

No. 1-45/2018-Admn.I

भारत सरकार / Government of India

राष्ट्रीय वेक्टर जनित रोग नियंत्रण केंद्र

National Center for Vector Borne Diseases Control

स्वास्थ्य सेवा महानिदेशालय / Dte. General of Health Services

स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health & Family Welfare

22- शामनाथ मार्ग, दिल्ली – 110054 /22-Shamnath Marg, Delhi-110 054.

दिनांक / Date :- 05 अगस्त, 2025 /

05 August, 2025

परिपत्र /CIRCULAR

It has been brought to the notice of the Competent Authority that several physical files are still lying in various divisions, despite clear repeated directions to convert them into e-Files. As part of the Government of India's policy to promote digitalisation and paperless governance, all Section In-charges are once again requested to take immediate steps to identify and convert such physical files into e-Files in a time-bound manner.

Further, in view of the ongoing "Swachhata Hi Seva" campaign, all divisions are also requested to carry out a cleanliness drive in their respective sections. This includes proper weeding out of old, redundant files, tidying up of file racks and storage spaces, and ensuring a clean and organized workplace.

Both the activities — e-file conversion and the cleanliness drive — are to be treated as priority action items. A compliance report regarding the same may be submitted to the Undersigned within two weeks.

Your cooperation in maintaining a clean and digitally empowered office environment is highly appreciated.

This issues with the approval of the Competent Authority.


संजीव मल्होत्रा / Sanjeev Malhotra

प्रशासनिक अधिकारी / Administrative Officer

प्रतिलिपि / Copy to:-

1. निदेशक कार्यालय, रा.वै.ज.रो.नि.के./O/o Director, NCVBDC, Delhi.
2. सभी अधिकारी/कर्मचारी/संविदाकर्मी/अनुभाग, रा.वै.ज.रो.नि.के. / All Officers/Officials/Contractual Staff/ Divisions, NCVBDC.
3. आई.टी. सलाहकार – बैबसाईट पर आदेश अपलोड करने हेतु / Consultant (IT) to get the orders upload in the website.