ABSTRACT

Information Technology Department – Tamil Nadu e-Governance Agency (TNeGA) - Implementation of e-Office Application in all Government Departments – orders - issued

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Information Technology (e.Gov.II) Department

G.O.(Ms).No. 12 **Dated: 24.09.2019**
விகாரி, புரட்டாசி–7
திருவள்ளுவர் ஆண்டு–2050

Read:

1. From the Commissioner of e-Governance/ Chief Executive Officer, Tamil Nadu e-Governance Agency, Letter No. K/17/11/2016-Proj (TNeGA), dated 8.7.2016.

Read also:

2. Government Letter No. 5403/IT(e.Gov.II)/2015-1, dated 13.6.2016.
3. G.O.Ms.No.12,IT(e.Gov.II) Department, dated 24.7.2018.

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ORDER:

During the Budget Session 2013-2014, Hon'ble Minister for Information Technology among other things, had made the following announcement on the floor of Tamil Nadu Legislative Assembly:-

> "e-Office Software Service will be hosted in the State Data Centre (SDC) in the cloud environment. The willing Government Departments can make use of this software. This would enable the officers and staff to handle the files from any location without any geographical barriers".

2. In the letter 1st read above, the Commissioner of e-Governance / Chief Executive Officer, Tamil Nadu e-Governance Agency sent a detailed proposal to Government to host the latest version of e-Office developed by National Informatics Centre (NIC), New Delhi in a cloud environment at State Data Centre, Perungudi. Accordingly, the e-Office application of National Informatics Centre (NIC) had been hosted at the SDC for use of Government Departments.

3. The salient features of e-Office Application are as follows:

e-Office is a tool of applications for conducting office procedures electronically. The e-Office would enable the Electronic File Management System for speedy disposals of files, resulting in better utilization of manpower, thereby avoiding delays, leading to better governance.

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Objectives of e-Office

The objective of implementing e-Office is to eliminate the use of paper and to make most of the office communication electronic.

- To improve efficiency, consistency and effectiveness of Government responses.
- To reduce turnaround time and to meet the demands of the citizen charter.
- To provide for effective resource management to improve the quality of administration.
- To establish transparency and accountability.
- To provide cost effective e-storage facility.
- User in Environment friendly, eco-friendly systems.

Pre-requisites for e-Office:

Hardware: All personnel in the e-Office workflow must be provided with computer (or) laptop and the recommended requirements for a Desktop are as follows.

Processor: 2GHz and above.
RAM : 2 GB and above.
USB 2.0 controller (for Digital Signature Certificate).

Software

a) Operating System- Windows 8 or above, Linux 6 or above, Ubuntu 11 or above.
b) Browser- Internet Explorer (10.0 and above), Mozilla Firefox (27.0 and above).
c) Adobe Reader 10 and above (the following is available for download, free of cost from Adobe website).
d) Anti-Virus (any antivirus).
e) Digital Signature Certificate/Aadhaar based e-sign for approving level officials for electronically signing the file.

Scanners

a) Medium level scanners shall be used for scanning volumes of 0-50 papers and 50-100 papers per day and high end scanners shall be used for scanning volumes > 100.
b) Centralized scanning stations with FMS (Facility Management Service) with minimum travel time (from user system to scanning station) option shall be worked out as per requirement.
c) Scanners should have the following facilities:-
    1. ADF to scan multiple pages
    2. Both sides scanning
    3. Legal papers scanning

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LAN System / Internet Connectivity

Recommendations:

a) Internet connectivity shall be provided to all e-Office users.
b) LAN cabling shall be structured.
c) Switches shall be powered through UPS.
d) Internet band width shall be made dedicated for smooth running of e-Office application.25 mbps of dedicated lease line would be better (for 125-150 users) for smooth running of e-Office. There shall be scope for expanding the internet bandwidth as and when required.

