



## ABSTRACT

Information Technology and Digital Services Department – Tamil Nadu e-Governance Agency – Hardware Guidelines for Implementation of e-Office – Approved - Orders – Issued.

### **INFORMATION TECHNOLOGY AND DIGITAL SERVICES (C.2) DEPARTMENT**

**G.O.(Ms) No.30**

**Dated: 27.11.2023**

சௌபகிருது, கார்த்திகை - 11,  
திருவள்ளுவர் ஆண்டு-2054.

**Read:**

1. G.O.(Ms) No.14, Information Technology (C2) Department, dated 23.08.2021.
2. From the Director of e-Governance and Chief Executive Officer, TamilNadu e-Governance Agency, Letter No. K-17/3/2018-CeG/TNeGA dated: 21.02.2023 and 26.06.2023.

### **ORDER:**

The e-Office software is a web based application developed by National Informatics Centre and all the users of e-office require Computers for using the Suite and digitization of documents require scanners/multi-function devices along with seamless internet connectivity. Tamil Nadu e-Governance Agency (TNeGA) is the nodal agency for the implementation of e-Office in all Government departments/Public Sector Undertakings (PSUs)/Boards/Agencies under the control of Government of Tamil Nadu. The e-Office implementation is completed in departments of Secretariat, District Collectorates and their sub-ordinate offices, and is under implementation in the Heads of the departments and their sub-ordinate Offices in a phased manner.

2. In the Government order 1<sup>st</sup> read above, the Government have accorded administrative approval and financial sanction for implementing "e-Office" in all the Departments of Secretariat.

3. In the letter 2<sup>nd</sup> read above, the Director of e-Governance & Chief Executive Officer, Tamil Nadu e-Governance Agency, has sent the draft Hardware Guidelines for Implementation of e-Office for approval.

4. The Government, after careful examination hereby stipulate the Hardware Guidelines for Implementation of e-Office as annexed to this order.

**(BY ORDER OF THE GOVERNOR)**

**DHEERAJ KUMAR  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To:**

All Departments of Secretariat, Chennai-600 009.

All Heads of the Department.  
All District Collectors/ District Magistrates.  
All Public Sector Undertakings (PSUs)/Societies/Agencies.  
The Director of e-Governance & Chief Executive Officer,  
Tamil Nadu e-Governance Agency,  
2<sup>nd</sup> and 7<sup>th</sup> Floor, P.T.LEE Chengalvaraya Naicker Building,  
Opp. LIC Building, Anna Salai, Chennai – 600 002.

The Managing Director,  
Electronics Corporation of Tamil Nadu,  
692, Anna Salai, Nandanam, Chennai – 600 035.

The Managing Director (FAC),  
Tamil Nadu FibreNet Corporation Limited,  
5<sup>th</sup> Floor, P.T.LEE Chengalvaraya Naicker Building,  
Opp. LIC Building, Anna Salai, Chennai – 600 002.

The Managing Director (FAC),  
Tamil Virtual Academy, Anna University Campus,  
Gandhi Mandapam Road, Kotturpuram, Chennai – 600 025.

The Managing Director,  
Tamil Nadu Arasu Cable TV Corporation Limited,  
No.807, 4<sup>th</sup> Floor, P.T.LEE Chengalvaraya Naicker Building,  
Anna Salai, Chennai – 600 002.

The Resident Audit Officer, Secretariat, Chennai - 600 009.

**Copy to:**  
The Private Secretary to Principal Secretary to Government,  
Finance Department, Chennai - 600 009.

The Special Personal Assistant to  
Minister for Information Technology & Digital Services Department,  
Secretariat, Chennai - 600 009.

The Content Creator (CMS) / Moderator (CMS) / Nodal Officer (CMS),  
Information Technology & Digital Services Department, Secretariat,  
Chennai - 600 009.(With a request to host the Government Order in the Government  
website)

Sf/Sc.

