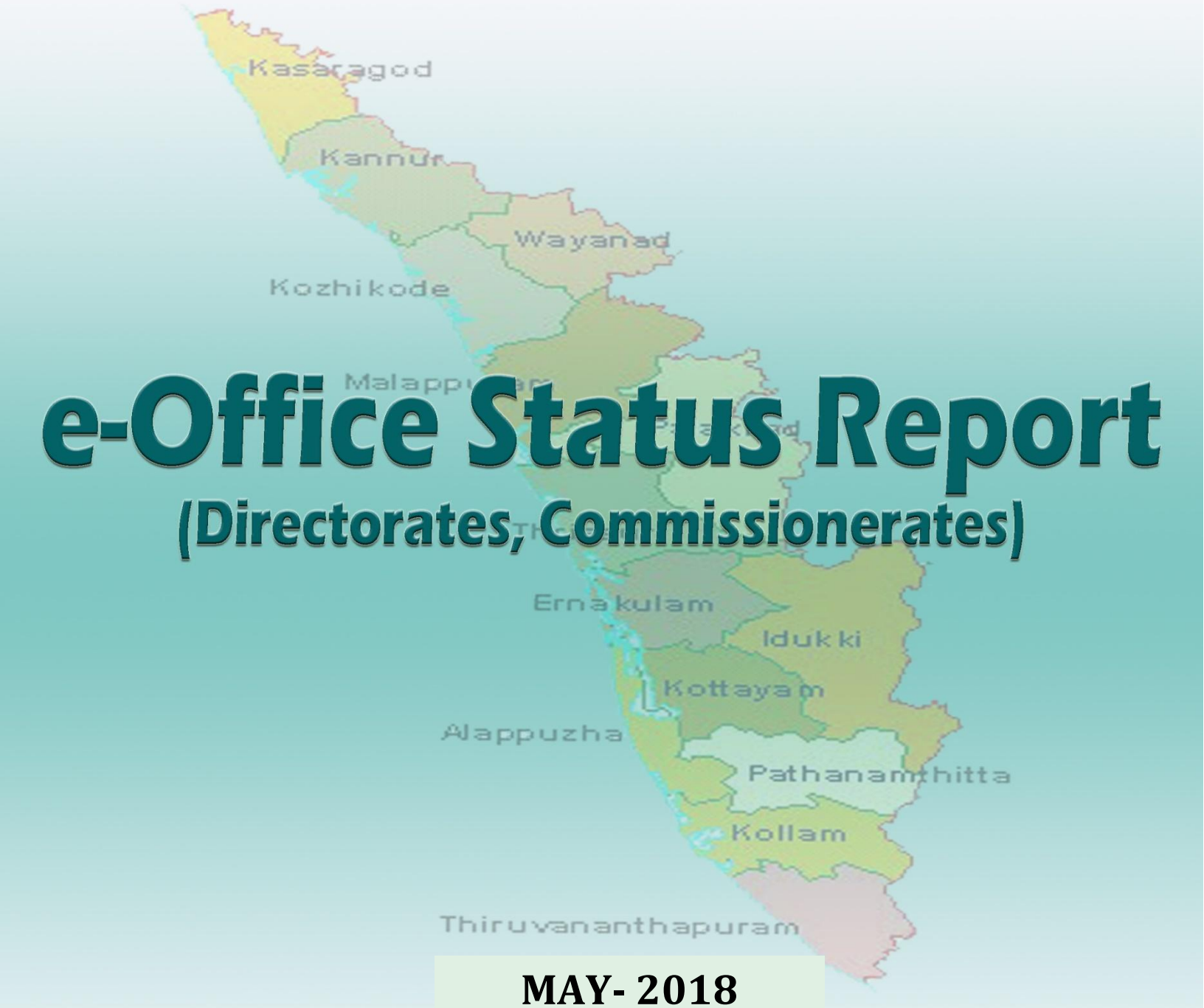


e-Office Status Report

(Directorates, Commissionerates)

MAY- 2018

eOffice
A DIGITAL WORKPLACE SOLUTION

Kerala State Information Technology Mission
ICT Campus,Vellayambalam,Thiruvananthapuram- 695003,Kerala,India
Tel: +91 471 2726881, 2314307 Fax: +91 471 2314284
Web: www.itmission.kerala.gov.in

Table of Contents

1. Introduction....4
2. e-Office Roll Out in Departments- A Snapshot....4
3. e-Office Departmental Maturity – May 2018....5
4. e-Office – Vital Statistics....5
5. e-Office implementation-Performance....6
6. Key Activities planned for June 2018....24

FOREWORD

As you are aware, 'e-Office' project is gaining momentum for its implementation in various Government departments at Secretariat and also in the line departments. The project is one of the flagship projects of the Government of Kerala as it is expected to revamp the way the Government files are being processed by ensuring transparency, efficiency and speed in the file flow mechanism. The project is driven by Kerala State IT Mission and it is expected to maximize rollout and usage of e-Office across all levels of Government to realize the immense benefits of transparency and efficiency it sets forth to bring about.

This report highlights future plans of e-Office project implementation at Directorates/ Commissionerates and its sub offices. The report helps to get a snapshot of e-Office implementation in Directorates/Commissionerates and its sub offices in the state.

If you have any feedback or queries, please do feel free to e-mail me at director.ksitm@kerala.gov.in

Thanking you,

Director,
Kerala State IT Mission

1. Introduction

e-Office project in Kerala envisions modernising government offices and getting rid of manual paper file processing and replacing it with a digital workflow system. In the process, the Government offices will be transformed to 'paperless' offices and gains all the benefits of electronic communication that ultimately leads to faster decision making and speedier implementation of plans and schemes of the Government benefiting the citizen.

2. e-Office Roll Out in Departments- A Snapshot

Till the end of May 2018, e-Office has been implemented at 22 Directorates, 8 Autonomous Organizations, 3 PMUs and 2 Public Enterprises. The list of the departments is as follows.

SL No	Office Name	No: of Section/ Office in eOffice	Total files created till 31/05/2018	Total Receipts created till 31/05/2018
1	ANERT	7 of 9	966	10204
2	Akshaya	All of 15	637	304
3	Animal Husbandry	All of 20	17336	65298
4	CDIT	11 of 26	1120	1556
5	Commissionerate of Commercial Taxes	All of 25	39066	122414
6	Commissionerate of Rural Development	All of 12	3823	30810
7	Co-operation	2 of 15	1481	8724
8	Directorate of Employment	All of 10	42847	160121
9	Directorate of Higher Secondary Education	9 of 24	1393	55762
10	Directorate of Public Instruction	21 of 45	1374	2944
11	e-Health	1 of 1	232	79
12	Energy Management Centre	All of 9	658	6628
13	Excise Commissionerate	All of 10	15222	72661
14	Kerala Forest	All of 14	899	6469
15	Harbour Engineering Department	All of 27	591	5561
16	IMG	All of 10	772	4066
17	Indian System of Medicine	All of 10	1294	28535
18	IT Parks	2 of 3	1315	1521
19	Jalanidhi	All of 8	2300	18655
20	Kerala Financial Corporation	2 of 30	38	53

21	Kerala Public Service Commission	1 of 12	1780	7686
22	Kerala Startup Mission	All of 18	1006	1681
23	Kerala State Audit Department	13 of 17	630	2015
24	KSCSTE	All of 16	2499	11263
25	Kerala State Election Commission	All of 12	463	3841
26	Kerala State IT Infrastructure LTD	1 of 1	71	188
27	Legislature Secretariat(Official Language Committee)	1 of 69	115	134
28	Lotteries	All of 11	6865	39360
29	DDP & ADP office, Thrissur	5 of 5	2469	8499
30	RCC	All of 38	2712	8281
31	Registration	All of 12	19868	49012
32	Stationery Department	All of 8	1294	9233
33	Survey and Land Records	12 of 13	5935	26100
34	Transport Commissionerate	All of 37	8294	63396
35	Vigilance and Anti-Corruption Bureau	5 of 12	175	419

Figure 1: e-Office implementation – Department details

3. e-Office Departmental Maturity –May 2018

The department-wise maturity in implementing e-office is given below:

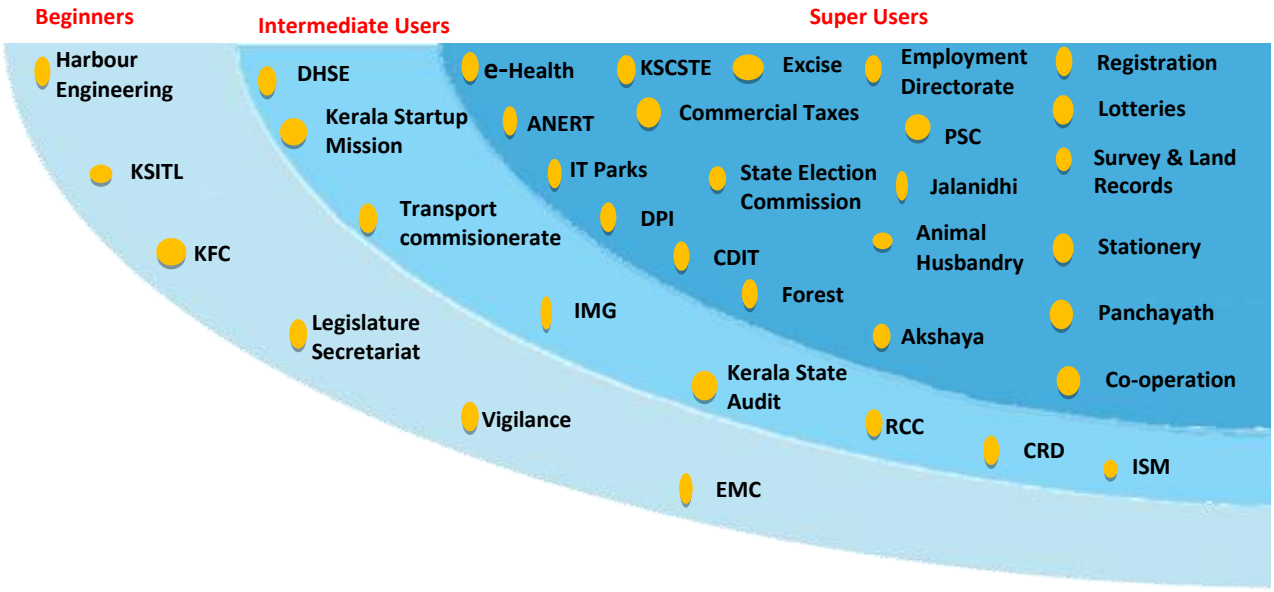


Figure 2: e-Office implementation – Departmental Maturity Diagram

- **Super Users – The no. of files created/moved is relatively high & there is a rise in file creation/movements.**
- **Intermediate User– The no. of file creations/moved are low compared to other departments.**
- **Beginners –Low performers or Just implemented.**

4. e-Office – Vital Statistics

The vital statistics provides the break-up of the performance as well as the coverage of e-office implementation in Directorates and Commissionerate.

