

GOVERNMENT OF PUDUCHERRY
CO-OPERATIVE DEPARTMENT

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No.343/RCS/Estt/E2/2023

Puducherry, dt. 06 -09-2023

CIRCULAR

Sub: Co-op - Estt - e-Office - Scanning of files - Reg.

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It is to be noted that the Government of Puducherry has already commenced the e-Office project and is being utilized by the Departments which are still under PSWAN connectivity.

2. Under this project, digitization of files requiring transition to electronic files is a part. Legacy files such as, Grand-in-aid files, project files (current / to be settled), Promotion files, MACP files, DPC files, post-based rosters, expenditure sanction files, files that are sent frequently to the Secretariat beyond the Administrative Secretary may be identified. For this purpose, corresponding note sheets and files should be properly numbered, excluding blank pages.

3. Digitization of files has been commenced in the 5th floor (PIA) of the campus of the Directorate of School Education, Puducherry, under the supervision of the Directorate of Information Technology, Puducherry. For the said purpose, an agency has been deployed by the DIT for scanning the files. As the Scanning Agency deployed for this project will have to complete their process within a month or two, the Section Officers are instructed to follow-up the digitization work to be completed within this month i.e., September 2023, without fail. Otherwise, the Section Officers need to scan their files, by themselves, as and when their files are sent to the Government for approval / concurrence / sanction.

4. An official from each Section shall be deployed by the Section Heads for corresponding with the scanning agency. The said official shall be responsible for scanning their section files and return. For safe custody of the files and for tracking the files, it is instructed to maintain a log register for their respective sections before taking the file for scanning mentioning the file number, file name, number of pages in the notesheet and number of pages in the file, date on which file is taken out from the Department for scanning, date on which file is returning to Department after scanning with Signature of the Section Head on both the dates.

5. This may be treated as "TOP MOST PRIORITY".



(S. YESVANTHAIYAH)
REGISTRAR OF CO-OP. SOCIETIES

To
All Section Heads

Copy to:

- 1). PS to RCS
- 2). Web Editor