4. In the Government letter 2nd read above, a sum of Rs.306.87 lakh was sanctioned under e-Governance Initiative Fund towards implementation of e-Office in various Government Departments.

5. The NIC's e-office software was implemented on Pilot basis by the Government in the Information Technology Department and in all Heads of Department under its administrative control. The Office of the Director General of Police and its subordinate offices are also currently running their entire work on an e-Office mode with the NIC's e-Office software. As a State Nodal Agency for e-Governance initiatives, Tamil Nadu e-Governance Agency under the administrative control of Information Technology Department has been directed to approach all Government Departments/PSUs for implementation of e-Office.

6. In the Government Order 3rd read above, the Government constituted a Sub Committee to sustain e-Office and to support the Staff Rationalisation Committee. The Sub Committee deliberated on the implementation of the e-Office application developed by NIC and made certain suggestions.

7. The Government after careful examination decided to implement e-Office application developed by NIC with immediate effect for processing all the files electronically in lieu of manual file processing system in all Government Departments/ PSUs/Boards/ Agencies under the control of Government of Tamil Nadu and to use Integrated Financial and Human Resources Management System (IFHRMS) application developed by WIPRO for all Human Resources (HR) / Office procedure (OP) related activities such as Pay Bills, sanction of leave, increments etc., and maintenance of associated registers in electronic form.

8. All Government Departments/ PSUs/ Boards/ Agencies under the control of Government of Tamil Nadu are directed to take necessary steps to implement e-Office application developed by NIC with immediate effect through Tamil Nadu e-Governance Agency (TNeGA), the State Nodal Agency for e-Governance Initiatives which will provide necessary support and hands on training on e-Office application to all officials in the e-Office workflow in coordination with NIC. TNeGA will make necessary arrangements to handhold Departments/ agencies and provide technical support as and when required in the implementation of e-Office. All Government offices in the State of Tamil Nadu shall

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adopt this system of administration forthwith, to enable efficiency within their own offices and to provide seamless service to Citizens.

9. The Government further direct the Commissioner of e-Governance / Chief Executive Officer, Tamil Nadu e-Governance Agency to send a formal proposal for procurement of e-Sign for using the same in e-Office application and to enter into a Service Level Agreement encompassing penalty clauses with CDAC and NIC for use of e-Sign in e-Office application.

10. Necessary amendments to the Secretariat Office Manual and District Office Manual will be issued by the Government in Personnel and Administrative Reforms Department in this regard.

(By Order of the Governor)

SANTHOSH BABU,
Principal Secretary to Government.

To
All Secretaries to Government, Secretariat, Chennai-9
All Departments of Secretariat.
All Heads of Department.
All District Collectors.
The Principal Accountant General (A&E), Chennai-18.
The Accountant General (Audit), Chennai-35.
The Resident Audit Officer, Secretariat, Chennai -9.

Copy to
Office of the Hon'ble Chief Minister, Secretariat,Chennai-9.
Office of the Hon'ble Deputy Chief Minister, Secretariat,Chennai-9.
Special Personal Assistant to Hon'ble Minister for Revenue & Disaster Management and Information Technology Department, Secretariat, Chennai-9.
Special Personal Assistant to Hon'ble Minister for Fisheries and Personnel & Administrative Reforms, Secretariat,Chennai-9
Principal Private Secretary to Chief Secretary to Government, Secretariat, Chennai-9
Principal Private Secretary to Principal Secretary to Government, Information Technology Department, Secretariat, Chennai-9.
Principal Private Secretary to Principal Secretary to Government, Finance Department, Secretariat, Chennai-9.
Principal Private Secretary to Secretary to Government, Personnel & Administrative Reforms Department, Secretariat, Chennai-9,
The Content Creator (CMS)/ Moderator (CMS) / Nodal Officer (CMS), Information Technology Department, Secretariat, Chennai – 600 009.
(with a request to host the Government Order in the Government website)
SF/SC

// Forwarded / By Order //

Section Officer 24/9/19

24/9/19

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