

**Government of NCT of Delhi**  
**Information Technology Department**  
**9<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi-110002**

<https://it.delhi.gov.in/>

A-13/2015/Dir (DeGS)-SECY (IT)-PART I File/CD No-042701434 / 4412-4471 Date: 06/06/25

**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)-PART I 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, all HODs are requested to ensure that officers/official of their respective department must attend the training session as per the schedule attached herewith as annexure-X.
4. User manual for eOffice is also available on IT Department's website under link: <https://it.delhi.gov.in/e-office> . An e-Tutorial video on availing Web-VPN facility has also been created and placed at link: <https://it.delhi.gov.in/video-gallery>
5. For any queries related to training, Departments may contact at:
  - i. Sh. Ved Kashyap, Senior System Analyst, Dept of IT : [gnctd-eoffice-team@delhi.gov.in](mailto:gnctd-eoffice-team@delhi.gov.in)
  - ii. Sh. Lakshman Singh Chaudhary, Technical Director, NIC : [officer13.dlsu-del@nic.in](mailto:officer13.dlsu-del@nic.in)
  - iii. Sh. Sandeep Kumar, Sr. Project Manager, eOffice Division, NIC : [tl3-eoffice@supportgov.in](mailto:tl3-eoffice@supportgov.in)

This issues with the approval of Secretary (IT).

  
**(Vikas Ahlawat)**  
 Special Secretary (IT)

Enc: A/a

To,

All ACSs/Pr. Secretaries/Secretaries/HODs/ Academic Bodies /All Local Bodies/  
 Boards/Commissions, Govt. of NCT of Delhi

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. Website In-charge to upload the circular on Web-portal of IT Department, GNCTD
7. Guard File.

## Department-wise eOffice Training Schedule

| SINo. | Date, Time & VC Link  | Departments  |
|-------|---|--|
| 1     | <p>Date : 09-06-2025 (Monday)</p> <p>Time : 10:30 AM to 12:30 PM</p> <p>Video call link:<br/> <a href="https://meet.google.com/xii-kqes-nov">https://meet.google.com/xii-kqes-nov</a></p> | WOMEN AND CHILD DEVELOPMENT DEPARTMENT   |
| 2     |   | WEIGHTS AND MEASURES   |
| 3     |   | URBAN DEVELOPMENT DEPARTMENT   |
| 4     |   | UNION TERRITORY CIVIL SERVICES DELHI (UTCS)                                      |
| 5     |   | TRANSPORT DEPARTMENT   |
| 6     |   | TRAINING AND TECHNICAL EDUCATION DIRECTORATE                                     |
| 7     |   | TRADE AND TAXES DEPARTMENT   |
| 8     |   | TOURISM DEPARTMENT   |
| 9     |   | STATE ELECTION COMMISSION  |
| 10    |   | SOCIAL WELFARE DEPARTMENT  |
| 11    |   | SHRI DADA DEV MATRI AVUM SHISHU CHIKITSALAYA                                     |
| 12    |   | SERVICES DEPARTMENT  |
| 13    |   | SC/ST/OBC DEPARTMENT   |
| 14    |   | SATYAWADI RAJA HARISHCHANDRA HOSPITAL  |
| 15    |   | SARDAR VALLABH BHAI PATEL HOSPITAL   |
| 16    |   | SANJAY GANDHI MEMORIAL HOSPITAL  |
| 17    |   | REVENUE DEPARTMENT   |
| 18    |   | REGISTRAR OF COOPERATIVE SOCIETIES (RCS)   |
| 19    |   | RAO TULLA RAM MEMORIAL HOSPITAL  |
| 20    |   | RAJIV GANDHI SUPER SPECIALITY HOSPITAL   |
| 21    |   | PWD SECRETARIAT  |
| 22    |   | PUBLIC WORKS DEPARTMENT  |
| 23    |   | PRINCIPAL ACCOUNTS OFFICE  |
| 24    |   | POWER DEPARTMENT   |
| 25    |   | PLANNING DEPARTMENT  |
| 26    |   | PANDIT MADAN MOHAN MALAVIYA HOSPITAL   |
| 27    |   | OFFICE OF MINISTER WOMEN AND CHILD, SOCIAL WELFARE, ST, LANGUAGE                 |
| 28    |   | OFFICE OF MINISTER TOURISM, ART, CULTURE & LANGUAGES, GURUDWARA ELECTIONS, WATER |
| 29    |   | OFFICE OF MINISTER HEALTH, INDUSTRIES, HOME, PWD, POWER                          |
| 30    |   | OFFICE OF MINISTER FOOD & SUPPLY ENVIRONMENT AND FOREST ELECTION                 |
| 31    |   | OFFICE OF MINISTER EMPLOYMENT, DEVELOPMENT, LABOUR, TRANSPORT, GAD, IFC          |

