



सत्यमेव जय

जवाहरलाल स्नातकोत्तर आर्युविज्ञान शिक्षा एव अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION &
RESEARCH

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का
संस्थान)

(An Institution of National Importance under Ministry of Health & Family welfare)

भारत सरकार / GOVERNMENT OF INDIA

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No. Admn.I.8(80)/2021

Dated: 18 SEP 2024

NOTE

Sub: Implementation of E-Office in JIPMER

Ref: Office of the DDA Note No.JIPMER/DDA/2024 dt. 23.01.2024

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Approval of the competent authority is hereby conveyed that as the E-office platform has become functional in most of the sections of the Administrative Block and all departments. File movements in Administrative Blocks are being done only in E-office mode. Further, IT wing has installed the document scanner machine for scanning tapals for sending through E-Office to the concerned administrative section for smooth functioning of the E-Office.

Hence it is instructed that, all respective departments/sections who have access E-Office has to send their tapals in E-Office instead of sending in physical mode to the concerned section/department. Tapals should be send in **physical mode only under unavoidable circumstances and those which needs physical verification**. All the HoD's/ Officer-in-charges/section-in-charges are instructed to ensure compliance.

Signed by

Hawa Singh

Date: 18-09-2024 15:32:18

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer

जिपमेर, पुदुच्चेरी / JIPMER, Puducherry

To:

All HODs/Officer in-Charge/ Section In-charge – for compliance

Copy to:

1. PS to Director/M.S./Dean(Research)/Dean (Academic)/Dean (Karaikal)/SFA
2. PA to DD(A)/Sr. Admn. Officer/Sr. Acc. Officer
3. Officer-in-Charge of IT Wing – To upload in JIPMER website.
4. OIC, Hindi Cell – To translate in Hindi version and upload in official website.