

Reminder-I

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

Dated: 29 AUG 2022

10396-10455

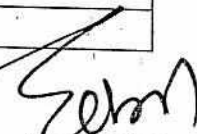
Sub: Implementation of e-office in Department of Social Welfare.

Sir,

This is in reference to this office letter No. F. No. 71(142)/DSW/CTB/scanning of files/2022/ 8554-8613 dated 28 July 2022 vide which details has been sought for scanning of old-physical files in time bound manner to port the same in e-office platform.

The requisite information is still not provided to this branch till date, therefore it is once again requested to provide the numbering on both noting and correspondence side pages (Total no. of pages) of files for scanning by the vendors of NICS I till 10th Aug 2022, in the given format.

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

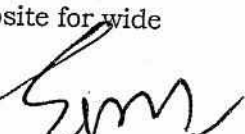

Dy. Director (CTB)
Department of Social Welfare

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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

38/1cc
29/8/22