

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ADMINISTRATION DIVISION) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI 110002.**

CD:-012632849

No. F.25/Fin./AD/Cir./2021/ *del/731*

Dated :01/08/2025

To

All Administrative Secretaries/ HoDs,  
Govt. of NCT of Delhi.  
Delhi.

Sir/Madam,

As is aware that e-office has been implemented in all Departments of GNCT of Delhi w.e.f. 01.07.2025. It has been decided that all files in the Finance Department shall mandatorily be processed through the e-Office platform only.

No physical/manual files will be accepted or processed in any branch of the Finance Department.

Therefore, I am directed to request that the files/proposals to the Finance Department should be sent only through e-office w.e.f. 01.08.2025 (Friday).

Yours faithfully,

*[Signature]*  
01.8.2025

**(MANGEJ SINGH)  
DEPUTY SECRETARY (FINANCE)**

**Copy for information to:-**

1. Secretary to Chief Minister, GNCT of Delhi.
2. SO to Chief Secretary, GNCT of Delhi
3. PS to Secretary (Finance), Finance Department, GNCT of Delhi.
4. PS to Special Secretary-I & II (Finance), Finance Department, GNCT of Delhi.
5. Controller of Accounts, Finance Department, GNCT of Delhi.
6. All Director/Jt. Secy., Finance Department, GNCT of Delhi
7. All DSFs, Finance Department, GNCT of Delhi.
8. Assistant Director (IT), Finance Department, GNCT of Delhi.