

No.I.11011/3/2017-IT Cell
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
I.T Cell

Room No. 443 'A' Wing,
Nirman Bhavan, New Delhi
Dated the 21 April, 2017

Office Memorandum

Subject: Minutes of the meeting held on 7th April 2017 under the Chairmanship of Deputy Director General (A) for discussing ways for expediting the progress of eFile in Dte.GHS

Copy of the Minutes of the meeting taken by Dy Director General (A) for use of eFile in Dte.GHS is hereby circulated for information.

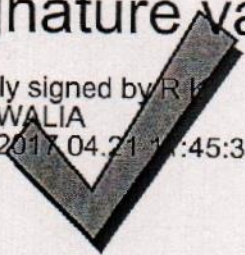
2. A copy of the minutes is to also available on Directorate website dghs.gov.in-->Circular/Notice/Minutes-->Minutes Section

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To
(i) All Officers in the Dte. GHS
(ii) All Sections in the Dte GHS
(iii) PPS to DGHS
(iv) PPS to Spl DGHS

Signature valid

Digitally signed by R K
AHLUWALIA
Date: 2017.04.21 11:45:35 IST



F.No.I.11011/3/2017-IT Cell

Minutes of the meeting held on 7th April 2017 under the Chairmanship of Deputy Director General (A) for discussing ways for expediting the progress of eFile system in Dte.GHS

A meeting was held under the Chairmanship of Dr. Promila Gupta, Deputy Director General (A) on 7.4.2017 for discussing ways for expediting progress in using eFile system in Directorate. At the outset, the DDG(A) impressed upon the participants the urgent need to change over to the digitised mode of file processing. Thereafter, she invited the comments and observations of the participants in respect of eFile system.

2. During the meeting after listening to the views of the participants, the following decisions were taken:

- a. All Sections/Divisions should start using eFile system immediately in respect of fresh receipts.
- b. All participants were told to initiate the use of eFile system with the existing facilities using scanning facilities in photocopiers and multi functional devices available in Sections/Divisions.
- c. For bulk scanning in case of old files or receipts having more than 20 pages, the facilities available in CR Section/General Section of Dte.GHS and Digitization Cell Room No.443A of MoHFW No.245A may be utilised.
- d. So far as training is concerned, DDG(A) told during the meeting that training has already been conducted twice by IT Cell in past. However, those who still require training on eFile they may send the request immediately to IT Cell and requisite handhold training will be imparted by IT Cell in association with eGovernance Division of MoHFW.
- e. It was advised that all Sections/Divisions should send their requirement of scanners and other facilities to General Section in the pro-forma already circulated, by 13.4.2017. A copy of the circular is available on Directorate website dghs.gov.in-->Circular/Notice/Minutes-->Circular section, which may be downloaded by all Sections/Divisions to project their requirements.
- f. The time period by which activities like training of staff, requisition for computer peripherals, pen drives and scanners etc., have to be done should be within three days.
- g. All the Senior Officers were also told to discourage the submission of new files in physical form by Sections under their control.