

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1, PT. RAVI SHANKAR SHUKLA LANE, KASTURBA GANDHI MARG, NEW DELHI-01

No.F.4/33/DWCD/Admn/it/2015/Part/

Dated

November, 2015

20 NOV 2015

CIRCULAR

As per decision of Governemnt of NCT of Delhi **e-office** is to be implemented in the Department of Women and Child Developemnt w.e.f. **01.12.2015** with other Departments, as there shall be no physical movement of files and dak w.e.f. 01.12.2015. For making the project operationlise, information on various templates have been called and being collected from various branches at HQ and field units by IT Branch of WCD (HQ). National Information Centre (NIC) has generated name based e-mails IDs of the staff of Department, who are to deal files. M/s (n)Code Solutions-A Division of GNFC Ltd., an IT Department empanelled agency, shal generate digital signatures of all officers/officials of the Department, who are having name based NIC e-mail IDs. As per requirement of the agency, application form for '**Class 2b**' Digital certificate of signing and encryption of two year validity with e-token, is to be filled up, with verification certificate by all staff members.

As per revised CCA guidelines the codes for generating DSCs will be sent to individual applicants through their registered mobile numbers by SMS. The officer/official could either download the DSC him/herself or forward the SMS to Assistant Programmer Sh. Shiv Shakti Mob. No. 9871219099 who would download the DSC.

All the staff members who have received SMS from NIC of their name based e-mail IDs with pass words are requested to fill the application forms with verification letter for DSC, after downloading the same from web site of Department and forward the same to DD (Admn.) with copy of his/her Aadhar enrolment certificate, two photographs and copy of I.Card of Department, duly attested by the concern Head of Institute/Branch.

IT Department has scheduled training on e-office project for the Branch-in Charges of Department on **27.11.2015** at Delhi Secretariate, all the Branch In-Charges are accordingly requested to attend the training sessions.

(G.C.Lohani)

Dy. Director (Admn.)

November, 2015

20 NOV 2015

No.F.4/33/DWCD/Admn/it/2015/Part/

Dated

Copy to:-

1. Additional Director (Admn.)/(ICDS)/Joint Director-WCD,
2. All Branch In-charges, WCD (HQ),
3. All District Women and Child Development Officers, Delhi/New Delhi with request to get application forms with verification certificate from the staff working in field units of their respective District and forward the same to Admn. Branch for further process.

(G.C.Lohani)

Dy. Director (Admn.)