

REMINDER

F.No.O-1101311/7/2017-IT
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying & Fisheries
(IT Cell)

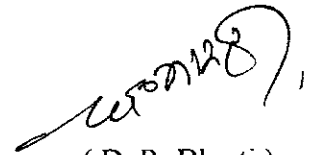
Krishi Bhavan, New Delhi
Dated the 13th February, 2019

Subject:- Weekly statement on status of implementation of e-Office - regarding.

Reference is invited to IT Division's communication of even number dated 30th January, 2019 (copy enclosed) on the above cited subject requesting therein all the Sections/ Units/ Branch in the Department to furnish weekly report/statement containing the following information to IT Division to intensify the use of e-Office in the Department:-

- (i) Weekly statement on the number of e-files generated and file moved by a Unit/Section/Brach and also a number of physical files closed/ converted into e-files during the week.
- (ii) Feedback on the ongoing training session including specific suggestions for betterment.
- (iii) Problems being faced while working on e-Office.

2. All the Sections/ Units/ Branch in the Department are again requested to furnish the required information to IT Division on weekly basis.



(D. R. Bharti)
Under Secretary(IT)
Tel. No. 2338 2863

Distribution:

1. All officers upto the level of Joint Commissioner/Director
2. All Sections/Units

Copy to:-

1. All Divisional Heads
2. Technical Director(NIC), DADF
3. Sr. PPS to Secretary, ADF

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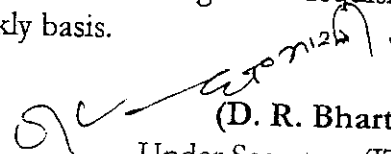
Krishi Bhavan, New Delhi
Dated the 30th January, 2019

Subject:- Weekly statement on status of implementation of e-office -
regarding.

In a meeting taken by Joint Secretary (Admin) on 24/01/2019 to review the status of implementation of e-office and chalk out a strategy to intensify the use of e-office in DADF it was decided to request all the sections/Units/ Branches in the department to provide a weekly statement with following information to IT Division:

- i. Weekly statement containing information on the number of e-files generated and file moved by a Unit/Section/Branch may be provided to IT Division. The information should also include the number of physical files closed/converted into e-files during the week.
- ii. (Recently 2 sessions of training on e-office have been organised by NIC and 10 more sessions are scheduled to be held in the month of February, 2019 as per the training calendar already circulated on 21-01-2019)
Feedback on the training including specific suggestions for betterment.
- iii. Problems being faced while working on e-office.

It is accordingly requested that a statement containing the requisite information may be furnished to IT Division on weekly basis.


(D. R. Bharti)
Under Secretary (IT)
Telephone: 011-23382863

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