Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi -110002.
https://it.delhi.gov.in/

File No. E-DIT0eOff/1/2025-Development-ITD/244654/8569 - 8633 Dated: 08/04/2025

ADVISORY

Subject: Advisory regarding planned downtime of eOffice services in connection with the final splitting of the existing eOffice instance and creation of two (02) new dedicated eOffice instances for PSUs and Academic/University Institutions of GNCTD.

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 will be split into 03 instances as per the Department's categorization under GNCTD as follows:

I. Pure Government Departments: https://delgov.eoffice.gov.in
II. PSU / Autonomous / Local Bodies: https://paleoffice.delhi.gov.in
III. University / Academic Institutions: https://acadeoffice.delhi.gov.in

In this connection it is to inform that the Department of Information Technology (DIT), GNCTD is undertaking a planned technical activity of final splitting of the existing eOffice instance of GNCTD and creation of two (02) new dedicated eOffice instances — one for PSUs and one for Academic/University Institutions.

The said activity is being carried out to enhance the performance, scalability, and security of the eOffice platform, and to ensure seamless, focused service delivery to each category of institutions. Upon completion of this activity, each category shall operate on its own dedicated eOffice instance with independent infrastructure.

In view of the foregoing technical activity, eOffice services shall remain unavailable during the following scheduled downtime windows:

Sl. No.	Ministry / Department	Downtime From	Downtime To
1	Government of NCT of Delhi (GNCTD) https://delgov.eoffice.gov.in	10 April 2026 (Fri); 06:00 PM	13 April 2026 (Monday); 09:00 AM
2	PSU Instance https://paleoffice.delhi.gov.in	10 April 2026 (Fri); 06:00 PM	15 April 2026 (Wed); 02:00 PM
3	University Instance https://acadeoffice.delhi.gov.in	10 April 2026 (Fri); 06:00 PM	17 April 2026 (Fri); 02:00 PM

All Departments, PSUs, and Academic/University Institutions are advised to take note of the above downtime schedule and plan their official file work accordingly. All urgent files and correspondences may be processed before the commencement of the downtime period i.e., before 06:00 PM on 10 April 2026 (Friday).

After the completion of the splitting activity:

a. GNCTD Departments shall continue to access eOffice through the existing GNCTD eOffice URL/portal: **https://delgov.eoffice.gov.in.** Access will be restored by **13 April 2026 (Monday), 09:00 AM.**
b. PSUs shall migrate to and access the newly created dedicated PSU eOffice instance. Relevant login credentials is same and URL: **https://paleoffice.delhi.gov.in**. Access to the new PSU instance is expected to be available by **15 April 2026 (Wednesday), 02:00 PM.**
c. Academic/University Institutions shall migrate to the newly created dedicated University eOffice instance. Relevant login credentials is same and URL: **https://acadeoffice.delhi.gov.in**. Access to the new University instance is expected to be available by **17 April 2026 (Friday), 02:00 PM.**

Tiwari

All existing data, files, and records of PSUs and Academic/University Institutions shall be duly migrated to the respective new instances without any loss of data. No action is required from the end-users for data migration.

It is further advised that as a preparatory step for the final splitting activity, the movement of efiles between existing departments' lying under the Delgov eOffice instance with the departments under new proposed instances (PSU and University) of GNCTD (as per the list enclosed) shall be minimized.

In case of any technical difficulty or query related to eOffice services during or after the downtime period, all concerned may contact the NIC Help Desk / DIT eOffice Support team at the following:

Email: gnctd-eoffice-team@delhi.gov.in

Phone: 011-23392457

The inconvenience caused due to the planned downtime is regretted. This activity is being undertaken in the larger interest of improved and secure eOffice services for all stakeholders.

Encl: As above

Tiwari

(ANAND TIWARI)
Special Secretary (IT)
Department of IT, GNCTD

To

1. All Additional Chief Secretaries / Principal Secretaries / Secretaries / Heads of Department of the Departments / PSUs / Academic & University Institutions of Government of National Capital Territory of Delhi.
2. SIO, NIC, Delhi State Unit for necessary coordination and support with eOffice team.

