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

No. F.6(457)/IT/eOffice/2015/Part File/2169-2238 Dated 23/05/2022

Circular

Sub: **Implementation status of eOffice across all Departments/ Autonomous /Local Bodies of Govt. of NCT of Delhi**

Reference is invited to IT Department's circular F.6(457)/IT/e-Office/2015/Part File/CD-042318793/1853-1922 dated **06/05/2022** on implementation of eOffice with the recently made functional change for adoption and effective usage by providing additional facility of sending/moving electronic files in eOffice. A process flow document for its usage/implementation is attached herewith as **Annexure-I**.

2. Government of N.C.T of Delhi vide Cabinet Decision No. 2195 dated 25/08/2015 approved implementation of eOffice in all Departments/ Autonomous/Local Bodies of Government of NCT of Delhi. In pursuance of the same, various circulars including guidelines were issued by IT Department since 2015, which are available at <http://it.delhi.gov.in> under eOffice link.
3. It has been decided that all the Departments/ Autonomous/Local Bodies will switch over to eOffice completely by **30/06/2022**.
4. While implementing eOffice in 2015, training was also organised for users and master trainers of the Department. A training programme on eOffice usages for the Nodal Officer/ Employee Data Master(EMD) administrator to act as Master Trainer in the respective Departments is being worked out in consultation with eOffice Division NIC. Interested Departments seeking training on eOffice, may forward details (name, designation, mobile no and email id) of their Nodal Officer/EMD administrators officers at email id: kumar.krishan85@delhi.gov.in and mohan.delhi@gov.in latest by **30/05/2022**.

4. The relevant points from eOffice implementation guidelines issued earlier vide circular 04/09/2015 are attached as **Annexure II** herewith for reference.

5. Present status of eOffice implementation in the Departments/ Autonomous/Local Bodies is required to be forwarded to Information Technology Department, GNCTD latest by **30/05/2022** via email at **secyit@nic.in** as per attached format (**Annexure III**) for reviewing at appropriate higher level.

This issues with the approval of the Competent Authority.



(Krishan Kumar)

Joint Director (IT)

Encl: A/A

To,

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs,
Government of NCT of Delhi and Head of Autonomous/Local Bodies

F.No. F.6(457)/IT/eOffice/2015/Part file/2169-2238 Dated 23/05/2022

Copy for information to:

1. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary to Hon'ble Chief Minister, Delhi Secretariat, GNCTD
3. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
4. PS to Secretary to Hon'ble Lt. Governor, GNCTD, Raj Niwas.
5. SIO Delhi, NIC Delhi Secretariat with a request to arrange requisite training sessions for the employees of the GNCTD.
6. Website Incharge, for uploading on Delhi Govt Portal under eOffice link

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Process Flow Document for usage of eOffice in Govt of NCT of Delhi

eOffice URL: <https://delgov.eOffice.gov.in>

1. Users will access eOffice using his/her GOV/NIC email id through Parichay/SSO interface. Users may continue to work in eOffice using digital signature as doing earlier.

2. Now the following options for sending eFile are available in eOffice platform-

- i) DSC ;
- ii) eSign and
- iii) Send

3. The users opting (i) and (ii) mode for sending eFile may continue as doing earlier.

4. However, the user opting option (iii) above, shall observe the following procedure:

The user shall ensure that if any document is part of eFile but generated on offline mode, is to be scanned and to be uploaded/attached in the **Noting Section** or **Correspondence Section** of the eFile besides retaining the physical copy.

- i. A dialog box will show "Send" button, in addition to other two usual buttons of "DSC and Send" and "eSign and Send".
 - ii. On clicking the appropriate button, the scanned note will move to the inbox of the target user.
5. All important documents such as Office Order, Sanction Order and Circulars being part of eFile if issued in offline mode are expected to be uploaded in eOffice .

