

No.PA/CEO/CHB/2020/140


Dated: 28th July 2020

ORDER

All the required preparations for introduction of E-Office Module in Recovery Branch and Account Branch have been completed. Today a meeting was also held in the chamber of the undersigned with the Secretary, CAO and all the AOs/SOs to discuss the modalities in this regard. Apart from complying with the SOPs issued vide order dated 25.06.2020, the following may also be ensured by the officers of Recovery and Account Branch:

1. Before upward forwarding the proposals on E-Office module, all the AOs and SOs should personally go through the physical file of the particular property. Scanned copy of related previous note-sheets or other documents to be attached with the e-file indicating suitable references on the noting portion. As already provided in the SOP, in case any authority needs to go through the existing physical file, then he/she may call for the same before taking a decision on the e-file. In the event of calling the physical file for the purpose of referencing, the existing protocol of diary/dispatch with acknowledgement needs to be followed for safety of the physical records.
2. In matters where physical signatures of the concerned higher authority is needed (Example- execution of Deeds /Tri-party agreements/ communication under the signature of the Secretary), initially only E-File to be moved. After approval of the competent authority, some official may be deputed to get the documents physically signed from the concerned authority.
3. Except complex issues, where movement of physical file is required or in unavoidable circumstances, all the matters to be processed on E-Files only from 1st August 2020 onward.

CI/CHB/ 1789
Dated 28/07/2020


(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. PS to Chairman for kind information of the worthy Chairman, CHB


CEO