Copy for information to:

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

Enclosure-I

SlNo.	Name of the Department/ Office of GNCTD	Categorisation
1	ACHARYA SHREE BHIKSHU GOVT. HOSPITAL	Pure Govt Department
2	ADMINISTRATIVE REFORMS (AR)	Pure Govt Department
3	AMBEDKAR NAGAR HOSPITAL	Pure Govt Department
4	ANTI CORRUPTION BRANCH	Pure Govt Department
5	ARCHAEOLOGY DEPARTMENT	Pure Govt Department
6	ART CULTURE AND LANGUAGES DEPARTMENT	Pure Govt Department
7	ARUNA ASAF ALI HOSPITAL	Pure Govt Department
8	ATTAR SAIN JAIN EYE & GENERAL HOSPITAL	Pure Govt Department
9	AYURVEDIC & UNANI TIBBIA COLLEGE & HOSPITAL	Pure Govt Department
10	AYUSH	Pure Govt Department
11	AYUSH-HOMEOPATHY WING	Pure Govt Department
12	BABU JAGJIVAN RAM MEMORIAL HOSPITAL	Pure Govt Department
13	BHAGWAN MAHAVIR HOSPITAL	Pure Govt Department
14	BURARI HOSPITAL	Pure Govt Department
15	CHIEF MINISTER DELHI	Pure Govt Department
16	CHIEF MINISTER OFFICE	Pure Govt Department
17	COEH	Pure Govt Department
18	DEEN DAYAL UPADHYAY HOSPITAL	Pure Govt Department
19	DEEP CHAND BANDHU HOSPITAL	Pure Govt Department
20	DELHI ARCHIVES	Pure Govt Department
21	DELHI FIRE SERVICE	Pure Govt Department
22	DELHI PRISONS CENTRAL JAIL TIHAR	Pure Govt Department

SINo.	Name of the Department/ Office of GNCTD	Categorisation
23	DELHI STATE SUBORDINATE SELECTION BOARD (DSSSB)	Pure Govt Department
24	DELHI VIDHAN SABHA	Pure Govt Department
25	DEPARTMENT OF ENVIRONMENT	Pure Govt Department
26	DEPARTMENT OF LAND & BUILDING	Pure Govt Department
27	DEPUTY COMMISSIONER (WEST)	Pure Govt Department
28	DEVELOPMENT DEPARTMENT	Pure Govt Department
29	DIRECTORATE GENERAL OF HOME GUARDS	Pure Govt Department
30	DIRECTORATE OF AGRICULTURAL MARKETING	Pure Govt Department
31	DIRECTORATE OF AUDIT	Pure Govt Department
32	DIRECTORATE OF CIVIL DEFENCE DELHI	Pure Govt Department
33	DIRECTORATE OF FAMILY WELFARE	Pure Govt Department
34	DIRECTORATE OF NCC	Pure Govt Department
35	DIRECTORATE OF PROSECUTION	Pure Govt Department
36	DIRECTORATE OF VIGILANCE	Pure Govt Department
37	DM (NEW-DELHI)	Pure Govt Department
38	DM (NORTH-EAST)	Pure Govt Department
39	DM (SOUTH-WEST)	Pure Govt Department
40	DM(CENTRAL)	Pure Govt Department
41	DM(CENTRAL-NORTH)	Pure Govt Department
42	DM(EAST)	Pure Govt Department

