

No. Per(AP.B)B(13)-1/2007  
Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

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Dated Shimla-171 002, 13<sup>th</sup> May, 2015

From

Pr. Secretary (Personnel) to the  
Government of Himachal Pradesh

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of departments in H.P.
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. All Managing Directors/Registrars/ Secretaries to Boards/ Corporation/ Universities in H.P.

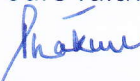
Subject; Regarding finalization and issue of seniority lists of the Government employees.

Sir,

I am directed to invite your attention to references of this Department, as given in the margin, vide which it was emphasized that seniority lists must be circulated every year by 31<sup>st</sup> March showing the position as it stood on 31<sup>st</sup> December of the preceding year and also to incorporate relevant information relating to service particulars of the officers/officials in these lists. It has come to the notice of the Government that many departments are not adhering to these instructions, which is a matter of concern. It is, therefore, once again requested to ensure that the seniority lists of all the categories of employees of your department are finalized and issued accordingly.

These instructions may be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,



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

Margin

1. No. 1-9/73-DP (Apptt.II) dated 04-04-1994
2. No. Per(AP.B)B(13)-1/2007 dated 07-05-2007
3. No. Per(AP.B)B(2)-2/2008 dated 20-04-2011
4. No. Per(AP.B)B(13)-1/2007 dated 27-01-2012
5. No. Per(AP.B)B(13)-1/2007 dated 22-02-2012

MOST IMMEDIATE / PERSONAL ATTENTION

1-1/73-  
No. 1-9/73-DP (Apptt.-II)  
Government of Himachal Pradesh  
Department of Personnel (AP-II)

..... 4-11-94  
Dated, Shimla-171002, the March, 1994.

From

The Commissioner-cum-Secretary (Personnel) to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the  
Government of Himachal Pradesh.
2. All Heads of Department in Himachal Pradesh.
3. All the Deputy Commissioners in Himachal Pradesh.

Subject:- Finalization of Seniority lists.

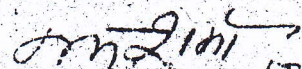
Sir,

I am directed to say that it has come to the notice of the Government that large number of Departments have not finalized the seniority lists of officers/officials. Some departments have not issued upto date seniority lists. This pass and indifferent attitude of the concerned Departments for not finalizing the seniority lists of the employees is not at all appreciable, because the non-finalisation of seniority lists create many complications for the Government in general and employees in particular both in the present and future. To avoid future disputes, it is essential that the seniority lists are finalized and updated forthwith.

You are, therefore, requested to finalize and circulate the seniority lists of all the categories of employees of your department/departments and compliance reported by 30 June, 1994. You are also requested to ensure that the seniority list of each category of employees is issued every year by March, positively.

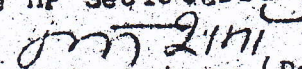
This may be given personal attention and the receipt of this letter be acknowledged.

Yours faithfully,

  
Deputy Secretary (Pers.) to the  
Govt. of Himachal Pradesh

No. As above.

Copy for similar necessary action is forwarded to all the Section Officers in the HP Secretariat.

  
Deputy Secretary (Pers.) to the  
Govt. of Himachal Pradesh

संख्या: पर (एपी-बी)बी(13)-1/2007  
हिमाचल प्रदेश सरकार  
कार्मिक विभाग (नियुक्ति-11)

प्रेषक

सचिव (कार्मिक)  
हिमाचल प्रदेश सरकार ।

प्रेषित

1. समस्त प्रशासनिक सचिव हिमाचल प्रदेश सरकार ।
2. समस्त विभागाध्यक्ष, हिमाचल प्रदेश ।
3. समस्त मण्डलायुक्त, हिमाचल प्रदेश ।
4. समस्त उपायुक्त, हिमाचल प्रदेश ।

दिनांक शिमला-2,

7 मई, 2007

विषय- वरिष्ठता सूचियों को अंतिम रूप देना ।

सहोदय,

उपरोक्त विषय पर मुझे आपका ध्यान इस विभाग के पत्र संख्या 1-9/73-डी0पी0-(ए0पी-11), दिनांक 04.04.1994 (प्रति संलग्न) की ओर दिलाते हुए यह कहने का निर्देश हुआ है कि सरकार के ध्यान में यह आया है कि अधिकतर विभागों में अपने अधिकारियों/कर्मचारियों की वरिष्ठता सूचियों को अंतिम रूप नहीं दिया है तथा न ही उन्हें समय पर परिचालित किया जा रहा है ।

अतः आप से पुनः अनुरोध है कि उपरोक्त पत्र में निहित निर्देशों का कड़ाई से पालन सुनिश्चित किया जाए तथा अनुपालना रिपोर्ट इस विभाग को भी भेजी जाए ।

भवदीय,

*Prigunhan*

उप सचिव (कार्मिक)  
हिमाचल प्रदेश सरकार ।

No.Per(AP.B)B(2)-2/2008  
Government of Himachal Pradesh  
Department of Personnel  
(Appointment -II)

From

The Pi. Secretary (Personnel) to the  
Government of Himachal Pradesh.