## Department-wise eOffice Training Schedule

| SNo. | Date, Time & VC Link  | Departments                                   |
|------|---|---|
| 32   |   | OFFICE OF DEPUTY CHIEF MINISTER               |
| 33   |   | OFFICE OF CHIEF SECRETARY                     |
| 34   |   | NIC DELHI STATE UNIT                          |
| 35   |   | MAULANA AZAD MEDICAL COLLEGE (MAMC)           |
| 36   |   | MAHARISHI VALMIKI HOSPITAL                    |
| 37   |   | LT. GOVERNOR SECRETARIAT                      |
| 38   |   | LOK NAYAK HOSPITAL (LNJP)                     |
| 39   |   | LAW, JUSTICE & LEGISLATIVE AFFAIRS DEPARTMENT |
| 40   |   | LAL BHADUR SHASHTRI HOSPITAL (LBS)            |
| 41   | <p>Date : 09-06-2025</p> <p>Time : 03:00 PM to 05:00 PM</p> <p>Video call link:<br/> <a href="https://meet.google.com/kvb-jqna-qpe">https://meet.google.com/kvb-jqna-qpe</a> </p> | LABOUR DEPARTMENT                             |
| 42   |   | JAG PRAVESH CHANDRA HOSPITAL                  |
| 43   |   | IRRIGATION AND FLOOD CONTROL DEPARTMENT       |
| 44   |   | INFORMATION TECHNOLOGY DEPARTMENT             |
| 45   |   | INFORMATION AND PUBLICITY DIRECTORATE (DIP)   |
| 46   |   | INDUSTRIES DEPARTMENT                         |
| 47   |   | INDIRA GANDHI HOSPITAL                        |
| 48   |   | HOMEOPATHIC WING OF DTE OF ISM & HOMEOPATHY   |
| 49   |   | HOME DEPARTMENT                               |
| 50   |   | HIGHER EDUCATION DIRECTORATE                  |
| 51   |   | HEALTH SERVICES (DHS)                         |
| 52   |   | HEALTH AND FAMILY WELFARE DEPARTMENT          |
| 53   |   | GURUDWARA ELECTION DIRECTORATE                |
| 54   |   | GURU TEG BAHADUR HOSPITAL (GTB)               |
| 55   |   | GURU NANAK EYE CENTER                         |
| 56   |   | GURU GOBIND SINGH HOSPITAL (GGSH)             |
| 57   |   | GOVERNMENT OF NCT OF DELHI                    |
| 58   |   | GENERAL ADMINISTRATION DEPARTMENT             |
| 59   |   | G B PANT HOSPITAL                             |
| 60   |   | FOREST AND WILDLIFE DEPARTMENT                |
| 61   |   | FORENSIC SCIENCE LABORATORY (FSL)             |
| 62   |   | FOOD SUPPLIES, CONSUMER AFFAIRS DEPARTMENT    |
| 63   |   | FOOD SAFETY DEPARTMENT                        |
| 64   |   | FINANCE DEPARTMENT                            |
| 65   |   | EXCISE, ENTERTAINMENT & LUXURY TAX DEPARTMENT |



