

**No. IT Cell/CS Office/2020
GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT**

Dated, Chandigarh, the 3rd September, 2020

To

All the Administrative Secretaries to Govt. Haryana
All the Heads of Departments in Haryana State.

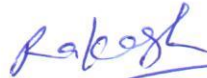
Subject: Nomenclature of all the Departments/Office/Units etc. for e-office application.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that for marking or dispatching of soft copy of documents/files on e-office application, the nomenclature of all the departments, offices at Regional level and District Level, Society, Commission, Agency, Centre, Authority, Pradhikaran, Institute, Trust, Academy, Parishad, etc. constituted at State and District level under your Department are to be included in the list of offices in the e-office application. It is requested that the nomenclature and designation of Head of the Units/Entities under the Department may please be made available at the earliest not later than 10.09.2020 by email at generalservices0001@gmail.com

This may please be treated as Most Urgent.

Yours faithfully,



Under Secretary General Administration,
for Chief Secretary to Govt. Haryana,
General Administration Department.

