



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

09-09-2020

To

The Engineering College Principals/Director IMT/KIMB/Administrator Sagara
Sir/Madam,

Sub: Starting of eOffice regarding;

It is informed that the functioning of eOffice in all the institutions under CAPE and headoffice will start functioning from 16th September 2020 onwards. File communication through hard copies can be sent to the head office till 15th September 2020. Hence you are requested to make necessary arrangements and to inform the status(whether the eOffice URL/site is accessible) of the connections.

The operating instructions of eOffice are attached herewith for your reference and compliance. Those locations where the eOffice is not accessible should take immediate steps to solve the issues if any and make accessible on or before 11th September 2020.

Sd/-

DIRECTOR

eOffice Operating Instructions - I

1. All file communication should be switched to eOffice from 16th September 2020 onwards
2. The last inward register number upto 15th September 2020 should be communicated to the Nodal officer.
3. File communication through hard copies will not be accepted after 15th September 2020.
4. Any technical issues regarding eOffice should be communicated to the Nodal officer, Anilkumar D, System Analyst, CAPE Head Office in time, as direct communication is not entertained by KSITM.
5. The computer programmers in the Engineering colleges are assigned the duty for coordinating the operations of eOffice.
6. Institutions in which computer programme is not available, the charge should be assigned to any other suitable person for co-ordinating the operations of eOffice and inform to the Head office.
7. Practical session or Unnecessary file creations and operations should not be done in the actual url : **eofficeedu.kerala.gov.in** as this may create inward numbers which cannot be deleted from the system.
8. All communications regarding eOffice should be communicated to the Nodal Officer, Anilkumar D, System Analyst, CAPE Head Office.(e-mail address of Nodal officer for this purpose will be communicated.)
9. Additional eOffice training session is arranged on 15-09-2020 from 2 p.m. to 5 p.m. Authorised eOffice users/Computer Programmers/Concerned persons should attend the session, the link of it will be communicated as and when it will be received from KSITM.