



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER(IT)
ROOM NO. 611: 6th FLOOR: VARUNALAYA PH-II
JHANDEWALAN: KAROL BAGH: NEW DELHI-110005



No: DJB/CE(IT)/2025/ 1055

Date: 23/06/2025

CIRCULAR

Sub: Implementation of e-office in DJB- reg.

Ref: Instructional Order No: DJB/CE(IT)/Cir./2025/548 dated 11.06.25 of Member (A).

Ref: Circular No: DJB/CE(IT)/2025/935 to 993 dated 18.06.2025 of CE(IT).

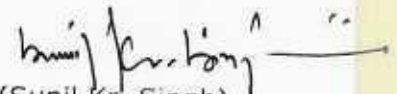
Reference is invited to Instructional Order of Member(A) and Circular of this office regarding implementation of e-office in DJB. It is reiterated that the e-Office system shall be fully implemented in all offices of Delhi Jal Board w.e.f. 25.06.2025 onwards. Therefore, no physical files or papers will be received in any office of DJB after 25.06.2025.

In compliance of the above Instructional Order and Circular, all officers may ensure that the e-office system is fully operationalized in their respective offices.

Further, for scanning of official files/documents, officers may utilize the centralized scanning cell established at 6th Floor, Varunalaya Ph-II under DD(IT), EDP Cell. Services of the following empaneled vendors can be utilized for scanning voluminous records:

S. No.	Empanelled Vendor	Contact Person	Contact No.	e-mail
1	M/s Enhira Software Export Limited	Narendra Hiranandani	9821052688	nhiranandani@enhira.co.in
2	M/s Datasoft Computer Services Pvt. Ltd.	Sandeep Goel	9810172490	admin@datasoftindia.in
3	M/s Capital Business Systems Pvt. Ltd.	Raj Kumar Gautam	9540809652	rajkumar.gautam@cbsigroup.in

It is, hence, reiterated that all official work shall be processed electronically through e-office only from 25.06.2025 onwards in DJB.


(Sunil Kr. Singh)
Chief Engineer(IT)

CE(N)W/Dr.

All CEs/Directors/Secretary

DD(IT)

AB-II/III/PM-II
24/6/25

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 1005 dt 24-06-25