

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH: AMARAVATHI
Present: S.Suresh Kumar, I.A.S.,**

Rc.No. ESE02-31021/49/2022-IT-CSE

Dt:25/10/2022

Sub: - SE - Implementation of e-Office in the subordinate office under School Education Department - Certain Instructions -Issued.

Read: 1.G.O.Ms.No.149 GENERAL ADMINISTRATION (PU-A) DEPARTMENT,
Dated:18.10.2017.
2.Circular Memo No GAD01-OPOM0EOFF(INST)-2-2018 dated 10-09-2018.

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ORDER:

The attention of all the Regional Joint Directors and the District Educational Officers in the state and subordinate offices working under the control of School Education Department are informed that in the reference 1st read above the government have decided to implement e-Office in the State. Further, it is brought to the notice of the under signed that all the subordinate offices in school education department have not followed the guidelines/instructions issued by this office time and again and maintaining manual files and sending the proposals manually to headquarters. It is against the Governing rules which were issued vide references read above.

Accordingly, necessary instructions issued by this office for strict implementation of e-office and required training was also given by respective district NIC officials. In spite of these instructions, it is found that subordinate offices are sending their outward communication through physical dispatch which is causing delay and defeating the purpose of introduction of e-office system. This is also giving the scope for unscrupulous elements to forge government orders / proceedings and in some cases leading to siphoning of public money using these fake documents.

Therefore, All the Regional Joint Directors and the District Educational Officers in the state are hereby **directed to not to send files manually and strictly implement e-office from 01.11.2022 onwards** without fail. If any additional infrastructure is required for implementation of e-Office, the offices

may send the proposal immediately without delay. No exemption is given for e-Office implementation beyond the date mentioned above. Any Manual files found during the visit or sending the proposal manually to CSE office will be viewed seriously and disciplinary action will be initiated against them as per CCA Rules 1991

These orders should be followed scrupulously. An orientation program will also be conducted on 28-10-2022 @ 2:00pm all the concerned employees who required training on e-office should attend the said training with out fail.

Receipt of these proceedings should be acknowledged.

S Suresh Kumar
COMMISSIONER OF SCHOOL EDUCATION

To

All the RJDSE's in the State
All the DEO's in the State
Copy to Director, SCERT for information
Copy forwarded to SPD for information
Copy forwarded to all the District Collectors & Magistrate in the state for information.
Copy to this office.