GOVERNMENT OF KERALA

Abstract

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

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INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

G.O.(Ms) No:35/2010/ITD   Dated, Thiruvananthapuram,28- 9-2010.

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.

        Depending on the seat assigned to the user, normal users will have following functionalities in DDFS.

1. Tapal Assistant

    (a) Can create Tapal

    (b) Forward Tapal

2. Assistant

    (a) Create Tapal

    (b) Accept and modify Tapal

    (c) Create and modify files

    (d) Forward Tapals or files

    (e) Write notes on files

    (f) Add references to files

3. Typist and Confidential Assistant

    (a) View files

    (b) Write on scratchpad of the file

    (c) Forward files

4. Section Officer

    (a) All permissions of Assistant

    (b) View and pull files and tapals under his seat

5. Under Secretary and above

(a) All permissions of Section Officer

(b) View and pull files and tapals under his seat

(c) File transfer across Departments

(d) Approval powers

6. Secretary

    (a) All permissions in DDFS under a Department

    (b) All permissions of Department Administrator

    (c) View and pull files and tapals under his seat

7. Chief Secretary

    (a) Can assume the role of Super Admin.

    (b) Access to all the files of all the Departments.

    (c) Approve the Proceedings of Council of Ministers.

    (c) All the permissions of Secretary.

8. Officer in Minister's or Chief Secretary's office who are authorised to write in Government files (In Minister's office, this could be the Minister himself or his Private Secretary)

    (a) Permission in department file:

        1. Can add notes.

        2. Can modify the scratchpad.

9. Officer in Minister's or Chief Secretary's office who cannot write note in department files

    (a) Permission in department file:

        1. Cannot add notes.

        2. Can modify the scratch pad.

10. Minister

    Permission in department file:

        3. Can add notes.

        4. Can modify the scratchpad.

(By Order of the Governor)

Dr. P.Prabakaran
Chief Secretary

To

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