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


Sub: Implementation of 100% paperless office and Biometric Attendance System in all the Government Offices from the level of Secretariat to Village level – Mandatory from 1st April, 2018 – Instructions – Issued.

Ref: Minutes of the Video Conference on Biometric and e-Office held by Chief Minister on 09-03-2018 forwarded through UO Note / Memo.No.GAD-58022/7/2017-SECY-POLL-GAD, dated:19-03-2018.

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The e-office system was launched by the Hon’ble Chief Minister on 20-12-2014 initially in the Secretariat Departments. The e-office system has been extended to the Heads of Departments and the District Offices in the phased manner.

2. Subsequently, vide GOMs.No.149, GA (PU.A) Dept., dated:18-10-2017, Government made it mandatory to implement the e-office system and Biometric attendance in Secretariat, Heads of Departments / Autonomous Organisations and all the District Offices in the State in order to provide transparent, efficient and time-bound services to the public. Government have initiated several measures to accomplish the task of making all Government Offices in the State paperless and ensure 100% Biometric attendance by the end of March, 2018. In this regard, instructions were already issued to Heads of Department for installation of computers, scanners for e-office implementation.

3. It has been decided by the Government that all Offices of Government shall be operational in paperless mode on e-Office and ensure 100% biometric attendance with effect from 01-04-2018.

4. The Government therefore, hereby instruct that that no Government Office in the State should open any physical file and no manual attendance shall be maintained w.e.f. 01-04-2018.

5. In case, there is requirement for creation of physical files, the same shall be created only with the prior approval of Head of the Department concerned and the details of such creation shall be informed to Nodal Authority in a report every month.

6. All the Secretariat Departments, Heads of Departments, Autonomous Organisations, District Collectors and District Offices shall strictly adhere to the instructions of Government and any violation in this regard will be viewed seriously.

DINESH KUMAR,
CHIEF SECRETARY TO GOVERNMENT

To
All Secretariat Departments.
All Heads of Departments.
All District Collectors.

Copy to:
The PS to Secretary to Chief Minister.
The PS to Chief Secretary.
The PS to Secretary (Political), General Admin.Dept.
SF/SCs.

//Forwarded::By order//

S. Murty Raghavani
SECTION OFFICER.