



GOVERNMENT OF KERALA

No: IT Cell-2/207/2022-ITD
Electronics & Information Technology Department
Thiruvananthapuram,
Dated:13-12-2022

CIRCULAR

Sub:- E & IT Department – Implementation of inter office communication through e-Office System – Instructions issued – reg

Ref:- 1. GO (Ms) No. 25/2022/P&ARD dated 26.11.2022.
2. GO (Ms) No. 27/2022/P&ARD dated 03.12.2022.

The file management system '*e-Office*', developed by National Informatics Centre (NIC) is functional in Government Secretariat, Directorates, and various field offices in the State. The NIC has enabled a feature "Inter Office Communication" in *e-Office* to send communications between two offices, having *e-Office* version 7.0 and above. As per this feature, the approved Drafts can be sent to other offices in following ways:

1. Sending approved drafts to an office in the same instance

- a. Any approved letters, Government Orders, Circulars etc. can be sent to any other office in the same instance through despatch option and then selecting the desired user.
- b. The steps are : Initiate Despatch -> Add recipients -> Intra eOffice -> Choose Department -> Select User -> Add User and close window -> Send / Despatch with / without follow up.
- c. The Receiver can view the above despatched item in the Received Letters -> Intra eOffice. The same document can be diarized using the Diarize button.

2. Sending approved drafts to an office in an external instance

- a. Any approved letters, Government Orders, Circulars etc. can be sent to any other office in an external instance through despatch by selecting Inter eOffice / Other Applications and then selecting desired instance. The letter/circular/order will be delivered to the inward section in the recipient's instance.
- b. The steps will be Initiate Despatch -> Add recipients -> Inter eOffice / Other Applications -> Choose Instance -> Select CRU account -> Add User and close window -> Send / Despatch with / without follow up.
- c. The Receiver can view the above despatched item in the Received Letters -> Inter eOffice. The same document can be diarized using the Diarize button.

As per Government orders referred above, Government have authorized all Officers

including Assistants / Clerks in all Departments / Sections to despatch communications in all forms approved by the Competent Authorities through e-Office system.

In the above circumstances, all Government Departments / Institutions are directed to use the communication facility in e-Office for sending official communications.

DR V P JOY
CHIEF SECRETARY

Forwarded / By order,



Section Officer.

To:

- All Departments in Secretariat
- All Heads of Departments / Institutions
- The Director, Kerala State IT Mission, Thiruvananthapuram
- The State Informatics Officer, National Informatics Centre, Thiruvananthapuram
- The Web & New Media, Information & Public Relations Department
- Stock File / Office copy