

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, NEW DELHI
(HR BRANCH)

No. HR/Misc/2016-17/2682-85

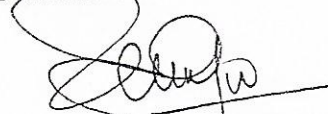
Dated 7/4/16

It has been decided that E-office is to be implemented w.e.f. 01.05.2016 in the Department of Trade & Taxes, GNCT of Delhi, New Delhi and there will be no physical movement of files after that.

As a first step towards successful implementation of E-office, all the staff is required to have digital signature. It has been observed that a few staff members (LDC onwards) have not got digital signature till date.

All those officers/officials who have not got digital signature till date are hereby requested to contact EDP branch, 12th floor, Vyapar Bhawan immediately for completing formalities for issuance of digital Signature.

The requisite formalities must be completed before 08.04.2016 failing which action as deem fit will be initiated against the defaulters.



(ASEEM KUMAR GOEL)
ASSTT. COMMISSIONER (HR)

No. HR/Misc/2016-17 2682-85

Dated: 7/4/16

Copy to:

1. All SCTTs/ACTTs/JCTTs.
2. PS to CVAT.
3. All Ward/ Branch Incharges through SCTTs/ACTTs/JCTTs. The Ward/Branch In-charge shall ensure timely completion of formalities in respect of all the staff members (LDC onwards) in their respective Ward/Branch.
4. DCA/ Sr. AO



(ASEEM KUMAR GOEL)
ASSTT. COMMISSIONER (HR)