5. e-Office implementation - Performance

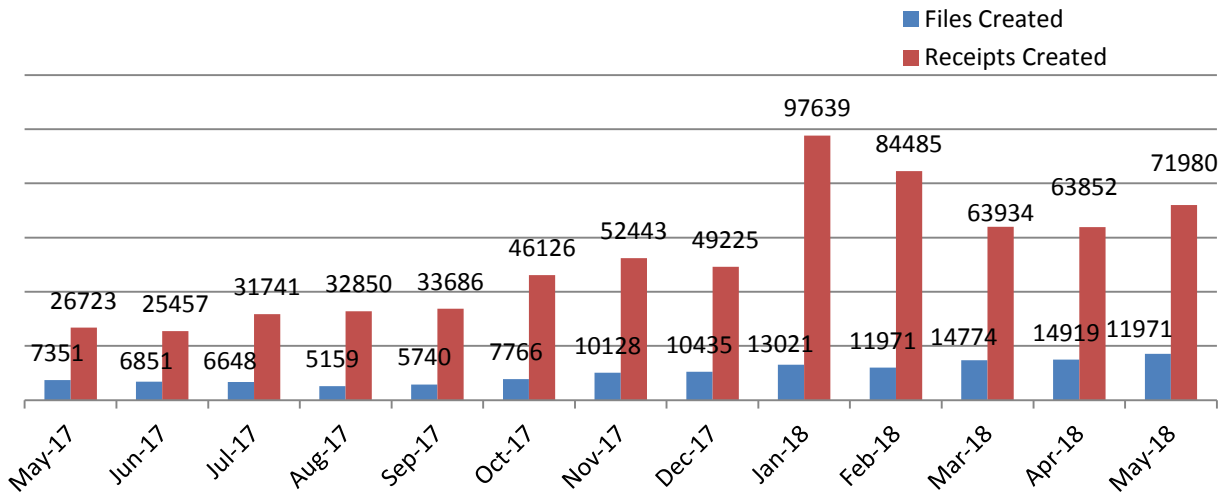


Figure 1: Total No. of file and receipt creations – May 2017 to May 2018

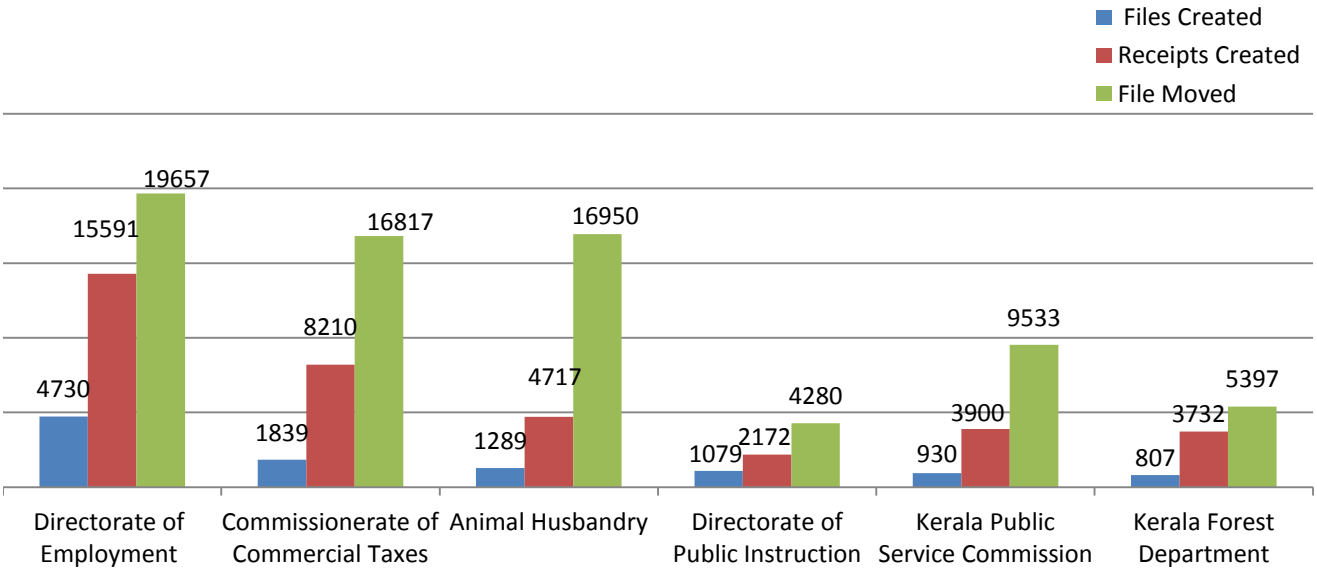
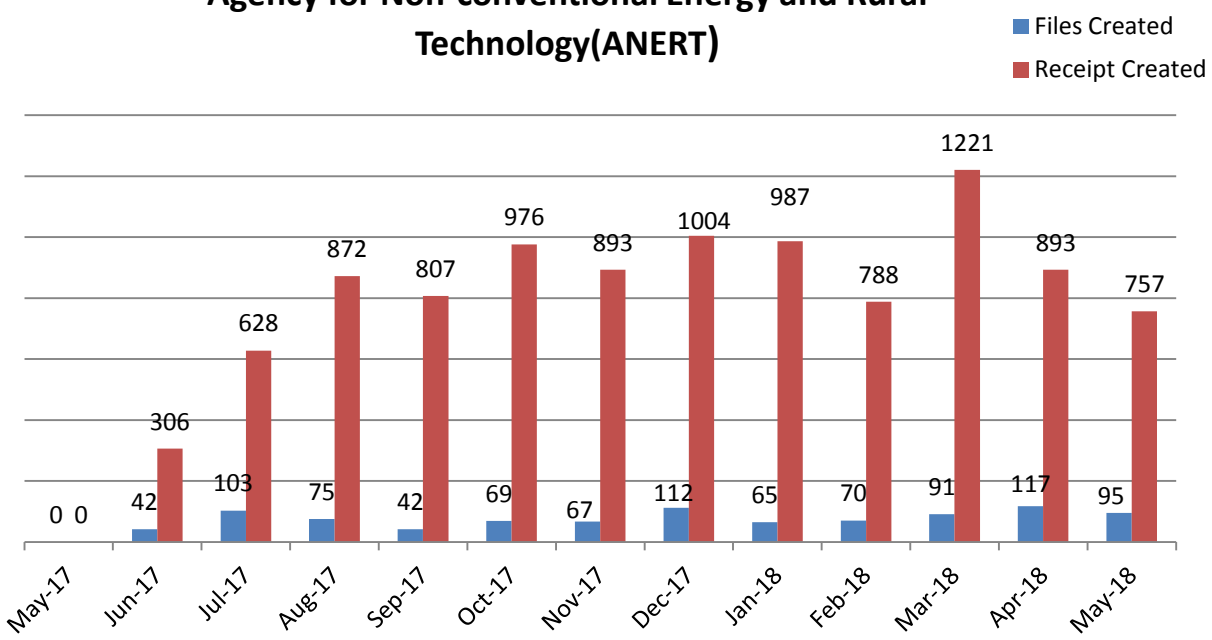


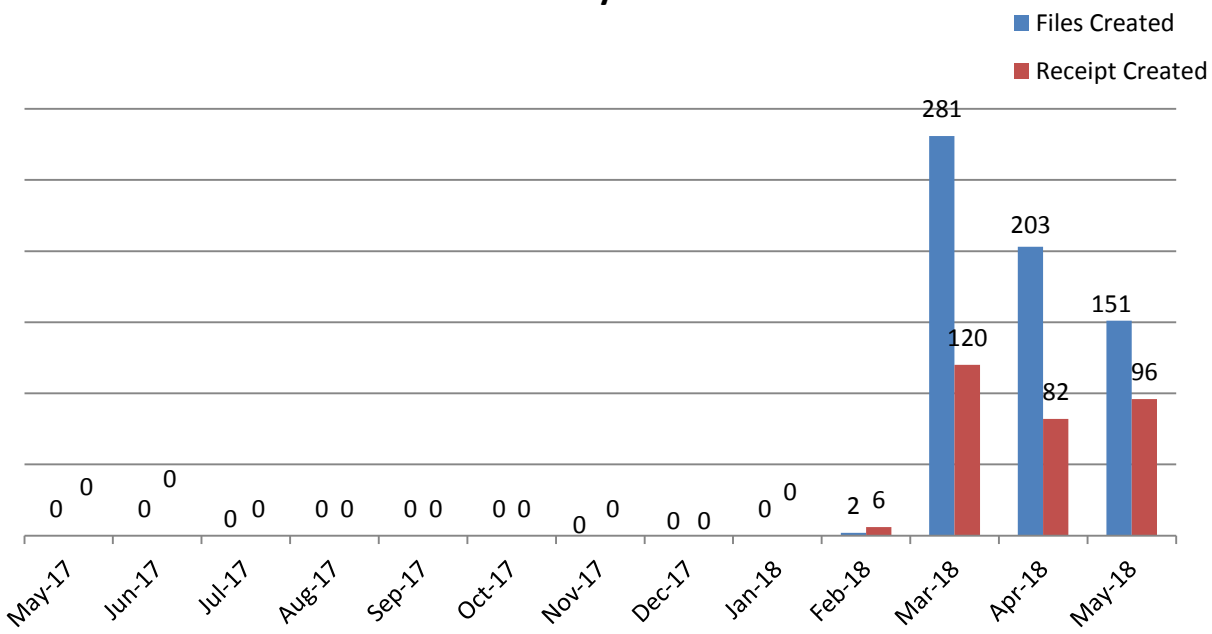
Figure 2 : Top 6 Departments

File statistics for the month May- 2018

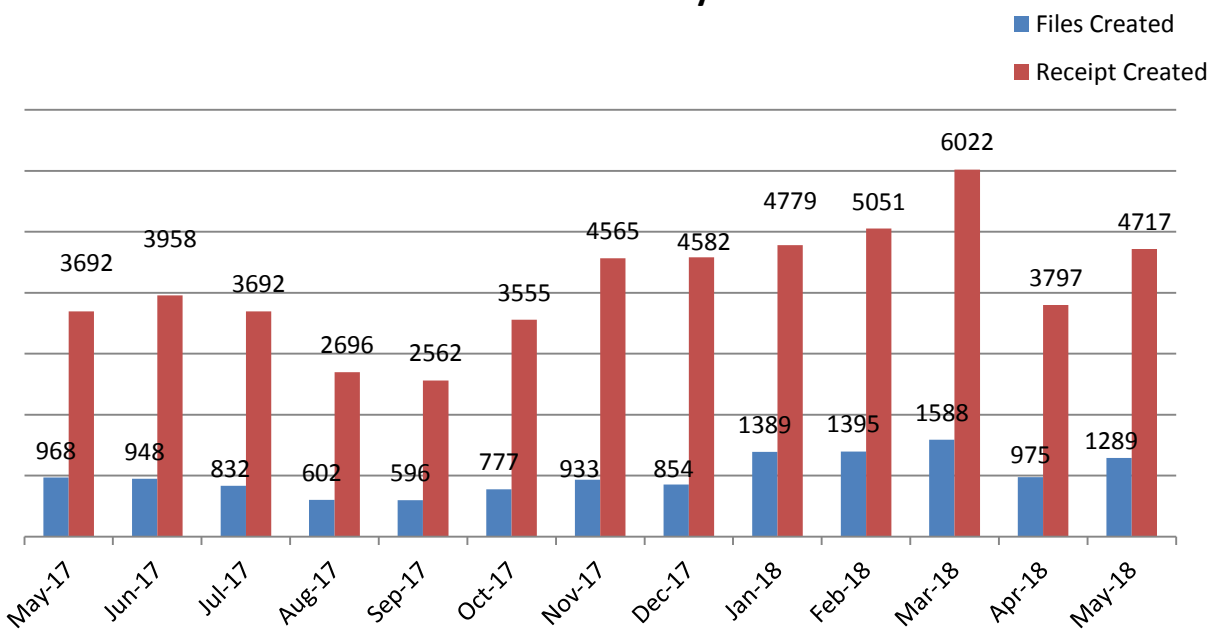
Agency for Non-conventional Energy and Rural Technology(ANERT)



