GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

GENERAL ADMINISTRATION DEPARTMENT – Implementation of e-office / biometric attendance in Secretariat, HoDs/AOs, District offices – Appointment of Nodal Authority and Deputy Nodal Authority – Orders – Issued.

GENERAL ADMINISTRATION (PU-A) DEPARTMENT


ORDER:

The Government have made it mandatory to introduce the e-office system and Biometric Attendance in Secretariat, Heads of Departments / Autonomous Organisations and all the District offices in the State. It is decided to appoint a Nodal authority to monitor the implementation of e-office and biometric attendance in Government Offices across the State.

2. Government after careful examination of the matter hereby appoint the Secretary (Political) in General Administration (PU) Department as Nodal Authority and the Project Director, Human Resource Management System (HRMS) & Additional Secretary to Government (PU), General Administration Department as Deputy Nodal Authority to monitor the implementation of e-office and biometric attendance in all Government Offices in the State.

3. The functions of the Nodal Authority shall be as follows:
   1. Monitor the implementation of the systems across Secretariat and the State.
   2. Prepare reports for review at the level of the Chief Secretary and the Chief Minister.
   3. Deploy the required IT applications for monitoring.
   4. Initiate action on defaulters.
   5. Inspect Offices and issue instructions.
   6. Depute staff from Secretariat or any Head of the Department for inspections in the State.
   7. Initiate any action connected with successful implementation of the e-Office and biometric attendance.

4. The Secretary, ITE&C Department shall provide technical assistance such as development of required IT applications, procurement, deployment and maintenance of hardware and personnel for the above tasks as required by the Nodal Authority.

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

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
The Secretary to Government (Poll.), GAD.
The Project Director, HRMS & Addl. Secy. to Govt. (PU), GAD.
The Secretary, ITE&C Department.
All the Departments of Secretariat with a request to communicate to all the HoDs/ AOs under their control.
All the Heads of Departments.
Commissioner I&PR
Copy to:
The P.S to CS
The P.S to Secy., to Govt. (Poll.), GAD.
The PA to Addl. Secy. to Govt. (PU), GAD.
SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER