

Government of Andhra Pradesh

Office of the
Director of Technical Education
Andhra Pradesh::Mangalagiri

Cir. Memo. No.: EHE02/11/2024-ITCTE/e-Tappal

Dt: 22-03-2025

Sub: Technical Education – e-Office –Tappal Instructions – Ensuring the effective functioning of e-Tappal Mail system – Certain Instructions Issued – Reg.

Ref: 1.Memo No.2205760/SD&T(OP)/2023-6 of Skills Development and Training, Dated 03.03.2025.
2. U.O Note. No. 1936823 /GAD (PU-B)/2024-4 of General Administration (PU.B) Department, Dated: 21/02/2025.

It is informed that, Government instructed all the Departments to implement 100% Paperless e-Office including e-Tappal Mail system and e-Dispatch, vide ref (1) and (2) cited.

In this connection, the RJD TE, Kakinada & Tirupati and all the Principals of Government Polytechnics are instructed to ensure the full implementation of the 100% Paperless e-Office system, including the e-Tappal Mail system and e-Dispatch. i.e., all the correspondence to the Directorate must be done through e-Office (e-Tappal mail ID: tappal-tec@ap.gov.in) only. Sri. U V Praveen Kumar, Sr. Assistant, Ph. No.: 8801908850 is the in charge of e-Tappal Mail system in the Directorate.

For effective implementation of e-Office, the Principals of the Government Polytechnics are instructed to:

- i. Verify the functionality of their Govt. Mail ID and e-Office Login and take immediate necessary action, wherever required.
- ii. Ensure that, in cases where the Govt. mail ID and e-Office Login are not created, necessary action should be taken by consulting with respective District NIC Team at the earliest.
- iii. Take immediate steps to restore the functionality of inactive Govt. Email ID and e-Office Login in consultation with respective District NIC Team.
- iv. Requested to complete all the above three steps within a week so as to conduct an online training session from this office.

Sd/- G. Ganesh Kumar
DIRECTOR

To
The RJD TE, Kakinada and Tiruipati
All the Principals of the Government Polytechnics in the state
Copy to
The Secretary, SBTET, AP, Mangalagiri
All the sections in the Directorate.



OSD, IT Cell