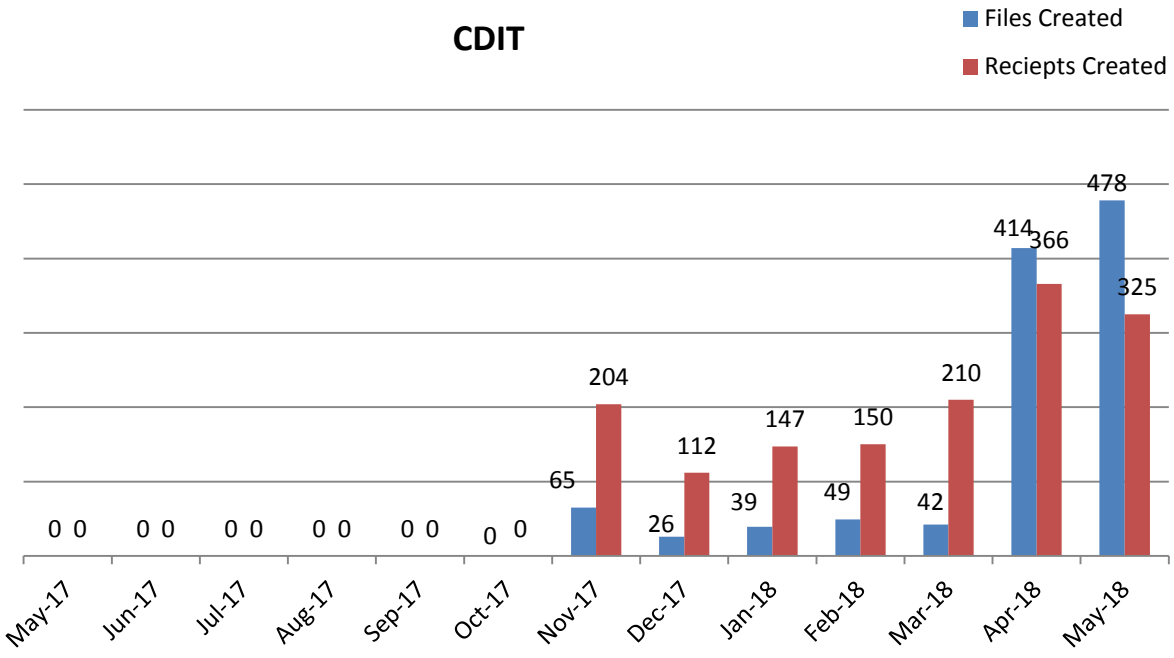
Akshaya

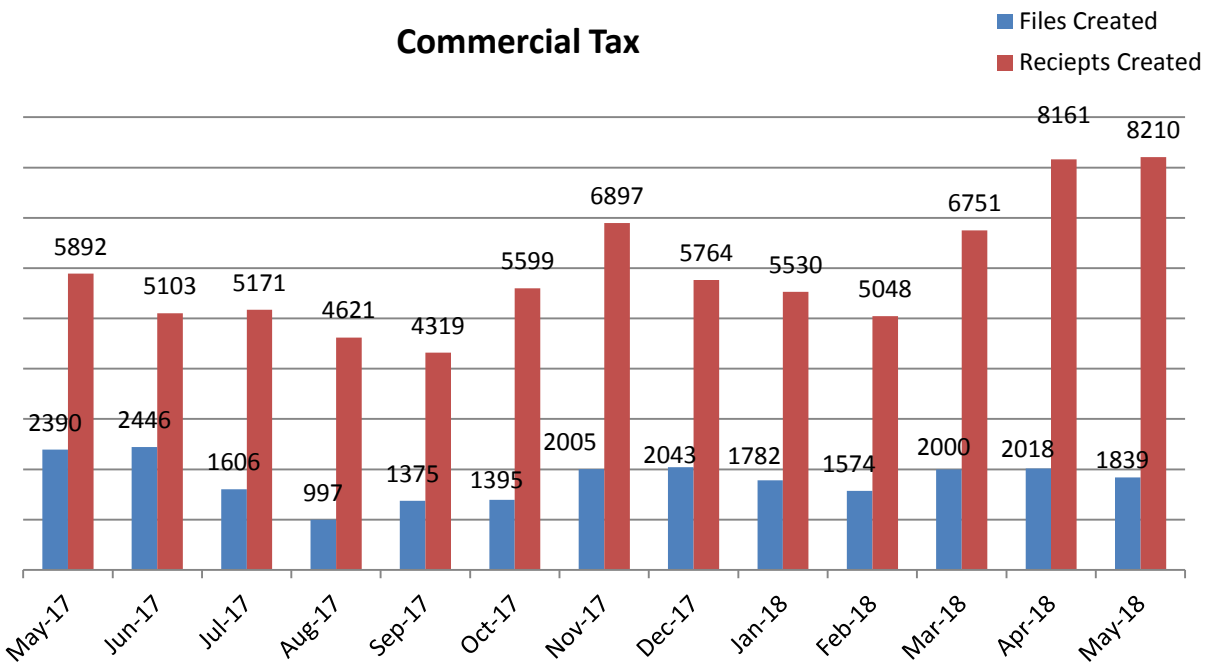


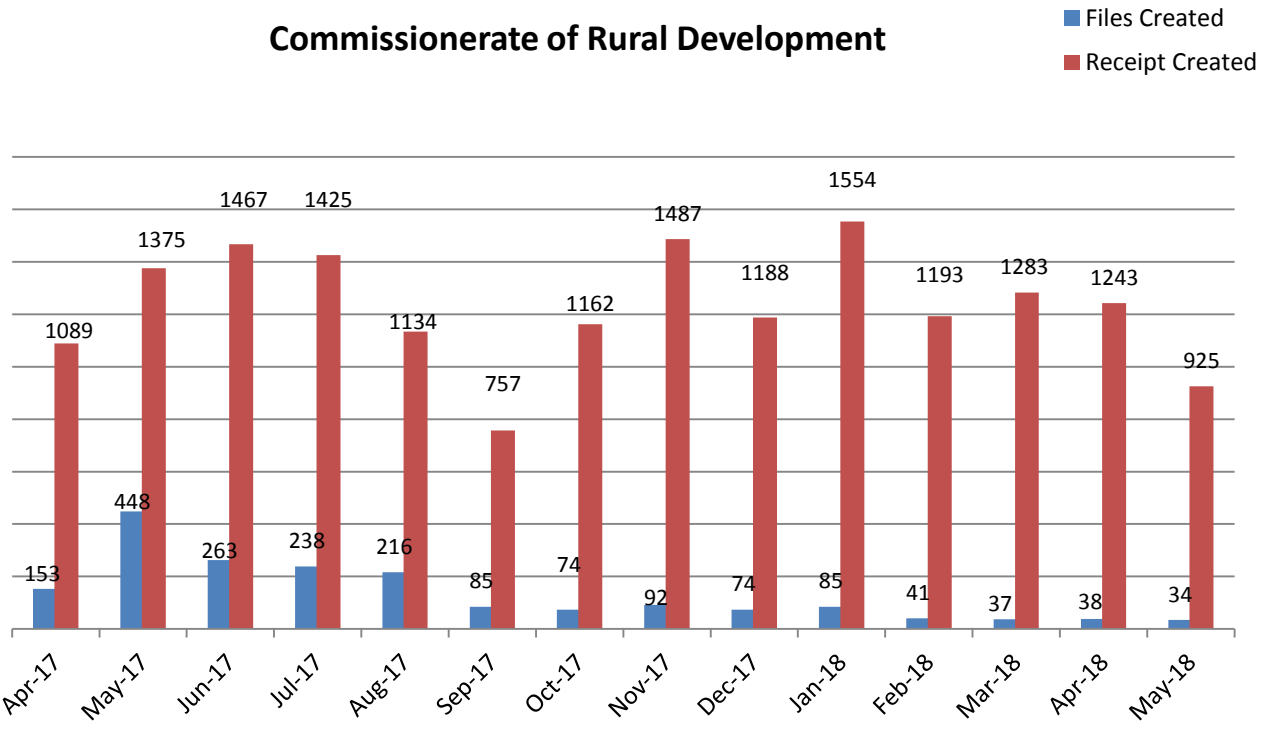
Animal Husbandry

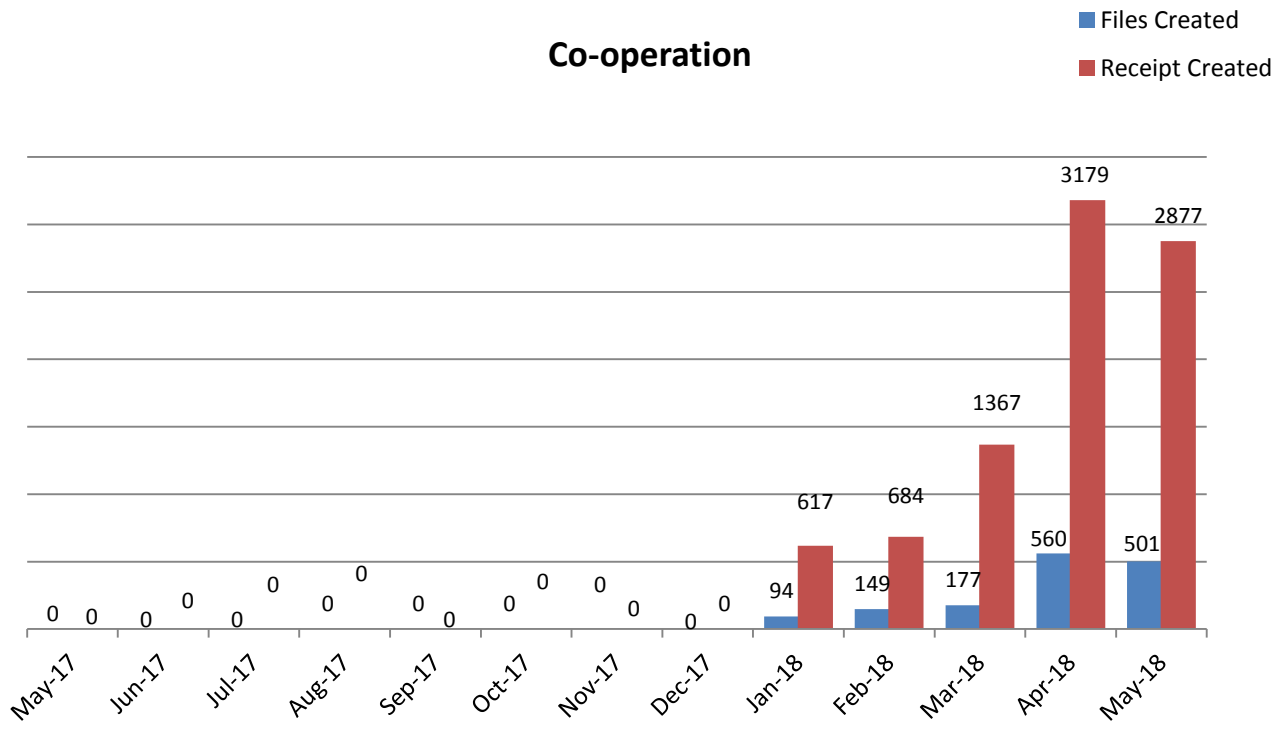


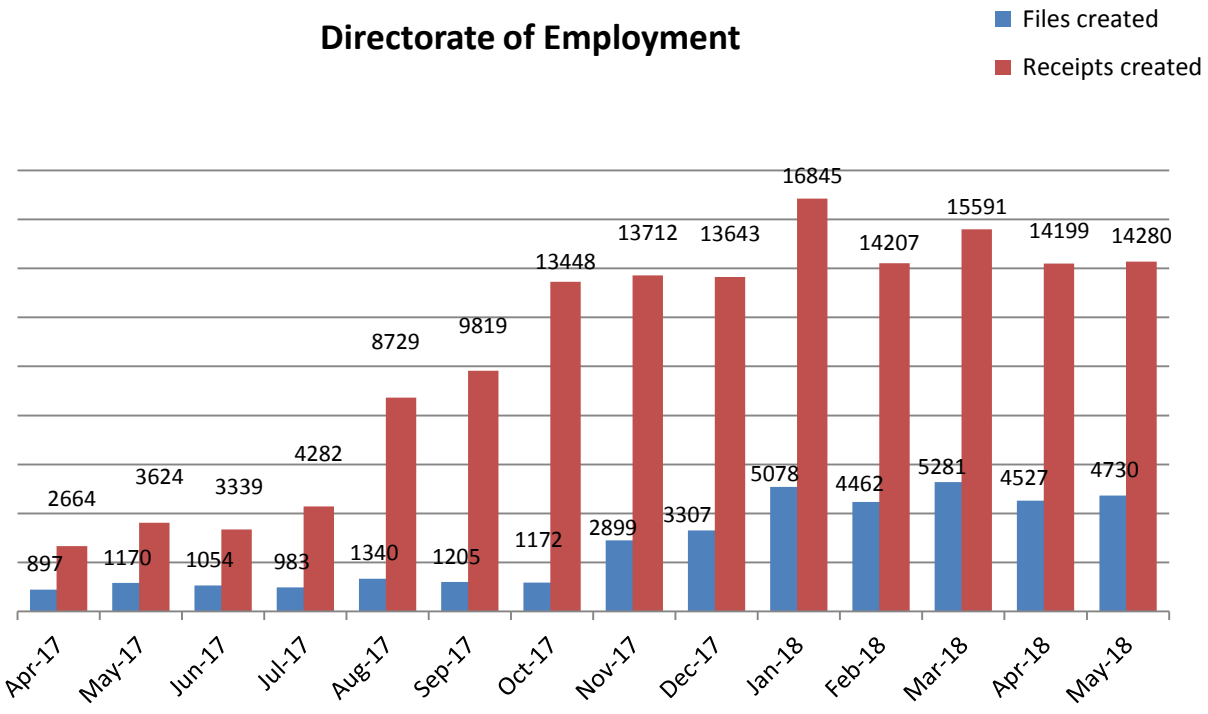
CDIT

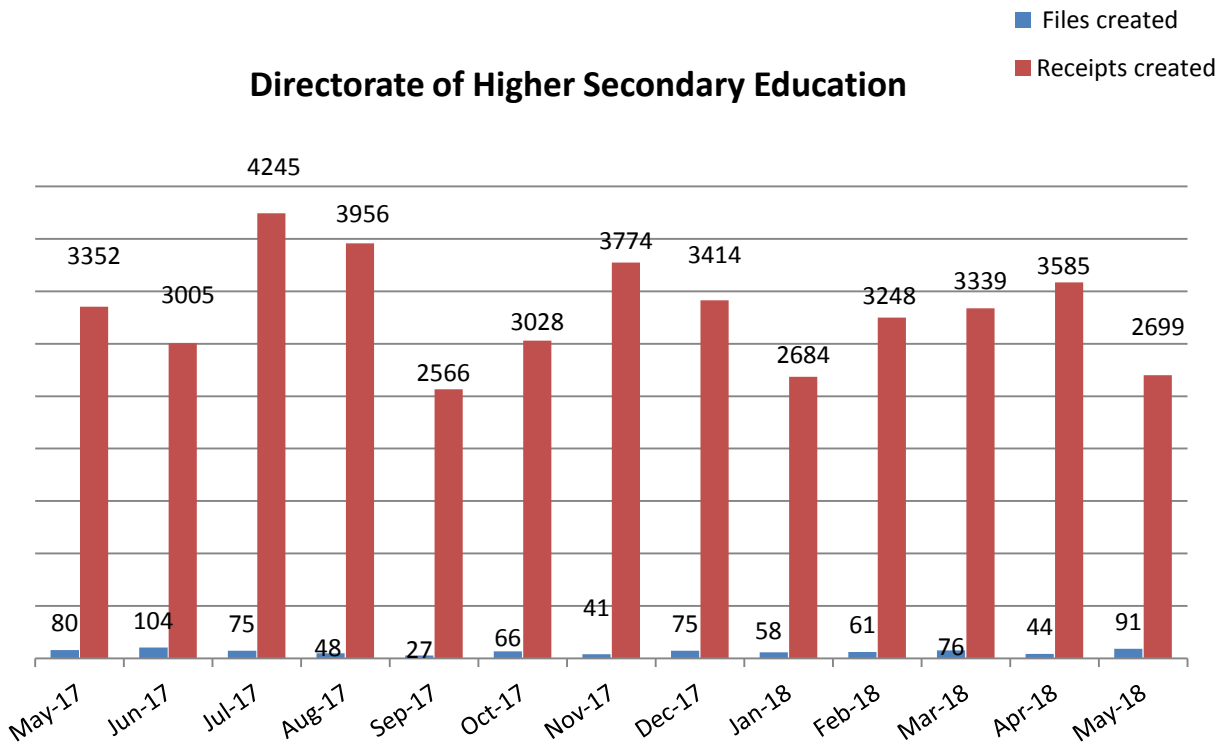


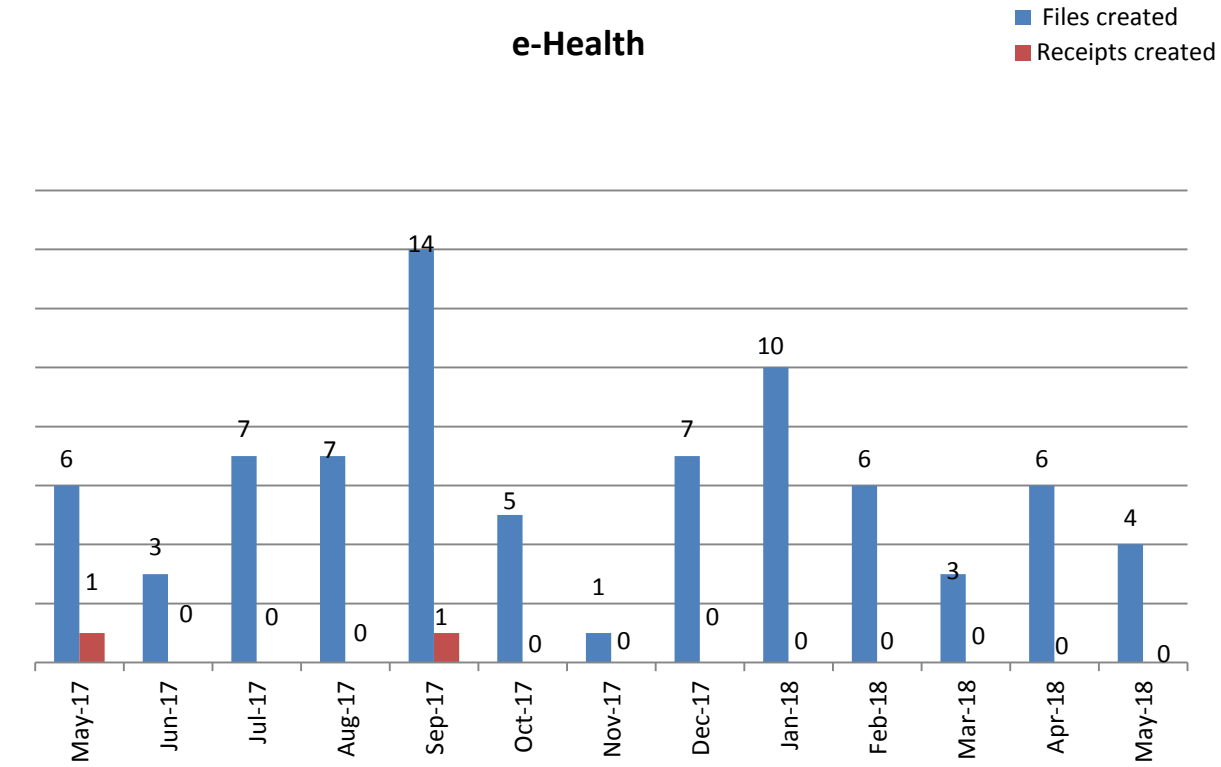

Commercial Tax
Files Created
Reciepts Created
2390
5892
2446
5103
1606
5171
997
4621
1375
4319
1395
5599
2005
6897
2043
5764
1782
5530
1574
5048
2000
6751
2018
8161
1839
8210
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18

