Government of Jammu & Kashmir
General Administration Department
Civil Secretariat, J&K

Subject: **Migration of e-office instance of Jammu & Kashmir to NIC/NICSI Cloud.**

Reference: Record of discussions issued vide Information Technology Department communication No IT/Gen/204/2021 dated 05.09.2024 regarding Migration Plan/shifting of e-Office instance of Jammu & Kashmir to NIC/NICSI Cloud held on 04.09.2024.

Circular No.: 21-JK(GAD) of 2024
Dated: 20.09.2024

The e-Office application in the UT of Jammu & Kashmir is presently being managed by JaKeGA (front-end support, rollout support), DCO CDAC (Hosting support), and NIC (application team). JaKeGA and JKSDC have dependency on NIC Application team for resolution of application-related issues. The NIC Project Management Unit (PMU) is responsible for pan- India instances resulting in frequent delays in resolving application-level issues. As an epilogue to ensuring Business Continuity of e-Office, a plan for Migration of e-Office instance of Jammu & Kashmir to NIC/NICSI managed RailTel Data Centre is being undertaken to ensure a seamless e-Office experience as also to do away with unscheduled downtimes/disruptions, which have been impacting e-Office functioning in the recent past. The migration plan shall be completed with zero data loss, complete data integration and 100% replica of the existing e-files for seamless migration of JK e-Office to the NIC/NICSI cloud.

2. The process of migration of e-Office instance of Jammu and Kashmir to NIC/NICSI managed RailTel Cloud includes, *inter alia*, provisioning of deployment infrastructure and professional (managed) services for upto 25000 e-office users of the Government of Jammu and Kashmir. Currently, there is one instance comprising of 04 offices, as detailed below, out of which three instances will be hosted at RailTel Data Center (existing instance in JK SDC to be split into

3 instances - Secretariat- 5000 users; DC Offices- 10000 users; and HOD Offices-10000 users) for performance optimization, whereas the fourth instance -PSUs, shall continue to function at JKSDC.

For Civil Secretariat - at https://eofficesect.jk.gov.in
For DC offices at - https://eofficedc.jk.gov.in
For HOD offices at - https://eofficehod.jk.gov.in
For others (PSUs/University) at - https://eoffice.jk.gov.in

3.   To split the existing instances, the files generated by each instance are required to be transferred back to their parent instance for traceability of files. Vide office order no: 68-JaKeGA of 2024 dated: 17-09-2024, the files are being transferred back to the original location in preparation for the Splitting & Migration of the J&K e-Office instance to three instances i.e Secretariat, DC Offices and HOD Offices. Files of respective departments are being transferred to temporary designations with the nomenclatures - Secretariat receiver, DC office receiver, HOD Receiver in e-office by ICT Resource Persons from JaKeGA nominated for the said activity. The temporary designations are mapped to respective section officers of the department. Consequently, the e-office files which are not at their original locations may be temporarily unavailable till the process of migration is completed by 30th September 2024.

4.   Subsequent to conclusion of migration process, all administrative departments / HODs/ DC offices shall be requested to test/vet the data. Once the departments give their go-ahead, then the down time on 29th of September 2024, for making the final changes and handing over the e-Office instances to J&K Government, shall be sought by the e-Office PMU. Towards this end, all departments shall appoint nodal officers for testing / vetting of the data and provide certificates to the effect that all files pertaining to their departments, (department-wise lists to be provided separately), are present in e-office accounts of respective departments. Thereafter, for final testing of the e-office application, it is expected that downtime for a day, on Sunday 29th September 2024 may be observed for making final changes and testing, prior to making the e-office application live.

5.   In case, any further information or assistance related to migration of e-Office instance of Jammu & Kashmir to NIC/NICSI managed Cloud is required, the following may be contacted:

I. Mr. Ashish Dogra, ICT Resource Person (Mob 9419187369).
II. Mr. Romit Singh, ICT Resource Person (Mob 7006513380).
III. Mr.Sharat Khuroo, ICT Resource Person (Mob 7780935818)
IV. Mr. Iqbal Bhat, ICT Resource Person (Mob 7051538916).

The aforementioned instructions are being brought to the notice of all concerned for information and compliance.
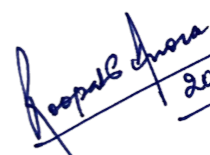
Sd/-
(Sanjeev Verma) IAS,
Commissioner/ Secretary to Government.

No. GAD-SERV0GENL/124/2024-09-GAD   Dated:20.09.2024

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3. Principal Secretary to the Lieutenant Governor.
4. All Commissioner/Secretaries to the Government.
5. All Secretaries to the Government.
7. Divisional Commissioner, Kashmir/Jammu.
8. All HoDs.
8. All Deputy Commissioners.
9. CEO JaKeGA.
10. SIO NIC, J&K.
11. Private Secretary to the Chief Secretary.
12. Private Secretary to Advisor (B) to the Hon'ble Lieutenant Governor.
13. In-charge website GAD, IT and JaKeGA for uploading this Circular on respective Websites.
14. Circular file.

(Roopali Arora)JKAS,
Under Secretary to Government.