

From

The Deputy Commissioner,
Una District Una(HP)

To

All the Heads of Departments
District Una (H.P.)

Dated Una, the 8 October, 2024

Subject: - Regarding implementation of E-Office in the Offices

Sir,

This is to inform you that the Government of Himachal Pradesh is committed to transitioning towards a paperless workplace to enhance efficiency and transparency in its operations. In line with this objective, the Government has successfully rolled out the E-Office application across various departments.

It is, therefore, requested to, transit from manual mode to electronic mode for the e-file system by using e-office software, to enable office automation in a paperless environment. It is also requested that efforts may also be made for the adoption of e-office in your connected and subordinate offices. Your prompt action in this matter is highly appreciated. Further, if any assistance is required concerning training or any other technical help, the E-District Manager Sh. Sahil Sharma can be contacted at 70183-26225 or at edmuna-hp@nic.in.

Yours faithfully,

Jatin Lal

4699 (Jatin Lal), IAS
Deputy Commissioner
Una District Una (HP)

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3655
10/10/24
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10/10/24

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forwarded in original to all the

of UMS, GMS & BEO's of Una district
& necessary actions.

Deputy Director of Elementary
Education Una, Distt. Una (H.P.)