

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH :: VIJAYAWADA

Cir. Memo. No: EHE02-19030/2/2018-OSD-CTE

Dated: 13-08-2018

**Sub:- TECHNICAL EDUCATION – Implementation of e-Office – Processing files
through e-Office – Instructions – Issued – Reg.**

Ref:- 1. This office Cir. Memo No: F.I.5/e-office/2016, dated 17.05.2017.

2. This office Cir. Memo No: General/2017, dated 27-09-2017.

The Government have made it mandatory to implement the e-Office system and Biometric Attendance in Secretariat, Heads of Departments/ Autonomous Organisations from the level of Head Office to Village level offices in the State.

The Regional Joint Directors of Technical Education, Kakinada & Tirupathi and all the Principals of Government Polytechnics in the State are once again instructed to implement the e-Office for all sorts of file movements and communication to the Commissioner of Technical Education is to be done only through e-Office. If any physical file is sent to the Commissionerate, it will be viewed seriously. It is purely the responsibility of the Principals to make necessary arrangements to implement e-office.

Further, the Regional Joint Directors of Technical Education, Kakinada & Tirupathi are requested to monitor the performance of the Polytechnics in the respective regions with regard to the implementation of e-Office and send the status of e-Office in the enclosed proforma by 5th of every month.

Encl: Proforma.

SD/- G.S. PANDA DAS
SPECIAL COMMISSIONER

To,

The Regional Joint Directors of Technical Education, Kakinada & Tirupathi.

The Principals of all Government Polytechnics.


For Special Commissioner

PROFORMA

S.No	Zone	District	Polytechnic Code & Name	No. of files created in e-office	No. of files disposed in e-office	Reasons for pending files