

**GOVT OF NCT OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN, DELHI-110095**

No. PA/DMS(A)/GTBH/2025/496-503

Dated: 27/11/2025

CIRCULAR

Subject: - Urgent implementation of e-office.

It has been observed that many employees of GTB Hospital have not created their Govt. ID for e-office and other digital service of Government. As per directions of GNCT of Delhi, all offices are mandated for strict compliance to usage of e-office for files communication. The current practice in GTBH is contrary to the guidelines of GNCT of Delhi.

This is hindering the e-office process of GTB Hospital.


All HODs, All AMSs, All MOI/Cs, All Branches In-charges, Nursing Superintendent and Vice Principal FNCON are instructed to ensure that no regular employees is left out from the e-office.

In case any employee is found not be in e-office module (having government ID) after 15.12.2025, punitive action will be taken against the delinquent officials which include the stoppage salary until he/she is include in e-office module.

This may be treated as Most Urgent & Time Bound.

The ATR should be sent by All HODs, All AMSs, All MOI/Cs, All Branches In-charges, Nursing Superintendent and Vice Principal FNCON to the undersigned by 15.12.2025.

This issues with prior approval of MD, GTBH.


27/11/25
(SANDIP DUTTA, DANICS)
Head of Office/DMS (A)

No. PA/DMS(A)/GTBH/2025/496-503

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Copy to: -

1. PS to Medical Director, GTBH
2. All HOD
3. All AMSs
4. All MOI/Cs
5. Nursing Superintendent
6. Vice Principal, FNCON
7. Section Officer (E-I, E-II, E-III, E-IV)
8. Sh. Gaurav Singh, DPA- to upload the same on website of GTBH.


27/11/25
(SANDIP DUTTA, DANICS)
Head of Office/DMS (A)