

Government of NCT of Delhi
Information Technology Department
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-042701434/4782-4846

Date: 18/06/2025

CIRCULAR

Subject: e-Office Training for effective implementation of e-office across all Departments/Autonomous/ Local/ Academic Bodies of Govt. Of NCT of Delhi- Reg.

Kindly refer to the clause/para 9 of Annexure – I, of IT Department's circular issued vide no. A-13/2015/Dir (DeGS)-SECY (IT)-PART1 File/2869-2928 dated 06/05/2025 wherein it was mentioned that "*Department of IT will arrange to conduct training programmes for Nodal Officers and Local EMD Managers (if not trained earlier)...*".

2. In continuation, a meeting was held under the chairmanship of worthy Chief Secretary on 03/06/2025 where it was decided that "*Continuous Training session on e-Office and Web-VPN facility be organized/arranged by IT Department at least twice in every week...*".
3. In this context, IT Department is organizing a training on **20/06/2025 in two sessions (10:00 AM to 12:00 Noon & 3:00 PM to 5:00PM) at Main Auditorium, Delhi Secretariat Building.**
4. All HODs are requested to nominate and allow officers/officials (**04 Nos.**) of their respective department to attend the eOffice training session as per the schedule attached herewith as **Annexure-X**.

This issues with the approval of Secretary (IT).


(K. MURUGAN)
Joint Director (IT)

Enc: A/a

All ACSs/Pr. Secretaries/Secretaries/HODs/ Academic Bodies /All Local Bodies/Boards/Commissions, Govt. of NCT of Delhi **as per Annexure-X**

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
6. Dy. Secretary, GAD, with a request to arrange flawless internet connectivity along with projection in the Main Auditorium as per schedule.
7. Caretaking Branch, IT Department with a request to arrange refreshment of 220 people for each session.
8. Website In-charge to upload the circular on Web-portal of IT Department, GNCTD
9. Guard File.

| SlNo. | Departments/ Offices in GNCTD e-Office instance | Date & Time |
|-------|---|---|
| 1 | ACHARYA SHREE BHIKSHU GOVT. HOSPITAL | 20/06/2025 & 10:00 AM to 12:00 Noon |
| 2 | ADMINISTRATIVE REFORMS (AR) | |
| 3 | AMBEDKAR NAGAR HOSPITAL | |
| 4 | ANTI CORRUPTION BRANCH | |
| 5 | ARCHAEOLOGY DEPARTMENT | |
| 6 | ART CULTURE AND LANGUAGES DEPARTMENT | |
| 7 | ARUNA ASIF ALI HOSPITAL | |
| 8 | ATTAR SAIN JAIN EYE & GENERAL HOSPITAL | |
| 9 | AYURVEDIC & UNANI TIBBIA COLLEGE & HOSPITAL | |
| 10 | AYUSH | |
| 11 | AYUSH-HOMEOPATHY WING | |
| 12 | BABU JAGJIVAN RAM MEMORIAL HOSPITAL | |
| 13 | BHAGWAN MAHAVIR HOSPITAL | |
| 14 | BURARI HOSPITAL | |
| 15 | CENTRAL DISTRICT | |
| 16 | CHIEF MINISTER OFFICE | |
| 17 | DEEN DAYAL UPADHYAY HOSPITAL | |
| 18 | DEEP CHAND BANDHU HOSPITAL | |
| 19 | DELHI ARCHIVES | |
| 20 | DELHI FIRE SERVICE | |
| 21 | DELHI PRISONS CENTRAL JAIL TIHAR | |
| 22 | DELHI VIDHAN SABHA | |
| 23 | DEPARTMENT OF ENVIRONMENT | |
| 24 | DEPARTMENT OF LAND & BUILDING | |
| 25 | DEPUTY COMMISSIONER (WEST) | |
| 26 | DEVELOPMENT DEPARTMENT | |
| 27 | DIRECTORATE OF AUDIT | |
| 28 | DIRECTORATE OF CIVIL DEFENCE DELHI | |
| 29 | DIRECTORATE OF FAMILY WELFARE | |
| 30 | DIRECTORATE OF PROSECUTION | |
| 31 | DIRECTORATE OF VIGILANCE | |
| 32 | DM (NEW-DELHI) | |
| 33 | DM (NORTH-EAST) | |
| 34 | DM (SOUTH-WEST) | |
| 35 | DM(EAST) | |
| 36 | DM(NORTH) | |
| 37 | DM(NORTH-WEST) | |
| 38 | DM(SHAHDARA) | |
| 39 | DM(SOUTH) | |
| 40 | DM(SOUTH-EAST) | |
| 41 | DR. B. R. SUR HOMIOPATHIC MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE | |
| 42 | DR. BABA SAHEB AMBEDKAR HOSPITAL | |
| 43 | DR. GOSWAMI GIRIDHARI LAL SHASTRI PRACHYA VIDYA PRATISHTHANAM | |
| 44 | DR. HEDGEWAR AROGYA SANSTHAN | |
| 45 | DRUGS CONTROL DEPARTMENT | |
| 46 | ECONOMICS AND STATISTICS DIRECTORATE | |
| 47 | EDUCATION DIRECTORATE | |
| 48 | EMPLOYMENT DIRECTORATE | |
| 49 | EXCISE, ENTERTAINMENT & LUXURY TAX DEPARTMENT | |
| 50 | FINANCE DEPARTMENT | |
| 51 | FOOD SAFETY DEPARTMENT | |
| 52 | FOOD SUPPLIES, CONSUMER AFFAIRS DEPARTMENT | |
| 53 | FORENSIC SCIENCE LABORATORY (FSL) | |
| 54 | FOREST AND WILDLIFE DEPARTMENT | |
| 55 | G B PANT HOSPITAL | |
| 56 | GENERAL ADMINISTRATION DEPARTMENT | |

