

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
Dated the 3rd January 2021

Office Memorandum

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

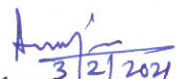
The undersigned is directed to refer to this Directorate's O.M of even number dated 7/1/2021 on the subject cited above(copy enclosed) and to say that except from following sections, no reply has been received from any other officers/sections/cells in General Section so far :

Sr. No.	Section/Officer Name
1.	R.D Cell
2.	ME Section
3.	NML
4.	NCD
5.	CBHI
6.	Addl. DDG, Dr. Anil Kumar
7.	EPI Section

2. Keeping in view the necessity to maintain documents in digital mode in the event of shifting of office, it is once again requested that those who are still to send the required information may please send the same on or before 05.02.2021 in the following format at williamv.jeremy@nic.in:

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

3. All officers, Section Heads are also requested to start organizing physical files and documents in such manner that files and other documents of respective sections/ cells remain in "ready to move out condition" so that same could be moved out in short notice as and when required. The timely action on the above will help smooth transition and prevent loss of documents/data.


3/2/2021
(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 on Dte.GHS website