

GOVT. OF NCT OF DELHI,
OFFICE OF THE MEDICAL DIRECTOR,
GURU TEG BAHADUR HOSPITAL,
DILSHAD GARDEN, DELHI-110095
(EDP CELL)

No.F.20(15)/GTBH/EDP Cell/Implementation of E-HRMS/2024-25/ 106-115

Dated: 27/9/24

CIRCULAR

Reference circular bearing No. F.No.F.31/IT/E-OFFICE/H&FW/2024/1232 dated 26.09.2024 issued by the Deputy Secretary (IT), Health & Family Welfare Department, Govt. of NCT of Delhi regarding implementation of e-Office in all Hospitals/Medical Institutions/Departments under Health & Family Welfare Department, Govt. of NCT of Delhi.

It is to bring to your notice that **e-Office implementation will be done on urgent basis within 15 days in all Hospitals/Medical Institutions/Departments under Health & Family Welfare Department, Govt. of NCT of Delhi.** The purpose of implementation of e-Office is to minimize physical movement of file and make the functioning of various offices of H&FW Department paperless to enhance transparency and efficiency. All daks/communications/files shall be made through e-Office and hence the same will not be received manually at Headquarters of H&FW Department from any of the Hospital/Medical Institutions/Departments under H&FW Department, Govt. of NCT of Delhi.

All the Officers/Officials of GTBH are requested to furnish the following details/demand through their branch Incharges within 03 days of issuance of this circular positively. The demand should be sent to EDP Cell for compilation.

1. Regular employees, whose Govt. email ID have not been created till date.
2. Regular employees, who have not been issued Digital Signature Certificates.
3. Regular employees, who have earlier been issued Digital Signature Certificates but validity expired as on date.
4. Demand of heavy duty Scanners required.
5. Details of Computers, Printers, Photocopiers, UPS etc. require repairing for smooth functioning and proper implementation of e-Office.
6. Regular employees, for whom training of e-Office is required.

For any technical assistance, you may contact to following officer:-

Mr. Gaurav Singh, DPA
EDP Cell, Room No.131, 1st Floor, GTBH
Contact No. 011-22118111

This issues with the prior approval of the Competent Authority.

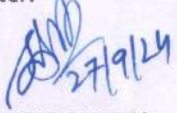

(SANDIP DUTTA)
DMS (ADMN.)

No.F.20(15)/GTBH/EDP Cell/Implementation of E-HRMS/2024-25/ 106-115

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Copy to:-

1. PA to the Medical Director, GTBH.
2. All HODs, GTBH.
3. PA to the All AMSs, GTBH.
4. AMS(Purchase) to provide the Computers, heavy duty Scanners, Printers, Photocopiers, UPS etc. latest by 10.10.2024.
5. Controller of Accounts, GTBH.
6. All MOI/Cs, GTBH.
7. Nursing Superintendent, GTBH- for giving information to all regular nurses.
8. AD (Planning), GTBH.
9. All Section Officers, GTBH.
10. DPA (EDP Cell) to upload on the website of GTBH for wide circulation and necessary action in the matter.


(SANDIP DUTTA)
DMS (ADMN.)

URGENT
MOST URGENT
TIME BOUND

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
9TH LEVEL, A-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002
(I.T. BRANCH) | Email ID: itbranch-hfw@delhi.gov.in

F.No.F.31/IT/E-OFFICE/H&FW/2024/1235

Date: 26-09-2024

CIRCULAR

Subject: Implementation of E-office in all Hospitals / Medical Institutions/ Departments under H&FW Department, GNCTD

1. This is in continuation of this office letter dated 17.05.2024 in reference to the Circular dated 23.05.2022 issued by IT Dept. GNCTD regarding implementation of e-office in all the Departments / Autonomous / Local Bodies under Govt. of NCT of Delhi (copies enclosed).
2. Now it is bring to your notice that e-office implementation will be done on urgent basis within 15 days in all Hospitals/Medical Institutions under Department of Health & Family Welfare, GNCT of Delhi.
3. The purpose of implementation of e-office is to minimize physical movement of file and make the functioning of various offices of H&FW Department paperless to enhance transparency and efficiency.
4. All daks/communications/files shall be made through e-office and hence the same will not be received manually at Headquarters of H&FW Department from any of the Hospital/Medical Institution/College/Department/Offices under H&FW Dept.GNCTD.
5. All MDs/MSs/HoDs/DGHS/DFW under H&FW Department, GNCTD are hereby requested to implement e-office in their respective Hospital/Medical Institution/Department within 15 days from the date of issuance of this circular.
6. A compliance report after implementation of e-office in your Hospital/Medical Institution/College/Department/Office may kindly be furnished to H&FW (HQ) after implementation of e-Office.
7. An action plan for effective implementation of e-Office is enclosed herewith for your reference and necessary action (Annexure A).
8. For any technical assistance related to this project please contact following officer-
Name – Gaurav Bansal
Contact No- 8233376253
Email – itbranch-hfw@delhi.gov.in
This issues with the prior approval of Secretary, (H&FW).

Deputy Secretary (IT), H&FW

To,

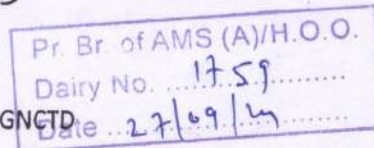
All MS/MDs/HoDs of Hospitals/Medical Institutions/Departments under H&FW Department, GNCTD

F.No.F.31/IT/E-OFFICE/H&FW/2024/1235

Date: 26-09-2024

Copy for information to:-

1. PS to Secretary, H&FW, GNCTD
2. PA to Special secretary (IT), H&FW, GNCTD
3. Joint Secretary, H&FW, GNCTD
4. Guard file.



Deputy Secretary (IT), H&FW

Action Plan for e-Office Implementation

Sr. No.	Actions	Timelines from the date of issuance of Circular
1	Training of e-Office software to officers/officials through UTCS, if required	10 days
2	Creation of Gov/NIC email ids, if any	7 days
3	Procurement of scanners, if required	10 days
4	Scanning of files/records for e-Office	10 days
5	Procurement of Digital Signature certificates, if required	10 days
6	Implementation of e-Office	15 days