

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

U.O.Note No. 1636383 /PU- A/2022-1

Dated:08.02.2022

Sub: GAD- PU - Meetings /Review with District Collectors – Certain  
Instructions – Reg.

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It has been brought to the notice of the Government that Secretaries/HODs are scheduling sudden, frequent and unplanned meetings through Video- Conference with District Collectors and Joint collectors. As a result, district officers are unable to prepare for these meetings, plan their day engagements or to undertake field visits.

2. In order to make such meetings by Special Chief Secretaries/ Prl Secretaries / Secretaries more effective and to give adequate time to the Collectors /Joint collectors to plan their engagements, reviews and field visits, it has been decided to designate **THURSDAY** as the **only** day for convening Video Conference by the Secretaries/Heads of Departments with the District Collectors and Joint Collectors.

3. All the Special Chief Secretaries/ Prl Secretaries / Secretaries should adhere to the following instructions while planning and organizing their video conferences every Thursday:

- The I.T.E & C Department would provide end-to-end services for the video conference. A team headed by the Special Secretary would be responsible to provide all services before and during the video- conference. This would include slot allotment to departments requesting for video- conference as well as all other activities.
- The Departments should plan their meetings - agenda, presentations, ATRs, etc. as well as minute writing.
- The request for slot allotment would be sent to the Special Secretary (IT) indicating the slot time and duration of the meeting with the agenda and the presentations, if any.
- The slots for Video Conference shall start by 10:00 A.M. and conclude by 5:15 P.M.
- In case of clash of time between Departments, the I.T.E & C Department shall bring the same to the notice of the Department concerned and allot time slots thereafter.
- Each slot would consist of 40 minutes and no department would be given more than two slots in a day.
- The 7x7 rule would be followed - no presentation to be more than 7 slides; no slide to have more than 7 bullet points; no line in a slide to have more than 7 words; and no word to have more than 7 alphabets.
- While deciding on whether to have the meetings the Special Chief Secretaries/ Prl Secretaries / Secretaries should keep the following in mind - is the meeting for monitoring, chasing an important issue, sharing material; brainstorming; etc; can the objectives not be accomplished by other means and the presence of all District Collectors and Joint Collectors is required; if no, can alternative means - posting the material on Whats



App groups, letters, tele-con, individual telephone calls to a few district officers - accomplish the same purpose. The aim is to ensure that the meetings are useful and State level officers are able to get the maximum benefit from the meetings.

- In case of any emergency to have meeting with Collectors and Joint Collectors other than on Thursday, prior permission of the Chief Secretary should be obtained in writing indicating the reasons for the meeting.

4. The Special Chief Secretaries/ Prl Secretaries / Secretaries and District Collectors should follow the above instructions scrupulously.

Dr. SAMEER SHARMA  
CHIEF SECRETARY TO GOVERNMENT

To

All the Spl Chief Secretaries / Prl Secretary/ Secretaries

All the Heads of the Departments

All the Collectors & District Magistrates in the State

The Principal Secretary to Government, I.T.E & C Department

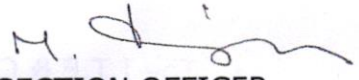
Copy to:

The P.S to chief Secretary

P.S to Prl Secretary / Secretary / Addl Secretary to Chief Minister

The P.S to Prl Secretary to Govt (Poll), GAD

//FORWARDED:: BY ORDER//

  
SECTION OFFICER

V-N/K