

NOTE

This is with reference to previous circulation. The Workflow Automation Project in respect of INDT Wing and Administration Wing is in progress which will have data and document management features integrated with Intranet (iCAG) to comprehensively cover all the functions of respective Wings.

2. On completion of the Project of Workflow for INDT Wing and Administration Wing, role out (replication) for other Wings as per the action plan (enclosed) will be carried out by using the same platform uniformly throughout the office.

3. In order to meet the requirement of the same, following points may be ensured for harmonization of technology and standardizing the functionalities of other Wings alongwith the Approach Paper and Conceptual framework for Workflow Automation Project (enclosed):

- (i) Comprehensive analytical study of the existing processes being carried out in the respective wings to bring in accountability and transparency.
- (ii) Re-engineer the activities and processes to improve the efficiency of manpower and fixing the responsibility on the users.
- (iii) Bring in the concept of Efficiency, Effectiveness and Economy while carving out the requirement of the respective wings, i.e. how effectively and economically the existing resources can be used by improving the efficiency of both the staff and also of the work.
- (iv) Avoid fragmentation of computerization efforts

Encl : (i) Approach Paper
(ii) Conceptual Framework for
Workflow Automation Project

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(MAMTA KUNDRA)
PRINCIPAL DIRECTOR (STAFF)

No.4638-OE&Bills/Estt./171-2004

Dated : 7.9.2005

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