



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

e-Office software has been rolled out in SPMU. The major objective of using e-Office is digitisation of documents; tracking the movement of files within and outside the organisation and finally creating a paperless office environment.

To further improve the efficiency, an agency has been hired to scan hard copy files (noting and correspondence sides) as required by e-Office software so that it can be further uploaded and accessed via e-Office. It is directed that all concerned themes to follow the below activities:

1. Each theme has to maintain a log of all the files that are to be scanned by the agency. The concerned theme has to provide the number of pages (noting and correspondence) in the below attached format (Annexure 1).
2. Preference should be given to the files which are being frequently used.
3. Thematic heads should nominate a nodal person for keeping the records of the scanned files.
4. a. A certain number of files should be handed to the agency in the morning and should be taken back in the evening by the nominated person.
b. This process will continue till all thematic files have been duly scanned.
5. The format attached with the order should be properly filled and duly signed and handed over to MIS theme after the files are scanned and uploaded on e-Office portal (Annexure 2).
6. The files to be forwarded /sent through e-Office must be digitally signed by the user.

Annexure:

1. Certification format for file scanning.
2. Details of the files

By the order of CEO


14.9.2021.

(B.K. Pathak)

Officer on Special Duty

Annexure 1

Certificate

It is verified that all the noting and correspondence pages under the scanned file are in readable form and are matching with noting and correspondence parts of the physical file uploaded in the e-office application.

Sl. No.	Name of file	Number of pages on N-side eg. (From ___ to ___)	Number of pages on C-side eg. (From ___ to ___)

(Nodal person)

Name-

Designation-

Theme-

(Thematic Head)

Name-

Designation-

Theme-

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Annexure 2

Details of files

Sl. No.	Name of file	Computer Number	Number of pages on N-side	Number of pages on C-side

(Nodal person)

Name-

Designation-

Theme-

(Thematic Head)

Name-

Designation-

Theme-

