

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (CABINET-II) DEPARTMENT

Dated: 16-08-2018.

U.O.Note.No.CABOMISC/3/Cabinet-II/2018-7

Sub:- GAD - Cabinet - Processing of files in e-office - File Codes,
Functional Heads & General Heads prepared - Placed in website
- Reg.

- Ref:- i. U.O.Note.No.CABOMISC/3/Cabinet-II/2018, GA(Cabinet.II)Dept,
Dated: 05.06.2018.
ii. D.O.Letter.No.CABOMISC/3/Cabinet-II/2018-2, Dated: 11.06.2018.
iii. U.O.Note.No.CABOMISC/3/Cabinet-II/2018-3, GA(Cabinet.II)Dept,
Dated: 12.06.2018.
iv. U.O.Note.No.CABOMISC/3/Cabinet-II/2018-4, GA(Cabinet.II)Dept,
Dated: 10.07.2018.

Attention of all the Departments of Secretariat is invited to the references cited wherein all the Departments of Secretariat were requested to identify primary heads of the respective Department at the level of Secretary and furnish the File Codes, Functional Heads & General Heads to G.A.(Cabinet-II) Department. In this context, they are informed that File Codes, Functional Heads & General Heads of Departments which are prepared by the concerned Departments are placed in the website, www.nabe.ap.gov.in.

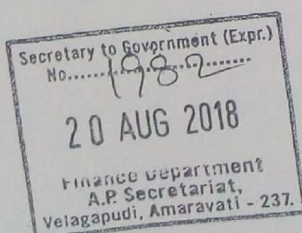
2. The Departments are therefore requested to go through the File Codes, Functional Heads & General Heads pertaining to their Departments duly following the below prescribed navigation and satisfy themselves whether the File Codes, Functional Heads & General Heads of their Department are in order, if not, inform the changes to this department within one week i.e. by 23.08.2018, otherwise it will be understood that no changes are required and further action will be taken to upload the File Codes, Functional Heads & General Heads in e-office:-

Navigation: Go to website, www.nabe.ap.gov.in -> e-OFFICE MASTERS -> Heads & Subheads -> File Head Masters -> Select Secretariat -> Select Your Department -> File Codes and File Heads.

3. It is requested to treat this as most important and furnish the information, if any to G.A.(Cabinet-II) Department within stipulated time, so as to enable this Department to take necessary further action.

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLITICAL)

To
The OP Sections of all Departments of Secretariat,
The PSs to Secretaries of all Departments,
Sf/Sc.



// FORWARDED BY ORDER //

And. a. Rai
SECTION OFFICER

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copy circulated to all sections
for information and necessary action

Sankar
21/8/18