

**Government of NCT of Delhi**  
**Department of Information Technology**  
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**CIRCULAR**

The Council of Ministers, GNCTD in its meeting dated 25/08/2015 has approved the implementation of e-office in all the departments/local bodies/autonomous bodies of GNCTD in a time bound manner.

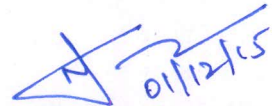
2. As part of it, more than 30 organisations are in advanced stage of implementation.

3. Finance Department and planning Department have also been linked successfully to e-office system and departments on e-office can send their files to Finance/ Planning Department directly.

4. The Departments/organisations can follow one of the two options as mentioned below for receiving files from other departments.

- OPTION 1:- A dedicated officer/official may be designed in the department, who will receive all external files, analyze the matter and mark it to the concerned officer for processing. Department may issue a circular accordingly to all other departments/ organisations mentioning the name of the officer to which files needs to be sent. The departments can then follow a system for dealing with concerned file matter and sent it back to the concerned department at appropriate level.
- OPTION 2:- The external files can be marked to the concerned officers in the department directly, if enabled in the e-office system based on work allocation (say for example the concerned Special Secretaries/Additional Secretaries) or all files can be received by the concerned Pr. Secretary/HOD.

As and when e-office system is implemented in any of the organisation under their respective control, Pr. Secretary/HODs are requested to issue a circular choosing one of the above said options for ease of sending files by other departments.

  
Dr. VasanthaKumar N.  
Secretary (IT)

To:-

1. To All Pr. Secretaries/Secretaries/HODs/local bodies/autonomous bodies of GNCTD.