F.6(457)/IT/e-Office/2015/Part file/CD-042318793| 1853- 1922   Dated: 06/05/2022

Circular

It has been observed that the eOffice usage across various Departments of GNCTD has dropped significantly or has become just a secondary mode of file movement through eFile system due to various reasons which inter alias include cumbersome process of digitally signing documents.

On request of some Departments, following functional change in electronic sending/moving of eFiles of eOffice system has been made to facilitate use of eOffice:

"Besides Digital Signatures i.e. DSC and eSign, one additional Option i.e. "Send" has been provided in eOffice while sending eFile in eOffice from one level to another. It shall now be possible to send eFiles in eOffice by clicking the "Send" button also."

This additional facility will provide faster roll out and adoption of e-Office. For this, the users in the Department/Local/Autonomous Body of GNCTD may still use digital signature as earlier.

Now the following options for sending eFile in eOffice are available in eOffice platform-

    i)   DSC ;
    ii)   eSign ; and
    iii)   Send

The Departments/Local bodies/Autonomous Bodies are further advised to encourage their employees to use Digital Signatures i.e DSC/eSign for sending eFiles in eOffice to maintain sanctity and legality of the documents.

This issues with the prior approval of the Competent Authority.

(Krishan Kumar)
Joint Director (IT)

Copy to:-

1.   All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.6(457)/IT/e-Office/2015/Part file/CD-042318793/ 1853- 1922   Dated: 06/05/2022

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'be L.G., Raj Niwas. GNCTD
5. Website Incharge for uploading on Delhi Govt Portal under eOffice section.

No. F.6(457)/IT/eOffice/2015/Part File/2169-2238 Dated 23/05/2022

Circular

Sub: <u>**Implementation status of eOffice across all Departments/ Autonomous /Local Bodies of Govt. of NCT of Delhi**</u>

Reference is invited to IT Department's circular F.6(457)/IT/e-Office/2015/Part File/CD-042318793/1853-1922 dated **06/05/2022** on implementation of eOffice with the recently made functional change for adoption and effective usage by providing additional facility of sending/moving electronic files in eOffice. A process flow document for its usage/implementation is attached herewith as **Annexure-I**.

2. Government of N.C.T of Delhi vide Cabinet Decision No. 2195 dated 25/08/2015 approved implementation of eOffice in all Departments/ Autonomous/Local Bodies of Government of NCT of Delhi. In pursuance of the same, various circulars including guidelines were issued by IT Department since 2015, which are available at http://it.delhi.gov.in under eOffice link.

3. It has been decided that all the Departments/ Autonomous/Local Bodies will switch over to eOffice completely by **30/06/2022**.

4. While implementing eOffice in 2015, training was also organised for users and master trainers of the Department. A training programme on eOffice usages for the Nodal Officer/ Employee Data Master(EMD) administrator to act as Master Trainer in the respective Departments is being worked out in consultation with eOffice Division NIC. Interested Departments seeking training on eOffice, may forward details (name, designation, mobile no and email id) of their Nodal Officer/EMD administrators officers at email id: kumar.krishan85@delhi.gov.in and mohan.delhi@gov.in latest by **30/05/2022**.

4.   The relevant points from eOffice implementation guidelines issued earlier vide circular 04/09/2015 are attached as **Annexure II** herewith for reference.

5.   Present status of eOffice implementation in the Departments/ Autonomous/Local Bodies is required to be forwarded to Information Technology Department, GNCTD latest by **30/05/2022** via email at **secyit@nic.in** as per attached format **(Annexure III)** for reviewing at appropriate higher level.

This issues with the approval of the Competent Authority.

(Krishan Kumar)
Joint Director (IT)

Encl: A/A

To,

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

F.No. F.6(457)/IT/eOffice/2015/Part file/ 2169-2238 Dated 23/05/2012

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 with a request to arrange requisite training sessions for the employees of the GNCTD.
6. Website Incharge, for uploading on Delhi Govt Portal under eOffice link

Government of NCT of Delhi
Department of Information Technology
9th Level, B-wing, Delhi Secretariat, New Delhi 110002

Process Flow Document for usage of eOffice in Govt of NCT of Delhi

eOffice URL: https://delgov.eOffice.gov.in

1. Users will access eOffice using his/her GOV/NIC email id through Parichay/SSO interface. Users may continue to work in eOffice using digital signature as doing earlier.

2. Now the following options for sending eFile are available in eOffice platform-

    i)   DSC ;
    ii) eSign and
    iii) Send

3. The users opting (i) and (ii) mode for sending eFile may continue as doing earlier.

4. However, the user opting option (iii) above, shall observe the following procedure:

    The user shall ensure that if any document is part of eFile but generated on offline mode, is to be scanned and to be uploaded/attached in the **Noting Section** or **Correspondence Section** of the eFile besides retaining the physical copy.

    i. A dialog box will show "Send" button, in addition to other two usual buttons of "DSC and Send" and "eSign and Send".
    ii. On clicking the appropriate button, the scanned note will move to the Inbox of the target user.

5. All important documents such as Office Order, Sanction Order and Circulars being part of eFile if issued in offline mode are expected to be uploaded in eOffice .

The following steps may be observed for implementation of eOffice in the organization in a time bound manner.

a. **Identification of a Nodal Officer/Coordinator:**

The department shall identify a nodal officer from the department not below the rank of deputy secretary for the eOffice project. The list of the nodal officer shall be sent to DIT, GNCTD by **03/06/2022** positively at email id kumar.krishan85@delhi.gov.in and mohan.delhi@gov.in

b. **Training for Nodal Officer:**

Department of Information Technology, GNCTD will conduct a half day training programme for the Nodal officers via Video Conference (VC) and a link will be shared after the receipt of the details of nodal officer from the department.

c. **Role and responsibilities of Nodal officers:**

The nodal officers shall fill up the eOffice prerequisite templates. These templates are available at websites of Department of Information Technology and web portal of Govt of NCT of Delhi i.e. http://it.delhi.gov.in. and http://delhi.gov.in.

d. **The filled in templates required to be submitted to NIC eOffice division to Sh. Ankur Makkar through email at ankur.makk@gmail.com.(9953660321)** and to DIT at mail mohan.delhi@gov.in.

