

**Haryana Government**  
Chief Secretary Office  
Political & Parliamentary Affairs Department  
No **41/01/2020-5Pol**

Dated Chandigarh 06<sup>th</sup> April, 2020

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Head of Departments, in Haryana.

**Subject:- Ensuring Uploading of Instructions / Advisories / Notifications / Office Orders issued by State Government / Government of India on COVID 19 Web portal <https://haraadesh.nic.in>.**

Sir/Madam,


I am directed to refer to the subject noted above and to inform that the Government of Haryana has launched a dedicated portal for COVID-19 (URL : <http://haraadesh.nic.in/> ) for end to end management and access of all COVID-19 related advisories, instructions, notifications, government orders, awareness material etc. issued by respective Ministries under Government of India and thereof by respective departments of Government of Haryana.

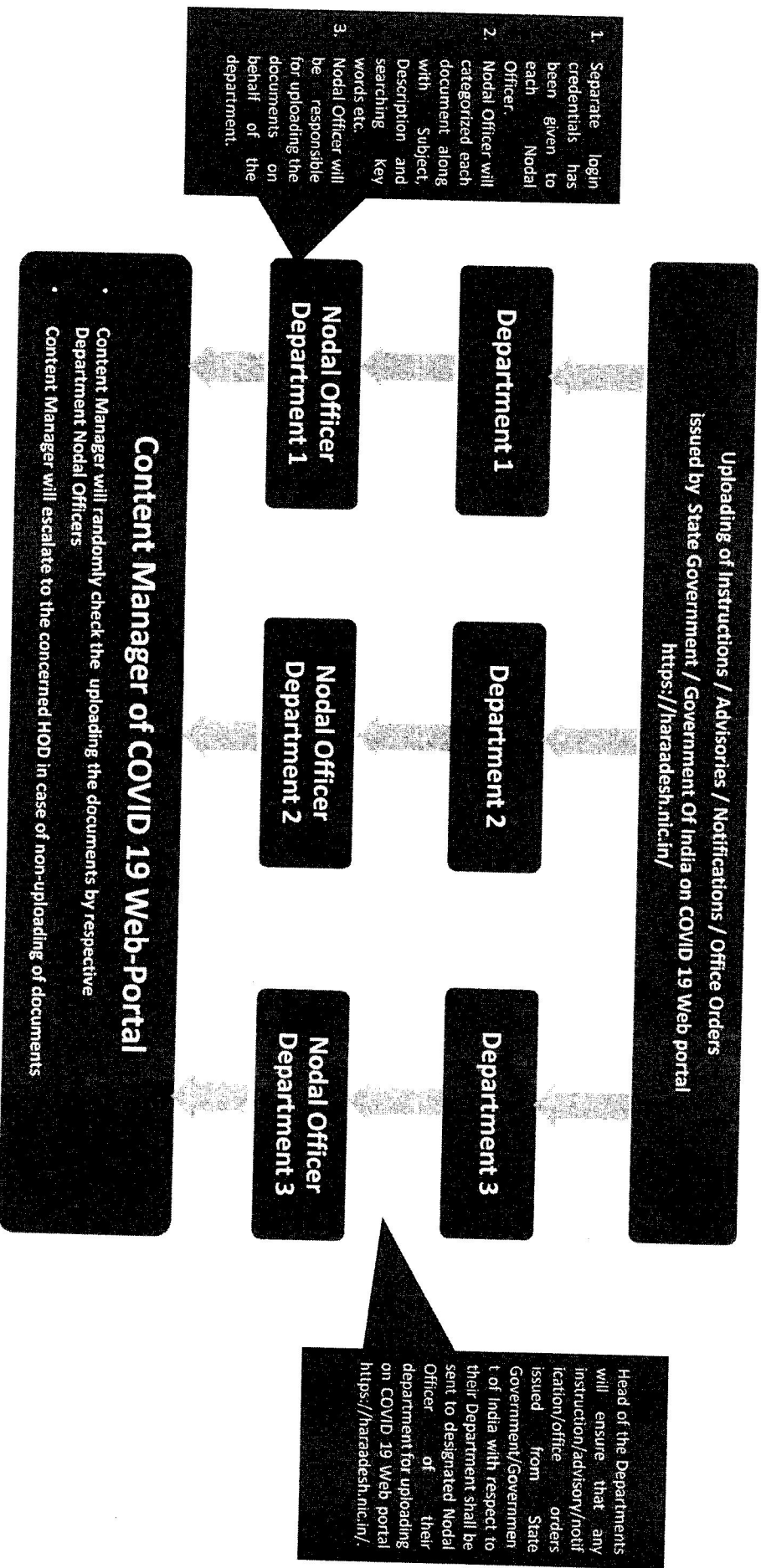
2. The State Government has also deputed One Nodal Officer along with Assistant Nodal Officer in each concerned department. And nodal officers have already been given login credentials for uploading of documents. The list of concerned nodal officers along with contact details is enclosed herewith for ready reference.

