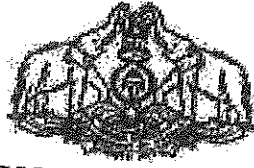


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GOVERNMENT OF KERALA

Abstract

Information Technology Department- Implementation of e-office - Apex Committee meeting on e-Governance - Decisions taken - Approved - Orders issued.

INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

G.O.(Ms) No. 10/2015/ITD

Dated, Thiruvananthapuram, 28.04.2015

- Read :
1. G.O (Ms) No. 10/2013/ITD dated 24.08.2013
 2. G.O (Ms) No. 11/2013/ITD dated 24.12.2013
 3. Minutes of the Apex Committee meeting on e-Governance held on 24.02.2015

ORDER

As per the orders read as 1st and 2nd paper above Government have accorded sanction for the implementation of e-Office project in the entire Secretariat. The Apex Committee for e-Governance, under the chairmanship of Chief Secretary held on 24.02.2015 had taken the following decisions for the smooth implementation of e-Office project in Secretariat.

1. All the Departments in Secretariat shall move to e-Office mandatorily from 1st April 2015 onwards.
2. Fortnightly review meetings on e-office implementation shall be held by the Secretaries at the department level who are in the process of migration to e-Office.
3. The Secretaries shall take steps to assign two office attenders additionally to Office Sections by rearranging the staff in their department to do the scanning and paper work.
4. A Committee consisting of the following members is constituted to study the process changes required in Secretariat office procedure on account of introduction of e-office. The Committee shall refer the existing G.Os and amendments already made in this regard while suggesting the process changes required in the Secretariat office procedure, in order to save time.

Secretary, Personnel and Administrative Reforms Department	--	Chairman
Additional Secretary, Information Technology Department	--	Convener
Director, Kerala State Information Technology Mission	-	Member
Additional Secretary, Finance Department	-	Member

- Additional Secretary, General Administration Department – Member
Additional Secretary, Personnel and Administrative Reforms Department – Member
Additional Secretary, Local Self Government Department – Member

5. Finance, Local Self Government, Health & Family Welfare, Agriculture, Animal Husbandry, Dairy Development, Information Technology, Sports & Youth Affairs, Store Purchase and Taxes Department performed well in e-Office implementation during the year 2014-15 shall be recognized. The Information Technology Department in consultation with Kerala State Information Technology Mission shall finalize the execution modalities for the same.
6. Apex Committee award for e-Office implementation is constituted. Finance, Local Self Government, Health & Family Welfare and Agriculture Department has been awarded for best e-Office implementation during the year 2014-15. The Information Technology Department in consultation with Kerala State Information Technology Mission shall finalize the execution modalities for the same.

In the circumstances Government has examined the matter in detail and accepted the above Six decisions of Apex Committee for e-Governance held on 24.02.2015. The Department / Agency concerned shall take appropriate action for implementing the decisions.

(By Order of the Governor)
JJI THOMSON
Chief Secretary

To

All Additional Chief Secretaries / Principal Secretaries / Secretaries
The Director, Kerala State Information Technology Mission,
Vellayambalam, Thiruvananthapuram
The Additional Secretary to Chief Secretary
Web & New Media, Information and Public Relations Department (for
publishing in Government website)
Stock File / Office Copy

Forwarded/ By Order



Section Officer