

SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5TH LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
(HTTP://SERVICES.DELHI.NIC.IN)

No.F.10(499)/COORD/2022/ 1796-1803

Dated: 10.06.2022.

Orientation Programme

In pursuance of direction of Chief Secretary, Delhi conveyed vide minutes of meeting dated 31.05.2022 for implementation of e-Office in Govt. of NCT of Delhi, an Orientation Programme (Phase-I) for the officers of GNCTD being conducted by IT Department at Delhi Secretariat as per schedule enclosed at Annexure-I.

In this regard, it is informed that some of the officers of various departments of GNCT of Delhi have already been trained by IT department as Master Trainers for the above purpose. Therefore, said Master Trainers would impart training with respect to implementation of e-Office to other officers/officials of their respective departments.


All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs concerned are hereby requested to ensure full participation of officers/officials as per Schedule and Batches without fail.

It is further informed that IT department and NIC would conduct a test after the orientation programme on the same day.

For implementation of e-Office (Phase-II Capacity Building) within the timeline, all departments are requested to identify 3-4 officers/officials who can be imparted comprehensive full day training so that they will work as e-Office Nodal Officers for their Department. This training would be conducted at Directorate of Training, UTCS Delhi and will be a 'hands on training' and would cover advance features of the e-Office Module. For this purpose, departments, may contact Ms. Anita Bharal, Asstt. Director (UTCS) (Landline No. 011-20822461) for sending nomination for the training by 14.06.2022

This issues with the prior approval of Competent Authority.


Encl: As above.


10.06.2022
(Kulanand Joshi, IAS)
Spl. Secretary (Services)

1. All Addl. Chief Secretaries /Pr. Secretaries/Secretaries of Govt. of NCT of Delhi
2. All participants through HODs concerned.

Copy for info:

1. SO to CS, Delhi.
2. Secretary, IT Department, Govt. of NCT of Delhi.
3. Secretary, GAD with the request to direct concerned officers to make necessary arrangements for venue, refreshment etc., for above Orientation Programme.
4. Spl. Director, Directorate of Training, UTCS of Delhi.
5. PA to Secretary, Services, Govt. of NCT of Delhi.
6. SIO, NIC, Delhi Secretariat


10.06.2022
(Kulanand Joshi, IAS)
Spl. Secretary (Services)