GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION, TELANGANA

Office of the
Commissioner of Technical Education, Hyderabad

Sub: Implementation of e-office in all GPTs along with CTE, RJDTE and SBTET offices -Request for submission of digital signature form and other data required for e-office called for -Reg.

Ref: Lr.No.338/MeeSeva/Secy/1TE&C/2015, dated 31.12.2015 of the Chief Secretary to Government, C-Block, Telangana Secretariat, Hyderabad addressed to the Principal Secretary's/Secretary's to Government, Telangana State, Hyderabad.

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With reference to the subject cited the Principals of all GPTs are hereby informed that e-office is implemented in CTE, RJDTE and SBTET offices for quick and transparent disposal of files at all levels. It is decided to implement e-office in all Government Polytechnics in the State for quick and transparent disposal of files at all levels. All files in GPTs has to be circulated as e-files within the GPTs from 19-11-2018 onwards.

Principals who do not have Digital Signature Keys on their name are instructed to fill up the digital signature forms (class2 –Govt.-2 years for Govt. Employees) online by opening the following url: https://www.emudhra.com/RA/PublicIndex.aspx?x=SUIIS3djQ25MYXUzSTNLMDJyYURsK1IIMStvVWltV3A= and take print out of the same duly pasting the passport photo with signature on photo and at signature of applicant and stamp along with self attested Xerox copy of AADHAAR card and send to Sri. R. Chakradhar, ICT officer, O/o CTE office before 03-11-2018.

Further the Principals shall procure the DSCs from TSTSL for the staff (AO/ Superintendent etc.) involved in file movement.

All the Principals are also requested to furnish the data as per the format in the Annexure-I (GPT and Principal data) and Annexure-II (Teaching and Non Teaching staff-except office subordinates) mail to ictofficer-te@telangana.gov.in before 03-11-2018.

To:
The Principals of all GPTs in the state
Copy to RJD (TE), Hyderabad
Secretary, SBTET

COMMISSIONER
ANNEXURE-I

All GPT principals to furnish the following data in excel sheet and mail to ictofficer-te@telangana.gov.in Before 5-11-2018 required to setup eoffice.

1. NAME OF THE GOVT. POLYTECHNIC
2. PLACE OF THE POLYTECHNIC LOCATED
3. ADDRESS OF POLYTECHNIC
4. NEW DISTRICT
5. LAND LINE NUMBER WITH STD CODE
6. SBTET CODE OF THE POLYTECHNIC
7. DESIGNATION  (PRINCIPAL/PRINCIPAL (FAC)/OSD)
8. FIRST NAME OF THE PRINCIPAL
9. LAST NAME OF THE PRINCIPAL
10. DATE OF BIRTH OF PRINCIPAL
11. DATE OF RETIREMENT OF PRINCIPAL
12. EMPLOYEE ID (TREASURY ID) OF PRINCIPAL
13. OFFICIAL MOBILE NUMBER OF PRINCIPAL
14. AADHAAR NUMBER OF PRINCIPAL
15. OFFICIAL E-MAIL ID OF PRINCIPAL (@TELANGANA.GOV.IN)
16. GMAIL ID OF PRINCIPAL
17. GENDER OF PRINCIPAL MALE/FEMALE

COMMISSIONER
ANNEXURE-II (STAFF DATA)

All GPT principals to furnish the following data in excel sheet and mail to ictofficer-te@telangana.gov.in before 5-11-2018 which is required to setup e-office.

<table>
<thead>
<tr>
<th>SL NO.</th>
<th>NAME OF GPT</th>
<th>SBTET CODE OF GPT</th>
<th>FIRST NAME OF THE STAFF MEMBER</th>
<th>LAST NAME OF THE STAFF MEMBER</th>
<th>TEACHING/ON TEACHING</th>
<th>DESIGNATION</th>
<th>SUBJECT/BRANCH/SECTION</th>
<th>DATE OF BIRTH</th>
<th>DATE OF RETIREMENT</th>
<th>TREASURY ID OF THE STAFF</th>
<th>MOBILE NUMBER</th>
<th>AADHAAR NUMBER</th>
</tr>
</thead>
</table>

COMMISSIONER