



प्रणालीएवंआंकडाप्रबंधनमहानिदेशालय

**DIRECTORATE GENERAL OF SYSTEMS & DATA MANAGEMENT**

होटल सम्राट, चाणक्यपुरी नई दिल्ली -110021

**Hotel Samrat Chanakyapuri, New Delhi - 110021**

Tel: 011-26877960 Fax: 011-26877958 Email: dg.sys@icegate.gov.in

**OFFICE ORDER No. 36/2020**

**Subject: Launch of e-Office in offices of the Directorate General of Systems, New Delhi - reg.**

This is for information of all officers and staff of the Directorate that in compliance to the directions of the Board, e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology (MEITY), Govt. of India, to carry out our office work electronically has been launched in offices of the Directorate General of Systems located at Hotel Samrat, NBCC Building, Saket and CR Building, New Delhi on 17<sup>th</sup> August, 2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

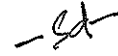
2. It is expected that adoption of e-Office to carry out our office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. e-Office is expected to be a huge transformation in work culture and ethics within the department.

3. In view of launch of e-Office, it is directed that:-

- i. With effect from today i.e. 17<sup>th</sup> August 2020, the offices of Directorate General of Systems, at Hotel Samrat, NBCC Building, Saket and CR Building, New Delhi shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened without the concurrence of the

controlling Additional Director General. Legacy files shall be migrated to the application on priority so that they can be used to carry out office work on the application.

- ii. Training material is available on the application portal for the benefit of the users. Learning Resources including videos are also available on the website of Punjab NIC <https://eofficeportal.punjab.gov.in>. One can refer to these in case of any difficulty in using the application. Further, the 'Central Secretariat Manual on e-Office Procedure' issued by the Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances and Pensions, Govt. of India may also be seen in this regard.
4. Difficulty faced in following these orders may be brought to the notice of the undersigned.



(Rajeev Jain)

Pr. Additional Director General (Hqrs)

Copy to:

1. Sr. PS to Pr. Director General, Systems, Hotel Samrat, New Delhi.
2. All the Officers and Staff of Directorate General of Systems, New Delhi.
3. Webmaster CBIC (for uploading on website)
4. Notice Board

Digitally signed by RAJEEV

JAIN

Date: Mon Aug 17 11:57:56 IST

2020

Reason: Approved