

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (ADMINISTRATION DIVISION) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI-110002.**  
**CD : 012693989**

No.F 4(14)/Fin./AD/2022/ *dsi/145*

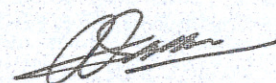
Dated: *20* /02/2023

**CIRCULAR**

Please find enclosed circular dated 15/02/2023, issued by the General Administration Department, Govt. of NCT of Delhi, which is self-explanatory.

In this regard, all the In-charges of concerned departments/divisions under the Finance Department are directed to send and receive the DAK, and files through online mode only i.e. through Delsolve Letter Monitoring System/File Management System.

Encl. As above



**(RAVINDER KUMAR)**  
**DY. SECRETARY- I (FINANCE)**

To

1. PPS to Pr. Secretary (Finance), Finance Department.
2. PS to Secretary (Finance), Finance Department.
3. Controller of Accounts, Finance Department, GNCT of Delhi.
4. PS to Spl. Secretary (Finance), Finance Department.
5. Dy. Controller of Accounts, Audit Department.
6. All JS / JD / DSF, Finance Department.
7. The Registrar, Office of the Registrar, Chit Fund Department, GNCTD.
8. Account Officer, Delhi Kalyan Samiti, Finance Department, GNCT of Delhi.
9. Assistant Account Officer, Small Saving, Finance Department, GNCT of Delhi.
- ✓ 10. System Analyst, Finance Department, GNCT of Delhi with the request to upload on the web-site of the Finance Department.
11. Guard file.



GAD/23/7324

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
WING, 2<sup>nd</sup> LEVEL, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002.

16/2/23

F.No. 17/35/Misc/Lib/2016-17/5090-6010

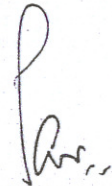
Dated: 15/02/2023

CIRCULAR

It has come to notice of the Chief Secretary, Delhi that the Departments functioning from Delhi Secretariat are maintaining manual DAK/Dispatch register/File Movement Register as well as online entry on Delsolve Letter Monitoring System/File Management System. This duplicity of work is wastage of manpower and resources.

All the HoDs of the Departments are therefore requested to direct their R&I branch and other Sections in the Department to send and receive the DAK and files through online mode only i.e through Delsolve Letter Monitoring System/File Management System.

This issues with the approval of Competent Authority.



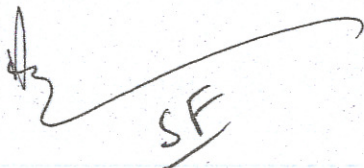
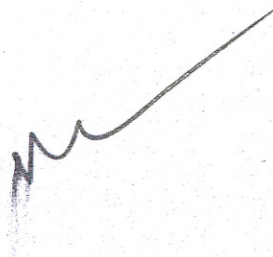
(MANOJ JAIN)

DY. SECRETARY (GAD)

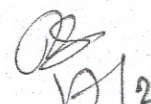
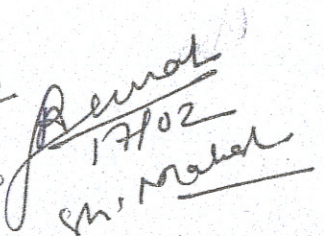
Copy to:

All ACS/Pr. Secretary/Secretary/HoDs of the Departments, Delhi Secretariat

Copy for information to: S.O. to Chief Secretary, Delhi

  
SF  
DSF-I

file submitted.

  
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sp.   
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m. maha