

No.93/FD/F3/2023-24
Government of Puducherry
Finance Department

Puducherry, dated 12/03/2024

I.D. NOTE/OFFICE MEMORANDUM

Sub: FD – Implementation of e-Office –Referral of files to
Finance Department, with effect from 01.04.2024 – Reg.

Ref: Minutes of the Meeting No.104/Secy/OSD/CS/2023
dated 11.07.2023 of the Office of the Chief Secretary.

To ensure efficient, effective and transparent administration, Directorate of Information Technology, Government of Puducherry has rolled out the e-Office project across the U.T. of Puducherry and dealing of all official correspondences / files only through e-office has been mandated in the minutes of the meeting referred above.

2. Accordingly, it has been decided that **with effect from 01.04.2024 onwards**, all files and correspondences referred to **Finance Department** shall be sent through e-office portal only.

3. Therefore, all Officers / Sections of Finance Department are hereby informed that No physical files shall be received/processed in Finance Department **with effect from 01.04.2024**.

4. All Administrative Departments shall make necessary arrangements for referral of files to Finance Department only through e-Office portal and all electronic infrastructure required for the same along with upgradation of skills of the manpower must be ensured before 31st March, 2024 including issuance of DSC, eSign etc. to all concerned.

5. This issues with the approval of the Competent Authority.


(ASHISH MADHAORAO MORE)
COMMISSIONER-CUM-
SECRETARY (FINANCE)

To
All Secretaries to Government
All Secretariat Departments
All Heads of Department/Heads of Office
All Officers/Sections of Finance Department

Copy to for information:

- 1) Secretary to Hon'ble Lt. Governor
- 2) OSD to Hon'ble Chief Minister
- 3) PS/OSDs to all Hon'ble Ministers
- 4) PS to Chief Secretary
- 5) PS to Commissioner-cum-Secretary (Finance)