

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Department of Swarna Gramam and Swarna Wardu – Establishment – For effective functioning of Swarna Gramam and Swarna Wardu Offices – Implementation of Development and Welfare Schemes – Prescribing Roles and Responsibilities of District Swarna Gramam & Swarna Wardu Officers (DSG&SWOs) and Mandal Swarna Gramam Officers (MSGOs) / Urban Swarna Wardu Officers (USWOs) – Orders – Issued.

DEPARTMENT OF SWARNA GRAMAM AND SWARNA WARDU

G.O.MS.No. 1

Dated: 09-

02-2026

Read the following:

- 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. 01, GSWS Department, Dated: 25.01.2025
- 4.G O Ms No. 10, GSWS Department, Dated: 28.08.2025
- 5.G O Ms No. 11, GSWS Department, Dated: 17.10.2025
- 6.ANDHRA PRADESH ORDINANCE No. 2 OF 2026 SGSW Department, dated: 13.01.2026.
7. From the Director, SGSW, Vijayawada, e-file computer.No.3126710

ORDER

In the references 1st and 2nd read above, Government established 15,004 Village/Ward Secretariats without a separate organizational structure at District and Mandal/ULB levels for monitoring, coordination and supervision of the activities of the Secretariats. In the reference 4th read above, Government issued orders for establishment of a three-tier structure of SGSW and sanctioned 2,778 posts on deputation/outsourcing basis for District SGSW Offices, Mandal and ULB level structures. Accordingly, the posts of District SGSW Officer, Mandal GS Officer and Urban WS Officer, along with supporting staff, were sanctioned for monitoring, coordination and effective functioning of Village/Ward Secretariats and their functionaries.

2. In the reference 3rd read above, Government issued orders categorizing Village/Ward Secretariats and directed deployment of optimum number of functionaries (6/7/8) based on the category of the Village/Ward Secretariat. Subsequently, in the reference 6th read above, Government issued orders changing the nomenclature of the Department, District, Mandal/ULB Sections and Village/Ward Secretariats as Swarna Gramam & Swarna Wardu Department, District Swarna Gramam & Swarna Wardu Office, Mandal Swarna Gramam / Urban Swarna Wardu Sections and Swarna Gramam and Swarna Wardu Offices respectively.

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3. The Director, SGSW, Vijayawada, in the reference 7th read above, has requested Government to issue orders prescribing the roles and responsibilities of officers at the District and Mandal/ULB levels for effective functioning of Swarna Gramam and Swarna Wardu Offices and for monitoring the same in coordination with various Line Departments.

4. After careful examination of the proposal of the Director, SGSW, Vijayawada, Government hereby issues the following roles and responsibilities for District Swarna Gramam & Swarna Wardu Officer, Mandal Swarna Gramam Officer and Urban Swarna Wardu Officer for effective functioning of Swarna Gramam and Swarna Wardu Offices for monitoring these in coordination with various Line Departments at District & Mandal / ULB level:

I. Roles and Responsibilities of District Swarna Gramam & Swarna Wardu Officers (DSG & SWOs)

A. Mandatory Roles & Responsibilities:

- a. District Swarna Gramam & Swarna Wardu Officer (DSG & SWO) is overall supervising authority & responsible for effective functioning of Swarna Gramam / Wardu Offices in the District
- b. Shall be responsible for implementation of Development & Welfare programs entrusted by the Government through Swarna Gramam / Wardu Offices in the District.
- c. Shall ensure timely delivery of all the Services by the Swarna Gramam / Wardu Offices with in SLA.
- d. Shall review, monitor and coordinate the timely implementation of various activities of the SGSW Department from time to time.
- e. Shall mandatorily inspect Swarna Gramam / Wardu Offices and address the shortcomings noticed.
- f. Shall ensure working/ availability of all Functionaries in the Swarna Gramam / Wardu Offices who are positioned as per the prescribed number of posts under Rationalisation of Functionaries
- g. Shall ensure No deputations or OD arrangements of Functionaries by the line Departments without prior approval of the SGSW Department.
- h. Shall ensure that all Functionaries of Swarna Gramam / Wardu Offices mark their Biometric attendance in HRMS Portal without fail.
- i. Shall ensure proper receipt and collection of amounts pertaining to various Services at Swarna Gramam / Wardu Offices and their remittance into bank accounts without any delay i.e. in 'Transaction +1' day.
- j. Shall make an enquiry and initiate disciplinary proceedings if required on complaints / irregularities with respect to Swarna Gramam / Wardu Offices and its functionaries. And submit reports to the District Collector and the Director SGSW. Further, report those disciplinary proceedings to the respective Appointing authorities to conclude & award suitable punishments.

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- k. Shall ensure that the in-charge arrangements are made by the MPDOs for the vacant Drawing & Disbursing Officers (DDO) positions in order to draw the salaries of Swarna Gramam functionaries.
- l. Shall take regular reviews of the Mandal Swarna Gramam Officers (MSOs) / Urban Swarna Wardu Officers (USOs) for effective functioning of Swarna Gramam / Wardu Offices in the District and report the same to the Director, SGSW Department.
- m. Shall coordinate with all the Line Department at District level for implementation of various activities entrusted to Swarna Gramam / Wardu Offices by the Government.

