

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

**Office of the
Commissioner of Technical Education
Telangana State: Hyderabad**

CIRCULAR MEMO

- Sub : Technical Education – Implementation of e-office in all the Government Polytechnics in the state – Certain instructions - Issued.
- Ref: 1 This office Cir. Memo.No.CTE-ICT/eoff/1/2018-ICT Sec, Dt. 26.10.2018.
2 This office Cir. Memo.No.CTE-ICT/eoff/1/2018-ICT Sec, Dt. 13.10.2020.

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In the reference 1st and 2nd cited, the Commissioner of Technical Education, Telangana, Hyderabad has instructed all the Principals of Government Polytechnics in the state to implement e-office in their Colleges for the smooth functioning of Administration of the Department. Further, the Principals have been instructed from time to time to take up necessary steps to implement e- office at their respective offices. In spite of repeated instructions, some of the Principals of Government Polytechnics in the state have not taken proper action in implementing of e-office, which shows dereliction of duties.

In the above circumstances and to avoid administrative delay and transparency in the Polytechnics, the Commissioner of Technical Education, Telangana, Hyderabad hereby directs all the Principals of Government Polytechnics in the state to

1. Strictly implement e-office in the Polytechnics and do the entire paperwork as well as internal and external communication in the College through e-office.
2. The faculty and office staff (above the level of office subordinate) should also open accounts (without digital signatures) in e-office immediately and all the applications and correspondence to the Principal by the faculty will also be e-office.
3. All manual receipts must be scanned and entered into e-office immediately without any delay and further action taken in e-office only.
4. Further, all the communications to the O/o CTE, T.S, Hyderabad shall be sent through e-office and digitally signed only.

Any correspondence or creation of files manually shall be invalid and as deviation of the instructions.

The receipt of the memo shall be acknowledged.

(This has the approval of the CTE, Telangana)

Signature valid

Digitally signed by AKUTI
PULLAIAH
Date: 2021.04.09 11:06:03 IST
Reason: Approved

For COMMISSIONER

To:
All the Principals of Government Polytechnics in the State.
Copy to the Secretary, SBTET, Telangana, Hyderabad.
Copy to all the Officers of O/o CTE., TS., Hyderabad
Copy to all the Sections of O/o CTE., TS., Hyderabad.
Copy to Inward/Outward section of O/o CTE., TS., Hyderabad for necessary action.