
W.No.50

AMARAVATI, THURSDAY, JANUARY 12, 2023

G.2461

**PART I - NOTIFICATIONS BY GOVERNMENT, HEADS OF DEPARTMENTS
AND OTHER OFFICERS**

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NOTIFICATIONS BY GOVERNMENT

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Office Procedure – Department for Women, Children, Differently Abled and Senior Citizens - Standing Orders (Delegation of Powers) under rule 16 (1) (a) of A.P. Business Rules, 2018 – Issued.

DEPARTMENT FOR WOMEN, CHILDREN, DIFFERENTLY ABLED AND SENIOR CITIZENS
(OP)

G.O.Rt.No.173,

Dated: 19.12.2022.

Read:-

G.O.Ms.No.81 of General Administration(Cabinet.II) Department,
dt:24.08.2022

ORDER:-

In terms of orders issued in the reference cited and under Rule 16 (1) (a) of the A.P. Business Rules 2018, the cases in the Department for Women, Children, Differently Abled and Senior Citizens shall disposed of as indicated in the Annexure to this Order.

2. Cases requiring circulation to Minister concerned, to Chief Minister or to the Governor under Business Rules and Secretariat instructions issued there under or under any statutory Law or Rules and regulations having the force of Law for the time being shall be circulated to the Ministers concerned. Chief Minister and or the Governor as the case may be, by the circulating authority.

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

MUDDADA RAVI CHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Officers in the Department.

All Sections in the Department.

Copy to:-

The General Administration (Cabinet.II) Department.

The PS to Hon'ble Minister for WCDA&SC.

The P.S to Prl. Secretary to Govt.. Dept. for WCDA&SC.

All HoDs under the control of Dept. WCDA&SC

for information

SF/SC.

//FORWARDED : : BY ORDER//


SECTION OFFICER

ANNEXURE to G.O.Rt.No.173, Dept. for WCDA & SC (OP) Dept., Dated:19.12.2022

Sl. No.	Sections	Subject	Type of Activity	Categor	Type of Disposal	A.S. O/S	A.S	DS/JS/ Addl.Secy	Secy/Prl .Secy	Minister
1	2	3	4	5	6	7	8	9	10	11
1	OP	Establishment matters of the staff i.e., TCAs, ASOs and. Class-III, IV and Outsourcing staff.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances, Tour programs, Transfer and Postings (other than SOs), LTCs. GPF, Medical reimbursement, TA & DA, claiming of salaries of officers and staff, Providing and maintenance of Vehicles/ hiring vehicles, RTI Matters, phones and News Papers bills, Stationary items not exceeding Rs.50,000/-.	C	O.O./ Memo/ G.O.	Initiation	Verification of Facts and Rules.	Approval	--	--
		SO/Assistant Secretary and above Officers.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances,	C	O.O./ Memo /G.O.	Initiation	Verification of Facts	Vetting, Scrutiny and indication	Approval	--

			Tour programs, Transfer and Postings including SOs, LTCs. GPF, Medical reimbursement including relaxations of all staff, RTI Matters, Dept. Budget, Loans and Advances to all Categories of Staff, TA, DA, Pensionary benefits, Petitions and appeals, Permissions, Biometric, e-office, Systems and their maintenance.				and Rules.	n of options		Approval (after recommendation of the Standing Committee)
			Reimbursement of Medical claims in relaxation of rules in favour of individuals	A	G.O.	Initiation	-----	Verification of Facts and Rules.	-do-	
			Issuing reminders calling for reports, remarks etc., from HoDs/corporations/commission	C	Memo/ U. O./ Letter.	Initiation	Verification	Approval	---	---
		Coordination	All consolidated reports related to statutory reports of CAAG / PAC & RTI Reports /House Committee.	A	Memo/ Letter.	Initiation	Verification	Vetting/ Scrutiny	Approval	-
			RTI matters related with OP Section	C	Memo/ Letter	Initiation	Approval (PIO Level)	Approval (Appeal Level)		
2	Establishment	Service matters &	Transfer and Posting Orders	A	Memo/ G.O./	Initiation	-----	Verification on,	Recommendation	Approval.

nt	Court Cases relating to the Director, Women Development and Child Welfare (i.e. Additional Directors/JD's /DD's and other employees Gazetted and Non Gazetted, Ministerial staff, Class-IV /LGS employees, Contingent, Contract, Daily Wages) of Non-Gazetted		Letter/ U.O. Note	n	Initiation	Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
	Seniority Issues	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
	Promotion in the cadre of Additional PD to Joint Directors / RJD etc.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
	Special Grade Scale Increments i.e. (6 Years), (12 years), (18 Years) & (24 years), FAC	C	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation, Approval.	
	Reimbursement of Medical	A	Memo/	Initiation	Initiation	Approval	Recommendation	Approval.

