



दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लो0नि0वि0,
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सं0 27(Misc.) / प्र0अभि0 / लो0नि0वि0 / निदेशक(कार्मिक) / 1394

दनांक : 5.06.2025

OFFICE MEMORANDUM

Sub:- Time bound Implementation of e-office across PWD, GNCTD.

It is to inform that E-Office needs to be implemented in PWD, GNCTD on priority.

Scanning of all files/PUCs/Correspondences, lying with PWD is a critical activity for efficient and time bound implementation of E-Office.

In pursuit of this, all offices are advised to scan all the files/documents on priority for rolling out of E-Office in PWD, GNCTD in a time bound manner.

Accordingly, it is enjoined upon all concerned to share the details as per the table given below, within 7 days.

Zone:				
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 Engineer-in-Chief, PWD.

Encl: As above

(Suresh pal)
Dy. Director (Estt.)

To

All controlling heads under PWD

Copies to:

1. PS to Additional Chief Secretary, PWD, GNCTD, 3rd Floor, MSO Building, New Delhi-110002 for kind information please.
2. The Pr. Chief Engineer (M&F), PWD, GNCTD, 12th Floor, MSO Building, New Delhi.
3. The Pr. Chief Engineer (Projects), PWD, GNCTD, 9th Floor, MSO Building, New Delhi.
4. All chief Engineers for further dissemination to SEs, EEs and AEs under their jurisdiction.
5. PWD Website.

(Suresh pal)
Dy. Director (Estt.)

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)-PART I 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-coffice-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.