



## **ABSTRACT**

Information Technology Department – Implementation of e-Office in all the Departments of Secretariat at an estimated cost of Rs.13,44,27,904/- (Rupees Thirteen crore forty four lakh twenty seven thousand nine hundred and four only) – Administrative approval and financial sanction -Orders - Issued.

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## **INFORMATION TECHNOLOGY (C-2) DEPARTMENT**

**G.O.(Ms.) No.14**

**Dated:23.08.2021**

**பிலை, ஆவணி- 7**

**திருவாவல்நகர் ஆண்டு - 2052**

**Read:**

1. G.O.(Ms) No.12 Information Technology (e.Gov II) Department, dated 24.09.2019.
2. From the Commissioner of e-Governance / Chief Executive Officer, TNNeGA Letter Rc.No. K17 / 3 / 2018-CeG/TNeGA, dated 18.06.2021

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### **ORDER:**

In the Government Order first read above, orders were issued sanctioning administrative approval for implementing e-Office in all Government Departments / Public Sector Undertakings / Boards / Agencies functioning under the administrative control of Government of Tamil Nadu.

2. In the letter second read above, the Commissioner of e-Governance / Chief Executive Officer, TNNeGA has sent a detailed proposal to Government for the implementation of e-Office in all the Departments of Secretariat at an estimated cost of Rs.21,46,24,904/-, for which the break up details are given as follows:-

| <b>S.No</b> | <b>Item of expenditure</b>                       | <b>Cost in INR</b>    |
|-------------|--|-----------------------|
| 1.          | Infrastructure at User Side                      | 16,41,97,000/-        |
| 2.          | Network infrastructure                           | 1,00,00,000/-         |
| 3.          | Hardware Cost (DC for Secretariat Instance)      | 1,46,89,126/-         |
| 4.          | System Software Cost (DC)                        | 19,11,435/-           |
| 5.          | DR Cost (including system software)              | 1,66,00,561/-         |
| 6.          | Human Resource for technical support of e-Office | 72,26,782/-           |
|             | <b>Grand Total</b>                               | <b>21,46,24,904/-</b> |

3. The e-Office project envisages removing the manual file movement in the Departments gradually and the requisite Software User License to implement e-Office Lite product, shall be purchased from National Informatics Centre (NIC). The application shall be hosted at State Data Centre, Perungudi and the National Knowledge Network (NKN)/ Tamil Nadu State Wide Area Network (TNSWAN) connectivity shall be used for the e-Office application. Some of the key features of e-Office software are as follows:-

- Role-based login is provisioned to maintain proper file creation hierarchy.
- LDAP (Light weight Directory Access Protocol) based login authentication to ensure that only Government employees who have authorized State e-Mail ID which is mapped with the e-Office application alone shall login and process their official file work.
- Automatic generation of MIS (Management Information System) reports for every individual and many other classified reports.
- 24\*7 availability of data.
- Digital signing of documents to authorize and verify the signature of Officer at any levels of communication.
- Knowledge Management System (KMS) through online notice board where all documents such as Policies, Forms, Acts, Regulations, Circulars, Guidelines, Standards, Annual Reports, Office orders and Manuals shall be published on the forum for viewing of all users of the Department.
- Tracking of File/Tappal made easy by providing advanced search option which enables to search a document by providing various combinations of search input.
- The Note File/Draft created by any user is acknowledged with a time and date stamp along with a digital signature, if integrated with the application.
- Reminders are enabled to notify any pending file activity/action to be carried on the specified period.
- The tappals received in the Offices will be tracked properly and the misplacement of the Tappals will not occur.
- The tracking of file status could be done effectively.
- The citizens will be indirectly benefitted by way of transparency in the File movement system and quickness in acting on their issues and problems.

4. The Government after careful examination of the proposal of the Commissioner of e-Governance / Chief Executive Officer, TNNeGA hereby restrict the proposal to Rs.13,44,27,904/- and accord 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) towards implementation of e-Office in all the Departments of Secretariat as detailed below:-

| S.<br>No | Item of expenditure   | User/Unit cost               | Amount in<br>Rs | Total<br>(In Rupees) |
|----------|---|------------------------------|-----------------|----------------------|
| 1        | <b>Infrastructure at user side</b>                          |                              |                 |                      |
| (a)      | Computers   | 1100 Nos @<br>Rs.60,000 each | 6,60,00,000     | -                    |
| (b)      | Multi-function Printer                                      | 60 Nos @<br>Rs.3,00,000 each | 1,80,00,000     | -                    |
|          | <b>Sub total (a) + (b)</b>                                  |                              |                 | 8,40,00,000          |
| 2        | <b>Network Infrastructure for providing Internet access</b> |                              | 1,00,00,000     | 1,00,00,000          |
| 3        | <b>Server Cost</b>  |                              |                 |                      |
| (a)      | Hardware  | 1,46,89,126                  | -               | -                    |
| (b)      | Software  | 19,11,435                    | -               | -                    |
| (c)      | Domain Control<br>(Add 3(a)+ 3(b) )                         |                              | 1,66,00,561     | -                    |
| 4        | Disaster Recovery   |                              | 1,66,00,561     | -                    |
| 5        | HR Support for e-Office Roll Out (for 2 years)              |                              | 72,26,782       | -                    |
|          | <b>Sub total</b>  |                              | 4,04,27,904     | 4,04,27,904          |
|          | <b>Grand Total</b>  |                              | -               | <b>13,44,27,904</b>  |

