

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY
NO.505, 2ND FLOOR, PLANNING & RESEARCH DEPARTMENT COMPLEX
SARAM, PUDUCHERRY – 605 013

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No.790/DIT/e-Office/2023 / 2343

Puducherry, the

02 JUN 2023

CIRCULAR

Sub: DIT – e-Office Employee Master Data and File Header Preparation –
Review Meeting – Regarding.


Ref: This Department's Circular of even number dated: 29/05/2023.

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In continuation to various meetings/trainings held regarding e-Office implementations it has been targeted to complete Employee Master Data (EMD) and File Header Preparation of all Departments by 02/06/2023. A review meeting is scheduled for two days from 05/06/2023 and 06/06/2023 in the Conference Hall of Economics & Statistics, IInd Floor, No. 505, Planning & Research Department Complex (Old Collectorate Building) Saram, Puducherry – 605 013 as per annexure enclosed.

Further it is also seen that the departments are sending data without validating it. The validated data has only to be sent by e-mail to this directorate.

Hence it is requested to depute the IT Officials and Nodal Officers of your department along with Superintendent to attend the meeting.


(D. MOHANKUMAR) 2/6/23
DIRECTOR (IT).

Encl: As above.

To
All the Heads of Departments concerned.

Copy for information to:-

1) P.S. to Secretary (IT), Chief Secretariat, Puducherry.

Annexure

Sl. No.	Name of the Department
Batch I (05-06-2023 10.30 AM)	
1	Accounts and Treasuries
2	AD Welfare Department
3	Agriculture
4	Chief Secretariat
5	Commercial Taxes
6	School Education
7	Higher & Technical Education
8	Health and Family Welfare
9	Labour
10	Local Administration
11	Public Works
12	Revenue & Disaster Management

Batch II (05-06-2023 2.30 PM)	
1	Co-Operative
2	Electricity
3	Fisheries & Fishermen Welfare
4	Registration Department
5	Social Welfare
6	Police
7	Survey and Land Records
8	Excise
9	Civil Supplies and Con. Affairs
10	Economics and Statistics
11	Information Technology
12	Planning and Research
13	Industries & Commerce
14	DIC
15	Transport

Batch 3 (06-06-2023 10.30 AM)	
1	Animal Husbandry
2	Art and Culture
3	Backward Classes & Minority Welfare
4	OCM
5	Drugs Control
6	Election
7	Fire Service
8	Food & Drugs Testing
9	Food Safety
10	Forest
11	Hindu Religious Institutions
12	Indian System of Medicines
13	Information and Publicity
14	Legislative Assembly Secretariat

Batch 4 (06-06-2023 02.30 PM)

1	Jail Department
2	Judicial
3	LG Secretariat
4	Law
5	Port
6	DRDA
7	Sainik Welfare
8	Science and Technology
9	Smart City
10	Stationery and Printing
11	State Election Commission
12	Tourism
13	Town and Country Planning
14	Women and Child Development