



No.21/1/NCST/2020-Admn.

Government of India  
National Commission for Scheduled Tribes

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6<sup>th</sup> floor, 'B' Wing, LokNayakBhawan  
Khan Market, New Delhi-110 003  
Date:- 23.03.2020

OFFICE MEMORANDUM

Subject:-Implementation of official work through e-files, e-receipts and e-mail as a Preventive measure to contain the spread of COVID-19.

The undersigned is directed to refer to the Ministry of Personnel, Public Grievance and Pension, Department of Personnel & Training's O.M. No. 11013/9/2014-Estt (A-III) dated 19.03.2020 and 22.03.2020 and National Commission for Scheduled Tribes O.M. of even no. dated 19.3.2020 regarding various preventive measures taken by Government to contain the spread of COVID-19.

2. In this regard all the Sections/Research Units are requested to ensure that all official work may be done through e-files, e-receipts and e-mail with effect from 23.03.2020 except where physical signature are mandatory.
3. This issues with the approval of Competent Authority.

(S.P. Meena) 2313  
Assistant Director  
Tel: 011-24657271

1. PS to Member (MCI).
2. PSO to Secretary, NCST,
3. PS to JS, NCST,
4. Director/Deputy Secretary,
5. Assistant Director (Admin. &RU-III)/Assistant Director(Coord./RU-II), AD(OL),
6. R.O.-RU-IV,
7. In-charge of Regional Office,Jaipur, Bhopal, Bhubaneswar, Raipur, Ranchi and Shillong.