



Email: cao-ppqs@nic.in
Tel: 0129-2416349

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कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare
कृषि, सहकारिता एवं किसान कल्याण विभाग / Department of Agriculture, Cooperation & Farmers Welfare
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine & Storage
एनएच-4, फरीदाबाद (हरियाणा) – 121 001/ NH-IV, Faridabad (Haryana) – 121 001

Dated: 19.10.2022

Office Memorandum

Subject: Implementation of e-office-reg.

As you all may be aware that e-office system has been implemented successfully in this Directorate with effect from 18.10.2022. The one day orientation programme of e-office has also been virtually held on 18.10.2022 and it is understood that you all have been acquainted with working through e-office system.

In view of the above, Plant Protection Adviser has directed to all the Officers/Officials of this Directorate to start working in e-office system. It is understood that any transformation in working atmosphere has some initial hick-ups/problems. These are quite but natural to happen and can be resolved by making sincere application of concentrated efforts in consultation with IT Cell.

In view of the forgoing, all Scheme/Regional-in-charges are hereby directed to issue necessary instructions to their subordinate offices for starting working in e-office system. Further, henceforth any communication (except needing ink signature of HOD and other such matters) has to be sent to the Headquarters only through e-office system.

(N.K. Singh)

Chief Administrative Officer

Distribution:

1. All Scheme/Regional in-Charges
2. PPS to JS(PP)/PPS to Director(PP)/PPS to PPA/US(PP)
3. All Section Officers.
- ✓ 4. IT Cell for uploading on DPPQ&S website.