


**Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road,  
New Delhi-110001**

**Dated: -20/10/2021**

**Subject: Movement of eFile in physical form- reg.**

Refer this office letter No 8-40/2016-IT-V dated 20-03-2018 regarding the above subject. It has been observed that the instructions are not being followed strictly and some divisions in DoT are still creating eFile in eOffice just for the sake of file movement in File Management System(FMS) and actually move the same file in physical mode. This defeats the very purpose of eFile implementation in the Department.

2. Secretary (T) has viewed it seriously and directed that **misclassification of P-files as E-files must NOT be done. Generating empty note files for physical files is NOT correct and Notes in e-files must clearly have links to current policy and delegation and state the competent authority clearly.**
3. Accordingly, all the officers/ officials are requested to kindly process(Noting/ Drafting/ Issuing/ Reply etc.) eFile in eMode only. All such efiles that are under process in physical mode, shall be digitized immediately by the concerned divisions. Files pertaining to classified matters may be dealt as per instructions of Government of India. The division heads in DoT shall personally monitor to ensure initiation through eFile only.

  
(Virender Prasad) 20/10/21  
DDG(IT)

To,  
All Officers/ Officials, DoT HQ

Copy for kind information to:

- 1.PS to MOC
- 2.PS to MOSC
- 3.OSD to Secretary (T)
- 4.PPS to Member (S), Member (T) & Member (F)
- 5.PPS to SST
- 6.PPS to Advisor(O), Advisor(T), Advisor(F)
- 7.PPS to Administrator, USOF
- 8.NIC, DoT Hq