

No. Per (AP-B)B(15)- 4 /2016
Government of Himachal Pradesh
Department of Personnel
Appointment-II

Dated Shimla-2, 10th February, 2016

From

To Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.
5. All the Managing Directors/ Registrars/Secretaries/ Controllers of Boards/Corporations/Universities/ autonomous Bodies etc in H.P.

Subject: Regarding quarterly information about post/vacancies.

Sir,

I am directed to invite your attention to the subject cited above and to say that up to date information about strength and man power of the organization play a vital role in laying down the policies to be followed by administration and help to serve the public generally by keeping in mind the public good. It has been decided by the Government in Department of Personnel to collect and compile the information after every quarter of the calendar year about the posts/vacancies as per enclosed proforma. It is, therefore requested that information on different points as depicted in the annexed proforma may be ensured to be made available to this Department by 7th in the months of April, July, October & January. It is further requested that an incumbent not below the rank of Superintendent Grade-II may be made nodal official for this purpose and his name and telephone number may also be intimated.

This may be given top priority without fail.

Yours faithfully,



(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177- 2622132

Proforma

- Name of the Department/Board/Corporation/
University /Autonomous Body etc.

- For the quarter from _____ to _____.

- 1) Sanctioned posts

Class-I	Class-II	Class-III	Class-IV	Total

- 1.1 Detail of posts filled

	Class-I	Class-II	Class-III	Class-IV	Total
Regular					
Contract					
Batch-wise					
Daily wage					
Part-time					
Total					

- 1.2 Detail of vacant posts

Class-I	Class-II	Class-III	Class-IV	Total

- 1.3 Detail of functional vacant posts

Class-I	Class-II	Class-III	Class-IV	Total

- 1.4 Detail of officers/officials to be retired

Class-I	Class-II	Class-III	Class-IV	Total

- 1.5 Detail of requisition(s) sent for making recommendations to H.P. Public Service Commission & H.P. Subordinate Services Selection Board, Hamirpur

Class-I	Class-II	Class-III

- 1.6 Detail of recommendations received from H.P. Public Service Commission & H.P. Subordinate Services Selection Board, Hamirpur on the basis of last requisition(s) with the date of requisition.

	Class-I	Class-II	Class-III
Date of requisition			

- 2) Reasons for vacancies in each category with date(s)
- 3) Steps taken or being taken for filling up of vacant posts.