

From

**The Secretary (IT, BT and S&T) to the
Government of Himachal Pradesh,
Shimla-2.**

To

- 1. All the Managing Directors of
Boards/Corporations in H.P.**
- 2. All the HODs in Himachal Pradesh.**
- 3. All the Deputy Commissioners in H.P.**

Dated: Shimla, December 27, 2003

Subject: Information regarding hardware/software inventory and expenditure on IT

Sir/Madam,

Ever since the advent of IT revolution in the country, different departments and boards/ corporations have been purchasing computer hardware/ software. The extent of utilisation of these machines varies significantly from one office to another and so does the degree of obsolescence. In some cases, there is gross mismatch in configurations and software platforms, besides imbalance in availability. Inter/ intra office networking is *inter alia* another area that needs closer attention and non-availability of complete information in this regard resulted in very low rating of Himachal Pradesh in the index of e-readiness prepared by the Department of Information Technology, Government of India. In any case, the expenditure incurred on computerisation has been substantial on the whole. Therefore, the **Hon'ble Chief Minister has desired that this Department should immediately prepare an inventory of computer hardware/ software and information regarding expenditure incurred.**

It is, therefore, requested that the information as per **Annexure-A**, **Annexure-B** and **Annexure-D** may be supplied to this office preferably by email (itsecy@hp.nic.in with a copy to dit@hp.nic.in) or, in the absence internet connectivity, by fax (0177-2628625). The data may be prepared not only for your office, but also for all the offices under your control in the entire State. **It may kindly be ensured that Annexure-A reaches this office within 3 days.** The remaining two Annexures that require collation of more data, may be sent within 7 days. The concerned official in your office may contact Mr. Naveen Bindra (0177-2622132) or Mr. R.K.Raina/ Shailendra (0177-2880582) or Mr. S.K. Saxena (0177-2880890) for any assistance that may be needed for filling in Annexure-B. The steps required for checking the basic configuration of a PC have been given in **Annexure-C**. A statement of application software packages may be prepared as per **Annexure-D**.

It will be desirable if the information is supplied by email (as attachments) so that the retyping can be avoided while creating the database in this department. Please use the official email id (list of email ids created on NIC server for various departments has been given in **Annexure-E**) that is accessed frequently in your office or (preferably) the one that has been created now by NIC. This document is being E-mailed to you at the address given in **Annexure-E**. The Boards/ Corporations may create their own email ids from free email providers (such as Rediff, Yahoo, Hotmail etc. or through their ISP, if they do not have one already) and convey the same to this Department. In its first move towards paperless offices (a Budget assurance), the Information Technology Department intends to correspond by email only for non-critical letters (i.e. the communications not necessarily needing signatures), as far as possible. **Annexures B to D are being sent by email only, so that the officials concerned in your office get used to opening email and downloading attachments.** If there is no PC or email connectivity in your office, please let this department know at 0177-2621876 or 2628625 or 2622218 or 2880735 or 2880751, so that these formats could be faxed or mailed to you.

This correspondence is being sent as a MS word attachment only, but in future, letters will be sent as .pdf (portable document format) files, to ensure that documents attached cannot be altered. For this purpose, Adobe Acrobat Reader will be sent to you on a CD or through a download link. **The email will be followed up by a web based SMS generated by 941709997 (from 941800066), so that the email is not only authenticated but also accessed immediately.** Therefore, if it is not inconvenient to you, kindly intimate your (or any other concerned official's) mobile number that may be used for such incoming SMSs only. Authentication by SMS may not be required once we have digital signatures in place and various offices & departments start accessing their mailbox regularly.

Yours faithfully,

(Sanjeev Gupta)
Secretary, IT, BT and S&T
Government of Himachal Pradesh

Endst.No.IT(F)11-3/2002-Vol.III

Dated:Shimla-2, December 27,2003

Copy forwarded to :

All ACS/Pr.Secretaries/Secretaries to the Govt. of Himachal Pradesh for information and necessary action please.

(Sanjeev Gupta)
Secretary, IT, BT and S&T
Government of Himachal Pradesh