दिल्ली सरकार CD No. PWD/2025/12002
कार्यालय प्रमुख अभियंता ,लो0नि0वि0
12वांतल, बहु-मंजिला भवन, इन्द्रप्रस्थ संपदा, नई दिल्ली-110002
☎ 23724561, 23317520, फैक्स 23766924
Toll Free Complaint No. 1800 11 0093
Website: http://pwd.delhigovt.nic.in
E-mail- einc-pwd@delhi.gov.in

No. 27(Misc.)/प्र0अभि0 / लो0नि0वि0 / 2025 / 3960 दिनांकः– 9 06.2025

कार्यालय ज्ञापन

Sub: Time Bound implementation of e-office across all Departments/ Antonomous/ Local/Academic Bodies of Govt. of NCT of Delhi-Reg.

उपरोक्त विषय पर सचिव (आई.टी.), दिल्ली सरकार, इन्फोरमेशन टेक्नोलॉजी डिपार्टमेंट, दिल्ली सचिवालय, नई दिल्ली द्वारा जारी पत्र सं0 A-13/2015/Dir(DeGS)-SECY(IT)-PART1 File/CD No-042701434/3707-3766 दिनांक 26.05.2025 (छायाप्रति संलग्न) का अवलोकन करें, जिसके अंतर्गत दिल्ली सरकार के सभी विभागों में ई–ऑफिस को लागू करने हेतु दिशा–निर्देश जारी किए गए हैं।

लोक निर्माण विभाग के अधीन सभी मुख्य अभियंताओं को निर्देश दिए जाते है कि जिन अधिकारियों/ कर्मचारियों की NIC email उपलब्ध है अथवा बन चुकी है, उनका विवरण इस कार्यालय को प्रेषित करें व जिन अधिकारियों/कर्मचारियों की NIC email नही बनी है, वह उक्त संदर्भित पत्र में दिए गए दिशा–निर्देशों के अनुसार अपनी NIC email तुरन्त बनवाने हेतु संलग्न Ready recknor के अनुसार तत्काल प्रकिया आरम्भ करें। यह भी सुनिश्चित करें कि यह प्रकिया दिनांक 20.06.2025 तक अवश्य पूर्ण की जाए ताकि अगली किया को तत्काल कियान्वतित किया जा सकें।

कृपया इसे उच्च प्राथमिकता प्रदान करें।

यह पत्र प्रमुख अभियंता महोदय की अनुमति से जारी किया गया है।

उप निदेशक (स्थापना)

प्रतिलिपिः–

1. प्रधान मुख्य अभियंता (परियोजनाएं), लोनिवि, 9वॉ तल,एमएसओ भवन,नई दिल्ली।
2. प्रधान मुख्य अभियंता (एम एंड एफ), लोनिवि,12वॉ तल,एमएसओ भवन,नई
3. मुख्य अभियंता (दक्षिण), लोनिवि, 7वॉ तल,एम.एस.ओ.भवन,नई दिल्ली।
4. मुख्य अभियंता (उत्तर), लोनिवि, 5वॉ तल,एम.एस.ओ.भवन,नई दिल्ली।
5. मुख्य अभियंता (पूर्व), लोनिवि, तीसरा तल,एम.एस.ओ.भवन,नई दिल्ली।
6. मुख्य अभियंता (स्वास्थ्य), लोनिवि, द्वितीय तल, एम.एस.ओ.भवन,नई दिल्ली।
7. मुख्य अभियंता (परियोजनाएं), लोनिवि, प्रथम तल, एम.एस.ओ.भवन,नई दिल्ली।
8. मुख्य अभियंता (फलाईओवर), चौथा तल, लोनिवि, एम.एस.ओ.भवन, नई दिल्ली।
9. मुख्य अभियंता (न्यायपालिका एवं परियोजनाएं), लोनिवि, 13वॉ तल,एम.एस.ओ.भवन,नई दिल्ली।
10. PWD Website

09/6/25
उप निदेशक (स्थापना)

Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi-110002
https://it.delhi.gov.in/

A-13/2015/Dir (DeGS)-SECY (IT)-PART1 File/CD No-042701434 / 3707-3766 Date: 26/05/25

All ACSs/Pr. Secretaries/Secretaries/HODs/ Academic Bodies /All Local Bodies/ Boards/Commissions, Govt. of NCT of Delhi

Subject: Time bound implementation of e-Office across all Departments/Autonomous/ Local/ Academic Bodies of Govt. Of NCT of Delhi- Reg.

