

No. P-12011/4/2025-GG&TW-DPAR
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GOOD GOVERNANCE & TRAINING WING)

Aizawl, the 11th June, 2026

NOTIFICATION

Subject: Mandatory Onboarding of all Government Offices onto the e-Office Platform.

The Government of Mizoram has been implementing e-Office with a view to promoting efficient, transparent, paperless and time-bound administration. As part of this initiative, various instructions and guidelines have been issued from time to time for streamlining file management, correspondence handling and office procedures through the e-Office platform, which are summarized below for ready reference.

Instructions were issued by the ICT Department vide **Memo No. A.42014/1/2024-ICT dated 03.06.2025** for scanning of dak by the Central Repository Unit (CRU) and routing of communications through the e-Office system, thereby establishing a mechanism for centralized receipt and electronic processing of official correspondence within the Secretariat.

Subsequently, the **Standard Operating Procedure for Handling Office Correspondences through e-Office** was communicated vide **Memo No. P/12/11/1/2025-GG&TW-DPAR dated 12.09.2025**. The said procedure established a centralized mechanism for receipt, scanning, diarization and routing of official correspondence through the Central Repository Unit (CRU), with the objective of reducing physical movement of documents and promoting paperless administration. These instructions were further reiterated vide **Office Order No. P/12/11/1/2025-GG&TW-DPAR dated 30.01.2026**.

The **NIC e-Office File Handling Protocol** was also communicated vide **Office Order No. P/12/11/1/2025-GG&TW-DPAR dated 30.01.2026**. The Protocol prescribed standardized procedures for creation, processing, movement, approval, dispatch and closure of files and receipts in the e-Office system, thereby ensuring uniformity, transparency, accountability and proper monitoring of pendency.

Simultaneously, steps were taken to expand e-Office across Departments and Offices. Accordingly, vide **Memo No. P/12/11/1/2025-GG&TW-DPAR dated 17.03.2026**, the following establishments which had expressed willingness to adopt e-Office were informed to go live on or before 20.03.2026 after furnishing Organizational Hierarchy, Organogram and PIMS data (basic employee data required for onboarding into e-Office) to the NIC e-Office handholding team:

- (i) Administrative Training Institute;
- (ii) Civil Aviation Wing, GAD;
- (iii) Directorate of Commerce & Industries;
- (iv) Office of the Registrar, Cooperative Societies;
- (v) Deputy Commissioner's Office, Kolasib;
- (vi) Directorate of Science & Technology;
- (vii) MzSLRM;
- (viii) Office of the Engineer-in-Chief, Power & Electricity Department;
- (ix) Directorate of Rural Development;
- (x) Protocol & Hospitality Wing, GAD;
- (xi) Research & Development Branch (RDB), P&PI Department; and
- (xii) Directorate of Tourism.

Thereafter, some other Departments and Offices have also expressed their willingness to adopt the platform. However, it has been observed that the pace of implementation remains slow primarily due to difficulties in furnishing accurate Organizational Hierarchy, Organogram and PIMS data in the formats prescribed by NIC.

The issues faced by Departments were subsequently reviewed in consultation with NIC. The major bottlenecks identified included issues relating to Government e-mail accounts, e-Parichay IDs and VPN access tokens. In order to address these issues, detailed guidelines regarding e-mail policy for individual officers and offices, migration of private e-mail-based accounts used for onboarding to the iGOT Karmayogi Bharat platform, obtaining e-Parichay IDs and VPN access were issued by the ICT Department in consultation with NIC vide **OM No. A.42011/3/2026-ICT (E-28019) dated 03.06.2026**. All Administrative Departments were requested to ensure that officers and staff under their control obtain the necessary credentials on or before **30.06.2026**.

Further, in pursuance of the decision taken in the Meeting of Secretaries held on **15.04.2026** under the Chairmanship of the Chief Secretary, Government of Mizoram, it has been decided that all Government Offices under the Government of Mizoram shall be onboarded onto the e-Office platform in a time-bound manner.

Accordingly, all Departments and Offices shall adhere to the following timelines:

Activity	Timeline
Obtaining necessary credentials	30.06.2026
Submission of Organizational Hierarchy, Organogram and PIMS data in the formats prescribed by NIC	30.06.2026
Verification of data	Within 2 days from the date of receipt of data
Completion of onboarding exercise	Within 1 week from the date of receipt of accurate data in the prescribed format
Training and handholding by NIC / Directorate of ICT	June-July, 2026
Go Live	On or before 31.07.2026

Another important component of e-Office implementation is digitization of legacy records. During the Meeting of Secretaries held on **15.04.2026** under the Chairmanship of the Chief Secretary, the following timelines were prescribed:

Activity	Timeline
Completion of scanning of legacy records	31.05.2026
Completion of verification of scanned records	31.07.2026
Completion of upload and integration of digitized records	04.08.2026

It is informed that the vendor engaged for digitization of legacy records has established infrastructure capable of scanning approximately 30,000 pages per day. However, the actual utilization by all Departments taken together is only about 9000 pages per day on average, resulting in substantial underutilization of the available capacity and consequent delays in implementation.

In view of the above, all the Departments are requested to ensure timely submission of Organizational Hierarchy, Organogram and PIMS data in the prescribed format, obtain the necessary credentials, including e-mail IDs,

e-Parichay IDs and VPN access wherever required and complete scanning, verification and digitization of legacy records within the timelines prescribed.

For further information, clarification, or technical assistance, Departments may contact:

- Pu Lallawmkima, Scientist-C, NIC; or
- Pu Lalengzuala, Informatics Officer, Directorate of ICT
- Pu Zorina, Under Secretary, ICT Department may be contacted for legacy data related issues

All the Heads of Administrative Departments are requested to personally monitor progress in respect of all Directorates, District Offices and subordinate offices under their administrative control and ensure strict adherence to the timelines prescribed above. Copies of the cited communications are enclosed for ready reference.

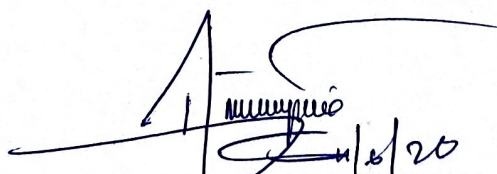
Encl: As above

Sd/- DR. YLN REDDY, IAS
Secretary to the Government of Mizoram
Department of Personnel & Administrative Reforms
(Good Governance & Training Wing)

Memo No. P-12011/4/2025-GG&TW-DPAR: Aizawl the 11th June, 2026

Copy to:

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S to DPAR Minister, Mizoram
4. Sr. P.S. to Chief Secretary, Mizoram.
5. PS to Secretary, ICT
6. All Administrative Heads Departments.
7. DGP
8. PCCF
9. All Deputy Commissioners
10. SIO, NIC
11. Concerned Officers
12. Website Manager, DP&AR
13. Guard File.


(ISAAC C. LALREMPUIA)

Deputy Secretary to the Government of Mizoram
Department of Personnel & Administrative Reforms
(Good Governance & Training Wing)