

**No. J-21/2/2021-e-gov-MoWR  
Government of India  
Ministry of Jal Shakti  
Department of WR, RD & GR,**

**Shram Shakti Bhawan,  
Rafi Marg, New Delhi  
12<sup>th</sup> April, 2023**

**OFFICE MEMORANDUM**

**Subject – Making references for advice on policy issues through e-office in the Department of Personnel & Training (DoPT) - reg.**

The undersigned is to refer to the Secretary, Department of Personnel & Training (DoPT)'s D.O. No. I-28029/30/2021-Coord. dated 22.3.2023 regarding sending references to DoPT through e-office (copy attached).

2 . It is requested to all concerned officers of the Department to kindly note that any departmental references/cases to DoPT be sent through e-office to the office of the Secretary, DoPT.

**Encl: as above.**

Signed by B.h.t. Vaiphei  
Date: 12-04-2023 11:57:20  
Reason: Approved

**(B H T Vaiphei)  
Under Secretary (e-Gov)  
Tel. No. 23766944**

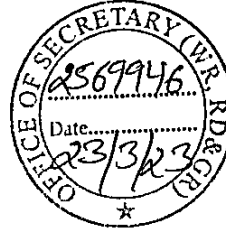
**All the officers of Department of WR,RD&GR**

एस. राधा चौहान  
सचिव  
S. RADHA CHAUHAN  
Secretary



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
Government of India  
Department of Personnel & Training  
Ministry of Personnel, Public  
Grievances and Pensions

D.O. No. I-28029/30/2021-Coord



22<sup>nd</sup> March, 2023

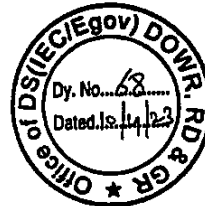
Dear Sir/Madam,

Please refer to my D.O. letter of even number dated 12 September, 2022 (copy enclosed) for transmitting your references to DoPT in digital form with a view to bring efficiency, speed & transparency in decision making. I am happy to inform you that large number of Ministries/Departments are now sending their references to DoPT through e-office, which makes it easy to trace, track and dispose the matter in time.

2. However, it has been noted that references/cases from the Ministries etc are being sent to different officers, in the department, making it difficult to monitor the total pendency in different divisions. With a view to further enable us to monitor closely the status of references received in the Ministry, I suggest that all your departmental references be sent through e-office from your office to my office so that each of the reference gets the due attention that it deserves and senior officers of the Department can act proactively in important & time bound cases.

23/03/2022  
Is(A)  
PPS - Pl. note

With regards,



Yours Sincerely,

*(Handwritten signature)*

(S Radha Chauhan)

To

The Secretaries of all Ministries/Departments of the Government of India

DS/IEC  
pl. check & put up  
29/3  
US (Reg/As)  
10/4

10/4/23  
Malay



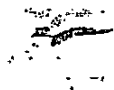
सूचना  
का अधिकार

एस. राधा चौहान

सचिव

S. RADHA CHAUHAN

Secretary



सत्यमेव जयते



भारत सरकार  
कर्मिक और प्रशिक्षण विभाग  
कर्मिक, लोक शिक्तायत तथा पेंशन मंत्रालय  
Government of India  
Department of Personnel & Training  
Ministry of Personnel, Public  
Grievances and Pensions

DO No. I-28029/30/2021-Coord

12<sup>th</sup> September, 2022

Dear Secretary,

With a view to accelerate evolution of a digital secretariat, the Government *inter-alia* has been emphasizing the need for switching over to e-office platform from the conventional physical files and records with a view to bring efficiency, speedy decision making and transparency into the functioning of Central Ministries and Departments.

2. A large number of Ministries and Departments have already turned over to e-office platform and begun to make references to other Ministries through e-office application. However, this Department is still receiving references for advice from other Departments through physical files/notes on personnel policy matters. You will agree that handling physical files is not only cumbersome but also delays decisions.

3. In view of the foregoing, I would request you to issue suitable instructions to the concerned officers in your Ministry/Department to make references to this Department for advice on policy issues only through e-office platform and no physical files/notes etc. will be entertained in this Department.

I seek your cooperation in having paperless offices in Central Secretariat.

With regards,

Yours sincerely,

(S. Radha Chauhan)

Secretaries (All Ministries/Departments)



सूचना  
के अधिकार