

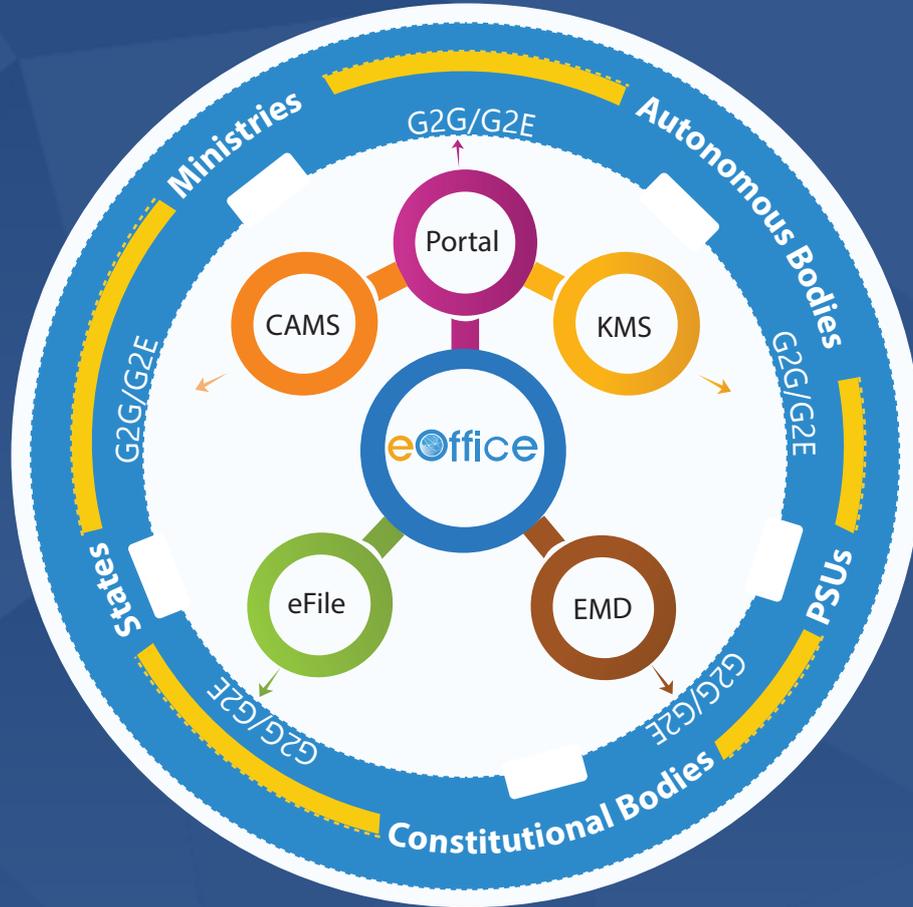


eoffice

A DIGITAL WORKPLACE SOLUTION



PAVING WAY FOR AN OPEN GOVERNMENT



Enhanced Productivity

Transparency & Accountability



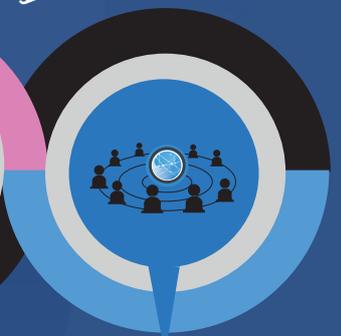
Save Paper, Time & Money



Assured Data Security & Integrity



Quick Decision Making



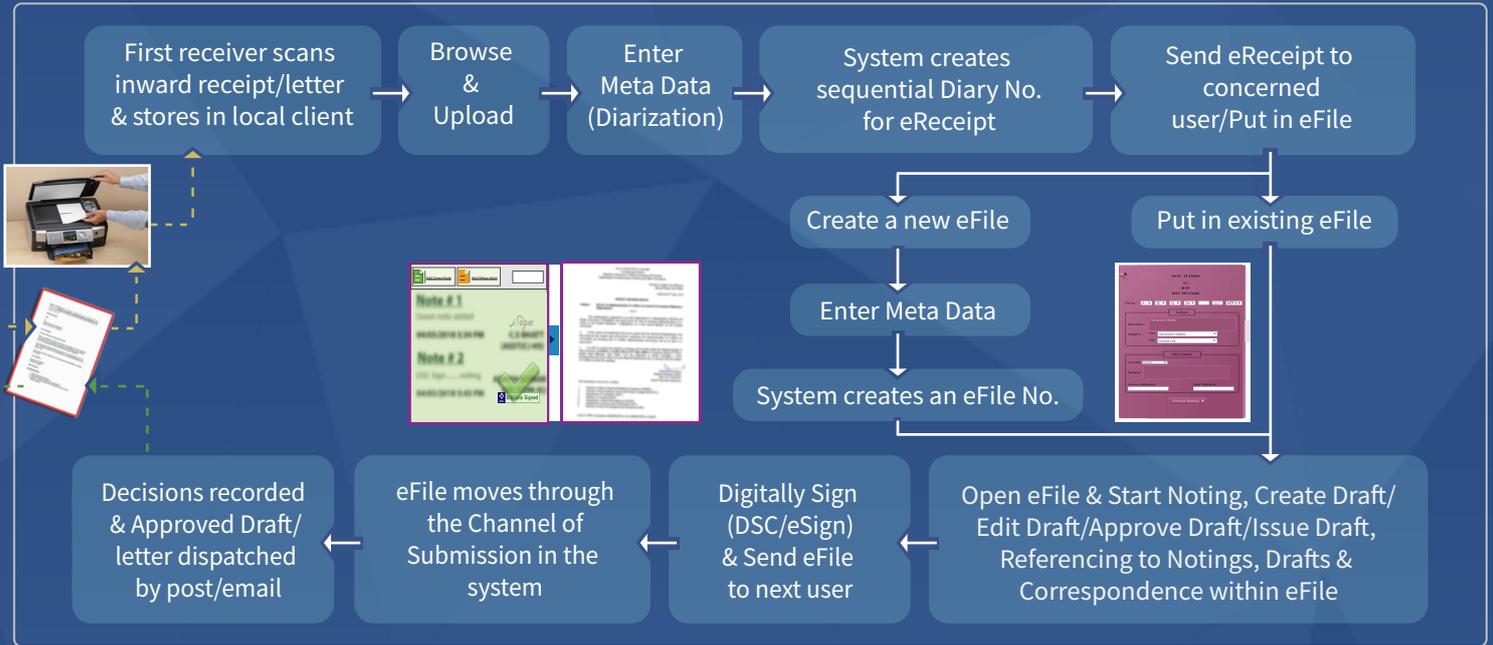
Management of files & documents, like letters, policies, acts & regulations, manuals, etc. in Government Departments is a humongous activity! Is there a central digital repository for these files & documents?

eOffice is addressing these concerns by paving way for an efficient and Open Government with a suite of products to go paperless & streamline process work-flows for both intra and inter-Government processes. The product built on an open architecture, is easy to replicate across Governments at the Central, State, District & International levels.

