

**Proceedings of the e-Despatch review meeting held on 27/12/2016
at 4:00 P.M. at Home Department**

A meeting on review of e-Despatch application in Home Department & its sub-Ordinate offices was held under the chairmanship of Principal Secretary, Home Department on 27th December 2016 at Home Department. Mr. S.K. Tripathy, DGM, OCAC made a detailed presentation on e-Despatch implementation status for Home Department and its sub-Ordinate offices. Principal Secretary reviewed the e-Despatch application and its detailed functionalities. After a threadbare discussion, the following decisions were taken:

1. Necessary order will be issued to all subordinate offices for mandatory use of e-Despatch system for sending and receiving all official correspondences.
2. Necessary steps shall be taken by Shri. B.N. Mohanty, Deputy Secretary to Govt., Home Department to minimize the postal communication from Home Department. No Postal communication will be made to Government offices other than where ink sign copy is necessary.
3. Home Department will use the e-Deaspatch syatem in a decentralized manner i.e. all sections of Home Department will use e-Despatch system independently for issuing and sending their letters.
4. Two resource persons (Namely Alok Ranjan Panda & Amar Kumar Modi) from Home Department are nominated for proper monitoring and implementation of decentralization of e-Despatch in Home Department. Necessary training to the nominated resources will be provided by e-Despatch PMU.
5. Necessary steps shall be taken by Shri B.N. Mohanty Deputy Secretary to Govt., Home Department for releasing the balance 60% to OCAC towards implementation of e-Despatch system in Home Department and its sub-ordinate offices.

The meeting ended with vote of thanks to the Chair and members present.


Principal Secretary

Home Department

GOVERNMENT OF ODISHA
HOME DEPARTMENT

Memo No. 625 / Dated. 06.01.2017
HOME-IMU-MISC-0012-2016

Copy forwarded to the Senior Principal Private Secretary to Principal Secretary/Private Secretary to Special Secretary, Home Department for information and necessary action.

Memo No. 626 Dt. 06.01.17

D.iranchi
06/01/17
Deputy Secretary to Government.

Copy forwarded to all Officers of Home Department/All Sections of Home Department/ Issue Section/ Diary Section for information and necessary action.

D.iranchi
06/01/17
Deputy Secretary to Government.

Memo No. 627 / Dated. 06.01.2017

Copy forwarded to the D.G.M., OCAC, Bhubaneswar / Project Manager (e-Despatch), CSM Technology, Bhubaneswar / Scientist-D, NIC Coordinator, Home Department for information and necessary action.

D.iranchi
06/01/17
Deputy Secretary to Government.