

Most Immediate
Date Bound

From

The Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the HoDs Haryana.
3. All the CAs/MDs of Boards/Corporations of Haryana.

Memo No. 1/08/2020-4GS-II
Dated, Chandigarh the 23.07.2020

Subject: Usage of e-Office (software) for routine office work.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that the matter regarding initiating electronic movement of files using e-Office software was under consideration with the Government.

2. Now, it has been decided that the matters regarding **(a) Outsourcing Policy, (b) Ex-gratia policy, (c) Battle Casualty policy (ex-gratia and jobs to dependents) and (d) Sports Policy shall be sent through e-Office software only from 27-07-2020 positively.**

3. You are, therefore, requested to send the above mentioned matters only through e-Office (software) to Chief Secretary to Government Haryana for consideration from 27-07-2020 positively. The cases relating to above policies if sent by physical file shall not be entertained.

This may be brought to the notice of all concerned for strict compliance.

Yours faithfully,



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

23/7