

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

F.56(320)/DSW/CC/168/2015-16/ 8561 - 8605

Dated: **24 JUN 2016**

ORDER

Sub: Implementation of e-Office in the Department of Social Welfare and Women & Child Development Department, GNCTD.

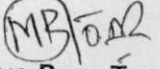
The implementation of using e-Office at Head Quarters level needs to be speeded up. The following files must be submitted in e-Office mode only:-

1. New Files
2. Part files of the old files in cases where the subject matter can be processed and put up in part file in a self contained manner.

This is for strict compliance.

The files which are not in the manner mentioned above will be returned.

This issues with the approval of Secretary (SW/WCD).

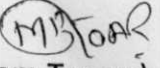

(Maya Ram Tomar)
Sr. System Analyst

Copy to:-

1. All In-charges of Headquarters' Branches of Department of Social Welfare and Women & Child Development, GNCTD.
2. Head of Office, Rehabilitation Services, GNCTD, GLNS Complex, Delhi Gate, New Delhi
3. Head of Office Medical Care Unit, Department of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi
4. Govt. Lady Noyce School for Deaf, Department of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi

Copy for information to:-

1. P.S.to Secretary, Department of Social Welfare and Women & Child Development, GNCTD.
2. P.S.to Director, Department of Social Welfare, GNCTD
3. P.S to Director, Department of Women & Child Development, GNCTD


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