



EAST DELHI MUNICIPAL CORPORATION
(Information Technology Department)
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PatparganjIndl. Area, Delhi-110092
aoit-edmc@mcd.nic.in

No. HoD/IT/EDMC/2022/D-332

Dated: 10 Jan 2022

Office Order

Sub: - SOP/Guidelines for disposal of IT related issues though e-mail Mode to curb spikes in COVID-cases.

As you aware the COVID-19 cases are spreading at very fast rate, henceforth, as per the current conditions, following guidelines is hereby promulgated for strict compliance by the IT Department, to dispose various issues related to IT Applications, are as under:-

1) All the issues related to IT Online Application will be entertained though e-mail communication only. All the zonal and Department Heads are requested to send their issues to IT Department, to following e-mails:

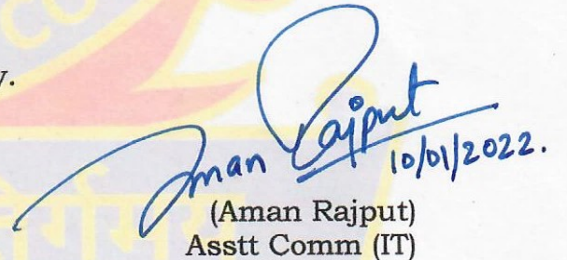
- hod-itedmc@mcd.nic.in
- aman.rajput@mcd.nic.in
- aoitedmc@gmail.com
- hariom.singh@mcd.nic.in
- Niraj.suman@mcd.nic.in

2) All the zonal and Department Heads are also requested to send their issue in PDF format though above email, duly signed and stamped by the HODs.

3) We also encourage and support that all the IT related issues be expedited through virtual platforms like zoom, Google Meet, and Webex etc.

No queries in hardcopy will be accepted and entertained by this office, till further orders.

This is issued with approval of competent authority.


(Aman Rajput)
Asstt Comm (IT)
10/01/2022.

Distribution:-

1. All HODs
2. Deputy Commissioner- Shah(S) zone, Shah(N) zone

Copy for information to: -

1. PS to Commissioner, EDMC for kind information to Commissioner
2. Addl Commissioner I/II/III
3. Office Copy