3. In this matter, all the Administrative Secretaries/HODs of concerned departments shall ensure that all COVID-19 related advisories, instructions, notifications and government orders, awareness material etc. issued by their department as well as related communication received from corresponding ministries shall be made available to their designated Nodal Officer for uploading on the COVID-19 webportal (URL : <http://haraadesh.nic.in/> )

4. The detailed workflow, guidelines to upload information on the COVID-19 Portal (URL : <http://haraadesh.nic.in/> ) is also enclosed herewith for necessary action in this matter.

Yours faithfully,

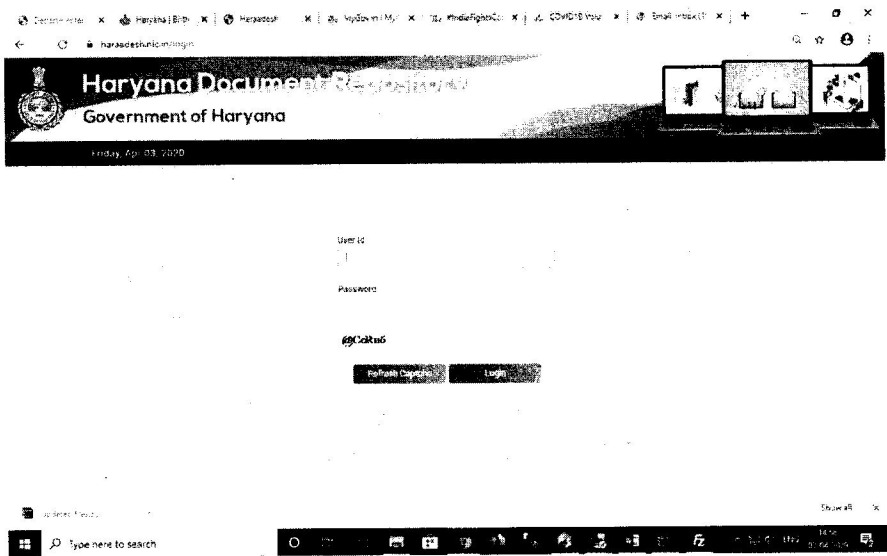
  
Superintendent Political  
for Chief Secretary to Government, Haryana



Sr No	Department	Nodal Officer	Contact Number	Mail Id	Assitant Nodal Officer	Contact Number	Mail Id
1	Chief Secretary Office	Mr.Sunil Taneja, Principal cum Assoc Professor	8901338866	<a href="mailto:suniltaneja.iitd@gmail.com">suniltaneja.iitd@gmail.com</a>	Mr.Amit Kapoor, Assistant Professor	9896087806	<a href="mailto:amitkapoor0180@gmail.com">amitkapoor0180@gmail.com</a>
