

## 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.

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- 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 15<sup>th</sup> 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

Dated: 29.05.2025

## **Commissioner/Secretary to the Government**

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

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).

2. Director General of Police, J&K.

3. All Principal Secretaries to the Government.

4. Principal Secretary to Hon'ble Lieutenant Governor, J&K.

5. All Commissioner/Secretaries to the Government.

6. Chief Electoral Officer, J&K.

7. Principal Resident Commissioner, J&K Government, New Delhi.

8. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.

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.
- 16. Director, Archives, Archaeology and Museums, J&K.



- 17. Director Estates, Kashmir/Jammu.
- 18. Secretary, J&K Service Selection Board.
- 19. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
- 20. Secretary, J&K Legislative Assembly.
- 21. Private Secretary to Chief Secretary, J&K.
- 22. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
- 23. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.

24. Circular/Stock file/Website, General Administration Department.

Under Secretary to the Government

29/05

_is	EMD Details						of employee	Basic Details of employee					
					Template	Annexure C: EMD Template	Anne						191
		Preferred e-mail without domain	Preferred e- mail	Date of retirement	Mob no.	Country code	State	D.O.B	Last Name Designation Department	Designation	Last Name	First Name	S.No.
			ated list)	ed(Consolid	to be creat	mail ids yet	s whose e	Annexure B: Email Creation Template for all employees whose email ids yet to be created (Consolidated list)	Template fo	il Creation	ire B: Ema	Annexu	1000
Under DC Office or HOD	has been already onboarded on eOffice (Yes /No)	Nodal Officer Contact Number	Nodal Officer Name	Internet from Private ISP	Bharatnet	SWAN Connectivity	NKN/ NICNET	No. or users to be onboarded on eOffice	No. of Scanners	No. of Printers	No. of Computers	all offices within the district to be shared)	Commissioner Office
Whether	Whether the office				Connectivity	Conn			ite Hardware ice	Availiability of prerequisite Hardware within the office	Availiabilit	Name of field office(List of	Name of the
				9	frastructure	Annexure A: Details of IT Infrastructure	ure A: Deta	Annex					

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Webs	Website URL	Websites (to be accessed)	State	City	Location/ Office	Department	Designation	Mobile No (verified)	Address (official)	Last Name	First Name Last Name	S. No
				ANNEXURE-E	ANNE				1			
					Description	Head	Description	Head	Description	Head	Description	Head
					Tertiary Head	Tertiar	Secondary Head	Second	Primary Head	Prima	Basic Head	Basic

nead	Basic		2000年前	S. No.	
Describuon	Basic Head			Global Organisation/ Department	
пеао	Prima		Anne	Employee Code	
Description	Primary Head	Name of Sec	xure D: Fi	Title/ Appellation	
Head	Second	Name of Section / Division:	<b>Annexure D: File Head Template</b>	yee Title/ Employee Full Name/ Official Dame	
Description	Secondary Head		plate		Basic Details
Head	Tertia	-		Gender	Basic Details of employee
Description	Tertiary Head	The second secon		Date of Birth	loyee
			•	Date of Joining Organization	
				NIC Email	
				Mobile No.	
				Entity (Division/Office/ Section)	
				Entity (Division/Office/ Organization unit Post Name	EMD Details
				Post Name	
				Name of Reporting Officer	

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