Features



eFile Process



Infrastructure & Real Estate

Manpower Resources for File handling

Saving Paper

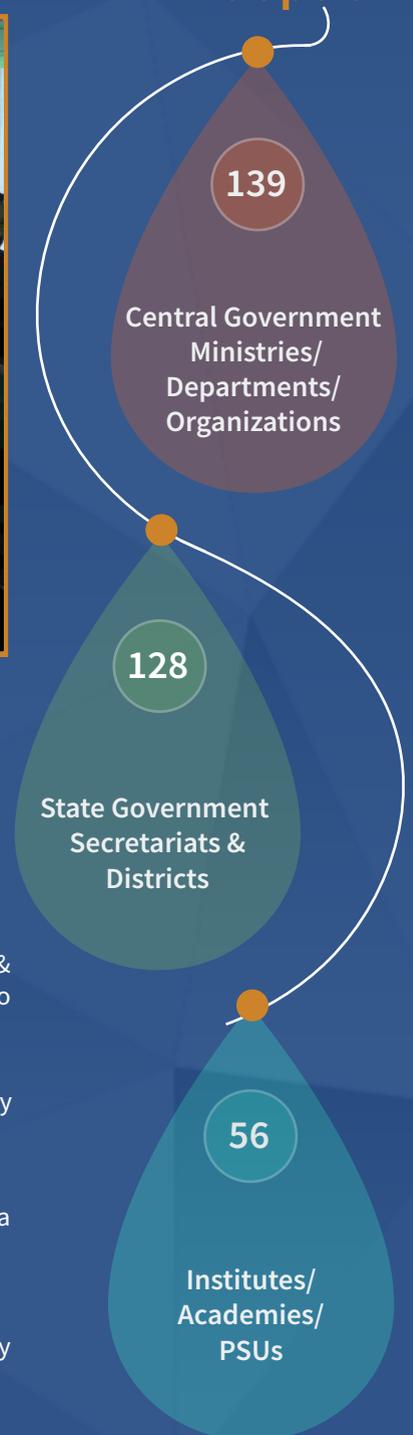
Efficiency Parameters

Parameters	Quantity	Unit	Avg. Impl. Cost (in 100,000 INR) per annum		% Saving
			Before	After	
Cupboard	150	Nos.	12	NIL	100%
Office Space (Released)	1800	sq.ft.	17	NIL	100%
Physical Security (Custodian)	4	Nos.	12	NIL	100%
Existing Manpower Available for File Handling	49	Nos.	--	--	Multitasking & Saving of Manpower
Staff for movement files in inter-region (Salary)	5200	Movements	--	--	Multitasking & Saving of Manpower
Travelling Allowance	1910	Man Days	6	NIL	100%
Notes	96000	Pages	2	NIL	100%
Correspondence Pages	320000	Pages	7	NIL	100%
Receipts	28235	Nos.	--	--	Instant Delivery
Decision Taking Time	--	--	--	--	Instant
Movement Time	5200	Days	--	NIL	Instant
Transparency & Accountability	--	--	--	--	100%
Access Any-where Any-time	--	--	--	--	Any Where Any Time (24*7)
Total			56		



Launch of eOffice at Ministry of Telecommunication and Digital Infrastructure, Government of Sri Lanka

Adoption



* As on 15th September 2018
Latest updates @ <https://eoffice.gov.in>

How to get eOffice?

- eOffice is designed and developed by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY). The interested organizations may write mail to eoffice-pmu@nic.in
- eOffice is a cloud enabled software that can be deployed/hosted in any data centre or in any cloud identified by the organization.
- NIC team shall help the organization in setting up of eOffice environment, master data preparation and in initial rollout.
- For Continuous Support & Roll-Out, NIC team shall provide training to the IT-Team/Agency identified by the organization.
- Upgrades to eOffice Software as well as patches to address new threats/vulnerabilities will be made available from time to time.

CONNECT

📍 eOffice Project Division
National Informatics Centre
A-Block, CGO Complex,
Lodhi Road, New Delhi - 110003

✉ eoffice-pmu@nic.in
🌐 <https://eoffice.gov.in>
☎ 1800 111 555

📍 Product Business Division
National Informatics Centre Services Inc.
NBCC Tower, 15 Bhikaji Cama Place,
New Delhi - 110066

✉ pbdiv-nicsi@nic.in
🌐 <http://www.nicsi.com/pbd>



-229-

GOVERNMENT OF TELANGANA
INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATION DEPARTMENT

From
The Chief Secretary to Government
C- Block, Telangana Secretariat,
Hyderabad -500022

To
The Prl. Secretary's/ Secretary's to Govt.
Telangana Secretariat,
Hyderabad.

Lr.No. 338/Mee Seva/Secy/ITE&C/2015, Dated: 31.12.2015

Sir,

Sub: ITE&C – Introduction and implementation of eOffice project in Telangana State – Reg

Ref: email received dt.17.12.2015 from the Secretary to Govt. ITE&C.

It is informed that the Govt. has taken a decision for introduction and implementation of eOffice project in Telangana State. It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

Initially it has been decided by the Government to commence eOffice system as a pilot at Khammam & Medak District, ITE&C, Forest, EPTRI and Women Development & Child welfare Departments based on the request made by the respective Districts & Departments.

Further, the Government is going to implement the above project in one or more sections of all the Departments of Secretariat and for the success of the project all the Prl. Secretary's / Secretary's to Govt. are requested to furnish the following information to ITE&C Dept within a week to enable the project implementation in all the Departments.

