

No.6/45/2015-PER/ALLOC/2437
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated:- 03/12/2015.

OFFICE MEMORANDUM

**Subject:- Launching of "File Tracking System (FTS)" in all offices of
UT of Daman & Diu.**

Vide Office Memorandum dated 20/11/2015, it was informed that FTS shall be implemented in all Offices of Daman & Diu w.e.f. 10th December, 2015.

2. The training was imparted to the Heads of Office, employees dealing with the Inward/Outward of the concerned department and especially to the PA/P.S. of Senior Officers by the NIC and IT Department as per schedule.

3. The FTS system shall be implemented w.e.f. 10th December, 2015. Henceforth, all files shall be sent/accepted through FTS system only and not through manual procedure. However, parallel manual Registers can continue to be maintained only till 31st December, 2015.

4. The User Manual is available on the FTS site. The User-Id and password for all the departments are being sent separately through e-mail by 08/12/2015. If any department/office does not receives user-id and password by 08/12/2015, the Head of Office concerned may contact State Informatics Officer, NIC.

5. All Heads of Office, Daman are requested to bring the content of this circular to all employees working under their control. **No files shall be accepted by Personnel Department, Daman till condition at para 3 above is strictly adhered to.** For any technical support, NIC/IT Department may be contacted. An email can also be sent to support-fts-dd@gov.in.


(P. S. Jani)
Addl. Secretary (Per)

To,

1. All Heads of Office, Daman.
2. The Director(IT), Daman.
3. The SIO, NIC, Daman.

Copy to :-

1. All Secretaries in the UT of Daman & Diu.
2. Shri Darpan Bamanian, LDC, Personnel Department to upload on website.
3. Concerned file.