

**Govt. of N.C.T. of Delhi**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**9<sup>th</sup> Level, B – Wing, Delhi Secretariat,**  
**I.P.Estate, New Delhi – 110002**

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**CIRCULAR**

**Use of 'Open Office' Software.**

Various departments/offices are using application software for Word-Processing, Spreadsheet and Presentation Tools for which the license Office Suite software is purchased through NICSI. Presently, in the market new software named 'Open Office' is available which is free to use license and hence multiple copies of the same can be made and used in different offices without incurring any extra cost. Open office comes with application software 'Writer' for Word -Processing, 'Calc' for Spreadsheet application, 'Impress' for Making Presentation and 'Base' for Database Management.

**Advantages of 'Open Office Suite':**

- 'Open Office' is an open, feature-rich multi-platform office productivity suite. The user interface and the functionality is very similar to other products in the market but in contrast to these commercial products 'Open Office' is absolutely free.
- 'Open Office' is Graphical User Interface based user-friendly office productivity tool.
- 'Open Office' software reads all major Office Suite files for example User can open their existing word progressing files created using other word processor like MS-Word in 'Open Office Word Processor' ('Writer').
- Apart from being user friendly it also enables user to save the file in formats of other office suits like Microsoft Office or Lotus SmartSuite.
- 'Open Office' is able to read and write Microsoft Office files. This allows users to open and save Word, Excel and PowerPoint files on their preferred platform like Windows, Linux and Solaris.
- PDF export feature that enables user to easily create PDF files without the need for any additional third party software.
- 'Open Office' can export presentations and drawings to the Macromedia Flash format (.swf). Thus, it's possible to view presentations in a simple web browser.

In view of advantages of 'Open Office', it is widely used by many Governments and that to all free of cost, it being free to use license software.

All the Heads of Departments are requested not to put up proposal for purchase of any Office Suite software in future. We are enclosing a 'Open Office' CD and department can further copies as per requirement as it is free to use license software.

Department of Information Technology may be contacted for any difficulty, clarification or doubt that may arise in implementation of this order.

Sd/-  
**(Prakash Kumar)**  
**Secretary (IT)**

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- Chairman /MDs of PSUs
- All head of local bodies/autonomous bodies
- All Secretaries to the Ministers
- OSD to Chief Secretary
- Secretary to L.G.

Copy to:-

- NICS I with the direction not to give any quotation for any office suite software to any of the department of Government of Delhi, even on demand. NICS I will not accept any order for any office suit software from any department/organization of Delhi Government.