

No. 62/65/2026-6HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-I Branch)

Dated, Chandigarh, the 4th August, 2026

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in Haryana.
3. All the Divisional Commissioners in Haryana.
4. All the Deputy Commissioners in Haryana.
5. All the Managing Directors/Chief Administrators of all Boards, Corporations and Public Sector Undertakings in Haryana.
6. All the Registrars of Universities in Haryana.

Subject: Implementation and effective utilization of e-Office in all Government offices at the State and District levels.

Sir/Madam,

I am directed to invite your attention towards and the State Government has decided that the e-Office system shall be implemented across all Government offices at the State Headquarters as well as at the district level to ensure complete digitisation of office functioning and electronic movement of files.

2. E-Office is a flagship e-Governance initiative developed by the National Informatics Centre (NIC) under the Ministry of Electronics and Information Technology (MeitY), Government of India. The platform has been designed to promote paperless, transparent, efficient and accountable administration by digitising the creation, processing, movement and management of official files and correspondence.

3. The Government of Haryana has been consistently promoting digital governance through the adoption of the e-Office platform. The project was launched in the State in 2017 and has since been implemented in a phased manner across Government Departments, Boards, Corporations, Deputy Commissioners' offices and other Government organisations. The e-Office system enables electronic creation, receipt, processing and movement of files, thereby improving operational efficiency, reducing delays, ensuring transparency, maintaining audit trails, strengthening record management, facilitating effective monitoring and enhancing accountability across Government offices.

4. In pursuance of the above decision, e-Office has already been successfully implemented in a large number of Government organisations across Haryana. Several Departments, Deputy Commissioners' offices, Boards and Corporations are effectively utilising the system and have demonstrated substantial improvements in efficiency, transparency, accountability and service delivery.

5. Accordingly, all Departments, Boards, Corporations, Authorities, district offices and all subordinate offices under the Government of Haryana are hereby directed to adopt and effectively utilise the e-Office system with effect from 1st August, 2026. All official files and correspondence shall thereafter be processed and moved through the e-Office platform in accordance with the prescribed procedures and guidelines.

6. All Administrative Secretaries, Heads of Departments, Managing Directors/Chief Administrators of Boards and Corporations and Deputy Commissioners shall ensure necessary arrangements for timely implementation of e-Office in their respective offices and offices under their administrative control. Adequate training, user creation, digital signatures and the required IT infrastructure shall be ensured before the above-mentioned date so that the transition is completed smoothly.

7. All concerned authorities shall take necessary measures to promote complete digital processing of official work, minimise the use of physical files and ensure that all officers

and officials regularly utilise the e-Office platform for efficient and transparent disposal of Government business.

8. In case of any technical assistance or guidance regarding implementation of e-Office, the concerned offices may coordinate with NIC Haryana, HARTRON or the designated State e-Office support team.

9. These instructions may kindly be brought to the notice of all concerned officers and officials for strict compliance.

Superintendent, Human Resources-I
for Chief Secretary to Government of Haryana

Endst. No. 62/65/2026-6HR-I

Dated, Chandigarh the 04th August, 2026

A copy is forwarded to the following for information and necessary action:-

1. The Managing Director, HARTRON.
2. The State Information Officer, NIC, Haryana.

Superintendent, Human Resources-I,
for Chief Secretary to Government of Haryana