

From

The Financial Commissioner & Secretary to
Govt., Haryana, Administrative Reforms Department.

To

- (i) All Heads of Departments
- (ii) Commissioners of Divisions, All Deputy Commissioners.
- (iii) Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 7-9-1987.

Subject :—Use of Computers in Administration.

Sir,

I am directed to address you on the subject noted above and to say that this Deptt. has probed the feasibility and extent to which the computers in administration can be used. Meetings were also held with certain Administrative Secretaries/their representatives and Heads of Deptts. on the subject. It is felt that there are areas in which the computer technology can be used with advantage. Although scattered facilities varying between the elementary personal computer and somewhat-more-sophisticated-computer are available with certain departments whose list has been circulated to enable the departments to avail of the existing computer facilities on pool basis, In order to introduce computerisation in Govt. Departments, it has been decided that in the budget of every department a detailed head "Modernisation-cum-Computer applications" be added. The departments concerned will consciously make provision of funds under this sub-head out of which expenditure on modernisation of offices and on buying a main frame computer or a personal computer should be incurred. It should also be ensured that funds are provided under a distinct detailed head so that the scheme takes off in every department with exception of those departments which have acquired computers with different degrees of sophistication out of the projected funds or out of WHO/UNICEF's grants etc.

Yours faithfully,

Sd/-

Under Secretary, Administrative Reforms,
for Financial Commissioner & Secretary to Govt.,
Haryana, Administrative Reforms Deptt.