

Per (AP-B)B(17)-1/2005 Vol-I  
Government of Himacahl Pradesh  
Department of Personnel(AP-II)  
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Dated Shimla-2

5th Oct., 2015

From Additional Chief Secretary(Personnel) to the  
Government of Himacahl Pradesh.

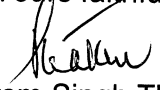
- To
1. All the Administrative Secretaries to the Government of Himachal Pradesh.
  2. All Heads of Departments in H.P.
  3. All Division Commissioners in H.P.
  4. All Deputy Commissioners in H.P.
  5. All Managing Directors/Secretaries/Registrars/CEOs of Boards/Corporations/Autonomous Bodies in H.P.

Subject: Forwarding of applications/representations - instructions regarding.

Sir,  
In continuation of this Department's letter No. Per(AP-B)B(17)-2/76 dated 23-9-1976 and 19-10-1977 on the subject cited above vide which it has been emphasized that no Government servant shall submit any representations on service matters direct to the higher authorities and that such representations should be sent through proper channel. It has come to the notice of the Government that these instructions are not being adhered to by the Government servants in letter and spirit.

2. It is, therefore, once again reiterated that these instructions may be brought to the notice of all Government servants working under your control for compliance and appropriate disciplinary action may be taken against those who violate these instructions.

Yours faithfully,



(Prem Singh Thakur)  
Joint Secretary(Personnel) to the  
Government of Himachal Pradesh  
Tel.No.0177-2624183.

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Annexure 25.1

Copy of H.P.Govt. Deptt. of Personnel letter No. Per (AP-II)-B(17)-2/76, dated 23rd September, 1976 addressed to all Heads of Departments and all the Deputy Commissioners in Himachal Pradesh.

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(Referred to in H.P.Govt. decision No. 1 below para 25.8)

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Subject;- Forwarding of applications / representations instructions regarding.

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I am directed to state that inspite of repeated instructions issued from time to time it has been observed that there is an increasing tendency on the part of certain Government servants to send their applications/representations with regard to their service matters to the higher authorities direct totally ignoring the channels prescribed for the purpose by the Government. This is a serious lapse and needs to be stopped forth-with.

2. I am accordingly to request that the officers/officials working under you may be advised to strictly follow the instructions/procedures prescribed by the Government for sending their applications/representations to the Government. Any lapse on their part to the contrary will be viewed seriously.

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Annexure 25.2

Copy of H.P.Govt. Deptt. of Personnel letter No. PER(AP-II)(B)(17)2/76, dated the 19th October, 1977 addressed to all Secretaries, Heads of Departments and all the Deputy Commissioners in Himachal Pradesh.

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(Referred to in H.P.Govt. decision No.1 below para 25.8)

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Subject;- Forwarding of Applications/representations to Higher authorities-Instructions regarding.

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I am directed to invite your attention to this Department letter of even number, dated the 23rd September, 1976 wherein it was stressed upon all Government servants to desist from sending applications/representations with regard to service matters to the higher authorities direct and further that any lapse on the part of the Government servants will be viewed seriously.

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2. It has however been observed that quite a large number of Government servants make direct representations with regard to service matters to the Chief Minister/Ministers and other higher authorities in utter disregard to the prescribed channels. This tendency on the part of the Government servants is not conducive to office discipline.

3. I am accordingly to request that the officers/officials working under you may be asked to strictly observe the procedure prescribed in this behalf. Attention in this connection is also invited to para 4.12 of the H.P. Government Office Manual which lays down that no member of the staff shall submit direct to the higher authorities any representation and that such communications should be sent through proper channel.

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