OFFICE ORDER

Headquarter vide it's e-mail dated 21st April 2023, attached letter no. 623 - ISW/17-2022/N 17/P 405 has intimated this office about the mandatory use of e-office. CAG of India has narrated his vision of moving towards a paperless office in his address during operationalization of OIOS. In view of this, following actions may be taken for implementation of e-office and document system for all official work w.e.f. 1st June 2023 :

1. All letters which are received from other department, after being scanned and diarised by record section should be sent to the concerned section electronically on e-office as well as physically. Also, enquiry slips/requisitions/internal communication etc. should be sent to the other sections on e-office.

2. All the letters/enquiry slips etc. received in the section electronically should be put up for approval of higher authority mandatorily on e-office. If required, older physical files (if not scanned/attached in e-office) may also be sent along with the electronic files.

3. All the emails/letters(soft copy) of the concerned section should be sent to the concerned official/department vide e-office from section level.

4. All officials should update their e-office ID (if required) before 18.05.23 through their controlling sections on priority basis.

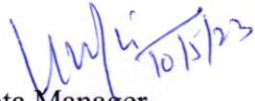5. Designation based e-mail (if required) may be created for official communication.

In regard to the above, any difficulty related to e-office implentation may kindly be intimated to the ITS Cell through their controlling section. The aforesaid office order may be revised as and when required.

(Authority : DAG's order in the concerned file ITS/e-office/2020-21/19 dated 10/05/2023)

sd/
Dy. Accountant General (Admin.)

Copy to : O.O. No. - ITS/2023-24/e-Office/02 dated 10/05/2023.

1. A.G. (A&E) Sectt
2. D.A.G.(Admin & GE) Sectt
3. D.A.G. (Actts, V.L.C & Works.) Sectt
4. D.A.G. (Pen & Fd) Sectt
5. All officials of the O/o the AG (A&E), Bihar, Patna vide Social Networking Groups
6. Sr. AO/AAO- TM, GM, PAO-I, CC, Admin II, Training & Exam, Pen-I & WM I

Data Manager
ITS Cell