2	Labour Department, ICMR (Gol), CPCB (Gol) & Finance Department	Mr.Narinder Anchal, Principal	9316001565	<a href="mailto:nanchal63nanchal63@yahoo.com">nanchal63nanchal63@yahoo.com</a>	Mr.Rajeev Goel, Assistant Professor	9896024216	<a href="mailto:rcse123@gmail.com">rcse123@gmail.com</a>
3	Home Department, MoHA (Gol)	Ms.Poonam Malik, Principal	9896565500	<a href="mailto:nstrohtak@gmail.com">nstrohtak@gmail.com</a>	Ms.Yogita, Assistant Professor	9034925972	<a href="mailto:wasyog@gmail.com">wasyog@gmail.com</a>
4	Health Department, MoHFW (Gol)	Dr Archana Mishra, Principal	7837099999	<a href="mailto:archmish999@gmail.com">archmish999@gmail.com</a>	Mr.Deepak Kumar, Assistant Professor	9991536363	<a href="mailto:dk.s.karnal@gmail.com">dk.s.karnal@gmail.com</a>
5	All Education Departments	Mr.Amit Sharma, Sr. Programmer	8872769373	<a href="mailto:itcell.dghe@gmail.com">itcell.dghe@gmail.com</a>	Mr.Gitanshu Soni, Programmer	9996670287	<a href="mailto:itcell.dghe@gmail.com">itcell.dghe@gmail.com</a>

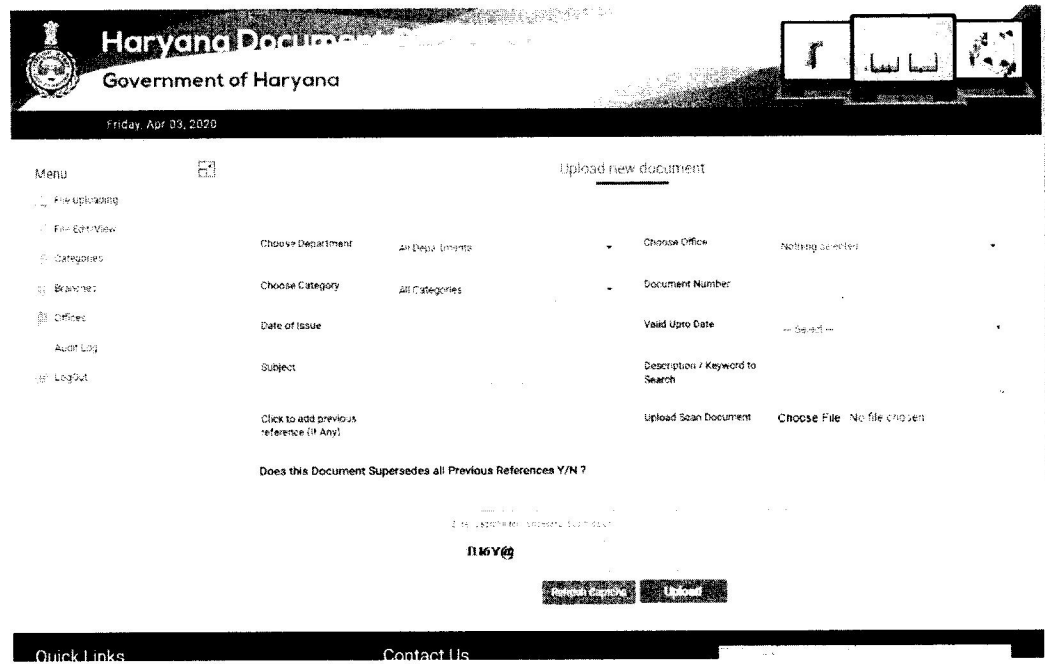
Procedure to upload documents on <https://haraadesh.nic.in>