e. The Nodal officer shall arrange creation of Govt/NIC email ID for employees who do not have email (NIC/Gov) till date by applying through http://eforms.nic.in in consultation with NIC. Contact details of NIC officials is Sh Anil Mittal, Sr Technical Director, (Telephone No.011-23392411, e-mail: akmittal@gov.in).

f. The Nodal Officer shall appraise all eOffice users on the availability of options of moving efiles in eOffice from one account to another using 'DSC' or 'eSign' or 'Send' button. For employees opting DSC, Nodal Officer shall procure digital signature (Signature as well as encryption) class II. List of certifying authorities is available at http://cca.gov.in

g. **The HOD may identify officials to handle the files in eOffice irrespective of regular/contractual category.**

The nodal officer will map all such identified users in eOffice. The HoD shall also ensure that a minimum of 2 officers including him are having VPN facility to access eOffice files through any network. VPN is free of cost and can be obtained from NIC by raising a request in https://eforms.nic.in. However, HoD may decide more number of VPN connections for the employees of the Department.

ii. The nodal officer shall also link and delink those officers who join the department or getting relieved /retired respectively.

i. Scanning of Old files:

For scanning of old records M/s NICSI may be approached who has the empanelment of the following vendors:

S.No.	Empanelled vendor	Contact Person	Contact No.	E-mail
1	M/s Enhira Software Export Limited	Narendra Hiranandani	9821052688	nhiranandani@enhira.co.in
2	M/s Datasoft Computer Services Pvt. Ltd.	Sandeep Goel	9810172490	admin@datasoftindia.in
3	M/s Capital Business Systems Pvt.Ltd.	Raj Kumar Gautam	9540809652	rajkumar.gautam@cbslgroup.in

1. However, the vendors will execute the work through NICSI only. Contact details of NICSI in this matter are: Email: tender-nicsi@nic.in,011-22900534/011-22900535.

2. The physical files which have been scanned, migrated and brought on eOffice platform shall be catalogued and stored in safe custody.

j. Connectivity:

Most of the departments have DSWAN/NICNET/Triband DG connectivity already. In case DSWAN/NICNET/triband DG connectivity is not available, concerned department shall approach NIC for Internet connectivity. Sh. Anil Mittal, Sr Technical Director, NIC (Telephone No.011-23392411 e-mail: akmittal@gov.in) may be contacted in the matter.

k. Audit and Court:

User ID and password will be given to Auditors to audit the files. Auditors will also audit files in eOffice platform only. Printing of files shall not be done for audit purpose.

In the case of court cases where files are to be produced, the print out of eOffice files shall be taken and authenticated by the OD as true copy and then filed.

l. Following will be Nodal officers from DIT, GNCTD, NIC and NIC eOffice

a) Sh. Krishan Kumar, Joint Director(IT), 011-23392311, kumar.krishan85@gov.in

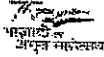b) Sh. Mohan Singh, SSA, DIT, GNCTD:011-23392074, mohan.delhi@gov.in

c) Sh. Anil Mittal, Sr. Technical Director, NIC Delhi, 011-23392411, e-mail: akmittal@gov.in

d) Sh. Ankur Makkar, NIC eOffice Division: 011-24305808, e-mail: nic-eOfficeimp@nic.in

<u>**eOffice implementation status**</u>

1. Name of Department   :
2. Total number of users registered in eOffice   :
3. Current Implementation status   :
A) eOffice implementation details:

Implemented and still in use (Y/N)	Implemented but not in use presently (Y/N)	Total number of files created/ moved in the month of April 2022 by the department	Total number files created /moved in the month of April 2022 Department in eOffice mode	% of all files created/moved in eOffice mode by the Department

B) Please indicate likely date of implementation of eOffice, if not implemented:

F.No. F.1(13)/2007/IT/Part file-1/ 2412 - 2497   Dated: 2/6/22

ORDER

In pursuance to the instructions of In-charge /Nodal Officer of e-office project in the meeting held on 01.06.2022 and on direction, Department of Information Technology in coordination with NIC, is organizing a three days Training program on e-Office for Master Trainers from 07-09 June, 2022 at Shastri Park, Delhi. Following IT cadre Officers are directed to attend the e-Office Training as per schedule:

Sl No	Name of Officer	Department	Mobile NO.
1	Manoj Kumar	Delhi Prisons	9811311381
2	Sachin Varun	Health & family Welfare	9958999740
3	Poonam	BSA Hospital	9968689734
4	Vineet Saxena	DSSSB	9313484388
5	Tripti Aggarwal	Dte. Of Economics & Statistics	9013589798
6	Raj Kumar Joshi	Dte. Of Education	9811939085
7	Hemant Singh Pal	PAO (Diverted capacity from Education)	9953472126
8	Anita	DTTE	9868242400
9	Deepak Balhara	Dept. of Food Safety	9013459075
10	V P Kashyap	Food & Supply	9968298910
11	Ashok Kumar	G B Pant Hospital	9818251535
12	Nitin Gupta	Finance Dept. (Diverted Capacity)	9873496507
13	Karundeep Kaur	Labour Department	9958918142
14	Amit Kr Verma	Land & Building	8527380963
15	Ramesh Purohit	Chief Electoral Office	9811302151
16	Kajal Taneja	DTTE with Additional charge of PWD	9871364649
17	Lalit Kumar	DBOCWW	9971641808
18	Ashish Kr Jain	Revenue	9868267962
19	Manmohan	T&T	9971684899
20	Varun Kinra	Transport	9711115355

The training is mandatory and Non-compliance of the order shall be viewed seriously.

This issues with the prior approval of the In-charge /Nodal Officer of e-office Project.

