



Office of the Mission Director, APMEPMA, Guntur.

Rc.No.492/2014/MEPMA/E1

Dt: -07-2017.

Circular

Sub : Estt., - APMEPMA – Instructions to the Project Directors in the State on certain issues – Follow scrupulously – Reg.

Ref : Instructions of the Mission Director dated 25-7-17.

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All the Project Directors working in the State including GVMC and Project Officer, VMC are hereby directed to implement the following instructions with immediate effect without fail.

1. The residential addresses of newly positioned TEs/COs and DMCs/ADMCS/TMCs should be collected and send to the Mission Directors Office immediately.
2. All the Project Directors including GVMC and Project Officer, VMC should review daily with the field functionaries on non-negotiable issues, targets and achievements.
3. The Mission Director will in turn review the Project Directors through cell conference on every Tuesday.
4. The Project Directors should upload their Tour Diary along with work done report and field visits with geo-tagging in the website of MEPMA scrupulously without fail. The Project Directors should also use Aadhar based bio-metric during their field visits and at Headquarters.
5. Cell conference provision will be provided once in a week to the Project Directors to review their field functionaries within their district. Hence, all the Project Directors should sent their field functionaries name, designation and cell number to the Head Office for this purpose.

All the Project Directors including GVMC and Project Officer, VMC are once again directed to follow the above instructions scrupulously failing which necessary disciplinary action will be initiated against defaulters.

Signature valid

Mission Director,
APMEPMA, Guntur.

Digitally signed by Potlala
Chinna Thatalah
Date: 2017.07.12 15:57:56 +05'30'
Reason: Approved