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SITE-F05 (3)/5/2020- (E-23296) – 214
Department of Digital Technologies & Governance
Government of Himachal Pradesh

From

Director,
Department of Digital Technologies & Governance
Himachal Pradesh

To

1. **All the Administrative Secretaries to the**
   Government of Himachal Pradesh.

2. **All the Head of Departments,**
   Himachal Pradesh.

3. **All the Deputy Commissioners,**
   Himachal Pradesh
   Dated: Shimla-171013,   the   18ᵗʰ January, 2024

Subject: -   **Regarding Meeting Management Portal (https://meetingmgmt.hp.gov.in)**

Sir,

With reference to subject cited above, it is informed that a Meeting Management Portal has been developed by this department to standardise and keep track of the meetings in government departments. The portal has been launched by the Hon'ble Chief Minister on 3ʳᵈ January 2024 and the same is accessible through **https://meetingmgmt.hp.gov.in**.

The portal facilitates the issuance of meeting notices along with the agenda items with a single click through SMS and email. After the meeting, it allows the uploading of proceedings, which can be shared with all members. Additionally, it sends reminders for scheduling meetings. This portal aims to address the following challenges: -

- Difficulty in keeping track of a large number of meetings
- Challenges in maintaining proceedings and tracking action points
- Difficulty in searching and finding old meeting actions
- Challenges in issuing notices

The Department shall also be carrying out training programmes and for any assistance Sh. Chandan Parmar, Deputy Manager (IT) can be contacted at email address Chandan.parmar@hp.nic.in and mobile number 9911944940. Therefore, it is kindly requested to utilise the application in your department please.

Yours faithfully,

17.01.24

Director,
Department of Digital Technologies & Governance,
Himachal Pradesh, Shimla-13

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To upload on department website.
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