

File No: I-11012/15/2020 –IT Comp No: 64505
INFORMATION TECHNOLOGY DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL
PALIKA KEDNRA: NEW DELHI

Ph: 011-41501383 Ext.:2701 email: director.it@ndmc.gov.in

No. /Dir (IT)/2020

Dated: 28/12/2020

SUBJECT: Implementation of e-File system in NDMC.

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May kindly refer the earlier order dated 12.01.2021 issued by Chairman, NDMC regarding implementation of e-Office for processing of files within/outside of the Department through e-file only

But, it has come to the notice of the Chairman, NDMC that the few of the Departments are still working with physical files within the Department which is in contravention of the earlier order of the Chairman, NDMC as cited above.

It is therefore once again enjoined upon all HODs to give the instruction to the concerned officials to adhere the order of Chairman and process the case through e-File only. **If anyone found to run the physical files within or outside the department, disciplinary proceeding may be initiated against those including HODs.**

This issue with the approval of competent authority. Non-observance of the above would be viewed seriously.

(D. P. Singh, IAS)
Director (IT)

To:

1. All HODs

Copy for information to:

1. Chairman, NDMC
2. Secretary, NDMC
3. CVO, NDMC
4. FA, NDMC
5. Chief Auditor
6. EE (IT)
7. DD (IT)