



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

**PROCEEDINGS OF DIRECTOR, KERALA STATE IT**  
**MISSION, THIRUVANANTHAPURAM**  
**Present: SNEHIL KUMAR SINGH I A S**

Sub: KSITM –Strict Compliance of routing of e office files - eg

No: CERT-K/1/2022-KSITM Dated, Thiruvananthapuram, 07-04-2022

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Read:

**CIRCULAR**

The following instructions are issued for strict compliance for the smooth and effective functioning of the office:

1. All files related to HR including Post creation / extension of post / contract renewal / re designation / recruitment / Increments /leaves/ allocation or change of project and seating / appraisal etc. should be routed through Administrative Officer.
2. Files related to the procurement & maintenance of all items related to Saankethika should be routed through Administrative Officer and Finance Officer.
3. Files related to HSEs engaged in district both in e office and e district project should be routed through proper channel (initiated by DPM -> routed through project manager with supporting documents -> then to Administrative officer for verification and processing)
4. Leave details of HSEs at district in both e office and e district project should be maintained by District Project Manager/project staff. Final verification will be done by Administration.
5. Officers should not start a file for their personal purpose, but submit it through proper channel.
6. All files related to tender / payment processing having any financial implications should be routed through Finance Officer .
7. Opening of Bank / treasury accounts, if any being operated should be taken up only by Finance Officer.
8. Details of bank / treasury accounts if any, being operated by officers than Fiance Officer / Administrative Officer should be intimated to Finance immediately.
9. Project Heads / Managers should precisely forward the salary files by 25<sup>th</sup> of every

month to Administration, failing which the officer will be held responsible for the delay.

Head e Governance / Head Technology / Project Managers should ensure strict compliance of the above.

SNEHIL KUMAR SINGH I A S  
DIRECTOR

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1) To all