



GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, J&K

Subject: Implementation of e-Office 2.0 upto Block/Tehsil Level in Jammu & Kashmir- Instructions thereof.

Reference: File No. IT-Gen/106/2025 (7634268)

Circular No. 13-JK(GAD) of 2025
Dated: 29.05.2025

In accordance with Government Order No. 30-JK(ITD) of 2025 dated 16-04-2025 of Information Technology Department, various teams at State Level, Divisional Level and District Level were constituted to facilitate the extension and implementation of e-Office up to the Tehsil/Block Level across all Districts of Union Territory of Jammu and Kashmir. The aforementioned Government Order outlines the roles and responsibilities of State/Division/District Level Teams for achieving the successful implementation of e-Office up to the Tehsil/Block Level.

In order to ensure the objective of implementation of e-office 2.0 up to the Tehsil/Block Level, all District Development Commissioners shall ensure the following :-

i. Data Gathering and Compilation:

- a. The details of available IT Infrastructure along with offices details as per the **Annexure A.**
- b. The details of officers/officials for email creation, if not created already as per **Annexure B.**
- c. The details of Officers/Officials as per the Employee Master Details Template for mapping of users into the eOffice as per **Annexure C.**
- d. The details of file heads to be mapped onto eOffice as per **Annexure D.**
- e. The details for VPN creation for accessing eOffice outside NICNET as per **Annexure E.**

The aforementioned Annexures (Data) in soft form (XLS and XLSX) shall be shared on email ID: admin-jk-jkgv@nic.in for compilation and necessary action by designated teams at the earliest.

- ii. For imparting capacity building training on e-Office 2.0, the concerned Districts shall nominate (20) officials for imparting training on e-Office who shall act as Master Trainers in their respective Districts. The said officials shall be stationed at concerned District and shall also act as help desk in the concerned district.
- iii. The concerned DDCs shall monitor the progress of e-Office implementation upto Tehsil/Block Level and ensure its implementation with Technical support of all designated teams by or before 15th June, 2025 and shall furnish a certificate to IT Department that no office/end users is left out in the district, on a format duly signed by the District Level Team and countersigned by the Deputy Commissioner.

Further, the Administrative Departments/HoDs/DCs shall ensure that the basic IT infrastructure and leased line internet connectivity in their respective Block/Tehsil Level offices, are provisioned for smooth implementation of e-Office 2.0 including adequate budgetary provision wherever required.

In view of above, it is impressed upon all the District Development Commissioners to dispense with the manual processing of files in the districts and ensure adoption of e-Office 2.0 upto Tehsil/Block level, as per the fixed timelines, indicated in Government Order No. 30-JK(ITD) of 2025 dated 16.04.2025 issued by Information Technology Department.

Sd/-
(M. Raju) IAS

Commissioner/Secretary to the Government

No. GAD-IT/12/2025-09-GAD

Dated: 29.05.2025

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9. Divisional Commissioner, Kashmir/Jammu.
10. Director, J&K Institute of Management, Public Administration & Rural Development.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of the Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
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17. Director Estates, Kashmir/Jammu.
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(Roopali Arora) JKAS
29/05/2025


29/05
Under Secretary to the Government

