

Rc. No. 108/MEPMA/2016.E

Dated: 27.07.2016.

CIRCULAR

Sub:- MEPMA – Estt – Maintaining of tour diary by all the employees – Instructions – issued- reg.

Ref:- Decision of the Mission Director, APMEPMA during review meeting on 12.07.2016.

APMEPMA a special purpose vehicle created for urban poverty alleviation has committed for transparent systems and to create models in Administration. Part of achieving the objective, it is decided to maintain tour diary right from Community Organizer to all above levels of staff in the Project.

For the purpose of maintaining tour diary, a online programme is prepared and kept in the website of APMEPMA. The data of tour diary and day today activities have to be entered in the system, which will results into a report. Basically, all employees have to enter the minimum details of tours like date of tour, time of starting, places of visit, purpose of the tour and upload photo if any.

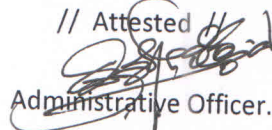
The SMM (MIS & IT) has to monitor the tour diary report with help of a Computer Operator and a daily report is to be kept on the table of the Mission Director.

Therefore, all the staff members in the APMEPMA right from Community Organiser have to maintain the tour diary and upload in the online system on daily basis. Any deviation will be viewed very seriously and action will be taken without any notice.

Sd/-
Mission Director.

To
All the Employees in the APMEPMA both in Head Office and field.

Copy to the Director of Municipal Administration, A.P., Hyderabad.
Copy submitted to the Principal Secretary to Government, MA&UD Department,

// Attested //

Administrative Officer.