(Krishan Kumar)
Joint Director.(IT)

Copy to:

Pr. Secretaries/Secretaries/ HoDs of the following Department with the request to relieve said officer to attend the training as per schedule:

1. Delhi Prisons
2. Health & family Welfare
3. BSA Hospital
4. DSSSB
5. Dte. Of Economics & Statistics
6. Dte. Of Education
7. PAO (Diverted capacity from Education)
8. DTTE
9. Dept. of Food Safety
10. Food & Supply
11. G B Pant Hospital
12. Finance Dept. (Diverted Capacity)
13. Labour Department
14. Land & Building Department
15. Chief Electoral Office
16. DTTE with Additional charge of PWD
17. Delhi building and other construction workers welfare (BOCWW)
18. Revenue Department
19. Dept. of Trade & Taxes
20. Transport Department

F.No. F.1(13)/2007/IT/Part file-1/ 2412 - 81 .   Dated: 2/6/22

Copy for information to:

1. SO to Chief Secretary, GNCTD
2. PS to Secretary, AR Department, GNCTD
3. PS to Secretary (IT), GNCTD
4. Officer Concerned.
5. Website Incharge for uploading on Delhi Govt Portal.

Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in

F.No: F.6(457)/IT/e-Office/2015/Part file/CD-042318793/.2563-2632   Dated: 03/06/2022

Circular

In-charge /Nodal Officer of e-office project has approved migration of e-office old version into new version. NIC will carry out such upgradation work between 17.06.2022 (2:00PM) to 19.06.2022 (Midnight). Accordingly, services of e-office will not be available during the above period.

2. This is for information to all concerned.

(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/ 2563 - 2632 Dated: 03/06/2022

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary (IT), GNCTD
3. PS to Secretary (AR), GNCTD
4. SIO, NIC, Delhi State Unit with direction to ensure upgradation within the given time.

Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in

F.No: F.6(457)/IT/e-Office/2015/Part file/CD-042318793 /2637-36   Dated o 3/06/2022

To

Secretary (GAD),
General Administration Department,
2nd Level, Wing - 'A',
Delhi Secretariat

Subject: Implementation of e-office – reg

Sir,

In pursuance to the instructions of In-charge (Nodal Officer) of e-office project, a meeting was held on 01.06.2022 in AR Department under the chairpersonship of Secretary (AR). In the meeting, matter regarding establishment of e-Office facility center/Help Desk Unit (HDU) was discussed and it has been decided in the meeting that GAD will identify and allocate sufficient space i.e. Sitting capacity of 04 Nos. of Manpower with 04 Nos of Computers, Printers & Scanner at each level in the Delhi Secretariat for e-Office facility center /Help Desk Unit (HDU).

It is, therefore, requested to kindly make necessary arrangement at the earliest so that the same may be set up to roll out the e-office in all the departments of GNCTD in a time bound manner.

The CR3 hall is to be booked for any work for a period of 2 months starting from 6th June, 2022 to be booked for officer's training on eoffice.

This issues with the prior approval of the Competent Authority.

(Krishan Kumar)
Joint Director (IT)

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793 /2637-36   Dated: o 3/06/2022

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary(IT), GNCTD
3. PS to Pr. Secretary(AR), GNCTD

Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/ 2493-2562 Dated:03/06/2022

Circular

In reference to our earlier circular on e-office vide No.F.6(457)/IT/eOffice/2015/PartFile/2169-2238 dated 23.05.2022, NIC has suggested to make following arrangement for e-office implementation:

1. Every e-Office user must have computer with minimum specification:-
   a) Processor-2GHz or above
   b) RAM-2GB or above
   c) USB 2.0 controller & above (For DSC only)
   d) Operating System- Windows 7 or above
   e) Browser-Mozilla Firefox (Latest Version)
   f) Anti-Virus (Any Antivirus)

2. Network Bandwidth: Bandwidth requirement for typical weekly usage pattern of e-Office with active users base of 500-1000 is estimated to 3-5Mbps. However, availability of bandwidth also depends on other applications being used simultaneously by organization.

3. Department is required to set up Central Record Unit, equipped with high speed scanners / computers/internet connectivity for scanning of records for further uploading in e-office. The department need not approach IT Department for TEC approval in this matter.

   (Scanner Specifications - Sheet Fed (ADF) Flat bed or integrated board/ foldable with adjustable height, Scanning technology-CIS/ CCD ,A4/legal, Optical resolution 600 and above, colour/monochrome with 50PPM and above, multi fed detection feature, 1500 and above daily duty cycle).

4. All departments must ensure to put in place requisite infrastructure by 20th June, 2022 positively so as to enable timely roll out of e-Office.

(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/ 2493-2562 Dated:03/06/2022

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary (IT), GNCTD
3. PS to Secretary (AR), GNCTD

Email

implementation of eoffice in HNCT of Delhi

From : Krishan Kumar <kumar.krishan85@delhi.gov.in>   Fri, Jun 03, 2022 02:45 PM

Subject : implementation of eoffice in HNCT of Delhi

To : N. Srinivas <nsrini@nic.in>, Anil Mittal <akmittal@gov.in>

Cc : Usha Saxena <sio-del@nic.in>, PRINCE DHAWAN IAS <prince.dhawan@ias.nic.in>, Mohan Singh <mohan.delhi@gov.in>, Pardeep Kumar <pardeep.kumar43@gov.in>

sir,

pl refer to the review meeting held on 1st Jun, 2022 at 2.00 P.M and MOM circulated dated 2/06/2022 and the following point relates with

point 3   compulsory test on eoffice for officer's attending training

it is requested to prepare testing module on google form compatible with mobile as well as computers so that the officers/officials can take test comfortably at the end of completion of the training session.

point 10 Compressive eoffice user manual on latest version

NIC is requested to make arrangement to facilitate to all the departments of GNCT of Delhi

regards,

—

Krishan Kumar,
Joint Director
Department of Information Technology
Delhi Secretariat
IP Estate, New Delhi

Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in
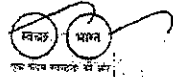
F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/2669 -2673   Dated: 6/6/2022

To
The Director
Union Territories Civil Services(UTCS),
Delhi

Subject: Training on e-Office Implementation.

Sir,

This is in reference to the MoM circulated dated 02.06.2022 from Project In-charge (Nodal Officer) for e-Office, Point No 7 wherein training to the department offices is to be imparted at UTCS Building. The list of such officers along with a list of Master Trainers will also share by Special Secretary (Services).

In this matter, it's requested that UTCS department may liaison with the Services department and SIO NIC in the above matter and make necessary arrangement for the above training.

(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD .

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/2669- 2673   Dated: 6/6/22.

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary (IT), GNCTD
3. PS to Secretary (AR), GNCTD
4. SIO, NIC, Delhi State Unit.

Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in

F.No. F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655/2896 - 2965   Dated: 10/6/7

Circular

Reference to circular on e-office implementation dated 23.05.2022 wherein eOffice is to be implemented by 30.06.2022, all Departments are required to update the Employee Master Data(EMD) immediately on eOffice Platform.

2.   However, it is observed that only few departments, have sent the details in the prescribed format (List of such Departments is enclosed as Annexure-I). **All other Departments have not yet sent the requisite details for creation of account of EMD administrator.** Account creation of the EMD Administrator for each department is imperative for onboarding of the Department and subsequent updation of record of all employees of the concerned department.

3.   Therefore, once again, it is requested to provide the details for account creation/updation of EMD administrator via filled in pre-requisite EMD template **(copy enclosed as Annexure-II)** by email at kumar.Krishan85@gov.in latest by **13/06/2022** and the exercise of updation of record of all employees of the concerned department be completed by **20/06/2022**.

4.   Further, in case any of the Departments need to modify the details of the EMD Administrator, then they may also send the requisite details in the prescribed format **(Annexure-II)** latest by **13/6/2022**.

5.   This may be treated most urgent.

(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Local /Autonomous Bodies, GNCTD

F.No. F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655/2896- 2965   Dated: 10/06/

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 L.G., Raj Niwas, GNCTD

Annexure-I

List of Department/Organisation for which EMD adminstrator account active

S.No.	Deptt Name	Name	Designation	Govt. email id
1	AR	Sh. Sachin Kumar yadav	Asstt. Director	sachil.yadav@gov.in
2	Directorate of education	Sh. Raj Kumar Joshi	System Analyst	rajkumar.joshi@gov.in
3		Sh. Shanker Dutt Khajuria	Data Processing Assistant	shanker.dutt@gov.in
4	Directorate of education	Vijender	Trained Graduate Teacher (Computer Science)	karan.adhikari@delhi.gov.in
5	DPCC	Dr. B.M.S Reddy	Senior Environmental Engineer	bmsreddy.dpcc@gov.in
		Sh. N.K. Joshi	Environmental Engineer	srscitdpcc.delhi@nic.in
6	Dr. BR Ambedkar University	Deepak Bishla	System Admin	
7	Drug control deptt	Sh. Sandeep Balakishan Jivnapukar	Assitant DrugsController	dirdcd@nic.in
8	Excise Dept	Madhu Yadav	System Analyst	madhuyadav.79@gov.in
9	Institute of Human Behaviour and Allied Sciences (IHBAS), Delhi	Dr. C.B Tripathi	Officer Incharge (I.T Cell)	cbtripathi.ihbas@delhi.gov.in
10	LNH	Ms. Seema Saini	DPA	seema.saini21@gov.in
		Dr. Amit Gupta	DMS	dr.amit32@gov.in
11	RCS	Manjeet Shanker	DPA	manjeet.singh40@delhi.gov.in
12	Revenue Deptt HQ	JBM Ganesh Kumar	Sr. System Analyst	jbmganesh.kmr67@gov.in
13	Social Welfare	Sh. Harbc Singh	System Analyst	harbir.53@gov.in
14	Dept of Food, Supplies & Consumer Affairs	Smt. Jenevibha Kujur	Sr. System Analyst	Jenevibha.28@gov.in
15	Principle Account Office	Sh. Vijay Shendra	Sr. System Analyst	vijay.shendre@gmail.com
16	Delhi State Cancer Institute	Vinu S Pillai	Head Clerk	vspillai.41@gov.in

17	Labour Department	Anita rana	Dy Labour Commissioner	anita.rana14@delhi.gov.in
18	DES	Tripti Aggarwal	System Analyst	tripti.a@gov.in
19	DSIIDC	Vivek Behl	Chief Engr(E&iT)	vivek.behl.326n@gov.in
20	Dte of Prosecution	Aditya Trehan	Astt Public Prosecutor	trehan.aditya86@gov.in
21	Transport	sanjay kumar Gautam	Sr System Analyst	sk.gautam31@gov.in
22	Trade and Taxes	Man Mohan	System Analyst	manmohan.35@gov.in
23	Finance Department	Nitin Kr Gupta	System Analyst	nk.gupta86@gov.in
24	DJB	sanjay kumar vishwakarma	Programmer	sanjaykr.vishwakarma29@gov.in
25	WCD	Anirudh Soni	DPA	anirudha.soni@gov.in
26	Health & Family	Sachin Varun	System Analyst	sachin.varun@gov.in
27	Home	Dy Secretary	Ashish Kumar	ashish.kmr70@gov.in
28	DHS	Brijesh Bhardwaj	Data Assistant	bhrdwaj.brijesh86@gov.in
29	DPGS	Shri Chand Sharma	Consultant	conshort-dpgs@govcontrator.in
30	Forest & Widllif	Amit anand	DCF	agmu216@ifs.nic.in

Annex II

* It is completely the department's discretion to approve mobile bill. on the employee bill

F.No. E-11/2/2020-Development-Secy(IT)-Pt.File/ 3054 – 75   Dated: 10/06/2022

Order

Subject: - **eOffice Training**

In reference to the training calendar circulated by Services Department, GNCDT, the Master Trainers on eOffice as per the roster will provide the training as indicated as an **Annexure-I and Annexure-II.**

The Master Trainers may conduct the training as summarized below

1) PPT presentation will be made
2) Hands-on training will be provided
3) Share link for User manual.
4) Q&A session for clarifications and clearing doubts.
5) Contact details be provided to trainees for removal of doubts, if any later.

The above Master Trainer will not avail any leave during the period in any case.

This issue with the prior approval of the Secretary (IT).

(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/3054 -75   Dated: 10/06/2022

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary (IT), GNCTD
3. PS to Secretary (AR), GNCTD
4. SIO, NIC, Delhi State Unit with a request to arrange Master Trainer from eOffice Division, NIC during entire training period.

5. All concerned Master Trainers with the direction to be present at the training venue as indicated in the **Annexure-I and Annexure-II**.

