



ABSTRACT

Tamil Nadu Secretariat Office Manual – Amendment to Chapter II and Chapter III of the Tamil Nadu Secretariat Office Manual – Orders – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.(Ms)No.16

Dated : 06.02.2020

விகாரி, தை - 23,
திருவள்ளூர் ஆண்டு 2051,

Read:

G.O.(Ms.)No.12, Information Technology (e-Gov-II)
Department, Dated 24.09.2019.

ORDER:

The Government have introduced the e-Office in the Government offices which would enable the Electronic File Management System for speedy disposal of files and that the workflow management helps in creation, movement, monitoring and approval of files electronically resulting in better utilization of manpower thereby avoiding delays leading to better governance.

2) Accordingly, the following amendments are issued to the Tamil Nadu Secretariat Office Manual. The amendments hereby made shall be deemed to have come into force on the 24.09.2019.

AMENDMENTS

In the said Manual, –

(1). In Chapter II, under the heading "DEFINITIONS", – in paragraph 18, after the definition "Unofficial correspondence", the following definitions shall be added, namely:-

"e-Office. – e-Office is a tool of applications for conducting office procedures electronically. The e-Office would enable the Electronic File Management System for speedy disposals of files, resulting in better utilization of manpower, thereby avoiding delays, leading to better governance."

"Digital Signature. – Digital Signature Certificate (DSC) is a e-sign feature available for approving of the notes/drafts by the Approving Authority in the e-office work flow."

(2). After Chapter III and the paragraphs thereunder, the following Chapter shall be inserted namely:-

"CHAPTER – III A

**e-Office application and the procedures for
implementation of e-Office**

27(A). For implementation of e-office application in Government, all the departments, can make use of the 'e-office software service' which has been hosted in the State Data Centre (SDC) in the cloud Environment, from any location without any geographical barriers."

3. The Commissioner for Revenue Administration is requested to send necessary proposal and draft amendment to Tamil Nadu Government Office Manual in this regard at the earliest in order to amend Tamil Nadu Government Office Manual also.

(BY ORDER OF THE GOVERNOR)

**K. SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Secretariat,
Chennai-600 009.

All Departments of Secretariat,
Chennai-600 009.

The Commissioner for Revenue Administration,
Chepauk, Chennai-600 005.

Copy to :

The Senior Personal Assistant to all Ministers,
Chennai – 600 009.

The Principal Private Secretary to the Chief Secretary to
Government, Chennai –600 009.

The Chief Minister's Office,
Chennai – 600 009.

The Senior Private Secretary to Secretary to Government,
The Personnel and Administrative Reforms Department and
Personnel and Administrative Reforms (Training)Department,
Chennai – 600 009.

The Law (Scrutiny) Department,
Chennai - 600 009.

✓ The Personnel and Administrative Reforms (CC) /
(AR-II-to upload in the inter/intranet) Department,
Chennai- 600 009.

All Officers / Sections in Personnel and Administrative Reforms
Department, Chennai - 600 009.
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/FORWARDED BY ORDER/

A. Nivarasayaki
06/02/2020
SECTION OFFICER

AKP
06/02/2020