



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

Subject: Processing of receipts/daks through e-Office-reg.

**Circular No.29-JK(GAD) of 2024
Dated:29.11.2024**

In line with the commitment to enhance organizational efficiency, security, transparency and smooth workflow, a unified platform viz. e-Office is being used in Civil Secretariat and all subordinate Offices. Implementation of e-Office in Civil Secretariat and subordinate offices of Government Departments, has brought a great deal of efficiency in the overall working and disposal of Government business in the Union territory of Jammu and Kashmir.

e-Office system covers different stages including diarization of inward receipts, file creation, movement of receipts and files, recording comments of all officers/ officials of the hierarchy, approvals and archiving of records. This has enabled a paperless environment, infused with improved efficiency through an in-built mechanism for real time tracking.

However, it has been observed that receipts and important communications are being shared through the medium of various instant messaging services such as whatsapp or through electronic mails, thereby making it impossible to track the receipt. This disrupts the official workflow and defeats the purpose of the unified e-office platform.

In this backdrop, it is enjoined upon all Administrative Secretaries, Deputy Commissioners and Heads of Departments/ Managing Directors of PSUs/ Corporations, to ensure that all the official correspondence(s) are shared through e-office only.

Sd/-

(Sanjeev Verma) IAS

Commissioner/Secretary to the Government

Dated:29.11.2024

No. GAD-ADM0III/358/2024-09-GAD


Copy to:

1. Financial Commissioner (Additional Chief Secretary), Jal Shakti Department.
2. Additional Chief Secretary to Hon'ble Chief Minister, J&K.
3. Director General of Police, J&K.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. All Principal Secretaries to the Government.
6. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. All Commissioner/Secretaries to the Government.
9. Chief Electoral Officer, J&K.
10. Divisional Commissioner, Kashmir/Jammu.

11. All Deputy Commissioners.
12. Director Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of the Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.
19. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
20. Secretary, J&K Legislative Assembly.
21. Special Assistant to Hon'ble Deputy Chief Minister, J&K.
22. Private Secretary to Chief Secretary, J&K.
23. Private Secretaries to Hon'ble Ministers, J&K.
24. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
25. Private Secretary to Commissioner/Secretary to the Government, GAD.
26. Circular/Stock file/Website, GAD. **"Hindi and Urdu versions shall follow"**.


29.11.2024
(Rohit Sharma) JKAS

Additional Secretary to the Government


29/11