



No: - DJB/Dir(A&P)/ e-office / 2015 -16/ 130942

Dated: 8/10/2015

CIRCULAR

Subject: - Implementation of e-office in Delhi Jal Board.

As per the Circular received from Secy. (IT), GNCTD, it has been approved to implement e-office in all its departments, local bodies of GNCTD in a time bound manner. There will be no physical movement of file w.e.f 01.12.2015. Delhi Jal Board is included as one of the department. In order to implement the e-office in Delhi Jal Board, it is required to compile data of all officials dealing with the office files. Further, hierarchy of various levels of officials/officers with reporting process also needs to be captured for configuring the e-office software.

For facilitating the required data collections from all the divisions and offices of DJB, an online application has been developed by EDP Cell. The application includes facility for selecting subordinate officials at each level of officials dealing with official files. All DDOs are directed to fill the required information in the online application. The link of the application and instructions to fill the required data are enclosed.

The above information should be completed within two days positively.

Encl. : as above.

Office of the Director
Diary No. 11955/4
Date 23/10/15

[Signature]
07.10.15
U.B.Tripathi
Director (A&P)

All DDO's

Copy to for information please

1. CEO
2. Member(F)/Member(A)
3. Addl.CEO
4. DOR
5. System Administrator
6. EE(EDP)

Office of The Director
Diary No. 11727/4
Date 19/10/15

[Signature]
07.10.15
Director (A&P)

EE / East I

E. E. (East)I
Dy. No. 6154
Date 9-10-15
16-10-15

on leave - *[Signature]*
Mr. Vinod 23/10
For urgent action report
[Signature]

[Signature]
24/10/15

The Hierarchy of existing in Pay Roll System of this division has been made please.