SINo.	Name of the Department/ Office of GNCTD	Categorisation
43	DM(NORTH)	Pure Govt Department
44	DM(NORTH-WEST)	Pure Govt Department
45	DM(OLD-DELHI)	Pure Govt Department
46	DM(OUTER-NORTH)	Pure Govt Department
47	DM(SOUTH)	Pure Govt Department
48	DM(SOUTH-EAST)	Pure Govt Department
49	DR. B.R. SUR HOMIOPATHIC MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE	Pure Govt Department
50	DR. BABA SAHEB AMBEDKAR COLLEGE	Pure Govt Department
51	DR. BABA SAHEB AMBEDKAR HOSPITAL	Pure Govt Department
52	DR. GOSWAMI GIRIDHARI LAL SHASTRI PRACHYA VIDYA PRATISHTHANAM	Pure Govt Department
53	DR. HEDGEWAR AROGYA SANSTHAN	Pure Govt Department
54	DR. N.C. JOSHI MEMORIAL HOSPITAL	Pure Govt Department
55	DRUGS CONTROL DEPARTMENT	Pure Govt Department
56	DY.APPRENTICESHIP ADVISOR	Pure Govt Department
57	ECONOMICS AND STATISTICS DIRECTORATE	Pure Govt Department
58	EDUCATION DIRECTORATE	Pure Govt Department
59	EMPLOYMENT DIRECTORATE	Pure Govt Department
60	EXCISE, ENTERTAINMENT & LUXURY TAX DEPARTMENT	Pure Govt Department
61	FINANCE DEPARTMENT	Pure Govt Department
62	FOOD SAFETY DEPARTMENT	Pure Govt Department
63	FOOD SUPPLIES, CONSUMER AFFAIRS DEPARTMENT	Pure Govt Department
64	FORENSIC SCIENCE LABORATORY (FSL)	Pure Govt Department

SINo.	Name of the Department/ Office of GNCTD	Categorisation
65	FOREST AND WILDLIFE DEPARTMENT	Pure Govt Department
66	G B PANT HOSPITAL	Pure Govt Department
67	GENERAL ADMINISTRATION DEPARTMENT	Pure Govt Department
68	GOVERNMENT OF NCT OF DELHI	Pure Govt Department
69	GURU GOBIND SINGH HOSPITAL (GGSH)	Pure Govt Department
70	GURU NANAK EYE CENTER	Pure Govt Department
71	GURU TEG BAHADUR HOSPITAL (GTB)	Pure Govt Department
72	GURUDWARA ELECTION DIRECTORATE	Pure Govt Department
73	HEALTH AND FAMILY WELFARE DEPARTMENT	Pure Govt Department
74	HEALTH CENTRE-CUM-MATERNITY HOSPITAL	Pure Govt Department
75	HEALTH SERVICES (DHS)	Pure Govt Department
76	HIGHER EDUCATION DIRECTORATE	Pure Govt Department
77	HOME DEPARTMENT	Pure Govt Department
78	HOMEOPATHIC WING OF DTE OF ISM & HOMEOPATHY	Pure Govt Department
79	INDIRA GANDHI HOSPITAL	Pure Govt Department
80	INDUSTRIES DEPARTMENT	Pure Govt Department
81	INFORMATION AND PUBLICITY DIRECTORATE (DIP)	Pure Govt Department
82	INFORMATION TECHNOLOGY DEPARTMENT	Pure Govt Department
83	IRRIGATION AND FLOOD CONTROL DEPARTMENT	Pure Govt Department
84	JAG PRAVESH CHANDRA HOSPITAL	Pure Govt Department
85	LABOUR DEPARTMENT	Pure Govt Department
86	LAL BHADUR SHASHTRI HOSPITAL (LBS)	Pure Govt Department

SINo.	Name of the Department/ Office of GNCTD	Categorisation
87	LAW,JUSTICE & LEGISLATIVE AFFAIRS DEPARTMENT	Pure Govt Department
88	LOK NAYAK HOSPITAL (LNJP)	Pure Govt Department

