

Secretariat to take the e-route by year end

T. Nandakumar

THIRUVANANTHAPURAM: Manual handling of files and documents is expected to be replaced with a more efficient electronic system as all the departments in the Secretariat here will switch over to the e-Office software by the year end.

Developed by the National Informatics Centre (NIC), e-Office is a digital workplace solution designed to ensure accountability and speedy decision-making. The Finance, Information Technology, In-

dustrial, Local Self-Government, Stores and Purchase, Food and Civil Supplies and Health Departments have already been brought into the e-Office network, along with the State Planning Board and the Kerala State IT Mission.

Major challenge

K. Mohammed Y. Safirulla, Director, KSITM, said the project was expected to cover 40 departments by December. He said the NIC was working on solutions to the Malayalam editing and typing issues, one of the major chal-

lenges in the implementation of the e-office system. Officials said the system would be extended to directorates in the next phase.

e-Office is equipped with separate modules for file management, knowledge

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management, personnel information and collaboration and messaging services. "The system ensures more transparency in the system as each and every action taken on a file is recorded electronically," says an official. "e-Files can be easily searched and retrieved and actions on them can be taken instantly. They can also link to and reference relevant files, documents, rulings and decisions. This simplifies decision-making," the official said.

While the personnel information system allows author-

ised users to access an employee's personal data and employment records, the leave management system facilitates online application for leave and speedy processing. It also lets users track the status of an application.

The system helps upload, locate, and view large volume of documents including policies, forms, acts and regulations, circulars, office orders and manuals. Other features include automated payroll, audit trail facility and SMS and e-mail reminders for events and conferences.