

No. 2-5/IT/GA-2004/
ANDAMAN & NICOBAR ADMINISTRATION
SECRETARIAT


Port Blair, dated the 3rd June, 2004

CIRCULAR

A&N Administration have established Video Conferencing facilities at the following places/locations viz 1) Port Blair, (Polytechnic Extension Center and Secretariat Conference Hall) 2) Rangat (Polytechnic Extension Center), 4) Mayabunder, (Govt.Sr.Sec.School) 5) Diglipur (Industries Department building) 6) Hut bay (Polytechnic Extension Center) 7) Car Nicobar (Industries Department building) 8) Kamorta (Office of Assistant Commissioner) 9) Campbell Bay, (Polytechnic Extension Center) 10) New Delhi (A&N Bhawan) as part of Development Communication Net work.

In order to ensure uninterrupted and smooth conduct of Video Conferencing, the following Do's and Don'ts may kindly be taken note of by all concerned.

1. Switch on the systems five minutes in advance and keep the systems ready.
2. The room/hall should not have noisy and creaking doors/windows.
3. The room should be well lighted.
4. Speak at the normal room level voice/pitch.
5. Don't pull or push the speakers or files on the table, so that the sensitive microphones do not pick up the noise.
6. During the Video Conferencing, no tea/coffee/snacks should be served, so that distraction by the movement of people is avoided.
7. The person who wants to intervene in the discussion should raise his hands and take the clearance of the coordinating end before speaking.
8. Modulation of the Camera and voice levels during the conference should be avoided.


(A. Anbarasu)
Secretary (IT)

To

- 1) All Secretaries, Spl. Secretaries & Assistant Secretaries of A&N Admn.
- 2) Resident Commissioner, A&N Bhawan, New Delhi.
- 3) Dy. Commissioners of Andaman District & Nicobar District.
- 4) All Heads of Department of A&N Admn.
- 5) The Principal, Govt. Polytechnic, Port Blair.
- 6) SIO, NIC, Port Blair.
- 7) Coordinating Officers nominated for each Center.