

**No. A-46011/01/2013-Ad.1(Pt.1)**  
**Government of India**  
**Ministry of Statistics & PI**

Sardar Patel Bhawan, Sansad Marg,  
New Delhi, dated: 28.09. 2018

**CIRCULAR**

**Subject: Implementation of E-office in the Ministry of Statistics & PI -reg.**

Attention is invited to this Ministry's circular of even number dated 1.3.2018 and letter dated 22.3.2018, copies of which are enclosed herewith for ready reference.

2. MoSPI has created an e-office account for the use of Hon'ble Minister of State (MoS) as vgoel@gov.in. Files may now be marked to Hon'ble MoS through e-office.

3. To ensure better implementation of the e-office in the Ministry it has been **decided** that :-

(i) All receipts/ dak should be registered in e-office at the addressee office.

(ii) All files/ notes should be moved in e-office only.

(iii) No physical files will be accepted, except files of other Ministries/ Departments.

(iv) With regard to existing physical voluminous files, e-files should be generated in e-office (as part files).

(v) All Receipts/ VIP communications received in Hindi, e-Files may be generated in Hindi only.

(vii) All the non-active physical files should be closed in order to increase the percentage of digitization.

(viii) Weeding out of old/in-active files should be done on priority basis.

(ix) On desk training /support will be provided, if requested.

4. Further, in order to monitor the progress of e-office implementation, it has been decided to include e-office as a part of the regular agenda of the Senior Officers' meeting (SOM) in order to bring about greater seriousness and commitment towards the E-office Mission Mode Project.

5. This issue with the approval of Joint Secretary (Admn), MoSPI.

Enclosure: As stated.



(D.K. Ojha)  
Director(Admn)/HOD  
Telephone:- 23363823

To,

1. Addl. Secretary, MoSPI
2. DG(ES), CSO
3. DG(SS), CSO
4. DG, NSSO

**Copy to: All Divisional Heads**

1. Joint Secretary (Administration/Coordination & Parliament)
2. ADG, National Account Division(NAD)
3. ADG, Field Operations Division(FOD), NSSO
4. ADG, Economic Statistics Divisions(ESD)
5. ADG, Training Division
6. ADG, Social Statistics Division(SSD)
7. ADG, Coordination and Publication Division(CAP)
8. ADG, Survey, Design and Research Division(SDRD), Kolkata
9. ADG, Data Processing Division(DPD), Kolkata
10. ADG, Price Statistics Division(PSD)
11. ADG, Coordination and Publication Division(CPD)
12. ADG, Data Storage & Dissemination Division(DSDD) (including Computer Centre)
13. DDG, Programme Implementation(PI)
14. Director, Integrated Finance Division(IFD)

**Copy also to:**

1. DS(NSSTA/Computer Centre), MoSPI
2. DS(Admn-II/III), MoSPI
3. DS(Coord/Parl), MoSPI

**Copy for information to:** PPS to Secretary/PPS to JS (Admn), MoSPI

**No. A-46011/01/2013-Ad.I ( Pt-1)  
Government of India  
Ministry of Statistics & PI**

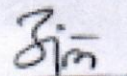
Sardar Patel Bhawan, Sansad Marg,  
New Delhi-110001, dated 01-03-2018

**Circular**

**Subject:- Implementation of E-office in the Ministry of Statistics & PI.**

In order to ensure effective implementation of e-office in the Ministry of Statistics & PI, with the approval of the Competent Authority, it has been decided that the following may strictly be adhered to :-

1. All receipts/ dak should be registered and submitted in e-office only.
2. All files/notes should be moved in e-office only.
3. No physical files will be accepted from 12<sup>th</sup> March, 2018.
4. With regard to existing physical voluminous files, e-files may be generated as part files.
5. All receipts/VIP communications received in Hindi, e-files may be generated in Hindi only.



( Anjan Kumar Mishra)  
Director(A)/HOD/Nodal officer  
Tel. 23363823

To,

All Divisional Heads, MoSPI (As per list enclosed)

**Copy to:-**

1. Under Secretary, Admn. I / Genl.
2. Under Secretary, Admn. II/ III.
3. Under Secretary, Computer Centre/ NSSTA/ Admn. IV
4. Under Secretary, ISS/ Vigilance.
5. Under Secretary, SSS
6. Under Secretary, Coord. & Parliament.

**Copy also to:-**

1. DG (ES), MoSPI.
2. DG (SS), MoSPI.
3. DG (NSSU), MoSPI.

**Copy for Information to:-** PPS to Secretary/PPS to Addl. Secretary, MoSPI.

List of Divisional Heads of MoSPI

1. Joint Secretary (Administration/Coordination & Parliament)
2. ADG, National Account Division (NAD)
3. ADG, Field Operations Division (FOD), NSSO
4. ADG, Economic Statistics Division (ESD)
5. ADG, Training Division
6. ADG, Social Statistics Division (SSD)
7. ADG, Coordination and Publication Division (CAP)
8. ADG, Survey, Design and Research Division (SDRD), Kolkata
9. ADG, Data Processing Division (DPD), Kolkata
10. ADG, Price Statistics Division (PSD)
11. ADG, Coordination and Publication Division (CPD)
12. ADG, Data Storage & Dissemination Division (DSDD) (including Computer Centre)
13. DDG, Programme Implementation (PI)
14. Director, Integrated Finance Division (IFD)

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E-17299

MOST IMMEDIATE

No. A-46011/01/2013-Ad.I. ( Pt.I)  
Government of India  
Ministry of Statistics & Programme Implementation

Sardar Patel Bhawan, Sansad Marg,  
New Delhi, Dated 22.03.2018

To

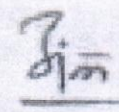
1. DG, SS, CSO
2. DG, ES, CSO
3. DG, NSSO
4. DDG, PI
5. Director, IFD

**Sub: Implementation of e-Office in the Ministry of Statistics & PI.**

Sir/Madam,

A meeting chaired by Secretary, Department of Administrative Reforms and Public Grievances (DARPG) was held on 20.03.2018 to review the progress of e-office implementation in various Ministries / Departments of Government of India. This meeting was attended by Joint Secretary, MoSPI and the undersigned.

2. A similar presentation-cum-meeting was also convened in the office of Hon'ble Minister, MoSPI on 06.03.2018 in which the progress was also reviewed.
3. In the meeting convened by DARPG, Secretary, DARPG expressed his unhappiness on the slow progress of e-Office implementation in MoSPI and instructed to expedite this. He further stressed upon the need to accelerate the scanning process.
4. NSSO(FOD), Director(IFD) and DDG(PI) are requested to complete the process of converting the physical files into electronic mode by 30th April, 2018 positively.
5. It is further directed that no new physical file should be opened hereinafter, except in special cases, where prior permission of Divisional Head should be obtained.
6. This issues with the approval of Secretary, MoSPI

  
( Anjan Kumar Mishra )  
Director (A)/HOD

Copy to:

1. PS to Hon'ble Minister, MoSPI
2. APS to Hon'ble Minister of State, MoSPI
3. PPS to Secretary, MoSPI