



HPGCL

AN ISO: 9001, ISO: 14001 &  
ISO: 45001 COMPANY

**HARYANA POWER GENERATION CORPORATION LTD**

Regd. Office: C-7, Uria Bhawan, Sector-6, Panchkula  
Corporate Identity Number: U45207HR1997SGC033517

Website: [www.hpgcl.org.in](http://www.hpgcl.org.in)  
Telephone No. 0172-5023426

E-mail: [dsgenl@hpgcl.org.in](mailto:dsgenl@hpgcl.org.in)

From

Chief Engineer/Admn.,  
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL, Panchkula.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula.
4. L.R., HPU, HPGCL, Panchkula.
5. All FA & CAOs, HPGCL.
6. All Dy. Secy./Under Secy. in HPGCL, Panchkula.

Memo No. Ch-<sup>SPC(1)</sup>/GB/HPGC-534/ 7357

Dated: 28.03.2023

**Subject: Implementation of e-Office (software) in the offices of Govt. of Haryana.**

Enclosed please find herewith a copy of memo no. Ch-04/02/2023-RU dated 15.03.2023 received from Supdt.(AR) O/o Chief Secy. to Govt., Haryana on the subject noted above.

This is for your information and taking further necessary action, please.

DA/As above.

<sup>sd-</sup>  
Dy. Secy./Genl.  
for Chief Engineer/Admn.  
HPGCL, Panchkula.

Endst. No. <sup>an-SPC(1)</sup> /GB/ HPGC-534/ 7357

Dated: 28.03.2023

A copy of the above is forwarded to XEN/IT, HPGCL, Panchkula. It is requested to host the above said memo on the website of HPGCL.

Dy. Secy./Genl.  
for Chief Engineer/Admn.  
HPGCL, Panchkula.

CC:

1. OSD/Tech. to M.D., HPGCL, Panchkula.
2. SPS to Director/Generation, HPGCL, Panchkula.
3. SPS to Director/Finance, HPGCL, Panchkula.
4. SPS to Director(Technical), HPGCL, Panchkula.
5. PS to Chief Engineer/Admn., HPGCL, Panchkula.

PGCL

No. 04/02/2023-RU  
GOVERNMENT OF HARYANA  
Chief Secretary's Organisation  
General Administration Department  
(Administrative Reforms)

1 DAIRY NO. 8652  
2 DATE 21/03/2023  
3 AEE/GENL  
4 SUPDT./GENL.  
5 DY. SUPDT./GENL  
6 ASST./GENL-(1)  
7 ASST./GENL-(2)

Dated Chandigarh the, 15<sup>th</sup> March, 2023

To

- 1 All the Administrative Secretaries to Government, Haryana
- 2 All the Heads of Departments in Haryana
- 3 Managing Directors/Chief Executive Officers/Chief Administrators etc. of Board/Corporations/Public Sector Undertakings etc.
- 4 All the Divisional Commissioners in Haryana
- 5 All the District & Session Judges in Haryana
- 6 All the Deputy Commissioners and SDO (C) in Haryana
- 7 All the Registrars of Universities in Haryana

Diary No.....  
Dated.....  
Supdt.

MD/HPGCL  
20/03/2023  
CE/Admn.

Subject:- Implementation of e-Office (software) in the offices of Government of Haryana.

Sir/Madam,

AEE-I  
AEE-II  
AEE-III  
AEE-IV  
AEE-V  
AEE-VI

I am directed to invite your attention to Haryana Government letter No. IT Cell/CS Office/2020 dated 20.12.2021 on the subject cited above and to say that Government has re-considered the matter and desired that all files, which are less than 50 pages, should be moved electronically i.e., through e-office developed by NIC. Proper implementation of e-office may be ensured by the respective Heads of Offices.

Yours faithfully

3967  
CFMS/Diary No...53!...  
MD/HPGCL  
Dated. 21/03/2023

*[Signature]*  
Superintendent(AR)  
for Chief Secretary to Government, Haryana

Dated, Chandigarh the 15<sup>th</sup> March, 2023

Endst. No. 04/02/2023-RU

A copy is forwarded to the Principal Secretary to Government, Haryana, Information Technology, Electronics and Communication Department for information and necessary action.

*[Signature]*  
Superintendent(AR)  
for Chief Secretary to Government, Haryana

Dated, Chandigarh the 15<sup>th</sup> March, 2023

Endst. No. 04/02/2023-RU

A copy is forwarded to Incharge, NIC, Haryana for information and necessary action.

*[Signature]*  
Superintendent(AR)  
for Chief Secretary to Government, Haryana

Memo No. 1996  
Dated 21/03/23  
DS/IT  
US/NGE  
DS/General  
DS/T&M  
XEN/HR&TRG  
XEN/Recd.