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M.S. Padhi, IAS
Commissioner-cum-Secretary to Govt.
& Chairman-cum-C.E.O., OCAC



**GOVERNMENT OF ODISHA
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. 2882/IT
IT-I-13/2013

Bhubaneswar 08-10-13
Dated _____

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

Sub: Usability of "Office e-Space" 235/c
Ref: IT Deptt. letter no. 2579, dated: 04/09/2013

Madam/Sir,

With reference to the subject and as per letter of IT department letter no. 2579, dated: 04/09/2013, it was advised to use "Office e-Space" in all the Government offices. Using Office e-Space, will drastically reduce the time delay in postal letters reaching the Government offices. Moreover it will also ensure e-Despatch is used to its full potential by virtue of the letters e-Dispatched from one office is downloaded in real time by the recipient office.

To ensure the letters are downloaded by the recipient office, it was advised that the diary number to be updated on software system upon the receipt of letters. Once this is updated by the recipient office, it is assumed that the letters has reached the concerned officer for necessary action. It is observed that most the departments and their line offices are still not being using the new "Office e-Space" effectively. As a result many important communications are not being served by concerned officers in time.

Therefore, you are requested to kindly instruct your line offices as well as your diary section to use "Office e-Space" in daily basis for quicker receipt and response to various communications.

Yours faithfully,

Memo.No. 2883 | IT.Dt. 8-10-13 M.S. Padhi
Commissioner-cum-Secretary to Government
Copy forwarded to G.M. (Admn), OCAC for information
and necessary action.

8/10/13
Deputy Secretary to Govt.

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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

Memo No. 32162 (6) /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. 32163 (100) /F., Dated 19/10/2013


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


19/10/13

Under Secretary to Government.

Memo No. 32164 /F., Dated 19/10/2013

Copy forwarded to Diary & Distribution Section of Finance Department for
information & necessary action.


19/10/13

Under Secretary to Government.

