

GOVT OF NCT OF DELHI
DEPARTMENT OF FORESTS AND WILDLIFE
A-BLOCK, 2ND FLOOR, VIKAS BHAWAN
IP ESTATE, NEW DELHI-110002

F.1(249)/DCF(HQ)/Estt/Misc./2023/Pt. Fl./ 6729-33 Dated: 11.08.2025

CIRCULAR

Sub: Implementation of E-Office in HQ and all Divisions – Reg.

**Ref: U.O. Note of O/o The Chief Secretary No.CS/2025/9003-9008
dated 11.07.2025.**

In pursuance of the directions of the Government of NCT of Delhi for adoption of digital working practices and paperless governance, it has been decided to implement E-Office across all branches of Headquarters and all territorial as well as functional Divisions under the Department of Forests & Wildlife, GNCTD.

2. All Incharges of Branches and Dy. Conservators of Forests are hereby directed to ensure the following with immediate effect:
 - All files and correspondence must be routed through the E-Office platform only.
 - Physical movement of files shall be discouraged except in exceptional circumstances with prior approval of the Competent Authority.
 - All officials must ensure their active login credentials are functional and updated.
 - Each Branch/Division must ensure that physical files are digitized and uploaded in E-Office in a phased manner.
 - A weekly compliance report regarding the use of E-Office must be submitted to the undersigned by all Branch In-charges and DCFs of respective divisions.
3. Strict compliance to the above instructions is expected from all officers/officials.
4. Non-compliance shall be viewed seriously and may attract administrative action.

This issues with the approval of the Competent Authority.


08/08/2025
(Jabestin A.)

Conservator of Forests (HQ)

Copy to:

1. PS to PCCF/CCF(A)/CF – for kind information.
2. All Branch In-charges – for compliance.
3. All DCFs (West/North/Central/South) – for circulation & compliance in respective divisions.
4. IT cell for uploading this circular on website of the Department.
5. Guard File