



Dated: 02.02.2024

No. L5/23950/23/DTE

CIRCULAR

Sub:- Education - Technmical - E-office implementation - Data collection - Reg

Ref :- 1. Higher Education (K) Department Meeting minutes No. K1/262/2023 dated 16.11.2023
2. Submission of The System analyst dated 24.01.2024

Implementation of E-Office in institutions and offices under Directorate of Technical Education is in progress. Kerala State IT Mission is the agency for implementing E-Office. In order to create user ids and email ids for those employees who are part of the file flow system (called Employee Master Data(EMD)) in E-Office, it is required to send data of all employees to Kerala State IT Mission.

The implementation of E-Office is targeted to all the College of Fine Arts, Govt. Technical High Schools and GCIs under this department . All these institutions are instructed to submit the details in all tabs available under E-Office module in the DIS Portal. The link is <http://admissions.dtekerala.gov.in/dis>. The data includes Institution/office nodal officer details for e-office and KFON, internet connectivity details, status of KFON connection , data for EMD and e-mail id creation for e- office. **The data should be accurate and should be verified by head of the instiutions before submitting the same.** The following clarifications are provided for data entry.

1. EmpCode is the PEN of the employee.
2. Preferred Email ID .is in the format name.PEN@kerala.gov.in (eg: abcd.123456@kerala.gov.in)
Max. 30 Characters
3. Preferred Login ID name.PEN-ker (eg: abcd.123456-ker) Max. 20 Characters
4. Marking Abbr./ Post eg: - For THS Thrissur it may be like HA THSTSR, etc.
Institutions and offices can give short name like this for their corresponding seats.
5. Name of Organization unit is section short name. (In THS Thrissur it may be like HA THSTSR, etc)

A help video for this is also available in DIS login under E-office module.

For any queries please contact **0471-2561300**.

All Offices under this department are hereby instructed to complete the data entry on or before **8- 02 - 2024**.

Dr. Rajasree M.S
Director of Technical Education (in-charge)

To

1. All head of Institutions under this department (through Department website)
2. CA to DTE
3. System Analyst,DTE,
4. AA1,DTE
- 5.CA to Senior AO
- 6.SF/OC

Approval Valid

Digitally Approved By
Dr. Rajasree M.S
Date: 02.02.2024
Reason: Approved

The document is digitally approved. Hence signature is not needed.