

I/5836/2023



संजयगाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Postgraduate Institute of Medical Sciences
Rae Bareli Road, Lucknow-226014 (India)

No. 296/PGI/DIR/DC/e-office/2023

RSD: 6890/19

Dated: 9th May-2023

Circular

This is continuation to previous circular no: 848/PGI/DIR/DC/2021 dated: 06-Dec-2021 (copy enclosed) regarding e-office application. In continuation to the above it has been further decided that:

1. All new files will be created **ONLY on** e-office application **from 15th May-2023** except confidential file/urgent matter file. Department/Section/Offices at SGPGIMS should ensure that no new physical file is created after date given above.
2. RSD Cell ADM block should ensure that no new RSD no for files to be generated after 15th May-2023 except in case of confidential file/urgent matter file with due permission of Joint Director (Administration).

(Radha Krishan Dhiman)
Director

Copy to:

1. Additional Director
2. Dean/CMS/MS/FO/ER/JDA/JDMM//FIE/FIR
3. All HOD's/All In-charges and Section heads
4. Prof. Uttam Singh, HOD BHI & Nodal Officer, e-Office
5. Mr. A.K. Sarkar, EMD, e-Office
6. Mr. Prashant Sharma, Programmer, e-Office
7. Incharge Server Room to kindly upload on SGPGI website and circulate through email
8. Mr. AB Prajapati, In-charge RSD Cell, ADM Block for strict compliance

(Radha Krishan Dhiman)
Director