

M.S. Padhi, IAS

Commissioner-cum-Secretary to Govt. & Chairman-cum-C.E.O., OCAC

27-1947-000  
10/17



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GOVERNMENT OF ODISHA 9/10/13 | 238  
DEPARTMENT OF INFORMATION TECHNOLOGY

OCAC Building, Plot No N-1/7-D, Acharya Vihar  
Bhubaneswar-751013, Odisha, India  
Ph. No.: + 91-674-2567584 (O), Fax : + 91-674-2567842  
Website : www.ocac.in, e-mail : itsec.or@nic.in

No. 2884/IT  
IT-I-13/2013

Bhubaneswar  
Dated 08-10-13

To,

The Additional Chief Secretary,  
Housing & Urban Development / Finance / Revenue & DM Department  
All Principal Secretaries to Government /  
All Commissioner-cum-Secretaries to Government /  
The Secretary, Works Department  
All Special Secretaries / Additional Secretaries to Government



Use of e-Despatch Rubber stamp to bring clarity while uploading letters to web by the issue/dispatch sections 172/c

Ref: IT Deptt letter no. 331, dated: 31/01/2013

Madam/Sir,

With reference to the subject cited above, I am to say that the e-Despatch application running in various departments & its line offices capture all letters issued and dispatched. It is often found that the signing authority is silent while approving the draft letter about the mode of dispatch allowing the issue/dispatch section to take decisions on their own. Secondly, the decision to host the letter in the web or not is also to be taken by the signing authority.

As per above referred letter no. 331, dated: 31/01/2013, it was advised to use a rubber stamp before issuance of letter where the concerned authority will take decision & tick accordingly in the appropriate box with respect to above two aspects i.e. mode of despatch on web or not. This stamp is being used by some departments, which is put on the right top corner on the draft letter and being marked and signed by the letter signing authority. It is felt that placing stamp on the backside of the first page of the letter will be ideal as it will not deface the letter. Hence, the stamp may be put on the backside of first page of the letter for effective use.

Therefore, I am to request your good office to practice the same and also inform to all e-Despatch users of Departments / subordinate offices to make it compulsory for each signing authority to make sure that the stamp is put on the final draft of the letter and marked with mode of despatch and regarding hosting on the web.

Yours faithfully,

Memo.No. 2885/IT.DT. 08-10-13  
Commissioner-cum-Secretary to Government

Copy forwarded to G.M., (Admn) for information and necessary action.

Deputy Secretary to Government.

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KMP  
10/17

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08/10  
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10/10

M.S. Padhi  
9/10/13

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Annexure - 1

|   |                                 |                              |                                |
|---|---------------------------------|------------------------------|--------------------------------|
|  <b>e-Despatch</b> (for official use only)<br>Government of Odisha |                                 |                              |                                |
| <b>WEB</b> :  | No <input type="checkbox"/>     | Yes <input type="checkbox"/> |                                |
| Fax <input type="checkbox"/>  | e-Mail <input type="checkbox"/> | SMS <input type="checkbox"/> | Local <input type="checkbox"/> |
| RP <input type="checkbox"/>   | SP <input type="checkbox"/>     | OP <input type="checkbox"/>  | SM <input type="checkbox"/>    |

- RP :- Register Post
- SP :- Speed Post
- OP :- Ordinary Post
- SM :- Special Messenger

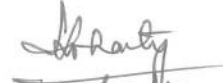
MF

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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Memo No. 32165 (5) /F., Dated 19/10/2013  
FIN-OM-MISC-0038/2011.


Copy forwarded to Commissioner, Commercial Taxes, Odisha, Cuttack /  
Director, M.D.R.A.F.M. / Controller of Accounts/ Director, Treasuries & Inspection,  
Odisha, Bhubaneswar / Director, L.F.A. / Chairman, Sales Tax Tribunal, Cuttack for  
information & necessary action.

  
19/10/13

Under Secretary to Government.

Memo No. 32166 (100) /F., Dated 19/10/2013

Copy forwarded to all Officers / All Sections of Finance Department for  
information & necessary action.

  
19/10/13

Under Secretary to Government.

