

കേരള കാർഷിക സർവകലാശാല

നടപടിക്രമം

കേരള കാർഷിക സർവകലാശാല - പൊതുഭരണം - കെ.എ.യു.- പൊതുഭരണം - ഇ-ഓഫീസ് സംവിധാനം കാര്യക്ഷമമായി നടപ്പാക്കുന്നതിനായി നിർദ്ദേശം നൽകിക്കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പൊതുഭരണം

നമ്പർ: ജിഎ/പി2/8217/2023

വെള്ളാനിക്കര, തിരുതി: 14.06.2023

- പരാമർശം:
1. 24.04.2023 തീയതിയിലെ ജിഎ/പി2/8217/2023 നമ്പർ ഉത്തരവ്.
 2. സർക്കാർ ഉത്തരവ് നമ്പർ GO(P) 27/2015/ തിരുതി 20.08.2015.

ഉത്തരവ്

നാഷണൽ ഇൻഫർമാറ്റിക്സ് സെന്റർ വികസിപ്പിച്ചെടുത്ത സോഫ്റ്റ് വെയർ സംവിധാനം കേരള സ്പോർട്ട് ഐടി, മിഷൻ മുഖേന സർവകലാശാലക്ക് ലഭ്യമാക്കിയിട്ടുണ്ട്. ആയതിന്റെ ആദ്യഘട്ടമായി സർവകലാശാലയിലെ ഹെഡ്ക്വാർട്ടേഴ്സിലെ പരിധിയിൽ വരുന്ന ഡയറക്ടറേറ്റുകളിലും ഓഫീസുകളിലും ഇ-ഓഫീസ് നടപ്പിലാക്കുന്നതിന് സജ്ജമായിട്ടുണ്ട്.

കേരള കാർഷിക സർവകലാശാലയിലെ ഹെഡ്ക്വാർട്ടേഴ്സിലെ എല്ലാ ഡയറക്ടറേറ്റ്/ഓഫീസുകളിലും 15.06.2023 മുതൽ ഇ-ഓഫീസ് സംവിധാനം കാര്യക്ഷമമായി നടപ്പാക്കുന്നതിനായി നിർദ്ദേശം നൽകിക്കൊണ്ട് ഇതിനാൽ ഉത്തരവാകുന്നു.

ഇ-ഓഫീസിന്റെ പ്രവർത്തനം സംബന്ധിച്ച് സൂചന(2) സർക്കാർ ഉത്തരവിന് അനുസൃതമായ പൊതുവായ മാർഗ്ഗ നിർദ്ദേശങ്ങൾ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

ഡോ.എ. സക്കീർ ഹുസൈൻ
രജിസ്ട്രാർ

സ്വീകർത്താവ്

1. ഡയറക്ടർ ഓഫ് ഇൻഫർമേഷൻ സിസ്റ്റംസ്.
2. നോഡൽ ഓഫീസർ.
3. കേരള കാർഷിക സർവകലാശാല ഹെഡ്ക്വാർട്ടേഴ്സിലെ എല്ലാ ഓഫീസ് മേധാവികൾക്കും.
4. സെക്ഷൻ ഓഫീസർമാർക്കും.

പകർപ്പ്:

വൈസ് ചാൻസലറുടെ പിഎസ്/ വൈസ് ചാൻസലറുടെ പിഎ/രജിസ്ട്രാറുടെ പിഎ/ കമ്പ്യൂട്ടറുടെ പിഎ/അസിസ്റ്റന്റ് കമ്പ്യൂട്ടർ (ഡി.ഡി&എ)/ജോയിന്റ് രജിസ്ട്രാർ (ഭരണം I) അസിസ്റ്റന്റ് രജിസ്ട്രാർ (ഭരണം II)/പൂൾ ഓഫീസർ/സെക്ഷൻ ഓഫീസർ/എല്ലാ അസിസ്റ്റന്റ്മാർക്കും/ റെക്കോർഡ് സെക്ഷൻ/കരുതൽ ശേഖരം/ മി.ച്ചം.

ഉള്ളടക്കം: മേൽ സൂചിപ്പിക്കും വിധം.

// ഉത്തരവിൻ പ്രകാരം //

സെക്ഷൻ ഓഫീസർ

Kerala Agricultural University

GUIDELINES OF COMMON PROCESS FLOW IN E-OFFICE

(Adapted from Annexure II of G.O.(P). No 27/2015/ITD dated 20-08-2015)

1. All pages of tappal should be diarised. Office Attendant attached to 'Sections and offices' and Computer Assistant (CA) attached to the Sections/Faircopy can be engaged for diarizing. Head of the Directorate/College/Station has to entrust two Office Attendants and a Computer Assistant for scanning and diarising work at FaircopySection. All Office Attendants and Computer Assistants of the directorate may be engaged on rotation basis. In Headquarters Books and big sheets may be scanned at the Central Library/Faircopy e-Office counter.
2. CRU (Central Registry Unit) shall forward the receipts to Section Officers and the Section Officers to Assistants. Superior Officers concerned (Assistant Registrar / Deputy Registrar / Joint Registrar etc.) shall ensure that all tappals are attended in time.
3. All Tappal Numbers shall be generated only through e-Office. In University Headquarters, tappal generation through UNIVERSITY SUITE stands dispensed with. CRU shall also send physical receipts to the Superior Officer concerned (Assistant Registrar / Deputy Registrar / Joint Registrar etc. as the case may be), on the same day of sending the receipts after writing e-Office Receipt Number and Date on it. The existing movement of physical tappal will apply in this case. The Officers shall also send the hard copy of the tappals to the Sections concerned. The bundle of tappals for a month should be sent to the Records Section in the succeeding month itself. 'The summary of receipt', that can be downloaded from **REPORTS → RECEIPTS RECEIVED** can be used as the facing sheet. As far as possible the Records Section may arrange e-Office tappals in separate racks. Retention period will be specified in due course.
4. All the live files scanned for migration shall be sent to the Records Section, immediately after migration, with a memo docket sheet in front of it. The Section Officer should ensure that all such files have been migrated to e-Office and the e-Office file number has been mentioned in the file.
5. Assistants can forward tappals within sections and Section Officers within concerned Directorate/Unit as per subject distribution. Orders of higher officers should be taken in case of ambiguity.

