

**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.

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.e-mudhra.com/RA/PublicIndex.aspx?x=SUIIS3djQ25MYXUzSTNLMDJyYURsK1IIMStvVWItV3A=> 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.

Signature Not Verified
Digitally signed by NAVIN
MITTAL IAS
Date: 2018.10.26 12:23:23 IST
Reason: Approved

COMMISSIONER

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

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

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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.

SL. NO.	NAME OF GPT	SBTET CODE OF GPT	FIRST NAME OF THE STAFF MEMBER	LAST NAME OF THE STAFF MEMBER	TEACHING/N ON TEACHING	DESIGNATIO N	SUBJECT/BR ANCH/SECTI ON	DATE OF BIRTH	DATE OF RETIREMENT	TREASURY ID OF THE STAFF	MOBILE NUMBER	AADHAAR NUMBER

COMMISSIONER