

No.DJB/Dir.(A&)/e-office/2015-16/

143756

Dated 02.11.2015

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 and 16.10.2015 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, details of employees, and 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 e-office and 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.

(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)

Director (A&P)

5954
26/11/15
E.E. (RWH)
Diary No 3132
Date..... 4/11/15

SEE 48 to cell

Please check up from the
office of AC(D) in respect of

श्री. E-office (Hierarchy) में सरकारी - माइक्रोग्राफ
 माध्यम (AOC) में गया वही staff द्वारा EDP cell में जमा
 कर लिए गए।

EDP cell में जमा कर की तारीख जी न आया
 किन कारण पर जानकारी नहीं है। वही व
 दिनांक 12/11/15 और 12-26 PM पर दिए गए पत्रों में पर
 की तारीख की ही सरकारी dealing hand है
 बात अर्थ पर S.E.C.D staff के व्यवस्थापन (Hierarchy)
 को ध्यान में रखकर जमा कर पर बताया कि S.E. Office
 को लिए अलग ही Hierarchy नहीं बनानी व अभी हाल
 अभी तक है वही लकड़ है।

आज्ञा के लिए धन्यवाद है

sun
 16/11/15

S.E. (P/W)
 Diary No. 3132
 Date 18/11/15

S.E.C.P/W
 प्रमाण 21/11
 3557
 19/11/15
 Director/ADP

OFFICE OF S.E. (P) W
 9277
 19/11/15

Office of The Director
 Diary No. 1291/4
 Date 23/11/15

ECE/EDP
 Pl look into it.
 24.11.15

3557
 20/11/15

SM. ~~Sanjay~~ Sanjay P.S. 17
 1-12