

No. F 11(153)/DoIT/Project/13/1/5560/2013

Dated: 04.04.13

ORDER

Administrative Reforms Department, Government of Rajasthan has issued an order (copy available under 'Employees Corner' on <http://www.doitc.rajasthan.gov.in>) wherein the movement / processing of all files and PUCs in DoIT&C has been mandated through e-office application.

The computer generated e-files, receipt and dispatch register (to be maintained separately by all OICs) and file movement register have been declared officially valid by the AR Department, Government of Rajasthan.

In light of the above directions, all officers / officials of DoIT&C are hereby directed to ensure that the movement of all the files and PUCs within the Department is only through e-Office application.

From 5th April, 2013 any file / PUC not generated / moved through the mandated e-Office software will not be accepted by the office of the undersigned.

Smt. Deepshikha Saxena, ACP (DD), DoIT&C has been designated as nodal officer for implementation of e-Office application in DoIT&C and may be contacted for any assistance or queries.

All the officers / officials may ensure compliance of this order by 5th April 2013.

(Sanjay Malhotra)

Secretary & Commissioner, IT&C

Copy for information and necessary action to:

1. J.S. to Chief Secretary, Rajasthan
2. P.S. to Principal Secretary, IT&C
3. Senior P.A to Secretary & Commissioner, IT&C
4. OSD (UID), DoIT&C
5. Additional Director I / II & Ex-officio D.S., DoIT&C
6. Financial Advisor, DoIT&C
7. All SA (JD) / ACP(DD) / Programmers, DoIT&C
8. All officers / officials, DoIT&C

(Deepshikha Saxena)

Analyst-cum-Programmer