Kerala State IT Mission
Department of Information Technology
Government of Kerala
Thiruvananthapuram

PROCEEDINGS OF THE ADMINISTRATIVE OFFICER, KERALA STATE IT MISSION, THIRUVANANTHAPURAM
Present: SINI J SHUKKOOR

Sub: KSITM – Meeting Management System (MMS)– Compulsory for officers of KSITM /SeMT who attend department meetings - reg

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No:Admn-Estt/36/2020-KSITM Dated, Thiruvananthapuram, 16/07/2020

Read: Proceedings No. Admn-Estt/36/2020 dated 27.05.2020

Order

As per proceedings read above nomination of officers attending for Departmental meetings has been revised. The nodal officers are representing Electronics & IT Department/KSITM in the meeting and are required to offer remarks in consistancy with IT Policy of Government and the orders issued by Government from time to time. Nodal officers are directed to confirm their remarks/suggestions offered in the meeting have appeared in the draft minutes also.

MMS (Meeting Management System) was developed to be used by the nodal officers of KSITM / SeMT. All nodal officers are directed to ensure that the details of the departmental meetings they attend, are entered in the Proforma in the application and updated regularly.

Head e governance and Head Technology shall be responsible for full compliance of the above directions.

SINI J SHUKKOOR
ADMINISTRATIVE OFFICER

Copy to:
1) Head e governance, KSITM
2) Head Technology, KSITM
3) KSITM / SeMT officers