



20509



GOVERNMENT OF KERALA  
Finance (IT-Systems) Department

Comp flg

1/3/14

CIRCULAR

Thiruvananthapuram, 19/06/2014

Sub:- Implementation of e-office- Sending of documents to Finance Department- Reg.  
Ref:- G.O (Rt) No. 37/2013/ITD dated 10.12.2013.

Government have decided to implement e office software for file processing in Government Secretariat and now all sections of Finance Department are processing files through e office. Hence all departments in the Secretariat, Directorates and Public Sector Undertakings are requested to send soft copy of their Draft Project Reports, Committee reports, Agenda notes of meetings, plan proposal, bills, estimates and other bulk documents to the Central Registry Unit of Finance Department through e mail or by other means as the Department is fully switched over to e office and it will not be able to scan the voluminous documents received as it will take more time to process through e office.

e mail id of CRU Unit is [sindupalan100582@kerala.gov.in](mailto:sindupalan100582@kerala.gov.in)

Pl- sent up  
EJH  
19/7

JAI MARY JOHN  
Additional Secretary (Finance)

To

All sections of Finance Department  
All Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries in Finance Department  
All Heads of Departments  
All Heads of Public Sector Undertakings  
The Nodal Officer. [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock file/office copy

Forwarded/ By Order

Accounts Officer