

## मीरा-भाईदर राज्यातील पहिली पेपरलेस पालिका



मीरा रोड : मीरा-भाईदर महापालिकेने सर्व विभागांत ई-ऑफिस प्रणाली कार्यान्वित केली आहे. महापालिकेने सर्व कारभार पेपरलेस केला असून, स्वतंत्र ई-ऑफिस विभागाची स्थापनासुद्धा केली आहे. याबाबत महापालिकेला केंद्र शासनाच्या राष्ट्रीय माहितीशास्त्र केंद्र (एनआयसी) विभागाकडून प्रशस्तीपत्र देऊन सन्मानित करण्यात आले आहे.

मीरा-भाईदर महापालिका आयुक्त तथा प्रशासक संजय काटकर यांच्या मार्गदर्शानुसार, महापालिका सर्व विभागांच्या कामातील पारदर्शकता वाढवण्यासाठी प्रशासकीय कामकाज अधिक प्रभावी, गतिमान व पारदर्शक होण्यासाठी ई-ऑफिस प्रणाली राबवण्याचा निर्णय घेतला. त्यानुसार १५ ऑगस्ट रोजी ई-ऑफिस

प्रणालीची नोंदणी करून १५ दिवसांमध्ये संगणक व उद्यान विभागाचे कामकाज ई-ऑफिस पद्धतीने सुरू करण्यात आले होते. त्यानंतर टप्प्याटप्प्याने इतर विभागांचे कामकाज ई-ऑफिस प्रणालीने सुरू करून १६ ऑक्टोबरपासून सर्व विभागांचा कारभार पेपरलेस करण्यात आला आहे. ई-ऑफिस प्रणाली राबवण्यासाठी उपायुक्त संजय शिंदे आणि सिस्टम मॅनेजर राज घरत यांच्या अध्यक्षतेखाली स्वतंत्र ई-ऑफिस विभागाची स्थापनासुद्धा करण्यात आली आहे. ई-ऑफिस प्रणालीबाबत वर्ग १ ते वर्ग ३ मधील सर्व अधिकारी व कर्मचाऱ्यांना एनआयसीच्या तांत्रिक कर्मचाऱ्यांकडून प्रशिक्षण देण्यात आले. सर्व विभागांचा कारभार हा पेपरलेस करणारी मीरा-भाईदर महापालिका ही राज्यातील पहिली महापालिका ठरली आहे, त्यामुळे महापालिकेला केंद्र शासनाच्या एनआयसी विभागाकडून प्रशस्तीपत्र देऊन सन्मानित करण्यात आले आहे.

# Mira-Bhayandar first in Maharashtra to go paperless

SURESH GOLANI / Mumbai

In a rare achievement, the Mira Bhayandar Municipal Corporation (MBMC) has become the first civic body in the state to go paperless in all its departments by successfully switching from the age-old manual operations to an electronic office system. To conduct its office procedures electronically in a simplified, responsive, effective, and transparent manner, the municipal commissioner Sanjay Katkar took the lead in launching the e-office platform developed by the ministry of electronics and information technology controlled national informatics centre (NIC) immediately after his appointment. Just 15 days after registering for the implementation of the e-office system on August 15, the civic administration incorporated the electronic system in the garden department.

After the success of the pilot project, the civic administration fast-tracked the transition process by mapping and mobilising files on the e-office platform of all departments and made the e-governance process operational on October 16.

"This will not only increase the efficiency in handling files but will also fix responsibility and transparency in the day-to-day functioning," said Katkar.

Regular training and orientation sessions on the e-office system were conducted for Class I to III officials by the NIC team which imparted theory and practical knowledge on topics including file tracking system, conversion of physical files to e-files, creating drafts on the e-office platform which will practically cut down the use of paper.

"The e-office system will now ensure quick disposal of approvals and sanctions due

## KEY POINTS

- Within 15 days of registration for the e-office system, the garden department successfully incorporates the electronic system
- Following the pilot project's success, the transition process is expedited, with all departments mapping and mobilising files onto the e-office platform
- The e-governance process becomes fully operational on October 16, enhancing efficiency, responsibility, and transparency in day-to-day operations
- Regular training and orientation sessions are conducted for Class I to III officials, focusing on the file tracking system and the transition from physical to electronic files
- The e-office system is expected to expedite the approval and sanction processes, leading to improved productivity and simplified file tracking

to electronic movement of files which can be tracked in a simplified manner leading to enhanced productivity," said systems in-charge Raj Gharat.

As a token of appreciation, the NIC awarded a certificate to the MBMC for smoothly switching from manual to e-office system in all its departments.

However, training and motivating the clerical staffers (who are the first point of contact for applicants) in switching from a physical to an electronic process is a challenging task for the civic administration.

# Mira-Bhayander corporation is first civic body in state to go paperless

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**Mumbai:** Mira Bhayander Municipal Corporation (MBMC) has become the first civic body in the state to go completely paperless with all departments going digital.

National Informatics Centre (NIC), under the Ministry of Electronics & Information Technology, recently issued a certification of e-office system to MBMC. Its various departments — property tax, water tax, town planning, solid waste management, licensing — will now compete with each other for 'good governance' ranking.

Newly appointed municipal commissioner-cum-administrator Sanjay Katkar initiated the process of a paperless administration on August 15. As a pilot project, the garden department was the first to go paperless. Other departments followed suit and on October 16 all departments moved to the e-office system.

In all, 250 class I to class III employees have been selected for training in the digitalisation process. They are undergoing training by NIC in batches. The training includes change in mindset of staff to adapt to new technologies. Civic officials said going pa-

perless will help them access their office from anywhere as they will be able to look at files and documents on their mobile phones.

The 21-year old municipality has been offering online services like property tax, water tax payments, commencement of construction and occupation certificate, online complaints and e-tenders. The term of the municipality ended in August 2022 and elections are awaited.

The state had in December last year directed all government departments to go paperless by April to improve quality of services offered to the public.