

Minutes of the Review meeting on e-Office held by Chief Secretary
on 06-08-2018

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Chief Secretary has reviewed the implementation of e-office in Education, Medical & Health, Home and Water Resources Departments. The following decisions are arrived at in the meeting:

1. A review of requests for e-office mail accounts and dongles for each HoD with NIC shall be reviewed regularly by Nodal Authority and Secretary (Poll).
2. APVVP & NTR Vaidya Seva should also be reviewed by Medical & Health Department.
3. The following timelines are given for complete paperless office operationalisation by the Secretariat departments in their HoDs:

School Education	- 31 st August, 2018
✓ Higher Education	- 31 st August, 2018
Medical & Health	- 21 st August, 2018
Home	- 16 th August, 2018
Water Resources	- 21 st August, 2018

4. (a) The District Offices and below belonging to all HoDs of Home and Revenue Departments (Police, Prisons & Correctional Services, Printing & Stationery, Fire Services Sainik Welfare, Special Protection Force and Prosecutions and Commercial Taxes) shall open their e-office accounts in their respective accounts of the district instances of e-office. Only Zonal equivalent offices and HoD Offices shall open their e-office accounts in Secretariat Instance.

(b) The Circle Offices and below of HoDs of Water Resource Departments shall open their e-office accounts in their respective accounts in their district instances of e-office. Only Chief Engineer or equivalent offices shall open their e-office accounts in Secretariat Instances.

(c) Without disruption of file movement, all new district files will be created in district instances in HoDs of Home Department and Commercial Taxes Department. There will be a transition period during which all old files migrated to district instances.

DINESH KUMAR,
CHIEF SECRETARY TO GOVERNMENT