

(IT DIVISION)

No. DSIIDC/CE (IT)/e-office/2022-23/434

Date:- 23.09.2022

Circular

1. E-office for movement and processing of files and letters has been implemented in DSIIDC, on 22.07.2022. Also, VPN services have been made available to all the AEEs/ Senior Managers/ DAOs and above, for all those who have applied for the same. The purpose of implementation of e-office is to minimize physical file movement and make the functioning of various offices of DSIIDC, paperless.
2. However, it has been observed that there are few officials who are **still not using e-office**, for movement and processing of files and letters.
3. **The non-usage of e-office has been viewed very seriously by the management.**
4. It is reiterated that e-office has to be fully implemented and used for movement and processing of files and letters, in all the divisions of DSIIDC.
5. It is also informed that all the files currently in movement and which are less than approximately 50 pages shall be scanned at the facility provided at each office location. The responsibility of getting the files scanned and converting into e-file, lies with the respective divisional heads.
6. In case any official is facing any issue in regard to the smooth implementation of e-office, the concerned official may contact IT division.
7. For strict compliance please.



(Vivek Behl)
Chief Engineer (E & IT)

All Divisional Heads

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