## Department-wise eOffice Training Schedule

| SINo. | Date, Time & VC Link                                 | Departments  |
|-------|--|--|
| 66    |  | EMPLOYMENT DIRECTORATE   |
| 67    |  | EDUCATION DIRECTORATE  |
| 68    |  | ECONOMICS AND STATISTICS DIRECTORATE                                 |
| 69    |  | DRUGS CONTROL DEPARTMENT   |
| 70    |  | DR. HEDGEWAR AROGYA SANSTHAN   |
| 71    |  | DR. GOSWAMI GIRIDHARI LAL SHASTRI PRACHYA VIDYA PRATISHTHANAM        |
| 72    |  | DR. BABA SAHEB AMBEDKAR HOSPITAL                                     |
| 73    |  | DR. B.R. SUR HOMIOPATHIC MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE |
| 74    |  | DM(SOUTH-EAST)   |
| 75    |  | DM(SOUTH)  |
| 76    |  | DM(SHAHDARA)   |
| 77    |  | DM(NORTH-WEST)   |
| 78    |  | DM(NORTH)  |
| 79    |  | DM(EAST)   |
| 80    |  | DM (SOUTH-WEST)  |
| 81    |  | DM (NORTH-EAST)  |
| 82    |  | DM (NEW-DELHI)   |
| 83    |  | DIRECTORATE OF VIGILANCE   |
| 84    |  | DIRECTORATE OF PROSECUTION   |
| 85    |  | DIRECTORATE OF FAMILY WELFARE  |
| 86    |  | DIRECTORATE OF CIVIL DEFENCE DELHI                                   |
| 87    |  | DIRECTORATE OF AUDIT   |
| 88    |  | DEVELOPMENT DEPARTMENT   |
| 89    |  | DEPUTY COMMISSIONER (WEST)   |
| 90    |  | DEPARTMENT OF LAND & BUILDING  |
| 91    |  | DEPARTMENT OF ENVIRONMENT  |
| 92    |  | DELHI VIDHAN SABHA   |
| 93    |  | DELHI PRISONS CENTRAL JAIL TIHAR                                     |
| 94    |  | DELHI FIRE SERVICE   |
| 95    |  | DELHI ARCHIVES   |
| 96    |  | DEEP CHAND BANDHU HOSPITAL   |
| 97    |  | DEEN DAYAL UPADHYAY HOSPITAL   |
| 98    |  | CHIEF MINISTER OFFICE  |
| 99    |  | CENTRAL DISTRICT   |
| 100   | Date : 11-06-2025<br><br>Time : 10:30 AM to 12:30 PM | BURARI HOSPITAL  |
| 101   |  | BHAGWAN MAHAVIR HOSPITAL   |
| 102   |  | BABU JAGJIVAN RAM MEMORIAL HOSPITAL                                  |

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## Department-wise eOffice Training Schedule

