

GOVERNMENT OF TELANGANA
COMMISSIONERATE OF COLLEGIATE EDUCATION

CIRCULAR MEMO No.CCE-AC/ICT/EOFF/2/2018-ACADEMIC CELL

Sub: Implementation of eOffice in all the Government Degree Colleges along with O/o CCETS and O/o RJDCE - Request for submission of digital signature form and other data required for eOffice called for -Reg.

Ref: 1. Rc.No.eOffice/Acad.Cell-ICT/CCETS-2018 off-line note file.
2. Lr.No. 338/MeeSeva/Secy/ITE&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 RJDCE and the Principals of all Government Degree Colleges are hereby informed that eOffice is successfully implemented in o/o CCETS for quick and transparent disposal of files at all levels. It is decided to implement e-office in RJDCE, Warangal and in all the Government Degree Colleges in the State for quick and transparent disposal of files at all levels. All files in RJDCE, Warangal and Government Degree Colleges shall be processed and circulated as e-files through eOffice (<https://eoffice.telangana.gov.in>) within the Government Degree Colleges from **1-12.2018** onwards.

Principals who **do not have** CLASS 3 GOVT 1 YEAR Combo Digital Signature Key (Signature & Encryption) **on their name** are instructed procure the same by filling up the digital signature form online by opening the url: (link) <https://www.e-mudhra.com/RA/PublicIndex.aspx?x=>

YjhURmxVZDdzS1FOYjhmMkYwVGtSdWoydk5kb05POVk= (or by following the steps: visit the web site <http://www.tsts.telangana.gov.in/> and click Digital Certificate -> Online Application Links -> CLASS 3 GOVT 1 YEAR) and fill the details as required. You are requested to take print out of the same duly pasting the passport size photo with signature on photo and at signature of applicant and stamp (official seal). Send DD and hard copies of the above printed form along with self-attested photo copy of AADHAAR card and PAN card to Gajendra Babu PGK, ICT officer, O/o CCETS, 3rd Floor, Vidya Bhavan, Nampally, Hyderabad 500001 before **12-11-2018**. The Joint Director, Collegiate Education will sign in the Authorised Signatory (Sign and Seal) for the Principals' DSC form. Demand Draft worth Rs. 2,500/- to be purchased in favour of MD, TSTSL for CLASS 3 GOVT 1 YEAR.

Further the RJDCE, Warangal and all the Principals shall procure the CLASS 2 GOVT 2 YEARS DSCs (Digital Signatures Certificates) from TSTSL for the staff (AO/ Superintendent etc.) who are involved in file movement opening the following url(link): <https://www.emudhra.com/RA/PublicIndex.aspx?x=SUIIS3djQ25MYXUzSTNLMDJyYURsK1IIMStvVWItV3A=> (or following the steps: visit the web site <http://www.tsts.telangana.gov.in/> and click Digital Certificate -> Online Application Links -> CLASS 2 GOVT 2 YEARS) and fill the details as required and send the DD and printed copy along with attachments as mentioned above. The Principal will sign in the Authorised Signatory (Sign and seal) for A.O.s' and Superintendents' DSC form. Demand Draft worth Rs. 1,200/- to be purchased in favour of MD, TSTSL for CLASS 2 GOVT 2 YEARS.

The college can meet the expenditure required for procurement of Digital Signatures and Keys from the available college funds/ budget. The Principals can immediately draw from the college funds and reimburse from budget later to avoid delay. **The Principals of Government Degree Colleges are authorised to meet the amount from available college funds / budget in this regard.**

The Principals of all the Government Degree Colleges are also requested to furnish the data as per the format in the Annexure-I (Government Degree Colleges and Principal data) and Annexure-II (Teaching and Non-Teaching staff-except office subordinates) through the mail to itofficer-cce@telangana.gov.in before 12.11.2018.

All the communication to the O/o CCETS from RJDCE, Warangal and Government Degree College shall be in digitally signed form from 01.12.2018 onward. The RJDCE and Principals of GDCs are informed to send/ forward eOffice files to **KRISHNA REDDY KANDA KATLA--JA1(TPL-KKR)-CCE--TAPPAL-INWARD-OUTWARD-CCE** from eOffice web portal <https://eoffice.telangana.gov.in>.

TSTSL DSC Help Desk Number: 9177769764.

CCETS ICT Officer Contact Number: 7660020740.

Commissioner, Collegiate Education

To:
The Principals of all GDCs in the state
The RJDCE, Warangal.