

**Government of India  
Ministry of Commerce and Industry  
Department of Commerce**

Udyog Bhawan, New Delhi  
Dated 30<sup>th</sup> January, 2018

**OFFICE MEMORANDUM**

**Subject: Inter-Departmental Consultations/transfer of e-files on e-Office platform - Reg.**

E-office is one of the Mission Mode Projects (MMPs) under the Digital India Programme intended to bring transparency, accountability and expeditious decision making in the functioning of the Government.

2. In this context, it is stated, that this Department is using the e-office mode for receiving/sending external files from/to other Ministries/Departments. For these Inter-Ministry/Department file transfers, nodal officers are required to be designated by the Ministries/Departments for receipt and dispatch of e-files. It is further stated that Under Secretary (R&I) has been authorized as the Nodal Officer from this Department for the Inter - Ministry/Department file transfers through e-Office mode. The details in respect of Under Secretary (R&I), Nodal Officer for Inter-Ministry/Department Consultations/file transfers are as follows:

Name: Shri Mahender Chaudhary

Designation: Under Secretary (R&I)

E-mail address: mahender.chaudhary@nic.in; Tele No.: 011-23061933

3. For the above purpose, links are to be established in the e-office application through e-office helpdesk/NIC which could be done after the details of the nodal officer are available. Therefore, all the Ministries are requested to provide of the details of the nodal officer nominated by them for the purpose, in case e-office has been implemented there.

*[Handwritten signature]*  
30/1/2018

(R.K. Ojha)

Under Secretary to the Govt. of India

P.T.O.

*[Handwritten notes]*  
19/2/18  
SO(A)  
19/2/18  
R.K. Ojha

To,

1. All the Ministries/ Departments of Government of India.
2. Shri Mohd. Saleemuddin Khan, Principal Systems Analyst, NIC, Department of Commerce with a request to authorize the above mentioned officer from the Department of Commerce for Departmental communications with all the Ministries/ Departments and to establish the links for e-office application for receipt and dispatch of e-files from/to other Ministries/Departments.

Copy for information and necessary action to:

1. Shri Mahender Chaudhary, Under Secretary (R&I)
2. All the officers of Department of Commerce.
3. All the Sections/Desk/Units/Cell/of Department of Commerce.