

Z-25013/1/2020-Admn.-I-Part(2)
 Government of India
 Ministry of Health and Family Welfare
 Directorate General of Health Services
 (Administration-I Section)

Nirman Bhawan, New Delhi.

Dated the 26th May, 2020.

Office Memorandum

Subject: Submission of receipts or personal requests (LTC, medical fitness, Nominations form, family details etc) through e-mode (e-receipts/email)- reg.

The undersigned is directed to refer to subject mentioned above and to say that the country is facing Corona Virus (COVID-19) Pandemic. "Social distancing" is a critical part to contain the spread of the COVID-19. DoPT/MHA has circulated various guidelines for maintaining social distancing norms in Government offices. In this direction it is felt that submission of receipts through e-mode (e-receipts/email) would play a major role in maintaining social distance in this Directorate.

3. All the officers/staff of this Directorate are, therefore, requested to send receipts or their personal requests (LTC, medical fitness, nominations form, family details etc) through e-mode (e-receipts/email) to their concerned Admin Section. In case, the requirement of physical papers would be necessary, concerned officer/official will be asked to submit is subsequently. It is further added that Admn. is trying to circulate all OMs/ Orders and other communication through digital mode only i.e through email, displaying in website etc.

Jitender

(Jitender Singh)

Dy. Director (Admn.)

011-23062814

To,

1. All officers/staffs of Dte.GHS with the request to visit emails and website regularly and also instruct their supporting staff to send receipts to upward and downward channel through e-receipts in e-office as much as possible.
2. DD(G)/IT Cell for uploading on DGHS website

Copy to,

1. Sr. PPS to DGHS
2. PS to DDG (P)/Director (HQ)
3. US (Admn.), M/oH&FW