



**GOVERNMENT OF KERALA**

**No:ITCell-2/142/2021-ITD**

Electronics & Information Technology (IT-Cell) Department  
Thiruvananthapuram,  
Dated:24-01-2023

**CIRCULAR**

Sub: E&IT Department - Implementation of Inter office communication through '*e-office*' system while sending communication to KPSC - Instruction issued - Reg:-

Ref: Circular No. IT Cell-2/207/2022/ITD dated 13-12-2022.

The file management system '*e-Office*', developed by National Informatics Centre (NIC) is functional in Government Secretariat, Directorates, and various field offices in the State. The Kerala Public Service Commission has also migrated to v7 of *e-office* recently and is effectively using the system. The NIC has enabled a feature "Inter Office Communication" in '*e-Office*' to send communications between two offices, having '*e-Office*' version 7.0 and above. As per the circular referred above, Government have issued detailed guidelines for the effective implementation of the above feature.

In continuation to that, Government hereby direct all the Government Departments/Institutions to make use of the inter office communication facility available in the *e-office* system while sending communications to Kerala Public Service Commission in future.

**DR RATHAN U KELKAR I A S**  
**SECRETARY**

Forwarded / By order,

Signed by

Rajesh G S

Date: 24-01-2023 15:12:49

Section Officer

To:

All Departments in Secretariat

All Head of Departments/Institutions.

The Secretary, Kerala Public Service Commission,  
Thiruvananthapuram.

The Director, Kerala State IT Mission, Thiruvananthapuram.

The State Information Officer, NIC, Thiruvananthapuram.

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