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**VERY IMPORTANT / TIME BOUND**

**Target Date: 23/09/2015**

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002  
[COMPUTER CELL]**

F.56(320)/DSW/CC/168/2015-16/14566-14626

Dated: **22 SEP 2015**

**CIRCULAR**

**Sub: Implementation of eOffice-reg.**

Please refer to the circular enclosed herewith issued by Department of Information Technology, Govt. of NCT of Delhi for implementation of e-Office in 15 departments of Govt. of NCT of Delhi in first phase. The Department of Social Welfare, GNCTD is one of the 15 departments. Detailed guidelines have been mentioned in the enclosed circular.

In this regard, you are requested to read the content of the aforesaid circular **very carefully** and to follow the stipulated time frame mentioned therein. You are further requested to fill-in all the necessary templates in this regard which are enclosed herewith. These templates are also available at IT Department's website at the web-link namely [http://www.delhi.gov.in/wps/wcm/connect/DoIT\\_IT/doi\\_it/default/eoffice](http://www.delhi.gov.in/wps/wcm/connect/DoIT_IT/doi_it/default/eoffice). It is pertinent to mention here that templates are to be filled-in for the officers/officials dealing with the files/letters etc. including the employee involved in diary/dispatch. For the Headquarters' branch only, the Network Assessment Template shall be filled-in by Computer Cell, HQ. Other offices shall fill-in the Network Assessment Template at their own level.

There are stipulated dates mentioned in the circular issued by Department of Information Technology, Govt. of NCT of Delhi which are to be followed very strictly without fail. You may contact the Computer Cell, HQ for any difficulty in filling-in the templates which are prerequisite for eOffice implementation.

Any lapse with respect to eOffice implementation shall be viewed seriously and concerned office in-charge shall be responsible for same.

The last date for submission of filled-in templates (**hard copy as well as soft copy**) duly signed by the office in-charge is **23/09/2015** to enable the department to compile & submit it to NIC by 24/09/2105.

**This to be treated very important and time bound.**

(MRT) OAS  
22/09/2015

**(Maya Ram Tomar)  
Nodal Officer/Coordinator (eOffice)  
Social Welfare Department, GNCTD**

**Enclosures:-**

1. eOffice Circular issued by IT Department, GNCTD.
2. Templates:-
  - a. Employee Master Database (EMD) Template
  - b. File Heads Template
  - c. eOffice Infra-Proficiency Template
  - d. NIC E-mail Subscription Template
  - e. Network Assessment Template

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Dated **22 SEP 2015**

**Copy to:-**

1. All In-charges of Headquarters' Branches/District Offices/Homes/Institutions of Department of Social Welfare, GNCTD.

**Copy for information to:-**

1. PS to Director, Department of Social Welfare, GNCTD.
2. PA to Addl. Director, Department of Social Welfare, GNCTD.

**MB** **22/09/2015**

**Maya Ram Tomar**  
**Nodal Officer/Coordinator (eOffice)**  
**Social Welfare Department, GNCTD**

**22/09/2015**

(Main In-charge)  
Nodal Officer/Coordinator (eOffice)  
Social Welfare Department, GNCTD