To

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

Dated Shimla-2, 20.04.2011

Subject:- Regarding seniority lists of the Govt. employees.  
Sir,

I am directed to invite a reference to this Department letter No.Per (AP.B)B(13)-1/2007, dated 7<sup>th</sup> May 2007 on the subject cited above and to say that as per instructions issued by the Govt. seniority lists of each category of employees is to be finalized and circulated every year by 31<sup>st</sup> March, positively. It has come to the notice of the Government that large number of Departments are not adhering to these instructions which is a matter of concern.

Besides, it has also been seen that the seniority lists issued by various Departments do not contain the requisite information. Although there are no set guidelines with respect to the format of seniority list yet it is felt imperative that the seniority lists should contain all relevant information, i.e., date of joining, date of birth, qualification, mode of appointment and date of confirmation etc. This information on one hand will be very useful for handling day to day service matters of the employees and on the other hand the concerned employees will also be aware of the service particulars and in the event of any error they can make representations against such information.

It is, therefore, emphasized that seniority lists must be circulated every year by the 31<sup>st</sup> March showing the position as it

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...2...

stood on 31<sup>st</sup> December of the preceding year and above mentioned information should also be incorporated in these lists.

These instructions may kindly be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

*[Handwritten Signature]*

Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh.

✓ Copy for File No. Per (AP.B)B(13)-1/2007

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No.Per(AP.B)B(13)-1/2007  
Government of Himachal Pradesh  
Department of Personnel  
(Appointment -II)

From

The Pr. Secretary (Personnel) to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
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4. All Deputy Commissioners in H.P.
5. All MDs/Registrars/Secretaries of Corporations/Universities/Boards in H.P.

Dated Shimla-2, 27th January, 2012

Subject:- Regarding seniority lists of the Govt. employees.  
Sir,

I am directed to refer to this Department letter No.Per(AP.B)B(2)-2/2008, dated 20.04.2011 on the subject cited above vide which it was emphasized that seniority lists must be circulated every year by 31<sup>st</sup> March showing the position as it stood on 31<sup>st</sup> December of the preceding year and also to incorporate relevant information relating to service particulars in these lists.

Now, it has been decided that seniority lists may be finalized at departmental level by 31.01.2012. You are, therefore, requested to ensure that the seniority lists of all the categories of employees of your department may be finalized by 31.01.2012 positively. These instructions may kindly be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

*[Signature]* Under Secretary (Personnel) to the  
Government of Himachal Pradesh.

Endst.No.Per(AP.B)B(13-1/2007 Dated Shimla-2, January, 2012  
Copy to the Private Secretary to Chief Secretary to the  
Government of Himachal Pradesh with reference to item number 5 (2)  
of minutes of COS meeting held on 29.12.2011.

*[Signature]* Under Secretary (Personnel) to the  
Government of Himachal Pradesh

80  
22/2/12

No.Per(AP.B)B(13)-1/2007  
Government of Himachal Pradesh  
Department of Personnel  
(Appointment -II)

From

The Pr. Secretary (Personnel) to the  
Government of Himachal Pradesh.

To

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

Dated Shimla-2, 22<sup>nd</sup> February 2012

Subject:- Regarding seniority lists of the Govt. employees.

Sir,

I am directed to invite your attention to this Department letter of even No. dated 27.01.2012 on the subject cited above vide which it was emphasized that seniority lists of all categories of employees have to be finalized at departmental level by 31.01.2012.

Therefore, it is, once again emphasized that seniority lists of all categories of employees may be finalized at departmental level as early as possible and also put their status on respective websites.

Yours faithfully,

*M. J. J.*  
Under Secretary (Personnel) to the  
Government of Himachal Pradesh.

Endst.No.Per(AP.B)B(13)-1/2007 Dated Shimla-2, 22<sup>nd</sup> February, 2012  
Copy to the Secretary (AR) to the Government of  
Himachal Pradesh with reference to item number 4 (2) of minutes of  
COS meeting held on 01.02.2012.

*M. J. J.*  
Under Secretary (Personnel) to the  
Government of Himachal Pradesh