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GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI-110002
<https://it.delhi.gov.in/>

A-13/2015/Dir (DeGS)-SECY (IT)-PART1 File/CD No-042701434/4559-4638 Dated: 09/06/2025

Minutes of Meeting (MOM)

A meeting was held under the chairmanship of worthy Chief Secretary on 03/06/2025 at 3:30 PM in CR-2 Delhi Secretariat regarding **"Time bound implementation of e-Office across all Departments/Autonomous/Local/Academic Bodies of Government of NCT of Delhi"**.

The list of participants is enclosed herewith as Annexure-A.

Secretary (IT) apprised the overall status of implementation of e-Office and thereafter a detailed presentation was made by SS (IT) mentioning the department-wise status of e-Office roll out till date.

After detailed deliberation, the following decisions were taken:

1. e-Office to be implemented in all the government departments of GNCTD by 30/06/2025. All HODs must ensure that no physical file is accepted and processed w.e.f. 01/07/2025.
2. Continuous Training sessions on e-Office and Web-VPN facility be organized/arranged by IT Department at least twice in every week. A detailed training schedule be shared with all departments for capacity building of officers/officials in this regard.
3. e-Office/Web-VPN facility tutorial video/manuals etc. may be shared with all departments. A link of these videos/manuals may also be made available on IT Department's Website.
4. Detailed instructions/guidelines/process flow be issued by IT Department for availing web-VPN facility by the departments. Web-VPN facility be made available for all the officers of the level of Dy. Secretary and above in a time bound manner. SIO, NIC to ensure timely processing and approving the online application for Web-VPN on PRIORITY.

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5. IT Department to issue a separate circular for autonomous bodies/academic institutions for steps to be taken for complete roll out of e-Office in their organization.
6. For scanning of files/old records, departments may either hire agencies through tendering process on GEM or approach M/S NICSI empaneled agencies as per administrative requirements of the departments after observing GFR, all codal formalities and obtaining necessary approval from competent authority.
7. All physical Dak received in department/government office to be e-processed at the reception/R&I Branch w.e.f. 01.07.2025.
8. In the end, all the HODs/representative of HODs agreed to the timelines for implementation of e-Office w.e.f. 01/07/2025 without fail.

The Meeting ended with a vote of thanks to the Chair.

This issues with the prior approval of Chief Secretary, Delhi.



(Vikas Ahlawat)
Special Secretary (IT)

To

1. All ACSs/Pr. Secretaries/Secretaries/HODs/ Academic Bodies /All Local Bodies/ Boards / Commissions, Govt. of NCT of Delhi
2. SIO NIC, Delhi State Unit.

Copy for information:

1. Secretary to Hon'ble Chief Minister, GNCTD
2. Secretary to Hon'ble Minister (IT), GNCTD.
3. SO to Chief Secretary, GNCTD.
4. PS to Secretary (IT), GNCTD.
5. PA to Special Secretary (IT), GNCTD