

File No. I.11011/7/2018-ITCell.  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Services  
(General Section)

Nirman Bhawan, New Delhi

Dated: 21-10-2020

**Office Memorandum**

Subject: Scanning of physical files converting into e-files-reg.

The undersigned is directed to refer to the subject mentioned above and to say that General Section has received verbal requests from sections for scanning of physical files and its conversion into e-files. Therefore, for convenience of the section, a schedule is proposed to be drawn for smooth execution of the work and thus following information is required.

Name of Section/Officer	Number of Physical files	Number of estimated pages to be scanned

The above information may be please sent to the undersigned by email at [sanjay.katiyar@nic.in](mailto:sanjay.katiyar@nic.in) latest by **23-10-2020**.

  
21/10/2020  
(Sanjay Katiyar)  
(Deputy Director)

To  
All the officers/Sections in Dte.GHS

Copy to:

1. PS to JS(SKJ)
2. PA to Director(CSP)