Madam/Sir,

With reference to subject cited above, kindly refer to the circular issued by IT Department vide No. A-13/2015/Dir (DeGS)-SECY (IT)-PART1 File/2869-2928 dated 06/05/2025 (copy enclosed).

2. It is to inform that e-Office is to be implemented in all Departments of GNCTD including PSU/local/autonomous bodies & academic institutions on **PRIORITY**.

3. Scanning of all files/PUCs/Correspondences, lying with the departments, is a critical activity for efficient and time bound implementation of eOffice. The guidelines in this regard has already been shared through the above said circular (refer to para 13 & 14 of Annex-I of said circular). In pursuit of this, all departments are advised to scan all the files/documents on priority to rollout of eOffice in GNCTD in a time bound manner.

4. In this regard, it is kindly requested to share the number of file records which need to be scanned in the following format through email ID at gnctd-eoffice-team@delhi.gov.in latest by 10/06/2025 without fail for better assessment of timeliness and adhering to them:-

Department Name:				
Office Category : (*Pure Govt. department/PSUs/Autonomous/Local Body/Academic Institution/College/University/School etc.*)				
Sl No	Total No. of Files	Total No. of Records to be scanned		Total
		Noting	Correspondences	
(a)	(b)	(c)	(d)	(c+d)

This issues with the approval of Secretary (IT).

(Vikas Ahlawat)
Special Secretary (IT)

Encl: A/a

Copy for information:
1. Secretary to Hon'ble Minister (IT), GNCTD.
2. SO to Chief Secretary, GNCTD.
3. PS to Secretary (IT), GNCTD.
4. PA to Special Secretary (IT), GNCTD
5. Website In-charge to upload the circular on Web-portal of IT Department, GNCTD
6. Guard File.

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

No. A-[illegible]015 Dir(DeGS)-SECY(IT)-PART 1 File/3869-3928 Dated: 06/05/2025

Circular

Sub: **Time bound implementation of eOffice across all Departments/ Autonomous /Local /Academic Bodies of Govt. of NCT of Delhi: - regarding**

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/Academic Bodies of Government of NCT of Delhi. In pursuance various circulars were issued by IT Department since 2015, which are available on the website of IT Department under the link **http://it.delhi.gov.in>>Important Links>>E-Office .**

2. In compliance of modified NIC/NICSI's policy for eOffice adoption/roll out, the existing eOffice instance i.e. **https://delgov.eoffice.gov.in** is to split in 03 separates instances as per the category of the office i.e.

i. Pure Government Department

ii. PSU/Autonomous/Local Body

iii. Academic Institution.

The eOffice roll out/implementation in GNCTD as per NIC/NICSI policy has been approved by the Hon'ble Minister (IT) and directions have been given for implementation of the eOffice in all Departments/PSU/Autonomous /Local Body/Academic Institutions etc in a time bound manner.

3. Now, it has been decided that pure Govt Departments will mandatorily switch over to eOffice on or before **31/05/2025**. While Autonomous/Local Bodies and Academic Institutions etc already on board in eOffice will continue to work as usual until migrated to the respective newly created eOffice instance. The new instance for PSUs/Local Bodies and Academic Institutions etc are likely to be created by **17 July 2025**. Thereafter, these two categories will continue to use their respective separate eOffice instances.

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

5. In order to review, the present status of eOffice implementation by different Government Departments/Autonomous/Local/Academic Institutions and to effectively implement the eOffice in a time bound manner, the requisite information as per the enclosed format (**Annexure II**) in soft copy (Word/Excel Sheet) may be furnished to IT Department via email at email id : **gnctd-eOffice-team@delhi.gov.in latest by 15/05/2025.**

6. A list of Nodal Officers from DIT, NIC and eOffice Division for successful and time bound implementation of eOffice in GNCTD is as under:

S. No.	Name & Designation	Deptt.	Mob No	Email Id
1	Sh. Ved kashyap, Senior System Analyst	IT	9968298910	vp.kashyap@nic.in
2	Sh. Lakshman Singh Chaudhary, Technical Director	NIC	9983423787	ls.chaudhary@nic.in
3	Sh. Sandeep Kumar, Sr Project Manager	eOffice Division, NIC	9311606273	tl3-eoffice@supportgov.in

This issues with the approval of the Chief Secretary, Delhi.

