

A-42/18/2020-O/o DIR(CFIs)  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training  
Old CIRTES Building, Pusa, New Delhi – 110012

Date: 18<sup>th</sup> May 2020

To,  
RDSDE's/HODs/Principal  
All NSTIs/NSTI (W)s/RDSDE's

**Subject: 100 % Implementation of e-Office across all DGT and its Field Institutes -reg**

Reference: OM No. J-11011/1/2020-E-Office dated 12-02-2020

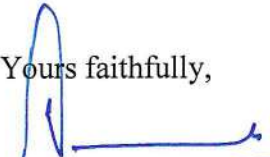
Sir/Madam,

Please refer to the above OM issued by Ministry of Skill Development and Entrepreneurship regarding the implementation of e-Office in the Ministry, it has been instructed for full implementation of e-Office in Ministry and its attached and subordinate offices including DGT.

In this regard, it is to inform you that it has been decided to carry out affairs pertaining to DGT and its field institutes in a completely paperless manner as far as possible as stated in the OM referenced. In view of this, all are directed to use e-office for moving any files henceforth. This would not only ensure better tracking and faster service but would also pave a way for rooting transparency in the system. Also, unlike physical files, which may be lost or damaged, electronic files can address the issues of availability and confidentiality in a much-organized way.

IT Cell of DGT has created an e-Office account and Web VPN account for all officers and staff (about 771 accounts till LDC) to access e-Office (<https://msde.eoffice.gov.in>) from anywhere through web VPN (<https://saccess.nic.in/>). Also, it is to state that any issues regarding the implementation of e-office may be communicated to IT cell of DGT ([itcell.dgt-msde@gov.in](mailto:itcell.dgt-msde@gov.in)). Also kindly ensure that all physical files are scanned properly and migrated to e-file in a phased manner.

For necessary action and strict compliance.

Yours faithfully,  
  
(Deepankar Mallick)  
DDG (CFI and Admin)

Copy to: -

1. Sr PPS to DG, DGT, MSDE
2. SRPPS to DDG(I),DDG(II),DDG(III), DGT, MSDE
3. Directors/Joint Director/DS/US, DGT Hqtrs
4. IT Cell, DGT, Kaushal Bhawan
5. All officers/Sections , DGT Hqtrs.