

## GOVERNMENT OF ANDHRA PRADESH

### A B S T R A C T

Social Welfare Department - Streamlining the administration of Govt. Hostels – Duties and responsibilities of Hostel Welfare Officers – Revised Guidelines – Orders – Issued -Reg.

---

#### SOCIAL WELFARE (EDN.1) DEPARTMENT

G.O.Ms.No. 54

Dated.24.05.2014.

Read the following:-

1. The Commissioner of Social Welfare, A.P., Hyd., Circular Rc.No.C1/16104 /1984, Dated.15.11.1984.
2. G.O.Ms.No.126, SW(Q.2)Dept., Dated.03.09.1997.
3. Govt.Memo.No.14547/SW.Bud.1/2012-1, Dated.06.11.2012.
4. G.O.Ms.No.57, SW(Edn.2)Dept., Dated.02.07.2003.
5. From the Commissioner of Social Welfare, A.P., Hyd.,Lr.Rc.No.I.1/3830/2011, Dated.03-01-2014.

\*\*\*\*\*

The duties and responsibilities of Hostel Welfare Officer's (HWOs) were issued long back vide ref. first read above. The same has to be revised due to entrustment of Addl. Duties and responsibilities to HWOs subsequently and for better maintenance and streamlining the Administration of Government Social Welfare Hostels / Institutions in the State. The Commissioner of Social Welfare, A.P., Hyd., has therefore requested to issue necessary orders in the matter.

2. After careful examination of the matter, the following revised guidelines regarding duties & responsibilities of the HWOs are ordered in super session of the orders issued in the reference first read above:-

#### **Duties and Responsibilities of the Hostel Welfare Officers:-**

##### **2.(1)Head-Quarters Maintenance:-**

- a. The HWO should invariably stay in the Head Quarters and furnish their Residential address with Door number to the Assistant Social Welfare Officer.
- b. The HWO should not leave the Head Quarters even on holidays, without the permission of the Assistant Social Welfare Officer.

##### **2.(2)Duty Hours:-**

- a. The HWO should invariably be present in the hostel during the following hours
  - 1). 6.00AM to 9.00AM
  - 2). 12.30 PM to 1.30PM
  - 3). 5.30PM to 9.00PM
- b. During lunch time, HWO shall visit the concerned school to monitor the proper implementation of Mid day meal for the hostel boarders. During school holidays, lunch should be provided at hostels.

##### **2.(3) Daily Attendance Monitoring of Boarders:-**

- a. Daily roll call of the boarders should be taken both in the morning and in the evening, and after closure of the attendance the attendance register signed, by the HWO, every day.
- b. Boarders' signature register should be maintained and it should be closed both in the morning and evening. Reconciliation should be made between the boarder's signature register and daily attendance register marked by the HWO to identify any absentee boarder.
- c. A prayer session shall be held at the time of roll call.

(P.T.O.)

- a. The boarders should not be allowed to go to their native places, except for vacation. Permission letters should be maintained whenever boarders are permitted to leave the hostel.

#### **2.(4)Maintenance of Basic infrastructure, Cleanliness and Greenery in Hostels:-**

- a. HWOs are responsible for ensuring adequate lighting and replacement of fused out bulbs and for regular water supply to the toilet blocks, kitchen and drinking water to the boarders.
- a. They are responsible for keeping the hostel premises clean and tidy. The up keep of the sanitary conditions of the lavatory and bathrooms should be ensured by them.
- b. They should maintain kitchen garden in the premises of the hostel where ever space is available with the active involvement of the boarders and staff. They should grow trees in the premises of all Government hostel buildings.
- c. They are responsible for safeguard of all materials given to the hostel. They should also take steps to prevent damage to hostel property.
- d. Any Major / Minor repairs required in the hostel should be brought to the notice of ASWO and District level Officials.

#### **2.(5) Distribution of Materials to Boarders:-**

- a. HWO's should ensure that all the boarders are supplied with Note Books clothing, Bedding materials, plates and glasses as per the scale prescribed by the Government as and when, supplied by the department without any delay. In case of text books, they should coordinate with the HMs concerned to ensure that the hostel boarders get all the required text books. In case of any shortfall, it should be brought to the notice of higher authorities for taking necessary corrective action.
- b. Submission of Requirements, Indents, Periodical Reports as prescribed at District Level through ASWO concerned.

#### **2.(6)Maintenance of Registers:-**

- a. HWOs should maintain the following registers
  - i. Admission Register of the Boarders.
  - ii. Attendance (signature) Register of the Boarders.
  - iii. Attendance Register of the staff.
  - iv. Provision Stock and Issue Register.
  - v. Daily Purchase cum Vendors Acquittance Register.
  - vi. Permanent Articles Register.
  - vii. Cash Book.
  - viii. Treasury Bill Register.
  - ix. Stock and Issue Register of Dresses/ Note Books and Cosmetic Disbursement Registers.
  - x. Visitors Register.
  - xi. Movement Register of HWOs and other staff.
  - xii. Movement Register of Boarders.
  - xiii. Staff Salary Acquittance Register.
  - xiv. Bills Register (Office copy of all bills sent).
  - xv. Minutes book of Hostel Advisory Committee.
  - xvi. Students Grievances Register.
  - xvii. Permanent Advance Register.
  - xviii. Library Books Register.
- b. A movement Register for the entire staff including HWO and boarders should be maintained in the format prescribed.