			Claims in relaxation of rules in favour of individual.		G.O./ Letter/ U.O. Note	tion		, Vetting, Scrutiny. w.r.t. rules and indication of options	me ndation.	
			Compassionate appointment in relaxation Orders	A	Memo/ G.O./ Letter/ U.O. Note	Initi atio n	-----	Verificati on, Vetting, Scrutiny. w.r.t. rules and indication of options	Recom me ndation.	Approval.
			Disciplinary cases in Departmental Procedure laps.	A	Memo/ G.O./ Letter/ U.O. Note	Initi atio n	-----	Verificati on Vetting, Scrutiny. w.r.t. rules and indication of options	Recom me ndation.	Approval.
			Recruitment Notifications	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiati on	Verificati on Vetting, Scrutiny. w.r.t. rules and indication of options	Recom me ndation.	Approval.

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	Contingent, Contract, Daily Wages of WD & CW Dept.	All issues of Contingent, Contract, Daily Wages	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification on Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval
	All Vigilance Cases, Vigilance & Enforcement & ACB of all employees of the Director, WD & CW, the Director, DAT & SC, the Director, JW, CS & WSC and Disciplinary cases of WD & CW Dept., except Anganwadi workers & Helpers.	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers. Sanction of Provisional Pension & Regularisation of suspension, dismissal period	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification on Vetting, Scrutiny	Approval	Approval.

	All service matters, disciplinary cases relating to the Gazetted employees of A.P. Women Cooperative Finance Corporation	All service matters, disciplinary cases relating to the Gazetted employees of A.P. Women Cooperative Finance Corporation	A	Letter/ G.O		Initiation	Verification, vetting and scrutiny w.r.to rules suggesting options/recommendations for relaxing of rules.	Approval	Approval
	RTI Matters related to concerned Establishment Section		C	O.O./ Memo/ G.O.	Initiation	Approval (PIO Level)	Approval (Appeal Level)		
3	Prog.I Service Matters & Court Cases relating to the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children(i.e. Additional	Transfer and Posting Orders	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification, vetting, Scrutiny. w.r.t. rules and indication of options.	Recommendation.	Approval.

	Directors/JD's /DD's and other employees Gazetted and Non Gazetted, Ministerial staff, Class-IV / LGS employees, Contingent, Contract, Daily Wages) of Non-Gazetted.								
	Seniority Issues	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation,	Approval.	
	Promotion in the cadre of Additional/ Joint Directors / DD etc.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation	Approval.	

			Special Grade Scale Increments i.e. (6 Years), (12 years), (18 Years) & (24 years), FAC	C	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation, Approval.	
			Reimbursement of Medical Claims in relaxation of rules in favour of individual.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Approval, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
			Compassionate appointment in relaxation Orders	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
			Disciplinary cases in Departmental Procedure laps.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.

				n of options	Recommendation.	Approval.
	Recruitment Notifications	A Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification Vetting, Scrutiny. w.r.t. rules and indication of options(s)	Approval.
	Waiting Period	A Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification Vetting, Scrutiny. w.r.t. rules and indication of options	Approval.
Court Cases including APAT,APHC etc.,	B Memo/ G.O./ Letter/ U.O. Note	----	Initiation	Verification Vetting, Scrutiny. w.r.t. rules and indication of options	Approval	
Amendment of Service Rules	A Memo/ G.O./	Initi	-----	Verificati on	Recom me	Approval (CM)