B. Monitoring of Mandal Swarna Gramam Sections and Urban Swarna Wardu Sections:

- a. Shall supervise & monitor the functioning of SGSW sections at Mandals / ULBs
- b. Shall ensure the redressal of all Grievances with respect to Schemes / Programs entrusted to Swarna Gramam / Wardu Offices.
- c. Shall ensure proper receipt & prompt distribution of all the infrastructure related items pertaining to Swarna Gramam / Wardu Offices, at all the Mandals/ULBs.
- d. Shall ensure functioning of all IT infrastructure and other devices supplied to Swarna Gramam / Wardu Offices and monitor the Inventory Management Portal for effective functioning of Hardware items/ devices.
- e. Shall ensure availability of sufficient stock of consumables (Printer refills, laminating pouches, High Secured Based Stationery etc.) and ensure to raise indents on time

C. Roles & Responsibilities relating to Legal Cases

- a. Shall continuously monitor all legal cases pertaining to the Swarna Gramam Wardu Offices in their jurisdiction.
- b. Shall ensure filing of para-wise remarks and counter affidavits
- c. Shall take care of all legal proceedings until disposal of cases in-coordination with the Legal Section in the O/o Director, SGSW Vijayawada.

D. Roles & Responsibilities towards Office Maintenance

- a) Shall follow guidelines for incurring Office & Maintenance expenditure as per the G O Ms No.148, Finance & Planning (FW: ADMN.I.TFR) Department, dated: 21.10.2000 or the Orders issued by the Government from time to time in this regard.
- b) E. Roles & Responsibilities towards MeeSeva & Aadhaar Centres
- c) DSGWOs are designated as "District Vigilance Officer", for inspecting the

Meeseva centres & PEC Aadhaar centres under Registrar (816) SGSW of EA code (2052) and directed to monitor.

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- d) Shall inspect all MeeSeva Centres at least once in 6 months and ensure that they shall work & delivery of transactions as per the guidelines & protocols prescribed.
- e) Ensure Aadhar enrolment of all the citizens in their respective jurisdiction
- f) Ensure functioning of all Aadhar Enrolment Kits in their jurisdiction.

F. Other Roles & Responsibilities

- a. Shall conduct, attend, and monitor Aadhar special camps.
- b. Provide guidance, motivation & direction to all Swarna Gramam / Wardu Functionaries duly building team work among them.
- c. Ensure all Functionaries shall reside in the head -quarters of the concerned Swarna Gramam / Wardu.
- d. Shall submit periodical reports to the Higher Authorities as per the schedule fixed by the SGSW Department / Government from time to time.
- e. Shall attend the works entrusted by the Government from time to time as per the guidelines / instructions within the stipulated time.
- f. Shall report & coordinate with District Collectors.

II. Roles & Responsibilities of Mandal Swarna Gramam Officers (MSGO) / Urban Swarna Wardu Officers (USWO).

- a. MSGOs / USWOs shall assist to the MPDOs / Municipal Commissioners for effective functioning of Swarna Gramam / Wardu offices in the Mandals / ULBs.
- b. Shall be responsible for implementation of Development & Welfare programs entrusted by the Government through Swarna Gramam / Wardu Offices at Mandals / ULBs Level.
- c. Shall ensure timely delivery of all the Services by the Swarna Gramam / Wardu Offices as per SLAs fixed.
- d. Shall review, monitor, and coordinate with Swarna Gramam / Wardu Offices and timely implementation of various activities of the SGSW Department from time to time.
- e. Shall ensure that all Functionaries of Swarna Gramam / Wardu Offices to work from the respective offices and mark their Biometric attendance in HRMS Portal as prescribed without fail.
- f. Shall have control over all the Functionaries who are working in Swarna Gramam / Wardu Offices.
- g. Shall ensure proper receipt and collection of amounts pertaining to various Services at Swarna Gramam / Wardu Offices and their remittance into bank accounts, without any delay i.e. in 'Transaction +1' day.
- h. Shall ensure proper receipt & prompt distribution of all the

infrastructure related items pertaining to Swarna Gramam / Wardu Offices at all the Mandals/ULBs.

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- i. Shall ensure functioning of all IT infrastructure and other devices supplied Swarna Gramam / Wardu Offices and also shall monitor Inventory Management Portal & Stock Registers of all IT Hardware items/ devices.
- j. Shall ensure availability of sufficient stock of consumables (Printer refills, laminating pouches, High Secured Based Stationery etc.,) and ensure to raise indents on time
- k. Shall continuously monitor all legal cases pertaining to the Swarna Gramam / Wardu Offices in their jurisdiction and ensure filing of para-wise remarks and counter affidavits
- l. Shall attend & monitor Aadhar special camps
Ensure functioning of all Aadhar Enrolment Kits in their jurisdiction.
- m. Ensure Aadhar enrolment of all the citizens in their respective jurisdiction
- n. Ensure all Functionaries shall reside in the head -quarters of the Swarna Gramam / Wardu Offices.
- o. Shall attend the works entrusted by the Government from time to time as per the guidelines / instructions within the stipulated time under the guidance of MPDOs / Municipal Commissioners.

5. The DSG & SWOs and the MSGOs/ USWOs shall discharge the above entrusted roles & responsibilities scrupulously, otherwise they shall be held personally responsible and necessary disciplinary proceedings shall be initiated by the SGSW Department.

6. The Director, SGSW, Vijayawada shall take necessary action accordingly.

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

**BHASKAR KATAMNENI I.A.S
SECRETARY TO GOVERNMENT**

To

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

The Commissioner, PR&RD.

The Commissioner & Director, MA&UD.

Copy to

PS to Secretary to the Hon'ble Chief Minister

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

PS to Chief Secretary.

Sc/sf

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SECTION OFFICER