



GOVERNMENT OF KERALA

Abstract

Information Technology Department-Digital Documentation and Filing System- Change of ^{Procedure} Operations of file processing in Secretariat during implementation -Orders -issued -

Information Technology (IT CELL) Department

GO(Ms)No:32/2010/ITD

Dated Thiruvananthapuram 24/09/2010

Read:- G.O.(Rt) No.22/2009/ITD dated 31 01.2009

ORDER

In the Government order read above, Government have decided to appoint M/s Keltron as a full time agency to implement the digital work flow system MESSAGE in Secretariat. In the first phase Information Technology, Food & Civil Supplies department, PWD, Co-operation, NORKA, Higher Education, Finance Departments are included. It was found that the MESSAGE requires substantial modifications before implementation in Secretariat and an open source solution was developed. This web based application, known as Digital Document Filing System (DDFS) is capable of handling all activities in the file processing as envisaged in Kerala Government Secretariat Manual and Government Secretariat Instructions. Apart from its user-friendliness, DDFS is having high security encryption, full text search, integration with communication system such as e-mail, fax etc. and Document - Knowledge Management. As the implementation is going to happen in phased manner, there should be a smooth transition from paper based file processing system to digital file processing. For this purpose there needs to have certain changes of procedures in the existing file processing. Hence following changes of procedure in file processing are brought in for the purpose of implementation of DDFS.

Definitions

1. "DDFS (Digital Document and Filing System)" means a software that can be used to replace the existing manual file handling, management and movement procedures.

2. "Physical file" means an existing non-electronic file
3. "Electronic file" means a file which exists either in DDFS or in some other system in electronic format.
4. "Printed file" means a printed copy of an electronic file.

Tappal Processing :

i) **Generating Tappal Number:** In Departments, where DDFS is implemented the Tappal Number should be generated in DDFS only. The Tappal Numbers can be created by the authorised officer of the respective Office Section of that Department. Assistants and Officers in the Department also can create Tappal numbers.

ii) **Scanning of Tappals:** When Tappals are created the papers can be scanned simultaneously. If the Tappals are not scanned the system will automatically mark Tappal as "Not Scanned". However the Current number shall be generated in the DDFS.

iii) **Tappal Forwarding:** Then the electronic Tappal is forwarded to the authorised Officer. The Number created in DDFS is marked in the physical Tappals along with the dated seal of the Department. Then physical Tappals are also handed over to him. He then hand over the Tappals, both electronic and physical to the concerned Section Officer for allotting to the Assistants.

iv) **Keeping of Currents in the Section :** The Current shall be tagged with Current fly leaf and the File Number is noted in the Current File. These currents and further currents received in this file shall be added to this Current file. This file is kept in the seat until the electronic file is closed. This file when closed, docketed, authenticated and shall be forwarded to Record room with marking that "not to be scanned" as the full file is already in electronic format and it is archived. Copy of the communications arising from the file shall also be added to this file.

v) **Generating File Number:** From the Current Number, a File can be generated. In DDFS File Number will be in the format Year/ File Number/ Department Number (Eg 2010/ 678/1). All the existing processes of files as envisaged in the Kerala Government Secretariat Manual is available in DDFS.

vi) **Adding Notes:** Files can be moved from the Assistant to Section Officer after making Notes. Superior Officers can add further notes. But notes once created shall not be erased or removed from the system. The references can be added and the back files can be attached.

vii) **Adding drafts:** All the templates of GOs, letters, UO Notes , Circular Notifications are available in DDFS. The GO Numbers can be generated in the DDFS. Once the draft got approved, create document and scanned copy of the communication has to be attached to the File. Then create a corresponding despatch record.

viii) **Attaching Back File** If a back File is not available in electronic format in DDFS, this can be created by scanning the required disposal with same disposal number. Then it is attached to the required file. The existing file can also be processed electronically. File should be created in DDFS with the same File number as the physical File (File number / Seat number/ Year/ Department) and attach the newly received Current to the physical file as well as the electronic file. Then Notes can be prepared in DDFS and electronic file processing can be started.

