



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref. No: BRUPS/Proj-MIS/1667/19/2587

Date: 05-12-2020

Office Order

As directed vide Office Order No. - BRLPS/Project-MIS/1667/19/4584, Dated 10.02.2020, E-office has been rolled out at SPMU level. The main objective of operationalizing E-office is to track the movement of files and digitization of documents as files for creating a paperless office environment.

In order to roll out of the E-office seamlessly at SPMU, an SoP has been developed for better and common understanding across all the themes. The SoP is attached for reference and it is directed that henceforth the same would be followed by all themes to use the E-office application for all the files.

Enclosure: As above

By the order of CEO

(B. K. Pathak)

Officer on Special Duty

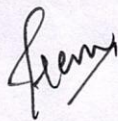
Copy To:

1. AO/CFO/PS/PCs/SPMs/SFMs/PMs/PO
2. IT section and concerned file

SOP for e-Office

E-office is an application developed by NIC, being rolled out in BRLPS at SPMU level. Few Themes have scanned their hard files and are processing it through the application. This has been envisaged for all the themes to use the e-office application for all the files in near future. In order to have seamless roll out of the e-office at SPMU, a SoP is required for better and common understanding across all themes.

1. All the existing files to be entered in the application to get a unique code.
2. The system generated unique number is to be mentioned on the hard file as well for its identification.
3. The functionalities of note-sheet and communication sheet as being used in Hard copy files, the same has been implemented in the application and has been demonstrated to all themes. Hands-on practice session has also been conducted with all the themes.
4. The e-office allows digital signatures for credentials verification of the user and thereafter the user can write on the note-sheet part and attach the sheets on the communication side as required.
5. E-office does not allow multiple digital signatures on the communication side that too on the same page, therefore in such scenarios, the approval on note-sheet side will be done by all the concerned officials.
6. In Finance theme specifically, where sanction order requires three signatories on the same page, the approval of all the signatories will be taken on the note-sheet side with digital signatures one by one. Once approved from all the required authorities, the same can be further used for signing it manually and using it for further process by the finance theme.
7. Once signed by all on the hard copy, it may be further uploaded on the e-office application.



8. All themes to have their files scanned and digitized for using the e-office. As of now, those themes where scanning has been completed will follow the above SoP.
9. The scanning of hard files for other themes to be initiated very soon.
10. The other themes will update the file movement in the application at all level so that tracking of files may be done easily as already mentioned in the earlier office orders related to e-Office BRLPS/Proj-MIS/1667/19/952 dated 01/07/2020.
11. In Case of any technical assistance, Pls connect with MIS theme. Mr Rajesh, IT-Associate (7070890643) will be the first point of contact.

A step towards office automation environment.

scm.