GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (PU.A) DEPARTMENT


Sub:- Meetings and Video Conferences - Regulations and Instructions to be followed – Issued - Regarding.

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It is observed that the meetings and video conferences are being conducted by officials of various levels at short notice without proper planning, as a result regular field work of officials and public service delivery is being affected.

2. The Government therefore, hereby issue the following regulations and instructions to be followed in connection with the convening of meetings and video-conferences at District level and State level:

1) **District level**: The District Collectors and District officers shall hold Video Conferences with their Sub-District/Mandal/Village level officers and staff only on Mondays. The officers and staff shall attend to their functional works in the field on the remaining days.

2) **State level**: The Ministers, Secretaries and Heads of Departments together shall not hold more than one Video Conference in a month with their District level staff. The dates and times of all such Video Conferences shall be informed in advance. In all, no Department shall hold more than one video conference in a month with their field staff.

3) **Time discipline**: The time and date for Video-Conference reviews shall be intimated at least seven (7) days in advance and adhered to strictly. The intimation shall be accompanied with Action Taken Report and Agenda items. The time for each agenda item shall be specified and adhered to strictly. Ensure that reviews start and end exactly on-time.

4) **Focussed reviews**: The items placed for review by the Convenor shall be focussed and to the point without wasting time keep in mind that every man-hour of Government employee/officer is paid by the tax-payer and is quite valuable.

5) **Tele-conferences**: Tele-conferences either at District level or State level should be held only when it is necessary. The Tele-conferences should not be held too late in the evening/night until unless it is absolutely necessary.

3. All the Heads of Secretariat Departments, Heads of Departments and District Collectors shall follow the above instructions scrupulously while conducting the meetings / Video Conferences at their level.

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
All Spl. CSs/Prl. Secys./ Secys. of Secretariat Departments.
All the Heads of Departments.
All District Collectors.
Copy to:
PS to Secretary to C.M.
PS to CS.
PS to Secretary (Political), GAD.

// FORWARDED :: BY ORDER //

S. Mary Rahamanani
SECTION OFFICER.