

Government of Manipur
Directorate of University and Higher Education

NOTIFICATION

Imphal, the 22nd March, 2022

Sub: Implementation of e-office in the Directorate of University and Higher Education, Government of Manipur and forwarding of all Daks/Correspondences/Letters in copies - regd.

With reference to this Directorate letter no. 3/3-36/15-UHE(Pt-II)(Vol-IV) dated 18.11.2021 in the above subject, it is notified to all concerned that e-office is being implemented at the Directorate of University and Higher Education, Government of Manipur in full swing.

2. It is therefore, requested to forward all letters/correspondence to this Directorate only in soft copy (pdf format). **No letter/Correspondence/Dak will be received in hard copy w.e.f. 1st April, 2022.**

3. Those offices using e-office may forward the correspondences through e- office only.

4. Those offices not using e-office may send/forward letters/correspondences/Daks along with the enclosures (up to a maximum file size of 20 MB) in pdf format to **edakuhe@gmail.com**.

5. In case of voluminous Annexures that need be enclosed with a letter/correspondence/Dak which are not convenient to be sent in soft copies, the same may be submitted to the concerned staff/official dealing with the matter personally during office hours and same will not be accepted at the Reception Counter of the Directorate.

(Dr. Rangitabali Waikhom)
Director of University & Hr. Edn.
Government of Manipur

Copy to:

1. Secretary to the Hon'ble Chief Minister, Manipur
2. SO to the Chief Secretary, Government of Manipur
3. PS to the Commissioner(HTE), Government of Manipur
4. All Administrative Secretaries, Government of Manipur
5. All HODs, Government of Manipur
6. All Principals, Government & Government Aided Colleges of Manipur