

File No.T-13/3/2019-PLR/70-71
Dated - 28/08/2020

GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT

OFFICE MEMORANDUM

Subject : Implementation of e-Office in Meghalaya Secretariat

The Government of Meghalaya has taken a decision that all Departments in the Secretariat should start implementation of e-office within the calendar year of 2020. So far, e-Office is being implemented in the Chief Minister's Secretariat and in six other departments besides Chief Secretary's Office and two other subsidiary offices.

2. An online workshop on e-Office for NE States was organised by the Department of Administrative Reforms & Public Grievances, Ministry of Personnel on the 12th June, 2020 which was attended by the Hon'ble Chief Minister, Meghalaya in which he had stated his strong desire to onboard e-Office implementation in the State.

3. Subsequently, a meeting chaired by the Chief Secretary with all the senior officials of the State Government was held on the 25th June, 2020 in which the following decisions were taken to ensure its successful implementation -

- (i) Planning Department has been identified as the Nodal Department to coordinate the implementation of e-Office and an e-Office Cell has been set up within the Department for this purpose.
- (ii) The National Informatics Centre, Meghalaya will provide the necessary technical support.
- (iii) The on-boarding of the departments on the e-Office platform will be in a phased manner. By the end of September, 2020, an additional 8 departments/directorates/agencies shall begin working through the e-Office platform.
- (iv) A suitable nodal officer, not below the rank of Under Secretary, is to be immediately identified by all the Departments and the name, designation, contact details including e-mail address is to be furnished to the Planning Department by the 7th September, 2020.
- (v) The responsibilities of the nodal officer shall be to – (a) to submit the names of the staff who will be working on the e-Office to the e-Office cell; (b) to ensure that all the officers in the department including the selected staff possess either the gov.in or nic.in email addresses; (c) to assess the requirements in terms of computers, scanners, etc. in consultation with the NIC.
- (vi) Procurement of the necessary hardware and software for this purpose will be made by the Planning Department.
- (vii) The Secretariat Administrative Department in consultation with the NIC shall take steps to provide the necessary electrical plug points and other required installations.
- (viii) During the transition period to e-Office, the processing of files on the eOffice platform may begin with routine administrative matters.

All Departments are hereby directed to undertake all necessary steps to ensure successful implementation of e-office. All queries and clarifications in this regard may be directed to Shri Robert Lyngdoh, Joint Secretary, Planning Department.



[M. S. Rao]
Chief Secretary,
Government of Meghalaya

File No.T-13/3/2019-PLR/70-71 – A,

Dated Shillong the 28th August, 2020

Copy forwarded to :

1. P.S. to Addl. Chief Secretary to the Government of Meghalaya
2. All Principal Secretaries to the Government of Meghalaya
3. All Commissioner & Secretaries to the Government of Meghalaya
4. All Secretaries to the Government of Meghalaya
5. The DDG/State Informatics Officer, NIC, Meghalaya
5. All Administrative Departments

By order etc.



Officer on Special Duty & ex officio
Joint Secretary to the Government of Meghalaya
Planning Department