



GOVERNMENT OF KERALA



No: IT Cell-2/50/2022-ITD
ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT
Thiruvananthapuram,
Dated:03-03-2022

CIRCULAR

Sub:- E & IT Department – Creation of e-Mail Id and e-Office account for the officers –
Instructions issued – reg

The file management system 'e-Office application by NIC' is functional in Government Secretariat, Directorates, and various field offices in the State. The mail ids under domain kerala.gov.in and the e-Office Id are created by the KSITM and the respective IT Cells / Divisions in the the offices with e-office system. In order to streamline the process of creating Mail Ids and e-Office Ids, following instructions are issued:

1. Mail Ids and e-Office Ids for all officers of Secretariat shall be created by the Electronics & IT (IT Cell) Department as detailed below:
 - a. If the officer is below the rank of Secretary, the posting orders issued by General Administration / Finance / Law Department is the prerequisite for the creation of accounts in e-office.
 - b. In case of the officers posted / stationed in Secretariat without order from General Administration / Finance / Law Department, authentication from the Secretary concerned is mandatory.
 - c. Mail Ids and e-Office Ids for the officers of and above the rank of Secretary shall be created based on the orders issued from General Administration (AIS) Department.
 - d. In the case of Ex-Officio Secretary, mail Ids and e-Office Ids shall be created with the approval from Chief Secretary.
2. Mail Ids and e-Office Ids for outside Secretariat shall be created by the Kerala State IT Mission / respective IT Cells subject to the condition that the Head of the Office should authenticate the requirement.
3. Kerala State IT Mission shall take appropriate decision on delegating administration regarding creation of Mail Ids and e-Office Ids to the line Departments based on assessment and necessary training shall be provided for the same.

BISHWANATH SINHA
ADDITIONAL CHIEF SECRETARY

To:
All Departments in Secretariat
All Heads of the Departments.
The Web & New Media, Information & Public Relations Department
Stock File / Office copy

Forwarded / By order,

Section Officer.