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No.2373/ITCELL/2011/ITD   Information Technology (**ITCELL**) Department

Thiruvananthapuram, Dated.23.11.2012

CIRCULAR

Sub:- File movement and G.O. uploading through IDEAS-Reg

Ref :- Circular of even number dated 06.07.2011, 09.05.2012,12.06.2012
& 03.10.2012

IDEAS (Information and Data Exchange Advanced System), is a web based programme, through which the Citizen can obtain online information about the status of their petition submitted to Government. In 100 Days Programme, Government have declared that the Government Orders will be made available in website on the same day. For this purpose National Informatics Centre developed a module in IDEAS that will enable the Officers of Secretariat to upload the Government Orders in website. As per Circular dated,06.07.2011 it has also been instructed to designate suitable officer/s as Nodal Officer/s in each Department for monitoring the file movement through IDEAS along with the uploading of Government Orders in IDEAS and for reporting the discrepancies to the Secretary to Government of the department concerned. The same has been reiterated in the One year programme announced by government.

At present it has come to the notice that many departments still lag behind in updating the current status of file flow. In some departments the old entries shows pendency even in cases which has been disposed off. This creates unpleasant situation while Public search for current details in the Website. Therefore all Government Orders are to be uploaded immediately on issuance of the same. Public will be benefited only if all the departments go on updating the file details everyday.

Secretariat File Tracking System through IDEAS is open to Public from 7-11-2012 onwards for access through government website (www.kerala.gov.in). It may be noted that Public have started searching the status of their Petitions / files through government website. Hence it is instructed again to update file flow details through IDEAS each and everyday so that Public will get up-to-date details of file flow in Secretariat.

P Bala Kiran I A S

Deputy Secretary to Government

To,

All Additional chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries to Government.
All Sections / Officers in Secretariat including Finance.