| SINo. | Departments/ Offices in GNCTD e-Office instance | Date & Time |
|-------|---|---|
| 57 | GURU GOBIND SINGH HOSPITAL (GGSH) | 20/06/2025 & 03:00 PM to 05:00 PM |
| 58 | GURU NANAK EYE CENTER | |
| 59 | GURU TEG BAHADUR HOSPITAL (GTB) | |
| 60 | GURUDWARA ELECTION DIRECTORATE | |
| 61 | HEALTH AND FAMILY WELFARE DEPARTMENT | |
| 62 | HEALTH SERVICES (DHS) | |
| 63 | HIGHER EDUCATION DIRECTORATE | |
| 64 | HOME DEPARTMENT | |
| 65 | HOMEOPATHIC WING OF DTE OF ISM & HOMEOPATHY | |
| 66 | INDIRA GANDHI HOSPITAL | |
| 67 | INDUSTRIES DEPARTMENT | |
| 68 | INFORMATION AND PUBLICITY DIRECTORATE (DIP) | |
| 69 | INFORMATION TECHNOLOGY DEPARTMENT | |
| 70 | IRRIGATION AND FLOOD CONTROL DEPARTMENT | |
| 71 | JAG PRAVESH CHANDRA HOSPITAL | |
| 72 | LABOUR DEPARTMENT | |
| 73 | LAL BHADUR SHASHTRI HOSPITAL (LBS) | |
| 74 | LAW, JUSTICE & LEGISLATIVE AFFAIRS DEPARTMENT | |
| 75 | LOK NAYAK HOSPITAL (LNJP) | |
| 76 | LT. GOVERNOR SECRETARIAT | |
| 77 | MAHARISHI VALMIKI HOSPITAL | |
| 78 | MAULANA AZAD MEDICAL COLLEGE (MAMC) | |
| 79 | Office of Chief Electoral Officer | |
| 80 | OFFICE OF CHIEF SECRETARY | |
| 81 | OFFICE OF MINISTER HEALTH & FAMILY WELFARE, TRANSPORT, INFORMATION TECHNOLOGY | |
| 82 | OFFICE OF MINISTER HOME, POWER, URBAN DEVELOPMENT, EDUCATION, HIGHER EDUCATION, TRAINING & TECHNICAL EDUCATION | |
| 83 | OFFICE OF MINISTER INDUSTRIES, FOOD & SUPPLIES, ENVIRONMENT, FOREST & WILDLIFE | |
| 84 | OFFICE OF MINISTER LAW & JUSTICE, LABOUR, EMPLOYMENT, DEVELOPMENT, ART, CULTURE & LANGUAGE, TOURISM | |
| 85 | OFFICE OF MINISTER PUBLIC WORKS DEPARTMENT, LEGISLATIVE AFFAIRS, IRRIGATION & FLOOD CONTROL, WATER, GURUDWARA ELECTIONS | |
| 86 | OFFICE OF MINISTER SOCIAL WELFARE, WELFARE FOR SC&ST, COOPERATIVE, ELECTION | |
| 87 | PANDIT MADAN MOHAN MALAVIYA HOSPITAL | |
| 88 | PLANNING DEPARTMENT | |
| 89 | POWER DEPARTMENT | |
| 90 | PRINCIPAL ACCOUNTS OFFICE | |
| 91 | PUBLIC WORKS DEPARTMENT | |
| 92 | PWD SECRETARIAT | |
| 93 | RAJIV GANDHI SUPER SPECIALITY HOSPITAL | |
| 94 | RAO TULLA RAM MEMORIAL HOSPITAL | |
| 95 | REGISTRAR OF COOPERATIVE SOCIETIES (RCS) | |
| 96 | REVENUE DEPARTMENT | |
| 97 | SANJAY GANDHI MEMORIAL HOSPITAL | |
| 98 | SARDAR VALLABH BHAI PATEL HOSPITAL | |
| 99 | SATYAWADI RAJA HARISHCHANDRA HOSPITAL | |
| 100 | SC/ST/OBC DEPARTMENT | |
| 101 | SERVICES DEPARTMENT | |
| 102 | SHRI DADA DEV MATHI AVUM SHISHU CHIKITSALAYA | |
| 103 | SOCIAL WELFARE DEPARTMENT | |
| 104 | STATE ELECTION COMMISSION | |
| 105 | TOURISM DEPARTMENT | |
| 106 | TRADE AND TAXES DEPARTMENT | |
| 107 | TRAINING AND TECHNICAL EDUCATION DIRECTORATE | |
| 108 | TRANSPORT DEPARTMENT | |
| 109 | UNION TERRITORY CIVIL SERVICES DELHI (UTCs) | |
| 110 | URBAN DEVELOPMENT DEPARTMENT | |
| 111 | WEIGHTS AND MEASURES | |
| 112 | WOMEN AND CHILD DEVELOPMENT DEPARTMENT | |