

**No.F.01/02/2016**  
**US(IT&E-Office)**  
**MoEF&CC**  
**Jor Bagh, New Delhi.**

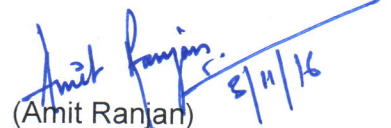
Dated:- 03<sup>rd</sup> November, 2016

**Office Memorandum**

**Subject: - Implementation of E-Office in MoEF&CC**

The undersigned is directed to convey that 15<sup>th</sup> November, 2016 (Except for environmental/forest clearance) has been decided as a deadline for implementation of the E-Office in the Ministry and each division has to shift to the new system without fail on or before this date.

2. In order to e-shifting of files, the needful arrangement for scanning of the files has been done at each floors of each wing. However, it has come to notice that some divisions are submitting all the old files for scanning without checking of the retention schedule of the same. This practice is not only causing the delay in implementation of the e-office but is also becoming dearer on the Govt. Exchequer since the scanning is an outsourced activity and the Ministry is paying for the same.
3. Accordingly, all the Divisional head is requested to kindly ensure the following:-
  - (a) That the priority to current and running files is to be given so that the shifting to e-office could become possible within the stipulated schedule.
  - (b) That only those files are handed over for scanning which has its utility as per record retention schedules.
4. The mobile numbers of all resource person who is available for help is given on the notice board of e-office system vide OM dated 24 October, 2016

  
(Amit Ranjan) 5/11/16

Under Secretary to the Govt. of India

Copy to:-

1. All Divisional Heads
2. All Officers
3. IT Cell- for uploading on the website and e-office platform.