

Delhi State Industrial & Infrastructure Development Corporation Ltd.

(IT Division)

No. DSIIDC/06/E-office/2022-23/314

Dated : 21-06-2022

Circular

Implementation of e-Office at all Offices of DSIIDC

1. Please refer the following circulars issued by the office:-
 - (a) DSIIDC/EE(IT)/NIC-email/2022-23/304, dated 10-06-2022.
 - (b) DSIIDC/06/E-office/2021-22/311, dated 17-06-2022.
 - (c) DSIIDC/06/E-office/2021-22/313, dated 21-06-2022.
2. As per the information received from IT Department, GNCTD, Gov email IDs of all permanent employees (AG-III and above), have been created by NIC and message sent to their respective mobile numbers. However, in case the DSIIDC employees (AG-III and above) have not received SMS/ Message from NIC on their respective mobile number, then those affected employees are requested to intimate IT Division, at the earliest. It is envisaged that training of all permanent employees (AG-III and above), shall be imparted by IT Division and schedule of training shall be informed shortly.
3. To streamline the process of smooth implementation of e-office and to resolve any issues in regard to implementation of e-office in their respective divisions, each DM/ CAO/ EE is requested to nominate a Nodal Officer or single point of contact (SPOC), who shall get in touch with IT division for resolving issues, if any.
4. After all the permanent employees (AG-III and above) are imparted the training on use of e-Office, the monitoring of movement of all the physical files shall be done through e-office only. Accordingly, the File Monitoring System (FMS), presently in use shall be made non-functional. The date of transition from **DSIIDC File Monitoring System** to **e-Office File Monitoring System**, shall be intimated soon.
5. Keeping in view the above, Divisional heads are requested to be forward the name and designation of the respective Nodal Officer from their division (level of Manager and above), to this office, latest by 24th June 2022.



(Vivek Behl)
Chief Engineer (IT)

1. CE (I/ II/ III)
2. All SEs/ CMs
3. All CAOs/ EEs/ DMs
4. Website

Copy for information: -

1. PS to MD
2. PS to ED
3. PS to Dir (F)
4. PS to E-in-C
5. Company Secretary