

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

Dated Shimla-2,

15th May, 2015

From

Principal 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: Finalization of representations of Government employees regarding service matters.

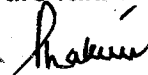
Sir,

In continuation of this Department's letters of even number dated 21st September, 2010 and 16th November, 2010 vide which it has been emphasized that representations of employees relating to service matters should be decided finally within a period of two months. It has been brought to the notice of the Government that these instructions are not being adhered by Departments and employees are compelled to file applications for seeking action taken report/ information under RTI Act, 2005.

2. It is, therefore, once again reiterated that representations of employees relating to service matters may be disposed of on priority and must be fairly decided finally within a period of two months by passing a speaking and reasoned orders by the competent authorities as per procedure/instructions laid down for disposal of such matters to escape unnecessary litigation and filing of applications under RTI Act, 2005.

3. These instructions may also be brought to the notice of all concerned working under your control for compliance in letter and spirit.

Yours faithfully,



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

Immediate
Reminder

No. Per(AP-B)B(17)-1/2005
Government of Himachal Pradesh
Department of Personnel (Apptt.-II)

Dated Shimla-171002, the 16th November, 2010

From

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

To

1. All the 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 Chairmen/Managing Directors/Secretaries/CEOs of Boards/Corpns./Autonomous Bodies in H.P.

Subject:- Finalization of representations of Govt. employees regarding service matters.

Sir,

I am directed to invite your attention to this Department letter of even number dated 21st September, 2010 on the subject cited above and to say that various Government Departments have not sent action taken report regarding framing of grievance redressal mechanism at different levels.

It is, therefore, once again requested that grievance redressal mechanism at different levels may be framed as early as possible and action taken in the matter may be intimated to this Department within 15 days positively.

Yours faithfully,

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

Endst. No.As above

Dated Shimla-2, 16th November, 2010

Copy forwarded to Pr. Secretary (AR) to the Government of Himachal Pradesh for information with reference to Item No.4 of proceedings of meeting of Committee of Secretaries held on 28.10.2010.

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

Immediate

No. Per(AP-B)B(17)-1/2005
Government of Himachal Pradesh
Department of Personnel (Apptt.-II)

Dated Shimla-171002, the 21st September, 2010

From

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

To

1. All the 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 Chairmen/Managing Directors/Secretaries/CEOs of Boards/Corpn./Autonomous Bodies in H.P.

Subject:- Finalization of representations of Govt. employees regarding service matters.

Sir,

I am directed to invite a reference to this Department letter No. Per(AP-II)B(17)2/76 dated 8.05.1978 (Annexure 25.4 of Hand Book on Personnel Matters Vol.II) on the subject cited above which envisages that representations relating to service matters of employees should be disposed of on priority and must be decided finally within a period of two months. It has come to the notice of the Government that these instructions are not being complied with strictly, which is giving rise to representations to higher authorities/Ministers as also avoidable litigation in various Courts/Tribunals. This matter has been considered at Govt. level and it has been decided to frame grievance redressal mechanism at all levels of the Govt., i.e., at the level of Secretary, Head of Department, Zonal, Divisional, District and Sub-divisional level, where the representations of Govt. employees on service matters will be processed on priority and decided finally within 2 months by passing a speaking and reasoned orders by the authorities competent to decide such matters as per relevant rules/instructions.

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These instructions may please be adhered to in letter and spirit and action taken in the matter may be intimated to this Department at an early date.

Yours faithfully,

Hebble

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

Endst. No.As above

Dated Shimla-2, 21st September, 2010

Copy forwarded to Pr. Secretary (AR) to the Government of Himachal Pradesh for information with reference to Item No.4 of proceedings of meeting of Committee of Secretaries held on 28.8.2010.

Hebble

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

अनुबन्ध 25.3

हिमाचल प्रदेश सरकार, कार्मिक विभाग के पत्र संख्या: कार्मिक (नि-11)बी (17)2/76 दिनांक 28-2-1978 जो कि सभी सचिवों तथा विभागाध्यक्षों को प्रेषित है की प्रतिलिपि ।

(पैरा 25.8 में दिए गए हि. प्र. सरकार के निर्णय न0-2 में उल्लेखित)

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विषय:- आवेदन पत्र/ अभिवेदन उच्चतर अधिकारियों को भेजने के बारे में क्रियाविधि ।

इस विभाग के दिनांक 19 अक्टूबर, 1977 के सम संख्यक पत्र के आगे मुझे इस संदर्भ में कहने का आदेश हुआ है कि सरकारी कर्मचारी सीधे मन्त्रीगण से अपनी सेवा सम्बन्धी समस्याएं प्रस्तुत न करें । पहले वे अपने उच्चाधिकारियों से पत्र व्यवहार करें । यदि दो महीने में उन्हें न्याय न मिले तब ही वे सम्बन्धित मन्त्री को लिखें या मिलें । आवेदन पत्र की अग्रिम प्रति भी मन्त्री महोदय को न भेजें ।

2. किन्तु सभी अधिकारियों से अनुरोध है कि जो भी अपने सेवा सम्बन्धी अनुदेश पत्र/ अभिवेदन उनके कर्मचारी उनको भेजें वे उन पर साधारणतया एक मास के अन्दर कार्यवाही करें और दो मास में तो अवश्य ही निर्णय लिया जाए ।

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अनुबन्ध 25.4

हिमाचल प्रदेश सरकार, कार्मिक विभाग के पत्र संख्या: पी.ई. आर. (ए.पी.-11)बी (17)2/76 दिनांक 8-5-1978 जो कि सभी सचिवों तथा विभागाध्यक्षों को प्रेषित है की प्रतिलिपि ।

(पैरा 25.8 में दिए गए हि. प्र. सरकार के निर्णय न0-3 में उल्लेखित)

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विषय:- सरकारी कर्मचारियों के सेवा सम्बन्धी मामले को शीघ्र अन्तिम रूप देना ।

इस विभाग के दिनांक 28 फरवरी, 1978 के सम -संख्या पत्र के आगे मुझे यह कहने का आदेश हुआ है कि सरकार के ध्यान में आया है कि बहुत से विभागों में सरकारी कर्मचारियों के सेवा सम्बन्धी बहुत से मामले लम्बे समय से अनिर्णित पड़े हैं और यही कारण है कि सम्बन्धित कर्मचारी विवश होकर अपनी समस्यायें उच्चतर अधिकारियों/मन्त्रीगण को प्रस्तुत करने का प्रयत्न करते हैं। अतः सभी अधिकारियों से अनुरोध है कि सरकारी कर्मचारियों के ऐसे सभी मामले शीघ्रता से निपटाए जाएं तथा भविष्य में भी आने वाले आवेदन पत्रों पर दो मास के अन्दर अन्तिम निर्णय लिया जाए ।

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