Annexure-I

Venue-CR3, Level 2, Delhi Sectt

Batch No.	Date	Time	Name of Master Trainer/Department	
Special batch	14.06.2022	10:30AM-12:00Noon	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Poonam	BSA Hospital
Batch No.1	14.06.2022	02:30PM-4:00PM	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Poonam	BSA Hospital
Batch No.2	15.06.2022	10:30AM-12:00Noon	1.Manoj Kumar	Tihar jail
			2.Karan Adhikari	Education Dept
			3.Amit Bhardwaj	DSSSB
Batch No.3	15.06.2022	02:30PM-4:00PM	1.Manoj Kumar	Tihar jail
			2.Karan Adhikari	Education Dept
			3.Amit Bhardwaj	DSSSB
Batch No.4	16.06.2022	10:30AM-12:00Noon	1.Vinit Saxena	DSSSB
			2.Raj Kumar Joshi	Education Dept
			3.Ashok Kumar	GB Pant Hospital
Batch No.5	16.06.2022	02:30PM-4:00PM	1.Vinit Saxena	DSSSB
			2.Raj Kumar Joshi	Education Dept
			3.Ashok Kumar	GB Pant Hospital
Batch No.6	17.06.2022	10:30AM-12:00Noon	1.Hemant Pal	PAO
			2.Anita	DTTE
			3.Tripti Agarwal	DES
Batch No.7	17.06.2022	02:30PM-4:00PM	1.Hemant Pal	PAO
			2.Anita	DTTE
			3.Tripti Agarwal	Education Dept
Batch No.8	20.06.2022	10:30AM-12:00Noon	1.Nitin Gupta	Finance Dept
			2.Amit Kumar	Land & Building
			3.Kajal Taneja	DTTE with additional charge of PWD
Batch No.9	20.06.2022	02:30PM-4:00PM	1.Nitin Gupta	Finance Dept
			2.Amit Kumar	Land & Building
			3.Kajal Taneja	DTTE with additional charge of PWD
Batch No.10	21.06.2022	10:30AM-12:00Noon	1.Lalit Kumar	DBOCCW
			2.Manmohan	Trade & taxes
			3.Priyanka Yadav	Revenue Dept
Batch No.11	21.06.2022	02:30PM-4:00PM	1.Lalit Kumar	DBOCCW
			2.Manmohan	Trade & taxes
			3.Priyanka Yadav	Revenue Dept
Batch No.12	22.06.2022	10:30AM-12:00Noon	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Hemant Pal	PAO
Batch No.13	22.06.2022	02:30PM-4:00PM	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Hemant Pal	PAO

Batch No.14	23.06.2022	10:30AM-12:00Noon	1.Manoj Kumar	Tihar Jail
			2.Vinit Gupta	DSSSB
			3.Nitin Gupta	PAO

Annexure-II

Venue-Auditorium, Delhi Sectt

Batch No.	Date	Time	Name of Master Trainer/Department	
Batch No.15	14.06.2022	10:00AM-11:30AM	1.Ashok Kumar	GB Pant Hospital
			2.Amit Kumar	Land & Building
			3.Poonam	BSA Hospital
Batch No.16	14.06.2022	12:30PM-2:00PM	1.Ashok Kumar	GB Pant Hospital
			2.Amit Kumar	Land & Building
			3.Poonam	BSA Hospital
Batch No17	14.06.2022	03:00PM-04:30AM	1.Ashok Kumar	GB Pant Hospital
			2.Amit Kumar	Land & Building
			3.Poonam	BSA Hospital
Batch No.18	15.06.2022	10:00AM-11:30AM	1.Tripti Agarwal	DES
			2.Anita	DTTE
			3.Kajal Taneja	DTTE with PWD
Batch No.19	15.06.2022	12:30PM-2:00PM	1.Tripti Agarwal	DES
			2.Anita	DTTE
			3.Kajal Taneja	DTTE with PWD
Batch No.20	15.06.2022	03:00PM-04:30AM	1.Tripti Agarwal	DES
			2.Anita	DTTE
			3.Kajal Taneja	DTTE with PWD
Batch No21	16.06.2022	10:00AM-11:30AM	1.Hemant Pal	PAO
			2.Nitin Gupta	Finance Dept
			3.Priyanka Yadav	Revenue Dept
Batch No.22	16.06.2022	12:30PM-2:00PM	1.Hemant Pal	PAO
			2.Nitin Gupta	Finance Dept
			3.Priyanka Yadav	Revenue Dept
Batch No.23	16.06.2022	03:00PM-04:30AM	1.Hemant Pal	PAO
			2.Nitin Gupta	Finance Dept
			3.Priyanka Yadav	Revenue Dept
Batch No.24	17.06.2022	10:00AM-11:30AM	1. Manmohan	T&T
			2.lalit Kumar	DBOCCW
			Ashok Kumar	GB Pant Hospital
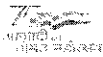
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F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655 /3436 —3505   Dated: 24/06/2022

Circular

Reference to circular on e-office implementation dated 23.05.2022 wherein e-office is to be implemented by 30.06.2022, all departments are required to update Employee master Data (EMD) immediately on e-office platform. However, it is observed that only few departments have sent the details in the prescribe format.

2.   All other departments have not sent the requisite details for creation of **accounts of EMD Administrator (Annexure-I).** Account creation of EMD Administrator of each department is imperative for onboarding of the department and subsequent updation of record of all employee of concerned department.

3.   Therefore, once again, it is requested to send the details for account creation/updation of EMD Administrator in the prescribed format i.e. e-office PIMS Template available on website of IT Department under e-Office link (***https://it.delhi.gov.in/document-detail***), via **email** at kumar.krishan85@gov.in latest by **28.06.2022** and the exercise of updation of record of all employee of the concerned department be completed by **29.06.2022**.

