

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Information Technology Cell

Room No. 443-A Wing,
Nirman Bhavan, New Delhi
Dated the 8 May, 2017

OFFICE MEMORANDUM

Subject: Digitization of record of Ministry/Dte.GHS for implementation of eFile in MoHFW/Dte.GHS - regarding

The undersigned is directed to forward herewith a copy of MoHFW OM No.Z.18015/6/2015-eGov(Pt.2) dated 20th April 2017 for information. All concerned Officers/ Division/Sections/ Cells and are therefore requested to make sure that files under their Sections/Cells are scanned and the same are also converted in eFile so that percentage of physical files is reduced and eFile implementation path is smoothened.

(R K Ahluwalia)
Deputy Director (General)
011-23063539
ravi.ahluwalia@gov.in

To

1. All DDGs,/All Directors/All Deputy Directors in the Dte.GHS/ All Section Officers

Copy to

- (i) PPS to DGHS
- (ii) PPS to Spl. DGHS
- PPS to Principal Advisor (NSD)

Signature valid

Digitally signed by R K
AHLUWALIA
Date: 2017.05.08 11:29:06 IST

Nirman Bhawan, New Delhi
Dated 20th April, 2017

OFFICE MEMORANDUM

Subject: Digitization of records of Ministry for implementation of eOffice in MoHFW.

This has been repeatedly circulated in the Ministry that a vendor for Digitization has been hired for scanning of old records of the Ministry to speed up implementation of eOffice in MoHFW but still no considerable progress has been made in digitization of records.

2. It has been decided in the meeting held under the Chairmanship of AS&DG that all the sections must get their files digitized at the earliest from the digitization cell set up in Room no. 243 B, A wing, Nirman Bhawan, New Delhi. Officials of DGHS are also requested to send their files to the vendor at the earliest.

3. Also it has come to the notice of this section that many files are getting scanned but the same are not being converted online which results in the failure of whole process because the number of physical files are not getting reduced.

4. All the Under Secretaries are therefore requested to make sure that files under their sections are scanned at the earliest and the same are also converted in eOffice so that the percentage of physical files is reduced and eOffice implementation path is smoothed.

5. For any kind of technical support in conversion of files into electronic mode, Shri Ashish Sharma, ASO (eHealth) may be contacted at 011-23062263.

J Arora
(Jitendra Arora)
Director (eGov)
Ph: 23062317

son
114(NPCO)
To

1. Dr. Promila Gupta, DDG (admin), DGHS
2. All Under Secretaries, MoHFW

Dir (JS)
Purje
26/4/17
Copy to:

1. All Joint Secretaries, MoHFW
2. PS to Secretary, MoHFW
3. PS to DGHS, MoHFW

JS (Admin) on leave
26/4/17
27/4/17
27/4/17