

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRADE & TAXES  
HUMAN RESOURCE BRANCH, Room No. 315, 3<sup>RD</sup> FLOOR  
VYAPAR BHAWAN, NEW DELHI - 110002

No. HR/Misc/2016-17/ 2896-99

Dated: 18-4-16

CIRCULAR

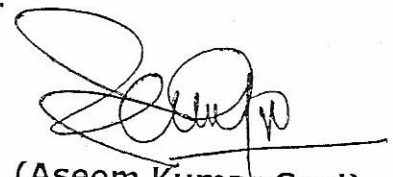
Reference this office circular no. HR/Misc./2016-17/2682-85 dt. 07.04.2016, regarding implementation of E-office in Department of Trade & Taxes, GNCT, of Delhi w.e.f. 01.05.2016.

All the officers / officials of the Department were requested to get digital signatures issued through EDP Branch, 12<sup>th</sup> floor, Vyapar Bhawan, New Delhi immediately.

All the officers / officials who have not got digital signatures issued till date, despite circular dt. 07.04.2016, are once again requested to contact EDP Branch, 12<sup>th</sup> floor, Vyapar Bhawan, immediately for completing formalities for issuance of digital signature.

The E-office will be implemented in the departmental w.e.f. 01.05.2016, and there will be no physical movement of files there after.

All the officers / officials may please note that it will not be possible to work through E-office module without digital signature.



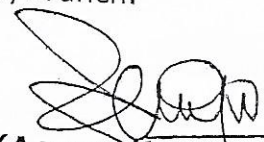
(Aseem Kumar Goel)  
Asstt. Commissioner (HR)

No. HR/Misc/2016-17/ 2896-99

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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)