

### Status review of the projects funded under State Innovation Fund

1. Name of the Innovation Project: **Digitization of HP Secretariat Library**
2. Nodal Implementing Agency (s) : **Secretariat Administration Department**
3. Area of Operation/Site of Implementation: **SAD/HP Secretariat Library**
4. Financial Status :
  - i) Amount Sanctioned: **Rs.19,30,000/-**
  - ii) Date of Sanction: **29.12.20215**
  - iii) Amount Utilized (upto 30.11.2022): **Rs.16,85,608/-**
  - iv) Balance Amount and its Status: **Rs.2,33,392/- (deposited /refunded)**
  - v) UC/CC submitted of an amount: **Rs.16,85,608/-**

5. **Physical Status :**

Sr. No.	Name of the component	Completed (Yes or No)	Date of starting	If yes, date of completion	If not, likely date of completion
1.	Digitization of HP	Yes	30.8.2017	18.11.2022	N.A.
2.	Secretariat Library				

6. **Details of the activities carried out with the State Innovation fund (Max.200 words):**

The rare, old and out of print documents and books of Himachal Pradesh Secretariat Library were scanned and digitized. The digitized data or pdf of each and every book was prepared and full text was uploaded on internet in the form of pdf for public use. First, Himachal Pradesh Government Rajpatra (Ordinary and extra ordinary) published by the Printing and Stationary Department between 1954 and 2007, were got digitized and uploaded in public domain. Secondly, all the documents and reports published by different departments of Himachal Pradesh Government, and Census publications since 1881, were scanned and digitized and uploaded in public domain. Approval of the respective departments was obtained before digitizing the above Govt. publications. Thirdly, all the gazetteers and settlement reports relating to Himachal Pradesh and other states of India were digitized and uploaded on the internet. The acts and rules of Himachal Pradesh Government and other states, and applicable in Himachal Pradesh have been digitized and uploaded in the public domain. Old travelogues and books of 19<sup>th</sup> and 20<sup>th</sup> Centuries were also scanned and pdf was uploaded on the internet for the use of students, research scholars and other users. All the above information is available on HP Secretariat Library website and H P Government Rajpatra website.



## **7. Objectives of Innovative Intervention :**

The foremost objective of the innovative intervention was to adopt the newer technology with the advantage to preservation compiled with easy and quick accessibility to the library users, that is, public representatives, officers and officials of the government and general public. Himachal Pradesh Secretariat Library is one of the premier libraries of the state with rare, old and out of print documents and books. Our regular users consisting of Ministers and other public representatives, officers and officials of the State Government, research scholars working on the Himalayas and general public, and our objective was to provide services on their doorsteps. All the scanned and digitized documents and books were to be made available on internet to its users through HP Secretariat Library website and HP Government Rajpatra website. Thus, objective was to preserve the original books for a longer period because excessive consultation of these books was damaging our old treasure. The digitized and electronic data was to use to increase search ability, easy accessibility and availability of information and to spare the space for other latest and frequently used documents and books.

## **8. What are the elements of innovation that were introduced which brought out procedural changes and increased efficiency. Please give a brief: (Max. 200 words)**

1. Himachal Pradesh Government Rajpatra (ordinary and extra-ordinary), published by the Printing and Stationary Department between 1954 and 2007 were uploaded in public domain. After uploading the Rajpatras on the internet, the officers and officials of the State Government are making use of downloadable eGazette for their queries and information through the internet. Thus, it saved the time of the users and increased efficiency by retrieving the requisite informations at one click at their own place.
2. All the gazetteers, land settlement and forest settlement reports, census publications, acts and rules of different departments have been uploaded in public domain. All the users, official as well as general public, can retrieve the information of their need by sitting anywhere, otherwise everyone has to visit the Library to get the required information by sharing his/her time and office hours.
3. Reports and studies published by the different departments of HP Government and Universities got digitized and made available to other departments through the internet and kept them abreast about the studies and information useful to their respective departments.