5. The expenditure sanctioned in paragraph 4 shall be debited to the following new head of account opened under D. No. 31-03:-

2852-Industries 07- Telecommunication and Electronic Industries 101- Tele Communication – State's Expenditure - AP. Implementation of e-Office in Secretariat.

333-Payments for Professional and Special Services-03 Special Service- Rs. 72.27 lakh  
IFHRMS DPC:- 2852 07 101 AP 33303

376-Computer and Accessories 01-Purchase Rs. 1172.01 lakh  
IFHRMS DPC:- 2852 07 101 AP 37601.

381- Net Working and Connectivity 01-Networking –Rs. 100.00 lakh  
IFHRMS DPC:- 2852 07 101 AP 38101

6. The expenditure sanctioned in paragraph 4 above shall constitute an item of “**New Service**” and the approval of the Legislature shall be obtained in due course of time by an inclusion in the Supplementary Estimates for the year 2021-2022. Pending approval of the Legislature, the expenditure may be initially met by drawal of an advance from the Contingency Fund. The Director of e-Governance and Chief Executive Officer, Tamil Nadu e-Governance Agency is directed to calculate the actual amount required for the period up to next Supplementary Estimates and apply for sanction of the same as advance from the Contingency Fund to Finance (BG.I) Department directly in Form “A” appended to the Contingency Fund Rules, 1963 along with a copy of this order. Orders for sanction of an advance from the Contingency Fund will be issued from Finance (BG.I) Department. The Director of e-Governance and Chief Executive Officer, Tamil Nadu e-Governance Agency shall also send necessary draft explanatory notes for inclusion of this expenditure in the Supplementary Estimates for the year 2021-2022 at appropriate time without fail.

7. The Director of e-Governance and Chief Executive Officer, Tamil Nadu e-Governance Agency (TNeGA) is Estimating, Reconciling and controlling Authority for the above new head of Account.

8. The Pay and Accounts Officer/Treasury Officer concerned are directed to open a new head of account in their books.

9. The Director of e-Governance / Chief Executive Officer, Tamil Nadu e-Governance Agency is directed to furnish the Utilisation Certificate along with detailed expenditure statement to Government in due course of time.

10. This order issues with the concurrence of Finance (Industries) Department, vide its U.O.No. 33697 / Fin(Ind)/2021, dated 23.08.2021 and Additional Sanctioned Ledger No.330 (Three hundred and Thirty).

**(By Order of the Governor)**

**NEERAJ MITTAL**  
**Principal Secretary to Government**

To  
The Director of e-Governance & Chief Executive Officer,  
Tamil Nadu e-Governance Agency, Chennai-600 002.  
All Departments of Secretariat, Chennai- 600 009.

The State Informatics Officer, National Informatics Centre, Chennai-90.  
The Accountant General, Chennai-9/18(2 copies). ✓  
The Pay and Accounts Officer (South), Chennai - 600 035. ✓  
The Pay and Accounts Officer, Secretariat, Chennai - 600 009.  
The Resident Audit Officer, Secretariat, Chennai-9.  
O/o. Principal Accountant General, Chennai - 600 009. ✓  
The Section Officer, Information Technology (Bills) Department, Chennai - 600 009.

**Copy to:-**

O/o Hon'ble Chief Minister, Secretariat, Chennai-600 009.  
The Special Personal Assistant to Minister for Finance & Human Resources Management, Secretariat, Chennai-600 009.  
The Special Personal Assistant to Minister for Information Technology, Secretariat, Chennai-600 009.  
The Private Secretary to Chief Secretary, Secretariat, Chennai-600 009.  
The Private Secretary to Additional Chief Secretary, Finance Department, Secretariat, Chennai-600 009.  
The Technical Director, National Informatics Centre, Chennai- 600 009.  
The Finance (Ind/BG-I/BG-II/W&MI) Department, Secretariat, Chennai-600 009.  
The Information Technology (OP) Department, Secretariat, Chennai-600 009.  
The Content Creator (CMS)/ Moderator (CMS) / Nodal Officer (CMS), Information Technology Department, Secretariat, Chennai-9. (With a request to host the Government Order in the Government website)  
Sf/Sc.

// Forwarded / By Order //

*R. Subrahmanyam*  
23/8/21  
Section Officer

*SN*  
23/8/21