

**DIRECTORATE OF LOCAL FUND AUDIT, ODISHA**

**TREASURY & ACCOUNTS BHAWAN, 2<sup>ND</sup> FLOOR**

**KHARAVEL NAGAR, UNIT-III, BHUBANESWA**

**ODISHA, Pin:751001**

Memo No.....6865...../DLFA

Date.....26-12-25.....

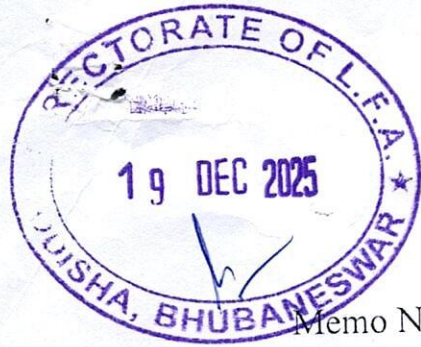
File No-DLFA -TRG-MISE-0001-2023

Copy along with copy of FD Memo No. 35068/F, dtd.18.12.2025 and E&IT Dept. Letter no. 6467, dtd.08.12.2025 on digital services provided by OCAC forwarded to all DAOs, AO, Bhubaneswar , all sections of DLFA & ALFA Portal to upload for information to all concerned and to take necessary follow up actions.

Encl: As Above

  
26/12/25

**Deputy Director**



OSWAR NO- 10023 / 20.12.25

Dyno - 10778 / 20.12.25

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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Memo No 35067 /F., dated 18.12.2025  
FIN-OE2-MISC-0007-2024

Copy along with copy of Electronics & Information Technology Department letter No.6467, dtd.08.12.2025 forwarded to OSD to Principal Secretary/ P.S. to all Special Secretaries/ P.S. to all Additional Secretaries/A Officers/All Branches of Finance Department for information and necessary action

S. Dash, A.S.  
P. S. L. S. Dash among  
20 SAOs / AO, B.S.O.

*S. Dash*  
Under Secretary to Government

Memo No 35068 /F., dated 18.12.2025

Copy along with copy of Electronics & Information Technology Department letter No.6467, dtd.08.12.2025 forwarded to the Director, Treasury and inspection, Bhubaneswar/ Director, Madhusudan Das Regional Academy Financial Management, Bhubaneswar/ Director, Local Fund Audit Bhubaneswar/Controller of Accounts, Bhubaneswar/Commissioner, Commercial Taxes, Cuttack/ Chairman, Sales Tax Tribunal, Cuttack for information and necessary action.

*S. Dash*  
Under Secretary to Government

By-5329-PSF  
12-12-2022

Government of Odisha  
**ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT**

Ref No. OCAC-SEGP-MISC-0006-2019-6467



Dated 08.12.2025

From

Vishal Kumar Dev, IAS  
Principal Secretary to Govt.

To

All Additional Chief Secretaries /  
Principal Secretaries /  
Secretaries  
Government of Odisha  
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Collectors & District Magistrates  
All Districts

**Sub: Adoption of the State-Owned Indigenous Email and Groupware Solution for Official Use**

Madam/Sir

The Government of Odisha is strengthening its digital governance framework with a focus on secure, reliable, and standardized communication systems across all Departments. In this regard, OCAC has developed an indigenous and comprehensive Email and Groupware Solution hosted within the Odisha State Data Centre. **This platform integrates official e-mail (@odisha.gov.in), calendar, tasks, notes, contacts, drive, video conferencing (AALAPA), and e-Diary functionalities.** It provides all modern features available in enterprise-level systems and is fully capable of supporting the communication and collaboration needs of Government employees. All these services are provided free of cost to all Departments/Districts/Blocks.

All officers and staff are required to adopt and use the **official @odisha.gov.in e-mail ID for all official communication.** The system ensures authenticated communication, centralized record management, and enhanced security within State-owned infrastructure. The e-mail solution is fully compatible with mobile devices and can be configured on smartphones using standard mail applications, allowing seamless access similar to enterprise mail platforms such as Gmail and Outlook. Departments may obtain bulk creation of individual and designation-based email IDs by writing to OCAC with details of employee name, designation, mobile number, and place of posting. Officers may also apply individually through the self-service portal at <https://registermail.odisha.gov.in>.

OCAC-SEGP-MISC-0006-2019/01/2025

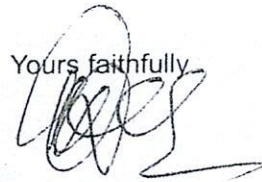
Departments and officers are advised to use AALAPA, the State's secure and indigenous video conferencing and collaboration platform, for official virtual meetings. AALAPA is hosted within the Odisha State Data Centre, ensures high levels of data security and protection, and is accessible only to authorized Government officers. Its use significantly reduces dependency on external platforms and is also available free of cost.

The e-Diary Application, developed by OCAC, serves as a digital alternative to the physical diary and supports improved work efficiency. It enables diary entries, scheduling, calendar synchronization, and access to essential Government information. The e-Diary is available on Android, iOS, and web platforms, and is provided free of cost to all officers.

Departments may contact OCAC for creation of user credentials and for any technical assistance required for the adoption and effective use of these applications. Technical support is also available through the Helpdesk at 8260749472 and 8260750184. Uniform use of this indigenous Groupware system across all Departments is essential for establishing a secure and integrated digital environment for the State Government.

You are therefore requested to take immediate steps to disseminate this information among all officials and to initiate the process for creation of IDs for every officer and staff member under your Department/Districts/Blocks.

Yours faithfully,



Principal Secretary to Govt.

