GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ESTT-1) DEPARTMENT

Circular Memo. No. GAD01-OPOM0EOFF(INST)/2/2018, Dt: 10.09.2018

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For attention of all the Secretaries to Government (incl. Prl. Secretaries/Spl. Chief Secretaries/ Ex-officio secretaries).

2. When physical file system was in vogue, the correspondence used to be done physically by way of dispatch. Presently in all offices the physical file system has been dispensed with and e-office has been introduced all over the State. All the officers have been given Digital dongles, logins and connected official e-mails under e-office to process the files, and to send & receive the communications.

3. It is noticed that still many departments are sending/dispatching their outward communication of the Government through physical means. This has the effect of:
   (i) Causing avoidable delay
   (ii) Defeating the very purpose of introduction of e-office system
   (iii) Gives scope for unscrupulous elements to siphon public money from Government by forging fake orders/proceedings of Government.

   It may be noted that in the e-office system the dispatch is done securely from end to end to the addressees.

4. It is further informed that Government introduced CFMS system for transparent and secure management of finances/release of payments of Government. A window is available in the CFMS for payments of the amounts ordered. In order to bring security and transparency in release of amounts by Government, it is felt necessary that the orders/instructions of Government, which carry an administrative sanction or release payments or which are financial in nature and issued in the form of Memos/ office orders/ Government orders/ Government Letters/ DO letters etc., shall invariably be digitally signed in e-office and only dispatched through official e-office e-mails of the addressees. This will ensure swift dispatch of the outward Communications with proper authentication & acknowledgement and will ensure accountability.

5. Therefore, all the Secretaries to Government shall dispatch all communications of Government within the Secretariat departments, Heads of Departments and district offices under their control, only through e-office electronic dispatch to the official e-office email addresses of the addressees, after such communications are digitally signed in e-office by the approving or authenticating authority. Physical dispatch of Government communication will be allowed only to private addressees who do not have an e-mail address.

(PTO)
FORWARDED: BY ORDER

CHIEF SECRETARY TO GOVERNMENT
DINESH KUMAR

forwarded

deviation

6. All the Secretaries (incl. P.R.I. Secretaries/Sp.I./CS/FX-Offic Secrectaries)