

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

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

Puducherry, Dt. 10.10.2022

All Heads of Departments
Government of Puducherry
Puducherry.

Sir/Madam

Sub: Implementation of eOffice in all the departments of
Government of Puducherry


Ref: CS Review Meeting with Secretaries on 10-10-2022

With reference to the above secretaries meeting, it is requested to furnish the No. of eOffice users required for your department on or before 14-10-2022, on an urgent basis in the format given in the annexure I.

In this regard, it is reiterated that all the officials dealing with files (like Assistant, UDC, LDC and technical officials, etc.) may be taken into account while calculating the requirements. The Union Territory of Puducherry is aiming at 100% eOffice usage by this January 2023.

The departments are also requested to identify the files required to be digitalized as per annexure II and communicate the no. of files and pages to be digitalized to this office immediately.

/By Order/



**(D MOHAN KUMAR)
DIRECTOR (IT)**

Copy submitted to:

1. All the Secretaries to the Government of Puducherry

Copy to:

1. PA to the Chief Secretary.