

राष्ट्रीय राजमार्ग एवं अवसंरचना विकास निगम लिमिटेड

सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार

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National Highways & Infrastructure Development Corporation Limited

Ministry of Road Transport & Highways, Govt. of India

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सार्वजनिक क्षेत्र का उपक्रम

F. No. NHIDCL/GM (HR)/Circulars (e-office)/2016 /217

Dated: 19<sup>th</sup> July, 2016

### OFFICE ORDER

#### **Sub: Compulsory usage of e-office w.e.f. 1<sup>st</sup> Aug 2016**

The e-office software developed by National Informatics Centre is aimed at eliminating unnecessary paper work, thereby protecting the Environment besides offering transparency in the functioning of the public office. Though e-office procedure has been successfully put in operation, it has been observed that the potential of the software is not being utilized entirely leading to files being opened in conventional hard copies defeating the very purpose of introduction of e-office in NHIDCL.

Since the e-office software introduced in NHIDCL offers all the capability to introduce a paperless, efficient and modern office and the officers and staffs are also familiar with e-office procedure, it has been decided that all new files shall be opened compulsorily in e-office mode w.e.f. 1<sup>st</sup> Aug 2016. In exceptional cases, where the existing files pertaining to Civil contracts, HR/Finance contain voluminous documents, the physical file must bear the file number on it which shall be entered in the e-office portal by the concerned officer invariably. Such physical files must be digitalized at the earliest. Henceforth all Office Orders shall be issued in e-office mode only. This should be followed strictly by all concerned.

A refresher programme on use of e-office procedure for NHIDCL employees posted at NHIDCL HQ New Delhi including outsourced employees shall be conducted shortly.

  
(ANUP PURKAYASTHA)  
General Manager (HR)

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