

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

Dated, Chandigarh, the 18th November, 2020

To

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

Subject: Electronic movement of files – Usage of e-office (Software).

Sir/Madam,

I am directed to invite your attention to Government letter of even number dated 17th August, 2020 on the subject cited above and to say that it has been experienced by the officers that they have to face difficulties to search the relevant page(s) from the e-office files, especially of establishment matters, which contain hundreds of pages of noting and/or correspondence.

2. In view of above it has been decided by Government that Administrative Secretary shall be competent to take decision for exemption of such subjects/files from movement in electronic mode and authorize submission of such files manually.

3. These instructions may please be brought to the notice of all concerned.

Yours faithfully,



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