

File No. I.11011/7/2018-ITCell.  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Services (General Section)  
Nirman Bhawan, New Delhi

Nirman Bhawan, New Delhi  
Dated: 07-01-2021

**Office Memorandum**

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

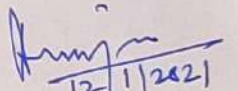
The undersigned is directed to refer to this Directorate's OM of even number I.11011/7/2018-ITCell dated 1/12/2020 (overleaf) on subject cited above and to say that General Section has received requirement of scanning of files/documents from two sections namely M.E section and NCD ~~section~~ only. However, most of the Sections/Cells have not yet sent the information sought for scanning of files and documents.

2. It is pertinent to inform that Dte.GHS may shift to other location in coming time due to Central Vista project. In such scenario, it will not be possible to shift all the physical files due to likely space crunch in new office premise. Therefore, there is need to review and assess old files and send them to Record Room after due assessment. Further, an exercise may be carried out for weeding out of files, which are beyond record retention schedule following due procedure as only essential current files at the barest minimum basis can be shifted to new place. Hence, it will be in the interest of Officers, Sections, and Cells to get important files digitized as backup.

3. It is, therefore, requested that all Officers/Sections/Cells may please indicate their requirement in the following format positively by **18.01.2021** for necessary action related to scanning of files:

Name of Section/officer	Number of Physical files	Number of estimated pages to be scanned

The above information may be emailed at [williamv.jeremy@nic.in](mailto:williamv.jeremy@nic.in). **positively by 18.01.2021**. If no information is received from any officer, Section and Cell within the above said period, it will be presumed that they do not require scanning services.

  
(Arindam Banerjee)  
Deputy Director

To  
All the officers/sections in Dte.GHS

Copy to:

1. Sr. PPS to DGHS
2. PS to JS(SKJ)
3. PA to Director(CSP)
4. Copy for uploading in website.

F. No. L11011/7/2018-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

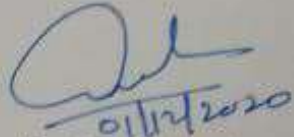
Office Memorandum

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**.

  
 (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)