

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 7 the February, 2018

Office Memorandum

Subject: Minutes of the meeting held on 30th January 2018 at 2.00 PM at Resource Centre under Chairmanship of JS(RM) to expedite implementation of electronic (eFile) in the Dte.GHS

Copy of the Minutes of the meeting to expedite implementation of eFile in the Dte.GHS is hereby circulated for information and necessary action.

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

Signature valid

Digitally signed by SURESH KUMAR TANWAR
Date: 2018.02.07 12:46:03 IST
Reason: Approved

((S K Tanwar)

Deputy Director (SKT)

011-23063539

To

1. All Directors/Deputy Directors/SOs/SO-I/c
2. PS to JS (RM)
3. PS to Dir(MKC)

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

Minutes of the meeting held on 30th January 2018 at 2.00 PM at Resource Centre under Chairmanship of JS(RM) to expedite implementation of electronic (eFile) in the Dte.GHS

The meeting was held under the Chairmanship of JS(RM) to expedite implementation of eFile in Dte.GHS. All Directors/Deputy Directors/Sections Officer/ Sections in-Charge/Cell in-Charge participated the meeting. At the outset, the Chairman invited the comments and observations of the participants in respect of eFile system. Section-wise progress was discussed during the meeting. A target was set for each Section to improve the progress on eFile viz, converting the active physical file into eFile, weeding out/closing the inactive physical file and also making efforts by all units to increase the percentage of eFile. A comprehensive progress report with the target as fixed in consultation with concerned units for enhanced use of eFile is enclosed as Annexure-I.

2. In addition to above, following decisions were taken:-
 - i. All the Divisions/Sections will achieve the target as fixed in the meeting by 15th February 2018.
 - ii. All the Divisions/Sections will provide the eFile progress report in requisite proforma to IT Cell by 19th February 2018.
 - iii. The next meeting for status of progress of eFile in Directorate was scheduled on 20th February 2018 at 3.00 PM at same venue.
 - iv. FTS account/NIC email will be opened for all Consultants with the assistance of IT Cell.
 - v. MIS data will be provided to Division/Section by IT Cell.
 - vi. Only some subjects like RRs, Court Case, disciplinary/vigilance are presently excluded for mandatory transition to eFile processing.

File No.I.11011/3/2017-ITCell

- vii. The old physical files must be got digitized at the earliest from the Digitization Cell of MoHFW setup in room No 243B, 'A' Wing. However, before that a call may be taken about the weeding out of such files as per retention schedule.
- viii. All new files must be opened in eFile mode by all Divisions/Sections.

The meeting ended with a vote of thanks to the Chair

S.N.	Section	Total pFile	Active pFile	Total eFile	Active eFile	%	Target No of files/percentage
1	A&V Section	0	0	4	4	100	25 files
2	Admin.I Section	29	29	58	58	67	80%
3	Admin.II Section	620	308	145	129	19	50%
4	Cash-I Section	1	1	2	2	67	100%
5	Cash-II Section	0	0	0	0	#DIV/0!	30%
6	CBHI	68	63	24	24	26	50%
7	EMR Division	100	97	163	163	62	25 Files con
8	EPI Section	397	268	58	50	13	40%
9	General Section	0	0	0	0	#DIV/0!	35%
10	Hindi Section	40	0	0	0	0	10Files
11	IDD & Nutrition	0	0	0	0	#DIV/0!	10 Files
12	IT Cell	2	2	19	19	90	100%
13	Leprosy Section	121	121	36	36	23	40%
14	ME Section	282	282	120	120	30	50%
15	MG Section	1177	415	136	80	10	40%
16	MH-I Section	386	386	293	293	43	50%
17	MH-II Section	0	0	0	0	#DIV/0!	48%
18	MH-III Section	329	329	24	24	7	15%
19	NCD Section	486	55	133	32	21	80%
20	O&M,RTI Section	0	0	0	0	#DIV/0!	50%
21	Ophthalmology						95%
22	PH/IH Division	232	232	11	11	5	20%
23	PH(CDL)	5	5	7	7	58	30%
24	RD Cell	0	0	0	0	#DIV/0!	30%
25	TB Section	240	206	196	196	45	60%
	Total	4515	2799	1429	1248	24	