| SINo. | Date, Time & VC Link  | Departments  |
|-------|---|--|
| 103   | Video call link:<br><a href="https://meet.google.com/vjm-wvns-xhr">https://meet.google.com/vjm-wvns-xhr</a> | AYUSH-HOMEOPATHY WING  |
| 104   |   | AYUSH  |
| 105   |   | AYURVEDIC & UNANI TIBBIA COLLEGE & HOSPITAL                      |
| 106   |   | ATTAR SAIN JAIN EYE & GENERAL HOSPITAL                           |
| 107   |   | ARUNA ASIF ALI HOSPITAL  |
| 108   |   | ART CULTURE AND LANGUAGES DEPARTMENT                             |
| 109   |   | ARCHAEOLOGY DEPARTMENT   |
| 110   |   | ANTI CORRUPTION BRANCH   |
| 111   |   | AMBEDKAR NAGAR HOSPITAL  |
| 112   |   | ADMINISTRATIVE REFORMS (AR)                                      |
| 113   |   | ACHARYA SHREE BHIKSHU GOVT. HOSPITAL                             |
| 114   |   | PUBLIC GRIEVANCES COMMISSION                                     |
| 115   |   | OFFICE OF THE COMMISSIONER FOR PERSON WITH DISABILITIES          |
| 116   |   | NEW DELHI MUNICIPAL COUNCIL                                      |
| 117   |   | MAULANA AZAD INSTITUTE OF DENTAL SCIENCES (MAIDS)                |
| 118   |   | JANAKPURI SUPER SPECIALITY HOSPITAL                              |
| 119   |   | INSTITUTE OF LIVER AND BILIARY SCIENCES (ILBS)                   |
| 120   |   | INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)           |
| 121   |   | INDRAPRASTHA VYAVSAYIK EVAM PARYAVARNEEYA SWASTHYA SAMITI        |
| 122   |   | GEO SPATIAL DELHI LTD.(GSDL)                                     |
| 123   |   | DY.APPRENTICESHIP ADVISOR  |
| 124   |   | DR. N.C. JOSHI MEMORIAL HOSPITAL                                 |
| 125   |   | DIALOGUE AND DEVELOPMENT COMMISSION DELHI                        |
| 126   |   | DELHI WAQF BOARD   |
| 127   |   | DELHI URBAN SHELTER IMPROVEMENT BOARD (DUSIB)                    |
| 128   |   | DELHI TRANSPORT CORPORATION                                      |
| 129   |   | DELHI TRANSCO LIMITED  |
| 130   |   | DELHI TOURISM AND TRANSPORTATION DEVELOPMENT CORPORATION (DTTDC) |
| 131   |   | DELHI STATE SUBORDINATE SELECTION BOARD (DSSSB)                  |

## Department-wise eOffice Training Schedule

| SINo. | Date, Time & VC Link  | Departments  |
|-------|---|--|
| 132   | <p style="text-align: center;">Date : 11-06-2025</p> <p style="text-align: center;">Time : 03:00 PM to 05:00 PM</p> <p style="text-align: center;">Video call link:<br/> <a href="https://meet.google.com/dxo-pnon-uiz">https://meet.google.com/dxo-pnon-uiz</a> </p> | DELHI STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (DSIIDC) |
| 133   |   | DELHI STATE HAJ COMMITTEE  |
| 134   |   | DELHI STATE CIVIL SUPPLY CORPORATION (DSCSC)                                       |
| 135   |   | DELHI STATE CANCER INSTITUTE   |
| 136   |   | DELHI STATE AIDS CONTROL SOCIETY   |
| 137   |   | DELHI SC/ST/OBC/MIN./HANDICAPPED FIN. & DEV. CORPORATION                           |
| 138   |   | DELHI POWER COMPANY LIMITED  |
| 139   |   | DELHI POLLUTION CONTROL COMMITTEE  |
| 140   |   | DELHI PARKS AND GARDENS SOCIETY  |
| 141   |   | DELHI KHADI AND VILLAGE INDUSTRIES BOARD   |
| 142   |   | DELHI JAL BOARD (DJB)  |
| 143   |   | DELHI FINANCE CORPORATION (DFC)  |
| 144   |   | DELHI COMMISSION FOR PROTECTION OF CHILD RIGHTS                                    |
| 145   |   | CHAUDHARY BRAHM PRAKSH AYURVED CHARAK SANASTHAN                                    |
| 146   |   | CHACHA NEHRU BAL CHIKITSALAYA HOSPITAL   |
| 147   |   | CENTRALIZED ACCIDENT & TRAUMA SERVICES(CATS)                                       |
| 148   |   | BUILDING AND OTHER CONSTRUCTION WORKERS AND WELFARE BOARD                          |
| 149   |   | BOARD OF HOMEOPATHIC SYSTEM OF MEDICINE  |
| 150   |   | WORLD CLASS SKILL CENTRE, VIVEK VIHAR  |
| 151   |   | VEER SAVARKAR ITI BTC PUSA   |
| 152   |   | URDU ACADEMY   |
| 153   |   | SIR C.V.RAMAN , ITI, DHEERPUR  |
| 154   |   | SINDHI ACADEMY   |
| 155   |   | SAVITRI BAI PHULE ITI, MORI GATE,  |
| 156   |   | SAHITYA KALA PARISHAD  |
| 157   |   | RAJOKARI INSTITUTE OF TECHNOLOGY   |
| 158   |   | PUSA INSTITUTE OF TECHNOLOGY   |
| 159   |   | PUNJABI ACADEMY  |
| 160   |   | NETAJI SUBHASH INSTITUTE OF TECHNOLOGY   |
| 161   |   | NEHRU HOMEOPATHIC MEDICAL COLLEGE & HOSPITAL                                       |
| 162   |   | MGICCC-BAKOLI-DELHI  |



