

**GOVERNMENT OF ASSAM
INFORMATION TECHNOLOGY DEPARTMENT
ASSAM SECRETARIAT, BLOCK - C, 2ND FLOOR
DISPUR, GUWAHATI-781006**

No 227889/5

Dated Dispur the 4th of January,2022

From: Principal Secretary, to the Government of Assam,
Information Technology Department
C-Block, 2nd Floor, Janata Bhawan
Dispur-781006

To:

1. The Principal Secretary, BTC, Kokrajhar
2. All Commissioners, Commissionerate, Government of Assam
3. All Directors, Directorate, Government of Assam
4. All Chief Engineers, Government of Assam

Sub: Standard Operating Procedure (SOP) for Implementation of e-Office in the Directorates/Commissionerates/Office of the Chief Engineers, etc.

Sir/Madam,

In inviting a reference on the subject cited above, I would like to inform you that as per direction of Hon'ble Chief Minister, Assam, e-Office is to be implemented in all Directorates/Commissionerates/office of the Chief Engineers, Assam. In this regard, necessary detailed discussion on the action to be taken in respect of e-Office implementation at your level was also carried out in the one day orientation programme conducted in AASC, Khanapara on 27.12.2022. This was followed by one day training each of master trainers and local admins for each office.

For supply of required computers, scanners etc., the Department has already placed the total requirement as per report received from the Directorates/Commissionerates/office of the Chief Engineers, Assam with the ARIAS Society. However, the Directorates/ Commissionerates and office of the Chief Engineers those who are having existing infrastructure, they are requested to initiate the e-office implementation with the existing infrastructure.

One of the basic parts of the e-office implementation is the categorization of file. In this regard, you are requested to categorize all files into A,B,C & D category as per the O.M. No. GAG(A) 190/2017/145 Dated 25.2.2022 issued by GAD, identify the running files and scan them and start moving efiles. The concerned DAs can themselves immediately scan the running files with them and convert them from physical to electronic mode.(The copy of the O.M. No. GAG(A) 190/2017/145 Dated 25.2.2022 is also enclosed herewith for your guidance).

Considering the workflow to be followed while implementing e-office in your Directorates/Commissionerates/office of the Chief Engineers, Assam, the following Standard Operating Procedure (SOP) for Implementation of e-Office in the Directorates/Commissionerates/Office of the Chief Engineers, etc. is to be taken into account.

1. **Infra-Gap Assessment::** The Reports of ICT Infrastructure requirements of Directorates/Commissionerates/ Office of the Chief Engineers have been received and the same has been compiled.
2. **Appointment of Nodal Officers, Master Trainers and Local Admin:** The concerned Directorates/Commissionerates/Office of the Chief Engineers will nominate one (1) Nodal Officer, at least 2 (two) Master Trainer and 2 (two) Local Admin in each Directorate/Commissionerate/Office of the Chief Engineer for proper implementation of e-office (Action by the Directorates/Commissionerates/Office of the Chief Engineers).
3. **Orientation of Directors, Commissioners, Chief Engineers and their Nodal Officers:** One day orientation program has already been conducted on 27th December,

2022 at Assam Administrative Staff College, Khanapara.

4. **Training of Master Trainer and Local Admin:** One day training program for training of the Master Trainers and Local Admins of each Directorate/Commissionerate/Office of the Chief Engineer have been completed on 29th of December,2022 and 30th of December,2022 respectively at Assam Administrative Staff College, Khanapara.
5. **Training of staff of Directorates/Commissionerates/Office of the Chief Engineers by Master Trainer and Local Admin:** The training of staff of each Directorate/Commissionerate/ Office of the Chief Engineer is to be completed by 12th of January,2023.**(Action by the Directorates/Commissionerates/Office of the Chief Engineers).**
6. **Creation of Government Email IDs/ VPN Accounts:** All Commissioners/Directors/Chief Engineers must apply for Government Email IDs with NIC and for VPN in case, NICNET is not available, by 7th January, 2023. **(Action by Directorates/Commissionerates/Office of the Chief Engineers/NIC)**
7. **Creation of e-Office account:** All Commissioners/Directors/Chief Engineers must apply for e-Office account for their offices with NIC by 13th of January,2023. **(Action by Directorates/Commissionerates/Office of the Chief Engineers/NIC)**
8. **EOffice on Pilot-basis:** Each employee of Directorate/Commissionerate/ Office of the Chief Engineer will open at least 1(one) e-file by 21st of January, 2023. **(Action by Directorate/Commissionerate/ Office of the Chief Engineer)**
9. **NICNET and LAN Connectivity in Directorates/ Commissionerates/ Office of the Chief Engineers:** Each Directorate/ Commissionerate/ Office of the Chief Engineer will ensure NICNET Connectivity/LAN in their respective office to be made available. **(Action by Directorate/ Commissionerate/ Office of the Chief Engineer)**
10. **Procurement of Computers/Scanners/DSC/UPS:** The assessment has already been submitted to ARIAS Society. ARIAS Society will procure as per availability of fund. **(Action by ARIAS).**
11. **Full fledged migration from Physical file to e-file:** After 100% infrastructure is available, all files should be scanned. Full fledged migration from Physical file to e-file in each Directorate/Commissionerate/ Office of the Chief Engineer to be ensured by 31st March, 2023 **(Action by Directorate/ Commissionerate/ Office of the Chief Engineer)**

I would therefore like to request you to personally look into the e-Office implementation in your respective office and make it fully operational. All necessary website links have already been shared with you in the presentation made on 27th Dec, 2022 at AASC, Khanapara.

Yours sincerely,

Principal Secretary to the Government of Assam,

Information Technology Department

Memo No 227889/5

Dated Dispur the 4th of January,2022

Copy to:

1. Principal Secretary to Hon'ble Chief Minister, Assam
2. Secretary Coordination to Chief Secretary, Assam.
3. P.S. to Principal Secretary, Information Technology Department for kind information of the Principal Secretary.
4. P.S. to the Commissioner & Secretary to the Government of Assam, General Administration Department.

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5. P.S. to the Secretary to the Government of Assam, I.T. Department for kind information of the Secretary. By orders etc.,
Joint Secretary to the Government of Assam,
Information Technology Department