

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

F.No. F.12/6/2015-DS(Admin)/2429-98

Dated: - 06th April 2016

CIRCULAR

Sub: Procurement of Hardware (Scanner and computer) for implementation of e-office in all Departments/Local Bodies/Autonomous Bodies of GNCT of Delhi- clarification: Reg.

Ref : Circular No. F.12/6/2015-DS(Admin)/5552-5726 Dated 04th Sep 2016.

Cabinet vide decision No. 2195 dated 25/08/2015 has decided to implement e-office in all Departments/Local Bodies/Autonomous Bodies of GNCT of Delhi in a phased but time bound manner.

2. Delhi Government had issued a circular dated 04/09/2015 vide ref-1 above providing step by step procedure to implement e-office in all Departments/Local Bodies/Autonomous Bodies of GNCT of Delhi.
3. As mentioned in the circular, the Cabinet has also approved that there is no need to send the file to TEC for the approval of hardware i.e., Computers, scanners for e-office purpose.
4. However, it has been observed that departments are using e-office to procure hardware that is not required for the project.
5. In the case of scanners, it is observed that the departments are proposing to procure separate scanners for each dak receiving point. It is categorically informed that departments shall have single centralised dak receiving system in a building and a maximum of only 2 scanners are allowed per building.
6. The specification of the scanner to be procured is as per Annexure 'A'. The Cabinet has approved that scanners can be procured as per the procurement policy of Department of IT. However, it has been noticed that there is enormous delay in procurement of the scanners through NICSIL. Hence, the departments are advised to procure the scanners from M/s ICSIL which is also as per the approved procurement policy of Department of IT.

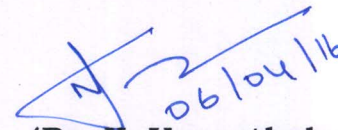
7. **No printers/ photocopiers shall be procured for e-office purpose . For any printer/all in one printer procurement, the department shall follow a separate process.**

8. The departments are at present also using computers for their official work. The same computers can generally be used for e-office purpose also. But it has been noticed that large number of computers are being procured in the name of the implementation of e-office. It is requested that Head of Departments(HoDs) shall procure only minimum required number of computers taking into consideration the existing work load/mechanism of sharing of computers including condemnation, if any.

9. The scanning of old files and migrating to e-office can be done to a large extent by the above mentioned scanners itself as they have scanning ability of 30 to 50 pages per minute. However, in departments with large number of old files or files which are in damaged condition 'NICS' approved scanning agencies can be engaged as approved vide Cabinet decision No. 2195 dated 25.08.2015.

10. The departments may choose one of the four empanelled agencies of NICS for scanning all old files wherever required after getting approval of the competent authority.

11. This issues with the prior approval of the Hon'ble Dy. Chief Minister, Delhi.


(Dr. N. Vasanthakumar)
Secretary (IT)

To

1. All Principal Secretaries/ Secretaries/ HODs/Local Bodies/Autonomous Bodies of GNCTD/
2. On e-Office KMS.
3. On Notice Board of DIT, GNCTD.