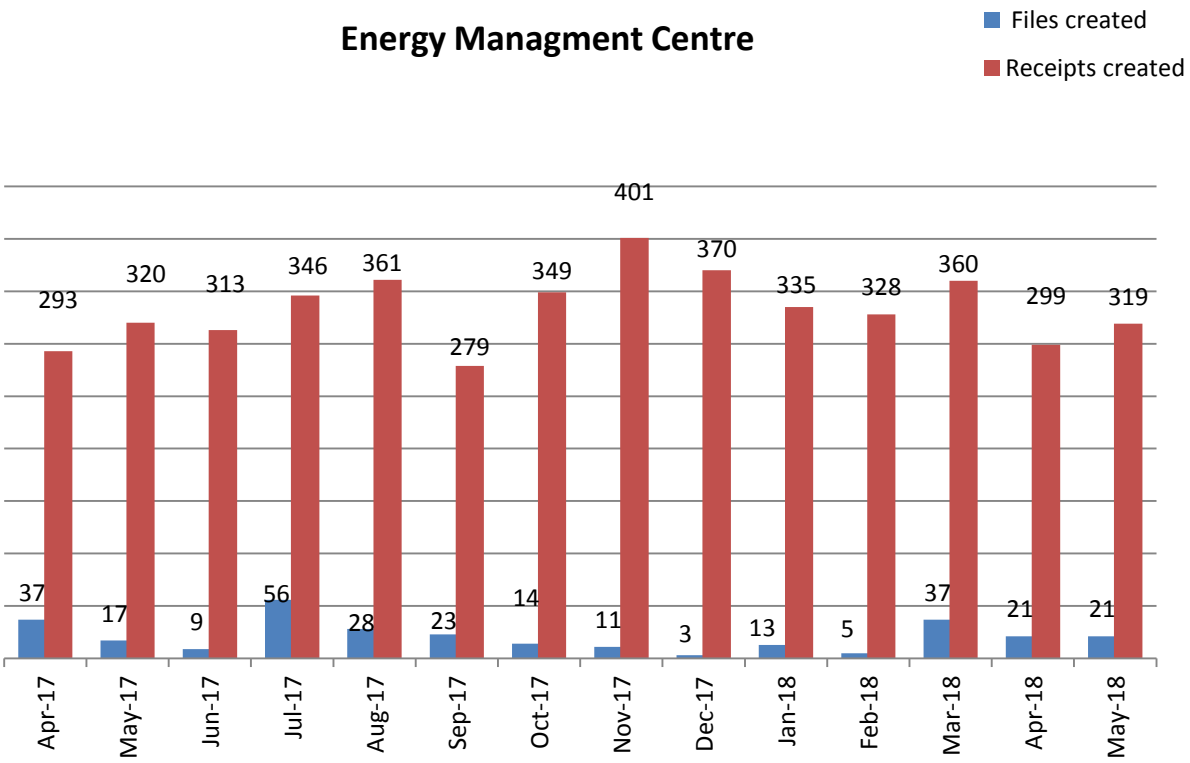

Commissionerate of Rural Development
Files Created
Receipt Created
153
1089
448
1375
263
1467
238
1425
216
1134
85
757
74
1162
92
1487
74
1188
85
1554
41
1193
37
1283
38
1243
34
925
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Co-operation
Files Created
Receipt Created
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 94 617 149 684 177 1367 560 3179 501 2877
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Directorate of Employment
Files created
Receipts created
897 2664 1170 3624 1054 3339 983 4282 1340 8729 1205 9819 1172 13448 2899 13712 3307 13643 5078 16845 4462 14207 5281 15591 4527 14199 4730 14280
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Files created
Receipts created
Directorate of Higher Secondary Education
3352
3005
4245
3956
2566
3028
3774
3414
2684
3248
3339
3585
2699
80
104
75
48
27
66
41
75
58
61
76
44
91
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Files created
Receipts created
e-Health
6
1
3
0
7
0
7
0
14
1
5
0
1
0
7
0
10
0
6
0
3
0
6
0
4
0
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Energy Managment Centre
Files created
Receipts created
293
320
313
346
361
279
349
401
370
335
328
360
299
319
37
17
9
56
28
23
14
11
3
13
5
37
21
21
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
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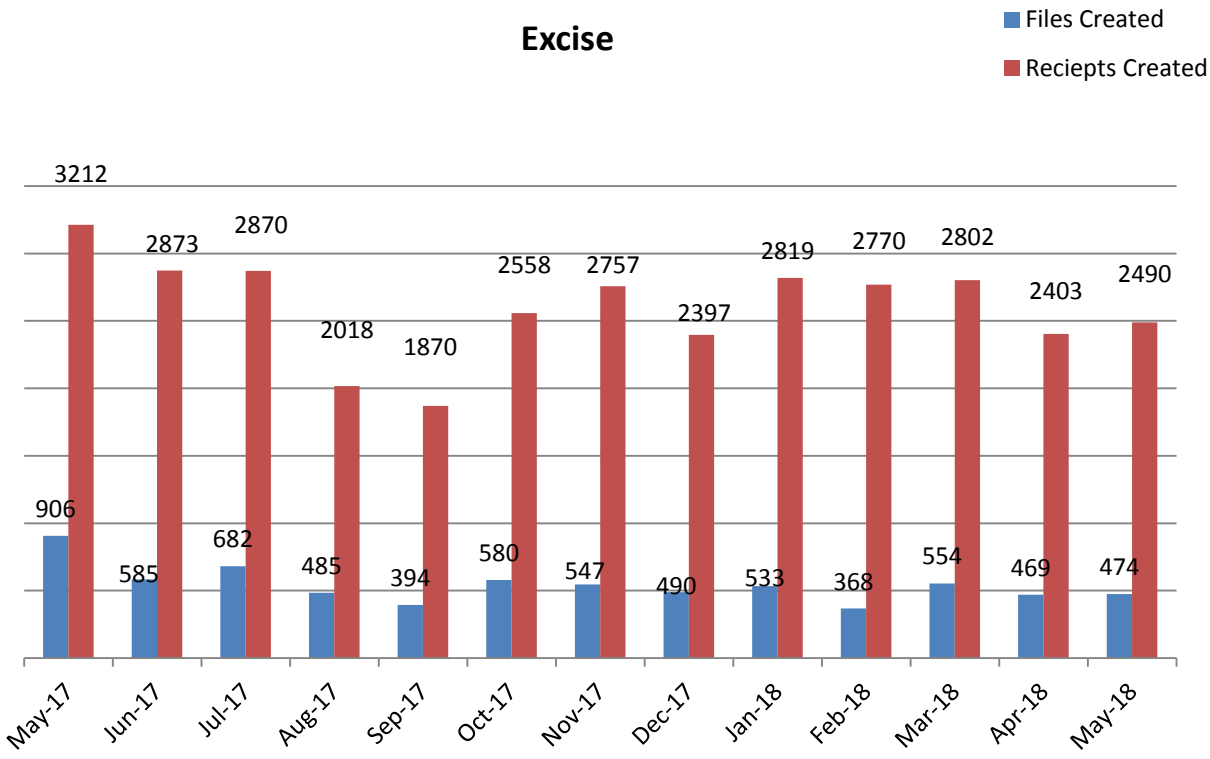
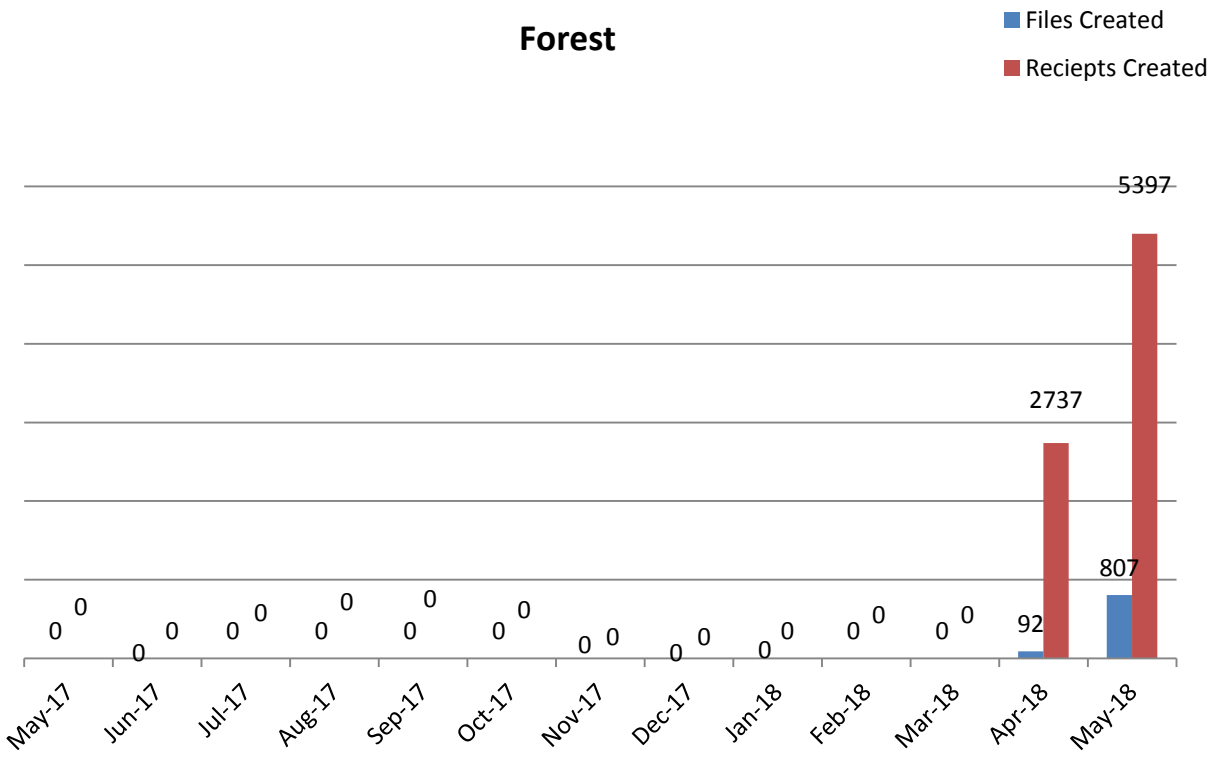
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Excise
Files Created
Reciepts Created
3212
2873
2870
2018
1870
2558
2757
2397
2819
2770
2802
2403
2490
906
585
682
485
394
580
547
490
533
368
554
469
474
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Forest
Files Created
Reciepts Created
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0 0
0 0
0 0
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0 0
0 0
0 0
0 0
92 2737
807 5397
May-17
Jun-17
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Aug-17
Sep-17
Oct-17
Nov-17
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Jan-18
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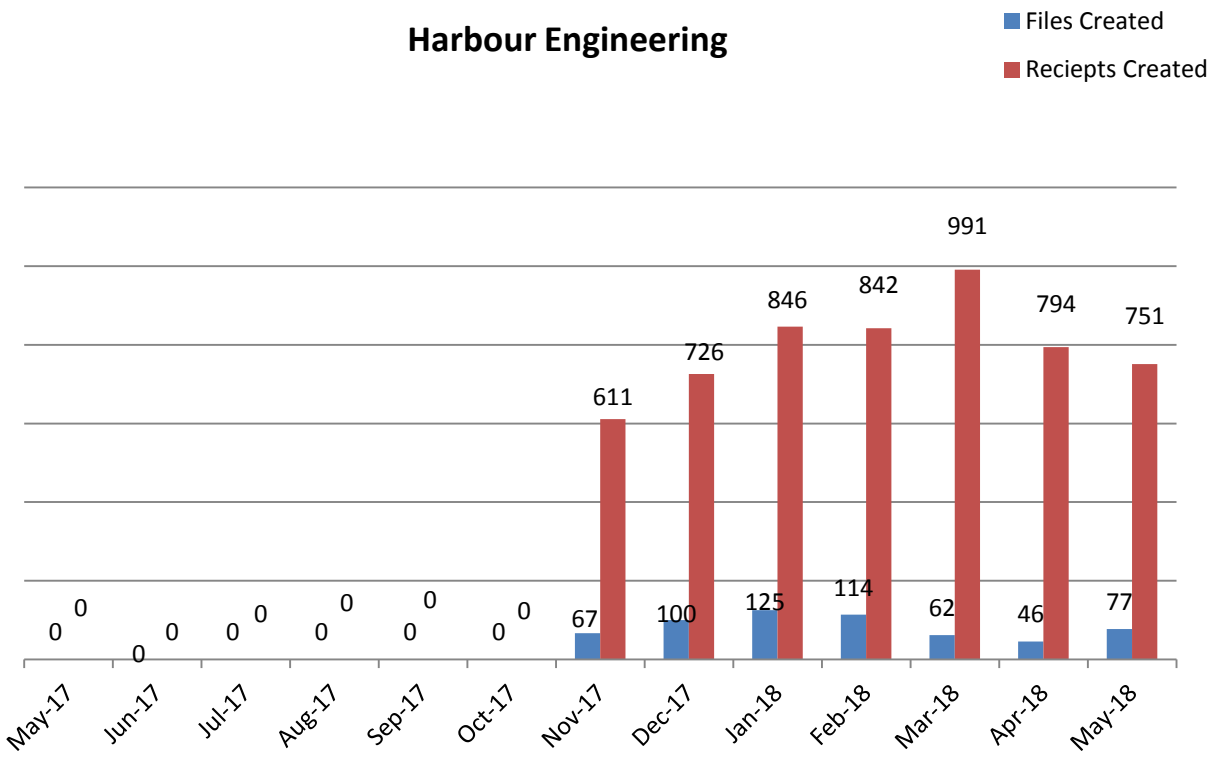
Mar-18
Apr-18
May-18


Harbour Engineering
Files Created
Reciepts Created
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0 0
0 0
0 0
0 0
0 0
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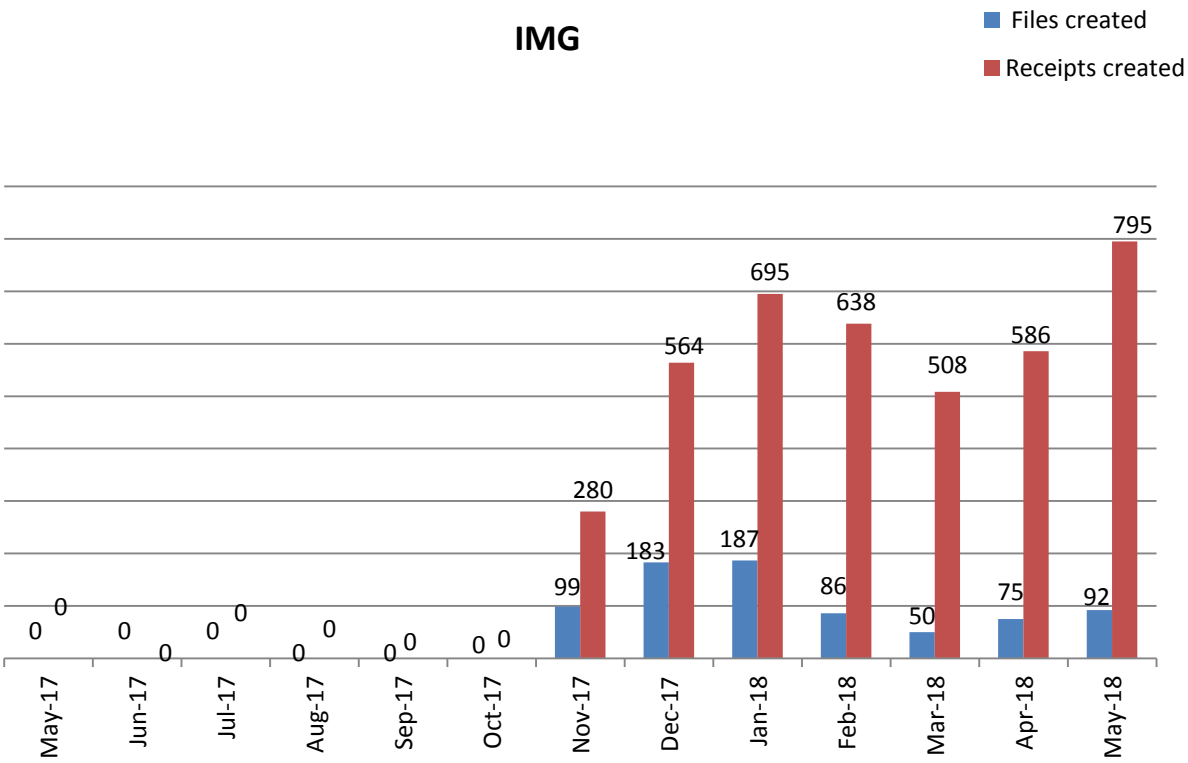
100 726
125 846
114 842
62 991
46 794
77 751
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


