ITCELL-EOFF/2/2024-ITCELL Dated _____

**OFFICE MEMORANDUM**

**Subject: Mandatory Transition of Routine Correspondence and Official Matters to e-Office Platform**

To enhance administrative efficiency, transparency, and environmental sustainability, it is hereby directed that all routine correspondence, file movements, and official matters must be processed exclusively through the e-Office platform with immediate effect.

**Scope and Compliance**

1. Mandatory e-Office Usage: All inter-departmental notes, routine approvals, financial sanctions, and general correspondence must be initiated and processed digitally.
2. Discontinuation of Paper Files: Physical paper files for routine matters are strictly discouraged. Heads of Departments (HoDs) and Section In-Charges must ensure their teams do not initiate or accept physical files for tasks that can be completed on e-Office.

**Exceptions**

Physical paper files may only be utilized under the following exceptional circumstances:

1. Matters classified as strictly confidential, secret, or top secret.
2. Documents requiring original physical signatures, legal seals, or statutory hard copies (e.g., legal deeds, court affidavits).
3. Unforeseen technical emergencies, such as prolonged system or network outages, where delayed processing would impact critical operations.

**Monitoring and Implementation**

All Heads of Departments and Sections are requested to strictly monitor compliance within their respective jurisdictions. Repeated or unjustified reliance on physical files for routine matters will be viewed as non-compliance with organizational policy.

For any technical assistance, user credential issues, or workflow mapping, please contact the IT Helpdesk at **ic-itcell@neigrihms.gov.in (phone.no) 03642539217 (Mobile No) 8974058412**

This issues with the approval of the Competent Authority.

23/10/2026.

Deputy Director (Admn) I/c

Copy for information and necessary action to:

1. Dean (Acad)
2. Dean (Research)
3. Medical Superintendent
4. Faculty Incharge IT Cell
5. Principal College of Nursing
6. Heads of all Departments
7. Heads of all Sections / Units
8. Chief Nursing Officer
9. P.A to Director for kind information of the Director.
10. Office Copy