



**GOVERNMENT OF KERALA**

**Abstract**

Information Technology Department- Implementation of Digital Work Flow Software -DDFS - in Secretariat – Responsibilities and Privileges of Department Administrator - Defined - Orders issued.

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**INFORMATION TECHNOLOGY ( IT CELL) DEPARTMENT**

**G.O.(Ms) No:34/2010/ITD**

**Dated, Thiruvananthapuram, 28-9-2010.**

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Read : G.O (Rt) No 22/2009/ITD dated 31.1.2009

**ORDER**

Government have decided to implement digital work flow software in seven Departments of the Secretariat. For this purpose an open source Web based application software known as Digital Document and Filing System (DDFS) has been developed. This software will able handle all the activities as envisaged in the Kerala Government Secretariat Manual and Kerala Government Secretariat Instructions. There are three types of users for this software viz Super Administrator called Super Admin, Department Administrator called Department Admin and Normal Users called Users.

2) Department Admin is a DDFS administrator for a Department, designated by the Head of the Department and created by the Super Admin. The user should be conversant with computer fundamentals and desirable to have knowledge in Linux and Database administration. All the activities performed by the Department Admin will be based on the appropriate orders of Government.

Following are the responsibilities and privileges of a user with Department Admin role:

1. User Management
  - (a) Create new users
  - (b) Modify user properties
  - (c) Remove a user
  - (d) Assign users to seat
2. Subject Administration
  - (a) Create new subjects or sub-subjects
  - (b) Modify subject properties
  - (c) Remove a subject

- (d) Assign subjects to processing and forwarding seats
- 3. Seat Administration
  - (a) Create new seats
  - (b) Modify seat properties including the reporting seat hierarchy
  - (c) Remove a seat
  - (d) Assign users to seat
- 4. Administration of Sections
  - (a) Create new sections
  - (b) Modify section properties
  - (c) Remove a section
- 5. It is the responsibility of the department admin to arrange on-the-floor-help, if required.
- 6. Department admin will be the single point of contact for all DDFS related activities and inquiries within the department.

By Order of Governor

Dr. P.Prabakaran  
Chief Secretary

To

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