

No.PER(AP)-C-B(2)-2/2015-L  
Government of Himachal Pradesh,  
Department of Personnel(AP-III).

From

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

To

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

Dated: Shimla-171002, the 17<sup>th</sup> March, 2026

Subject:- Trainee/Job Trainee schemes for engagement of work personnel in Group-A, B & C posts - Maintenance of service record thereof.

Sir,

I am directed to refer to the subject cited above and to say that the service conditions of personnel engaged against the services/cadres of the Government as Trainee and Job Trainees are regulated in accordance with the terms & conditions of the respective schemes issued by the Government for their engagement and no service Rules and other rules are applicable to Trainee/Job Trainee. The issue whether "Service Book" of Trainee/Job Trainee is to be maintained or not was engaging attention of the Government.

The Himachal Pradesh Financial Rules and Supplementary Rules mandate for maintaining Service Book and these Rules are not applicable in the case of Trainee/Job Trainee. However, it has been considered desirable to maintain the service book of personnel engaged as Trainee and Job Trainee which may facilitate upkeep of his/her service record.

These instructions may be brought to the notice of all concerned for compliance.

Yours faithfully,

*Sant Raj Puharta*

(Sant Raj Puharta)  
Deputy Secretary(Personnel) to th  
Government of Himachal Pradesh.

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28 MAR 2026

DIRECTORATE OF SCHOOL EDUCATION  
HIMACHAL PRADESH, LALPANI, SHIMLA-171001

Himachal Pradesh-171001

March, 2026

**Endorsement No: EDN (SE)-H(1)A(7) /2025(PER), dated**  
Copy is forwarded for information and necessary action to:-

1. The Additional Director (Schools), Directorate of School Education, H.P. Shimla-1.
2. All the Joint Director (Schools), Directorate of School Education, H.P. Shimla-1.
3. The Joint Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
4. The District Attorney, Directorate of School Education, H.P. Shimla-1.
5. All the Nodal/Branch Officer, Directorate of School Education, Shimla-1.
6. All the Deputy Director of Education (Elementary/Secondary/Quality) in Himachal Pradesh with the directions that these instructions also be brought to the notice of all concerned under their jurisdiction.
7. The Assistant Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
8. All the Branch Superintendent/Incharge, Directorate of School Education H.P. Sml-1.
9. The Section Officer (F&AS), Directorate of School Education, H.P. Shimla-1.
10. ✓ The In-charge, IT Cell, Directorate of School Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
11. P.S. to Director School Education, Himachal Pradesh, Shimla-01.
12. All the P.A. to Additional Director (Admn), Dte. of School Education, H.P. Shimla-1
13. Guard file.

(B.R. Sharma) HDAS,  
Addl. Director School Education,  
Himachal Pradesh, Shimla-1,