<u>Administration of</u>

Dadra and Nagar Haveli, UT,

Dadra and Nagar Haveli e-Governance Society,

Silvassa - 396230.

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CIRCULAR

Subject:- Regarding use of Video Conferencing facility...

The Government is promoting use of Information Technology in its day to day functioning. The use of video conferencing facility is very useful for conducting meetings as it saves the precious time of the government functionaries and reduces expenditure, as well.

- 2. The UT Administration has set up the UTWAN and provided IP video phones to all HO's & Senior Officers in the UT. The IP Video Phones can also be used for inter-office communication using video conference facility. The officers have been imparted training on these equipments by IT Department.
- 3. The officers are encouraged to utilize this facility by dialling 11111 (UT WAN Helpdesk) for scheduling the video conferencing.

(P & Jani) Director (IT), DD & DNH Silvassa

To:

- 1. All HO's of UT Administration of Daman & Diu and Dadra & Nagar Haveli
- 2. All Secretaries of UT Administration of Daman & Diu and Dadra & Nagar Haveli

Copy to,

- 1. PS to Hon'ble Administrator, DD & DNH for kind information please
- 2. Development Commissioner/ Secretary(IT), DD & DNH for kind Information please
- 3. The Collector, DNH
- 4. Department of IT for publication of dnh website.