6. (i) **Process to be followed in forwarding files to other Sections / Directorates for remarks/ vetting/ opinion etc.**

After taking orders in the file concerned, the Assistant of 'Forwarding Directorate/Office' will forward the file to CRU of 'Receiving Directorate/office' and CRU of 'Receiving Directorate/office' will forward it to the Section Officer concerned. The Section Officer concerned of the 'Receiving Directorate/office' will forward the same to the Assistant concerned. The Assistant shall create a new file and to link the other department file using **LINK → INTERNAL FILE** and process. After taking decision, the Assistant concerned will Add file Number and Remarks/opinion in the Note File of the **other Directorate/office** file as next para, the Section Officer will Digitally Sign and forward the file to Assistant. The Assistant shall return the same to the CRU of the **Forwarding Directorate/office**.

(ii) **Process to be followed in transferring files to other Directorates.**

After taking orders in file, the Assistant of the 'Forwarding Directorate' will forward the file to CRU of 'Receiving Directorate/office'. The CRU of 'Receiving Directorate/office' shall download the entire file in PDF format and create a new Receipt and forward the Receipt to the Section Officer concerned.

The other directorate/office file in the CRU's inbox may be returned to the Section Officer of Forwarded Directorate after adding the Receipt Number by CRU in green note. The owner Assistant can close the file.

7. Login into e-Office with user ID and password shall be treated as equivalent to electronic authentication.
8. **Digital Signature Certificate (DSC)**, which is valid and equivalent to physical signature shall be provided to officers of and above Section Officers by the **Directorate of Information Systems**.
9. As far as possible, Officers of and above the rank of Assistant Registrar may use DSC in Note File.
10. Officers relieved from University service for taking up another employment, on retirement and similar such situations shall return the DSC/VPN token to **Directorate of Information Systems**. The **Directorate of Information Systems** shall take necessary steps to invalidate such DSC.

11. All the employees going to retire or exit University service for taking up another employment or similar such situations shall obtain an NLC from **Directorate of Information Systems and IT Cell of the College/Station** that all the accessories (Laptops/Computers/USBs/DSC Token etc.) supplied from University have been returned.
12. Movement of files and communication between e-Office implemented Directorates/Colleges/Stations within the University should only be through electronic mode. For each unit an account is available for CRU in the format **CRU.<UnitName>** (eg. cru.reskau for Directorate of Research). This account may be used to send/receive inter-departmental communications through e-Office as well as e-mail.
13. **Digital Communication between two directorates using e-mail and e-Office** - In cases where e-File should not be directly sent between directorates, e-mail can be used for communication of correspondence. **CRU.<DirectorateName>** email user ID may be used by the Directorate's Tappal Section to monitor both emails as well as incoming e-Files. A directorate may dispatch a correspondence through e-Office itself using the 'By e-mail' option and specify the CRU e-mail ID of the recipient directorates. The recipient directorates Tappal Section uses this user account to monitor e-mails through the NIC mail interface in the e-Office dashboard page. This interface provides the option to move emails to e-Receipts on which the correspondence will be available under Receipts email Diarization link in e-Office from where Receipt can be created from the correspondence.
14. Files can be parked when no action is pending for two weeks.

15. Handling of Physical files in e-Office

- (a) Maintenance of Physical Personal Registrar (PR) is to be continued in e-Office implemented offices also.
- (b) Physical live files, which would continue to be dealt in physically, Assistant shall generate an e-File number, for using the same for Physical files.
- (c) Each time, while submitting a physical file, the Assistant shall update the same in the corresponding e-File.
- (d) Assistant shall create a separate folder in the name of 'Physical files' in e-Office FILE inbox for parking such e-Files created for files processed physically.

- (e) The Assistant concerned with the assistance of Computer Assistant/Office Attendant shall scan the physical file, once action is over and attach the same into the correspondence e-File and close.
- (f) The Assistant shall keep physical registers for Court cases, Legislative Committee Reports, LA Interpellations, RTI, Stock file and other registers mentioned in Secretariat Office Manual till they are available in e-Office.
16. Officers shall use '*Times New Roman*' font for English and '*Meera*' for Malayalam while processing the file. Font size shall be 14 and that too in black colour.
17. All users of e-Office should put paragraph numbers in note files.
18. Separate Font colour, preferably '*red*' may be applied while mentioning 'reference', 'attachments' or 'links' in Note file (eg. Please see the G. O. at reference).
19. The Officer who is empowered to approve the draft should approve and the Officer empowered to sign the fair copy shall digitally sign in e-Office. All outward communications should invariably contain DSC or manual signature.
20. In digitally signed communications, the subscription APPROVED FOR ISSUE / SECTION OFFICER may be avoided.
21. The Parliament/Miscellaneous Section of the Directorate/Office shall prepare Monthly Business Statement (MBS) as per the reports available in e-Office.
22. Directorates shall send letters and other forms of communications, electronically to CRU of the directorate/college/station concerned.
23. An e-Office file shall normally be put up to his/her immediate Superior Officer. Level jumping can be opted in the absence of his/her immediate superior officer or with specific order from appropriate authority.
24. Users of e-Office may contact the Directorate of Information Systems, KAU (Email: dis@kau.in) for getting their grievances redressed.

S/d
REGISTRAR