No.DJB/Dir.(A&)/e-office/2015-16/ 135389   Dated 16-X-15

CIRCULAR

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

In pursuance to the directions of GNCTD to implement e-office in all its departments, a circular dated 08.10.2015 was issued with the directions to all DDOs to fill the data in online application of all officers/officials dealing with the office files. The information was to be completed within two days. However, it has been observed that most of the DDOs have not taken directions seriously and have failed to provide the required information within time frame.

Further, in addition to the details of employees, information regarding existing I.T. infrastructure available in various offices such as computers, printers, scanners, network and internet facilities etc. are also to be compiled for working out gap analysis for implementation of e-office.

For facilitating the above information an online application has also been developed by EDP Cell. The link of applications & instructions to fill the required data are available at DJB's website under the link "For department – Data entry for IT Infrastructure". This data has to be uploaded for each functional office being charged under the DDO.

Therefore, all DDOs are once again directed to fill the required information in the online application with respect to employees dealing with files and IT infrastructure within two days of issue of this circular.

Non compliance of the instructions will be viewed seriously.

16-X-15

(U.B. Tripathi)
Director (A&P)

All DDOs

Copy for information please :

1. CEO
2. Member(F)/Member(A)
3. Addl. CEO
4. DOR
5. All Chief Engineers 'to monitor & ensure that data is provided by the DDOs under their control'.
6. All Directors   -do-
7. All SEs   -do-
8. System Administrator
9. EE(EDP)

Dy No. 4614

20/10/15

16-X-15

Director (A&P)

H.C. ESH. I report

to give the report

Data Entry of All Employees whose salary prepared by me, have been done in new by Roll System 64 in ECR-I

No.DJB/Dir.(A&)/e-office/2015-16/ *135244*   Dated *16-X-15*

CIRCULAR

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

In pursuance to the directions of GNCTD to implement e-office in all its departments, a circular dated 08.10.2015 was issued with the directions to all DDOs to fill the data in online application of all officers/officials dealing with the office files. The information was to be completed within two days. However, it has been observed that most of the DDOs have not taken directions seriously and have failed to provide the required information within time frame.

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Therefore, all DDOs are once again directed to fill the required information in the online application with respect to employees dealing with files and IT infrastructure within two days of issue of this circular.

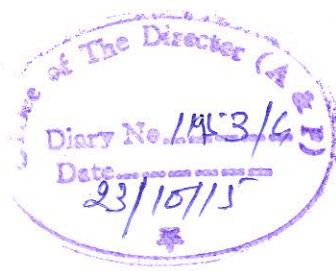Non compliance of the instructions will be viewed seriously.

(U.B. Tripathi)
Director (A&P)

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9. EE(EDP)

Director (A&P)