

H.A (E).  
31/8/16  
A/S (E) D.S. IT Cell  
PSAK Dept

Estt./Dy. No. 2332  
Date 29/8/16

Estt./Dy. No. 2301  
Date 31/8/16

Government of West Bengal  
Home Department

No. 171/JS/PM/16

Dated 29 August 2016.

## OFFICE MEMORANDUM

**Subject: Constitution of a Committee to Examine the Viability of Introduction of e-Office**

1. It has been decided with the approval of the Chief Secretary to set up a Committee to Examine the Viability of Introduction of e-Office in Nabanna. The Committee will have the following members:

1	Sh. Binod Kumar, IAS	Secretary, Dept. of Health and Family Welfare	Chairperson
2	Sh. Randhir Kumar, IAS	Excise Commissioner	Member
3	Sh. Priyatu Mandal, IAS	JS (Home)	Member Secretary
4	Sh. Biswajit Chakraborty, TD	NIC	Member
5	Sh. Abhishek Roy, Head-SEMT	Dept. of IT&E	Member

2. The Committee may co-opt any expert member inside or outside West Bengal towards the fulfilment of its objectives.
3. The Committee shall examine and evaluate the viability of introducing the e-Office digital office software solution of NIC in the various Departments of Nabanna, in the first instance, and also the viability of introducing the same in the other Departments of the Govt. of West Bengal. Towards this end, the Committee may:
  1. Survey the present level of preparedness of various Departments in terms of infrastructure readiness and training;
  2. Survey the technical requirements for creating a robust backend for introduction of e-Office;
  3. Examine the software specifications and features available in e-Office and its suitability in the office setup in West Bengal;

4. Survey the status of implementation of e-Office in Secretariats across other State Governments as well as Departments of Govt. of India;
5. Study, examine or evaluate any other aspect or issue towards the introduction of e-Office.
4. The Committee shall meet at its own convenience and shall use existing and available resources only for its secretariat services.
5. Towards the fulfilment of its objectives, the Committee may:
  1. Seek records of infrastructure, training and manpower of the various Departments;
  2. Seek documents of relevant nature;
  3. Consult with officials of various Departments;
6. The Committee shall submit its Report, including a Presentation, to the Home Secretary on or before 29<sup>th</sup> September 2016, 1700 Hrs.



(Priyatu Mandal)

Joint Secretary to the Govt. of West Bengal

To

1. Chief Secretary, Govt. of West Bengal
2. Additional Chief Secretary (Home), Govt. of West Bengal
3. SIO, NIC, West Bengal
4. All Departments of West Bengal



(Priyatu Mandal)

Joint Secretary to the Govt. of West Bengal