



Government of Haryana/ हरियाणा सरकार
Secretariat for Information Technology
सूचना प्रौद्योगिकी सचिवालय

From

Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department
Chandigarh.

To

All Administrative Secretaries,
All Divisional Commissioners,
All Heads of Departments,
Chief Executives of Boards,
Corporations, Agencies & Authorities and
All Deputy Commissioners
of the Haryana State.

Memo No.: 2/15/ 41

Dated: 16/1/08

Subject: Information on websites of all departments.

Kindly refer to this office memo No. 2/15/1692 dated 27.01.2006, vide which the following was communicated:

1. All the Departments shall make available downloadable forms and procedures on the web portal.
2. All the Departments should nominate one officer for updating the contents posted on the website by them.
3. Contents of the website should be regularly updated and last date of updation should be invariably displayed.

This matter came up for discussions in the 18th meeting of State Level IT Steering Committee – IT PRISM held on 02.12.2008 under the chairmanship of Chief Secretary to Govt. of Haryana. I am directed to convey you the following decisions of the IT PRISM:

1. All the Departments, Boards & Corporations should put their downloadable forms/ check lists, FAQs etc. on their websites.
2. The HoDs/ MDs/CEOs of all the Departments, Boards & Corporations should print their email addresses on their DO letter-heads.

You are, therefore, requested to take the necessary action on the above decisions of IT PRISM, with intimation to the E&IT Department.

J. Anand
Manager(IT)

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Electronics & Information Technology Department