

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.6/90/DWCD/Admn./2014/ 5597-5752

Dated 23 MAY 2016

CIRCULAR

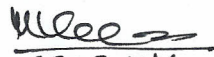
In continuation to circular No.01/DWCD/PB/2016-17/5056-50120 dated 18.05.2016, for implementation of e-Office in the Department of Women and Child Development, following guidelines are issued for strict compliance:-

With effect from **01.06.2016**, all DAK/Letters received in the Department either in Personal Branch of the Director or in R&I Branch shall be forwarded to respective Special/Additional Directors electronically through e-Office platform, which shall be down marked electronically up to the level of dealing assistants by the hierarchy of officers, as per e-Office templates, of respective Branches. Care Taking Branch shall install the indented Heavy Duty Scanners in Personal Branch of the Director and R&I Branch respectively.

Branch In-charges shall ensure that name based NIC e-mails of all officer/staff dealing with File/DAK/Letters in their respective branches have been generated and digital signatures of such staff are registered in e-Office platform. Current files shall be scanned by the respective branches, however for scanning of old voluminous files, the services of scanning agencies approved by the IT Department shall be utilize, for which particulars of the files to be scanned with number of documents (Noting/Correspondence Pages) are to be furnished to IT Branch immediately, so that process for hiring of services of scanning agency may be initiated.

For technical support in implementation of e-Office, outsource Assistant Programmers have already been deployed in respective Branches of WCD HQ. For additional desk tops and up-gradation of existing computers/internet connections, the respective branch In-charges are required to furnish status to Admn. Branch, so that IT Department may be persuaded to approve the proposal for procurement of additional Desk Tops.


With effect from **01.06.2016**, all new files shall be created on e-Office platform which shall be submitted to competent authority electronically. However, old files shall continue to be submitted physically to the competent authority up to **30.06.2016** or till the system is upgraded, scanning of old files is completed and additional infrastructures i.e. desk tops are procured. With effect from **01.07.2016** there shall be no physical movement of dak/files in the Department, as such for not switching over to e-Office system, the officers/officials shall be held personally responsible.


23.5.2016
(Sanjay Kumar Saxena)
Director-WCD

No.F.6/90/DWCD/Admn/2014/ 5597-5752

Dated 23 MAY 2016

1. Secretary, Department of Information and Technology, GNCT of Delhi, Delhi Secretariat, New Delhi-02.
2. OSD to the Minister, Deptt. of Women & Child Development, GNCT of Delhi, New Delhi
3. P.S. to the Secretary, Department of Social Welfare/Women & Child Development, GNCT of Delhi,
4. P.A. to the Director-WCD
5. All Special/Additional Directors, DWCD
6. All Deputy Directors, WCD (HQ) and District Officers
7. Account Officer, DWCD
8. All Branch In charges, DWCD (HQ)
9. All Supdt./CDPOs of Homes/Institutions and ICDS Projects
10. Asstt. Programmer, IT Branch, DWCD (HQ)


(G.C.Lohani)
Dy. Director (Admn.)/Nodal Officer-e-Office