No. DSE/EDP/eOffice/2022
GOVERNMENT OF PUDUCHERRY
DTE OF SCHOOL EDUCATION

Puducherry, dt.16/09/2022

CIRCULAR

Sub : Implementation of eOffice in all the departments of
Government of Puducherry – Collection of particulars - Reg

Ref : 1. Lr. No. DIT/eOffice/79C/22-23 dt. 18/07/2022 of Dte of
Information Technology, Puducherry.
2. Endt. No. 10018/DSE/Estt/D5/2022 dt. 29/07/2022
of Dy.Director (Admin), Dte of School Education, Puducherry.

With reference to the Endt Letter cited second above, a copy was communicated to all Head of Offices / Inspecting Officers of Puducherry and Outlying regions for the submission of eOffice Project Assessment Data in the templates provided. However, most of the Head of Offices / Inspecting Officers have not submitted the Data in the required templates and even the data received are not in full shape which cannot be compiled for onward submission to Dte. of Information Technology, Puducherry.

2.   In order to avoid further delay in submission of data for eOffice Project Assessment and for smooth and easy submission of data, 2 Google forms have been attached herewith viz., 1. eOffice Department Master Data and 2. eOffice Employees Master Data. All Head of Offices/ Inspecting Officers attached to this Dte in Puducherry and Outlying regions are requested to submit the particulars in the Google forms shown herewith within the stipulated time period.

I.   eOffice Department Master Data **(Data should be submitted on or before 19/09/2022)**

https://forms.gle/oXTcLBBJCkNsHmmh7

II.   eOffice Employees Master Data **(Data should be submitted on or before 23/09/2022)**

https://forms.gle/XxfT3ZBQoX5iCm7M9

(F.P. VERBINA JAYARAJ)
DEPUTY DIRECTOR (ADMIN)

To
All Head of Offices / Inspecting Officers,
Department of School Education,
Puducherry / Karaikal / Mahe / Yanam.

Copy to :
PS to Director, Dte of School Education, Puducherry.