

F.No. 15/1/2018-Admn.-I
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Administration-I Section

Nirman Bhawan, New Delhi
Dated the _____, 2018

OFFICE MEMORANDUM

7th March

Subject:- Issue of Orders/Circulars/O.M. through e-office-regarding..

The undersigned is directed to say that introduction of e-file system in Dte.GHS is in full swing and Adm. I Section is already processing cases in e-file for quite some time. However, it has been observed that until and unless communications are made available in website of the department, the basic purpose of paperless governance and conversion to e-file procedure is defeated to a great extent. The need is, therefore, felt that all communications which are specifically mentioned to be uploaded in the website should be uploaded on the same day so that all officers and staff could access to the website and see the day to day development. Emphasis may also be given to make the officers and staff more accustomed to surf department's website to get himself/ herself acquainted with the department's achievement and day to day functioning.

2. With a view to achieve the objective of paperless governance, Adm. I Section will provide a copy of all OMs/ Orders/ Office Orders/ Circulars, of course which could be uploaded in the website, for uploading in the Dte.GHS website and dispense with manual distribution of same in fazed manner. IT Cell may initiate necessary action to make the above effort successful.

Signature valid
Digitally signed by JITENDER SINGH
Date: 2018.03.06 16:33:40 IST

(Jitender Singh)
Deputy Director (Admn.)

To,

Dy. Director (Genl.)

Copy to :

All the Officers of Dte.GHS for their information and dissemination of the same to their subordinates.

Dr. Jain
IT cell