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Government of India
Archeological Survey of India

24 Tilak Marg, New Delhi-110001
Dated March, 2018

CIRCULAR

9 MAR 2018

Subject: Implementation of e-Office in ASI Hqrs, New Delhi – Correspondences with ASI Hqrs by all ASI field Offices / Regional Offices.

It is intimated that ASI Hqrs is in the process of implementing e-Office in the Headquarters in order to achieve the following objectives:


- (i) Paperless processing of the proposals /correspondences received in ASI Hqrs from its field Offices/Regional Offices as well as other Ministries/Departments/Offices and also granting them paperless approvals / sanctions / replies by ASI Hqrs.
- (ii) To reduce turnaround time for processing / granting approvals by ASI Hqrs to the proposals / communications / matters received from ASI field offices /ASI Regional Offices and from other Ministries/Departments/ Organizations/ Offices.
- (iii) To bring in efficiency and time delivery of services / granting approvals / sanctions etc. to the proposals / communications / correspondences, both at the level of Hqrs and its field Offices/Regional Offices.
- (iv) To achieve transparency and accountability in dealing and processing of proposals.
- (v) To train and raise the human resources in ASI in such a way that they are aware of the latest IT technologies / developments and are well-equipped and capable to function efficiently through IT /e-governance etc.

2. In this regard, a decision has been taken by the DG, ASI to implement e-Office in the Hqrs w.e.f. 1st April, 2018, which will ensure paperless work/office in the ASI Hqrs and serve other allied purposes of e-Office as indicated above.

3. Thus, in order to effectively implement e-Office in the Hqrs, all the Offices under ASI are mandatorily required to send all their communications / correspondences / letters w.e.f. 1st April, 2018 to ASI Hqrs through Gov/NIC e-mail IDs only. However, correspondences in respect of Court Cases / Legal Matters may continue to be sent to the Hqrs by Post, besides through e-mail, until further orders. Correspondingly, ASI Hqrs will send/make communications / correspondences with its field Offices, etc. through e-mails only.

4. All the ASI Offices shall, at the same time, ensure that letters / communications sent by them to the Hqrs are digitally signed. In case, the Offices/Officers concerned sending letters etc. to the Hqrs do not possess Digital Signature Certificates (DSCs) for digitally signing / authenticating their letters/communications, the same may be immediately procured. In the meanwhile, the scanned copies of the correspondences may be uploaded and sent by e-mail. However, this shall be for a temporary period until procurement of DSCs. Like-wise, required number of Scanners, if needed, shall be procured by all the ASI Offices for scanning physical letters/documents which are required to be sent to the Hqrs. For procuring DSCs/Scanners, if any, budgetary allocations made under OE (IT) Head shall be utilized by the respective Offices.

This issues with the approval of DG, ASI for compliance by all concerned.


(Tara Chandar)
Dy. Director (Adm)

To
All Offices of ASI
(As per Standard List)