

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: VIJAYAWADA.
Present : Dr. Pola Bhaskar, I.A.S.,

Rc.No.34/OP.I/2021

Dated: 14.07.2021.

Sub:- COLLEGIATE EDUCATION DEPARTMENT - Processing of files through e-office in Government Degree Colleges in the State - Instructions - Issued.

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As per the directions of the Government, O/o the Commissioner of Collegiate Education, A.P., Vijayawada has already been switched over to e-office system and processing files through " e-office system" only. So far, many regional and district offices have already adopted the system started using " e-office system". The offices and colleges situated in regional and district level also have to adopt the system for better functioning of Commissionerate and also in view of the present pandemic situation. The Government implemented this system to bring transparency in administration and to go towards paperless offices. The Commissionerate of Collegiate Education has already implemented the e-office system and the RJDCEs and Colleges also have to be implemented the e.office system.

Further, the following instructions should be followed in implementing the e-office system :

- 1) Already some Principals are given e.office Government E mail IDs. They are requested to verify the mail IDs and reset their passwords (the Mail IDs were already sent to colleges).
- 2) Maintain the correspondence through e-office only.
- 3) If any clarifications required in maintaining e-office, consult the NIC staff in District Collectorates concerned.
- 4) ID college Principals of the District concerned are directed to monitor the e-office system and see that it should be implemented in all GDCs in their jurisdiction strictly.

Therefore, the RJDCEs and the Principals of Government Degree Colleges in the State are requested to take immediate necessary steps for implementing "e-office system" in the Colleges and process the files / correspondences through e-office with effect from 26.07.2021 and submit action taken report in the matter to this office promptly. All the RJDCEs and Principals of GDCs in the State are informed that hereafter no physical paper correspondence will be accepted in the Department of Collegiate Education from 26th July, 2021.

The receipt of these instructions should be acknowledged.

Sd/- Dr.POLA BHASKAR,
COMMISSIONER OF COLLEGIATE EDUCATION

To

The Principals of all the Government Degree Colleges in the State.

Copy to Joint Director, O/o the C.C.E., A.P., Vijayawada.

Copy to Deputy Director, O/o the C.C.E., A.P., Vijayawada.

Copy to Academic Guidance Officer in the office.

Copy to Sri P.Sreedhar, Academic Officer to co-ordinate the matter with the Principals.

Copy to Regional Joint Directors of Collegiate Education in the State.

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//FORWARDED :: BY ORDER//


DEPUTY DIRECTOR OF COLLEGIATE EDUCATION

