



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

PROCEEDINGS

IHRD, Headquarters – Centralized Electronics File Processing System – Implementation of e-office – Appointment of Nodal Officer – Sanction accorded – Orders issued.

No.EA1/6599/2020/IHRD

Dated, Thiruvananthapuram, 23rd September 2020

- Read:-**
- 1 e-mail dated 12.09.2020 from Sri. Nikesh. P, KSITM
 - 2 U.O.Note No.Fin C1/573/2020/IHRD dated 17.09.2020
 - 3 G.O. (Rt)No.1352/2018/HEdn dated 09.07.2018

ORDER

As per the G.O read above, it has been ordered to implement the system of e-office in all organizations under Higher Education Department and KSITM in the e-mail read above has requested to inform the consent regarding the implementation. In order to co-ordinate all activities regarding the implementation of e-office in all institutions under IHRD including its Headquarters, an employee with technical knowhow is absolutely essential. In the above circumstances, the following orders are issued with immediate effect.

1. Sri. Basil Gomez. A, System Analyst (Higher Grade), IHRD (Headquarters) is nominated as Nodal Officer for the implementation of Centralized Electronics File processing System in all institutions under IHRD including its Headquarters.

2. He will co-ordinate all actions for the implementation of e-office in consultation with the undersigned.

3. An action plan for the implementation of e-office shall be drawn by the Nodal Officer so as to minimize the cost of implementing the e-office software with the available resources of all institutions under IHRD.

4. All activities for the implementation of e-office shall be done in a phased manner without delay.

Sd/-
Dr. P.Suresh Kumar
DIRECTOR


To,

Sri. Basil Gomez. A
System Analyst (Higher Grade)
IHRD Headquarters

Copy to:-

1. *All Head of Institutions under IHRD*
2. *Additional Director*
3. *Administrative officer*
4. *Finance Officer/ Financial Consultant/Adviser*
5. *All section heads*
6. *CA-I & CA-II*
7. *S.F*
8. *O.C*

Forwarded / By Order


Administrative Officer