4.   This may be treated as **MOST URGENT**

(**Krishan Kumar**)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655/3436-3505   Dated: 24/06/2022

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

Sr. No	Department Name
1	MAULANA AZAD MEDICAL COLLEGE (MAMC)
2	MEERA BAI INSTITUTE OF TECHNOLOGY, MAHARANI BAGH
3	NETAJI SUBHASH INSTITUTE OF TECHNOLOGY
4	OFFICE OF CHIEF SECRETARY
5	OFFICE OF DEPUTY CHIEF MINISTER
6	OFFICE OF MINISTER EMPLOYMENT, DEVELOPMENT, LABOUR, TRANSPORT, GAD,IFC
7	OFFICE OF MINISTER FOOD & SUPPLY ENVIRONMENT AND FOREST ELECTION
8	OFFICE OF MINISTER HEALTH, INDUSTRES, HOME, PWD,POWER
9	OFFICE OF MINISTER TOURISM,ART, CULTURE & LANGUAGES, GURUDWARA ELECTIONS, WATER
10	OFFICE OF MINISTER WOMEN AND CHILD, SOCIAL WELFARE, ST, LANGUAGE
11	OFFICE OF THE COMMISSIONER FOR PERSON WITH DISABILITIES
12	PUBLIC WORKS DEPARTMENT
13	PUNJABI ACADEMY
14	PUSA INSTITUTE OF TECHNOLOGY
15	PWD SECRETARIAT
16	RAJOKARI INSTITUTE OF TECHNOLOGY
17	SAHITYA KALA PARISHAD
18	AMBEDKAR INSTITUTE OF ADVANCE COMMUNICATION TECHNOLOGY AND RESEARCH
19	AMBEDKAR INSTITUTE OF TECHNOLOGY
20	ARCHAEOLOGY DEPARTMENT
21	ARYABHATT INSTITUTE OF TECHNOLOGY
22	BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES
23	BOARD OF TECHNICAL EDUCATION
24	CENTRAL DISTRICT
25	CENTRALIZED ACCIDENT & TRAUMA SERVICES(CATS)
26	CHAUDHARY BRAHM PRAKASH GOVT. ENGG. COLLEGE, JAFFARPUR
27	CHAUDHARY BRAHM PRAKSH AYURVED CHARAK SANASTHAN
28	CH. BRAHM PRAKASH ITI, JAFFARPUR
29	CHIEF MINISTER OFFICE
30	DELHI ARCHIVES
31	DELHI FINANCE CORPORATION (DFC)
32	DELHI INSTITUTE OF HOTEL MANAGMENT & C.T.
33	DELHI INSTITUTE OF TOOL ENGINEERING
34	DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY
35	DELHI POWER COMPNAY LIMITED
36	DELHI SANSKRIT ACADEMY
37	DELHI STATE AIDS CONTROL SOCIETY
38	DELHI STATE CIVIL SUPPLY CORPORATION (DSCSC)

39	DELHI STATE INDUSTRAIL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (DSIIDC)
40	DELHI TECHNOLOGICAL UNIVERSITY
41	DELHI TRANSCO LIMITED
42	DELHI TRANSPORT CORPORATION
43	DELHI VIDHAN SABHA
44	DEPUTY COMMISSIONER (WEST)
45	DIALOGUE AND DEVELOPMENT COMMISSION DELHI
46	DM(NORTH)
47	DR. GOSWAMI GIRIDHARI LAL SHASTRI PRACHYA VIDYA PRATISHTHANAM
48	DR. N.C. JOSHI MEMORIAL HOSPITAL
49	DY.APPRENTICESHIP ADVISOR
50	EMPLOYMENT DIRECTORATE
51	G.B.PANT ENGINEERING COLLEGE
52	G.B.PANT INSTITUTE OF TECHNOLOGY
53	GEO SPATIAL DELHI LTD.(GSDL)
54	GURUDWARA ELECTION DIRECTORATE
55	GURU NANAK DEV INSTITUTE OF TECHNOLOGY
56	HEALTH AND FAMILY WELFARE DEPARTMENT
57	HINDI ACADEMY
58	H.J.BHABHA ITI MAYUR VIHAR
59	INDRAPRASTHA INSTITUTE OF INFORMATION TECHNLOLOGY
60	INDRAPRASTHA VYAVSAYIK EVAM PARYAVARNEEYA SWASTHYA SAMITI
61	INDUSTRIES DEPARTMENT
62	INFORMATION AND PUBLICITY DIRECTORATE (DIP)
63	INFORMATION TECHNOLOGY DEPARTMENT
64	INSTITUTE OF BASIC BUSINESS STUDIES PUSA
65	INSTITUTE OF LIVER AND BILIARY SCIENCES (ILBS)
66	INTEGRATED INSTITUTE OF TECHNOLOGY, DWARKA
67	IRRIGATION AND FLOOD CONTROL DEPARTMENT
68	ITI, ARAB KI SARAI
69	ITI FOR WOMEN, TILAK NAGAR
70	ITI JAHANGIR PURI
71	ITI, JAIL ROAD
72	ITI, MALVIYA NAGAR
73	ITI, MANGOLPURI
74	ITI NANDNAGRI
75	ITI NARELA
76	ITI, PUSA
77	ITI SHAHDARA
78	ITI VIVEK VIHAR
79	KASTURBA INSTITUTE OF TECHNOLOGY
80	LT. GOVERNOR SECRETARIAT
81	JIJA BAI ITI FOR WOMEN

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Department of Information Technology
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https://it.delhi.gov.in

F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655/3539-3580   Dated: 27/06/2022

Circular

Reference to circular on e-office implementation dated 23.05.2022 wherein e-office is to be implemented by 30.06.2022, all departments are required to update Employee master Data (EMD) immediately on e-office platform. However, it is observed that only few departments have sent the details in the prescribe format.

2.   All other departments have not sent the requisite details for creation of **accounts of EMD Administrator (Annex-1)**. Account creation of EMD Administrator of each department is imperative for onboarding of the department and subsequent updation of record of all employee of concerned department.

3.   Therefore, once again, it is requested to send the details for account creation/updation of EMD Administrator in the prescribed format i.e. e-office PIMS Template available on website of IT Department under e-Office link (***https://it.delhi.gov.in/content/pims-template***), **on email** at kumar.krishan85@gov.in latest by **28.06.2022** and the exercise of updation of record of all employee of the concerned department be completed by 29.06.2022.

