

GOVERNMENT OF MIZORAM
INFORMATION & COMMUNICATION TECHNOLOGY DEPARTMENT
MIZORAM:AIZAWL

Aizawl, the 5th June, 2025

CIRCULAR

No.A.42014/1/2024-ICT: Pursuant to the implementation of e-office in Mizoram Secretariat, MINECO, it is advised that users of e-Office are expected to make full use of link / de-link, referred in file and merge/demerge file functionality in e-Office system. General guidelines including notes and important points on the utilization of link/de-link, referred in file and merge/demerge file feature is at Annexure.

2. All the relevant documents should be scanned and enclosed along with the respective e-Files, along with the requisite correspondences / references / communications / notifications / rule copies, etc for perusal of higher authorities, who can arrive at conclusions/final decisions, subsequent to the perusal of all such requisite documents & details, which are placed on the CF side or the Note side, as the case may be, under proper hyperlinks.

3. For updating a seamless data flow in the e-Office system, it is advised that, in future, copies of every Transfer/Promotion/Retirement Orders, followed by Joining/Relieving/Handing-Over of Charge/Relinquishment of Charge Reports, shall be mandatorily sent to Employee Master Details (EMD) Manager of the ICT Department for the concerned officer, by the respective supervisory officers (Nodal Officers) through e-Mail to na.ict@mizoram.gov.in, so that the same gets updated instantaneously in the PIMS of e-Office of Government of Mizoram.

Sd/- AMIT SHARMA, IAS

Secretary to the Government of Mizoram
Information & Communication Technology Department

Chief Informatics Officer
Department of ICT
Receipt No. 272
Date 13.6.25

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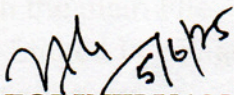
Memo No.A.42014/1/2024-ICT

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Copy to:

- 1) Secretary to Governor, Mizoram
- 2) P.S to Chief Minister, Mizoram
- 3) P.S to all Ministers/Speaker/Leader of Opposition/Ministers of State/Deputy Speaker/Deputy Government Chief Whip
- 4) Sr.PPS to Chief Secretary, Government of Mizoram
- 5) All Administrative Heads, Government of Mizoram
- 6) All Heads of Department, Govt. of Mizoram
- 7) Chief Informatics Officer, Directorate of ICT
- 8) All Nodal Officers, e-Office for information & necessary action
- 9) AIO concerned for information & necessary action
- 10) Web Information Manager, ICT Department, for uploading in Departmental Website.


(H. ZORINTLUANGA)

Under Secretary to the Govt. of Mizoram
Information & Communication Technology Department

Annexure:

1. Link File:

This feature is required to Link Copy of a file in main file. Option to De-link and View files in which copy of opened file is linked (Referred in File) are available. Important points in linking files with main file:

- Main File in which other file is to be linked must be in Inbox/Inbox Folders/Parked/Created Folder.
- Files to be linked must be present in Inbox/Inbox Folders/Created Folder of the user.
- Files to be linked and main file must not be attached to other File/Receipt.
- Physical files to be linked must be in received state.
- Main file and file to be linked must not be same.

Notes:

- Read-only Copy of Files will be Link with the main File.
- Linking details will be maintained in the Linked File Page of the Main file and Link/Delink Tab of File history in File Details page.
- Details of main file will be maintained in the Referred in File list of the linked file.
- Files that are linked will remain in their respective locations.
- Files that are already linked in a main file will not be displayed again in "Search Files to Link" pop.

2. De-link Linked Files:

Important points in de-linking files with main file :

- Main File in which other file is to be delinked must be in Inbox/Inbox Folders/Parked/Created Folder.
- Main file from which other file is to be delinked must not be attached to other Files/Receipt.
- Linked File(s) must be available in Linked files list page.
- User who will delink the linked files must be the same user who had linked the file or other users within his/her dealing section.
- Linked File(s) will be removed from Linked File List page of File.

Notes:

- File(s) delink details will be maintained under Link/Delink tab of File History in File Detail Page.
- Link/Delink history will not be maintained if Linked File(s) get delinked without any movement of File.
- Linking details for the delinked File should not be removed from Referred in File list of delinked files
- Link/Delink history in Referred in File list page should not be maintained if Linked File get delinked without any movement of main File.