DIRECTORATE OF TECHNICAL EDUCATION,
THIRUVANANTHAPURAM

Thiruvananthapuram

No. L5/23950/23/DTE

Dated: 25.11.2023

CIRCULAR

Sub:- Education - Technical - E-office implementation - Data collection report - Reg

Ref :- 1. Higher Education (K) Department Meeting minutes No. K1/262/2023 dated 16.11.2023

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 initial implementation of E-Office is targeted to the Office of the Joint Controller of Examination, Regional Joint Directorates, SITTTR, SDC, Govt. Engineering Colleges(including hostels) and Govt. Polytechnic Colleges. 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 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 CET it may be like AA CET, AO CET, SS CET etc.
   Institutions and offices can give short name like this for their corresponding seats.
5. Name of Organization unit is section short name. (In RIT it may be like AA RIT, CA RIT, JS(A) RIT 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 **06-12-2023**.

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: 25.11.2023
Reason: Approved

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