GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
IT- BRANCH, OLD PATRACHAR VIDHYALYA COMPLEX, DELHI-54
http://www.edudel.nic.in

No.F. DE/IT/e-office/2016/ 906-907  Dated: 27.5.16

CIRCULAR

Subject : Training of District coordinators and zones coordinators, to understand the requirements for implementation of e-office in Education Department.

The council of ministers has approved the implementation of e-office in all the Departments/Local Bodies/Autonomous bodies of GNCTD. The objective of e-office is to switch to electronic movement of office files. After implementation of e-office, there will be no physical movement of files in the offices. This will not only speed up the office work but will make the file management procedure much easier.

Some information related to employees, Hardware availability and Networking etc. is required for implementation of e-office. Some templates required for e-office are to be filled by all those, who are involved in file movement procedure. The requisite templates and other information related to e-office are available at http://delhi.gov.in/wps/wcm/connect/DoIT/delhi-govt/default/e-office.

IT branch of Education Deptt. is in the process of collecting these templates from all the offices/branches and schools of the directorate. A training for filling of templates of e-office has been organized by IT Branch for all the District Coordinators and Zone coordinators. After the training, all the District Coordinators shall collect the requisite information of their districts, offices and schools and submit the same to IT Nodal Officer Ms. Zareen Taj, DDE(Science) of Education Deptt. The training has been scheduled for 31/05/2016 at 11:30 AM onwards at MIS/CAL campus, Timarpur. All District DDs are requested to direct one District coordinator and one zone coordinator from their districts (not below the rank of principal) to attend the training on scheduled date and time and also send the names of District coordinators and Zone coordinators to IT Nodal Officer, DDE(Science) at email sciencebranch@gmail.com.

All District DDs and HOS concerned

Copy to information :
1. PS to Secretary Education, Old Sectt., Delhi.
2. PS to Director Education, Old Sectt., Delhi.