

OFFICE OF THE CHIEF EXECUTIVE OFFICER
DELHI URBAN SHELTER IMPROVEMENT BOARD
C' WING, 4th FLOOR, VIKAS BHAWAN-II,
CIVIL LINES, DELHI
Email: delhishelter@gmail.com

No. PS/CEO/DUSIB /2014/D-67

Dated; ^{14th} March, 2014

ORDER

National Informatics Centre (NIC), has developed e-office, a Mission Mode Project under National E-Governance Plan of Ministry of Information Technology, Government of India. The e-office has various suites including e-file developed as per the requirement of Government offices. To streamline the functioning and to use IT in DUSIB functions it has been decided to implement e-office in DUSIB.

In Phase-I, the e-office will be implemented in the Administrative Wing of DUSIB at Punervas Bhawan, Vikas Kuteer and Vikas Bhawan-II including the office of the CEO. It has further been decided that the office of the Chief Engineer(I) and its Circle(I) including the respective Divisional Offices of Circle-I, at Raja Garden, shall start implementing the e-office.

With a view to have proper implementation of the project a team of the following officers has been constituted (designated as NODAL OFFICERS) for each location. Shri Ashok Joseph, Dy Director (System) who will be the overall In-Charge for implementation of the system.

The Project team shall consist of the following:

1. **Shri Ashok Joseph, DD(System) : Team Leader (ITO)**
2. Smt. Parveen Sharma, AD(System) Nodal Officer, ITO
3. Sh Rattan Bhatia, AE (Civil) Nodal Officer CE(I) Office
4. Sh Avinash Ghai, AE(Civil), Nodal Officer Circle (I) & Divns
5. Sh S.K. Kathuria, AE(Civil), Nodal Officer, Vikas Bhawan-II Office
6. Sh R.K. Batra, AE(Civil), Nodal Officer, Vikas Bhawan-II Admn/Law)

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All the above officers shall be overall responsible for implementation of **e-office** in the respective offices shown against their names. The team shall work-out various implementation activities and set timelines and milestones to complete the project by 30th June, 2014.

The project shall be reviewed by CEO every Monday at 10.30 A.M.

dy 14.3.14
(Amar Nath)

Chief Executive Officer

To,

1. Member (Admn)
2. Chief Engineer (I)
3. Director (IT)
4. All Directors
5. SE(I)
6. All Executive Engineers -Circle-I
7. F.O. to CE(I)
8. Individual concerned
9. Office copy