

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,
Dated 16th September, 2022

OFFICE MEMORANDUM

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

The undersigned is directed to refer to D.O. letter No. I-28029/30/2021-Coord, dated 12.09.2022 (copy attached) received from Secretary, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions on the above-mentioned subject.

2. In this regard, it is requested to all concerned Officers/ officials of this Department to kindly note that when sending any files/ notes etc. to DoPT regarding advice on policy issues, the same may be sent only through e-Office platform and not in physical files/ notes etc.

Encl: as above.

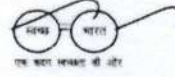
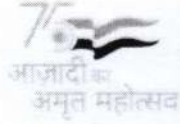


(B H T Valphei)
Under Secretary (e-Gov)
Tel. No. 23766944

To,

1. All the Officers/ Officials of this Department (through e-mail)
2. Intra-mowr for uploading for wide circulation

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

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

12th 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)

