

F.No. J-11011/1/2013-e-Gov
Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 8 September, 2016.

Subject :- Implementation of e-Office – Digitization of Files/ Records -reg.

Reference is invited to e-Governance Cell's letter of even number dated 31.08.2016 on the subject mentioned above wherein it was requested to immediately appoint a suitable Nodal Officer for undertaking digitization in Wings:-

- i. The Nodal Officer shall assess and furnish the information relating to physical/ electronic files of all Divisions under the concerned Wing to e-Governance Cell as desired by DARPG in the enclosed proforma.
- ii. The Nodal Officer shall also send a complete proposal to General Administration Division for carrying out formalities process of inviting quotations/ bidding and awarding work order to NIC empanelled agency for digitization.

However, e-Governance Cell has not received any response from the Wings so far.

2. It is requested that the matter may be taken on priority and expeditious action may be taken to appoint a suitable Nodal Officer for undertaking digitization in the Wings.

Encl: as above.

Ashok
8/9/16
(Ashok Kumar Gupta),

Under Secretary to the Government of India,
Ph: - 011-23714350,
Email:-ashok.kgupta@nic.in

To,

All Wing Heads in MoWR, RD & GR.

Copy to:-

1. US (Admn.), MoWR, RD & GR with a request to distribute all Wings/Divisions in the Ministry among the 3 Assistant Secretaries (IAS 2014 Batch Officers)
2. All DSs/ Directors/ equivalent Officers
3. All Under Secretaries/Section Officers/ equivalent Officers in the Ministry
4. Assistant Secretaries (IAS 2014 Batch Officers)

Copy for information to:-

1. Sr. PPS to Secretary (WR, RD & GR)/ PS to OSD (WR, RD & GR)
2. PPS to AS(WR) & MD(NWM)/ Sr. PPS to AS A& MD (NMCG) / PPS to JS (PP)/ PPS to JS & FA.
3. Technical Director, NIC-MoWR with a request to upload it on IntraMoWR.



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MOST IMMEDIATE

No.J-11011/1/2013-e-Gov.

Government of India
Ministry of Water Resources, RD & GR
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 31st August, 2016

Subject:- Implementation of e-Office - Digitization of Files/ records – reg.

A copy of D.O. letter No. N-11016/6/2016-ARC dated 16.08.2016 received from Secretary, Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel, Public Grievances & Pensions relating to digitization of Physical Files and their transformation to e-Office is forwarded herewith for kind information and immediate action.

2. Accordingly, with the approval of the Competent Authority, it has been decided to immediately initiate action on the following activities to implement e-Office/ e-File and digitization of Files pertaining to all Wings:-

- i) All Wing Heads are requested to nominate a Nodal Officer for undertaking digitization in their Wing who will assess and furnish the information relating to Physical / electronic Files of all Divisions under the concerned Wing to e-Governance Cell as desired by DARPG in the enclosed proforma.
- ii) The identified Nodal Officer in each Wing shall send a complete proposal to General Administration Division for carrying out formalities/ process of inviting quotations/ bidding and awarding work order to an NIC empanelled agency for digitization.

3. The matter may be accorded Top Priority.

Encl:- As above

Am
(Khatchin Langel)
Director (Admn/ e-Gov)
Tel: 011-23714734

To

All Wing Heads in MoWR, RD & GR.

Copy to:-

1. US (Admn.), MoWR, RD & GR with a request to distribute all Wings/Divisions in the Ministry among the 3 Assistant Secretaries (IAS: 2014 Batch Officers)
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3. Technical Director, NIC-MoWR with a request to upload it on IntraMoWR.



जल बचत - जल संवय

Issued
31-8-2016
O/C

सी. विश्वनाथ

सचिव

C. VISWANATH

SECRETARY

Tel : 011-23742133

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E-mail : secy-arp@nic.in



सत्यमेव जयते

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

D.O. No. N-11016/6/2016-ARC (Pt.)

Dated, the 16th August, 2016

Dear Secretary,

As you are aware e-Office is one of the Mission Mode Projects (MMPs) under the Digital India Programme. e-Office is being implemented across the Ministries by the Department of Administrative Reforms and Public Grievances (DAR&PG) under the close monitoring of Cabinet Secretariat. Use of e-Office in official transactions aid in bringing transparency, accountability and expeditious decision making. e-Office also provides additional advantages like real time tracking of files, location agnostic disposal of files and universal searchability and retrieval of files.

The IAS officers of 2014 batch have been posted in different Ministries as Assistant Secretaries. You may recall that during the recent interaction with the Assistant Secretaries, Cabinet Secretary emphasized on the need to expedite the implementation of e-Office in all Departments of Government of India. Accordingly the Assistant Secretaries have been provided training on the implementation of e-Office. I urge you to distribute all divisions in your department between them and task them with ensuring that their division moves to 100 percent use of e-Office.

I am enclosing herewith an illustrative step by step process for on boarding e-Office in the Ministries. Another format you could use to monitor implementation in each division during your weekly SOM is also attached. I request you to send information in the enclosed Proforma showing the current status of implementation of e-Office in your Ministry/Department.

I would also like to mention here that your Ministry/Department is still to send the indent for e-Office usage. It is requested that the indent for e-Office may kindly be expedited.

With regards,

Yours sincerely,

C. Viswanath
(C. VISWANATH)

To

The Secretaries of all Ministries/Departments
(Government of India)



सूचना का
अधिकार

urgent pl.

US (eGov)

22/8

ASO (pgov)

Ashish

22/8/16

Proforma for reporting current status of e-Office implementation

Sr.No	Details	Remarks
1	Total Number of Physical files that have not been digitized	
2	Total number of physical files that are moving without being tracked in e-Office	
3	Date by which scanning vendors for digitization of files/daks will be engaged	

Note:

1. The above information shall be compiled and reported back to DAR&PG within a weeks time.