

No. Per (SAS-I) F (1)-1/2014-L
Government of Himachal Pradesh
Department of Personnel
(Secretariat Administration Services-I)

IMMEDIATE
e-Office

From

The Secretary (SA) to the
Government of Himachal Pradesh.



To

All the Section Officers
Himachal Pradesh Secretariat

{ **Shown in**
Schedule A to E }

Dated Shimla-2, the

07th January, 2021

Subject: Regarding roll out of e-office in H.P. Secretariat and scanning thereof.

Sir/Madam,

On the subject cited above I am directed to say that the Department of Information and Technology, Himachal Pradesh has started the process for scanning of active files of all branches of H.P. Secretariat from 04th January, 2021 in the H.P. Secretariat as per schedule enclosed at "**Annexure-A**".

You are, therefore, requested to ready the 30 Nos. of active files as per attached list at Annexure-A (Schedule- A to E). The Performa for handed over files to the vendor and taken over from the vendor is attached in SOP at **Annexure-B**. The respective Section Officers shall be responsible for this activity during the scanning of files. In case of any inconvenience/query, you may contact with Sh. Vikas Mishra on mobile No. 8287043347.

Yours faithfully,

Under Secretary (SA) to the
Government of Himachal Pradesh.

Endst. No. As above. Dated, Shimla-2 the

07th January, 2021.

Copy forwarded to following for information and further necessary action:

1. The Director, Department of Information Technology, H.P. w.r.t. his letter No. SITE-F05(5)/1/2018-IT SECTION-FoHP-10, dated 1st January, 2021 for information please.
2. The Joint Secretary (SAD/GAD) to the Government of H.P. Shimla-02.
3. Guard file.

Under Secretary (SA) to the
Government of Himachal Pradesh.

Annexure-A

The Schedule of scanning of files is as under:

Timeline → (In days) Branch For Scanning ↓	Jan, 2021	Jan, 2021	Jan, 2021	Jan and Feb, 2021	Feb, 2021
	04.01.2021 to 11.01.2021 (on 7 Working days)	12.01.2021 to 19.01.2021 (on 7 working days)	20.01.2021 to 29.01.2021 (on 7 working days)	30.01.2021 to 06.02.2021 (on 7 working days)	08.02.2021 to 16.02.2021 (on 7 working days)
20 Branches as per Schedule 'A'					
20 Branches as per Schedule 'B'					
20 Branches as per Schedule 'C'					
20 Branches as per Schedule 'D'					
21 Branches as per Schedule 'E'					

File handover/receiving Process

Dated: _____

Name of Department : _____
 Name of Branch : _____
 Name of Section Officer : _____

S.No.	File No.	File Name	No. of Noting Sheet	No. of Correspondence Sheet	Total No. of Pages	Verify
1.						
2.						
3.						
4.						
5.						

Remarks:

Date: _____
 Time: _____

Signature of SO
 (Handed Over)

Signature of Representative
 (M/s _____)

Detail of Handed over the file back to branch

Remarks:

Date: _____
 Time: _____

Signature of Representative
 (M/s _____)

Signature of SO
 (Handed Over)

Schedule 'A'

Sr. No.	Name of Branch of Section officer	Name of Section Officer	File No.	File Name	No. of Pages
1	ADMINISTRATIVE REFORMS	Indu Thapa			
2	AGRICULTURE-A	Raj Kumar Guleria			
3	AGRICULTURE-B	Deep Shikha			
4	ANIMAL HUSBANDRY	Rajesh Shandil			
5	CONFIDENTIAL CELL	Promila Sharma			
6	CONTROL ROOM	Abhijit Ghatak			
7	CO-OPERATION	Durgesh Nandini			
8	DEPARTMENT OF PERSONNEL-I	Narayan Prakash			
9	DEPARTMENT OF PERSONNEL-III	Rajinder Panta			
10	DEPARTMENT OF PERSONNEL-IV	Gopal Krishan			
11	EDUCATION-C	Ajit Kumar			
12	EXCISE & TAXATION BRANCH	Naresh Badhan			
13	FINANCE-B	Promil Bhanu			
14	FINANCE-D	Sudesh Bharadwaj			
15	FINANCE-G	Kapil Mohan			
16	FISHERIES BRANCH	Uma Kanthwal			
17	FOOD & SUPPLY	Rita Walia			
18	FOREST-B	Pawan Singh			
19	GAD-B	Kiran Turki			
20	GAD-D	Arvind			

Schedule 'B'