## Department-wise eOffice Training Schedule

| SINo. | Date, Time & VC Link  | Departments  |
|-------|---|--|
| 163   | <p>Date : 13-06-2025</p> <p>Time : 10:30 AM to 12:30 PM</p> <p>Video call link:<br/> <a href="https://meet.google.com/qke-zjeh-vjo">https://meet.google.com/qke-zjeh-vjo</a> </p> | MEERA BAI INSTITUTE OF TECHNOLOGY, MAHARANI BAGH       |
| 164   |   | MAITHILI BHOJPURI ACADEMY                              |
| 165   |   | KASTURBA INSTITUTE OF TECHNOLOGY                       |
| 166   |   | JIJA BAI ITI FOR WOMEN                                 |
| 167   |   | ITI, PUSA  |
| 168   |   | ITI, MANGOLPURI  |
| 169   |   | ITI, MALVIYA NAGAR                                     |
| 170   |   | ITI, JAIL ROAD   |
| 171   |   | ITI, ARAB KI SARAI                                     |
| 172   |   | ITI VIVEK VIHAR  |
| 173   |   | ITI SHAHDARA   |
| 174   |   | ITI NARELA   |
| 175   |   | ITI NANDNAGRI  |
| 176   |   | ITI JAHANGIR PURI                                      |
| 177   |   | ITI FOR WOMEN, TILAK NAGAR                             |
| 178   |   | INTEGRATED INSTITUTE OF TECHNOLOGY, DWARKA             |
| 179   |   | INSTITUTE OF BASIC BUSINESS STUDIES PUSA               |
| 180   |   | INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY       |
| 181   |   | HINDI ACADEMY  |
| 182   |   | H.J.BHABHA ITI MAYUR VIHAR                             |
| 183   |   | GURU NANAK DEV INSTITUTE OF TECHNOLOGY                 |
| 184   |   | G.B.PANT INSTITUTE OF TECHNOLOGY                       |
| 185   |   | G.B.PANT ENGINEERING COLLEGE                           |
| 186   |   | DR. BABA SAHEB AMBEDKAR COLLEGE                        |
| 187   |   | DR B R AMBEDKAR UNIVERSITY DELHI                       |
| 188   |   | DELHI TECHNOLOGICAL UNIVERSITY                         |
| 189   |   | DELHI SANSKRIT ACADEMY                                 |
| 190   |   | DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY  |
| 191   |   | DELHI INSTITUTE OF TOOL ENGINEERING                    |
| 192   |   | DELHI INSTITUTE OF HOTEL MANAGMENT & C.T.              |
| 193   |   | CHAUDHARY BRAHM PRAKASH GOVT. ENGG. COLLEGE, JAFFARPUR |
| 194   |   | CH. BRAHM PRAKASH ITI, JAFFARPUR                       |
| 195   |   | BOARD OF TECHNICAL EDUCATION                           |

**Department-wise eOffice Training Schedule**

| <b>SINo.</b> | <b>Date, Time &amp; VC Link</b> | <b>Departments</b>  |
|--------------|---------------------------------|---|
| 196          |                                 | BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES                        |
| 197          |                                 | ARYABHATT INSTITUTE OF TECHNOLOGY                                   |
| 198          |                                 | AMBEDKAR INSTITUTE OF TECHNOLOGY                                    |
| 199          |                                 | AMBEDKAR INSTITUTE OF ADVANCE COMMUNICATION TECHNOLOGY AND RESEARCH |