

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF INFORMATION TECHNOLOGY**

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**CIRCULAR**

Sub: CollabFiles – An Indigenous Platform to Connect, Create, Share  
& Collaborate on Office Documents – Reg.

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Employees of the Government organization need to share/access various projects/activities information, files, and data, in their day-to-day operations. Sharing such data through public applications may not be secure and reliable. The security and privacy of the data being shared with proper access controls are of utmost priority. Hence the need for a collaborative document sharing and editing application is very much required for government organizations.


**CollabFiles** is a Technology-driven and Domain-independent initiative that has been visualized, conceptualized, designed, and developed by National Informatics Centre, for use by government organizations across the country

CollabFiles (<https://collabfiles.nic.in>) is a web-based, cloud-enabled and scalable platform to create and manage documents and spreadsheets in a collaborative mode with a strategic control so that government users can use it through secure and privileged access of government e-mail account.

CollabFiles is enabled for use by government officials and staff with Single-Signon through Parichay (Government email) integration. Major features include Create and Manage Files & Folders, Tag Files with Meaningful Keywords, Multiple search facilities to locate files, create & manage mail/phone address book, share & Collaborate on Documents & Spreadsheets.

CollabFiles is developed on Micro-Services Architecture and is currently deployed at NDC, Pune. The Platform is integrated with NIC email and Sandes (the messaging app of the Government of India) and is further envisioned to include the Creation & Sharing of eForms and Presentations. Integrations with eOffice, GovDrive (a storage platform to save and retrieve files), and Tejas are in progress.

Therefore all the officials and staff of Puducherry, are requested to utilize this platform to create, manage, Share, and Collaborate on Documents and Spreadsheets. For any help/training, a request may be sent to this Directorate/mail to [hrms-dpar.py@gov.in](mailto:hrms-dpar.py@gov.in) by nominating the official concerned.

  
(YASAM LAKSHMI NARAYANA REDDY)  
DIRECTOR (IT)

To

1. All Secretaries/Addl. Secretaries /Jt. Secretaries /Dy. Secretaries /  
Under Secretaries, Chief Secretariat, Puducherry

2. All Heads of Departments

Copy to: The State Informatics Officer, NIC, Puducherry

Copy submitted to: The Chief Secretary – for information.