



No : I-11011(13)/1/2015-ERS

Date : 12/08/2020

CIRCULAR

Sub: Implementation of e-office in the Board's sub offices – instructions for sending proposals etc. issued -reg.

Further to this Office Order No:12 dated 29th July 2020 on the subject cited, in order to have more clarity regarding the changes being envisaged after implementation of the e-office platform in all the Sub Offices of the Board, the following instructions are also issued for strict compliance by all the employees and Offices-in-Charges of the Sub Offices and Officers concerned in HO:-

All receipts/dak should be registered in e-office at the addressee office

1. All files/notes should be moved through e-office only
2. No physical files/receipts shall be accepted at Head Office and sub offices
3. With regard to the existing physical files, it has to be scanned and uploaded and converted as e-file. The scanned files should be kept in safe custody including important documents with concerned Section / Offices.
4. Weeding out of old/in-active files and other documents like Registers, Agreements etc. should be carried out, following prescribed procedures on priority basis, preserving the important documents in proper order. If any clarifications required in this regard, it may be got cleared with Administrative Officer.
5. Further, in order to monitor the progress of e-office implementation, it has been decided to include e-office as a part of the regular agenda of the meetings of the office in charges, henceforth, for attaching due seriousness and commitment towards the implementation of the same.
6. File forwarding strategies from the Sub Offices will be as follows:-
 - a. Director RDTE shall send S&T related files of CCRI and CICT to DD(S&T), and other files to the corresponding Branch Heads of Head Office.
 - b. Officers- in- charge of all RO/SROs etc. shall send the proposals regarding implementation of different schemes to DD(ID)), and

SFURTI related matters to RO, and other files to the corresponding Branch Heads in Head Office.

- c. Office in charge of all Showroom and Sales Depots shall send showroom/ marketing related files to DO(Mktg)), and other files to the corresponding Branch Heads of Head Office.
 - d. All proposals on administrative/staff/service matters shall be sent to the Administrative Officer by all Officers i/c in the sub offices.
 - e. The E –files shall be opened by all concerned in Sub Offices, diligently on proposals which are regular and routine in nature. In all other cases, the proposals in line with the rules and procedures may only be mooted through e files for approval from Competent Authority. On opening an e file, a Register shall be kept by all Offices/Sections in HO for reference with the details of documents/files converted into digital modes.
 - f. The e- files submitted to Head Office should be comprehensive with self contained notes/ references and due certifications by Officer i/c of the sub Offices/Br. Heads as the case may be.
 - g. Opening of any e-file should invariably be with the concurrence of the Officer i/c in case of Sub offices and Br. Heads in case of Head Office. The Officers concerned should put their initial in the File Opening Register(FOR) in this regard. The IA shall cross check this while conducting Audit.
 - h. As far as possible, no part files will be permitted to be opened, except under unavoidable situations.
7. Once the proposal is approved, it is the responsibility of the office i/c to implement it, implementation status/ compliance shall be informed to Br. Heads, concerned in HO.
 8. All hard copies, bills, vouchers, important documents, etc are to be scanned and its digital copy and hard copies to be kept in safe custody by the Officer in charge, in case of Sub Offices and Br. Heads in case of HO, to whom the responsibility is fixed in this regard. These documents shall be presented for any verification by HO/IA audit/ CAG audit as the case may be , following the office and FR&SR procedures of Govt of India.

These instructions take effect immediately. This issues with the approval of Chairman vide orders dtd. 08/08/2020

Sd/
JD (P) & Director (Mkt.)