

Government of West Bengal
Department of Land & Land Reforms and Refugee Relief & Rehabilitation
Establishment Branch, 'Nabanna', 6th Floor,
325, Sarat Chatterjee Road, Howrah-711102.

No. I/570949/2024

Dated, Howrah, the 29th October, 2024

ORDER

The State Government has rolled out e-office across all offices of all Departments, Directorates and regional offices to usher in more efficient, effective and transparent inter-Government and intra-Government transactions and processes. The Government in the Land & Land Reforms and Refugee Relief & Rehabilitation Department has decided to issue this advisory for utilising e-office mandatorily with effect from 01.01.2025 for optimising document storage, to avoid loss/damage of files, to reduce turnaround time and to provide cost effective e-storage facility. The concerned authorities of all offices under this Department are hereby directed to send files to this Department through e-office only. No physical files will be received in this Department with effect from 01.01.2025 except in the following cases:

1. Files which require old references or for any other reason, where digitisation of which is not possible.
2. Files related to Departmental Proceedings
3. Files involving Court cases and have Court orders.

District Magistrates and Divisional Commissioners are also hereby advised to utilize the e-office System for communicating with the Department to facilitate speedy disposal of files.



Additional Chief Secretary
&
Land Reforms Commissioner

No. I/570949/2024 (10)-Estt

Dated, Howrah, the 29th October, 2024

Copy forwarded for information and necessary action to:

1. The DLR&S and Joint LRC, West Bengal, 35 Gopalnagar Road, Alipore, Kolkata-27
2. The District Magistrate & Collectors (All)
3. The Special Secretary/Additional Secretary/ Joint Secretary of this Department
4. All Divisional Commissioners _____
5. The Deputy R R Commissioner, West Bengal, Karigori Bhawan,
6. All ADM (LR) and DL&LROs _____
7. The Rent Controller, Kolkata
8. The Collector, Kolkata Stamp & Revenue
9. The P.P.S. to LRC & ACS of this Department
10. Office Copy

A7 29/10/24
Special Secretary to the Government of West Bengal