DEPARTMENT OF HIGHER EDUCATION, SCIENCE AND TECHNOLOGY AND BIOTECHNOLOGY
E-office and IT cell

6th Floor, Bikash Bhawan,

Salt Lake Sector-1, Bidhannagar.

Memo No. 117-Edn (U)   Kolkata , 7th February 2018

CIRCULAR

Subject: Regarding E office implementation in the office and files to be transferred to e -mode

Reference to DO No. 158-CS dated 22.09.2017 of the Chief Secretary, West Bengal regarding implementation of e-office in al the Departments of the State and "Go Live" from 1st January 2018. The following instructions are hereby issued regarding E office:

1. No new physical files shall be accepted for the following subjects which have to be received and sent compulsorily in e-mode by all branches in the department
   a. Financial matters to be referred to Financial Advisor and Finance Department
   b. Routine Fund release to Higher Education Institutions(HEIs)
2. Legal matters/Court cases
   a. Tours within West Bengal
   b. Leaves of any kind
   c. Routine Establishment matters like medical reimbursement

3. Any new file for routine matters opened in the department shall be done in e-mode only
4. Henceforth all physical communication/DPR/proposals etc received from HEI should be accompanied with softcopy for integration into e office. Respective branches to communicate the same to the HEIs under them for early compliance
5. All branches need to actively shift to e-office following the transition mechanism circulated by P&AR and E-Governance Department (copy attached)

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Transition mechanism during eOffice implementation

eOffice application is planned to be implemented in various Departments of Government of West Bengal with effect from January 1, 2018 to achieve transparency and efficiency in decision making. eOffice has been designed to make an office go paperless in the long run. However, for now there is a decision not to bring the Directorates within the purview of eOffice since the State Data Centre is able to handle limited number of users and is in the process of being upgraded. Therefore, a transition mechanism has been planned for the medium term as indicated below:

1. Old files on a subject will continue to exist for the present. Any new file on that subject, on scanning, will automatically generate a new file[1] number in the system which will need to be mapped to the old file number.
   a. The new file number needs to be pasted on the cover of the old file. The eOffice software has a field on 'subject' wherein the old file number can be entered along with the subject. This will help in keeping track of the old file in the eOffice environment.
   b. The original paper receipt would need to be stored in this file for future reference.
   c. Stamps of 'Migrated to eOffice' may be put on physical files.
2. Most of the receipts would result in a communication after processing. Since all the recipients are not likely to be on eOffice network, the issued letter would go in paper form and a copy will be kept in this old file
3. During the last review meeting some Departments raised the issue of uptime of eOffice server and the consequences n case the server is not available. It is suggested that in such cases the notesheet can be moved manually in the old file which can be scanned and tagged later to the eOffice system once the eOffice application becomes available.
4. To keep the notesheet side of the old file updated for the time being (till eOffice stabilizes) a print out of the eFile notesheet (which will not

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[1] The new file number has the nomenclature: Department Basic Head-Primary Head(2 digit)- 0-Secondary Head (2 Digit)- (Tertiary Head (2 Digit)) /Running serial (three digit)/ Year/Section

be more than a few pages) need to be kept in the corresponding old file. This would make the original file complete.

5. If a receipt is on a entirely new subject it can be processed in the eOffice environment and a printout of the notesheet along with the hard (office) copy of the letter issued need to be kept in a new file opened for backup similar to old files explained above.

6. Legacy files will need to be digitized in the long run. Therefore a census of files should be done immediately. However, it will be prudent to weed out the files as per the procedure delineated in the Secretariat Manual to save unnecessary expenditure on scanning. It would also reduce data load on the System.

7. Writ petitions are generally received with thick enclosures. Instead of scanning the whole bunch one can use Sarthac software wherein the entire writ petition is sent as a scanned attachment to the concerned Department. This can be directly be downloaded and tagged to the eOffice file.

8. There is a provision for diarization of the e-mails received which can be tagged directly as receipt in the eOffice. Thus different offices can use eOffice application to process communications received through e-mails without going through the hassle of scanning.

9. Engineering Departments handle large drawings which will need to be fed into the system. If the drawing is in AutoCAD, a pdf copy of that AutoCAD drawing can easily be tagged to the eOffice file. Similarly there is no need to enclose the entire Detailed Project Report which run into several pages and is difficult to scan. Instead a declaration may be made by the administrative department that the amount for which administrative approval and financial sanction has been sought matches with the figures reflected in the DPR and has been vetted by the competent authority. Soft electronic copy of the DPR may be tagged to the eOffice file.