

F.No.42-2017-E-tck(Web)/Adm-II
Government of India
Archaeological Survey of India

24 Tilak Marg, New Delhi -110001
Dated 20th June, 2018

C I R C U L A R

Subject: e-Office - discontinuing of digitalization / scanning of files/documents for w.e.f. 29.6.2018.

All concerned are intimated that digitalization of files/documents in respect of all Sections/Units/Cells has been completed and migrated in e-Office System. However, in case some files/documents which might have been left out in Sections/Units and the concerned Sections/Units feel it necessary to be digitalized for e-Office, they may get them scanned/digitalized well before 29.6.2018 (Friday) positively, the date upto which digitalization / scanning work will continue. Digitalization / scanning of files / documents will be completely discontinued w.e.f. 30.6.2018 (Saturday).


(Tara Chandar)
Dy. Director (Adm)

To

All Sections/Units/Cells
ASI Hqrs, New Delhi

Copy for information to:

- (i) PS to DG, ASI
- (ii) PA to ADG (Adm) / ADG(Archaeology)
- (iii) Jt. DG (Cons)/All Directors