				Letter/ U.O. Note	atio n		Vetting, Scrutiny. w.r.t. rules and indicatio n of options	ndation.	
	Extension, Declaration of Probation of the Director, JW,CS & WSC employees.(JD / DD)	A	Memo/ G.O./ Letter/ U.O. Note	Init iati on	-----	Verificati on Vetting, Scrutiny. w.r.t. rules and indicatio n of options	Recom me ndation.	Approval	
Contingent, Contract, Daily Wages of JW,CS & WSC	All issues of Contingent, Contract, Daily Wages	A	Memo/ G.O./ Letter/ U.O. Note	Initi atio n	-----	Verificati on, Vetting, Scrutiny. w.r.t. rules and indicatio n of options	Recom me ndation.	Approval	
All Disciplinary cases except Vigilance Cases, Vigilance & Enforcement & ACB of all	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers. Sanction of Provisional	A	Memo/ G.O./ Letter/ U.O. Note	Initi atio n	-----	Verificati on, Vetting, Scrutiny	Recom me ndation.	Approval.	

		employees of the JW,CS & WSC and Disciplinary cases of Anganwadi workers & Helpers.	Pension & Regularisation of suspension , dismissal									
		Constitution of CWCs & JJB under Juvenile Justice(Care and Protection Act-2000)		A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.		
		Integrated Child Protection Scheme(ICPS)		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.		
		Children Homes, Observation Homes, Special Cum Observation Home, Open Shelters		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.		
		State Commission for Protection of Child		A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.		

	Rights(SCPCR) related matters								
	Girl Child Protection Scheme(GCP S) and Bangaru thalli scheme ASOs for above schemes/Programmes		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
	A.P. Society for Protection & Empowerment of Women and Children related matters		A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
	Issues related to orphanages and adoption issues		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
	All the matters of Anganwadi Workers (AWWs) and Anganwadi Helpers		A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.

Approval.	Recommendation.	Verification, Vetting, Scrutiny	-----	Initiation	Letter/Memo/G.O.	C		(AWHS)
Approval.	Recommendation.	Verification, Vetting, Scrutiny	-----	Initiation	Letter/Memo/G.O.	C		ICDS, SABALA, IGMSY, KSY, YSR SAMPURNA POSHANA, SAMPURNA POSHANA PLUS, CRUTCHES, TRAINING AND SPECIAL NUTRITION PROGRAMMES, DAY CARE CENTRES, Cradle Baby Schemes and Women & Children related schemes and ASOs for the above Schemes/Programmes
Approval.	Recommendation.	Verification, Vetting, Scrutiny	-----	Initiation	Letter/Memo/G.O.	A		A.P. Nutrition Council, A.P.I.P, A.P. Foods related matters and

	A.P. State Social Welfare Board	Appointment of Chairperson & members and Family Counciling Centres, State Board Establishment matters	A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
		After Care Homes, National Award for Child Welfare, Exceptional Achievements and Rajiv Gandhi Manavseva	C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
		Legislative Matters	A	Letter/ Memo	Initiation	Verification	Vetting, Scrutiny	Vetting, Scrutiny	Approval
		Issuing letters and memos calling for answers, submitting answers to APPLA and APPLC. (except Unstarred) and submitting answers to APPLA and APPLC. (Unstarred)	B	Letter/ Memo U.O.No te	Initiation	-----	Verification	Vetting, Scrutiny	Approval
4.	Prog. II	RTI matters related to concerned Prog.I section	C	Letter/ Memo/ U.O.No te	Initiation	Approval (PIO Level)	Approval (Appeal Level)		
		DPC for the posts of Directors	A	Memo/ GO/Lr/ UO Note	-	-	Initiation	Recommendation	Approval
		Transfer & Posting of Directors and Declaration of Probation etc.,	A	Memo/ GO/Lr/ UO	-	-	Initiation	Recommendation	Approval
		Establishment of the O/o the Director, WDAT&SC, A.P., VJA							

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Spl. Gr. Increments/ Allowances etc., of the Directors/Dy. Directors.	C	Memo/ GO/Lr/ UO Note	-	Initiation	Verification & Scrutiny wrt Acts /Rules	Approval			
Transfer & Posting of Asst., Directors.	A	Memo/ GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts /Rules	Approval	Approval		
Service matters of WDAT&SC establishment, Seniority Issues.	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts /Rules	Approval			
Disciplinary cases other than Vigilance/ACB/V&E against all employees of WDAT&SC establishment, Sanction of Provisional Pension & Regularisation of suspension, dismissal period	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts / Rules	Approval	Approval		
Amendment of Service Rules of WDAT&SC Dept.,	A	Memo/ GO/Lr/ UO Note	Initiation	Verification & Scrutiny	Recommendation	Approval	Approval		
Spl. Gr. Increments/ Allowances	C	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rule	Approval			

