

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

No. F 12/6/2015-DS/Admn/5552-5726

Dated 4-9-2015

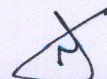
CIRCULAR

Sub:-Implementation of e-office in all GNCTD departments, local bodies and Autonomous Bodies (Societies, Corporation etc.)

1. The Council of Ministers, GNCTD in its meeting dated 25/8/2015 approved the implementation of e-office in all its departments /local bodies/ autonomous bodies of GNCTD in a time bound manner.

2. In the first phase, it will be implemented in the following 15 Departments of GNCTD.

1. Home Department.
2. Delhi Jal Board.
3. Department of Food Supplies & Consumer Affairs.
4. Registrar Cooperative Societies.
5. Directorate of Training (UTCS).
6. Directorate of Information & Publicity.
7. Directorate of Gurudwara Elections.
8. Department of Excise, Entertainment & Luxury Taxes.
9. Department of Trade & Taxes.
10. Department of Women & Child Development.
11. Department of Art, Culture and Language.
12. Directorate of Economics & Statistics.
13. Department of Social Welfare
14. Department for the Welfare of SC/ST/OBC/Minorities
15. Geo Spatial Delhi Limited.



3. In the above said 15 departments, there will be no physical movement of files with effect from 01.12.2015. The concerned Minister-In-Charge of the above departments along with their support staff shall also be mapped / linked to the e-office platform.

4. Simultaneously all other departments, local bodies/autonomous bodies can also start necessary preparatory activities as below for implementation of e-office.

5. Departments have to take following steps in order to implement e-office in their organization in a time bound manner.

a. Identification of a Nodal Officer/coordinator:

The department shall identify a nodal officer from the department not below the rank of deputy secretary for the e-office project. The list of the nodal officer shall be sent to DIT, GNCTD by 10/9/2015 positively at email id vivek.mittal26@gov.in

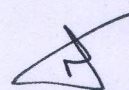
b. Training for nodal officer: "

Department of Information Technology, GNCTD will conduct a half day training programme for the Nodal officers at Hall No 3 Delhi Secretariat on 18/9/2015. The departments apart from the 15 identified above for phase I implementation can also appoint nodal officers and start the process.

c. Role and responsibilities of Nodal officers:

The nodal officers shall fill up the e-office prerequisite templates. (7 in numbers). These templates are available at Department of Information Technology website i.e. <http://it.delhi.gov.in>.

d. The filled templates shall be submitted to NIC e-office division to Sh. Ankur Makkar through email: ankur.makk@gmail.com. (9953660321). The filled templates shall reach the above email by 24/9/2015 with a copy to the concerned HOD and at vivek.mittal26@nic.in.



e. The Nodal officer shall also fill up the bulk email ID creating form simultaneously. The hard copy of the form shall be submitted to NIC. Contact persons in NIC: Sh Anil Mittal Scientist "D", (Telephone No. 011-23392411 ,e-mail: akmittal@gov.in). Hard copy of form shall reach at NIC by 24/9/2015. Copy of this is not required for IT Department.

f. The nodal officer shall also procure digital signature (Signature as well as encryption) class II for all the employees of their departments. List of certifying authorities is available at <http://cca.gov.in>

g. The HOD can decide the employees who are to handle the files whether regular or contractual and accordingly do the above activities for mapping them to e office. The HoD shall also ensure that a minimum of 2 officers including him are having VPN facility to access e office files through any network. VPN is free of cost and will be provided by NIC. HoD may however allow VPN facility for more number of officers also.

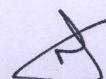
h. E-Office division of NIC will prepare a gap analysis report for identifying resource gap for Sh. Ankur Makkar (9953660321) can be contacted for the above purpose.

i. DIT will conduct e-office implementation status meeting on weekly basis. Nodal officer shall attend the same.

j. The nodal officer shall also link and delink those officers who join the department or getting relieved /retired respectively.

6. Scanning of Old files:

Cabinet has also approved the scanning of old files through outsourcing of empanelled agencies at NICS approved rates for migrating the old files to e-office platform. Rates and agencies are available at Department of IT's website <http://it.delhi.gov.in>. NIC e-office training division will provide training and guidelines to migrate the old files. Scanning of old files can start immediately. The officer in charge of the file shall authenticate through digital signature when



migrated to e-office that all pages have been scanned. In case by 01.12.2015, if scanning of all old files are not completed, those old files required for a particular case shall be migrated first and others completed later. In any case there shall be no movement of physical files in the above 15 departments after 1/12/2015. The physical files which have been scanned, migrated and brought on e-office platform shall be catalogued and stored.

7. Connectivity:

Most of the departments have DSWAN/NICNET/Triband DG connectivity already. In case DSWAN/NICNET/triband DG connectivity is not available, concerned department shall approach NIC for Internet connectivity with physical connectivity through MTNL. Physical connectivity is on chargeable basis on MTNL. Sh. Anil Mittal ,Scientist "D" (Telephone No. 011-23392411,e-mail: akmittal@gov.in) or Sh. Pranab Dhar, Scientist "D" (011-23392412,e-mail: pranabdhar@nic.in)from NIC may be contacted.

8. Hiring of Manpower for e-office implementation:

The cabinet has also approved engagement of Programmer Assistants as per requirement from NICS I for a period of 6 months only for implementing and handholding e-office implementation. The current rate per month is Rs. 20,799/- + NICS I Charges. The HOD can decide the minimal requirement of Programmer Assistants.

9. Working computers:

The cabinet has also approved to procure desktops as per the procurement policy of GNCTD. Procurement policy is available at <http://it.delhi.gov.in>. The Gap analysis report will provide the number of desktops to be procured. There is no need to send the file to TEC for the approval for e-office purpose. It is pertinent to mention that working computers are required at every e-office user desk.

10. High Speed Scanners:

The cabinet has also approved procurement of High speed scanner as per the procurement policy of GNCTD. Departments may procure the high speed scanners



(50 PPM). The scanner will be used to scan daily incoming DAK at receipt and issue section. Since cabinet has approved procurement of scanners as per procurement policy, there is no requirement to send the file for TEC approval.

11. Audit and Court:

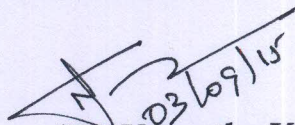
User ID and password will be given to Auditors to audit the files. Auditors will also audit files in e-office platform only. Printing of files shall not be done for audit purpose.

In the case of court cases where files are to be produced, the print out of e office files shall be taken and authenticated by the HOD as true copy and then filed.

12. Following will be Nodal officers from DIT,GNCTD,NIC and NIC e-office

1. Vivek Mittal Dy. Secy(IT),GNCTD: 01123392457, email: vivek.mittal26@nic.in
2. Sh. Santulan Chaubey,SSA,DIT,GNCTD:011-23392311.e-mail:santulan@nic.in
3. Sh. Anil Mittal, Scientist "D",NIC, 011-23392411,e-mail: akmittal@gov.in
4. Sh Pranab Dhar, Scientist "D", NIC,011-23392411 ,e-mail: pranabdhar@nic.in
5. Sh. Ankur Makkar,NIC e-office Division: Mobile no 9953660321 e-mail: ankur.makk@gmail.com.
6. e-office support no :- 011-24305808.

This is issued with the approval of Hon'ble Dy. Chief Minister, GNCTD.


(Dr. Vasantha Kumar)
Secretary(IT),GNCTD

To,

(1) As per list enclosed.