1. To identify the Nodal Officer in their Departments to make the project success and its implementation.
2. To identify the number of users (one or more sections) for which the eOffice project needs to be implemented.

A brief note on eOffice project is herewith enclosed for information.

Any additional information or assistance in the matter may be obtained from Kum. Rushitha, M, Project Engineer, SPMU, ITE&C Dept. on Mobile. No. 8008053388 and mail id: pmu.rushitha@telangana.gov.in.

Yours Faithfully


Chief Secretary to Government

Brief Note on eOffice Project

Introduction:

The Government of India, in recognition of the long-felt need for efficiency in government processes and service delivery mechanisms, has included e-office as a core mission mode project(MMP) under National eGovernance Plan(NeGP). It is estimated that this MMP has the potential of targeting over 2 Lakh users.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts & files and finally, the archival of records. With this system, the movement of receipts & files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

This MMP aims at significantly improving the operational efficiency of the Government by transitioning to a "Less Paper Office". It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

The objectives of the MMP are:

- To improve efficiency, consistency and effectiveness of government responses
- To reduce turnaround time and to meet the demands of the citizens charter
- To provide for effective resource management to improve the quality of administration
- To reduce processing delays
- To establish transparency and accountability

1291611/2021/JD(eGOV)-ITE&C

Government of Telangana

From

The Commissioner,
Govt. Collegiate Education Department,
Vidhya Bhavan,Hyderabad.

To

The Principal Secretary to
ITE&C Department
B.R.K.Bhavan,Hyderabad

Sir,

Sub: CCETS - Introduction and implementation of eOffice Application Suite in
Universities in Telangana State- Work Order - Issued - Reg.

Ref: 1.Lr.No.ITEC-11/Eofc/3/2021 dated 24.09.2021.

2.Letter from CCE, Hyderabad dated
04.09.2021.

3.Cost estimates received from NIC, New Delhi for 1000 users.

4.NIC Costing Model for the implementation of eOffice Application.

5.The cost estimate submitted by M/s. Dataevolve Solutions Pvt., Ltd,
partner of AWS Cloud Service Provider for Government of Telangana.

-0-

With reference to the subject, it is decided to implement eOffice in the
Universities of Telangana state with Commissioner of Collegiate Education, Hyderabad
as nodal agency to implement the same.

Under the circumstances stated hereinabove, the Commissioner of Collegiate
Education & State Project Director, RUSA, Hyderabad, is pleased to accept the proposal
cited in the reference 1 cited above to introduce and implement eOffice application
suite initially as single instance for the state with 1000 users in the following
Universities;

- 1.Osmania University, Hyderabad
- 2.Kakatiya University, Warangal
- 3.Mahatma Gandhi University, Nalgonda
- 4.Palamuru University, Mahabubnagar
- 5.Satavahana University, Karimnagar
- 6.Telangana University, Nizamabad
- 7.Potti Sriramulu Telugu University, Hyderabad.



D (eGov)

Kishore

PR
21/10/2021

1291611/2021/JD(eGOV)-ITE&C

The estimated cost is as follows:

Sl.No	Service Provider	Description	Cost exclusive of taxes
1	NIC, New Delhi	Implementation of eOffice Application Suite for all Universities for single instance for 1000 users on AWS Cloud for 5 years	31,46,000
2	M/s Dataevolve Solutions Pvt Ltd Partner of AWS	AWS Infrastructure on Cloud Technology per year	16,22,215.20

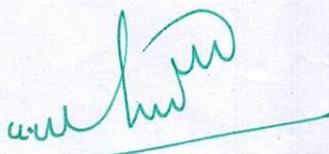
(Orders of CCE have been obtained in note file)

Yours faithfully,

Signed by Ghanshyam
For Commissioner of Collegiate Education &
Date: 12-10-2021 15:02:05
Reason: Approved
State Project Director, RUSA

Copy to:

1. Project Officer, RUSA
2. The Registrars of OU, KU, MGU, PU, SU, TU and PSTU.


JOINT DIRECTOR
O/o. Commissioner of Collegiate Education
Govt. of Telangana, Hyderabad.