	Schemes of the WDAT&SC Deptt.,	Scheme for Implementation of Persons with Disabilities Act (SIPDA) : Proposals, Scrutiny.	C	Memo/ GO/Lr/ UO Note	- Initiation	-----	Verification & Scrutiny w/rt Acts/Rules	Approval	
		Accessible India Campaign (AIC) : Proposals, Scrutiny	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/rt Acts/Rules	Approval	
		Sugamya Bharat Abhiyan	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/rt Acts/Rules	Approval	
		Deendayal Disabled Rehabilitation Scheme (DDRS) : Proposals, Scrutiny	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/rt Acts/Rules	Approval	
		Rights of Persons with Disability Act (RPWDA)		Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/rt Acts/Rules	Approval	

		Nasha Mukht Bharat Abhiyan (NMBA)	C	Memo/GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rule S	Approval	
		National Action Plan for Drug Demand Reduction (NAPDDR)	C	Memo/GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rule S	Approval	
		Prevention of Alcoholism & Substance (Drug) Abuse	C	Memo/GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rule S	Approval	
		Maintenance and Welfare of Parents & Senior Citizens Act, 2007	C	Memo/GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rule S	Approval	
		National Action Plan for Senior Citizens	C	Memo/GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rule S	Approval	
		Implementation of National Policy for Older Persons	C	Memo/GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny	Approval	

			Note	n		wrt Acts/Rules		
	Integrated Programme for Senior Citizens	C	Memo/ GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rules	Approval	
	Transgender Welfare Policy	C	Memo/ GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rules	Approval	
	The Transgender Persons (Protection of Rights) Act, 2019	C	Memo/ GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts/Rules	Approval	
	Postings of the Managing Director / Leaves / Other service matters	A	Memo/ GO/Lr/ UO Note	- - -	-----	Initiation	Recommendation	Approval
APDASCAC	Service matters of APDASCAC establishment	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rules	Approval	
Schemes of the APDASCAC	Supply of Aids and Appliances Guidelines / Implementation	A	Memo/ GO/Lr/ UO Note	- - -	-----	Verification & Scrutiny wrt Acts/Rules	Approval	Approval

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Ujjawala	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l			
Victim Compensation	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l			
State Homes/ Service Homes/ Collegiate Homes	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l			
Working Women's Hostel	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l			
Old Age Home	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l			
Domestic Violence Cells	C	Memo/ GO/Lr/ UO	Initi atio	-----	Verificati on & Scrutiny	Approva l			

			Note	n		wrt Acts/Rule S		
	Compulsory Marriages Act, Domestic Violence Act & Sexual Harassment at Workplace and POCSO Act, 2012	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny wrt Acts/Rules	Approval	
AP Women's Commission	Appointment of Chairperson	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rules	Recommendation	Approval
	Appointment of Members	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rules	Recommendation	Approval
	All matters relating to the functioning of the Chairperson & Members	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rules	Approval	Approval
	Establishment of APWC	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rules	Approval	Approval

		Reports of APWC	C	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rule s	Approval	Approval
		Appointment of MD/ Leaves/ Other service matters.	A	Memo/ GO/Lr/ UO Note	- - -	-----	Initiation	Recommendation	
		Schemes of APWCFC	C	Memo/ GO/Lr/ UO Note	Initiation	Verification & Scrutiny	Scrutiny wrt rules	Approval	
	APWCFC	Establishment matters of APWCFC	C	Memo/ GO/Lr/ UO Note	Initiation	Verification & Scrutiny	Scrutiny wrt rules	Approval	
		Issuing letters and memos calling for answers, submitting answers to APLA and APLC(Starred).	A	Letter/ Memo	Initiation	Verification	Vetting, Scrutiny	Approval	
	Legislative Matters	Submitting answers to APLA and APLC(Un starred).	B	Letter/ Memo/ U.O. Note	Initiation	-----	Verification	Vetting, Scrutiny	Approval

		RTI matters related to Prog. II Sections		C	Letter/ Memo/ U.O.No te	Initi atio n	Approval (PIO Level)	Approval (Appeal Level)		
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MUDDADA RAVI CHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT