

MOST IMPORTANT - PERSONAL ATTENTION

Rc.No.A3/436/2010

Collectorate, Anantapur
Dated: 03-06-2010.

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 Tahsildars shall use the E-mail facility effectively since all mandals in the district have been provided with broadband Network facility of BSNL. Hence the following instructions are issued in this regard.

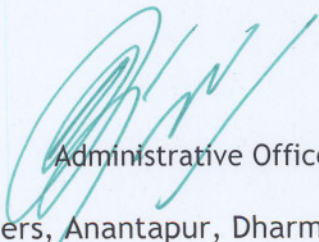
1. The Tahsildars shall ensure that the broadband Network facility is function effectively.
2. The Tahsildars shall personally open the e-mails every day twice or thrice and download the instructions of the District Collector / Joint Collector / District Revenue Officer given from time to time on various subjects and also other departmental information connected to Revenue activities.
3. The Tahsildars shall ensure that all individual benefits and community benefits extended in their mandals shall be kept in District Website for awareness among the general public and public representatives.
4. The Tahsildars shall ensure that the details of Village Information Officers viz., Names, Designations etc., shall be kept in the District Website.
5. The employees data right from Tahsildar to Village Revenue Officer viz., Names and Addresses shall be kept in the District Website.
6. The Groundnut distribution details shall be kept in District Website on the succeeding day besides entering the data in Village Information System Register.
7. The Tahsildars shall contact the District Informatics Officer, NIC, Anantapur in the matter of keeping the data in the District Website if necessary.
8. The Revenue Divisional Officers shall monitor the above work with their Tahsildars effectively. They shall also ensure that the benefits extended to the public from their office and other important aspects shall be kept in the District Website.

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

The Revenue Divisional Officers, Anantapur, Dharmavaram and Penukonda.

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.

Copy to all the Section Heads in Collectorate.