A-13/2015/Dir (DeGS)-SECY (IT)-PART1 File/CD No-042701434 / 4292-4351   Date: 06/06/25

CIRCULAR

Subject: Scanning of old files/records etc. under e-office Project - Reg.

Kindly refer to IT Department's circular issued vide no. A-13/2015/Dir (DeGS)-SECY (IT)-PART1 File/2869-2928 dated 06/05/2025 on the subject cited above, wherein at clause no. 13 & 14, the issue has been addressed at length.

2. In continuation, a meeting was held under the chairmanship of worthy Chief Secretary on 03/06/2025 and w.r.t the subject cited above, it is reiterated that :

i. Department may either hire agencies through tendering process on GeM or approach M/s NICSI empanelled agencies for scanning of records/files etc as per administrative requirements of the departments and after observing GFR, all codal formalities and obtaining necessary approval from competent authority.

At present, M/s NICSI has empanelment of the following vendors:

S.No.	Empanelled vendor	Contact Person	Contact No.	E-mail
1	M/s Enhira Software Export Limited	Narendra Hiranandani	9821052688	nhiranandani@enhira.co.in
2	M/s Datasoft Computer Services Pvt. Ltd.	Sandeep Goel	9810172490	admin@datasoftindia.in
3	M/s Capital Business Systems Pvt.Ltd.	Raj Kumar Gautam	9540809652	rajkumar.gautam@cbslgroup.in

Note:

a. However, the vendors may execute the work through NICSI only. Contact details of Nodal Officer in NICSI in this matter are: Shri Gyan Prakash, General Manager Email: gm@nicsi.nic.in, tender-nicsi@nic.in,011-22900534/011-22900535.

b. The physical files which have been scanned, migrated and brought on eOffice platform shall be catalogued and stored in safe custody.

c. The concerned officer will also certify that all pages (note sheets and correspondences of concerned file have been scanned).

ii. In case of any additional requirement of scanners for eOffice implementation over and above, the existing number of scanners, concerned department may procure these scanners as per the prevailing guidelines issued by IT Department/Finance Department. Since, cabinet had approved the procurement of high-speed scanners for eOffice purpose as per procurement policy, there is no need send proposal to IT Department for approval.

3. This issues with the approval of Secretary (IT).

(Vikas Ahlawat)
Special Secretary (IT)

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.