(Contd..3/-)

- c. The attendance register of the staff and boarders, movements register of staff and boarders, visitors register and Daily menu register should be kept outside lock and key during his/her absence from the hostel. These Registers may be kept with one of the responsible staff members and should be made available to the Inspecting Officers.

**2.(7) Cosmetic Charges to Boarders:-**

- a. The cosmetic charges should be drawn and distributed to the eligible boarders every month before 10<sup>th</sup>.

**2.(8) Academic Responsibilities of HWO:-**

- a. They should maintain progress reports of marks of each boarder for the tests conducted in the hostel school and give coaching to the students every day in the night. They should give special attention to the academically weak students.
- b. They should visit the schools and contact the Head Masters to know the regular attendance of the boarders in the schools and obtain daily school attendance of the hostel boarders from the Head Masters and keep a record to that effect.
- c. In respect of Special Hostels, the Hostel Welfare Officers, should monitor the studies of 10<sup>th</sup> class boarders fortnightly by conducting weekly tests and evaluation. They should target for 100% results in 10<sup>th</sup> class examination with constant co-ordination of Head Masters and Teachers concerned of the respective schools.
- d. They should arrange special coaching to the boarders from the beginning of the academic year and pay remuneration to the tutors regularly.

**2.(9) Menu Implementation:-**

- a. They should form the Mess Committee of the boarders and change them every alternate month. Mess Committee should be involved in implementation of the prescribed menu.
- b. They should display on the notice board, the Menu Chart and they should note the items served daily with dates.
- c. They should issue daily provisions to the cook in the presence of the Mess Committee member and obtain signatures of the cook and also Mess Committee member immediately in the appropriate column of the Provision Stock and Issue register.
- d. They should serve invariably three meals per day at proper timings. On school working days, when mid-day meal is expected to be served in the schools, two meals per day have to be served. The food served should be freshly cooked for every session. Under no circumstances left-over food of previous session or day shall be served.
- e. The HWOs should not purchase any dietary items directly from the open market, except the items authorized by the District Purchase Committee as communicated by the Joint Director / Deputy Director. The price paid for such items should not exceed the prevailing market rate.

**2.(10) Class wise allocation of boarders in rooms and display of names:-**

- a. The boarders should be accommodated in the available rooms, class wise as far as practicable and their names together with particulars of the class and school studying should be displayed with dates.

**2.(11) Inspection Register and follow up action on inspection remarks:-**

- a. A separate inspection register for the inspecting officers should be maintained and it should be made available to the inspecting officers to record their findings on the working of the hostel. Follow-up action on the remarks of the inspecting officer taken within a week.

**2.(12) Financial Responsibilities:-**

- a. The Joint Director / Deputy Director will release budget for each hostel month wise for the entire year at one time. HWO should submit bills to the Sub-Treasury Officer before 10<sup>th</sup> of every month as per the guidelines issued in GO No.126 SW Dept., dated 3-9-1997. The school attendance signed by the Head Master for all working days and hostel attendance on all public holidays in a month signed by the HWO should be enclosed to the diet charges bill along with the particulars in the format as prescribed .
- b. They should enclose all the vouchers in original relating to food charges to the bills by keeping duplicate copies in the bill register. One copy of the Diet charges bill with check memo should be submitted to the ASWO every month along with a statement of reconciled expenditure signed by the sub-treasury officer.

**2.(13) Enforcing job chart of Class-IV staff in hostel:-**

- a. They should enforce duties and responsibilities of staff working in the hostels and are responsible for discharging their prescribed duties.

**2.(14) Health of boarders:-**

- a. They should arrange medical checkup of the boarders with the help of P.H.C Doctors every month and maintain boarders' health card. Prompt action should be taken whenever boarders fall sick to take them to the nearest Government Hospital / Qualified doctor. Any negligence on the part of HWO in this regard will be viewed seriously.
- b. They should maintain first aid box to treat the ill boarders in case of emergency, before the boarders are taken to the nearest doctor.

**2.(15) Hostel Advisory Committee:-**

- a. They should convene Hostel Advisory Committee meeting chaired by the Head Master of the ZP High School as per G.O Ms.No. 35 SW (Edn.2) Dept, dt.27-4-2010 on 2<sup>nd</sup> Monday of every month involving other members of the Committee, draw up the minutes and send them to ASWOs concerned.

**2.(16) Admissions in hostels:-**

- a. Every HWO shall make the best efforts to fill up the vacant seats in the hostel as per the prescribed caste ratio. They shall visit all the SC colonies in their jurisdiction, contact the parents, explain the facilities in the hostels and motivate the parents to admit the eligible students in the hostel.
- b. The HWOs are personally responsible for elimination of local students from the Hostel. They should verify the eligibility of every student before giving admission in the hostel and bring to the notice of the ASWO and the Deputy Director, if there are any lapses as per rules.
- c. They shall obtain approval of the Advisory Committee on admissions made as per the procedure prescribed.

