

Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, Jammu

**MOST URGENT
TIME BOUND**

Subject: Digitization/Scanning of Files of Move Offices/organizations working outside the Civil Secretariat for switching over to e-office-regarding.

**Circular No: 82 JK(ITD) of 2022
Dated: 31.01.2022**

With reference to Government Order No.: 363-JK(GAD) of 2021 dated: 23.04.2021; Government Order No: 820-JK(GAD) of 2021 dated: 02.09.2021, where under offices of all Head of Departments had to switch over to e-office and wherein Scanning & Digitization work had not started or is still incomplete are hereby requested to approach Chief Executive Officer (CEO), Jammu and Kashmir e-Governance Agency (JaKeGA), J&K, Jammu for the same

Further all such Head of Department, where migration to e-office is not yet completed or training is still required, shall nominate a Nodal Officer who shall convey scanning/digitization/training requirement to Chief Executive Officer, JaKeGA, who has already empanelled agencies for the job. Matter be treated as Most Urgent so that migration of all HoDs offices to e-office can be completed in time bound manner.

**Sd/-
(Prerna Puri), IAS
Secretary to the Government
Dated: 31-01-2022**

No.: IT-ADM/203/2021

Copy to the:

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Commissioner/Secretaries to the Government, J&K.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal, J&K.
10. Director General, J&K Institute of Management & Administration & Rural Development, J&K.
11. Director, Information, J&K.

12. All Deputy Commissioners, J&K.
13. **Chief Executive Officer, JaKeGA for information and further necessary action ensuring strict compliance to GFR 2017.**
14. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards, J&K.
15. Secretary, PSC/SSB/J&K Academy of Art, Culture & languages, J&K.
16. Director, Estates, Civil Secretariat, J&K.
17. Director, Archives, Archaeology & Museums, J&K.
18. Secretary, J&K Legislative Assembly.
19. Financial Advisor/Chief Accounts Officer, Information Technology, J&K.
20. General Manager, Government Press, Srinagar.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to the Advisor (F)&(B) to the Hon'ble Lieutenant Governor, J&K
23. Private Secretary to the Principal Secretary to the Government, General Administration Department, J&K.
24. Circular/Stock file/Website, ITD


31.01.22

(Monika Sambyal)
Under Secretary to the Government
Information Technology Department