IMG
Files created
Receipts created
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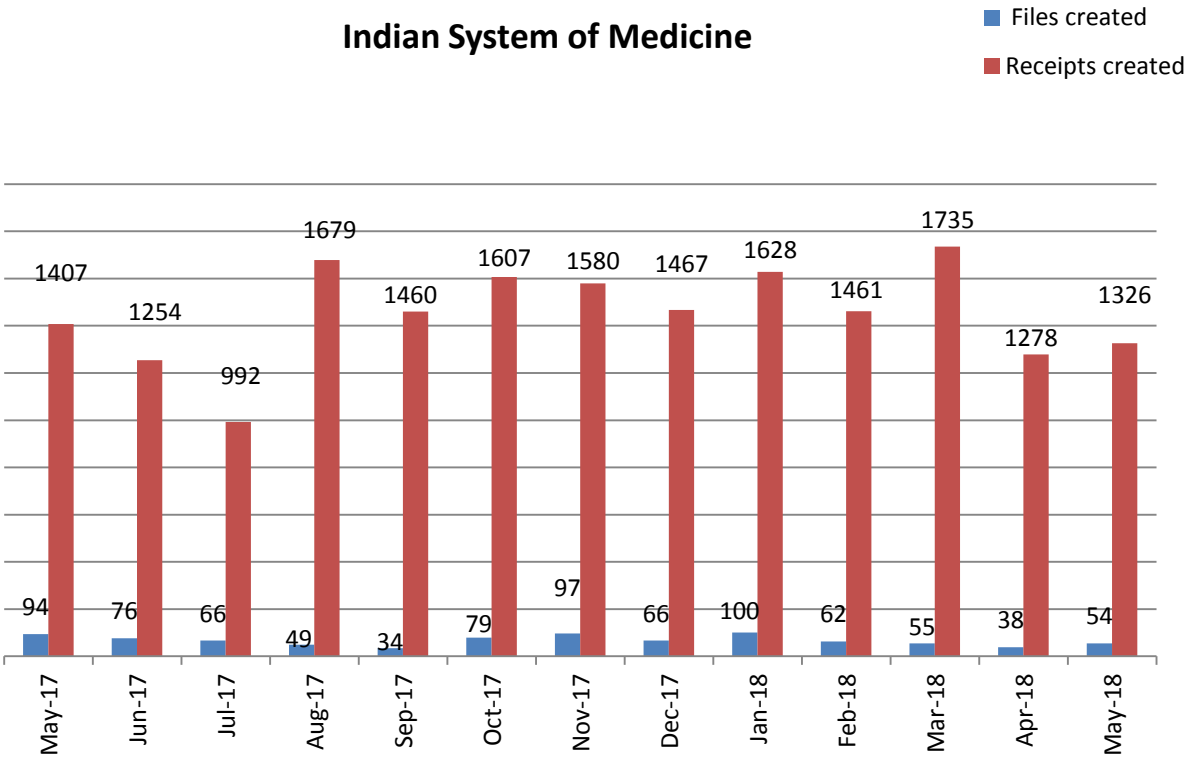
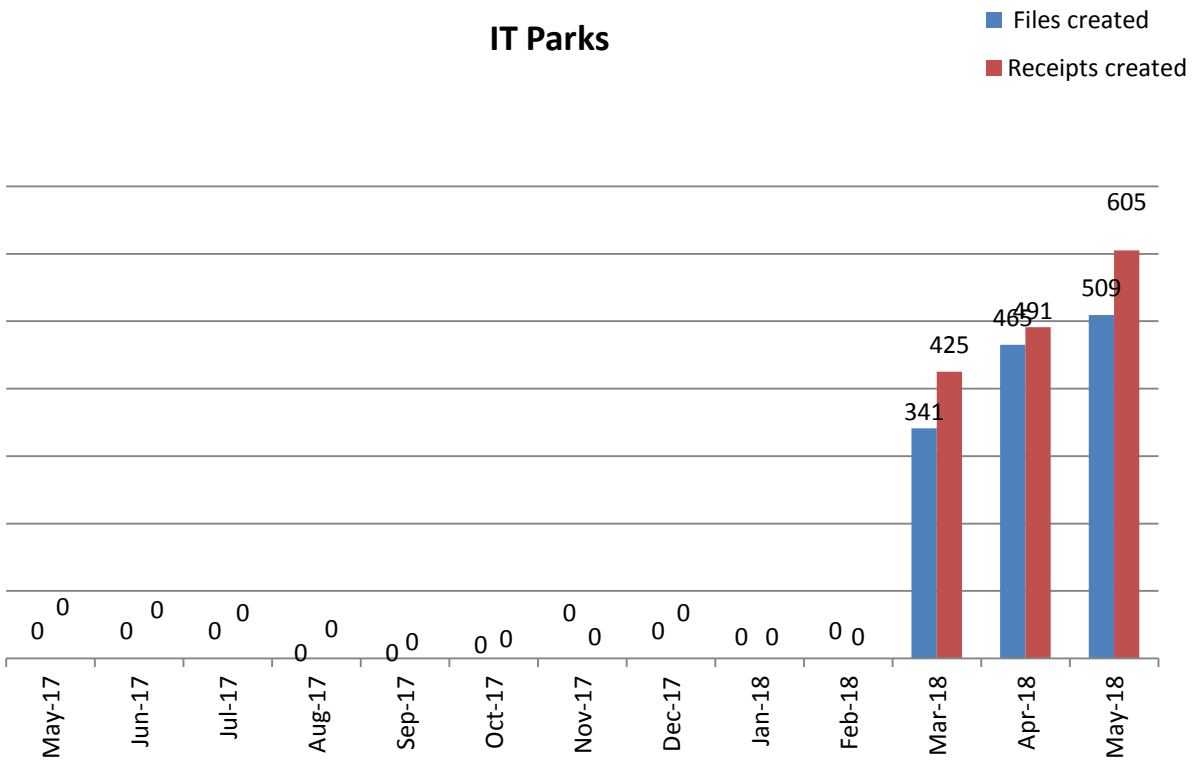
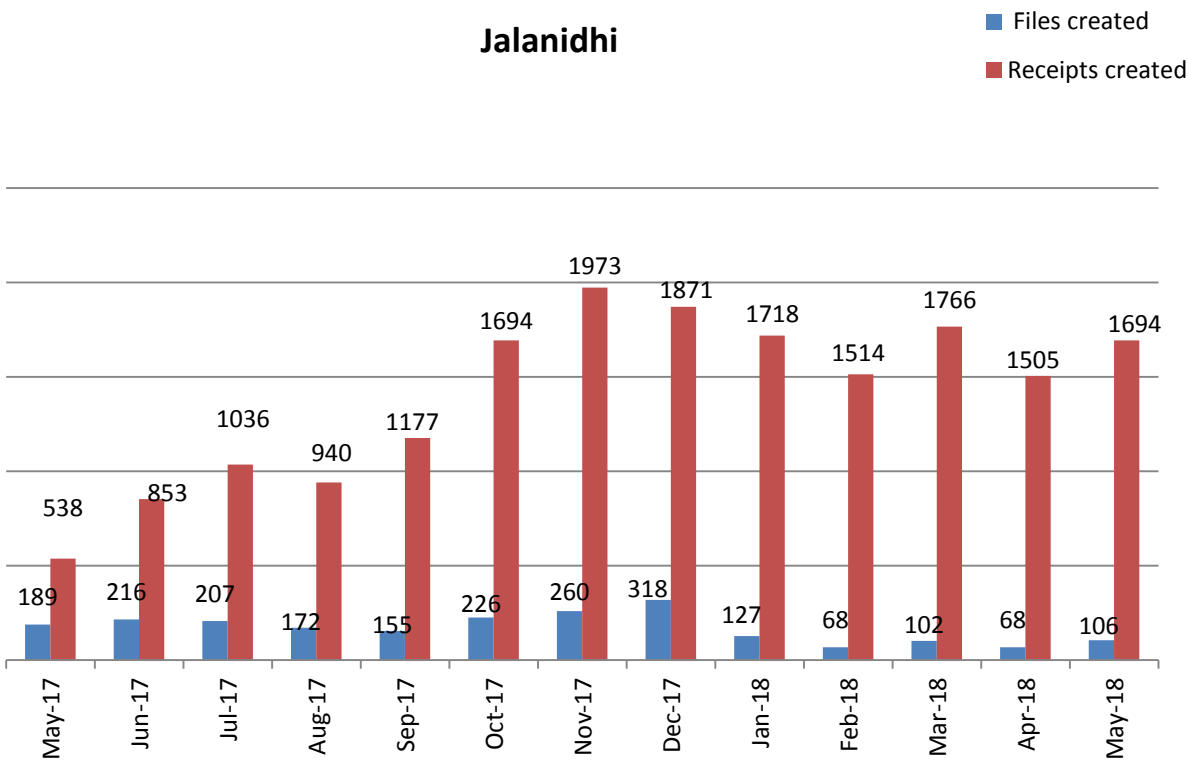
0 0
0 0
0 0
0 0
0 0
99 280
183 564
187 695
86 638
50 508
75 586
92 795
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Indian System of Medicine
Files created
Receipts created
94 1407
76 1254
66 992
49 1679
34 1460
79 1607
97 1580
66 1467
100 1628
62 1461
55 1735
38 1278
54 1326
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


