

Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi-110002

File No.: E-13/13/2025-SeMT-IT Dept <https://it.delhi.gov.in/>
14048-89

Date 08/5/2026

ORDER

Subject: Implementation of eSAM Portal for end-to-end asset tracking and management

The eSAM (e-System for Asset Management) is a web-based application developed by National Informatics Centre, Karnataka, to streamline and automate asset management across government departments. As decided, the system is being adopted by the Government of NCT of Delhi.

2. The eSAM portal shall function as the single authoritative source for the complete lifecycle management of all physical and digital assets, including:

- All newly procured assets shall be recorded in the system immediately upon receipt.
- Real-time tracking of assignment of assets to concerned employees or departments shall be ensured.
- Proper and formal documentation of decommissioning, recycling, or disposal shall be maintained within the portal.
- It facilitates comprehensive tracking of assets including inventory and stock management from procurement (entry) to disposal (exit)—through a centralized digital platform.

3. A comprehensive training session on the eSAM system has already been imparted to all Officers/officials of Dept. of IT, GNCTD on 15.04.2026. The session covered system functionalities and operational procedures and credentials were shared.

4. It has been observed that, despite the implementation of the eSAM platform, asset tracking at different stages is still not fully streamlined in the Department. Therefore, to improve transparency, accountability, and efficiency, it is directed that all assets must be managed only through the eSAM Portal with effect from 01.05.2026.

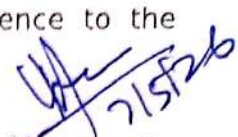
5. All designated Officers/Officials shall ensure that their profiles are duly updated in the eSAM portal and that valid user credentials (User ID and Password) have been obtained.

6. The Store In-charge shall undertake a thorough reconciliation of the existing physical inventory with departmental records of employees to ensure accuracy and eliminate discrepancies.



7. For continued guidance, detailed user manuals pertaining to various eSAM modules are available on the Department's website: <https://it.delhi.gov.in> In case of any technical issues or clarifications, Officers/Officials may contact to Sh. Kapil Kumar (Technical Officer), Dept. of IT, GNCTD.

All Officers/Officials are hereby directed to ensure strict adherence to the above instructions in letter and spirit.


(K. Murugan)

Joint Director (IT)

To:

All Officers/Officials, IT Department, GNCTD

Copy for Information to:

1. PS to Secretary (IT), Dept. of IT, GNCTD.
2. PS to Special Secretary (IT), Dept. of IT, GNCTD.
3. Guard File.