SlNo.	Name of the Department/ Office of GNCTD	Categorisation
89	LT. GOVERNOR SECRETARIAT	Pure Govt Department
90	MAHARISHI VALMIKI HOSPITAL	Pure Govt Department
91	MAULANA AZAD MEDICAL COLLEGE (MAMC)	Pure Govt Department
92	NEHRU HOMEOPATHIC MEDICAL COLLEGE & HOSPITAL	Pure Govt Department
93	NEW DELHI MUNICIPAL COUNCIL	Pure Govt Department
94	NIC DELHI STATE UNIT	Pure Govt Department
95	OFFICE OF CHIEF ELECTORAL OFFICER	Pure Govt Department
96	OFFICE OF CHIEF SECRETARY	Pure Govt Department
97	OFFICE OF MINISTER HEALTH & FAMILY WELFARE,TRANSPORT, INFORMATION TECHNOLOGY	Pure Govt Department
98	OFFICE OF MINISTER HOME, POWER, URBAN DEVELOPMENT, EDUCATION, HIGHER EDUCATION , TRAINING & TECHNICAL EDUCATION	Pure Govt Department
99	OFFICE OF MINISTER INDUSTRIES, FOOD & SUPPLIES, ENVIRONMENT, FOREST & WILDLIFE	Pure Govt Department
100	OFFICE OF MINISTER LAW & JUSTICE, LABOUR, EMPLOYMENT, DEVELOPMENT, ART, CULTURE & LANGUAGE, TOURISM	Pure Govt Department
101	OFFICE OF MINISTER PUBLIC WORKS DEPARTMENT, LEGISLATIVE AFFAIRS, IRRIGATION & FLOOD CONTROL, WATER, GURUDWARA ELECTIONS	Pure Govt Department
102	OFFICE OF MINISTER SOCIAL WELFARE, WELFARE FOR SC&ST, COOPERATIVE, ELECTION	Pure Govt Department
103	OFFICE OF THE LOKAYUKTA	Pure Govt Department
104	PANDIT MADAN MOHAN MALAVIYA HOSPITAL	Pure Govt Department
105	PLANNING DEPARTMENT	Pure Govt Department
106	POLICE COMPLAINTS AUTHORITY	Pure Govt Department
107	POWER DEPARTMENT	Pure Govt Department
108	PRINCIPAL ACCOUNTS OFFICE	Pure Govt Department
109	PUBLIC GRIEVANCES COMMISSION	Pure Govt Department

SlNo.	Name of the Department/ Office of GNCTD	Categorisation
110	PUBLIC WORKS DEPARTMENT	Pure Govt Department
111	PWD SECRETARIAT	Pure Govt Department
112	RAJYA SAINIK BOARD	Pure Govt Department
113	RAO TULLA RAM MEMORIAL HOSPITAL	Pure Govt Department
114	REGISTRAR OF COOPERATIVE SOCIETIES (RCS)	Pure Govt Department
115	REVENUE DEPARTMENT	Pure Govt Department
116	SANJAY GANDHI MEMORIAL HOSPITAL	Pure Govt Department
117	SARDAR VALLABH BHAI PATEL HOSPIAL	Pure Govt Department
118	SATYAWADI RAJA HARISHCHANDRA HOSPITAL	Pure Govt Department
119	SC/ST/OBC DEPARTMENT	Pure Govt Department
120	SERVICES DEPARTMENT	Pure Govt Department
121	SHRI DADA DEV MATRI AVUM SHISHU CHIKITSALAYA	Pure Govt Department
122	SOCIAL WELFARE DEPARTMENT	Pure Govt Department
123	SUSHRUTA TRAUMA CENTRE	Pure Govt Department
124	TOURISM DEPARTMENT	Pure Govt Department
125	TRADE AND TAXES DEPARTMENT	Pure Govt Department
126	TRAINING AND TECHNICAL EDUCATION DIRECTORATE	Pure Govt Department
127	TRANSPORT DEPARTMENT	Pure Govt Department
128	UNION TERRITORY CIVIL SERVICES DELHI (UTCS)	Pure Govt Department
129	URBAN DEVELOPMENT DEPARTMENT	Pure Govt Department
130	WEIGHTS AND MEASURES	Pure Govt Department
131	WOMEN AND CHILD DEVELOPMENT DEPARTMENT	Pure Govt Department

