

- 1111/12072

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2016/Misc./dcaaudit/267-270


Dated: 11-01-2016

**Sub.: Regarding implementation of e-office in Finance Department.**

Please find enclosed herewith the copy of the Dy. Secretary Finance (E-III) Circular dated 05.01.2016 on the subject cited above, for information and taking necessary action accordingly.

This issues with the prior approval of the Competent Authority.

**Encl.: As above.**

  
**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. PA to COA(A) for information please.
2. All the Branch Incharges, Directorate of Audit.
3. AAO(Audit)/Nodal Officer (Website).
4. Guard file.

F.No.16/Fin(Estt.-III)/2015-16 / 05/11/16  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (ESTABLISHMENT-III) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.**  
**I.P. ESTATE, NEW DELHI 110002**  
**CD-012346338**

*DA*

**CIRCULAR**

Dated: *05/11/16*

Please refer to circular no. E-12/6/2015-DS(Admn.)-Secy(IT)/7611-7735 dated 01.12.2015 & even circular no. 7486-7610 dated 01.12.2015 issued from Department of Information Technology, GNCT of Delhi for successfully implementation of e-office in Finance Department.

All Pr.Secretaries/Secretaries/HODs are hereby requested to follow one of the two options as mentioned below for sending files/letters to Finance Department through e-office.

S.No.	Login I-D
1.	aaditya.parashar.73@gov.in
2.	rs.rawat.77@gov.in

*[Signature]*  
 (MANOJ KUMAR)  
 DY.SECRETARY, FINANCE (ESTT.-III)  
 (011-23392151)

Copy to:-

1. All the Pr.Secretaries/Secretaries/HODs/local bodies/autonomous bodies of GNCT of Delhi.
2. P.S. to Pr.Secretary, Finance, Finance Department, GNCT of Delhi.
3. P.A. to Spl.Secretary, Finance(Infra/Revenue), Finance Department, GNCT of Delhi.
4. All Dy.Secretaries, Finance Department, GNCT of Delhi
5. Sh. Nitin Gupta, Assistant Programmer/e-administrator, Finance Department, GNCT of Delhi with the request to ensure that the aforesaid circular is posted in the Web-site of Finance Department..
6. Guard File

*AdeA*  
*5/11*  
*HD*  
*5/11/16*  
*Sh. Bankesh*