GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, I P ESTATE, DELHI SECRETARIAT,
NEW DELHI – 110002

No.F.1(13)/2007/IT/Partfile-1/042697614/5171 – 5200   Dated: 27/6/2025

MINUTES OF MEETING

A meeting to review progress in implementation of e-office by the departments was held under the chairmanship of the Secretary (IT) on 26.06.2025 at 11:00 am in Conference Hall No. 2. The officers from the departments, NIC-Delhi State Unit, and NIC e-office division attended the meeting. The list of officers/ officials attended the meeting is attached as Annexure-'A'. No officer/ official attended the meeting from Forest & Wildlife & Vigilance Department.

2. The JD(IT) welcomed all the officers/ officials in the meeting and a presentation was made on the boarding status. Detailed deliberations were made with all the departments on the challenges being faced by them in readiness of e-Office.

3. It was informed in the meeting that the IT Department has taken following measure for smooth implementation of e-offices in all the departments of GNCTD: -

a) Issued various Circulars/ Orders/ SOPs to support and handhold the implementation of e-office, scanning of legacy documents, availing WebVPN. These circular are available on the website of the IT Department at https://it.delhi.gov.in.

b) As on date, total 6,347 active accounts are on e-Office. Total 11,374 files were moved in e-Office and 2,06,205 receipts were created last week 16-24 June indicating a good move ahead.

c) Total 133 WebVPN are already created by the officers in Delhi and 212 have already applied.

d) IT Department Created user accounts of local EMD officer of departments and also given them the training for further action like – creation of e-office account of new users, Updation of user accounts, transfer/posting of users, assigning roles to officer/official as per requirement etc.

e) Imparted training in online/offline mode to all the departments of GNCTD. A total of 16 trainings have been organized by IT Department. This also includes the training given to local EMD managers of departments

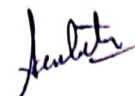f) Troubleshooting/ handling issues faced by departments.

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4. The representative of NIC assured that web based VPN and email without mailbox will be created immediately for the e-Office.

5. A few departments raised need for practicing with e-Office application. NIC will provide demo account for the e-Office for the practice purpose. It will be shared with the department's EMD officers.

6. The Secretary (IT) directed all participants to ensure switching to e-office w.e.f. 01.07.2025 in their respective departments. All the files must be moved electronically through e-office. Primarily, this facility was opened to the officer equivalent and above Deputy Secretary level, however, WebVPN may be applied for the officers/ officials as per department requirements. The WebVPN users will ensure its privacy, safety, and security of usages. For scanning of legacy data, they can either scan in-house or get it scanned from an agency. In case of any technical problem using e-office, they are advised to contact help desk which has been setup in room number 130 Ground Floor, Delhi Secretariat.

7. In the meeting, the following departments confirmed their readiness for starting e-Office w.e.f. July 1, 2025.
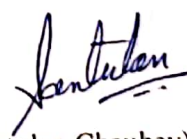
Sr. No.	Name of Department
1	Art, Culture & Language Department
2	Delhi Jal Board
3	Delhi Prison (Ready for implementation at HQ level and rest of prisons within 15 days)
4	Department of Excise Entertainment & Luxury Tax
5	Department of food safety
6	Department of Land & Building
7	Department of Law, Justice and Legislative Affairs GNCTD
8	Department of Trade and Taxes, GNCTD
9	Directorate of Education, GNCTD
10	Directorate of Employment
11	DTTE, Pitampura
12	DWCD
13	Finance Department

14	Food, Supplies & Consumer Affairs (Ready for implementation at HQ level and after that in district/ zonal offices)
15	General Administration Department
16	Health & Family Welfare Department
17	Home Department (Ready to implement and ask to take measure to implement at line offices)
18	Industries Department
19	Labour Department
20	Planning Department
21	Power Department
22	Principal Accounts Office, GNCTD (Ready for implementation at HQ level and after that in PAO offices)
23	PWD Secretariat (Ready for implementation at Secretariat. Level and asked to take measures to implement in all Engineer Divisions.)
24	Revenue Department
25	Service Department
26	Social Welfare
27	Transport Department
28	UD Department

8. The officer from GAD was asked to provide sufficient space to set-up of e-office facilitation centre five counters at the ground floor in the secretariat building. The present space identified is suitable only for set-up of two counters only.

9. Meeting ended with the vote of thanks to the chair.

(Santulan Chaubey)
Joint Director (IT)

Copy to:
    All concerned ACSs/Pr. Secretaries/ Secretaries/ HODs/Academic Bodies/Local Bodies/ Boards/Commissions, GNCTD (as per list enclosed).
Copy for information to;
    1. The Staff Officer to Chief Secretary, Delhi
    2. The SIO NIC. Delhi State Unit, 7th Floor, B-Wing, Delhi Secretary, New Delhi
    3. PS to Secretary (IT), GNCTD