Sr. No.	Name of Branch of Section officer	Name of Section Officer	File No.	File Name	No. of Pages
1	GAD-E	Mehar Singh Mehta			
2	HEALTH-B	Geeta Sharma			
3	HEALTH-C	Pawan Kumar			
4	HOME-G	Nirmala Goyal			
5	HORTICULTURE	Rajinder Singh Negi			
6	HOUSING	Arun Chauhan			
7	INDUSTRIES-A	Pushpa Chaudhary			
8	INDUSTRIES-B	Raksha Sharma			
9	INFORMATION & PUBLIC RELATIONS	Sarjeev Kumar			
10	JAL SHAKTI VIBHAG-B	Bhupinder Kumar			
11	LABOUR AND EMPLOYEMENT	Karan Singh			
12	LIBRARY	Jai Prakash Sharma			
13	NON-CONVENTIONAL ENERGY SOURCES (NES)	Tarsem Lal Bhardwaj			
14	PERS. ACCOUNTS	Ramesh Chand			
15	PLANNING BRANCH	Rama Vohra			
16	PWD-C	Daljeet Kumar Mehta			
17	REVENUE- A	Vandana			
18	REVENUE- D	Sita Ram Sharma			
19	REVENUE-STAMP-CELL	Sanjeev			
20	R&I-I	Narian Singh			

Schedule 'C'

Sr. No.	Name of Branch of Section officer	Name of Section Officer	File No.	File Name	No. of Pages
1	R&I-II	Rajesh Sharma			
2	SA-ACCOUNTS-I	Anjana Kumari			
3	SA- RECORD				
4	SAD-I	Ranjana Sharma			
5	SAD-II	Jai Parkash Mishra			
6	SECRETARIATE ADMINISTRATION- TELEPHONE	Kusum Lata			
7	SANIK WELFARE	Pawan Kumar Sharma			
8	TCP	Madan Negi			
9	TOURISM	Roop Lal			
10	URBAN DEVELOPMENT	Govardhan Singh Rathore			
11	YOUTH SERVICES & SPORTS	Vanita Sood			
12	AYURVEDA	Pradeep Singh Chauhan			
13	DESPATCH	Talveer Singh			
14	DEPARTMENT OF PERSONNEL-II	Neeraj Verma			
15	EDUCATION-A	Akshay Sood			
16	ENV. SC. & TECH.	Naresh Badhan			
17	FINANCE-A	Jogindera Kumar			
18	FINANCE-E	Bhuvanesh Kumari			
19	FIN -IF	Hem Raj Sharma			
20	FIN - PENSION ADALAT	Dr. Kiran Sharma			

Schedule 'D'

Sr. No.	Name of Branch of Section officer	Name of Section Officer	File No.	File Name	No. of Pages
1	FOREST-A	Anileshwar Singh			
2	GAD-A	Kultar Singh Rana			
3	GAD-C	Amar Singh			
4	HEALTH-A	jogi ram atri			
5	HEALTH-D	Pawna Sharma			
6	HOME-A	Ved Praksh Bhardwaj			
7	HOME-B	Ritu Raj Verma (Dy. Secy)			
8	HOME-C	Susheel Kumar			
9	HOME-D	Manmohan Chopra			
10	HOME(VIG.)	Anjna Sharma			
11	IT-BRANCH	Gyan Singh Thakur			
12	LANGUAGE ART & CULTURE	Sita Ram Dhiman			
13	LAW	Sudha Sharma			
14	MULTI-PURPOSE PROJECTS AND POWER	Gulab Singh Yadav			
15	PWD-A	Vikram Dutt			
16	RECORD	Durga Singh			
17	RECEPTION	Sanjeev Kumar			
18	REVENUE- B	Baldev Singh			
19	REVENUE - C	Seema Sagar			
20	REVENUE (PROJECT SECTION)	Kusam Lata			

Schedule 'E'

Sr. No.	Name of Branch of Section officer	Name of Section Officer	File No.	File Name	No. of Pages
1	RURAL DEVELOPMENT	Rajiv Chauhan			
2	SJ&E(A)	Ratti Ram Sharma			
3	SJ&E(B)	Nand Lal			
4	TECHNICAL EDUCATION	Vidya Sharma			
5	TRIBAL DEVLOPMENT	Sanjeev Sharma			
6	Trg & Frgn Assign	mohar singh Mehta			
7	TRANSPORT	Savita Thapa			
8	CASH SECTION				
9	CENTRAL REGISTRY				
10	COC				
11	COMM. DEPTT. ENQ.				
12	EDUCATION-B				
13	EDUCATION-D	Manjeet Singh			
14	FINANCE -C	Anil Sharma			
15	FINANCE-F				
16	FIN - PAY REVISION				
17	HOME-E	Puneet Seth			
18	HOME-F	Jeet Ram Verma			
19	JAL SHAKTI VIBHAG-A	Neelam Chauhan			
20	PWD-B	Narender Bharadwaj			
21	SA-ACCOUNTS-II				