



**OFFICE OF THE DIRECTOR GENERAL OF POLICE  
POLICE HEADQUARTERS, PUDUCHERRY**

No.07/SP (HQ)/OW/2023-136

Dated: 12.09.2023

**ORDER**

**Sub:** Implementation of e-office – Scanning of documents / legacy data – Reg.

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In connection with the starting up of e-office, the preliminary process of capturing the legacy data should be carried out from 19.09.2023 onwards through the concerned agency with which the SP (Wireless) shall do the Liaison.

2. In the first instance, all the service records and other important documents pertaining to PHQ will be taken up. Since it is expected to get 10,000 copies scanned in a day, all the Service Books should be got scanned in the first stage.

3. In the second stage, the records of other branches of PHQ and also the other units should be carried out. SSP (C&I) will immediately prepare a roaster of e-office activities and fix the timelines. For the records pertaining to PHQ, a team comprising of SP (HQ), OSD and PS to DGP is to be constituted and they will take the assistance of respective units / sections in the PHQ and complete the process.

4. SP (Wireless) will coordinate these activities and submit daily progress to the DGP and SSP (C&I).

/ This issues with the approval of DGP /

*Subham Sundar Ghosh*  
**(SUBHAM SUNDAR GHOSH)** 12/9/23  
Superintendent of Police (HQ)

To  
All SsP concerned.

Copy for infn. to:

1. The Senior Supdts. of Police (C&I) & (HQ).
2. The Director, Dte. of Information Technology, Puducherry.
3. The Secretary to DGP, Puducherry.