1. Login to <https://haraadesh.nic.in/login> (Department wise user names and password will be provided)



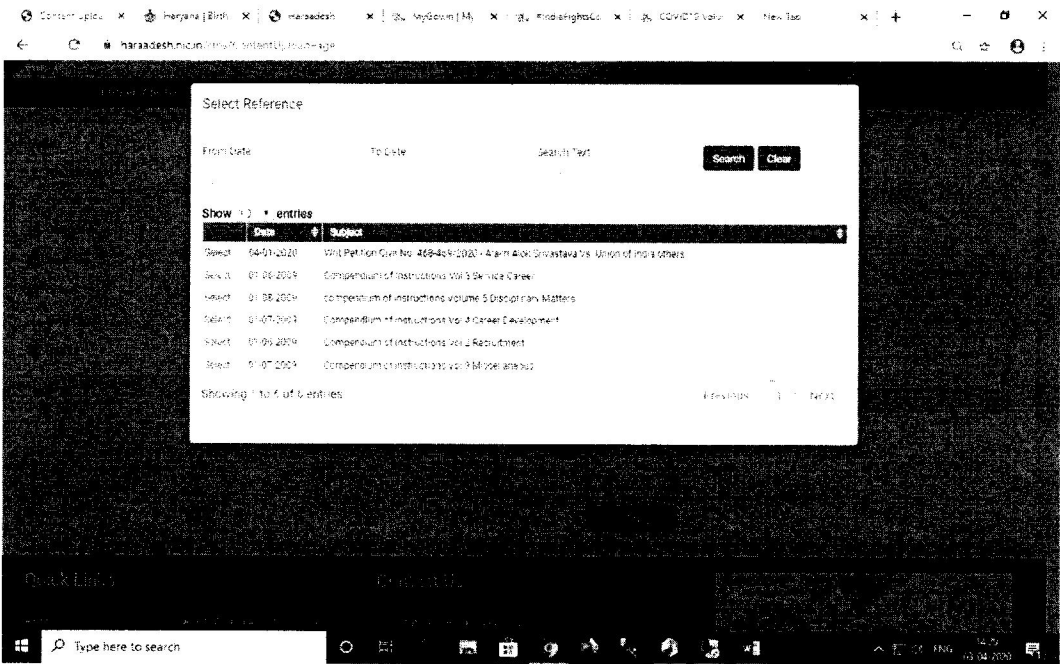
You can refresh the captcha code by clicking on “refresh captcha” if you find the captcha being displayed as difficult to comprehend.

2. Following screen will be shown after login. You can add new documents in .pdf format here.



**Field wise explanation for data entry:**

- 1. **Choose department** – Select the department to which the document relates. Select Government of India if this document is issued by **Goi**.
- 2. **Choose Office** – Select the office with in the department which has issued the document. Choose **Others** if the desired office is not shown.
- 3. **Choose Category** – Choose relevant category of the document. Choose COVID 19 is the document relates to COVID19.
- 4. **Document Number** -- The document number (e.g. letter number, act number , memo number etc.) is to filled here.
- 5. **Date of Issue** – Select the date of issue from calendar given in this field.
- 6. **Valid Upto date** – Select “Not Applicable “ if the document has no expiry date. If the document is validupto some date, select “Applicable” and then select the valid upto date from calendar given in the field.
- 7. **Subject** – Enter the subject of the document to be uploaded.
- 8. **Description/Keywords** – In this field enter thedescription of the document and append few keywords related to this document in the end of description. (Choose Max. 20 keywords so that these words include critical words related to this document)
- 9. **Click to add Previous reference, if any** – Click here to select any previous reference for this document i.e. If the document being uploaded is updated version or revised version or additional version of any previous document already uploaded then the previous version is to be selected.
- 10. **Following screen will be shown where based on “From date” “To Date” and “Search Text”** you can search previous documents uploaded for the department, for which current document is being uploaded. You can search and **select** the previous document to be linked. The search screen will show the previous documents only for the department for which current document is being uploaded.



11. **Upload scan document** – Select the file to be uploaded here (.pdf format only).

12 **"Does This document supersedes all previous references"** Check this field if the document being uploaded supersedes all previous documents on the subject. If you check this, the user viewing this document will be indicated about the same.

Press **"Upload"** after filling up the form and entering the Captcha Code.

The document will be uploaded and will be available to general public on <http://haraadesh.nic.in>.