

No.1/1/2012-P&PW(Coord)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan
New Delhi, dated the 8th July, 2014.

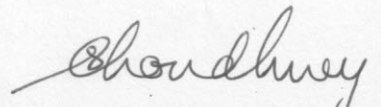
Office Memorandum

Subject: Workshop on digitization scheduled to be held on 9th July, 2014
At 2.30 P.M.

For a smooth and effective implementation of e-office, it is essential that the office records and files are digitized. It is also essential that the process of digitization is taken up systematically so that subsequent retrieval, security and accessibility is not compromised.

2. The Department of Pension Pensioners' Welfare having gained experience in this area, has been requested to organize a workshop and share its expertise with Ministries implementing e-office. Accordingly a workshop on digitization of records has been organized at 2.30 P.M. on 09.07.2014 in the Conference Hall of Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi.

2. It is requested to nominate the officers who are interested to participate in the workshop.


(Sujasha Choudhury)
Deputy Secretary (P)

To

All the Ministries/Departments