

Government of NCT of Delhi
Department of Information Technology
 9th Level, B-Wing, Delhi Secretariat, I.P. Estate,
 New Delhi-110002

F.No. F6(S13)/17/2015/472-541

2/5/16
 Dated: - 19/01/2016

CIRCULAR

The Council of Ministers of Govt. of NCT of Delhi vide decision dated 25/08/2015 has approved the implementation of e-office in various Departments/Local Bodies/Autonomous Bodies of GNCTD.

Many departments have implemented e-office in their departments completely.

In order to keep the old files in record room/store room after scanning, following steps may be taken by the departments:-

1. Departments shall procure boxes/almirahs as deemed fit to keep these files.
2. Department shall then create a table of those old files in the following format.

Sl. No.	Box number (or) Shelf number	Subject on file	Physical File No.	File No. in e-office	Computer Number in e-office

3. Department shall then paste the details of files contained in para 2, in the almirahs / boxes and the same shall be posted on the knowledge Management System (KMS)of e-office.
4. These boxes /Almirahs shall be kept in safe location/custody.



(Dr. N. Vasanthakumar)
Secretary (IT)

To:-

1. To All Pr. Secretaries / Secretaries/ HODs/ local bodies / autonomous bodies of GNCTD.

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CIRCULAR

The Council of Ministers of Govt. of NCT of Delhi vide decision dated 25/08/2015 has approved the implementation of e-office in various Departments/Local Bodies/Autonomous Bodies of GNCTD.

Many departments have implemented the e-office in their departments completely.

It has come to notice that even in departments where e-office has been implemented fully, physical files are created. After implementation of e-office, there should be no movement of physical files in the offices concerned.

In case there is requirement for creation of physical files, the same shall be created only with the prior approval of HOD of concerned.


(Dr. N. VasanthaKumar)
Secretary (IT)

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