

Subject: Electronic movement of files - Usage of e-Office (software).

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Will all the:-

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat.

Kindly refer to the subject cited above?

To ensure the implementation of e-Office progresses smoothly the following guidelines are mentioned for strict compliance by all concerned officers/ officials of Haryana Civil Secretariat :-

1. All the officers of Haryana Civil Secretariat working under Chief Secretary, Haryana shall initiate electronic movement of files using e-Office software.

2. Cases received from other departments in respect of important policies can be sought through e-Office. To cite an example, instructions have already been issued by GAD on 23.07.2020 that the cases pertaining to (i) Outsourcing Policy; (ii) Ex-gratia policy; (iii) Battle Casualty policy (ex-gratia and jobs to dependents); and (iv) Sports Policy - shall not be accepted in physical format and have to be sent by all departments in e-Office only.

3. Physical cases received from other departments on any subject in any Branch under Chief Secretary through CFMS will be converted to electronic format and will be sent back to the concerned department with the following advice:-

*"The physical file sent to Chief Secretary (GAD/Personnel Department/Administrative Reforms etc.) has been converted to e-format and is being examined in e-office. The physical file is sent back in original."*

4. Internal Files of CS Branches: The CFMS number of the physical files of Branches of Chief Secretary shall be recorded on the first page of e-office noting and in the same way the e-file number of the e-office shall be recorded on the first page of the same physical file by the officer/official initiating the e-file.

5. Scanning facility: For scanning of files, all the Branches under the Chief Secretary may avail the scanning facility provided in Room No. 46 at 5th floor of the Secretariat. For smaller quantity of page-scans, the staff may use their own scanners already available in the branch or with senior officers. The dealing officials shall carry their own pen drive to copy the scanned file or request the Incharge of Scanning Section of 5<sup>th</sup> to send the soft copy of the scanned material through email.


6. E-file protocol: In the e-office file, the following Standard Operating Procedure is followed by all the officers/ officials of Haryana Civil Secretariat:-

- a. Clearly mention at which level, the file is to be approved.
- b. All the "Notings" shall be in paragraph format with paragraph number.
- c. Each officer/official shall write his complete designation.
- d. Each officer/official shall use e-Sign (Aadhaar based signature) for signing on



his/her portion of the e-file noting.

e. To ensure that each PUC is dealt in comprehensive manner, the dealing persons shall ensure that each file has reference to (i) Relevant Acts/Rules/Instructions/Policies/G.O.s etc. and attach copy of the same; (ii) Relevant precedents if any; (iii) AG's/LR's advice on similar matter if any; (iv) Whether involves Litigation, if any.

  
Superintendent Establishment-I,  
for Chief Secretary to Government Haryana

To


- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat.

U.O No. 22/25/2018-6Estt.-I  
Endst. No. 22/25/2018-6Estt.-I

Dated: Chandigarh, the 10<sup>th</sup> August, 2020  
Dated: Chandigarh, the 10<sup>th</sup> August, 2020

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

1. Principal Secretary to Govt., Haryana, General Administration Department.
2. Secretary to Government, Haryana, Personnel, Training, Vigilance and Parliamentary Affairs Departments
3. Director, Sainik & Ardh Sainik Welfare Department, Haryana, Panchkula for taking immediate action in this regard.

  
Superintendent Establishment-I,  
for Chief Secretary to Government Haryana

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