

10

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR, GUWAHATI-6.

No. SA-11/14/2017-SAD-ESTT-Part(1)/10

Dated Dispur, the 3rd March, 2017.

Office Order

Pursuant to the State Government decision to implement the eOffice File Management System (FMS) in the Assam Secretariat, it has been decided that the FMS will be rolled out in all Departments of Assam Secretariat w.e.f. 7th March, 2017. FMS is intended to bring in a more efficient mode of working and accountability in official transactions and the end objective of the system is that the detail of all receipts and files are entered and processed only through the system only.

To ensure smooth functioning of the FMS, it is mandatory to follow the following steps:-

1. All letters received in the department shall be diarised in the eOffice FMS at the first receiving point (Diary Table).
2. The Unique ID number generated by the FMS on diarizing the letter shall be recorded on to right hand corner of the letter as **eCRNo.**
3. All new Files shall be created through the eOffice FMS and the generated numeric "Computer Number" shall be recorded on top right corner of the File as **eCFNo.**
4. Along-side **eCFNo.**, alpha-numeric file number generated by the system should also be recorded as "**File No.**" on the file-cover page at the top.
5. While moving an existing file, the file details are to be necessarily entered in eOffice FMS a the unique numeric number is to be generated. The eOffice Computer Number is to be recorded on top right hand of the File as **eCFNo.** Along-side **eCFNo.**, alpha-numeric file number generated by the system should also be recorded as "**File No.**" on the file-cover page at the top.
6. All the communications issued from the department should be recorded in the system with unique "**Issue Number**" generated.
7. Dak and Issue & Delivery Section shall ensure that the eOffice FMS number is available in system before issuing the letter.
8. **No File and Letter shall be accepted by anyone in the chain of processing without eOffice-FMS No. mentioned thereon.**
9. **Receiving of a file or letter is mandatorily to be maintained in system as and when physical file and letters are received.**

In case of any difficulty or doubt in complying with the instructions above, a Help-Desk number be circulated very soon for further queries and assistance to all the Departments, until then Departments can contact **Mr. Manish Sharma** for assistance at his mobile no. 958257917.

Sd/-

Principal Secretary to the Govt. of Assam,
Secretariat Administration Department

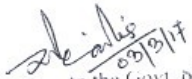
Memo No. SA-11/14/2017-SAD-ESTT-Part(1)/10-A

Dated Dispur, the 3rd March, 2017.

Copy for information & necessary action to:

1. All Addl. C.S./Prin. Secy./ Comm. & Secy. of Departments of Assam Secretariat.
2. S.O. to Chief Secretary, Assam, Dispur, Ghy-6.
3. P.S to Commissioner & Secretary, C.M. Secretariat for kind appraisal of the Commissioner & Secretary, C.M. Secretariat, Dispur, Ghy-6.
4. P.S to Commissioner & Secretary, S.A.D. for kind appraisal of the Commissioner & Secretary, S.A.D., Dispur, Ghy-6.
5. Smti. Suchitra Pyarelal, Sr. Tech. Director, NIC, Assam, Dispur, Ghy-6.
6. Guard File.
7. Office Copy.

By order etc,


Joint Secretary to the Govt. of Assam,
Secretariat Administration Department