MINUTES OF THE STANDING ADVISORY COMMITTEE MEETING HELD
ON 14-06-2018 AT 3:30 PM
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Present:

1. Sri Neerabh Kumar Prasad, IAS.,
   Special Chief Secretary to Government,
   TR&B Department.

2. Sri S.S.Rawat, IAS.,
   Principal Secretary to Government,
   SW&TW Department.

3. Sri Muddada Ravichadnra, IAS.,
   Secretary to Government (Expr.),
   Finance Department.

4. Sri Srikant Nagulapalli, IAS.,
   Secretary to Government (Political),
   General Administration Department.

5. Sri P.Lakshminarayana,
   STD., NIC., Amaravati.

MINUTES:

• Improve search of name functionalities in e-office.

1) QUALITY OF DISPOSAL

• Simple Office orders: The sanctioning orders relating to all Office expenses
  towards electricity, water, vehicle and petty expenses should be issued
  through Office Orders.

• Issue Department-wise Circular Instructions to all concerned in respect of
  Parking, Final Disposal, Closure and Record keeping of files as per SOM.
  Also define final disposal.

• Record keeping system after disposal should be laid down: Dept. – Record
  Room – Central Record Room – State Archives (beyond 25 years).

• Parking of files: Specify time to system (15 days Maximum) – Reminder and
  automatic come back should be there.

• Final Closure order: Secretary to delegate to MLO / AS

P.T.O
2) File Journey Analysis:

Secy., IT Dept. / NIC to provide for "Category" option for each file in e-office which can be changed.

3) Dashboard of e-office should be explained to Secretaries.

4) SINGLE FILE

Inter-instance transfer to be enabled

5) HEADS AND SUB HEADS:

All Heads and sub-heads for all Departments should be notified. Categorisation of files should be based on heads.

6) QUALITY IMPROVEMENT:

- Repetitive cases in each Department should be identified.
- Finalise the formats and workflow from originating point for standardising the process, especially in case of repetitive cases. The draft, note and other formats can be made available as templates, so that these cases can be processed using standard drafts and notes and lead to increase in productivity.
- Workflow, especially, delegations, level jumping etc be examined in each department for speed and quality disposal.

7) ASs/MLOs:

- There should be direct recruitment / transfer from other HoDs for AS Posts.
- Empanelment should be done for MLO posts in Secretariat from various Group A Service of GoAP.
- Create some additional posts AS/DS for this purpose.
- Study other States / Countries system.

8) Prepare 2/3 slides on steps taken for quality of file disposal for CM PPT

9) Prl. Secy., IT Dept. to be in the Committee.

NEERABH KUMAR PRASAD,
SPECIAL CHIEF SECRETARY TO GOVERNMENT (TR&B)
& CHAIRMAN, STANDING ADVISORY COMMITTEE