IT Parks
Files created
Receipts created
0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0
341 425
465 491
509 605
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Jalanidhi
Files created
Receipts created
189 538
216 853
207 1036
172 940
155 1177
226 1694
260 1973
318 1871
127 1718
68 1514
102 1766
68 1505
106 1694
May-17
Jun-17
Jul-17
Aug-17
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Nov-17
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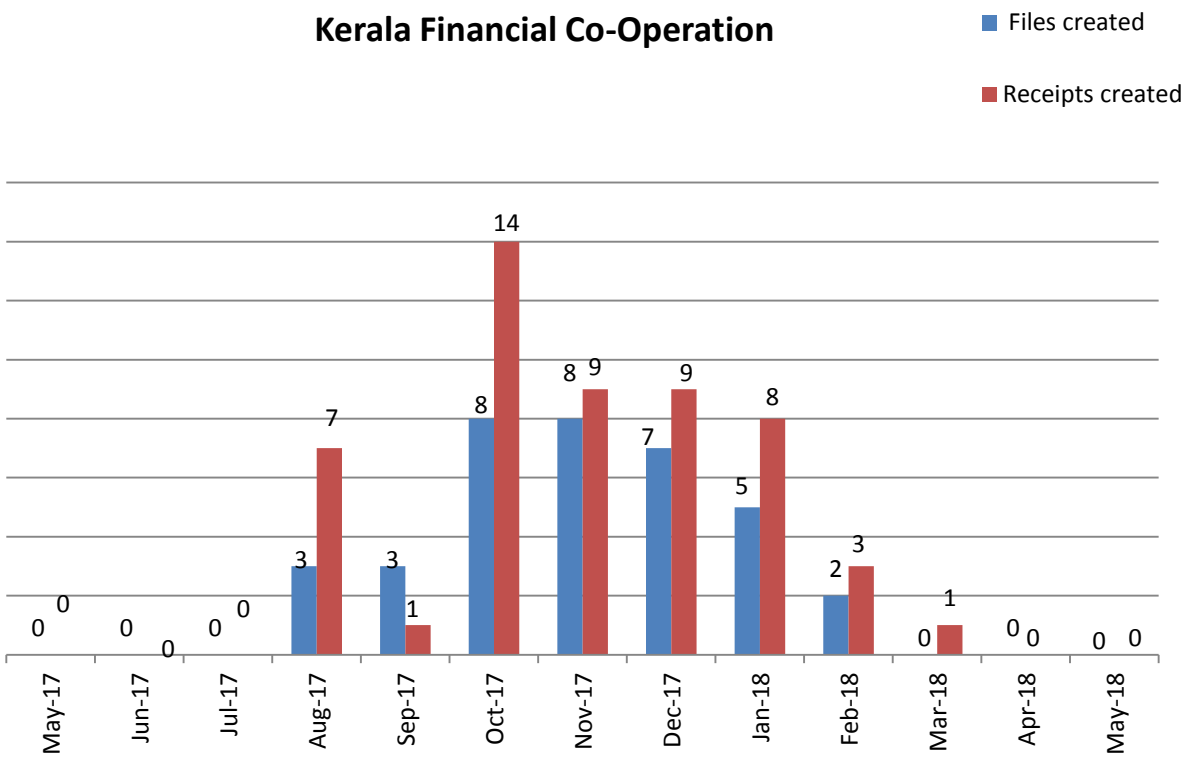
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Kerala Financial Co-Operation
Files created
Receipts created
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
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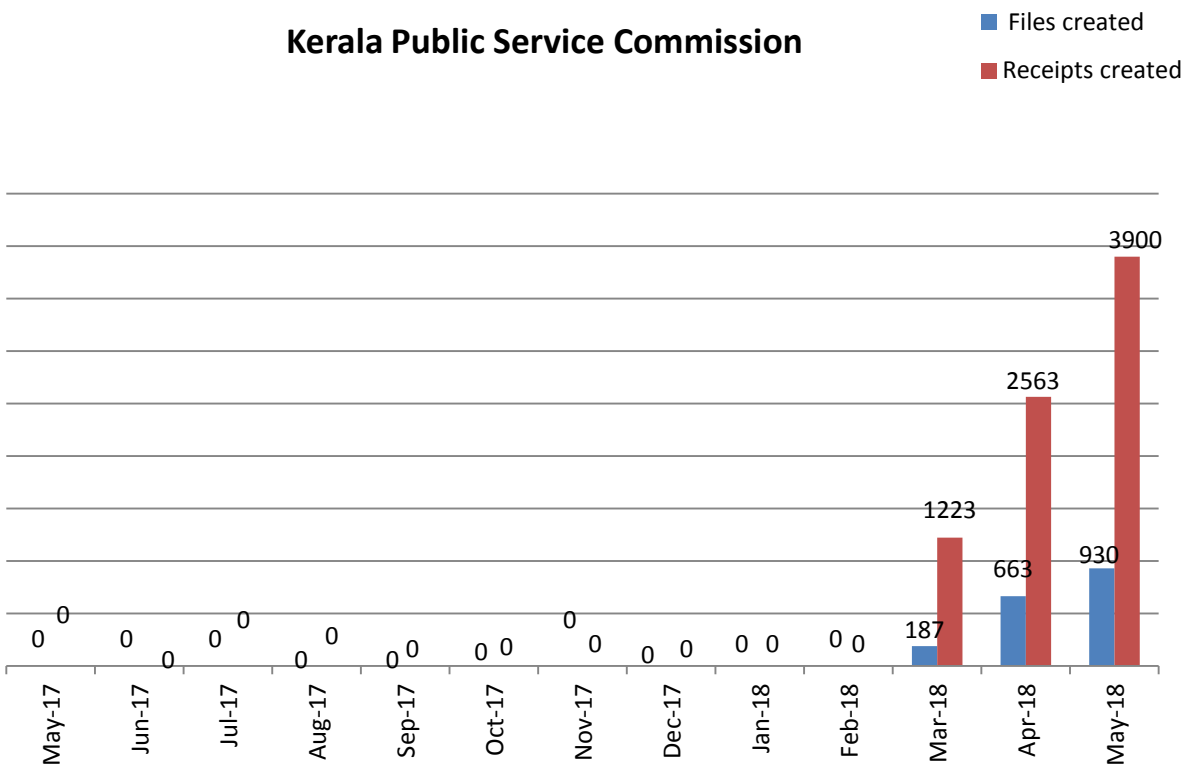
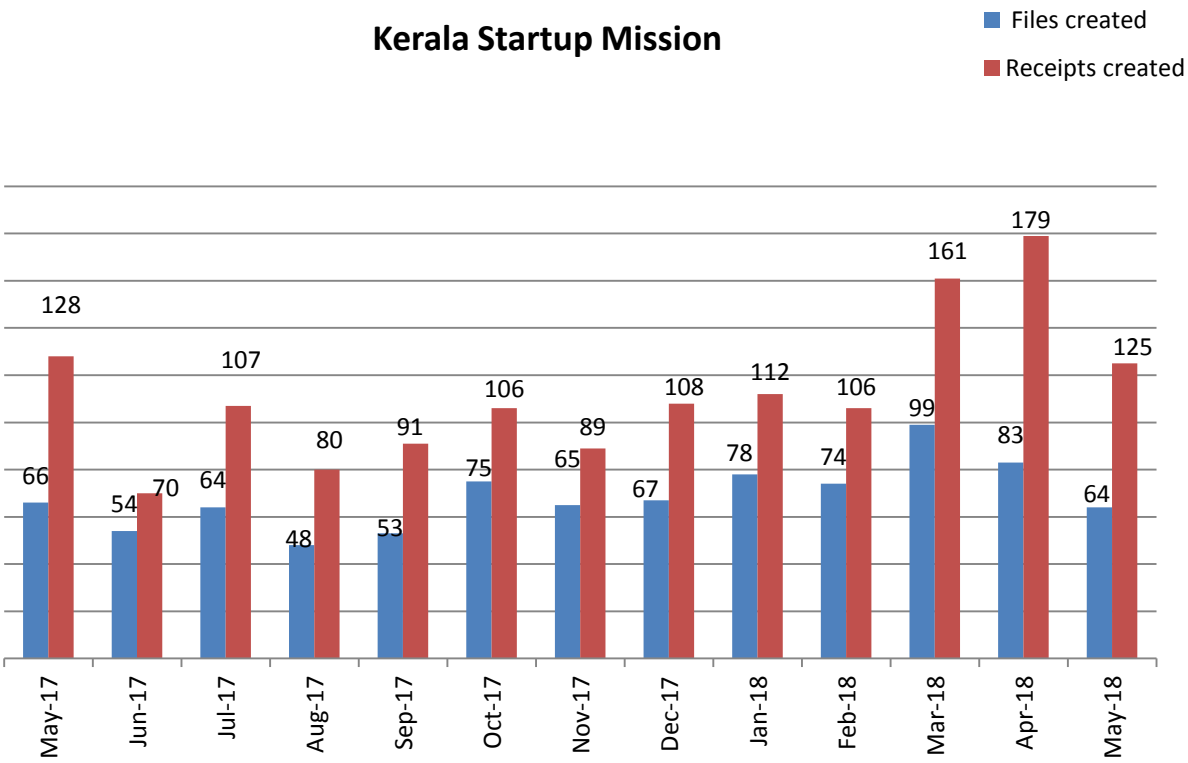
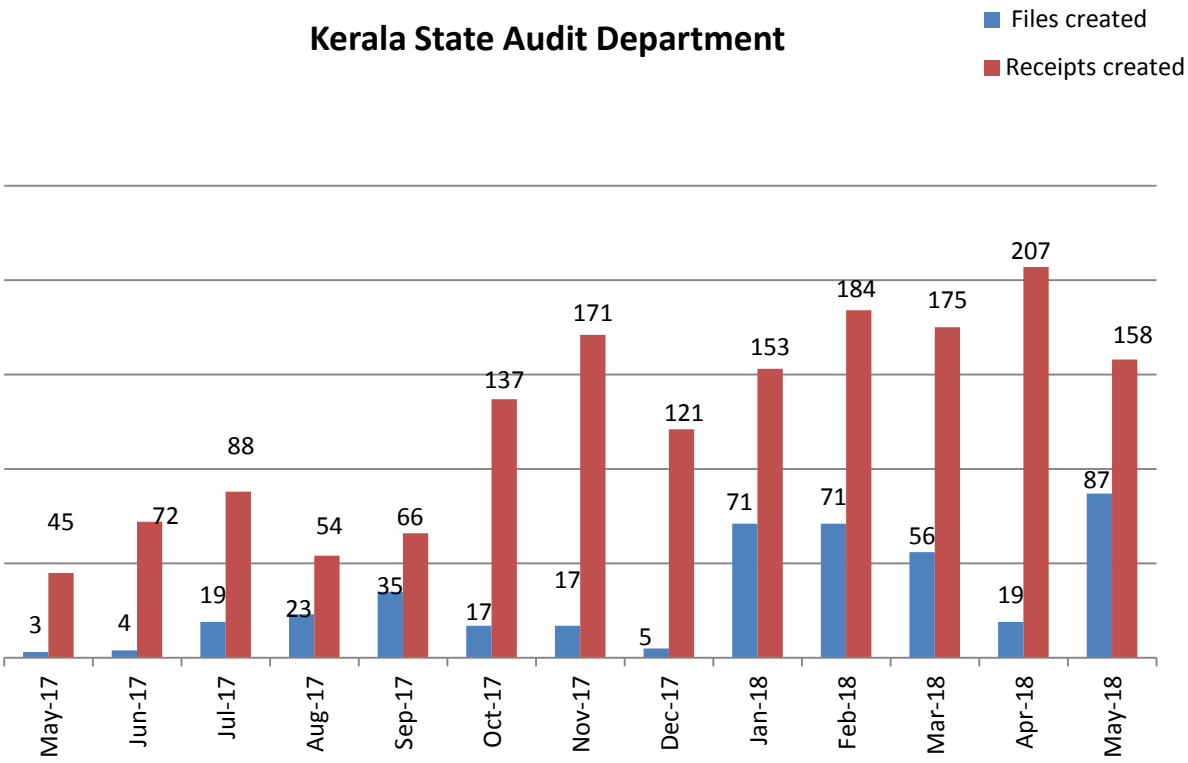
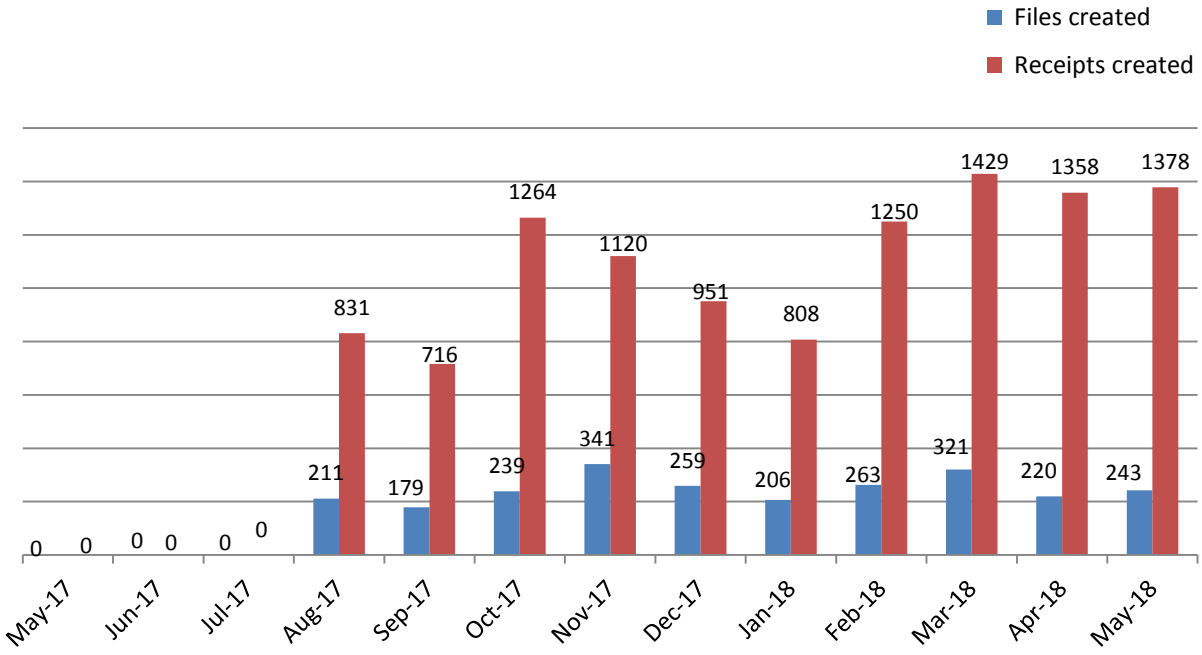
Mar-18
Apr-18
May-18


Kerala Public Service Commission
Files created
Receipts created
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18

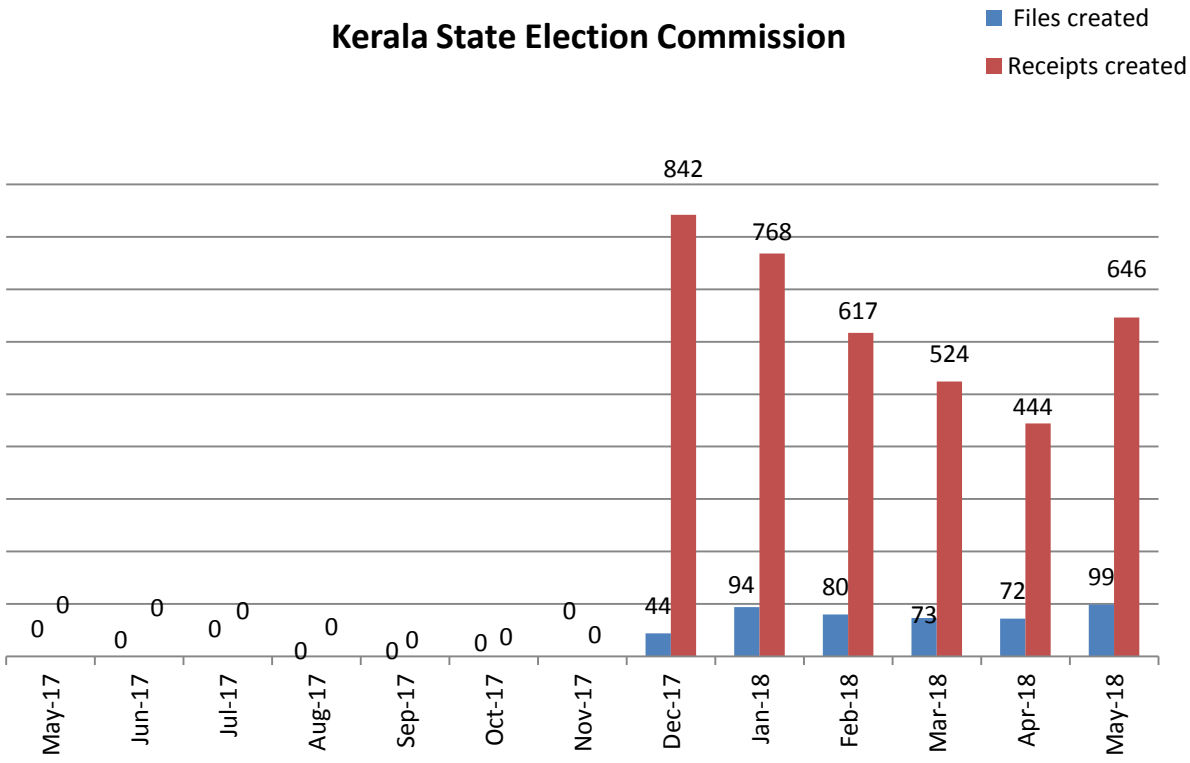

Kerala Startup Mission
Files created
Receipts created
66
128
54
70
64
107
48
80
53
91
75
106
65
89
67
108
78
112
74
106
99
161
83
179
64
125
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18

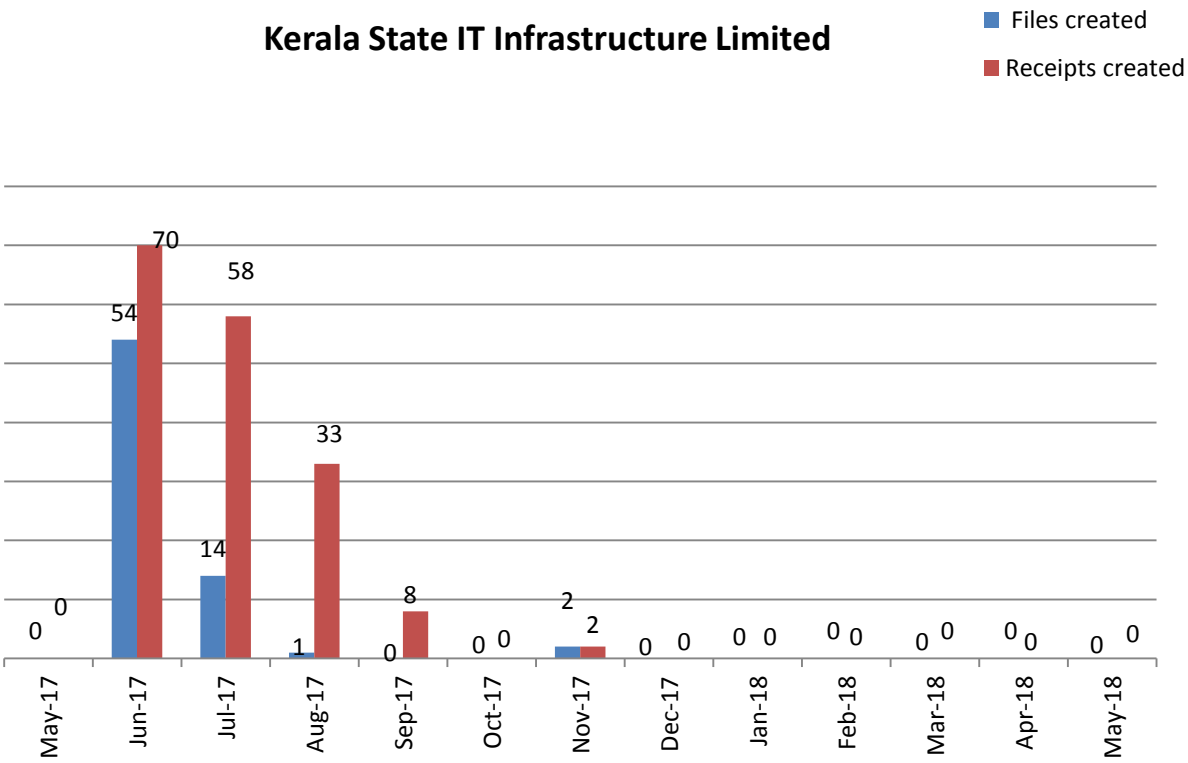

Kerala State Audit Department
Files created
Receipts created
3
45
4
72
19
88
23
54
35
66
17
137
17
171
5
121
71
153
71
184
56
175
19
207
87
158
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18

