

No.PA/CEO/CHB/2020/122

Dated: 25th June 2020

ORDER

The Issue of introduction of E-Office Module of the NIC was discussed with the worthy Chairman and it has been decided that the Chandigarh Housing Board to immediately switch over to E-Office and set an example to others in the UT Administration. Accordingly the E-Office Module is being introduced in the Chandigarh Housing Board and training to first batch has already been given by the NIC, Chandigarh, during the last week. Training for next batch has been scheduled on com 30th June. The Computer Section of CHB is arranging for various requirements like Scanners, e-mail accounts of NIC and Digital Signatures etc.

2. The E-Office module developed by the NIC has already been implemented successfully in different departments of the Central Government and in many State Governments. Infact the Computer Section and Legal Section of the CHB have already started sending its e-files and these successfully crossed many channels before its approval by the concerned competent authority and have reached to its original places.

3. To implement the E-Office module in CHB, the following Standing Operating Procedure is to be followed:

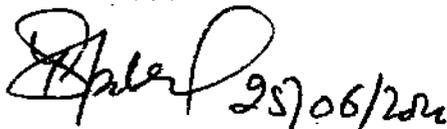
- a) Dak receipts need to be centralized at the Reception and all the Dak to be scanned there to convert it into E-Dak. The Reception to forward the E-Dak to the concerned officer through E-Office module. An automatic diary number will be generated at the time of forwarding the E- Dak which needs to be indicated on the physical Dak. Thereafter the physical Dak be also sent to the concerned officer as per present process against proper receipt. The Concerned Officer and his/her Personal Branch to ensure that the E-Dak and the Physical Dak moves to same direction.
- b) There is no need to delay implementation of the E-Office module for scanning of existing files. Any new PUC/Proposal to be processed on newly created E-file and scanned copy of the particular PUC to be provided in correspondence section of the said e-file. Further scanned copy of related previous note-sheets or other documents may also be attached with the e-file with suitable references on the noting portion. However in case any authority need to go through the existing physical file, then he/she may call for the same before taking a decision on the e-file.

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c) On creation of E-File, an automatic file number is generated by the module. Such file number to be indicated on the existing physical file prominently by the concerned Dealing Assistant. Since presently we are not having any file numbering system, this way all the existing file will get numbered over a period of time. Opening of so many E-Files for similar issues must be avoided and once an E-File is created for particular subject, same is to be utilized for processing of subsequent related PUCs/Proposals.

d) The E- Office module to be implemented in the Administrative Branch, Legal Branch and Computer Section from this week itself. Remaining Wing/Branch/Section to complete the required preparation and be ready for implementation in next few days. Thereafter, except some avoidable reasons, no physical files will be moved.

4. The above Standard Operating Procedure may be refined in due course when the E-Office is properly implemented and teething issues are resolved.


(Yashpal Garg, IAS)
Chief Executive Officer

To,

1. Chief Engineer, CHB
2. Secretary, CHB
3. Chief Account Officer, CHB
4. Administrative Officer, CHB
5. Senior Law Officer, CHB
- ✓ 6. Computer Incharge, CHB

Copy to:

1. SIO, NIC Chandigarh with the request to provide required assistance and hand-holding especially during the transition phase
2. PS to Chairman for kind information of the worthy Chairman, CHB


CEO