F. No. DE/IT/e-office/2016/ 362-365   Dated: 01/10/2024

ORDER

Subject: Implementation of eOffice – Designated Nodal/PIMS Administrators – Status Update and Compliance Instructions

The competent authority has designated the following roles and posts within the Education Department for managing daily routine establishment tasks, including user roles and employee management (transfer/posting etc) under the eOffice:
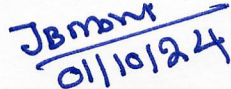
PIMS/Role-eoffice	Designated Officer/Post
• Identifying Posts/Sanctioned Posts in the Organization • Joining/Relieving of Employees at eOffice • User Role Assignment • Maintaining Complete Employee Details • Providing Additional Charge to Officers/Officials • Transfer/Posting of Employees within the Department	• **DDE (Admin),** HQ-Nodal officer-eoffice • **Section Officer (GOC)- (PIMS)** Admin for Gazetted Employee Management • **Section Officer (E-I) to Section Officer (E-V)- (PIMS)** Admin for their respective branches

In the meeting held with the Additional Director (Admin), it was emphasized that all the concerned implementing officers, i.e Nodal Officers and PIMS/EMD Admins, must ensure the full implementation of the eOffice system as per the designated roles and responsibilities.

In light of the above, the following instructions are hereby issued with the approval of the competent authority:

1. All concerned branches and the designated PIMS/EMD Admins are required to:
   - Fully implement the eOffice within their respective establishment at the earliest.
   - Ensure the smooth movement of files and manage user roles and employee data as per the prevalent guidelines.
   - Further training for nominated officers/users if required may be arranged and organized on demand.
   - VPN can be applied through eforms.nic.in at the individual official/officer level as per requirement in case lease line connectivity not accessible.
   - After initial implementation of e-office the actual hardware requirement may be accessed by the branches and submit for further processing to the Nodal officer (e-office).
   - Available infra i.e. Computers, MFP for scanning, etc may be utilized for initial digitalization.
2. Nodal officer (eoffice) to submit report in this regard to Higher Authorities and to the coordination branch from time to time or as & when desired.
3. All future correspondence and circular regarding eoffice will be dealt by the designated Nodal Officer (e-Office) of DoE.

This order is issued with the prior approval of the competent authority.

JBM
01/10/24

(J.B.M Ganesh Kumar)
Joint Director (IT)

Copy to:
1. P.S. to the Director (Education), DoE, GNCTD
2. Nodal Officer (e-Office) and all PIMS/EMD Admins through Nodal officer.
3. All Branch Heads/Officers-in-Charge, DoE, GNCTD
4. DDE (Coordination) for information.
5. Guard file