

**Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat J&K**

**Subject: Implementation of e-Office at Administrative Secretary/HoD/
DC office level and monitoring thereof.**

Circular No: 04 JK(ITD) of 2022

Dated: 10.02.2022

The UT of J&K has implemented e-office across all Departments and in around 300 offices till date. The e-office usage report of offices is attached as **Annexure A** in which as per the uptake of e-office, offices have been classified into three categories, namely (i) where e-office is fully functional, (ii) where e office is semi-functional and (iii) where e-office is non-functional.

All Administrative Secretaries/HoDs/DCs have been given the privilege under the e-file MIS report option to access/check the status of e-office usage of their subordinates.

In case of any technical support/ training requirement for e-office, the e-Office facilitation centre (G.O No: 820-JK(GAD) of 2021 dated: 02.09.2021) /CEO, JaKeGA may be contacted.

It may kindly be ensured that the e-office functionality is monitored on a regular basis so that e-office is made fully functional across all departments/offices.

**Sd/-
(Ms Prerna Puri) IAS
Secretary to the Government**

No: IT-Gen/38/2022

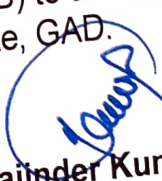
Dated: 10.02.2022

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


10/2/22

10. Director Information, J&K.
11. Chief Executive Officer, JaKeGA.
12. All Deputy Commissioners.
13. All Heads of the Departments/Managing Director/ Secretary, Advisory Board.
14. Secretary, J&K PSC, SSB, J&K Academy of Art, Culture & Languages.
15. Director Estates.
16. Director Archives, Archaeology & Museums, J&K.
17. Secretary, J&K Legislative Assembly, J&K.
18. General Manager, Government Press, J&K, Jammu/Srinagar.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to the Advisor (F)/(B) to the Lieutenant Governor.
21. Government Order/Stock File/Website, GAD.


(Dr. Rajinder Kumar Khajuria)JKAS
Additional Secretary to the Government
Information Technology Department

10/02/22