



GOVERNMENT OF KERALA

No: IT Cell-2/142/2021-ITD
Electronics & Information Technology Department
Thiruvananthapuram,
Dated:28-10-2022

CIRCULAR

Sub:- Electronics & IT Department – Implementation of e-Office in Public Sector Undertakings, Boards, Corporations etc. – Modified instructions issued – reg

Ref:- Circular No. IT Cell-2/142/2021-ITD dated 0.03.2022.

As per reference cited, Government have issued following instructions regarding implementation of e-Office in Public Sector Undertakings, Boards, Corporations etc.:

1. The Public Sector Undertakings may continue to use the File Management System which are presently being used.
2. Any of the Public Sector Undertakings desiring to implement e-Office may engage National Informatics Centre for its implementation directly.
3. The cost for implementation of e-Office in Public Sector Undertakings would be borne by the respective Public Sector Undertaking.

Several requests have been received from Public Sector Undertakings, Boards, Corporations etc. to implement e-Office through Kerala State IT Mission using the licenses already procured by the State Government.

Government have examined the matter in detail and following instructions are issued:

1. The licenses already procured by the State Government from the National Informatics Centre for the e-Office application shall also be used for the Public Sector Undertakings, Boards, Corporations etc.
2. Any additional licenses of e-Office application required shall be taken up with National Informatics Centre by KSITM, based on the demand of the organizations.
3. The costs for other items like hardware, networking, training, maintenance, additional HR etc. shall be borne by the respective Public Sector Undertakings, Boards, Corporations etc.
4. The hosting of the e-Office application instances for PSUs shall be permitted at the State Data Centre.
5. Kerala State IT Mission is allowed to recoup the money if any required to setup extra

storage or servers at the State Data Centre from the respective Public Sector Undertaking, Board, Corporation etc.

6. Kerala State IT Mission shall train the staff of the Public Sector Undertakings, Boards, Corporations etc for decentralized control of administration, creation of Employee Master Data, creation of e-Mail Id etc.
7. National Informatics Centre shall provide necessary support to the Kerala State IT Mission for the implementation of e-Office in Public Sector Undertakings, Boards, Corporations etc.

DR RATHAN U KELKAR I A S
SECRETARY

Forwarded / By order

Section Officer.

To:

All Departments in Secretariat
All Heads of Public Sector Undertakings, Boards, Corporations etc.
The Director, Kerala State IT Mission, Thiruvananthapuram
The State Informatics Officer, National Informatics Centre, Thiruvananthapuram
The Web & New Media, Information & Public Relations Department
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