**2.(17) Hostel Management System (e-hostel package):-**

- a. Hostel Welfare Officer shall make the following changes in the Hostel Management System (e-hostel package).

(Cond..5/-)

- i. Yearly Entries: Registration of students (Renewal & Fresh), Rental details, vendor registration, staff details ( regular and Outsourcing and daily wages if any) , The district minimum wage as notified for the district, Tutors ( giving details of subject, name, bank account number, address, mobile number)
  - ii. Monthly Entries: Medical bills, office and local purchases, cosmetic bills, electricity charges, water charges; generation of monthly indents to the Civil Supplies Corporation through the district officers.
  - iii. Daily entries: Attendance of students, staff and tutors, issues and purchases of stocks for the day by giving details of voucher numbers, date and amount and description of item.
- b. Hostel Welfare Officer shall be responsible for the accuracy of above data entered in the system.
  - c. The HWO at the end of the month shall generate the bills through the SW hostels website and present it to the treasury for passing the bill online. After generation of TBR Number in the e-hostel package, the Hard Copy of the Bill should be submitted in the Treasury.
  - d. Detailed guidelines for the supply of the essential commodities have already been issued vide G.O.Ms.No.43, Social Welfare (Edn.1) Department Dt.15.06.2011. All Hostel Welfare Officers shall give details of the closing balances of stock as on the last day of the month by 1<sup>st</sup> of the month to enable the indents for rice, palm oil, sugar, Dal and Pulses from the Civil Supplies Corporation by the District Welfare Officers.
  - e. They should furnish the periodical reports as prescribed by the JD/DD(SW) through ASWO concerned.

**2.(18) Display of posters in hostels:-**

- a. They should display a chart showing the admissible items to the boarders on the notice board.
- b. Class wise, Social Status wise data of boarders in the hostel should be displayed.
- c. Names of the higher authorities along with their phone numbers should be displayed so that in case of any grievance the boarders can access higher authorities.

**2.(19) Parents' Meeting:-**

- a. HWOs should conduct meeting with all parents, atleast once in a quarter, so that the progress of the boarders can be explained to them.

**2.(20) Conducting extracurricular activities:-**

- a. They are responsible for conducting extracurricular and co-curricular activities for hostel boarders for all round development of the boarders.

**2.(21)Pre-matric Scholarship Scheme- Role of the HWOs (G.O.Ms.No.57 SW (Edn.2) Dept, dt.2-7-2013:-**

- a. The HWOs are responsible for implementing the scheme in the schools allotted to them by the district office and mapped to the HWO login in the epass website.
- b. Awareness camps have to be held in the schools allotted on the scheme amongst the eligible SC students.
- c. They should coordinate with HMs, to facilitate the online filing of applications by all eligible SC students.

(P.T.O.)

- d. They should coordinate with Revenue Authorities to obtain Mee Seva caste and income certificates for the students seeking pre matric scholarships.
- e. They should facilitate the opening of bank account for student.
- f. The HWO, in whose jurisdiction the school is located shall be the verification Officer for all students' applications received from the school under Pre-Matric Scholarship Scheme. The prescribed guidelines issued for verification of applications should be followed.

**2.(22) Coordination with other departments under SCSP:-**

- a. They shall be responsible for coordination with other Departments for implementation of schemes sanctioned under SC Sub Plan, as per instructions issued from time to time on those schemes.

3. These guidelines will come into effect from the academic year 2014-15. The Commissioner of Social Welfare, A.P., Hyd., is directed to take necessary action accordingly.

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

**S.S. RAWAT**  
**SECRETARY TO GOVERNMENT**

To

The Commissioner Social Welfare, A.P Hyderabad.

The Secretary, APSWREIS, Hyderabad.

All the District Collectors in the State.

All the Joint Collectors, (Through District Collectors concerned)

All the Additional Joint Collectors, (Through District Collectors concerned)

All the Joint Directors/Deputy Directors of (SW), (Through the CSW., A.P Hyd.)

All the District Coordinators of APSWREIS. (Through the Secy., APSWREIS., Hyd.,)

**Copy to:-**

The Principal Secretary, Tribal Welfare Department.

The Principal Secretary, Food & Civil Supplies Department.

The Principal Secretary, AH&F Department.

The Principal Secretary, Industries & Commerce Department

The Principal Secretary, Education (SE) Department

The Managing Director, AP Civil Supplies Corporation, Hyderabad.

The Managing Director, Girijan Cooperative Corporation.

The Managing Director, APCO, Hyderabad

The MD Managing Director, AP Diary Development Corporation, Hyderabad.

The Commissioner & Director, School Education

All the Project Directors of DRDA/MEPMA((Through the CSW., A.P Hyd.)

All the CEOs, Zilla Parishads. (Through District Collectors concerned)

**\\FORWARDED:: BY ORDER\\**

**SECTION OFFICER**