

Government of Jammu and Kashmir
J&K e-Governance Agency, IT Department
Civil Secretariat, J&K

Subject:e-Office downtime for up-Gradation to new Version 7.x and its migration on new IT infrastructure.

Notification No: 08-JaKeGA of 2022
Dated: 21-09-2022

The up-gradation of e-Office from the existing version 5.6 to latest version 7.x has been planned as advised by NIC New Delhi, for which there will be scheduled downtime of e-Office application **w.e.f 22-09-2022, 11:00 AM onwards to 26-09-2022, 1:00 PM.**

The following activities shall be carried out during the downtime by NIC, New Delhi and DCO ,CDAC as per the following responsibility matrix.

1. Data Centre Operator (DCO), CDAC Thiruvananthapuram.

- I. Resource readiness in new environment at SDC, Jammu for deployment purposes including the configuration of necessary monitoring and other related tools.
- II. Full backup of e-Office application along with its database at multiple locations of SDC in order to avoid any data loss during the activity
- III. Relevant port opening as per the requirement and advise of e-Office Project Division of NIC, New Delhi.
- IV. Complete backup of the application.
- V. DNS Change whenever required on the recommendation of NIC
- VI. Application backend Data Centre level support as and when desired by NIC
- VII. Any other issues required to be dealt for smooth functioning of eOffice

2. Application Development Agency e-Office PMU NIC New Delhi.

- I. Backend related activities pertaining to upgradation and migration.
- II. Pilot Application testing and fixing of issues.
- III. Deployment of resources from NIC for continuous monitoring of the activity.
- IV. Making of Application live strictly before the downtime period.
- V. Any other activity required for smooth functioning of eOffice post upgradation.

In addition to the above, it is further ordered that following stakeholders shall also continuously monitor the activities during the complete downtime period.

- A. SIO NIC along with concerned team , to advise desired activities to be carried out (if any) post up-gradation, so as to ensure smooth functioning of the application.
- B. Monitoring of health of the upgraded version of eoffice .Software application part

will be the responsibility of NIC, New Delhi and hardware part will be the responsibility of DCO, Data Centre

- C. Project Manager JaKeGA along with the team for overall supervision of complete activity.
- D. Sh. Balan C, Senior Director, Scientist G, CDAC Thiruvananthapuram to personally monitor the activity and ensure the activity is completed successfully within the stipulated downtime period.

In view of the above, it is accordingly advised to kindly schedule all official works related to eOffice application hosted at J&K State Data Centre, either before or after, the above-mentioned downtime schedule.

Inconvenience caused in this behalf is highly regretted.

Abhishek Sharma

**(Abhishek Sharma) IAS
Chief Executive Officer
J&K e-Governance Agency**

No: JaKeGA-GEN/11/2021

Dated: 21.09.2022

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries), J&K.
2. All Principal Secretaries to the Government.
3. Principal Secretary to the Hon'ble Lieutenant Governor.
4. All Commissioner/Secretaries to the Government.
5. All Secretaries to the Government.
6. DDG NIC/HoG e-Office, NIC Head Quarter, New Delhi with the request to direct the application team to provide dedicated support and finish the migration process within the approved timelines
7. Sh. Kalai Selvan A, Director, Scientist G, CDAC, Thiruvananthapuram with the request to ensure that all the activities pertaining to e-Office application are completed with utmost care during this scheduled window.
8. State Informatics Officer, National Informatics Centre J&K for kind information and necessary action.
9. Private Secretary to the Chief Secretary for information of Chief Secretary J&K.
10. Private Secretary to Advisor (B) to the Hon'ble Lieutenant Governor.
11. In-charge Website GAD, IT and JaKeGA for uploading this notification on respective Websites.
12. Notification file.