

**GOVERNMENT OF MEGHALAYA,  
PLANNING, INVESTMENT PROMOTION AND SUSTAINABLE DEVELOPMENT DEPARTMENT  
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No.PLR.32/2023/27

Dated Shillong, the 9<sup>th</sup> October, 2024

**CIRCULAR**

Planning Department had earlier issued notification regarding implementation of eFile (Non-Financial module) in Meghalaya ONE portal for all State Government Departments, Heads of Department and Subordinate offices including Agencies vide No.PLR.32/2023/3, dt.31/07/2023. However, it had been observed that the number of files processed from the module is significantly very less and many of the Departments have not used it at all.

The aim of introducing such a system is to bring about efficiency, enable tracking of files and correspondences and to minimize the use of papers.

Therefore, all Departments are hereby requested to immediately start utilizing the eFile system for processing non-financial matters and to accordingly issue instructions to all subordinate offices and agencies under their control.

Training, support and onboarding of users will be provided by the MeghEA Support Team.

Sd/-

**[Dr. Vijay Kumar.D, IAS]**

Commissioner & Secretary to the Government of Meghalaya,  
Planning Investment Promotion and Sustainable Development  
Department

Dated Shillong, the 9<sup>th</sup> October, 2024

**Memo No.PLR.32/2023/27-A**

Copy to :-

1. P.S. to the Chief Minister, Meghalaya for kind information of the Hon'ble Chief Minister.
2. P.S. to the Hon'ble Speaker, Meghalaya Legislative Assembly for favour of information.
3. P.S. to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
4. P.S. to the Additional Chief Secretary to the Government of Meghalaya for kind information of the Additional Chief Secretary.
5. The Principal Secretary, \_\_\_\_\_ Department for information.
6. The Commissioner & Secretary, \_\_\_\_\_ Department for information.
7. The Secretary, \_\_\_\_\_ Department for information.
8. All Heads of Department, Meghalaya
9. All Deputy Commissioners, Meghalaya

By order etc.,



Officer on Special Duty & ex-officio  
Joint Secretary to the Government of Meghalaya,  
Planning Investment Promotion and Sustainable Development  
Department