

No.A-46011/01/2013-Genl.
Government of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhawan, Sansad Marg
New Delhi-110001, dated: 27.11.2019.

OFFICE MEMORANDUM

Subject:- Implementation of E-office—Scanning and Digitization of Physical files into e-files in Ministry of Statistics & P.I.-regarding.

The undersigned is directed to refer to this Division's earlier O.M. of even number, dated 20.09.2019 (copy enclosed) and to inform that this Ministry has hired the services of a vendor to scan the physical files and digitize the same into Electronic files.

2. All concerned Divisions/Sections of this Ministry are, accordingly, requested to utilize the services of the vendor to get the physical files scanned and digitized into e-files. In this regard, a Schedule has been drawn Division-wise/Section-wise, i.e., the dates / period according to which the each Section / Division has to get the work done. All concerned Sections / Divisions may **strictly adhere to the Schedule** which is enclosed herewith as Annexure.

4. **It is also clarified that the vendor would carry the portable scanner to respective Sections for this purpose.**

5. This issues with the approval of the Competent Authority.

Encl.:- as above.



(Parveen Sharma)

Under Secretary to the Govt. of India
Tel. No.23747929

To

All the Divisions/Sections as per Annexure.

Copy for information to:-


- (i) Sr.PPS to Secretary(S&PI);
- (ii) PPS to JS(Admn.), MoSPI.
- (iii) PA to DS(Admn.), MoSPI.

OFFICE MEMORANDUM

Subject: Implementation of E-office and conversion of Physical files into Electronic Files thereof in the Ministry of Statistics & P.I.-reg.

Ketan
The undersigned is directed to refer to the subject cited above and to say that after implementation of E-office in this Ministry some of the Divisions/Sections of this Ministry is still working on Physical files. A status report of physical files presently in movement in different Divisions/Sections of this Ministry is enclosed herewith.

2. It is requested to the concerned Divisions/Sections of this Ministry to identify their physical files from the enclosed status report *ibid* and initiate the process for conversion of these Physical files into Electronic files on priority. An action taken report in this regard, may also be forwarded to the Administration.



(Parveen Sharma)
Under Secretary to the Govt. of India

To,
All Divisions/Sections of this Ministry

Copy to:-

- (i). Sr.PPS to Secretary (S & PI).
- (ii). PPS to JS (Admn.)
- (iii.) PA to DS(Admn.)/HoD

Sl. No.	Division/Section	Office location	Date & Schedule
1	Admn.I	S.P. Bhawan	03.12.2019 to 04.12.2019
2	Admn.II	S.P. Bhawan	05.12.2019 to 09.12.2019
3	Admn.III	S.P. Bhawan	10.12.2019 to 13.12.2019
4	Admn.IV	S.P. Bhawan	16.12.2019 to 18.12.2019
5	Genl. Section	S.P. Bhawan	19.12.2019 to 24.12.2019
6	Vigilance	S.P. Bhawan	26.12.2019 to 31.12.2019
7	Cash & A/c	S.P. Bhawan	01.01.2020 to 03.01.2020
8	RTI/PIGR	S.P. Bhawan	06.01.2020 to 08.01.2020
9	Hindi	S.P. Bhawan	09.01.2020 to 13.01.2020
10	Coord./Parliament	S.P. Bhawan	14.01.2020 to 16.01.2020
11	NAD	S.P. Bhawan	17.01.2020 to 21.01.2020
12	APAR	S.P. Bhawan	currently working and upto 02.12.2019
13	SSS	S.P. Bhawan	22.01.2020 to 24.01.2020
14	ISS	S.P. Bhawan	27.01.2020 to 29.01.2020
	CAP	S.P. Bhawan	30.01.2020 to 31.01.2020
16	ESD	East Block, R.K. Puram	09.12.2019 to 10.12.2019
17	PSD	East Block, R.K. Puram	11.12.2019 to 12.12.2019
18	MPLADS	East Block, R.K. Puram	13.12.2019 to 16.12.2019
19	IPMD	East Block, R.K. Puram	17.12.2019 to 18.12.2019
20	Budget & Fin.	East Block, R.K. Puram	19.12.2019 to 20.12.2019
21	SSD	West Block, R.K. Puram	23.12.2019 to 24.12.2019
22	NSC	Pushpa Bhawan	26.12.2019
23	Trg. Div.	Pushpa Bhawan	27.12.2019
24	for pending works and other miscellaneous work	S.P. Bhawan	03.02.2020 to 04.02.2020