

C I R C U L A R

13 AUG 2019

Subject: Correspondences with ASI Hqrs, New Delhi by all ASI field Offices and vice versa through e-Governance platform/e-mails – regarding

Reference is invited to Hqrs Circular issued vide letter No. 42-2017-E-tck (Web)/Adm-II dated 9th March, 2018 (copies enclosed) wherein it was instructed to all ASI Offices to make correspondences with ASI Hqrs through e-mail only except Court Cases/ Legal matters which were required to be sent both through e-mail and by Post.

2. In partial modification of the above instructions dated 9th March, 2018, the direction of the DG, ASI for making correspondences by ASI field Offices with ASI Hqrs and vice versa on e-Governance platform upon its implementation in ASI and through e-mails, with the objective to make ASI a paperless Office, is conveyed to all ASI Offices. As regards matters concerning Court Cases/Legal matters the physical copies received in the Circles / Branch offices may be got scanned and forwarded to HQ on e-Governance along with the draft replies in an editable format for facilitating vetting. Similarly, the ASI field Offices shall correspond with other ASI field offices and vice versa through e-Governance Portal or e-mails only so that the correspondences become completely paperless.

3. All offices are advised to strictly abide by the above instructions and to jointly create a paperless environment in the office. It may be noted that no correspondences with the HQ and vice-versa shall be entertained in physical form unless wherever necessary as per requirement of Pay and Accounts office for submission of sanctions, bills and disbursement of payments etc.

This issues with the approval of ADG (Adm) for compliance by all ASI Offices including Hqrs.



(Tara Chandar)
Dy. Director (Adm)

To

1. All Officers/Staff in ASI
2. All ASI field Offices

Copy for information to:

- i. PS to DG, ASI
- ii. PA to ADG (Adm)
- iii. All Jt. DGs/All Directors
- iv. All Sections, ASI Hqrs
- v. Website Section

Receipt No : 51397/2019/O/o DY.Director(ADMIN)

F.No.42-2017-E-tck(Web)/Adm-II
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)