

Rajya Sabha Secretariat
I.T.Sections (H&S)

No. LAFEAS-IT12018/2/2019-ITSec(H&S)-RSS

Dated: 07 October, 2019

CIRCULAR

Subject: Implementation of Knowledge Management System (KMS Module) of eOffice Software Package in the Rajya Sabha Secretariat w.e.f 15th October, 2019.

Kindly refer to this Section's Circular No. LAFEAS-IT12018/2/2019-ITSec(H&S)-RSS dated 19th September, 2019 on the above subject, in which all Sections/Branches were requested to nominate the Content Managers and their scope *i.e.* one or two staff members from the Section, together with the name of the Branch/Section Head who would invariably have rights to upload as well as publish documents onto eOffice Notice Board. The Sections were to convey the names of the nominated Officers/Officials to eOffice Cell, in the following format, for creating their accounts with requisite rights :

Content Managers for	Name & Designation	Name of Section/Branch	Name of Service
Creating Sub folders			
Uploading/editing/updating/deleting			
Publishing to the Notice Board			

2. In this regard, it has been noted that the requisite information is still to be furnished to the eOffice Cell by a number of Sections (List Attached). Accordingly, the mentioned sections are requested to furnish the desired information in the prescribed format to eOffice Cell, at the earliest *vide* email at lars.eoffice@sansad.nic.in with a copy marked to rs.eoffice@sansad.nic.in latest by 10th October, 2019.

3. Senior Officers of the mentioned sections are also requested to take note and nominate the Officers/Officials from the respective sections under their charge, so that KMS module of eOffice can be operationalized from 15th October, 2019 and the respective sections can use/access the module.



(Shashi Bhushan)

Director

Tel: 23035411

To,
List Attached

List of Sections/Branches yet to provide KMS nominations

1. Committee Section (HRD)
2. Bill Office
3. Committee Section (Govt. Assurances)
4. Committee Section (HA)
5. Committee Section (JPC On Wakf)
6. Committee Co-Ordination Section
7. Conference & Protocol Section
8. Distribution Branch
9. Estt. (A/Cs) & Budget Section
10. Estt. (General) Section
11. G.A. Section
12. Legislative Section
13. Lobby Office
14. Questions Branch
15. Recruitment Cell
16. RTI Cell
17. Stores Section
18. Digitization And Hindi Website Updation Cell
19. Editing (English) Section
20. Editing (Hindi) Section
21. Interpreters Section
22. Printing Section-I
23. Printing Section-II
24. Press & Media Unit
25. Rajbhasha Prabhag
26. Reporters Section
27. Translation (Committee) Section-I
28. Translation (Committee) Section-II
29. Synopsis Section
30. Translation Section-I
31. Translation Section-II
32. Parliament Security Office
33. English (Debates) Section
34. Research & Library Section
35. Welfare section