

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

No. PA/DMS(A)/GTBH/2025/

Dated:


CIRCULAR

Sub0.: Mandatory implementation of e-office in GTB Hospital w.e.f. 01/07/2025.

Ref. to this office circular no. PA/DMS(A)/GTBH/2025/758-768 dated 22/05/2025 and circular F.31/IT/E-OFFICE/H&FW/2024/sshfw1/698-703 dated 27-06-2025 of Health & Family Welfare Department, Govt. of NCT of Delhi, it is directed that there will be mandatory usage of e-office w.e.f. 01/07/2025 in the hospital.

All the files are to be moved through e-office mode. No files will be accepted in offline mode.

Strict compliance of the order is anticipated. Punitive actions will be initiated in case of non-compliance.



(SANDIP DUTTA)
DMS(A)/HOO

No. PA/DMS(A)/GTBH/2025/2673

Dated: 01/07/2025

Copy to: -

1. PA to MD, GTBH
2. All HODs
3. PA to All AMSs
4. N.S. (offg.) GTBH
5. DDO, GTBH
6. S.O. (E-I, E-II, E-III, E-IV)
7. DPA, GTBH with direction for upload the same to the website of GTBH


(SANDIP DUTTA)
DMS(A)/HOO

Encl: H&FW circular dated 27/06/2025

GOVERNMENT OF NCT OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
9TH LEVEL, A-WING, I.P. ESTATE, DELHI SECRETARIAT, NEW DELHI

F.No.F.31/IT/E-OFFICE/H&FW/2024/sshfwl/698-703

Date: 27-06-2025

CIRCULAR

Subject: - Implementation of e-office in all Hospitals/ Medical Institutions/ Departments under Health & Family Welfare Department, GNCTD.

In continuation of Circular dated 17-05-2024, 25-09-2024 and 31-01-2025 regarding implementation of e-office in all the Departments/ Autonomous/ Local Bodies under Govt. of NCT of Delhi and as per MoM issued by IT Department, GNCTD, "e-Office to be implemented in all the government departments of GNCTD by 30-06-2025. All HODs must ensure that no physical file is accepted and processed w.e.f. 01-07-2025."

Accordingly, all are notified that from 01-07-2025 all DAKs/ communications/ files shall move through e-office ONLY and that no file etc shall be received manually at Headquarters of H&FW Department from any of the Hospital/ Medical Institution / Department/ Offices under H&FW Dept. GNCTD after 30-06-2025.

All MDs/ MSs/ HoDs/ DGHS/ DFW/ HQ under H&FW Department, GNCTD are hereby directed to mandatorily use e-office in their respective Hospitals/ Medical Institutions/ Departments from 01-07-2025.

Non-Compliance to this Order will be taken seriously.

This issues with the prior approval of Special 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/sshfwl/698-703

Date: 27-06-2025

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. All Deputy Secretaries (DS) for strict compliance.
5. Guard file.

