

URGENT / IMPLEMENTATION OF E-OFFICE
GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o
Director of
Municipal
Administration,
T.S.,
Hyderabad.

C I R C U L A R

Roc.No. CDMA-K3/ESTM/OTH/1/2017-K SEC-CDMA
19/02/2017

Sub:- Municipal Administration Department – Implementation of e-Office in all the Urban Local Bodies in the State – Procurement of Hardware – Certain instructions – Issued.

Ref:- This office Circular Roc.No. 479/2015/K3, dt. 23.01.2017 addressed to the Commissioners of all ULBs.

The attention of the Commissioners of all Urban Local Bodies in the State is invited to the references cited and they are informed that in the reference 1st cited they were directed to take action on the following issues in connection with implementation of e-Office:

- (i) Furnishing information in the prescribed (4) formats to National Informatics Centre, Hyderabad
- (ii) Procurement of Digital Keys at Rs. 1200/- per key Telangana State Technology Services, Hyderabad for all the Officers/ Employees working in the ULBs and creation of Government email IDs through NIC
- (iii) Making responsible the System Managers/ System Assistants working in the ULBs exclusively for assisting and looking after e-Office issues
- (iv) Making available prescribed hardware viz. scanners/ computers and keeping them ready for implementation of e-Office
- (v) Engaging/ appointing two EMD Managers/ Master Trainers/ Digitization Team in the ULBs exclusively for assisting and looking after e-Office

2. Accordingly, the ULBs have taken action as per the instructions issued by this office and presently training programmes are underway by the officials of NIC/ IT Department for the Officers and Staff of ULBs for

making them familiar with implementation of e-Office.

3. Additional hardware required if any for implementation of e-Office may be purchased by the ULBs duly following the procedure in vogue and meeting the expenditure from the general funds of the ULBs.

4. For any further clarifications in this regard, the following Nodal Officers of this Directorate may be contacted:

- 1 Smt. N. Vanisri, Deputy Director -
9704984902
- 1 Sri. TS.VN.Thrillehwara Rao , Assistant Director -
9704998175
- 1 Kum. Y. Malathi -
9502483953

SREEDEVI T K
DIRECTOR OF MPL ADMN

To

The Commissioners of all ULBs in the State excluding GHMC {through RDMAs}

The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad
Copy to the Project Manager, e-Suvidha, Telangana State, Hyderabad & Superintendent, H-Section for compliance

Signature valid

Digitally signed by SREEDEVI T K
SREEDEVI T K
Date: 2017.02.15 12:43:07 IST
Reason: Accepted

