

**OFFICE OF THE SECRETARY**  
**NEW DELHI MUNICIPAL COUNCIL**  
**PALIKA KENDRA: NEW DELHI**

No. D/101/ITD/2016

Date: 05/07/2016

**CIRCULAR**

**SUBJECT: Implementation of e-Office system in NDMC.**

This is in continuation of previously issued circular No. D/192/JD/IT/2016 dated 23.02.2016, regarding implementation of e-Office Project in NDMC.

Through this system all the department / divisions would be able to move the files electronically. This is aimed to make paperless office to enhance transparency and efficiency.

Therefore, all the HOD's are once again requested to furnish the following information latest by 12-07-2016 to the IT Department so that it may be incorporated in e-Office system and the same may be informed to the NIC. It has been decided by the competent authority to implement e-office in all the departments of NDMC and there will no physical movements of files w.e.f. 20-07-2016.

**1. Nomination of Nodal Officer:-** Following Head of Departments shall identify a nodal officer from the department for the e-Office project.

- So far only Finance, Elect-I, Elect-II, Architect, Medical Services departments have given details of Nodal Officers.
- Director (Accounts), Director (Law), Director (Commercial), Director (Power), Director (CS), Director (Education), Director (Enforcement), Director (Estate-I), Director (Estate -II), Director (Transport), Director (M.H.), Director (GA), Director (Personnel), Director (Tax), MOH, Director (PR), Director (EBR), Director (Training), Director (Project), CSO, CFO, Director (Vigilance), Director (Horticulture S & N), Director (Monitoring), Chief Engineer (C-I), Chief Engineer (C-II), Director (Skill Development) are requested to identify nodal officer and provide details.

**2. Digital Signature & Employee Master Details:-** IT Department will procure the Digital Signature for all the employees (who deals with files) after receiving the information in prescribed format (DSC Form) through Nodal Officer along with the Employee Master Details data (prescribed format) and submit to the IT Department. Performa may be downloaded from <https://ndmc.gov.in/eOffice>.

**3. Submission of File Heads:-** Submission of file heads, description, primary head, secondary head – as per format in soft copy at [eoffice@ndmc.gov.in](mailto:eoffice@ndmc.gov.in)

- Employee Master Details will be submitted through mail in excel format at [eoffice@ndmc.gov.in](mailto:eoffice@ndmc.gov.in) without fail.
- Above mentioned formats are also mailed on all HoD's official e-mail.

**For Strict Compliance:**

  
**SECRETARY, NDMC**

**Copy To:-**

1. All HOD's
2. PA to Chairman (For information Please)