IX) Forwarding Files to Other Department:

Files can be moved from one Department to other through this system if the DDFS is implemented in that Department. Only Under Secretary and above can send a DDFS Files from one department to another department where DDFS is implemented. As in the normal case, the Office Section of a Department will be designated as a seat where Tappals from other departments will be received and the officer in this seat can forward and route the Tappal with in that Department as required. Secretary of a Department can forward the file from Department to the Secretary of another Department.

X) Forwarding a DDFS File to a non-DDFS implemented Department: When the electronic file have to be moved to a Department where it is not implemented the print out of the Note file has to be taken and the Section Officer shall attest (all pages) in the Notes that it is the true copy of the File No:----- . Since the currents in the file is existing in the subject seat, there is no requirement of taking the printout of the Current File. Then the file is forwarded to through Transit Register as done in normal File. When the File is received back from the department with remarks, the printout has to be maintained with the Current file and the Assistant should scan the remarks and the Section Officer certify that it is a true copy and then attach it to the Note of DDFS file. For all communications including GOs and Letters originating from a DDFS File, a signed copy of the same is required to be scanned attached to the Physical File by the Assistant. The attachment name should start with the words 'Signed Copy'.

XI) Closing of File: A DDFS File can be closed when a File needs to be closed in normal circumstances. Such closed Files will be available electronically and can be referenced as a Back File from other Files When the electronic File in DDFS is closed, the corresponding paper file containing the currents has to be moved to record room with the marking that "not to be scanned ".

Xii) File to Ministers & Chief Secretary's office When a file is forwarded to a Minister's / Chief Secretary's office where DDFS is implemented, the file is received by an officer in the Minister's office designated in DDFS to receive files from departments. This file may be forwarded to any seat within the minister's office/CS Office. But only Minister/CS has permission to add note to this File. Other seats may use scratch-pad for internal use . Scratch-pad comments are deleted automatically by the system when the File is sent back to the department. (Files can be created within the Minister's office for internal tracking. These files cannot be forwarded outside the Minister's office.)

There will be a module for communicating Cabinet Decisions . After approval, this document can be attached to the respective DDFS file of the Department in which the decision is taken. Usually there will be a single document only. But, if there is any attachment to this document, this could also be attached to DDFS file.

When a File is required to be forwarded to a Minister's office where DDFS is not implemented, a copy of the File is printed, verified and signed by the Officer , who is sending the file to the Minister ,and then sent to the Minister's office as a physical File. When the physical File is returned to the Section , Minister's orders needs to be scanned and attached to the Note in the corresponding DDFS File by the respective Section Officer

56

(or by an officer above the rank of Section Officer) with the authentication that the
“minister's orders attached”. Then the file can be processed in DDFS.

All the officers will strictly follow above procedure during the implementation of
DDFS.

(By Order of the Governor)
Dr.P. Prabakaran
Chief Secretary

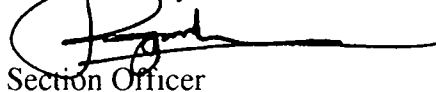
To

Additional Chief Secretary, Finance Department
Principal Secretary to Government, Information Technology Department
Principal Secretary to Government, Public Works Department
Secretary to Government, Co-operation Department
Secretary to Government, Food and Civil Supplies Department
Secretary to Government, Higher Education Department
Secretary to Government, NORKA Department
Secretary to Government, Personal and Administrative Reforms Department
Secretary to Government, General Administrative Department
Additional Secretary to Chief Secretary

Copy to.

Private Secretary to Chief Minister
Private Secretary to Minister for Public Works
Private Secretary to Minister for Education and Culture
Private Secretary to Minister for Food, Civil Supplies and Animal husbandry
Private Secretary to Minister for Finance
Private Secretary to Minister for Co-operation Department

Forwarded/By Order



Section Officer