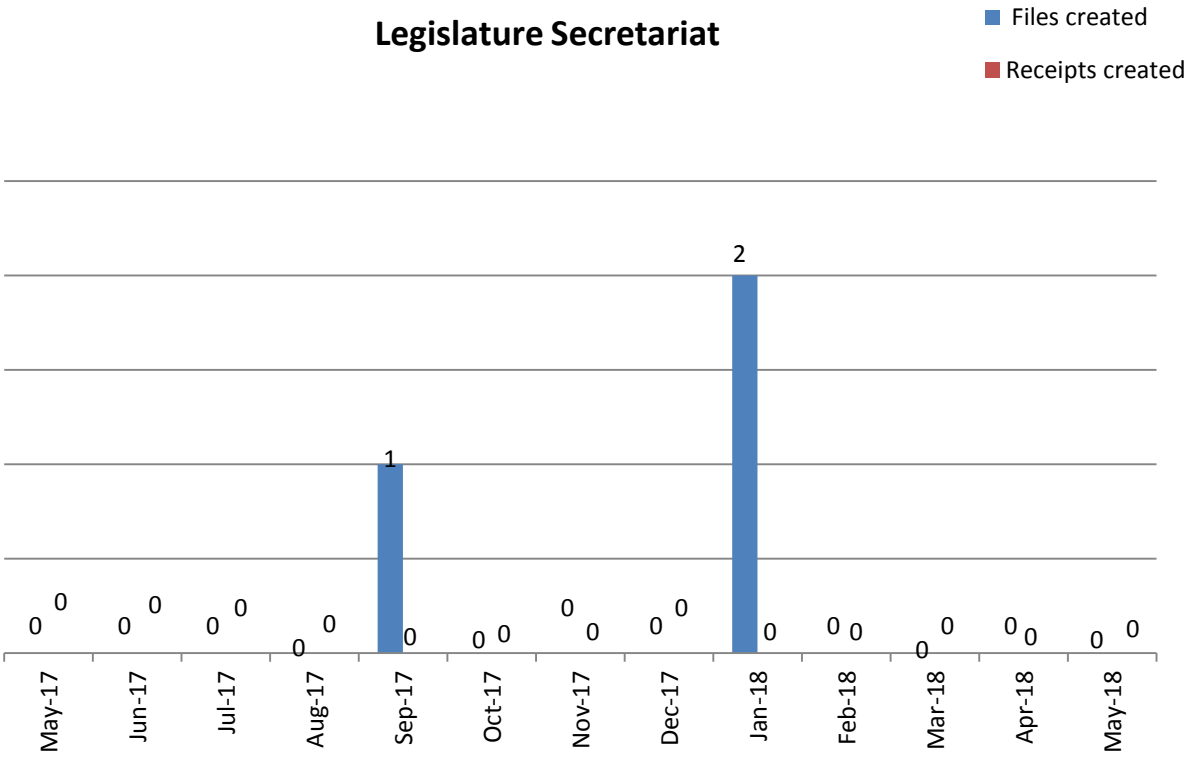
Kerala State Council for Science, Technology and Environment



Kerala State Election Commission




Kerala State IT Infrastructure Limited
Files created
Receipts created
0 0
54 70
14 58
1 33
0 8
0 0
2 2
0 0
0 0
0 0
0 0
0 0
0 0
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18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Receipts created
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0 0
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0 0
0 0
0 0
2 0
0 0
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0 0
May-17
Jun-17
Jul-17
Aug-17
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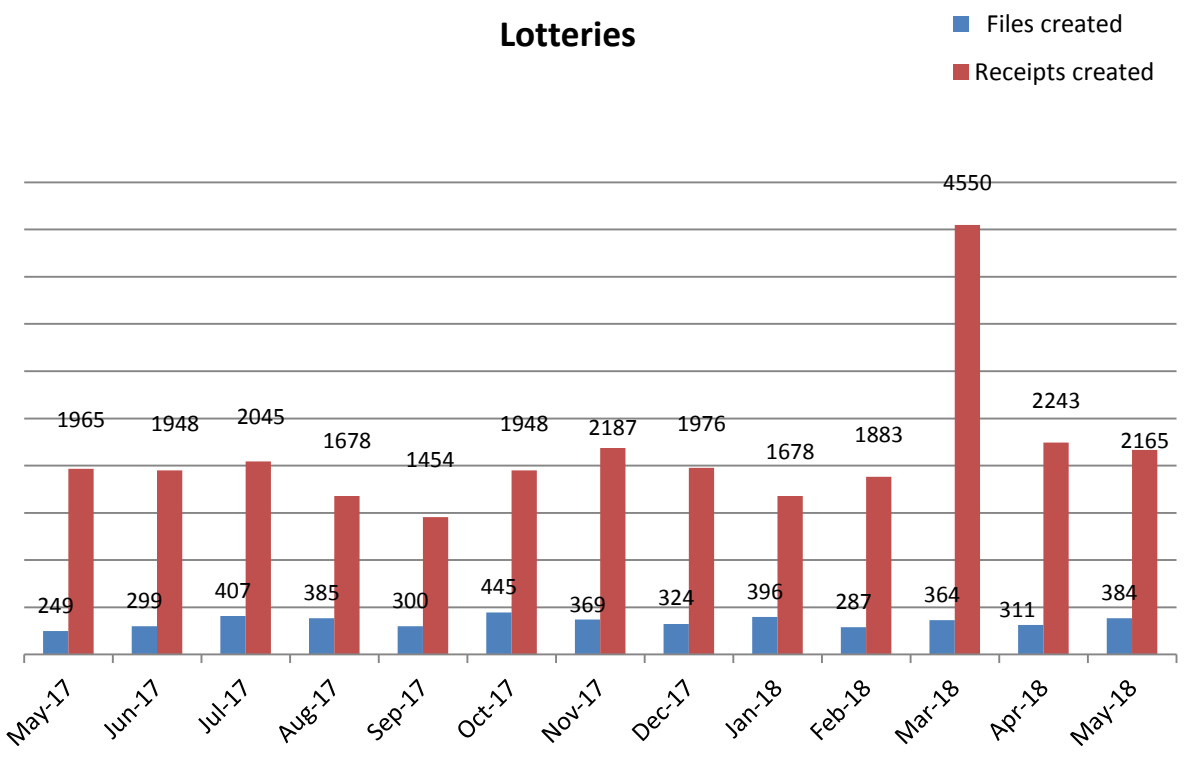
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Lotteries
Files created
Receipts created
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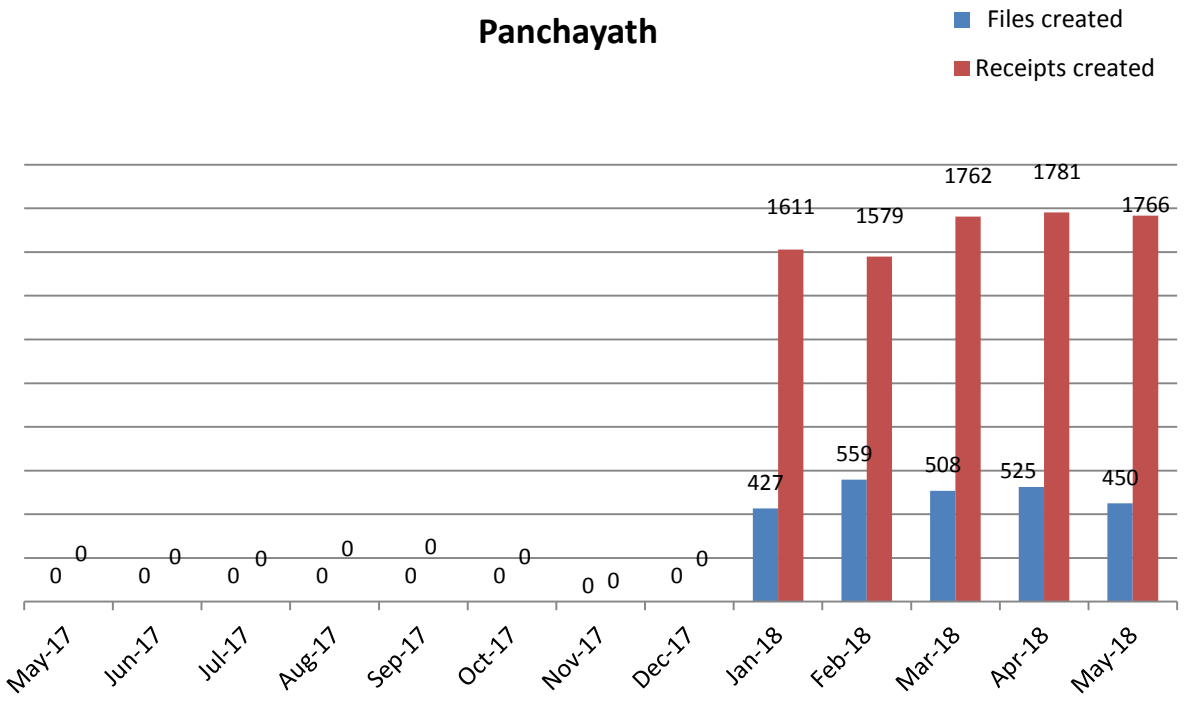
1965
299
1948
407
2045
385
1678
300
1454
445
1948
369
2187
324
1976
396
1678
287
1883
364
4550
311
2243
384
2165
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Panchayath
Files created
Receipts created
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0
0
0
0
0
0
0
0
0
0
0
427
1611
559
1579
508
1762
525
1781
450
1766
May-17
Jun-17
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Aug-17
Sep-17
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Nov-17
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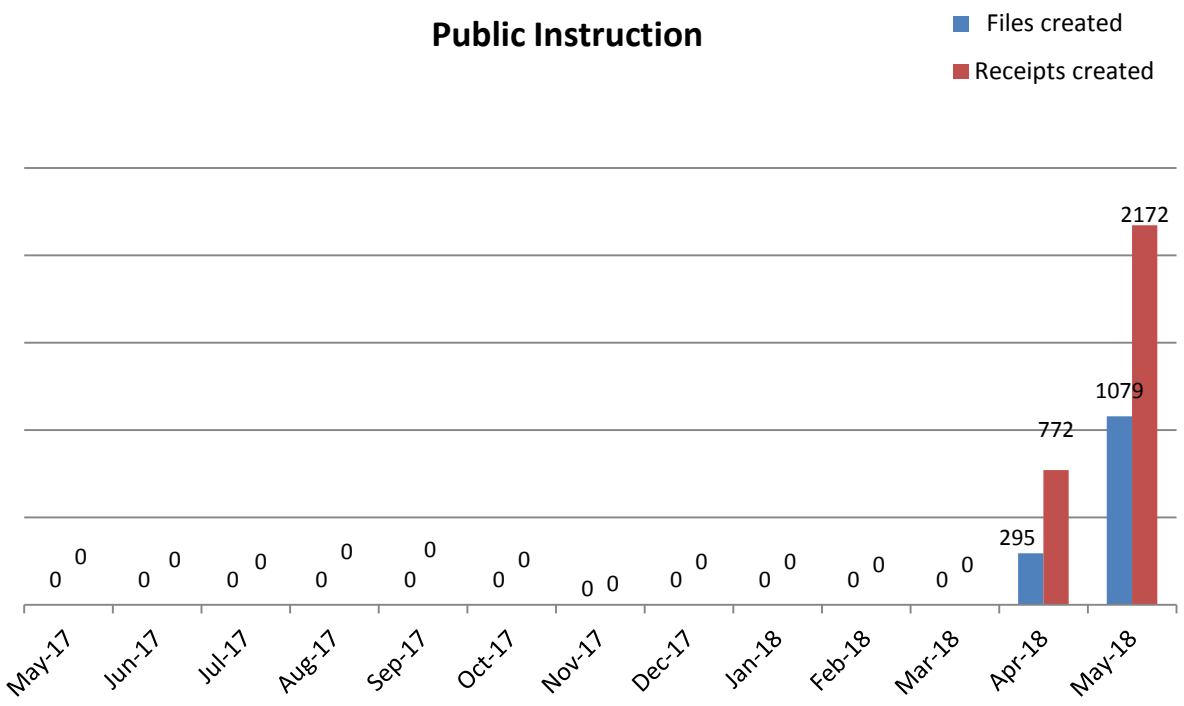
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Public Instruction
Files created
Receipts created
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0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0
0 0
295 772
1079 2172
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
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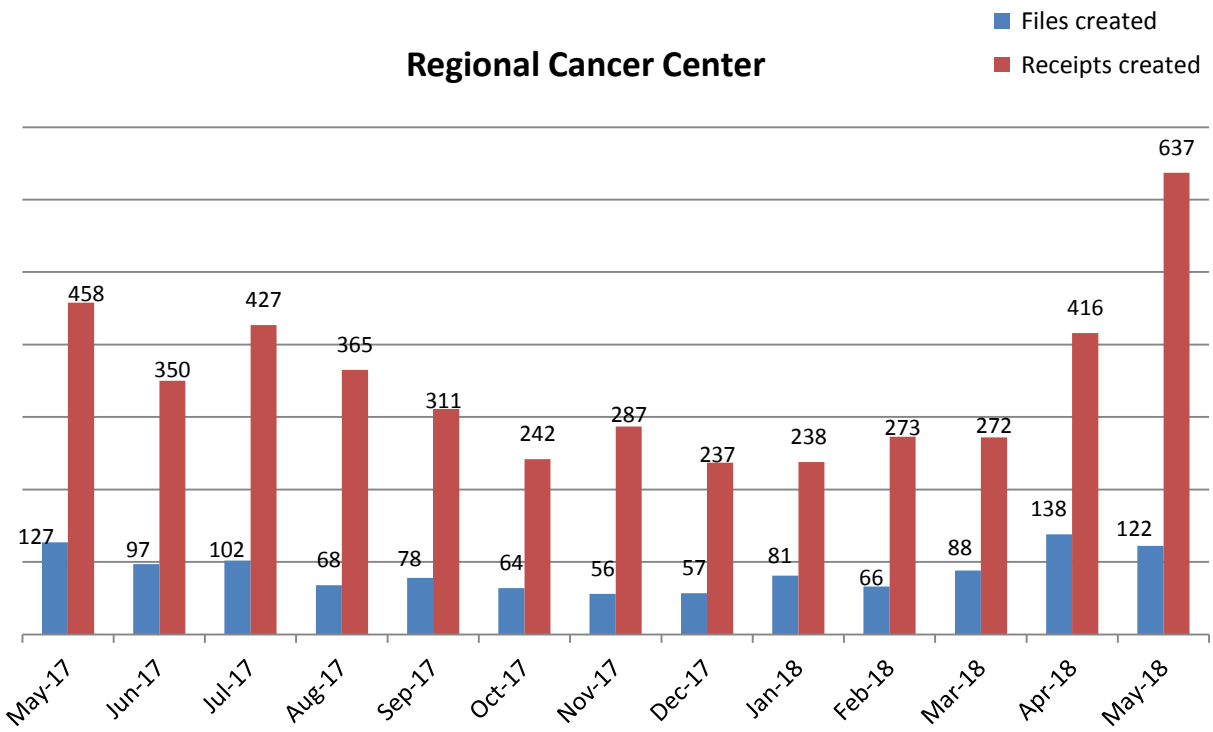
Mar-18
Apr-18
May-18


