

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (L&C) DEPARTMENT

Circular No.94/L&C/2015.

dt.26.05.15.

Sub: Video Conference with Dist.Collectors by Spl.C.S./Prf.Secy/
Secy/HoDs - streamlining procedure - instructions issued - Reg.

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It has been noticed that Secretaries and HoDs are conducting regular review through video conferences with their respective district officers. In the recently held Collectors Conference, it was decided to streamline the system of taking video conferences without any disturbance to field work and all such video conferences may be taken as per fixed schedule to avoid inconvenience to field officers. Therefore, Chief Secretary desired that the following instructions may be followed:

1. Video Conference with Collectors will be conducted by the Hon'ble Chief Minister and Chief Secretary only.
2. The Secretaries to the Government and HoD, if they feel necessary, may conduct video conferences with their respective field/district officers on 1st Saturday and 3rd Saturday of every month.
3. They shall speak to the concerned and book a slot as per the existing online system, not exceeding 2hrs, anytime between 8 am to 8 pm on the 1st Saturday or 3rd Saturday.
4. In other words each department will get not more than 2 hours for conducting video conferences with their field officers.
5. The MD APTS shall ensure that the video conference facility is available on those day.
6. Copy of the minutes of the video conference shall be marked to Chief Secretary, the concerned Secretary in CMO and the District Collector.
7. If on any urgent issue if a Secretary / HoD wants to interact with field officers more than what is envisaged above the permission from C.M should be taken.

All the Secretaries are also requested to communicate to HoDs for adoption of same in future.

Spl.C.S.(GPM&AR & Coordn.)

To
All Spl.Chief Secretaries/Principal Secretaries/Secretaries
All District Collectors
Copy to P.S to C.S