(K. Murugan)
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

No. A-13/2015 Dir(DeGS)-SECY(IT)-PART 1 File/ Dated:

Copy for information to:

1. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
2. PS to Secretary to Hon'ble Chief Minister, Delhi Secretariat, GNCTD
3. Staff Officer to Chief Secretary, Delhi, Delhi Secretariat, GNCTD
4. PS to Pr. 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 as per training calendar to be shared later separately.
6. Website Incharge, for uploading on Delhi Govt Portal under eOffice link

Annexure-I

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

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

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

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

2. Now the following options for submitting/approving eFile are available in eOffice platform-
   i) DSC;
   ii) eSign and
   iii) Send

3. The user opting (i) and (ii) mode for submitting/approving eFile may continue as he/she was doing earlier.

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

   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 eOffice note will move to the inbox of the target user.

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

6. Departments are encouraged to use DSC or eSign for digital signing of important documents such as Office Order, Sanction Order and Circulars for establishing their legal validity. However, if such documents are part of eFile and issued in offline mode then scanned copies of these are expected to be uploaded in eOffice for completeness of record without fail.

7. In continuation of the circular No F12/6/2015-DS/ADMN/5552-5726 dated 04/09/2015 containing initial guidelines for implementation of eOffice across Departments/ Autonomous/ Local Bodies of Govt of NCT of Delhi, the relevant clauses with revised timelines and updated information are mentioned below in the ensuing paras for ready reference.

The following steps may be observed for implementation of eOffice in the organization in a time bound manner.

8. **Identification of a Nodal Officer/Coordinator(Admin) & Local Employee Master Data (EMD) Manager:**

The department shall identify a Nodal Officer(Admin) from the department not below the rank of deputy secretary and a Local **EMD Manager** having knowledge of IT applications for the eOffice project. The details of designated Nodal Officer(Admin) and local EMD manager shall be sent to DIT, GNCTD by **15/05/2025** positively at email id **gnctd-eOffice-team@delhi.gov.in.**

9. **Training for Nodal Officer(Admin) and EMD Manager**

Department of Information Technology, GNCTD will arrange to conduct training programmes of Nodal officers and Local EMD managers (if not trained earlier) after the receipt of the details of designated Nodal Officer and EMD Manager from the Departments latest by **15th June 2025**.

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

i. For on boarding of a Department on eOffice platform, Nodal Officer 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>> Important Links>>E-Office .**

ii. The filled in templates are required to be submitted to IT Department via email at email id: gnctd-eOffice-team@delhi.gov.in latest by **20th May 2025**

iii. The Nodal officer shall arrange for creation of Govt/NIC email ID for employees who do not have NIC/Gov email ids by applying through http://eforms.nic.in in consultation with NIC latest by **15th May 2025.** Contact details of NIC officials is: **Sh Lakshman Singh Chaudhary, Technical Director, (Telephone No.011-23392184, e-mail: ls.chaudhary@nic.in)**

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

v. The HOD of the Department may identify officials to handle the files in eOffice from anywhere 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 facility can be obtained from NIC by raising online request at **https://eforms.nic.in.**

vi. The nodal officer shall ensure to maintain correctness of records in eOffice platform all the time by updating activation and de-activation status of employee data for newly joined employees in the department or Officer/official getting relieved /retired /dead/suspended etc. latest by **15th May 2025.**

vii. Nodal Officer shall assess the eOffice training requirement for the department and will coordinate with IT Department for orientation training of Officers/Officials and local EMD manager. For hands on training of Officers/Officials, he/she may take up directly with UTCS, GNCTD under intimation to IT Department **15th May 2025**.

11. **Hiring of Manpower for eOffice implementation**

Cabinet in its Decision No 2195 dated 25/08/2015 had approved engagement of Programmer Assistants from NICSI as per requirement for a period of six months for time bound and effective implementation of eOffice.

