

Immediate
Time Bound

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

24 Tilak Marg, New Delhi
Dated 10th April, 2018

C I R C U L A R


In a review meeting on implementation of e-Office taken by DG, ASI with the officers of Administration Wing on 5th April, 2018, it has been directed by her that submission of proposals, where the level of approval is DG, shall be made through e-Office only w.e.f. 1.5.2018. For the present, the files which are required to be submitted to MoC or other Departments may continue to be put up in the physical form.

Further, it has been directed by her that to begin with atleast four files/proposals may be submitted by all Sections/Divisions through e-Office w.e.f. 13.4.2018 (Friday). Directors concerned of the respective Divisions shall ensure such submission of files through e-Office in the manner mentioned hereinabove.

Effective from 2.4.2018, new files in all Sections were to be opened only on e-Office for processing of proposals / cases in compliance of Circular of even number dated 28th March, 2018 and, the conventional method of opening of new physical files was to be discontinued w.e.f. 2.4.2018. All Officers at the supervisory levels are directed to ensure strict compliance of these instructions.

For any issue relating to e-Office, e-Office Support in Room No. 215, C Wing may be contacted.

All Directors are, therefore, requested to ensure submission of files / proposals in respect of their Sections/Units through e-Office as mentioned above.


(Rakesh Singh Lal)
ADG (Adm)

To

- (i) All Directors
- (ii) All Sectional Incharge
- (iii) All Staff/Sections, ASI Hqrs
- (iv) E-Office Support, ASI Hqrs

with the direction to ensure compliance.

Copy to: Dy. SA(Website) for uploading on the Website.

Copy for information to:

- (i) PS to DG, ASI