

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs, Government of NCT of Delhi and Head of Autonomous/Local Bodies

**Circular**

**Sub: Updation of Employee's Master Data in eOffice Database of all Departments/Autonomous/Local Bodies of Govt. of NCT of Delhi-regarding**

All the offices of GNCTD, vide IT Department's circular dated 24/06/2022 were requested for updation of record of their employees' master data and creation of an EMD Administrator account for each department for subsequent updating of employee's record. But, it has been observed that the eOffice database of the most of the departments is not updated as per present status of its employees. In order to ensure effective usage of eOffice licences procured by IT Department for the offices of GNCTD as within the subscribed limit, it is imperative to update the eOffice account of **each employee of all the Departments/Autonomous/Local Bodies as per present status.**

2. Therefore, it is requested that the EMD administrator/eOffice Nodal Officer of the department may be directed to de-activate the eOffice account of all non-existent/inactive/retired officers and submit a certificate as per attached prescribed format(**Annexure-I**) via email to IT Department at email id **VINOD.VIVAN@NIC.IN** stating that only active & serving officer's eOffice account are live latest by **31/07/2023 positively.**

3. This issues with the approval of the Competent Authority

  
(Santulan Chaubey)  
Joint Director (IT)

Encl: A/A

F.No. F.6(457)/IT/eOffice/2015/Part file / 5182-5257 Dated - 21/07/23  
Copy for information to:

1. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary to Hon'ble Chief Minister, Delhi Secretariat, GNCTD
3. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
4. PS to Secretary to Hon'ble Lt. Governor, GNCTD, Raj Niwas.
5. SIO Delhi, NIC Delhi Secretariat.
6. Website Incharge, for uploading on Delhi Govt Portal under eOffice link

**Name of office(Department/Institution/Organisation/Local Body/PSU)**

: \_\_\_\_\_

**CERTIFICATE**

I have checked the record of the employees of  
..... (Name of office) mapped in Personal Information  
Management System (PIMS) module of eOffice on  
.....(date).

2. It is certified that only active and serving officer's eOffice accounts  
of the \_\_\_\_\_(Department name) are  
currently live.

Dated :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Branch : \_\_\_\_\_

Department : \_\_\_\_\_

Address : \_\_\_\_\_