

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX: NEW DELHI
(CARE TAKING BRANCH)

F. No. 71(142)/DSW/CTB/scanning of files/2022/8554-8613

Dated: 28 JUL 2022


Sub: Implementation of e-office in Department of Social Welfare.

Sir,

This is in reference to Sr System Analyst (Computer cell)/Nodal Officer e-office letter No. 35 dated 26.07.2022, vide which it has been informed that the scanning of old-physical files may be done in time bound manner to port the same in e-office platform.

It is therefore requested to provide the number of files, numbering on both noting and correspondence side pages of files for scanning by the vendors of NICSI till 2nd Aug 2022, in the given format.


Sl No	Name of Branch/ District office/ Homes/Institutions/ school	File No with CD Number	Number of paging of noting portion	Number of paging of correspondence portion


Dy. Director (CTB)
Department of Social Welfare

F. No. 71(142)/DSW/CTB/scanning of files/2022/8554-8613

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1. All Dy Directors/Branch Incharge of DSW (HQ), Delhi Gate, Delhi
2. All District Officers, Department of Social Welfare.
3. All the Superintendent/HOO of Homes/institutions/Schools Department of Social Welfare.
4. Computer cell with a request to upload the same on departmental website for wide circulation.


Dy. Director (CTB)
Department of Social Welfare

309/ce
29/7/22