Regional Cancer Center
Files created
Receipts created
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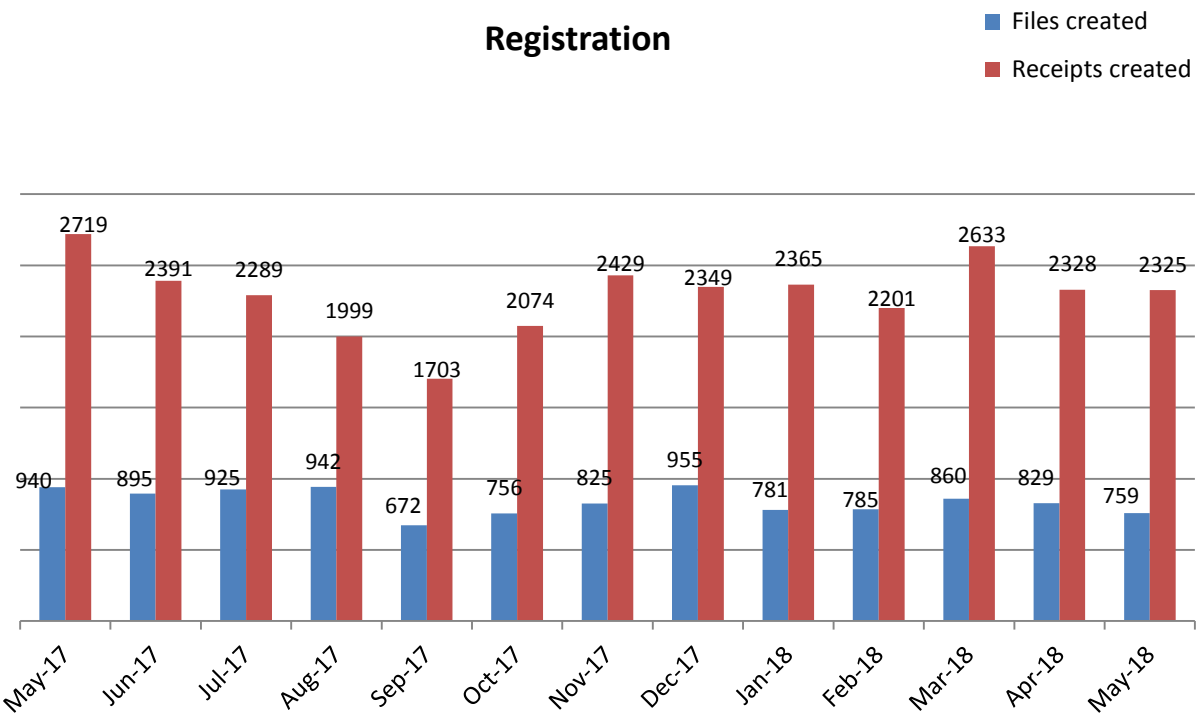
97 350
102 427
68 365
78 311
64 242
56 287
57 237
81 238
66 273
88 272
138 416
122 637
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18


Registration
Files created
Receipts created
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2719
895
2391
925
2289
942
1999
672
1703
756
2074
825
2429
955
2349
781
2365
785
2201
860
2633
829
2328
759
2325
May-17
Jun-17
Jul-17
Aug-17
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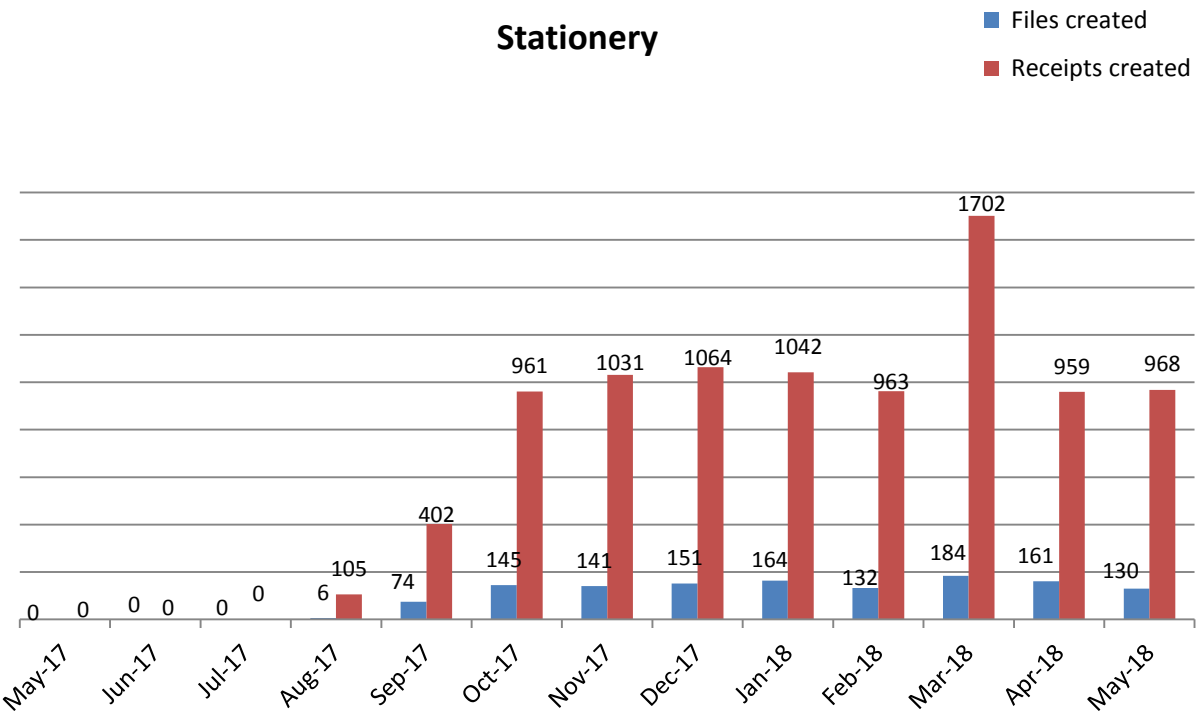
Mar-18
Apr-18
May-18


Stationery
Files created
Receipts created
0
0
0
0
0
0
6
105
74
402
145
961
141
1031
151
1064
164
1042
132
963
184
1702
161
959
130
968
May-17
Jun-17
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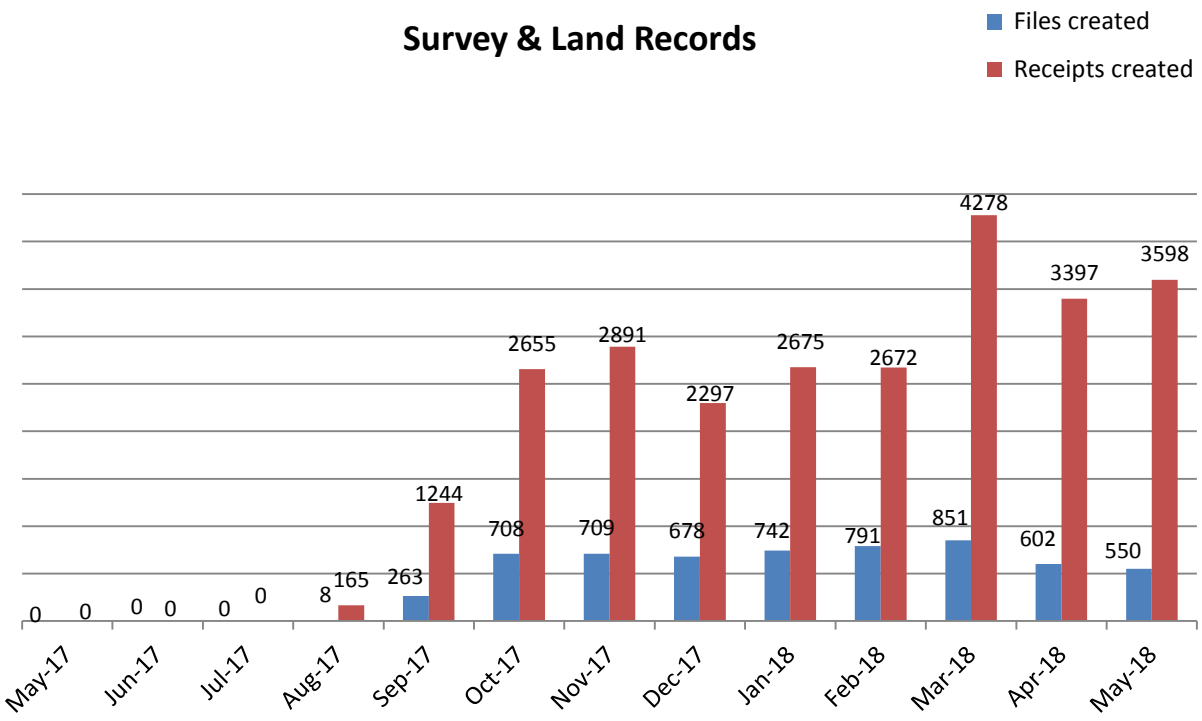
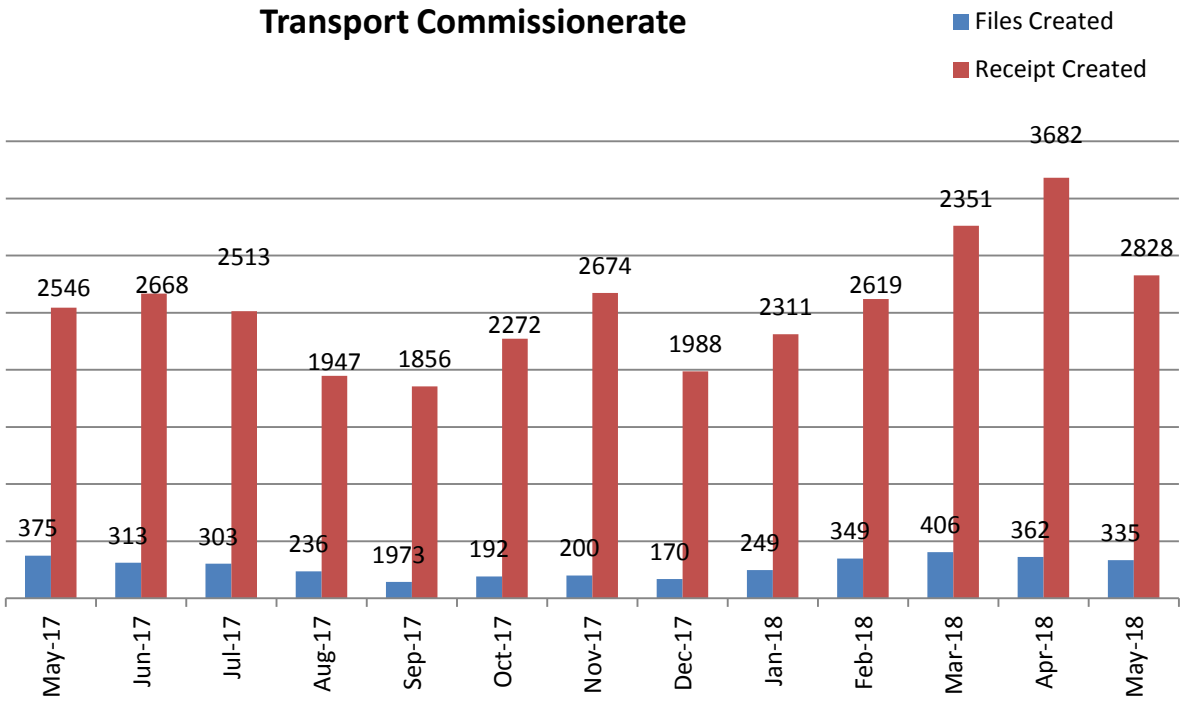
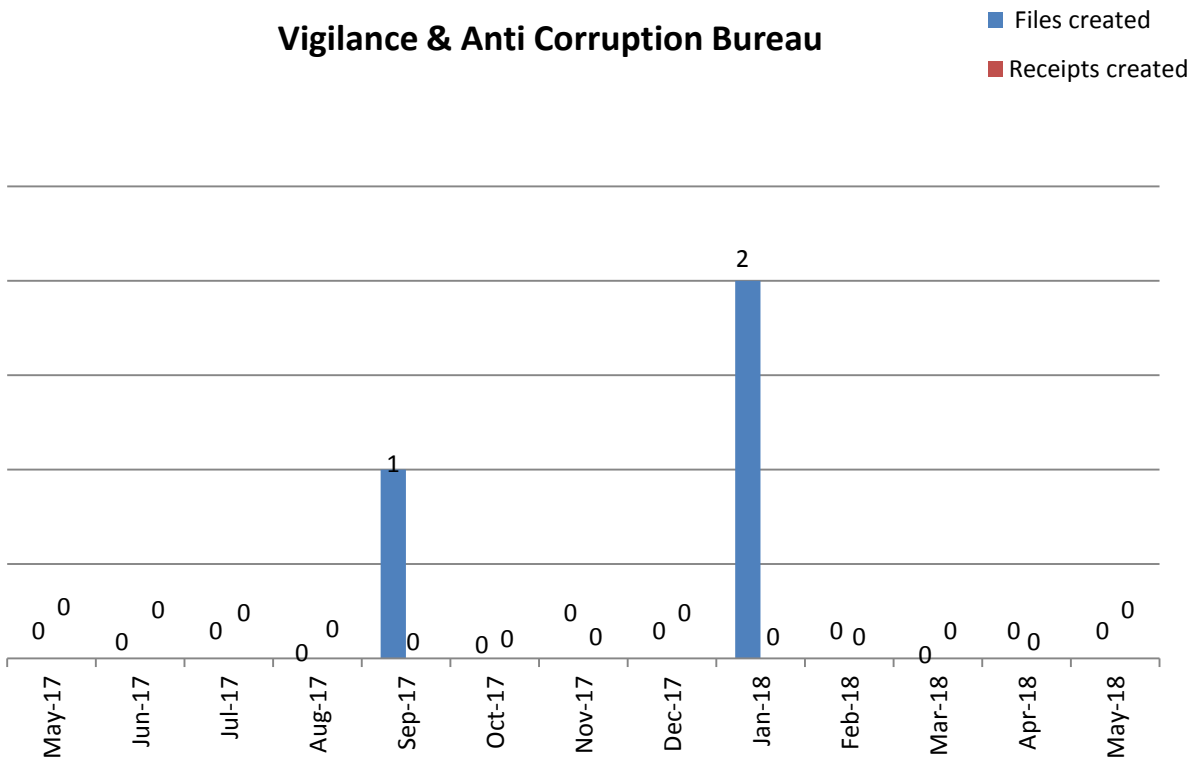
Jan-18
Feb-18
Mar-18
Apr-18
May-18

Survey & Land Records



Transport Commissionerate




Vigilance & Anti Corruption Bureau
Files created
Receipts created
0 0
0 0
0 0
0 0
1 0
0 0
0 0
0 0
2 0
0 0
0 0
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May-17
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Feb-18
Mar-18
Apr-18
May-18

Key Activities Planned – June 2018

The key activities planned under e-office for June 2018 are given below:

- Rollout planned at Directorate of Industries and Commerce.
- Rollout planned at NORKA.
- Rollout planned Directorate of Medical Education.

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