**// Forwarded / By Order //**

Q. 608 am EoF  
28/11/2023  
Section Officer  
Sf. 129  
28/11/2023

**Annexure to G.O.Ms.No.30, IT&DS(C2) Department, dated 27.11.2023**

**Hardware Guidelines for the implementation of e-Office**

**I. INTRODUCTION**

Tamil Nadu e-Governance Agency (TNeGA) is the nodal agency for implementation of e-Office in all Government departments/ PSUs/ Boards/ Agencies under the control of Government of Tamil Nadu. E-Office implementation is completed in departments of Secretariat, District Collectorate and their sub-ordinate offices, and is being implemented in the Head of the departments and their sub-ordinate Offices in a phased manner.

E-Office application developed by National Informatics Centre, is a web based application and hence all the users of e-office require computers for using the Suite and digitization of the documents require scanners/multi-function devices along with seamless internet connectivity.

Considering the above factors, vide G.O.(Ms) No.14, Information Technology (C2) Department, dated 23.08.2021, Government have accorded administrative approval and financial sanction of Rs.13,44,27,904/- (Rupees thirteen crore forty-four lakh twenty-seven thousand nine hundred and four only) for implementation of "e Office" in all Departments of Secretariat, through which All-In-One Desktops, Scanners and Wifi-Routers were procured and distributed to the users of Secretariat.

Other offices like Head of departments also require Hardware such as Computers, Multi-function devices and also connectivity. Hence, it is proposed that common guidelines may be followed in the procurement of Computers and other related accessories during the implementation of e-Office.

**II. Specifications of the Computers and Laptops**

1. Government offices deal with files and hence they mostly require Browsers, Productivity tools such as Word, Excel or PowerPoint. A Computer with basic processor is sufficient for the above purpose.
2. Specification of the Computers/Laptops for the basic office purpose was arrived based on the above understanding.

<b>Processor</b>	Latest generation i3 or equivalent
<b>RAM</b>	8 GB (DDR4 or latest)
<b>Storage (Hard Disk)</b>	256 GB SSD
<b>Display (Monitor)</b>	19"

(Department shall not exceed this specifications while purchasing the computers)

3. Memory is 8 GB since latest edition of windows consume more memory and more memory is required for better speed.
4. SSD will help in quick booting and will also improve the overall performance of the system. It is to be noted that OS may consume 40 GB to 60 GB and since e-office is web application and data is stored in Server, 256 GB storage is enough.
5. Large size display is for convenience while working in multiple screens and is not mandatory.
6. Antivirus/End Point Security should be included throughout the lifecycle of the product.

### **III. Specification on the Copiers/Scanners**

Copiers/Scanners come with different features and the recommendations are based on the number of officials, considering normal e-Office use and cost.

<b>Number of Officials in office</b>	<b>Recommended Specification</b>
Upto 10	A4- upto 20 PPM, A3- upto 8 PPM Digital Mono Copier cum Printer/Scanner
10 to 25	A4- upto 25 PPM, A3- upto 11 PPM Digital Mono Copier cum Printer/Scanner
26 and above	A4- upto 40 PPM, A3- upto 20 PPM Digital Mono Copier cum Printer/Scanner

**IV. Tamil Nadu e-Governance Agency (TNeGA) to re-visit the specifications of Computers, Laptops and copiers/scanners every year according to the fast-changing requirement.**

### **V. Connectivity**

Good connectivity is required for working in e-Office application and this requires LAN connections as first choice. In case LAN connection is not feasible or found not cost advantageous, Wi-Fi Access Points can be used for the required connectivity of e-Office based on the proposal.

ELCOT is the optional Procurement Agency of the Government of Tamil Nadu for IT Hardware and all products mentioned in the recommendation and also the connectivity to the hardware which is essential for e-Office may be referred for detailed specifications / purchase from the ELCOT Rate Contract only.

#### **VI. Replacement of Existing Computers**

If the computers were bought more than 5 years ago and are incompatible with e-office requirements in the current scenario, they can be considered for replacement.

**DHEERAJ KUMAR  
PRINCIPAL SECRETARY TO GOVERNMENT**

//True Copy//

(S. Bhusan) 28/11/2023  
Section Officer  
28/11/2023