The following steps may be observed for implementation of eOffice in the 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 eOffice project. The list of the nodal officer shall be sent to DIT, GNCTD by **03/06/2022** positively at email id kumar.krishan85@delhi.gov.in and mohan.delhi@gov.in

b. **Training for Nodal Officer:**

Department of Information Technology, GNCTD will conduct a half day training programme for the Nodal officers via Video Conference (VC) and a link will be shared after the receipt of the details of nodal officer from the department.

c. **Role and responsibilities of Nodal officers:**

The nodal officers shall fill up the eOffice prerequisite templates. These templates are available at websites of Department of Information Technology and web portal of Govt of NCT of Delhi i.e. <http://it.delhi.gov.in>. and <http://delhi.gov.in>.

d. **The filled in templates required to be submitted to NIC eOffice division to** Sh. Ankur Makkar through email at [\(9953660321\)](mailto:ankur.makk@gmail.com) and to DIT at mail mohan.delhi@gov.in.

e. The Nodal officer shall arrange creation of Govt/NIC email ID for employees who do not have email (NIC/Gov) till date by applying through <http://eforms.nic.in> in consultation with NIC. Contact details of NIC officials is Sh Anil Mittal, Sr Technical Director, (Telephone No.011-23392411, e-mail: akmittal@gov.in).

f. The Nodal Officer shall appraise all eOffice users on the availability of options of moving efiles in eOffice from one account to another using 'DSC' or 'eSign' or 'Send' button. For employees opting DSC, Nodal Officer shall procure digital signature (Signature as well as encryption) class II. List of certifying authorities is available at <http://cca.gov.in>

g. **The HOD may identify officials to handle the files in eOffice irrespective of regular/contractual category.**

The nodal officer will map all such identified users in eOffice. The HoD shall also ensure that a minimum of 2 officers including him are having VPN facility to access eOffice files through any network. VPN is free of cost and can be obtained from NIC by raising a request in <https://eforms.nic.in>. However, HoD may decide more number of VPN connections for the employees of the Department.

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

i. Scanning of Old files:

For scanning of old records M/s NICSI may be approached who has the empanelment of the following vendors:

S.No.	Empanelled vendor	Contact Person	Contact No.	E-mail
1	M/s Enhira Software Export Limited	Narendra Hiranandani	<u>9821052688</u>	nhiranandani@enhira.co.in
2	M/s Datasoft Computer Services Pvt. Ltd.	Sandeep Goel	<u>9810172490</u>	admin@datasoftindia.in
3	M/s Capital Business Systems Pvt.Ltd.	Raj Kumar Gautam	<u>9540809652</u>	rajkumar.gautam@cbslgroup.in

1. However, the vendors will execute the work through NICSI only. Contact details of NICSI in this matter are: Email: tender-nicsi@nic.in,011-22900534/011-22900535.

2. The physical files which have been scanned, migrated and brought on eOffice platform shall be catalogued and stored in safe custody.

j. 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. Sh. Anil Mittal, Sr Technical Director, NIC (Telephone No.011-23392411 e-mail: akmittal@gov.in) may be contacted in the matter.

k. Audit and Court:

User ID and password will be given to Auditors to audit the files. Auditors will also audit files in eOffice 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 eOffice files shall be taken and authenticated by the OD as true copy and then filed.

l. Following will be Nodal officers from DIT, GNCTD, NIC and NIC eOffice

a) Sh. Krishan Kumar, Joint Director(IT), 011-23392311, kumar.krishan85@gov.in

b) Sh. Mohan Singh, SSA, DIT, GNCTD: 011-23392074, mohan.delhi@gov.in

- c) Sh. Anil Mittal, Sr. Technical Director, NIC Delhi, 011-23392411, e-mail: akmittal@gov.in
- d) Sh. Ankur Makkar, NIC eOffice Division: 011-24305808, e-mail: nic-eOfficeimp@nic.in

Annexure-II]**eOffice implementation status**

1. Name of Department :
 2. Total number of users registered in eOffice :
 3. Current Implementation status :
- A) eOffice implementation details:

Implement ed and still in use (Y/N)	Implemented but not in use presently (Y/N)	Total number of files created/ moved in the month of April 2022 by the department	Total number files created /moved in the month of April 2022 Department in eOffice mode	% of all files created/moved in eOffice mode by the Department

- B) Please indicate likely date of implementation of eOffice, if not implemented: