



PHQ-IT0DA1(001)/1/2025
 O/o the Director General of Police,
 Himachal Pradesh, Shimla – 02
 Dated: Shimla-02,

October 2025

“OFFICE ORDER”

Subject: - Rolling out of e-office and ensure 100% working in e-office to implement the budget speech announcement of Hon'ble Chief Minister of H.P. in letter and spirit.

I would attract your attention towards PHQ's letter earlier No. Estate (7)01-E-office-1/2017-PHQ -15602-32 dated 24-7-2021, 4-9-2023 and 31-12-2023 regarding rolling out of e-office and ensure 100% working in e-office and stoppage and movement physical dak.

2. Accordingly, the Police Headquarters has already issued detailed instructions for the **rolling out of e-Office and discontinuation of manual processing of files and movement of physical dak**. Despite repeated directions, it has been observed that some offices are yet to achieve 100% implementation of e-Office.

3. In view of above, you are, therefore, **strictly directed** to ensure the following instructions without any further delay:

(i) Full implementation of e-Office:

All file processing and correspondence (except D.O. Secret letter, ACRs, DPCs and Ch. Rolls) must be conducted exclusively through the e-Office platform with immediate effect.

(ii) Cessation of physical dak movement:

Movement of physical dak, manual files, or hard copy correspondence between offices is to be **completely stopped forthwith**. Only digital communication through e-Office.

(iii) Monitoring and accountability:

ADGP/CID, IGP/AP&T and Range DIGs/(being a controlling officers) shall **personally monitor** the monthly progress of e-Office implementation in all subordinate Districts/ units under their jurisdiction/control and ensure compliance in letter and spirit. Any deviation or laxity will attract **disciplinary action**.

(iv) Training and handholding:

In case of technical issues or lack of user familiarity, immediate steps shall be taken to coordinate with ADMs deployed by the Department of Information and Technology in the Deputy Commissioner Offices of the respective districts to organize short training or troubleshooting sessions so that no excuse remains for non-implementation.

4. Hon'ble Chief Minister's has emphasized from time to time that every department and Govt. office in H.P. will go for maximum digitization and adopt prevalent best practices for improving governance enhancing transparency and quick decision making and offices shall work in e-office for online movement. In compliance of the directive of HCM PHQ's instructions already issued vide letter referred to above be complied with in letter and spirit. It is once again re-iterated that official correspondence shall be made with PHQ in e-office w.e.f. 1/11/2025 and the dak will not be entertained in physical mode w.e.f. 1/11/2025 .

(Ashok Tewari) IPS
Director General of Police
Himachal Pradesh

Copy is forwarded for information and necessary action to:-

1. All Heads of Police Offices in H.P.
2. The ADGP/L&O, H.P.
3. DIGs, Law and Order & Welfare and Admin.
4. The Assistant Inspector General of Police, HQ. H.P.
5. The Superintendent of Police, Welfare, H.P.
6. The Joint Director and ADAs (Prosecution)
7. The Administrative Officer, PHQ.
8. The Deputy Controller(F&A), PHQ, H.P.
9. The Dy. SP, SCRB to upload the orders on the Police website.
10. All Superintendents and In-charges at PHQ.

Director General of Police
Himachal Pradesh