To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Head of Departments, in Haryana.


Sir/Madam,

I am directed to refer to the subject noted above and to inform that the Government of Haryana has launched a dedicated portal for COVID-19 (URL : http://haraadesh.nic.in/ ) for end to end management and access of all COVID-19 related advisories, instructions, notifications, government orders, awareness material etc. issued by respective Ministries under Government of India and thereof by respective departments of Government of Haryana.

2. The State Government has also deputed One Nodal Officer along with Assistant Nodal Officer in each concerned department. And nodal officers have already been given login credentials for uploading of documents. The list of concerned nodal officers along with contact details is enclosed herewith for ready reference.

3. In this matter, all the Administrate Secretaries/HODs of concerned departments shall ensure that all COVID-19 related advisories, instructions, notifications and government orders, awareness material etc. issued by their department as well as related communication received from corresponding ministries shall be made available to their designated Nodal Officer for uploading on the COVID-19 webportal (URL : http://haraadesh.nic.in/ )

4. The detailed workflow, guidelines to upload information on the COVID-19 Portal (URL : http://haraadesh.nic.in/ ) is also enclosed herewith for necessary action in this matter.

Yours faithfully,

[Signature]

Superintendent Political
for Chief Secretary to Government, Haryana
<table>
<thead>
<tr>
<th>S No</th>
<th>Department</th>
<th>Nodal Officer</th>
<th>Contact Number</th>
<th>Email Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Secretary Office</td>
<td>Mr. Sunil Tejpal</td>
<td>9891368686</td>
<td><a href="mailto:mail@tejpal.com">mail@tejpal.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Labour Department</td>
<td>Mr. Anil Chopra</td>
<td>9891368686</td>
<td><a href="mailto:mail@chopra.com">mail@chopra.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Health Department</td>
<td>Dr. Archana Dr.</td>
<td>9891368686</td>
<td><a href="mailto:mail@archana.com">mail@archana.com</a></td>
</tr>
<tr>
<td>4</td>
<td>MHRD (GoI)</td>
<td>Mr. Amit Sharma</td>
<td>9891368686</td>
<td><a href="mailto:mail@amit.com">mail@amit.com</a></td>
</tr>
<tr>
<td>5</td>
<td>All Education Departments</td>
<td>Mr. Amit Sharma</td>
<td>9891368686</td>
<td><a href="mailto:mail@amit.com">mail@amit.com</a></td>
</tr>
</tbody>
</table>
Procedure to upload documents on https://haraadesh.nic.in

1. Login to https://haraadesh.nic.in/login (Department wise user names and password will be provided)

You can refresh the captcha code by clicking on “refresh captcha” if you find the captcha being displayed as difficult to comprehend.

2. Following screen will be shown after login. You can add new documents in .pdf format here.
Field wise explanation for data entry:

1. **Choose department** – Select the department to which the document relates. Select Government of India if this document is issued by GoI.
2. **Choose Office** – Select the office with in the department which has issued the document. Choose Others if the desired office is not shown.
3. **Choose Category** – Choose relevant category of the document. Choose COVID 19 is the document relates to COVID19.
4. **Document Number** – The document number (e.g. letter number, act number, memo number etc.) is to filled here.
5. **Date of Issue** – Select the date of issue from calendar given in this field.
6. **Valid Upto date** – Select "Not Applicable" if the document has no expiry date. If the document is valid upto some date, select "Applicable" and then select the valid upto date from calendar given in the field.
7. **Subject** – Enter the subject of the document to be uploaded.
8. **Description/Keywords** – In this field enter the description of the document and append few keywords related to this document in the end of description. (Choose Max. 20 keywords so that these words include critical words related to this document)
9. **Click to add Previous reference, if any** – Click here to select any previous reference for this document i.e. If the document being uploaded is updated version or revised version or additional version of any previous document already uploaded then the previous version is to be selected.
10. **Following screen will be shown where based on “From date” “To Date” and “Search Text” you can search previous documents uploaded for the department, for which current document is being uploaded. You can search and select the previous document to be linked. The search screen will show the previous documents only for the department for which current document is being uploaded.
11. **Upload scan document** – Select the file to be uploaded here (.pdf format only).

12. "**Does This document supersede all previous references**" Check this field if the document being uploaded supersedes all previous documents on the subject. If you check this, the user viewing this document will be indicated about the same.

Press "Upload" after filling up the form and entering the Captcha Code.

The document will be uploaded and will be available to general public on http://haraadesh.nic.in.