GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (PU-C) DEPARTMENT

UO Note No.58021/7/2017-PUA-GAD. Dated: 10-08-2018.

Sub:- GAD – NABE – PU - Review meeting on e-Office held by Chief Secretary on 06-08-2018 at 4.00 PM in CS Conference Hall – Minutes of meeting – Communicated – Regarding.

Ref:- U.O.Note No.58021/7/2017-PUA-GAD, G.A.(PU.A) Dept., Dt. 2-8-2018.

A copy of the minutes of the review meeting on e-office held by Chief Secretary on 06-08-2018 at 4.00 PM in CS Conference Hall is herewith communicated to the Departments noted in the address entry, for taking immediate necessary action.

SRIKANT NAGULAPALLI,
SECRETARY TO GOVERNMENT(POLL).

To
The Human Resources(HE/SE) Department (w.e).
The Health Medical & Family Welfare Department (w.e).
The Water Resources Department.
The Home Department. (w.e.).
The Revenue (CT) Dept.(w.e.)

Copy to:
P.S. to Chief Secretary to Govt.(w.e.)
P.S. to Spl. C.S. to Govt.(HR) (w.e.).
P.S. to Spl. C.S. to Govt.(CT) .(w.e.).
P.S. to Spl. C.S. Secy. to Govt. (HM&FW)(w.e.).
P.S. to Prl. Secy. to Govt.(Home)(w.e.)
P.S. to Secretary to Govt.(WR)(w.e.)
P.S. to Secretary to Govt.(Poll).(w.e.)
PA to Addl. Secretary (PU), GAD.(w.e.)
Project Coordinator, NIC, Secretariat, Velagapudi.(w.e.).
The ITE&C Department. (w.e.)
Sf.

// FORWARDED :: BY ORDER //

SECTION OFFICER.
Minutes of the Review meeting on e-Office held by Chief Secretary on 06-08-2018
-:0Oo:-

Chief Secretary has reviewed the implementation of e-office in Education, Medical & Health, Home and Water Resources Departments. The following decisions are arrived at in the meeting:

1. A review of requests for e-office mail accounts and dongles for each HoD with NIC shall be reviewed regularly by Nodal Authority and Secretary (Poll).

2. APVVP & NTR Vaidya Seva should also be reviewed by Medical & Health Department.

3. The following timelines are given for complete paperless office operationalisation by the Secretariat departments in their HoDs:

   School Education    - 31st August, 2018
   Higher Education    - 31st August, 2018
   Medical & Health    - 21st August, 2018
   Home                - 16th August, 2018
   Water Resources     - 21st August, 2018

4. (a) The District Offices and below belonging to all HoDs of Home and Revenue Departments (Police, Prisons & Correctional Services, Printing & Stationery, Fire Services Sainik Welfare, Special Protection Force and Prosecutions and Commercial Taxes) shall open their e-office accounts in their respective accounts of the district instances of e-office. Only Zonal equivalent offices and HoD Offices shall open their e-office accounts in Secretariat Instance.

   (b) The Circle Offices and below of HoDs of Water Resource Departments shall open their e-office accounts in their respective accounts in their district instances of e-office. Only Chief Engineer or equivalent offices shall open their e-office accounts in Secretariat Instances.

   (c) Without disruption of file movement, all new district files will be created in district instances in HoDs of Home Department and Commercial Taxes Department. There will be a transition period during which all old files migrated to district instances.

DINESH KUMAR,
CHIEF SECRETARY TO GOVERNMENT