

DIRECTORATE OF INFORMATION & PUBLICITY  
GOVERNMENT OF DELHI

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- **DUSIB switches over to E-office**
- **DUSIB translates the vision of Prime Minister into action for making Digital India and Good Governance.**
- **The e-office will ensure transparency, accountability, data security, transforming Government work culture and ethics, and promote greater collaboration in work place and effective knowledge management.**
- **The e-office connects 35 branches and field offices of DUSIB on-line, 400 officers/ staff have been provided digital signature for working on e-office.**

Date: 05<sup>th</sup> January, 2015

Delhi Urban Shelter Improvement Board (DUSIB), Govt. of NCT of Delhi has completely switched over to e-office. The Chief Executive Officer of Delhi Urban Shelter Improvement Board, Shri Amar Nath while informing said that the process of implementation of e-office in DUSIB was initiated in April 2014 which we completed on 31<sup>st</sup> December 2014 and the entire office of DUSIB switched over to e-office from 1<sup>st</sup> January 2015. Shri Amar Nath said that by implementing the digitalization of entire office, the DUSIB may be the first Government organization to have completely switched over to e-office which is a step forward towards meeting the vision of Hon'ble Prime Minister Shri Narendra Modi of *Digital India* and *Good Governance*. The e-office is a digital work place solution developed by National Informatics Centre (NIC), Department of IT, Govt. of India specifically for Government offices. E-office is a transparent electronic system which is accountable, responsive and effective. In order to ensure the time bound implementation of e-office Shri Ashish Joshi, Member Finance was designated as Chief Digitalization Officer.

Shri Amar Nath said that in order to ensure time bound implementation of e-office, the process of implementation was initiated by DUSIB in April, 2014 as the Government has been putting great emphasis on improving productivity and its internal processes, increase transparency in decision making and bring-in citizen participation as part of the inclusive governance in the country. The governance process is based around creation of files, notings in

the files, decision at various levels and finally issuing decisions as letter and notifications. Govt. goes through elaborate processes at different stages, calling work-flow. Most of these processes are handled in the form of files, which move forward and backward for decisions.

Shri Nath further said that the e-office involves creation of the file online. The file can be created normally as in the physical form. The file is signed with digital signature and moved to next officer online itself. It is always known where the file is pending. The senior officers can always know the status of the file pending with each employee. The files are instantly moved from one office to another. It's a great advantage to DUSIB as its offices are located in various parts of Delhi.

Shri Amar Nath underlined that E-office is automation of these files and it plays a very crucial role both in decision making and also in building transparency in governance. The benefits of E-office are listed below:

- (i) *Enhance Transparency*: Files can be tracked and their status known all the time.
- (ii) *Increase accountability*: the responsibility of quality and speed of decision making.
- (iii) *Assure data security and data integrity*.
- (iv) *Promote innovation* by releasing staff energy and time for unproductive procedures.
- (v) *Transform the government work culture and ethics*.
- (vi) *Promote greater collaboration in the work place and effective knowledge management*.

Giving details about the implementation of the package, Shri Nath said that E-office package was first implemented in Administration Branch of DUSIB. After successful implementation of e-office in Administration Branch in October, 2014, process of implementation of e-office, was initiated in more than 35 branches/field offices of DUSIB. Around 400 officers/staff have been provided Digital Signatures for working on the e-office. Regular Training Sessions and Workshops were held by the team comprising of the officers of NIC & DUSIB.

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