

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION

F. No.2(59)/2019-Admn-I

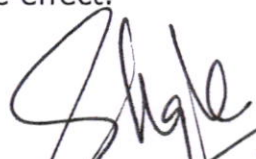
Islamabad, the 5th July, 2021

CIRCULAR

Subject:- USE OF E-OFFICE

To ensure maximum utilization of e-office suite in Ministry of IPC, competent authority has been please to accord following directions: -

- (i) All officers in Ministry of IPC should ensure utilization e-office as the only mode of file submission. No physical file should be entertained by supervisory officers/ head of wings or in Secretary Office unless there is a specific reason to do so and clearly indicated by the Head of Wing on the file.
 - (ii) The R&I of M/o IPC should continue to ensure transmission of received dak, through e-office to all officers in Ministry of IPC. In case of any exception Section Officer (General) being supervising officer of R&I will decide accordingly. Similarly e-office dak will be submitted to Secretary Office (SPS to Secretary)
 - (iii) All officers in Ministry of IPC shall use e-office for all kind of internal/external communication. This includes;
 - a. All kinds of internal communications like office orders/circulars etc.
 - b. Incoming correspondence received from other Ministries / Divisions / Organizations etc.
 - c. Outgoing correspondence to other Ministries / Divisions / Organizations etc.
 - d. Manual correspondence through dak will only be used if e-office facility is not available in concerned Ministries/Divisions / Organizations. This exception would require prior approval of the next higher officer.
2. Copies / print outs will be maintained in physical file as per previous practice/ instructions.
 3. General Section may be contacted for any technical / logistical support.
 4. The T&I Cell of Ministry of IPC should submit weekly progress report for submission of files through E-Office to Sr. Joint Secretary (Admn)
 5. The above instructions will take place with immediate effect.
 6. This issues with the approval of Secretary, IPC.

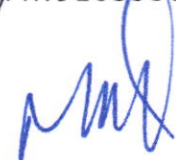

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DISTRIBUTION:

All Officers of Ministry of IPC

Copy to:

- i. PS to Minister for IPC.
- ii. SPS to Secretary, M/o IPC.
- iii. APS to Sr. JS (Admn), M/o IPC
- iv. Technology & Innovation Cell, Ministry of IPC.


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