



GOVERNMENT OF JAMMU & KASHMIR
SCHOOL EDUCATION DEPARTMENT
CIVIL SECRETARIAT, J&K

Subject:- Implementation of e-office –*instruction thereof.*

Circular No. 03-JK (Edu) of 2024
Dated: 15.02.2024

Pursuant to the Government Order No. 820-JK(Edu) of 2021 dated 02.09.2021, followed by instructions issued by the General Administration Department vide circular No.37-Jk(GAD) of 2021 dated 20.09.2021 and No. 44-JK(GAD) of 2021 dated 12.11.2021, all the department(s) have been directed to switch over to e-office mode of working with the assistance/handholding from the IT Department by way of facilitating them with VPN connections, creation of jk.gov.in email IDs and training of the local admins etc.

Accordingly, with a view to ensuring a **complete switch over to e-office** mode, from physical files/Daks, it is enjoined upon all the subordinate offices of School Education Department to switch over to e-office mode with immediate effect and complete the whole process as per below mentioned time line. Further, wherever, necessary, Directors shall also identify the areas/assignments where the record needs to be routed through both physical and online modes.

1. Directorate level to CEO level- Before 31st March and
2. Upto Zonal level/Cluster Head level by or before 30th April.

Strict adherence to given timelines is desired and progress shall be reviewed regularly in the meetings.

Sd/-

(Dr. Piyush Singla), IAS
Administrative Secretary
School Education Department

Dated: - 15.02.2024

No: Edu-Gen/607/2022-01

Copy to the:-

1. Director SCERT.
2. Secretary, JKBOSE
3. Director, School Education, Kashmir/Jammu.
4. Project Director Samagra Shiksha.
5. OSD to Advisor (B) to the Hon'ble Lieutenant Governor, J&K UT.
6. All Chief Education Officers/Principal DIETs .
7. All Zonal Education Officers.
8. I/c website.
9. Administrative Officer, FFRC.
10. PA to Administrative Secretary, School Education Department.
11. Circular file (w.2.s.c).

(Thannaji Bhat)

Under Secretary to the Government
School Education Department

15.02.2024