



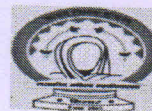
# Government College for Women-Hisar

Delhi Bypass Road, Hisar Haryana-125001

website: [www.gcwhisar.ac.in](http://www.gcwhisar.ac.in)

e-mail- [govt.gchisar@gmail.com](mailto:govt.gchisar@gmail.com)

Phone- 01662-277190



## POLICY DOCUMENT

### E-Governance Policy and its implementation:

#### An Introduction

The Government of Haryana has recognized the huge potential of Information Technology (IT) and decided to deliver the benefits of IT to the people of the state. The state has realized this huge potential and as a result, is on its way to emerge as a premier cyber state in the country. The intention of the Govt. is to make the state as one of the most prosperous state in the country with IT-driven economy, e-Governance, extensive percolation of IT literacy and massive IT-related employment opportunities. IT would improve the quality of life of the people, besides upgrading the standard of administration, especially in social and public services”.

Therefore, the objective of achieving e-Governance in the state Govt. has outlined its Information Technology Policy by stating in its preamble that, “The state Government recognizes the role of IT as an effective tool in catalysing economic activity, in efficient governance and in developing human resource. This policy seeks a deep impact initiative by the state Government in encouraging replacement of traditional delivery system of public services by IT driven system of governance that works better, cost less and is capable of serving the citizen’s needs with ease.”

#### E-Governance policy of the College:

It is mandatory for all Departments, Board and Corporation to follow and implement the E-Governance policy of the government in letter& spirit and follow the procedure to procure hardware, software and networking equipment etc., according to specifications and standardization laid down by **HARTRON** (Haryana State Electronics Development Corporation Limited), which shall be the sole agency of the state government to procure software and equipment and another one is GeM(Government e-Market) Agency of Government of India .General use application software like payroll, personnel information system, inventory management system, budget expenditure control, grievance handling and office automation systems etc., are developed by government departments, boards and corporations on the technical advice of **HARTRON**. These steps shall enable integration of resources into the state intranet, creation of central data warehouses and predictable architecture ensuring the manageability, portability and inter-operability of systems.





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Consequently the college is also complying and implementing the policy of e-governance in the following areas of operation: -

- 1. Administration:** The E-governance System is functional in the college through the system developed by the Department of Higher Education, Haryana as well as by the College Administration. The Department of Higher Education, Haryana issues notices and circulars through online portal, in Google sheets and through emails etc. and the College complies with all the instructions through email and other electronic means. In addition to it, the college tries its best to keep in touch with latest electronic tools of administration such as Biometric Attendance System, Wi-Fi facilities, installation of CCTV Cameras in various strategic locations in the campus and communication through emails and creation of Whatsapp Groups etc.
- 2. Finance and Accounts:** The College collects the entire fee and funds from the students through online system of Higher Education, Haryana and uses the software of e-treasures, Haryana for billing of salary and utilization of various grants sanctioned for the purpose of maintenance, augmentation of infrastructure and other facilities. The college is also registered as a buyer on Government Electronic Market (GEM) to procure various articles/goods for development purposes. The college Bursar acts as an internal auditor. The administrative office keeps all financial records separately as per the events and transactions made. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.
- 3. Student Admission and Support:** The most important key factor of the college is the transparent student's admission system. The admission process in both types of course, i.e. UG and PG Level, is made through Online System of Higher Education, Haryana purely on merit basis and college also coordinates in this process by updating the sanctioned intake, course combinations and fee structure of all the programmes. The Scholarships are offered to deserving and needy students to encourage them to take up higher education. This incentive falls in line with the motto of Higher Education Department of the state. The College also entertains the claim of such students and puts them for further process through online system and gets the amount sanctioned. As the amount of scholarship is sanctioned, the same is disbursed through RTGS/NEFT in the respective accounts of the beneficiaries without any delay. It is also pertinent to mention here that College has extended helping counters, free of cost, for filling utility forms, Admission forms, Examination form as well as Scholarship Forms.





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4. **Examination:** The College has a separate Examination Department equipped with ICT tools necessary for examination purposes. As per the requirement of University, all the Registration Returns, Continuous Returns of the students and examination forms are filled through the web portal of concerned university. In addition to it, all the internal assessment and practical awards are also uploaded through web-portal of the concerned university. During the examinations, admit cards and confidential lists of the students are uploaded by the university on its web-portal with college login ID and the examination department downloads, takes the printout of the same and issues the Admit Cards to students, and confidential lists to the respective center superintendents.

**Principal  
GCW-Hisar**





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## **Immediate**

From

Director,  
Treasuries and Accounts Department,  
Haryana, Chandigarh.

To

All the Treasury Officers/Assistant Treasury Officers in Haryana State.

Memo No.:TA-HR(DMC)/eSalary/2012/ SPL1

Dated: 12-04-2012

Subject:

**Implementation of eSalary system.**

As per Government instructions no. 14/91/2011-5FA dated 13.02.2012 eSalary system was extended to the entire State of Haryana and it was required that w.e.f. 01-04-2012 DDOs attached with treasuries/sub treasuries would submit all their salary bills through this system only.

In order to ensure that DDOs do not face any difficulty in drawing their salary bills through eSalary system you are advised to continue to provide facility of two computers with broadband along with one data entry operator at treasury level and one computer with broadband facility along with one data entry operator at sub treasury level to enter the data of employees. This facility will be available for all DDOs who are neither having computers/broadband nor technical manpower to enter the employees detail for preparation of salary bills through eSalary system. This facility will be made available up to 31.05.2012. However help line number 0172-2711101 and 09467555388 will remain operational during this period.

Further you are also directed to ensure that all the Jr. Programmers / DEOs at treasuries / sub-treasuries level will perform their duties on 13-04-2012 to 14-04-2012 to assist the DDOs in preparation of E-Salary bills.

Display these instructions on the notice board of your treasuries / sub-treasuries.

Sd/--

Joint Director(DMC)  
For Director, Treasuries and Accounts  
Department, Haryana, Chandigarh.