

Office of Zilla Praja Parishad
East Godavari, Kakinada

Rc.No. ZPPEG-DSEC0ESPO(OO1)/1/2017-SA(ES-D1)-ZPPEG Dated:**08/02/2017**

*** CIRCULAR ***

Sub:- Establishment – Zilla Praja Parishad, Kakinada – eOffice – implementation of e-office – Stoppage of manual files – implementation of Bio Metric Attendance System – Circular instructions – Issued.

Ref:- 1.G.O.Ms. No. 26 IT&C (e-Gov) Dept. Dated 19.11.2016, Government of AP, Amaravathi.

2.Memo No. 8822/CPR&RD/D1/2015 Dated 01.03.2016 of the Commissioner, Panchayat Raj and Rural Development, Andhra Pradesh, Vijayawada.

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It is to inform that the Government of Andhra Pradesh, Amaravathi have very keen and particular for implementation of eOffice in place of existing manual file system in all Govt. Offices for bringing Single File System from ground level to top level and moreover having aim to avoid unnecessary delay which generally is caused in manual filing system. Pertaining to this the Govt. have already given proper instructions in the reference 1st cited.

While so, the Commissioner, Panchayat Raj and Rural Development, Andhra Pradesh, Vijayawada who is the Head of Department is also very particular for implementation of Bio Metric Attendance System in place of existing manual attendance system.

In the matter of both above issues, already Digital Signature Keys, government email IDs to each and every employee along with training for implementation of eOffice and also transform from manual filing system to eOffice were given. In addition to that devices for using Bio Metric Attendance from the employees have also been supplied to each and every office/sections which are under the control of Zilla Praja Parishad, East Godavari, Kakinada.

Hence, the following instructions are hereby issued for strictly implementation of eOffice in each and every officer including Bio Metric Attendance systems in order to fulfil the aim of Government.

- There is immediate need to close the New Case Register. Therefore, the NCR which refers for running of manual file system shall be closed by 06.02.2017 in each and every office. No current number from the NCR shall be given or taken w.e.f. 07.02.2017 onwards.
- No physical file will be there from 07.02.2017 onwards.

- Immediately scan all running manual files and place them in eOffice file system.
- For implementation of eOffice, everyone shall use Government mail IDs only.
- All the official correspondence from ground level to top level including requests of officials, office internal official business shall be in eOffice w.e.f. 07.02.2017. Manual correspondence including requests of officials (For instance, Sanction of pay fixations, SLs, Postings, Leaves etc.) shall not be accepted hereafter.
- Bio Metric attendance system instead of manual Attendance shall invariably be used. Close the manual Attendance system immediately.
- Movement of the officers and officials shall invariably be in employee login of Bio Metric Attendance System.
- Offices and staff must put their attendance in Bio Matric Systems during the working days daily in the morning i.e., before 10:30 AM and close after 5:00 PM. They are at this juncture informed that the Bio Metric attendance is being watched daily in Hon`ble Chief Ministers dash board. Hence, they should be very vigilant in the matter of attendance.
- Sri KSS Subba Rao, Deputy Chief Executive Officer i/c designated as Nodal officer for implementation of e-office
- Sri A Chandrasekhar, D-1 Assistant designated as Master Trainee.
- Any doubts regarding implementation of e-office in MPP office may be contacted to above officers.
- In future no manual files will be entertained in Zilla Praja Parishad, Kakinada

Therefore, the Mandal Parishad Development Officers / Superintendents in the district are hereby instructed to take initiative and ensure to successful implementation of eOffice and Bio Metric Attendance system hereafter i.e., w.e.f 07.02.2017 and extend their share in build the digital Andhra Pradesh.

KANDADIA PADMA
Chief Executive Officer
Zilla Praja Parishad, Kakinada

To

All the Mandal Praja Parishad Development Officers in the District

The Superintendents in Zilla Praja Parishad Office. **They are at this juncture are hereby directed to see that all files can process through eOffice. Also they are informed that the manual attendance system is closed by the A.N. of 07.02.2017, and hence, they need to see that the staff in their section shall put their attendance through Bio Metric System in their sections only.**

All the Staff working in Zilla Praja Parishad, East Godavari, Kakinada through concerned Superintendent.