

महाप्रबंधक (विक्री एवं विपणन/आईटी बीपी)  
छठवीं मंजिन, बी विंग, प्रशासनिक भवन  
जुहू रोड, सांताक्रुज (प), मुंबई-400054  
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भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

MHCO-IT/12(35)/1/2020-O/o GM IT DFA/43036

Dated - 25/03/2021

To,  
All BA/SSA Heads  
Maharashtra Telecom Circle

**Subject:** Submission of certificate for zero physical file system - reg

Ref: 1) BNLCO-11/11(11)/16/2020-RECTT-co DATED 02.02.2021  
2) BSNLCO-COMN / 17(11)/ 33/2020-RECTT-CO Dated: 22.03.2021

eOffice software has been designed with an objective to reduce the movement of hard-copy papers and integrate the various seemingly unrelated activities within the organization.

As per the letter under reference no.1, directions have also been received from CMD BSNL and subsequently from this office for stopping of physical file and migrating over to eOffice platform. But there are many SSAs/ BAs who have not stopped physical file system after implementation of e-File also.

As per ref. 2, Dir. HR is also reviewing the status of eOffice implementation at BA level and has appreciated the BAs in general for migrating over eOffice.

You are requested to ensure implementation of eOffice as per above instructions and submit a compliance report to Circle Office to ensure that the targets set out in the above cited letter of CMD, BSNL are met. On the basis of your compliance, **CGM MH has to submit implementation certificate to Corp. Office on or before 31.03.2021**

  
(**Suhas Mankar**)

Copy to: CGM MH for kind info. pl.