In the year 2024, Data Processing Assistants (DPA) as per sanctioned strength of each Departments have been posted and most of the departments have already successfully on boarded on eOffice platform also. Therefore, engagement of technical manpower may not be required in the present scenario. However, HOD may at their own level assess and decide for engagement of additional technical manpower other than DPAs posted in department, if required.

For efficient and effective implementation of the eOffice in all Departments/Local/Autonomous/Academic Institutions etc of GNCTD, a centralised Facilitation Centre having five facilitation counters manned by eOffice trained manpower is also being set up at ground floor, Delhi Sectt for face to face assistance to the end users. Contact details of this Facilitation Centre will be shared in due course.

12. **Technical Specifications for Computer System**

Minimum technical specifications for the computer systems to be used for effective and efficient implementation/usage of eOffice are as under:

i. Processor-Intel Core i5/AMD Ryzen 5 and above
ii. RAM-8 GB and above
iii. USB 2.0 controller and above (for DSC)
iv. Operating System-Windows and Linux
v. Browser-Mozilla Firefox/Google Chrome /Microsoft Edge/Safari
vi. Adobe Reader latest version
vii. Anti-Virus (any)

In case of any additional requirement of computer system for eOffice implementation over and above, the existing number of computer system

having minimum specification as specified above, the concerned department may procure these system as per the prevailing guidelines issued by IT Department/Finance Department.

Since, cabinet had approved the procurement of computers for eOffice purpose as per procurement policy, there is no need to send proposal to IT Department for approval.

13. **High Speed Scanner**

Scanners are required mainly for scanning of legacy files/records, inward and outward communication (DAK). The type of scanner (High-end, Medium end, MFP, etc) needs to be installed at each section/Unit/Division depends upon the number of DAKs received by that particular Section/Unit/Division per day.

In case of any additional requirement of scanners for eOffice implementation over and above, the existing number of scanners, concerned department may procure these scanners as per the prevailing guidelines issued by IT Department/Finance Department.

Since, cabinet had approved the procurement of high speed scanners for eOffice purpose as per procurement policy, there is no need to send proposal to IT Department for approval.

14. **Scanning of Old files:**

Department may either hire agencies through tendering process on GeM or approach M/s NICSI empanelled agencies for scanning of records/files etc as per administrative requirements of the departments and after observing GFR, all codal formalities and obtaining necessary approval from competent authority.

A) At present, M/s NICSI has empanelment of the following vendors:

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

Note:

a. However, the vendors may execute the work through NICSI only. Contact details of Nodal Officer in NICSI in this matter are: Shri Gyan

Prakash, General Manager Email: gm@nicsi.nic.in, tender-nicsi@nic.in,011-22900534/011-22900535.

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

c. The concerned officer will also certify that all pages (note sheets and correspondences of concerned file have been scanned).

15. **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. ***In case of non-availability of NICNET internet connection, the Departments are advised to ask its eOffice users to apply for NIC's web VPN service through https://eforms.nic***.in.

Contact details of the concerned officer:

Sh Lakshman Singh Chaudhary, Technical Director, (Telephone:No.011-23392184, e-mail: ls.chaudhary@nic.in).

16. **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 case of court matters where files are to be produced, the print out of eOffice files may be taken and authenticated by the HOD or authorised officer as true copy and then filed.

Annexure-II

eOffice implementation status

1. Name of Department/ PSU/Local/Autonomous/Academic Institutions :

2. Office category (Tick only one)
   i). Pure Govt Deptt. ☐
   ii) PSU/Autonomous/Local Body ☐
   iii) Academic Institution/University/College/schools etc. ☐

3. Total number of registered users in eOffice at present:

4. Total number of expected eOffice users (On the date of sharing information) :

5. Indicate date of switching over to eOffice platform :

6. Details of designated Nodal Officer (Admin side) (Name, Designation, Mobile No, Gov/NIC Email Id) :

7 Details of designated Local Employee Master Data Manager (EMD Manager) (Name, Designation, Mobile No, Gov/NIC Email Id) :

Dated:

Name and Signature of HOD/HOO

Office Stamp

Telephone No: