

**MOST IMPORTANT - PERSONAL ATTENTION**

Collectorate, Anantapur  
Dated: 03-06-2010.

Rc.No.A3/436/2010

**CIRCULAR**

Sub:- Office Administration - Feeding of data in District Website and using of E-mail facility - certain instructions issued.

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This has reference to the using of Computer Technology in day-to-day administration in order to ensure transparency as well as data availability for all Departmental Officials, Public representatives, Organizations and as well as General Public. It is noticed that the Computer Technology at mandal level is not being used effectively and as such the general information could not be passed to the general public or organizations quickly and to their satisfaction. It is therefore felt necessary that the District Officers shall use the E-mail facility effectively since all District Offices have been provided with broadband Network facility of BSNL. Hence the following instructions are issued in this regard.

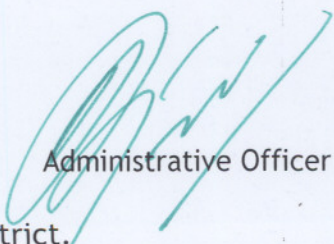
1. The District Officers shall ensure that the broadband Network facility is function effectively.
2. The District Officers shall personally open the e-mails every day twice or thrice and download the instructions of the District Collector and also Head of Departments concerned and Government given from time to time on various subjects.
3. The District Officers shall ensure that all individual benefits and community benefits extended from their office shall be kept in District Website for awareness among the general public.
4. The District Officers shall provide beneficiary lists Mandal wise and Village wise pertaining to their department to the respective Tahsildars of the District for recording the same in Village Information System Register.
5. The employees data right from Head of the Office to lower web viz., Names and Addresses shall be kept in the District Website.
6. The District Officers shall contact the District Informatics Officer, NIC, Anantapur in the matter of keeping the data in the District Website if necessary.

The above instructions shall be implemented in word and spirit.

**(Under Orders of the District Collector, Anantapur)**

Sd/- M.Sudarsana Reddy,  
For Collector,  
Anantapur.

//True Copy//

  
Administrative Officer

To  
All District Officers in the District.  
Copy to the Revenue Divisional Officers, Anantapur, Dharmavaram and Penukonda.  
Copy to all the Tahsildars in the District.  
Copy to the District Informatics Officer, NIC, Collectorate, Anantapur.  
Copy to Camp Clerk to District Collector/Joint Collector/Additional Joint Collector.