	29-11-2019 to 30-11-2019
7	Positioning of volunteers	01.12.2019

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XVII. Other General Guidelines

- i) This time, issue of Re-notifications in all the Districts will be done by the District Collectors to fill up the vacancies of Ward Volunteers as per the above timelines and guidelines.
- ii) Thereafter, if any vacancies of Ward Volunteers arise, the ULB Selection Committee under the supervision of District Collector will be competent to notify and fill the vacancies following the process and guidelines mentioned above without waiting for further instructions.
- iii) Municipal Commissioners shall take necessary action for making Full Additional Charge (FAC) arrangements to the vacancies of Ward Volunteer duly entrusting to the neighboring Volunteer till filling up of the vacancy.
- iv) It should be ensured that, vacancies arisen shall be filled at the earliest and in any case, the duration of vacancy shall not exceed 2 months.

4. The Commissioner and Director of Municipal Administration, Guntur shall take necessary action accordingly.

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

J.SYAMALA RAO
SECRETARY TO GOVERNMENT

To
The Commissioner and Director of Municipal Administration, Guntur.
Sf/Sc

//FORWARDED BY ORDER//

RESEARCH OFFICER