

F. No. I.11011/7/2018-ITCell.  
Government of India  
Ministry of Health & F.W.  
Directorate General of Health Services  
(General Section)

Nirman Bhawan, New Delhi  
Dated the 1<sup>st</sup> December, 2020


**Office Memorandum**

Subject: **Scanning of physical files converting into e-files-reg.**

The undersigned is directed to refer to O.M. of even number dated **20<sup>th</sup> October, 2020** seeking information for getting the physical files scanned and converted into E-files to General Section. However, only two sections have responded. Therefore, all Sections are requested to furnish the following information, if any, to enable General Section to intimate the process for getting the physical files scanned and converted into E-files:-

Name of Section/Officer	Number of physical files	Number of estimated pages to be scanned

The above information may please be sent to the undersigned by email at [sanjay.katiyar@nic.in](mailto:sanjay.katiyar@nic.in)/ or to **General Section** latest by **15.12.2020**.

  
01/12/2020  
(Sanjay Katiyar)  
Dy. Director (Genl)

To,

All SOs/Dy. Directors in Dte.GHS

Copy also to:

All Directoras in Dte.GHS.

Copy for information to:

PS to JS(SKJ)