

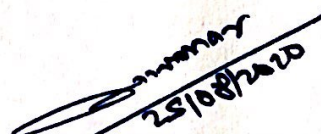
No. IT-102/2/2020-DITC-DIT
GOVERNMENT OF MANIPUR
DEPARTMENT OF INFORMATION TECHNOLOGY

Imphal, the 25th August, 2020

Subject: Standard Operating Procedure (SOP) for implementation of e-Office Manipur.

Towards successful implementation of e-Office Manipur, all the Administrative Secretaries and Deputy Commissioners are requested to follow/ensure the Standard Operating Procedure (SOP) as detailed below:

- i. All Officers/Staff under their respective Department(s) should login to e-Office [<https://eofficemanipur.nic.in>] application at the start of day and also perform all the e-Office related activities on daily basis.
- ii. All DAKs/Files are to be digitised and diarised in e-Office application only.
- iii. All new files are created and moved on e-office application only.
- iv. For those Departments who have not yet implemented or on-boarded on e-Office are to ensure that they are on-boarded to e-Office in consultation with IT Department in next 2-3 days.
- v. All Departments shall strive to maximally adopt the application ensuring more than 85% of files through e-Office by last week of September, 2020.
- vi. All Deputy Commissioners are to ensure that e-Office application are implemented in their respective Districts and all the official communication to the respective line Departments and Secretariat are done through e-Office application.
- vii. All e-Office users are mandated to use Digital Signature Certificate (DSC) or e-Sign while processing the files on e-Office application.
- viii. For Hon'ble Minister's level, files are to be approved using the Digital Signature Certificate (DSC) by Hon'ble Minister himself or by uploading the signed copy of extract note sheet on e-Office application by PPS/PS.
- ix. All the Officers/Staff while processing the File/Dak on e-Office should strictly confine to works allocation of their respective Departments.
- x. Departmental Nodal Officers (DNO) to update the e-Office Status report by 6:00 PM on daily basis. The link given below may be used for updating the reports [<https://forms.gle/UjfNCLwjyQbmJidf7>]


(Dr. Rajesh Kumar)
Chief Secretary
Government of Manipur

To,

1. All Administrative Secretaries, Government of Manipur
2. Special Secretary (IT), Government of Manipur
3. All Heads of the Departments, Manipur
4. All Deputy Commissioners, Manipur

Copy to:

1. Secretary to Hon'ble Chief Minister (i/c IT), Manipur.
2. SO to the Chief Secretary, Government of Manipur.
3. Director (IT), Manipur.
4. State Informatics Officer, NIC, Manipur.