

I/184932/2023

No. DIT-F05(5)/14/2018-IT SECTION-GoHP - 69  
Department of Information Technology  
Government of Himachal Pradesh

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From

The Director  
Department of Information Technology  
Government of Himachal Pradesh

To

1. The Secretary (IT) to the  
Government of Himachal Pradesh,  
HP Secretariat, Shimla-171002
2. The Secretary (AR) to the  
Government of Himachal Pradesh,  
HP Secretariat, Shimla-171002
3. The Joint Secretary (IT) to the  
Government of Himachal Pradesh,  
HP Secretariat, Shimla-171002
4. The Joint Secretary (AR) to the  
Government of Himachal Pradesh,  
HP Secretariat, Shimla-171002
5. The Deputy Secretary (SA) to the  
Government of Himachal Pradesh,  
HP Secretariat, Shimla-171002
6. The Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh,  
HP Secretariat, Shimla-171002

Dated: Shimla-171013

the 7<sup>th</sup> March, 2023


Subject: - **Regarding Proceeding.**

Sir,

I am directed to enclose herewith a copy of proceeding of the meeting held on 07.02.2023 under the chairpersonship of worthy Chief Secretary to the Government of Himachal Pradesh regarding implementation of eOffice in HP Secretariat, Himachal Pradesh for kind perusal and information please.

Yours faithfully,

Encl: As above

  
Additional Director (IT),  
Department of Information Technology,  
Government of Himachal Pradesh.

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**Proceedings of the meeting held under the Chairpersonship of Chief Secretary to the Government of Himachal Pradesh held on 07-02-2023 at 02:30 PM regarding implementation of eOffice in HP Secretariat, Himachal Pradesh.**

Following were present in the meeting:

1. Dr. Abhishek Jain, Secretary (IT) to the Government of Himachal Pradesh
2. Sh. C. Paulrasu, Secretary (AR) to the Government of Himachal Pradesh
3. Sh. Mukesh Repaswal, Director IT, DIT HP
4. Ms. Torul S. Raveesh, Special Secretary (IT)
5. Sh. Mohan Datt Sharma, Joint Secretary (AR)
6. Sh. Manjeet Bansal, Deputy Secretary (SA)
7. Sh. Balbir Singh, Deputy Secretary (Personnel)
8. Sh. Rajeev Sharma, Additional Director IT, DIT HP
9. Sh. Anil Semwal, Joint Director IT, DIT HP
10. Sh. Narender Kumar, Manager IT, DIT HP

A review meeting was held on 07-02-2023 under the chairpersonship of Chief Secretary to the Government of Himachal Pradesh at 02:30 PM regarding implementation of eOffice in HP Secretariat, DC Offices and field offices across the State. At the outset, the Secretary IT welcomed all the participants present in the meeting. Based on the discussions held during the meeting, following decisions were taken:

1. The Secretary IT to the GoHP gave detailed presentation on eOffice and shared rollout plan in HP Secretariat including CM Office, DC Offices and field offices. After going through the presentation, the Chairman informed that Odisha Government model is considered as the best eOffice implementation model and directed IT Department to study their model.

**Action by: Secretary (SAD), Secretary (IT) and DIT**

2. The Secretary IT informed that Budget session is going to start shortly and thus implementation of eOffice in HP Secretariat, Directorates and DC Offices should be included in the upcoming Budget 2023-24 as implementation of Digital Secretariat. The Chairman directed that the date of 01<sup>st</sup> July, 2023 may be kept for roll out of eOffice in HP Secretariat.

**Action by: Secretary (IT) and DIT**

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3. The Secretary IT also highlighted the need for amendment in Office Manual of Government of Himachal Pradesh. It was decided that Administrative Reforms and Personnel Department will study Government Instructions and Office Manual of Odisha and Maharashtra to suggest necessary changes to be made for the roll out of eOffice in the State. It was observed that most of the existing processes would either become redundant or require modification in order to avail benefits of automation, such as:

- a. Government employees should be allowed to process files using eOffice on 24x7 basis from anywhere and anytime
- b. Officer/ Official can deal files online using eOffice from anywhere and anytime even if he is proceeded on tour or proceeded on leave (excluding Earned Leave wherein charge is assigned to some other Officer/ Official).
- c. eOffice provides facility to electronically dispatch not only letters from one office to another but also allows sending files from one office to another for seeking comments/ advice.

**Action by: Secretary (AR), Spl. Secretary (Pers.)**

4. The Chairman directed that D.O. letter should be written to all the Administrative Secretaries that eOffice is going to be rolled out completely in the State and hence they should ask all departments under their control to start switching from manual file system to eOffice.

**Action by: DIT**

5. The Secretary IT submitted that estimated budget to the tune of Rs 68.0 lakh would be required for the rollout of eOffice in HP Secretariat and the same would be borne by SAD for the procurement of desktops, scanners, DSCs and scanning of files. Similarly, funds to the tune of Rs 2.12 Crore would be required in IT Department for strengthening eOffice PMU to impart training & handholding to the employees in HP Secretariat, Directorates, DC offices and other field offices under the supervision of AR Department.

**Action by: Secretary (SAD), Secretary (IT) and DIT**

6. It was decided in the meeting that resources deployment for training and other needs should be done as per the requirement for the roll out of eOffice in the State. The

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Chairman further suggested that implementation of eOffice in HP Secretariat may be done in two stages, i.e., initially up to Secretaries level and then start implementation in Ministers' Offices for which Secretary IT may discuss matter with Principal Secretary to the Hon'ble Chief Minister, Himachal Pradesh.

**Action by: Secretary (SAD), Secretary (IT) and DIT**

Meeting ended with vote of thanks to and from the chair.

Signed by Mukesh Repaswa

Date: 28-02-2023 22:24:14

Director,

**Department of Information Technology,  
Himachal Pradesh.**