SUBJECT NO 99

Sub: Engg – VUDA – Implementation of 'e'- Office in VUDA – Feasibility study on 'e'- Office Module developed by NIC - Draft subject placed before VUDA Board for perusal and approval – Reg.
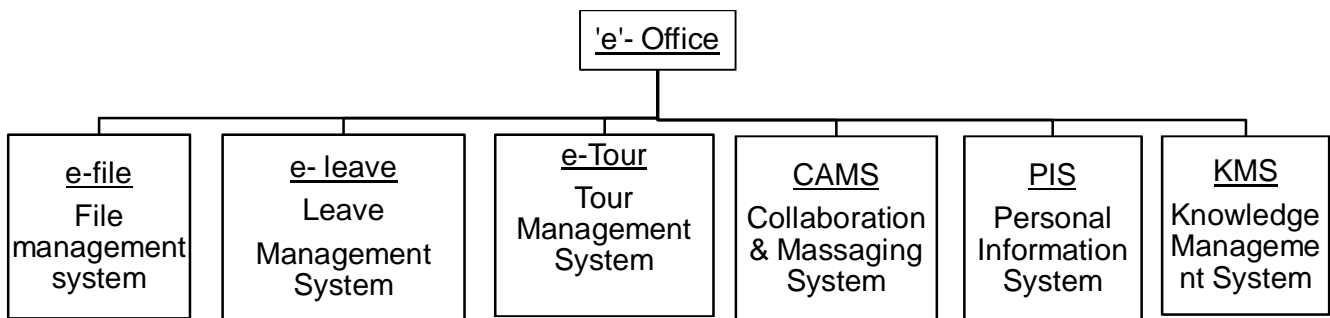
***

AGENDA NOTE:

It is to submit that during review of Office Administration and procedures in vogue in functioning of various departments in VUDA at present, it is felt that it is desirable to adopt 'e'- Office concept and procedures thereon to improve the functionality and efficiency as a whole on the similar lines of other departments already adopted 'e'- Office procedures.

In this connection, a study has been made on the 'e'- Office concept and its implementation in Government Offices in accordance with the Module developed by NIC on 'e'- Office and its implementation for Central Government Organizations. A print out copy of the details of the 'e'- Office module developed by NIC is noted below for kind perusal.

The 'e'- Office module is designed to synchronize the needs of modern Corporate / Government Offices and has been conceived as a tool and instrument for Good Governance of next generation. It paves a platform for personalized, role based, secured access to internal information for the employees that is accessible through any browser from any system in a network. 'e'- Office is a Digital workplace solution for next generation Modern Government Office. It has different segments of official activities of Government Offices in Electronic mode such as.

```
                                   'e'- Office
         ┌──────────┬──────────┬─────┴─────┬──────────┬──────────┐
      e-file      e- leave    e-Tour      CAMS        PIS        KMS
      File        Leave       Tour     Collaboration Personal  Knowledge
    management  Management  Management   & Massaging Information Manageme
      system      System      System      System      System   nt System
```

The overall Technical Features of 'e'-Office frame work:

1. Facilitates Management of official records & Documents.

2. Designed with Security Features and Restricted Access Mechanism.

3. Facilitates work Flow Automation as per official Hierarchical view.

4. Facilitates Scanning Official Documents / Records wherever necessary.

5. Data archiving (i.e. storing old data) and retrieving for searching as and when necessary.

6. It creates Centralized and Common Data Directory i.e., server based application with data sharing among clients.

7. It can be worked on any platform with open source and can be configured as per the customized office needs with flexibility and scalability.

8. Different 'e'- Office applications such as e-file, e-town, e-Leave, PIS, KMS, Messaging are available in-built.

One of the 'e'- Office application i.e., e-File was studied to explore the suitability of application to office needs in VUDA. The application enables both Physical and Electronic File movement matching with the channel of file movement up to a logical end. Here an Electronic File is created as that of the Physical File and Electronic File stored in a Data for Archiving and Retrieval in the event of lost or damage of Physical File.

The electronic file movement and physical file movement goes simultaneously and at every stage, electronic and physical file receipt is created. The system of 'e'-Office can be adopted in an organization which is fully equipped with systems to each user connected to network and users shall be conversant in working on the system with the application. The reports generated by the e-file applications are pendency report, status report, summary report, file register etc.

The benefits of e – file application are:

1) Increased efficiency & productivity.
2) Minimize the processing delays and ensuring timely handling of important cases.
3) Enable the officials to work from anywhere and anytime i.e. even on leave and tours.
4) Enables Transparency in the office file process.
5) Improves accountability.
6) Improves accuracy and reduces run power.

In this connection, Sri Ganesh Rao, Scientist from NIC has visited the office and verified the existing setup of Server, Data Centre, Applications Software and Network connectivity and opined that the system is satisfactory to start the 'e'- Office.

Further as per the orders, the NIC Officials concerned to 'e'- Office established at Hyderabad were contacted on the process and implementation and it was learnt that, the Government of A.P. is already in the process of establishing of 'e'- Office at State Data Centre with NIC and shall be for implementation very soon.

Hence, to cope up with the 'e'- Office establishment and management of VUDA Office activities, it is estimated an amount of Rs. 40.00 Lakhs towards purchase of High end Scanners, Systems to all the required officers and employees, Network printers etc., including connecting the proposed Zonal Offices at Vizianagaram, Srikakulam & Tuni with main office with necessary Broad Band etc.

Hence, the matter is placed before VUDA Board for favour of perusal and according approval for implementation 'e'- Office system in VUDA with budgetary allocation of Rs.40.00 Lakhs.

Sl. No.	Subject No.	Subject	Resolutions
		for approval and ratification - Reg.	
43	94	Construction of Indoor stadium at Tuni – Draft subject placed before VUDA Board for perusal and ratification – Reg.	**Perused and ratified**
44	95	Providing Infrastructural facilities to the Land Pooling Project (Ozone Valley) at Paradesipalem, Phase-I &II– Present status and balance works to be taken up - Draft subject placed before VUDA Board for perusal and approval – Reg.	**The proposal is agreed**
45	96	Providing roofing to Dr.Rao Gopala Rao Open Air Auditorium at Anakapalle – Proposal submitted for approval Draft subject placed before VUDA Board for perusal and Approval – Reg	• **Approved for the roofing to the open air auditorium.** • **Bring the proposal of air conditioning duly working out the estimate.**
46	97	Construction of Minor bridge in Poolbagh Colony at Vizianagaram – Draft subject placed before VUDA Board for approval and ratification - Reg.	**Perused and ratified**
47	98	New Rythu Bazaar premises at M.V.P. colony, Visakhapatnam – Revision of daily license fee for allotment of the premises to conduct exhibitions - Draft subject placed before VUDA Board for perusal & ratification - Reg	**Agreed. VC to form broad policies of fixing the license fee and put up for approval in the ensuing meeting**
48	99	Implementation of 'e'- Office in VUDA – Feasibility study on 'e'- Office Module developed by NIC - Draft subject placed before VUDA Board for perusal and approval – Reg.	**Agreed in principle for having 'e' office for VUDA.**

CHAIRMAN, VUDA