

No. Per(AR)F(1)1/2007
Govt. of Himachal Pradesh
Department of Administrative Reforms.

From:

The Chief Secretary to the
Govt. of Himachal Pradesh.

To

All the Administrative Secretaries (By name)
to the Govt. of Himachal Pradesh,
Shimla-2,

Dated: Shimla-2, the 11th July, 2007.

Subject:- Use of e-mail.

Sir/Madam,

As you are aware e-mail is already being used very extensively in the Central Government and in many progressive State Governments. In Himachal regrettably its use is not yet very prevalent. In order to encourage its use, it has been decided that applications from Administrative Secretaries addressed to me with regard to leave and tour approvals shall be sent by e-mail and the following procedure may be adopted:-

1. All Administrative Secretaries may send their leave applications and tour programmes for approval to me at my e-mail address:-
'cs-hp@nic.in'.
2. The e-mail may be sent from the Secretary's official e-mail account given by NIC.
3. The approval will be communicated by reply e-mail quoting the original text. This may be printed and kept on record for all purposes including T.A. Bills.

It is suggested that the Administrative Secretaries may issue similar instructions with regard to HODs/ M.Ds of Corporations etc. under their control.

Yours faithfully,

Ravi Dhingra
(Ravi Dhingra)
Chief Secretary to the
Govt. of Himachal Pradesh.