

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

To

1. All the Administrative Secretaries to Government Haryana,
2. All the Heads of Departments in Haryana and Divisional Commissioners of Haryana,
3. The Registrar, Punjab & Haryana High Court, Chandigarh.
4. All the Deputy Commissioners & Sub-Divisional Officers (C) in Haryana
5. All the Managing Directors/ Chief Administrators of all the Boards/ Corporations in Haryana State.
6. All the Registrar of Universities in Haryana State.

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Dated: Chandigarh, the 17th August, 2020

Subject: Electronic movement of files to Government, Chief Minister's Office, Chief Secretary's office and Finance Department.

Sir/Madam,

I am directed to invite your attention to Government letter bearing No. IT Cell/CS Office/2019, dated 23.10.2019 on the subject noted above

2. The State Government has already decided vide above said letter to implement the e-Office software to ensure electronic movement of files. This software enables electronic movement of files within departments and also across departments. The field offices and head offices can now move files electronically. Usage of e-Office shall significantly speed up file movement and improve the operational efficiency of the departments. The departments stand to further benefit through ability to set and control the workflow in the organization, work allocation and tracking, maintaining audit trails, performance benchmarking, generating operational MIS and building knowledge repository.

3. The e-Office software has become operational in the office of Hon'ble Chief Minister, Haryana. Accordingly, the following departments are directed to send their files to Government or to the office of Chief Minister, Chief Secretary to Govt. Haryana and Finance Department, Haryana from 17.8.2020 only through electronic format:

List of Departments of Batch-I

1	Development and Panchayat
2	Electronics and Information Technology
3	Employment
4	HARTRON (Corporation)
5	Haryana Vidyut Prasaran Nigam Limited (Corporation)
6	Higher Education
7	Housing

8	HSIIDC (Corporation)
9	Labour Department
10	New and Renewable Energy
11	Public Health Engineering
12	Rural Development
13	Science and Technology
14	Secondary Education
15	Skill Development and Industrial Training
16	Social Justice and Empowerment
17	Technical Education
18	Town and Country Planning
19	Transport (Commercial Wing)
20	Transport (Regulatory Wing)
21	Urban Local Bodies
22	Welfare of Scheduled Castes and Backward Classes

4. The following departments are directed to send their files to Government or to the office of Chief Minister, Chief Secretary to Govt. Haryana and Finance Department, Haryana from 1st September, 2020 onwards only through electronic format:

List of Departments of Batch-II

1	Agriculture and Farmer Welfare
2	Animal Husbandry and Dairying
3	Ayush Department
4	Civil Aviation
5	Election
6	Elementary Education
7	Environment
8	Excise And Taxation
9	Food, Civil Supplies and Consumer Affairs
10	Forest
11	Horticulture
12	Hospitality
13	Industries and Commerce
14	Irrigation and Water Resources
15	PWD (B&R)
16	Revenue
17	Sports & Youth Affairs
18	Supplies and Disposal

19	Tourism
20	Women and Child Development

5. All the remaining Departments are directed to send their files to Government and to the office of Chief Minister, Chief Secretary to Govt. Haryana and Finance Department, Haryana from 1st November, 2020 onwards only through electronic format.

6. In case of any guidance regarding e-Office, the officer/official may contact Mr. Mukesh Bajaj, AGM, HARTRON, on his contact No. 91-9815738877.

7. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Superintendent, General Services-1,
for Chief Secretary to Government, Haryana.

Endst. No.IT Cell/CS Office/2020

Dated: Chandigarh, the 17th August, 2020

A copy is forwarded to the Principal Accountant General, Haryana, (Audit/A&E) for information.

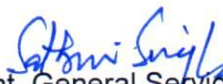

Superintendent, General Services-I,
for Chief Secretary to Government, Haryana.

Endst. No.IT Cell/CS Office/2020

Dated: Chandigarh, the 17th August, 2020

A copy is forwarded to the following for information:

1. Secretary, Haryana Public Service Commission.
2. Secretary, Haryana Staff Selection Commission.


Superintendent, General Services-I,
for Chief Secretary to Government, Haryana.