

2441C

**Department of Food Safety
Govt of NCT of Delhi**

F12(89)/FS/EDP/E Office/2015 / 9059-60

Dated: 27/11/2015


ORDER

The council of Ministers, GNCTD in its meeting dated 25/08/2015 approved the implementation of e office in all its Departments of GNCTD. Department of Food safety is implementing E office from 1st December 2015. The following directions are issued for the implementation of e-office

1. All letters received in R&I must be scanned and uploaded in e office diary and send to the concerned officer.
2. All e mails received in the branches will be diarised through e office and send to the concerned officer .
3. Medical/electricity/telephone/newspaper etc bills to be scanned by the Accounts branch and after obtaining approval through e office , the original bills may send to PAO along with sanction order. The bills received in branches may be put up through e office and original bill along with hard copy of sanction order may be sent to accounts branch.
4. Active files in progress to be identified and the same should be scanned first. Scanning can be done through outsourcing. It is the responsibility of the dealing hand to get all pages scanned and authenticate through digital signature when migrating to e office. The physical files which has been scanned , migrated to e office platform shall be catalogued and stored. Branch in charge should take the responsibility to ensure that all files are scanned and migrated to e office within a period of 2 months.
5. Henceforth all files related to court matters will be routed through e-office. Public Prosecutors are instructed to obtain their digital signature and register themselves in e-office immediately.
6. Physical files will not be processed from 1st December 2015 onwards. Only files through e-office will be accepted.

Copy for necessary action to:-

1. HOO/Dy. Commissioner
2. All Branch in charges


27/11/15
(Dr. Mrinalini Darswal ,IAS)
Commissioner(Food Safety)