Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/ 2493-2562   Dated: 03/06/2022

Circular

In reference to our earlier circular on e-office vide No.F.6(457)/IT/eOffice/2015/PartFile/2169-2238 dated 23.05.2022, NIC has suggested to make following arrangement for e-office implementation:

I.   Every e-Office user must have computer with minimum specification: -
   a) Processor-2GHz or above
   b) RAM-2GB or above
   c) USB 2.0 controller & above (For DSC only)
   d) Operating System- Windows 7 or above
   e) Browser-Mozilla Firefox (Latest Version)
   f) Anti-Virus (Any Antivirus)

2. Network Bandwidth: Bandwidth requirement for typical weekly usage pattern of e-Office with active users base of 500-1000 is estimated to 3-5Mbps. However, availability of bandwidth also depends on other applications being used simultaneously by organization.

3. Department is required to set up Central Record Unit, equipped with high speed scanners / computers/internet connectivity for scanning of records for further uploading in e-office. The department need not approach IT Department for TEC approval in this matter.

(Scanner Specifications - Sheet Fed (ADF) Flat bed or integrated board/ foldable with adjustable height, Scanning technology-CIS/ CCD ,A4/legal, Optical resolution 600 and above, colour/monochrome with 50PPM and above, multi fed detection feature, 1500 and above daily duty cycle).

4. All departments must ensure to put in place requisite infrastructure by 20th June, 2022 positively so as to enable timely roll out of e-Office.

(Krishan Kumar)

Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/ 2493-2562   Dated: 03/06/2022

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary (IT), GNCTD
3. PS to Secretary (AR), GNCTD