



Phones : (0522) 2668004-008, 700, 800, 900  
Fax : (0522) 2668017, 2668129

संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ  
Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow-226 014 (India)

No. 813/PGI/DIR/DC/2021  
Dated: 18 November, 2021  
File RSD: 6890/19

Circular

As all are aware that e-office application is implemented at SGPGIMS vide Office Order No: 590/PGI/ DIR/DC/2021 dated: 03-Aug-2021 from 01-Sep-2021. In continuation to the above, the following decisions have been taken in order to utmost use of e-office :

1. NO physical copies of interoffice communications in the form of letters/circulars/office orders addressed or copy to Director/Additional Director/CMS/MS will not be received in RSD Cell ADM Block/CMS/MS Office w.e.f 1<sup>st</sup> December, 2021 except closed confidential envelopes. Senders will have to send letters/circulars/office orders through e-office application only. The same will be forwarded /marked to the concerned only on e-office application.
2. The interoffice letters/Circulars/Officer Orders addressed or copy to Director is to be sent on e-office id: Sandeep Kumar- - RSD001.DIR - -O/O Director (SGPGI)
3. The interoffice letters/Circulars/Officer Orders addressed or copy to Additional Director is to be sent on e-office id: Ambesh Sharma-RSD002.AD-O/O Additional Director (SGPGI)
4. The interoffice letters/Circulars/Officer Orders addressed or copy to CMS/MS is to be sent on e-office id: Sher Singh- -PA(CMS)- -O/O Chief Medical Superintendent (SGPGI)
5. All Circulars/ Office Orders from Director Office/Additional Directors Office/CMS/MS Office will be circulated only through e-office application and email. NO physical copies will be circulated.
6. All e-office users/DAK receivers/dispatchers on-e-office application are requested to regularly login into e-office application for updates.
7. Physical copies of DAK from Prof. Raj Kumar HOD Neurosurgery/ In-charge ATC, Ms. Vatsala Shivam (Finance Officer), Prof. Shaleen Kumar and Prof. Priti Elehence will be received/dispatched till their e-office ids are created.

  
(R. K Dhiman)  
Director

Copy to:

1. Additional Director
2. Dean/CMS/MS/FO/ER/JDA/JDMM//FIE/FIR
3. All HOD's
4. All In-charges and Section Heads
5. HOD BHI to kindly upload on SGPGI website and circulate through e-office/email
6. RSD Cell ADM Block/CMS Office

  
(R. K Dhiman)  
Director

RA PL  
upload  
18/11/21