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भारत संचार निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

**पी.के. पुरवार**

अध्यक्ष एवं प्रबन्ध निदेशक

**P.K. PURWAR**

Chairman & Managing Director

File No. BNLCO-11/11(11)/16/2020-RECTT-CO

Dated: 02.02.2021

To

**The CGMTs**

All Territorial Circles

BSNL

Please refer to my earlier letter dated December 11, 2020 regarding eOffice implementation in your Circle.

I am happy to see that certain Circles have progressed really well in terms of implementation and usage. Their complete Circle including all BAs are in eOffice now. I congratulate CGMs of these Circles - Gujarat, Haryana, Himachal Pradesh, Punjab, Rajasthan, Tamil Nadu, Uttarakhand, West Bengal, Kolkata Telecom District, Assam, Bihar, BBNW, ITPC, NCNGN, QA & Inspection for achieving this big milestone.

There are some Circles who have done well in terms of Circle usage; however, the BAs have not achieved full scale implementation yet. CGMs of Andhra Pradesh, Karnataka, Kerala, Chhattisgarh, Jammu & Kashmir, Maharashtra, Madhya Pradesh, Odisha, Telangana, Jharkhand, UP(E), UP(W), ALTTC, Core Network (North) circles should immediately ensure full scale implementation at BA level also.

There are Circles where absolutely no progress/very poor progress is being shown. CGMs of Andaman & Nicobar, NE1, NE2, STP, STR, Core Network (East), Core Network (West) and Core Network (North East) circles should take immediate action.


Please note that all Circles should ensure that physical files are immediately stopped. I am setting the below targets and hope that all of you will align accordingly:

- As you move towards eOffice, physical file usage should not be more than 10% of the total files that you dispose at Circle level by Feb 28, 2021 and zero physical files by 31.3.21.
- Physical file usage at BA level should not be more than 25% of the total files that are disposed by 28.2.21, 10 % by 31.3.21 and zero files by 30.4.21.

I would like to see complete BSNL move into a zero physical file system by 30.4.2021. Kindly submit the progress achieved after 5 days of each of the above milestone dates both in circle office and each of the BA of your circle.

With best wishes,

Yours sincerely

  
(P.K. Purwar)