


MANIPUR GAZETTE
सत्यमेव जयते

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**GOVERNMENT OF MANIPUR
SECRETARIAT : TRIBAL AFFAIRS & HILLS DEPARTMENT**

OFFICE MEMORANDUM
Imphal, the 21st February, 2023

**Subject: Implementation of e-Office for pension matters of ADC, Manipur
w.e.f 01-04-2023**

No. Pn-103/34/2023-e-TA & H: Movement of Files and Dak/Letters of all Administrative Department, Directorates, Societies, Agencies, PSU under the Government of Manipur shall be only on the eOffice platform with effect from 01-04-2023 vide Government Order No. IT-102/7/2020-DITC-DIT dated the 11th January, 2023.

2. Therefore, with effect from **the 1st April, 2023**, all pages of Service Book, Pension Forms and other related documents of Pension proposals for the employees of Autonomous District Council, Manipur shall be scanned and uploaded in the eOffice platform by the CEO, Autonomous District Council which is the starting point of moving pension proposals and the same shall be sent to Hills Department. Physical copies of the same shall also be sent to the Hills Department for necessary reference and records.
3. The Pension Cell for ADC employees currently located in office of Directorate of Tribal Affairs shall also be onboarded in the eOffice platform. Director (TA & Hills) shall coordinate with Department of Information Technology, Manipur to enable onboarding of ADC Pension Cell.
4. Infrastructure development and other necessary steps shall be invariably taken up in advance in the Pension Cell as well as at Autonomous District Council level.
5. This Office Memorandum shall come into force with effect from 01-04-2023.

V. VUMLUNMANG,
Additional Chief Secretary (Tribal Affairs & Hills),
Government of Manipur.