SlNo.	Name of the Department/ Office of GNCTD	Categorisation
1	BOARD OF HOMEOPATHIC SYSTEM OF MEDICINE	PSU Autonomous Category
2	BUILDING AND OTHER CONSTRUCTION WORKERS AND WELFARE BOARD	PSU Autonomous Category
3	CENTRALIZED ACCIDENT & TRAUMA SERVICES(CATS)	PSU Autonomous Category
4	CHACHA NEHRU BAL CHIKITSALAYA HOSPITAL	PSU Autonomous Category
5	CHAUDHARY BRAHM PRAKSH AYURVED CHARAK SANASTHAN	PSU Autonomous Category
6	DELHI COMMISSION FOR PROTECTION OF CHILD RIGHTS	PSU Autonomous Category
7	DELHI COMMISSION FOR SAFAI KARAMCHARIS	PSU Autonomous Category
8	DELHI DENTAL COUNCIL	PSU Autonomous Category
9	DELHI DISPUTE RESOLUTION SOCIETY	PSU Autonomous Category
10	DELHI FINANCE CORPORATION (DFC)	PSU Autonomous Category
11	DELHI JAL BOARD (DJB)	PSU Autonomous Category
12	DELHI KHADI AND VILLAGE INDUSTRIES BOARD	PSU Autonomous Category
13	DELHI MEDICAL COUNCIL	PSU Autonomous Category
14	DELHI MINORITIES COMMISSION	PSU Autonomous Category
15	DELHI PARKS AND GARDENS SOCIETY	PSU Autonomous Category
16	DELHI POLLUTION CONTROL COMMITTEE	PSU Autonomous Category
17	DELHI POWER COMPNAY LIMITED	PSU Autonomous Category
18	DELHI SANSKRIT ACADEMY	PSU Autonomous Category
19	DELHI SC/ST/OBC/MIN./HANDICAPPED FIN. & DEV. CORPORATION	PSU Autonomous Category
20	DELHI STATE AIDS CONTROL SOCIETY	PSU Autonomous Category
21	DELHI STATE CANCER INSTITUTE	PSU Autonomous Category
22	DELHI STATE CIVIL SUPPLY CORPORATION (DSCSC)	PSU Autonomous Category

SINo.	Name of the Department/ Office of GNCTD	Categorisation
23	DELHI STATE HAJ COMMITTEE	PSU Autonomous Category
24	DELHI STATE INDUSTRAIL AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (DSIIDC)	PSU Autonomous Category
25	DELHI TOURISM AND TRANSPORTATION DEVELOPMENT CORPORATION (DTTDC)	PSU Autonomous Category
26	DELHI TRANSCO LIMITED	PSU Autonomous Category
27	DELHI TRANSPORT CORPORATION	PSU Autonomous Category
28	DELHI URBAN SHELTER IMPROVEMENT BOARD (DUSIB)	PSU Autonomous Category
29	DELHI WAQF BOARD	PSU Autonomous Category
30	DIALOGUE AND DEVELOPMENT COMMISSION DELHI	PSU Autonomous Category
31	GEO SPATIAL DELHI LTD.(GSDL)	PSU Autonomous Category
32	HINDI ACADEMY	PSU Autonomous Category
33	INDRAPRASTHA VYAVSAYIK EVAM PARYAVARNEEYA SWASTHYA SAMITI	PSU Autonomous Category
34	INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)	PSU Autonomous Category
35	INSTITUTE OF LIVER AND BILIARY SCIENCES (ILBS)	PSU Autonomous Category
36	JANAKPURI SUPER SPECIALITY HOSPITAL	PSU Autonomous Category
37	MAITHILI BHOJPURI ACADEMY	PSU Autonomous Category
38	MAULANA AZAD INSTITUTE OF DENTAL SCIENCES (MAIDS)	PSU Autonomous Category
39	OFFICE OF THE COMMISSIONER FOR PERSON WITH DISABILITIES	PSU Autonomous Category
40	PUNJABI ACADEMY	PSU Autonomous Category
41	RAJIV GANDHI SUPER SPECIALITY HOSPITAL	PSU Autonomous Category
42	SAHITYA KALA PARISHAD	PSU Autonomous Category
43	SANSKRIT ACADEMY	PSU Autonomous Category
44	SINDHI ACADEMY	PSU Autonomous Category

