

**SITEG-F05(30)/1/2024-IT-DDTG-DMS(e-230321)-47**  
Department of Digital Technologies and Governance  
Government of Himachal Pradesh

**From**

**The Director,**  
Department of Digital Technologies and Governance  
Government of Himachal Pradesh

**To**

**All the Heads of Departments,**  
Government of Himachal Pradesh.

**All the Managing Directors/CEOs of Boards/ Corporations,**  
Government of Himachal Pradesh.

**All the Deputy Commissioners,**  
Government of Himachal Pradesh.

Dated: Shimla-171013, the <sup>4<sup>th</sup> May</sup> ~~6<sup>th</sup> April~~-2026

**Subject: Regarding Document Management System.**

Sir/Madam,

In continuation of this Department's letter no.SITEG-F05(30)/1/2024-IT-DDTG-Part(1)-(230321)-106 dated 16.06.2025 on the subject cited above. In this regard, I am directed to inform that this Department has developed the Document Management System (**Dastavez Portal**) as a unified platform for digital management of official documents. The DMS Policy, notified on 23rd October, 2024, mandates its adoption by all Government Departments, Boards, and Corporations.

The **Dastavez Portal** has been successfully made live and is accessible at: <https://dms.hp.gov.in/index.aspx>. It is informed that Artificial Intelligence (AI) capabilities have recently been implemented in the portal. Under Phase-I (CPU-Only Baseline Validation), the system has been enabled to read and generate foundational summaries of uploaded documents, achieving a validated baseline of 70% efficiency on existing hardware resources. Please note that all AI processing occurs entirely on-premise, ensuring 100% data sovereignty and confidentiality of all official records without relying on external cloud services.

The AI-enabled DMS now provides the following functionalities:

- **Automated Document Summarization:** Enables quick understanding of documents through AI-generated concise summaries, facilitating faster and informed decision-making.
- **Intelligent Search & Retrieval:** Supports both context-based and keyword-driven search for improved discoverability of documents.
- **Enhanced Accessibility:** Reduces dependency on manual reading of lengthy documents, thereby improving administrative efficiency.


- **Decision Support:** Assists officers in quicker and more effective decision-making.

However, it has been observed that all departments are not yet actively using the **Dastavez Portal**. The department-wise usage status is enclosed as **Annexure-A**. Therefore, all departments, which have not yet started using the **Dastavez Portal**, are requested to take necessary steps to ensure its adoption at the earliest.

Further, the departments which have not yet nominated Nodal Officers are requested to nominate one (list of nodal officers available is attached), who shall act as a Single Point of Contact (SPOC) for coordination, implementation, and monitoring of **Dastavez Portal** related activities. The details of the nominated officers may be shared with this office at the earliest.

It is, therefore, requested to start using the portal so that a centralized repository of official documents may be maintained on a single platform, which will also facilitate easy retrieval of records as and when required.

Yours faithfully,

  
6/5/26.

Director (IT),

Department of Digital Technologies and Governance  
Himachal Pradesh

Encl: as stated above

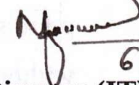
the

6<sup>th</sup> May  
6 April 2026

OTC

Copy forwarded for information to:

1. The PS to the Secretary (DT&G) to the Government of Himachal Pradesh.
2. The Superintendent, IT Branch, HP Secretariat, Shimla HP.

  
6/5/26.

Director (IT),

Department of Digital Technologies and Governance  
Himachal Pradesh

OTC

## Annexure-A

<b>Sr. No</b>	<b>Name of Department</b>	<b>Total Documents uploaded</b>
1	Fisheries	720
2	Technical Education, Vocational and Industrial Training	432
3	Revenue	417
4	Department of Digital Technologies and Governance	257
5	Rural Development	255
6	Panchayati Raj	238
7	Industries	26
8	State Election Commission	21
9	Election	11
10	Animal Husbandry	3
11	Town and Country Planning	2
12	Forest Corporation	1
13	HP State Pollution Control Board	1