

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

No. S(E)78/2020/15

Dated Dispur, the 19th March, 2021.

From : Shri Manish Thakur, IAS,
Commissioner & Secretary to the Govt. of Assam,
Secretariat Administration Department.

To : The Principal Secretary/ Commissioner & Secretary/Secretary
to the Govt. of Assam, _____
Department, Dispur, Guwahati-06..

Sub : Nomination of Nodal Officer and Resource Persons for
Implementation of e-Office and e-Cabinet.

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to inform you that Secretariat Administration Department is in process of introducing electronic file system under e-Office in the Secretariat Departments. In view of this proposed implementation, kindly nominate one Nodal Officer of your department to oversee and coordinate the e-File implementation. In addition to this, please nominate 2 (two) nos. of staff (preferably Jr.A.A./Sr.A.A.) of your department to work as Resource Persons of e-Office.

Further, Secretariat Administration Department has contemplated introduction of e-Cabinet with the help of NIC, Assam. You are also requested kindly to nominate one more officer of your department to act as Nodal Officer for e-Cabinet.

The names of nominated Nodal Officers and Resource Persons may please be sent to the undersigned as soon as possible.

Yours faithfully

Manish 19/3

(Manish Thakur, IAS)

Manish
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department

Memo No. S(E)78/2020/15-A

Dated Dispur, the 19th March, 2021.

Copy to:

1. S.O. to the Chief Secretary, Assam.
2. P.S. to the Addl. Chief Secretary to the Hon'ble Chief Minister, Assam.
3. The Deputy Director General & SIO, NIC, Assam.

By Order etc.

Sd/-

Commissioner & Secretary to the Govt. of Assam,
Secretariat Administration Department