

Diary No. 3849

Date 14/7/14

O/o the Member (Admn.)
GNCT of Delhi

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI-110002

Diary No. G-1327

Date 11-07-14
O/o the C.E.O. (DUSIB)
N.C.T. of Delhi

No.F.6(375)/IT/2014/ 5555-5729

Dated:- 10-7-14

CIRCULAR

OFFICE PRODUCTIVITY SUITES

Department of Information Technology, GNCTD vide its Circular No.F.6 (7)/2005/19/Pt. File/3562 dated 30.11.2005 had stipulated that Open Office should be used as office productivity tool. Since then many other free offline and online office productivity suites have been released. Further, the option in respect of paid suites have also increased.

Free offline suites include Apache OpenOffice, LibreOffice, NeoOffice, Kingsoft Office Basic, SoftMaker FreeOffice, SSuite Office etc. The free online/cloud based suites are available at found at Google Drive, Microsoft's Office Online, iWork for iCloud, Zoho Docs etc. Google Drive is being commonly used by those who are looking for a basic productivity suite and are working online.

The paid office suites include Microsoft Office 2013 (offline), Office 365 (online), Corel WordPerfect Office X7, Kingsoft Office Suite, SoftMaker Office Professional 2012, Ability Office Professional V6, Mac-based Office Suites etc. It is observed that many departments are using paid office suites like Microsoft Office (MS office 365 / MS Office 2013 being latest full featured productivity suites) due to enhanced security, support, frequent updates, usability, interface, additional features and more solutions.

Departments are free to choose productivity suite that caters to their specific needs, subject to the instructions issued by Finance Department from time to time. Department of Information Technology, GNCTD will be organizing training on office productivity suites from time to time and departments are requested to convey their training needs. However, use of pirated/unauthorised software should be strictly avoided. All concerned are requested to avoid a situation where use of unauthorized software in violation of the copyright leads to an adverse action under IT Act/Indian Penal Code.

(R.K.Verma)
Pr.Secretary (IT)

To
All Pr.Secretaries/Secretaries/
Heads of Departments,
Govt of NCT of Delhi/
Heads of Autonomous/Local Bodies

R-852/Dir(IT)/4
14/07/14
MSO/Dir/IT/C
16/7/14
CEO
M(A)

Dir(IT)
Pl propagate
use of
suites free
As directed

AD (Sub)

As discuss
16/7/14

AD

discussed
Pl. upload on
undersigned

website and
mailing to
send scan copy to
various officers
16/7/14

As (Sh. Anoop)