

Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat
<https://it.delhi.gov.in/>

File No. E-DIT0eOff/1/2025-Development-ITD/244654/1 700-1769

Date: 03/03/26

ADVISORY

Subject: Urgent Compliance – Positioning of eFiles prior to Segregation and Migration of eOffice Instances

GNCTD is in the process of going live with two new eOffice instances for the following categories:

1. PSU / Autonomous / Local Bodies and
2. University / Academic Institutions of GNCTD.

The existing eOffice instance has been splitting into 03 instances as per the Department's categorization under GNCTD is as follows:

1. Pure Government Departments: <https://delgov.eoffice.gov.in>
2. PSU / Autonomous / Local Bodies: <https://paleoffice.delhi.gov.in>
3. University / Academic Institutions: <https://acadeoffice.delhi.gov.in>

In this instant matter, there is an ongoing exercise to freeze the segregation and migration of existing eOffice instances (<https://delgov.eoffice.gov.in>) of GNCTD. As per the prerequisites communicated by the NIC eOffice Project Division, all eFiles must be positioned within their respective parent Departments/wrappers prior to undertaking the proposed splitting activity.

Accordingly, all Departments are requested to review the eFiles presently lying outside their respective Department/wrapper and take necessary action to transfer/forward the same to the concerned parent Department/wrapper at the earliest, strictly as per the prescribed eOffice procedure issued by the NIC eOffice Team (List of efiles is attached herewith).

Further, Departments are advised to take necessary steps to minimise the movement of eFiles between inter-instance Departments of GNCTD (DelGov<->PSU, DelGov<->Academic, PSU<->Academic) during this transition period, so as to ensure operational stability, and smooth migration of all instances.

The above action is essential to facilitate seamless segregation and migration, avoid disruption of work, and to prevent any delay in the scheduled go-live of the new two (02) eOffice instances of GNCTD i.e. PSU / Autonomous / Local Bodies : <https://paleoffice.delhi.gov.in> and University / Academic Institutions : <https://acadeoffice.delhi.gov.in>

The matter may kindly be accorded TOP PRIORITY and compliance ensured positively by **11.03.2026**.

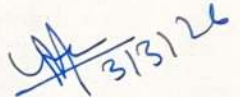


In case no action has been taken by the concerned Department's end within the stipulated timeline, the IT Department shall be constrained to take necessary/suitable action i.e. Section Assignment of efiles to the department/section where the efile is currently lying as advised by the NIC eOffice Project Division, to facilitate the go-live of two (02) new eOffice instances of GNCTD.

This issues with the approval of the Competent Authority.

This may kindly be treated as MOST URGENT.

Encl: As above.



(K Murugan)
Joint Director (IT)

To:

All Departments/Autonomous/Local/Academic/University under Government of NCT of Delhi (GNCTD).

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi.
2. PS to Secretary to Hon'ble Chief Minister, GNCTD.
3. PS to Secretary to all Hon'ble Ministers, GNCTD.
4. PS to Secretary (IT), DIT, GNCTD.
5. PS to Special Secretary (IT), DIT, GNCTD.
6. Guard File.