

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.6(457)/IT/e-Office/2015/Part file/CD-042318793 | 1853-1922 Dated: 06/05/2022

Circular

It has been observed that the eOffice usage across various Departments of GNCTD has dropped significantly or has become just a secondary mode of file movement through eFile system due to various reasons which inter alias include cumbersome process of digitally signing documents.

On request of some Departments, following functional change in electronic sending/moving of eFiles of eOffice system has been made to facilitate use of eOffice:

"Besides Digital Signatures i.e. DSC and eSign, one additional Option i.e. "Send" has been provided in eOffice while sending eFile in eOffice from one level to another. It shall now be possible to send eFiles in eOffice by clicking the "Send" button also."

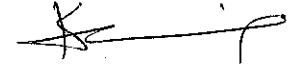
This additional facility will provide faster roll out and adoption of e-Office. For this, the users in the Department/Local/Autonomous Body of GNCTD may still use digital signature as earlier.

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

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

The Departments/Local bodies/Autonomous Bodies are further advised to encourage their employees to use Digital Signatures i.e. DSC/eSign for sending eFiles in eOffice to maintain sanctity and legality of the documents.

This issues with the prior approval of the Competent Authority.



(Krishan Kumar)
Joint Director (IT)

Copy to:-

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

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Dated: 06/08/2022

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'be L.G., Raj Niwas. GNCTD
5. Website Incharge for uploading on Delhi Govt Portal under eOffice section.