No.DIT/eOffice/79C/22-23/   Puducherry, Dt. 18.07.2022

All Heads of Departments
Government of Puducherry
Puducherry.

Sir/Madam

Sub: Implementation of eOffice in all the departments of
       Government of Puducherry - collection of particulars

       This is to inform that Chief Secretary, Government of Puducherry, has directed all the departments in Government of Puducherry should switch to complete eOffice in a mission mode within a stipulated time line.

2.   As a part of the eOffice Project implementation, all the user departments are requested to designate one Nodal Officer who will co-ordinate with all the eOffice activities and are responsible for the implementation of eOffice in their department.

3.   As a first step, the eOffice Project Assessment report needs to be prepared and provided to NIC to obtain the e-Office license. The employee master data, Data Digitization requirement, No. of files & pages to be digitized and IT hardware requirements may be emailed to this Department in the enclosed template at Ids:**dit.pon@nic.in** and **usgad.pon@nic.in** by **22nd July 2022,** preferably through the official email of the Department.

Enclosure: eOffice Project Assessment Template (3 sheets in excel)

4.   The eOffice Master data templates have been uploaded in the DIT site https://dit.py.gov.in/orders-and-circulars

5.   For any clarification, the Departments may contact Mr. Yuvaraj M S, Sr. Consultant, SeMT (email: yuvaraj.ms@semt.gov.in, Cell: 9840074009).

6.   It is also requested to designate one Nodal officer in your Department and provide the requisite data in enclosed format along with nodal officer contact details.

                        /By Order/

                                           (D MOHAN KUMAR)
                                           DIRECTOR (IT)

Copy for information to:
1. The Chief Secretary – for information.
2. All the Secretaries to the Government of Puducherry
3. The State Informatics Officer, NIC, Puducherry.
4. The Under Secretary (Personnel), Govt. of Puducherry

Prerequisites on E-Office Implementation

Sl.No	Module	Description	Remarks
1	Connectivity	Stable Internet Connectivity with Optimal speed is desirable	
2	LAN	A proper / Structured LAN is desirable	
3	IT Infrasstructure	a. Desktop: Incase of existing PCs - a minimum of Intel Core i3 processor or equivalent with 4 GB RAM required b. Paper Scanner	
4	Employee Master Data	Master Data of all the employees involved in processing of physical files are required to be collected for registeration on the e-File system	
5	File Heads	Compilation of file heads. File heads compilation formation shall be provided along with samples	
6	Govt. Email	All such employees who are required to be regisdtered on e-File system should possess GOV.IN / NIC.IN email accounts.	
7	Digital Signature Certificate (DSC)	All such employees (Class2 and Above) should possess DSC for digital signing purpose.	

Master Data Department

Sl.NO	Department Name	Total No of Offices	Total No of Locations	Office Location and Address details	Total No of Employees in Each Location	Department Head Contact Number (Office)	Department Head Contact Number (Mobile)	Total No.of Computer Systems available Desktop	Total No.of Computer Systems available Laptop	Total Employees Having officail email Id only NIC/GOV	Total No. of Employees require creation of email IDs under NIC/GOV

Specify the Type of Connectivity in each office (NICNET/NKN/SWAN/FTTH)	Current Bandwidth	Total No.of Scanners available in each office	Total No.Of Digital Signature Available? Under DSC / eSign	

Master Data Employees

Sl.NO	Department Name	Office Location and Address details	Employee Name	Designation	Contact Number (Office)	Contact Number (Mobile)	Whether Offical Email Id created (NIC/GOV)? Yes/No	If Yes, Please mention the Official email Id	Whether Using/Allocated with Computer Yes/No	WorkStattion Desktop / Laptop	Type of Connectivity (NICNET/ NKN/SWAN/FTTH)

Configuration Details 1. Processor: 2. RAM: 3. USB 2.0 Controller: 4. Operating System (Windows/Linux): 5. Browser: 6. Adobe Reader(Latest Version): 7. Anti Virus(Specify):	Current Bandwidth	Is Scanner Available? Yes/No	If Yes, Please Specify the Scanner details	Is Digital Signature Available? Yes/No	If Yes, Please mention the type of Digital Signature DSC or eSign	Is the Employee having Basic Knowledge of Computer and Internet Browsing? Yes/No