

**GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2ND LEVEL, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002**

F.No.18/20/2022/GAD/Admn./ 29207

Dated :- 20/06/2024

CIRCULAR


Sub: **Implementation of e-Office in GAD**

It has been directed in the Senior Officers Meeting chaired by the Chief Secretary, Delhi on 14.06.2024, to make e-Office functional in a month's time.

In this regard, reference is invited towards Circular No.DS-I/HOO(GAD)/2024/28594, dt. 14/06/2024 wherein, it was directed to implement e-Office in GAD w.e.f. 8th July, 2024 (**copy enclosed**).

Accordingly, all concerned are requested to take the necessary action required for successful implementation of e-Office in GAD, within the stipulated time.

Encl.: as above.


(Pradeep Tayal)
Dy. Secretary (GAD)/HOO

Copy forwarded to :-

- 1) PS to Addl. Chief Secretary (GAD)
- 2) PPS to Spl. Secretary (GAD)
- 3) DCA, GAD
- 4) All Deputy Secretaries, GAD
- 5) All Section Officers, GAD
- 6) DDO, GAD
- 7) AAO, GAD
- 8) Data Processing Asstt., GAD – to place a copy of this Circular on website of GAD
- 9) Guard File

Sd/- Admn./1588

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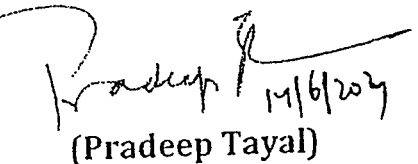
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

No. DS-I/HOO(GAD)/2024/ 28594

Dated:14.06.2024

It has been directed to implement e-Office in this department w.e.f. 8th July 2024.

The necessary system may be put in place; trainings may be organized and other necessary requisites required for implementation of e-Office may be undertaken well in time.


(Pradeep Tayal)
Head of Office (GAD)

Copy forwarded to the following for information & necessary action:-

1. All Deputy Secretaries, General Administration Deptt., GNCTD
2. DCA, General Administration Deptt., GNCTD
3. PS to ACS, General Administration Deptt., GNCTD
4. PS to Spl. Secretary, General Administration Deptt., GNCTD
5. All Section Officers, General Administration Deptt., GNCTD
6. Guard File.