SINo.	Name of the Department/ Office of GNCTD	Categorisation
45	STATE ELECTION COMMISSION	PSU Autonomous Category
46	URDU ACADEMY	PSU Autonomous Category

SINo.	Name of the Department/ Office of GNCTD	Categorisation
1	AMBEDKAR INSTITUTE OF ADVANCE COMMUNICATION TECHNOLOGY AND RESEARCH	Academic Category
2	AMBEDKAR INSTITUTE OF TECHNOLOGY	Academic Category
3	ARYABHATT INSTITUTE OF TECHNOLOGY	Academic Category
4	BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES	Academic Category
5	BOARD OF TECHNICAL EDUCATION	Academic Category
6	CH. BRAHM PRAKASH ITI, JAFFARPUR	Academic Category
7	CHAUDHARY BRAHM PRAKASH GOVT. ENGG. COLLEGE, JAFFARPUR	Academic Category
8	COLLEGE OF ART	Academic Category
9	DELHI INSTITUTE OF HOTEL MANAGMENT & C.T.	Academic Category
10	DELHI INSTITUTE OF TOOL ENGINEERING	Academic Category
11	DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY	Academic Category
12	DELHI TECHNOLOGICAL UNIVERSITY	Academic Category
13	DR B R AMBEDKAR UNIVERSITY DELHI	Academic Category
14	G.B.PANT ENGINEERING COLLEGE	Academic Category
15	G.B.PANT INSTITUTE OF TECHNOLOGY	Academic Category
16	GURU NANAK DEV INSTITUTE OF TECHNOLOGY	Academic Category
17	H.J.BHABHA ITI MAYUR VIHAR	Academic Category
18	INDRAPRASTHA INSTITUTE OF INFORMATION TECHNLOLOGY (IIIT-D)	Academic Category
19	INSTITUTE OF BASIC BUSINESS STUDIES PUSA	Academic Category
20	INTEGRATED INSTITUTE OF TECHNOLOGY, DWARKA	Academic Category
21	ITI FOR WOMEN, TILAK NAGAR	Academic Category
22	ITI JAHANGIR PURI	Academic Category

SlNo.	Name of the Department/ Office of GNCTD	Categorisation
23	ITI NANDNAGRI	Academic Category
24	ITI NARELA	Academic Category
25	ITI SHAHDARA	Academic Category
26	ITI VIVEK VIHAR	Academic Category
27	ITI, ARAB KI SARAI	Academic Category
28	ITI, JAIL ROAD	Academic Category
29	ITI, MALVIYA NAGAR	Academic Category
30	ITI, MANGOLPURI	Academic Category
31	ITI, PUSA	Academic Category
32	JIJA BAI ITI FOR WOMEN	Academic Category
33	KASTURBA INSTITUTE OF TECHNOLOGY	Academic Category
34	MEERA BAI INSTITUTE OF TECHNOLOGY, MAHARANI BAGH	Academic Category
35	MGICCC-BAKOLI-DELHI	Academic Category
36	NETAJI SUBHASH INSTITUTE OF TECHNOLOGY	Academic Category
37	PUSA INSTITUTE OF TECHNOLOGY	Academic Category
38	RAJOKARI INSTITUTE OF TECHNOLOGY	Academic Category
39	SAVITRI BAI PHULE ITI, MORI GATE,	Academic Category
40	SIR C.V.RAMAN , ITI, DHEERPUR	Academic Category
41	VEER SAVARKAR ITI BTC PUSA	Academic Category
42	WORLD CLASS SKILL CENTRE, VIVEK VIHAR	Academic Category