

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF INFORMATION TECHNOLOGY  
PUDUCHERRY**

###

No.DIT/eOffice/79C/22-23/2159

Puducherry, Dt. 02.11.2022

**CIRCULAR**

Sub: Digitization of Files – eOffice implementation in  
Government of Puducherry

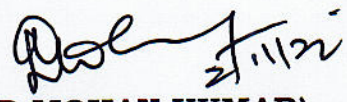
Ref: This directorate email dated 11-10-2022.

The Government of Puducherry is expediting the implementation of the eOffice application with all features covering the entire administration of Puducherry in a time-bound manner with the aim of enabling faster service delivery to the citizens, a decision-making process as well as engaging the staff to collaborate further to maximize the governance & the speed of service delivery.

2. As a part of the eOffice Project implementation, all the user Departments are requested to provide the details of files/records to be digitized. In order to prepare the project proposal for digitalization, the number of files and pages to be scanned need to be ascertained for the cost estimation. Therefore, eOffice Nodal officers are instructed to provide the details with the approval of the Head of the Department.

3. The active/current and permanent back files will be taken up for the transition to electronic files. However, files to be scanned may be finalized by the Head of Departments based on the priority and criticality of files. (e.g. Grand in aid files, project files to be settled or current (not completed), files that are sent to the secretariat frequently).

4. Hence, the eOffice Nodal officers from every department need to provide the requisite data with the approval of the department's head to this office **on or before 11-11-2022** as per the Annexure sent to all the departments through the mail on 11-10-2022.

  
(D MOHAN KUMAR)  
DIRECTOR (IT)

To

1. All the HoDs.
2. The Under Secretary to Government (Personnel)

Copy submitted to:

1. Commissioner cum Secretary IT
2. All the Secretaries of Government of Puducherry