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Circular

Sub: IMS Dept- eOffice implementation at ESI Hospitals and Dispensaries.- Appointing Nodal Officers-Reg

Ref: 1.. Circular No: IT - 858/2017/DIMS Date: 20-04-2021
2. Circular No : IT -9858/2017/DIMS Date: 09-03-2021

As part of the Government policy of implementing e-office in all Government Offices, Insurance Medical Services Department have completed e-office in the Directorate of Insurance Medical Services, and partial implementation in three Regional Deputy Director Offices. In continuation with this, implementation of all institutions under the Insurance Medical Services Department is in progress. As the supply of hardware equipment and the installation of KSWAN connections to the institutions are about to start across all the ESI Hospitals, the following directions are hereby made to all the Regional Deputy Directorates for the adherence and action.

Necessary directions will be issued from the Directorate of Insurance Medical Services to the Nodal Officers concerned as and when required. Senior person should be nominated as Nodal Officer .

1. Each Regional Deputy Directorate must nominate one zonal nodal officer and District nodal officers for each district under the zone. Zonal nodal officer must be a senior employee of o/o the Regional Deputy Director. Proforma for nomination is attached herewith.
2. District Nodal officers are subjected to report to the Zonal nodal officer of his/her zone. Zonal nodal officers are supposed to guide the district nodal officers in the smooth functioning of eOffice file management system.
3. The following are the duties and responsibilities of Nodal officers

Zonal Nodal Officer

- Zonal Nodal officers are responsible to carry all the duties in connection with the e-office file management system of all ESI institutions under his/her zone.
- Issue guidelines to the district nodal officers in supply of hardware. He/She must ensure the proper and prompt stock entry and maintenance of Hardware Asset Register and to send stock reports to higher authorities without fail
- Warranty support assistance for the supplied hardware from CPRCS as well as the vendors
- To support district nodal officers in create, manage, transfer, and terminate users and their

attributes in e-office file management system.

- To support to solve the issues with e-office file management system.
- To seek support from KSWAN and other connectivity service providers whenever is necessary to resolve connectivity issues
- To escalate cases to higher authority to resolve the issues related with e-office file management system in minimum time.
- To keep records of IP addresses and other credentials under safe custody
- To keep all the records of the above
- To train the District Nodal Officers in e-office file management system

District Nodal Officer

- District Nodal officers are responsible to carry all the duties in connection with the eOffice file management system of all ESI institutions under his/her district.
- District nodal officers are supposed to assign charge of eOffice file management system to one of the eOffice user of the same institution. This eOffice user oversee each concern of eOffice file management system of the institution.
- Support, guide and ensure the proper hardware supply, stock entry, maintenance of Hardware Asset register and sending of proper stock entry reports of each institution under his/her district
- To help and support eOffice officers in charge in getting prompt warranty support from CPRCS and the hardware vendors
- To help and support to eOffice officers in-charge to create and manage users of eOffice file management system
- To escalate cases to Zonal Nodal officers whenever is necessary to resolve issues in eOffice file management System.
- To keep records of IP addresses and other credentials under safe custody
- To seek support from KSWAN and other connectivity service providers whenever is necessary to resolve connectivity issues

Dr Malini S

Director of Insurance Medical Services

Enclosure

1. Proforma of Nomination of eOffice Nodal Officers