The National Institute of Health and Family Welfare
**(Computer Centre)**

E. File No. CC-12011/2/2023-Computer Centre

Date: 10.11.2026

## Office Order

**Subject: Restriction on Creation of Unnecessary/Duplicate e-files in eOffice-reg.**

It has been observed that an excessive number of e-Files are being generated without relevant or appropriate subjects, resulting in the creation of unnecessary/duplicate files and difficulty in maintaining proper records.

2. In order to restrict the opening of duplicate files and have proper record of e-Files opened by the department, the following instructions shall be strictly adhered to with immediate effect:

a) The e-File creation rights have been restricted to the Sectional/Departmental/Projects Head (**Annexure-I**) of the Institute. No other user shall create a new e-File independently.

b) Before initiating a new e-File, it shall be ensured that an existing e-File on the same subject/matter is not already available. Wherever an existing e-File is available, further correspondence/query shall be processed through the existing e-File only. In case of urgency in part file.

c) No new e-File shall be created without the approval/authorization of the concerned Sectional/Departmental Head.

d) The Sectional/Departmental Head shall ensure that a proper and updated record of all active e-Files is maintained in his section. The record should include, as required, details of the active e-Files, subject/matter, and the concerned authorized user/staff member.

e) In case the Sectional/Departmental Head considers it necessary, the details of the concerned user/staff member may be provided to the designated authority for activation of the required e-File creation rights.

f) Unnecessary, duplicate, or irrelevant e-Files shall not be generated under any circumstances.

g) The subject of every e-File must be clear, specific, relevant, and directly related to the matter being dealt with.

3. All Sectional/Departmental Heads are requested to ensure strict compliance with the above instructions with immediate effect and to communicate the details of any staff member who requires e-File creation access for official coordination purposes.

This issued with the approval of Director, NIHFW

**(Sanjay Kumar)**
Deputy Director (Admin.)

**To,**

All HoDs/Sections Head/Nodal Officers (As per Annexure-I)

**Copy to:**

1. SPA to Director
2. PA to DD(A)
3. F I/C, Computer Centre (for Uploading on e-Office Notice Board)
4. All Concerned

***Annexure-I***

**List of Department/Sections and Projects are follows:**

**Department:**

1. Communication
2. Community Health Medicine(CHA)
3. Education & Training(E&T)
4. Epidemiology
5. Management Sciences(MS)
6. Medical Care & Hospital Administration(MCHA)
7. Planning & Evaluation(P&E)
8. Reproductive Bio Medicine(RBM)
9. Social Science(SS)
10. Statistics & Demography(S&D)

**Sections/Service Units:**

1. Establishment &Administration(E&A)
2. Account (Main)
3. Account (Project)
4. Press & Reprography Unit
5. Store Section
6. Transport Unit
7. Works & Maintenance Section
8. Hindi Cell
9. Computer Centre
10. Hostel
11. Distance Learning Cell
12. National Document Centre

**Projects:**

1. NCCVMRC
2. NTAGI
3. CHI
4. PC&PNDT
5. LMIS SAKSHAM
6. I-FETP
7. CRISP
8. CCMMID