

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX: NEW DELHI  
(CARE TAKING BRANCH)

F. No. 71(142)/DSW/CTB/scanning of files/2022 | 13820-13879

Dated: 20 OCT 2022

**ORDER**

**Sub: Implementation of e-office in Department of Social Welfare.**

This is in reference to Caretaking branch letter dated 28.07.2022, 05.08.2022 and e-mail dated 02.09.2022 and 28.09.2022, wherein it was informed that the scanning of old-physical files may be done in time bound manner to port the same in e-office platform. Requisite information in this regard was sought in given format regarding the number of files, numbering on both noting and correspondence side pages of files for scanning by the vendors of NICSI.

It has come to my notice that inspite of repeated reminders and e-mails, information sought has not been received from most of the incharges of branch/district office/homes/ institutions.

Non-implemantaion of e-office inspite of lapse of considerable time has been taken seriously by higher authorities.

It is therefore, all concerned are directed to forward the aforesaid information to this branch positively by 25.10.2022.

*Nay*  
16.10.22  
**Joint Director (SW)**  
**Department of Social Welfare**

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1. All Dy Directors/Branch Incharge of DSW (HQ), Delhi Gate, Delhi.
2. All District Officers, Department of Social Welfare. (except DSWO, NW-I, II and West)
3. All the Superintendent/HOO of Homes/institutions/Schools Department of Social Welfare. (except Asha Deep Home, Narela, Sewa Sadan Lampur, HLTB Tahirpur, RCL Sunder Nagari)
- ✓ 4. Computer cell with a request to upload the same on departmental website for wide circulation.

*18/3/22*  
*20/10/22*  
**Deputy Director (CTB)**  
**Department of Social Welfare**