## **9. How the innovation project has benefitted the public ? (Max. 100 words)**

The innovation project has benefitted the public in many ways; first, the public got requisite information published in the Rajpatras through downloadable eGazette on the internet at their doorstep in one click. Secondly, the public interested in topics of history, geography, people, social system, system of administration, etc. got the similar facilities.



The foreign and Indian research scholars and students working for their research projects need not to visit the Library because complete pdf of the books on Himalayas and Himachal Pradesh are available on the internet, thus benefitted them by saving their time and they need not to come in the Library in person for their required information.

10. **How the innovation project has benefitted the department ? (Two or three sentences against each of the following).**

i) **Procedural simplification**

The following are procedural simplification/benefits of the digitization :-

- (a) The officers and officials of the different departments need not to visit the Library because they can access the Rajpatras, reports, acts and rules and other digitized information from every nook and corner.
- (b) The digitization saved the time of the officers and officials who have to visit the Library to collect above information. Now information is available on their desktop and even on mobile phones at the distant place in one click.
- (c) Since all the available latest and old studies compiled and published by the different departments of the State Govt. and Govt. of India have been digitized and uploaded on the internet. The research and policy framing wings of the departments got access to information pertaining to the other departments of the State and Govt. of India easily by sitting in their own departments. They got new information and exposure of the latest research and projects helpful to their own department.

ii) **Quick Disposal (compare pre and post innovation with three examples).**

The following are the benefits of digitization which resulted in the quick disposal :-

- (a) Before digitization and uploading the gazettes, reports, books, etc. on the internet, every officer and official looking for the above information, has to visit the Library from distant places to get the required information, whereas after digitization above information is available to everyone even sitting in their offices in the remote and tribal areas. Thus, digitization helped in quick disposal of matters which require library facilities and consultation.
- (b) Before digitization, officers and officials have to spare their precious time to visit the Library for their requisite information. But after digitization, information is available on their table just away on their desktop and even on mobile phone. Thus, digitization saved the time of the officers and officials which could be utilized for other public services.
- (c) After digitization, search and accessibility to the information relating to different departments of the State Govt. and Govt. of India is easily available on the internet. With this new and updated information relating to different departments, the research and policy framing officers of departments got exposure to new information which proved helpful and beneficial to adopt those latest techniques and knowledge.



iii) **Convenience for clients (minimum three examples)**

- (a) The clients and users of the HP Secretariat Library are VIPs, officers, officials of the HP Secretariat and different departments of the State Govt., general public, Foreign and Indian research scholars, readers, students, etc. All the above clients and users of the Library are getting their information on the internet easily while sitting at their own place of working or any other place.
- (b) All the above clients and users are free to share the digitized documents as and when they feel to access and use downloadable documents.
- (c) All the above clients and users saved their precious time by not leaving their own place of working and residence to visit the Library to collect their information.
- (d) All the users and readers came to know about rare and out of print reports and books on Himalayas and HP with complete pdf for the first time and got the facility at their doorstep.

11. **Further steps taken by the department to continue with the Project activities/ innovative ideas ?**

The department is just on the completion stage of the present project and shortly, we will plan for another innovative activity or project which will be beneficial to our clients and users, and do away with repetitive work, thus to save the time and Govt. funds.

12. **Suggestions/Comments of the department on State Innovation Fund Scheme?**

The State Innovation Fund Scheme proved very useful to the HP Secretariat Library in many ways. First, we could preserve our rare, old and out of print books and documents by digitizing and uploading on the internet in the form of pdf. Secondly, all the rare documents were made available to the specific and general users through pdf on the internet by making its easy accessibility and search facility. Thirdly, we could get rid off repetitive manual services and increased productivity with the help of the latest technological innovations. Finally, we could develop our web enabled Document, Archival and Retrieval Information System which is working as a Digital Library for our archival treasure on the internet for each and every user.

Sign. Of concerned/ ( )  
Name Dr. Jaideep Negi  
Designation: OSD  
Date: 28-02-2023  
**OSD (LIBRARY)**  
**H.P. Secretariat**