

No. 62/15/2006-6GS1

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.
3. All Deputy Commissioners in Haryana.
4. All the Managing Directors of Boards/Corporations/Public Undertakings.
5. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar and Guru Jambhashwar University, Hisar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh, the 3rd April, 2006

Subject: - Regarding issue of instructions etc. on e-mail.

Sir/Madam,

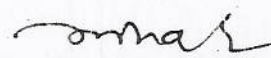
I am directed to refer to the subject noted above and to say that the matter regarding issue of instructions has been considered by the Government and it has been decided to reduce paper work in Government and to ensure fast transfer of information using technology. Therefore, all instructions issued by the General Administration Department and also letters seeking information except instructions that are in the nature of a policy decision or advices to Administrative Department on matters referred by them, shall be sent through Electronic mail (e-mail) alone in future. For a period of two months from the date of issue of these instructions, these should be sent by both modes i.e. via e-mail as well as in writing as earlier to enable a smooth transition. However instructions conveying policy decisions of Government and advices would be issued in writing as well as through e-mail. The Department of IT is separately bringing out an e-mail directory assigning mail address to each Department/Board/Corporation and offices of the Government.

2. It is, therefore, requested that a Nodal Employee in your organization, preferably the employee concerned with diary /dispatch, be nominated who would open the mail boxes and disseminate the e-mail to the relevant officers within the organization. The name of the Nodal Employee be intimated through e-mail to the following address:-

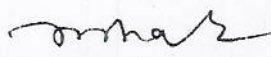
[usgenadmin @ hry.nic.in](mailto:usgenadmin@hry.nic.in)

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Deputy Secretary General Administration,
for Chief Secretary to Government Haryana.

A copy is forwarded to all the Financial Commissioners & Principal Secretaries / Commissioners & Secretaries to Government, Haryana, for information and necessary action.


Deputy Secretary General Administration,
for Chief Secretary to Government Haryana.