4.   This may be treated as **MOST URGENT**

(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies, GNCTD

F.6(457)/IT/e-Office/2015/Part file-4/CD-042672655   Dated:

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'be L.G., Raj Niwas. GNCTD

Sr. No	Department Name
1	MAULANA AZAD MEDICAL COLLEGE (MAMC)
2	OFFICE OF CHIEF SECRETARY
3	OFFICE OF DEPUTY CHIEF MINISTER
4	OFFICE OF MINISTER EMPLOYMENT, DEVELOPMENT, LABOUR, TRANSPORT, GAD,IFC
5	OFFICE OF MINISTER FOOD & SUPPLY ENVIRONMENT AND FOREST ELECTION
6	OFFICE OF MINISTER HEALTH, INDUSTRES, HOME, PWD,POWER
7	OFFICE OF MINISTER TOURISM,ART, CULTURE & LANGUAGES, GURUDWARA ELECTIONS, WATER
8	OFFICE OF MINISTER WOMEN AND CHILD, SOCIAL WELFARE, ST, LANGUAGE
9	OFFICE OF THE COMMISSIONER FOR PERSON WITH DISABILITIES
10	PUBLIC WORKS DEPARTMENT
11	PUNJABI ACADEMY
12	SAHITYA KALA PARISHAD
13	ARCHAEOLOGY DEPARTMENT
14	CENTRAL DISTRICT
15	CENTRALIZED ACCIDENT & TRAUMA SERVICES(CATS)
16	CHAUDHARY BRAHM PRAKSH AYURVED CHARAK SANASTHAN
17	CHIEF MINISTER OFFICE
18	DELHI ARCHIVES
19	DELHI FINANCE CORPORATION (DFC)
20	DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY

21	DELHI SANSKRIT ACADEMY
22	DELHI STATE AIDS CONTROL SOCIETY
23	DELHI STATE CIVIL SUPPLY CORPORATION (DSCSC)
24	DELHI TRANSPORT CORPORATION
25	DELHI VIDHAN SABHA
26	DEPUTY COMMISSIONER (WEST)
27	DIALOGUE AND DEVELOPMENT COMMISSION DELHI
28	DM(NORTH)
29	DR. N.C. JOSHI MEMORIAL HOSPITAL
30	EMPLOYMENT DIRECTORATE
31	GEO SPATIAL DELHI LTD.(GSDL)
32	GURUDWARA ELECTION DIRECTORATE
33	HINDI ACADEMY
34	INDRAPRASTHA VYAVSAYIK EVAM PARYAVARNEEYA SWASTHYA SAMITI
35	INFORMATION AND PUBLICITY DIRECTORATE (DIP)
36	INSTITUTE OF LIVER AND BILIARY SCIENCES (ILBS)
37	IRRIGATION AND FLOOD CONTROL DEPARTMENT
38	LT. GOVERNOR SECRETARIAT

F1(13)/2007/IT/Part file-1/CD-042672655/4143−43   Dated: 28/07/2022

ORDER

In continuous to the earlier order issued vide   F.No F.(1)/2007/IT/Part File-/2412-248 dated 02/06/2022, following System Analyst trained as eOffice Master Trainers posted under H&FW departments are hereby directed for conduction of training session on EMD/PIMS administration of eOffice for the designated EMD Administrators of the Hospitals of H&FW through Video Conferencing as per details given below:

SI No	Name of Master Trainer	Department	Date and Time
1.	Smt.Poonam-9971386481, poonam.39@gov.in	BSA Hospital, Rohini	**01/08/2022** **10:30AM-12:30PM**
2.	Sh. Sachin Varun 9958999740 Sachin.varun@gov.in	H&FW, Delhi Sectt	**01/08/2022** **1:30PM-3:30PM**
3	Sh. Ashok Kumar 981825153, ashok.kr49@gov.in	GB Pant Hospital,	**01/08/2022** **4:00PM-6:00PM**

2.   The above Master Trainers, will coordinate/communicate with the designated EMD Administrator of the respective assigned Hospitals/Health facility and aligned NIC's eOffice support team members before the start of the training session.

3.   Video Conferencing Link, training date and time will be shared by **Mr Sachin Varun, System Analyst(H&FW)** with all concerned via email.

4.   The list of Hospitals/Health Facilities allotted to the above said Master Trainers is attached **as Annexure-I** to this order.

5.   The above mentioned eOffice Master Trainers will provide post training technical support to EMD Administrators of their respective allotted Hospitals/Health Facilities and may schedule/reschedule further trainings as per requirements.

6.   This issues with the prior approval of competent authority.

(Krishan Kumar)
Joint Director (IT)

To
1. Smt. Poonam, System Analyst, BSA Hospital.
2. Sh. Sachin Varun, System Analyst, H&FW.
3. Sh. Ashok Kumar, System Analyst, GB Pant Hospital.

E.11(2)/2020-Development-Secy(IT)-Pt file/CD-042612990/4143-49
Dated: 28/07/2022

Copy for information and necessary action:

1) All Director Principals/Medical Directors/Medical Superintendents/Director /Project Directors of health facilities under H&FW with a request to give necessary directions to the their respective designated EMD Administrator to attend the said training and allow Master Trainer of the concerned office under H&FW Department for conduction for EMD administration training session
2) PS to Secretary(IT), GNCTD
3) PS to Secretary(H&FW), GNCTD
4) Sh. Anil Mittal, STD, NIC State Coordinator, e-Office, with a request to depute eOffice support team with the eoffice Master Trainers as per the schedule training session

FL (13) / 2007 / IT / Part File - 1 / 4143-49

S.No	HOSPITAL NAME/Insttt/Health Facility	Official Name	Email ID (e.g. abc@nic.in Must be Unique)	Mobile No. (Must be Unique)	Designation	eOffice Master Trainer
1	Ayurvedic & Unani Tibbia College& Hospital (A&U TC)	Mohammad Khali	mohdkhalid.33@delhi.gov.in	9911338801	Assistant Drugs Contr	Ashok Kumar
2	Aruna Asaf Ali Govt. Hospital (AAAGH)	Sanjivini Gupta	sanjivini.gupta23@gov.in	9910422446	Specialist Gr II	Ashok Kumar
3	Acharya Shri Bhikshu Govt. Hospital (ABGH)	GAURAV RAJORA	g.rajora21@delhi.gov.in	8700424211	SECTION OFFICER	Ashok Kumar
4	Attar Sain Jain Eye & Genl. Hospital (ASJMH)	Anurag Ahuja	anurag.ahuja32@gov.in	9711159525	CMO(NFSG)	Ashok Kumar
5	Bhagwan Mahavir Hospital (BMH)	Daljeet Kaur	dr.daljeet@delhi.gov.in	9650393339	Deputy Medical	Ashok Kumar
6	Dr. BR Sur Homoeopathic Medl. College, Hospital and Research Centre (BRSUR)	Deepak Chopra	deepakchopra.42@gov.in	8860645146	ASO	Ashok Kumar
7	Dr. Baba Saheb Ambedkar Hospital (BSAH)	G.P. KAUSHAL	gp.kaushal42@gov.in	9560593140	CMO(SAG)	Ashok Kumar
8	Dr. Baba Saheb AmbedkarMedical College (BSAH)	SACHINDER CHAUDHARY	sachinder.chaudhary@delhi.gov.in	9810269333	GRADE-I DASS	Ashok Kumar
9	BURARI Hospital	KOSHY M CHERIAN	koshymc88@delhi.gov.in	9496339331	MEDICAL OFFICER	Ashok Kumar
10	Board of Homoeopathic System of Medicine	Wadoodul Hai	wadood.49@gov.in	9971079465	LDC	Ashok Kumar
11	Centralized Accident & Trauma Services (CATS)	Kailash Kapoor	kailash.kapoor23@gov.in	9717655773	Amb.Officer	Ashok Kumar
12	Chacha Nehru Bal Chikitsalya (CNBC)	Vineet Kumar Aro	vineetk.arora23@gov.in	8585923901	Technical Supervisor	Ashok Kumar
13	Deep Chand Bandhu Hospital (DCBH)	Narinder Singh Khurana	dr.nskhurana@delhi.gov.in	9718502010	Head of Office	Poonam
14	Directorate of Family Welfare (DFW)	Gautam Kumar Singh	gautam.singh44@gov.in	9868394884	Sr. Medical Officer	Poonam

15	Dr. Hedgewar Arogya Sansthan (DHAS)	Parveen Bhargava	praveen.28@nic.in	9871324310	Section Officer	Poonam
16	GTB Hospital	LAKSHAY	lakshay.beriwal@delhi.gov.in	9910274276	MEDICAL OFFICER	Poonam
17	Homoeopathic Wing (ayush)	Chander Mohan	drchander.mohan@delhi.gov.in	9958454441	Chief Medical Officer	Poonam
18	Institute of Human Behaviour & Allied Sciences (IHBAS)	C.B.Tripathi	cbtripathi.ihbas@delhi.gov.in	9868766377	Officer Incharge I.T	Poonam
19	Indira Gandhi Hospital, Dwarka (IGH)	Chandraprakash	drcp.igh@delhi.gov.in	9996495149	SMO	Poonam
20	Jag Pravesh Chandra Hospital (JPCH)	PRASHANT SHARM	PRASHANT.SHARMA12@DELHI.GOV.IN	7290076819	MEDICAL OFFICER	Poonam
21	Janakpuri Super Specialty Hospital (JSSH)	Col Dr H C Sharma	janakpurissh.delhi@delhi.gov.in	8146677770	Medical Superintend	Poonam
22	Lal Bahadur Shastri Hospital (LBSH)	S.B JANGPANGI	sb.jangpangi@delhi.gov.in	9582500321	CMO (SAG)	Poonam
23	Nehru Homoeopathic Medical College and Hospital (NHMC)	Dhananjay kumar shukla	shukla.dhananjay@delhi.gov.in	8373903115	Reader NFSG	Poonam
24	Madan Mohan Malviya Hospital (MMMH)	Om Prakash	Omprakash.40@gov.in	7838439509	Assistant programmer	Poonam
25	Rajiv Gandhi Super Specialty Hospital (RGSSH)	Kamakshi Malik Bahri	kamakshi.malik12@gov.in	9818782549	PS to Director	Poonam
26	Rao Tula Ram Memorial Hospital (RTRMH)	Dalbir Singh	dalbir.s28@gov.in	9013633378	SECTION OFFICER	Poonam
27	Sanjay Gandhi Memorial Hospital (SGMH)	Neelam Satija	neelam.satija16@delhi.gov.in	9868813632	Section Officer	Poonam
28	Delhi State Aid Control Society	Prabhat Kumar	prabhat.kumar52@gov.in	9811616447	Store Officer	Poonam
29	Guru Nanak Eye Centre	Padam Prakash	padam.parkash64@delhi.gov.in	7678166715	ASO	Sachin Varun
30	Shri Dada Dev Maitri Hospital	Savita Devi Bisht	SavitaBisht.32@delhi.gov.in	9891911095	SECTION OFFICER	Sachin Varun
31	Gobind Ballabh Pant Hospital (GBPH)	Ashok Kumar	ashok.kr49@gov.in	9818251535	System Analyst	Sachin Varun
32	Institute of Liver & Biliary Sciences (ILBS)	Sandeep Kumar	skumar@ilbs.in	9540947014	AM-IT	Sachin Varun
33	Lok Nayak Hospital (LNH)	Seema Rani	seema.rani21@gov.in	9811937780	DPA	Sachin Varun

2/3

34	Maulana Azad Institute of Dental Sciences (MAIDS)	J. Augustine	augustine.49@gov.in	9654700989	Professor	Sachin Varun
35	Delhi State Cancer Institute (DSCI)	VINU S PILLAI	vspillai.41@gov.in	9711190733	Hed Clerk	Sachin Varun
36	Directorate of Health Services (DHS)	Brijesh Bhardwaj	bhrdwaj.brijesh86@gov.in		Data Assistant	Sachin Varun
37	Maulana Azad Medical College	Muzaffar Imtiaz	muzaffar.imtiaz@delhi.gov.in	9811922729	HOO	Sachin Varun
38	Maharishi Valmiki Hospital	Jitendra kumar	jitendra.kumar23@gov.in	9718502007	CMO(NFSG)	Sachin Varun
39	Sardar Ballabh Bhai Patel Hospital	Mohit Sharma	mohit.sharma01@delhi.gov.in	9911805575	Nursing Officer	Sachin Varun
40	All Councils under H&FW					Ashok
41	All Colleges other than mentioned under H&FW					poonam
42	All Societies/Boards under H&FW					poonam
43	Any other Hospital/Health Facility Centre including Clinic/Poly Clininic not mentioned above					Sachin Varun