

(13)

Personal Attention  
Time Bound

No.-L&E(Emp)CNV/Instructions-2011-  
Government of Himachal Pradesh,  
Labour & Employment Department.

27 FEB 2011

Dated, the Shimla-1, 2011.

To

1. All Heads of Departments, H.P.
2. L'd. Advocate General, H.P., Shimla-1.
3. Secretary, Lok-Ayukta, H.P., Shimla-2.
4. Divisional Commissioners, Shimla, Dharamshala and Mandi.
5. Resident Commissioner, Himachal Bhawan, Sikandra Road, New Delhi.
6. All Registrars of Government Universities in H.P.
7. All M.D.s of Boards/Corporations/Autonomous Bodies, H.P.
8. All Deputy Commissioners, H.P.
9. All Superintendents of Police, H.P.
10. All Chairmen of Temple Trusts, H.P.
11. Commissioner, Municipal Corporation, Shimla-1.
12. All Secretaries, Municipal Committees/ Councils, H.P.
13. All Secretaries Notified Area Committees in H.P.

**Subject: COMPULSORY NOTIFICATION OF VACANCIES TO EMPLOYMENT EXCHANGES.**

Madam/Sir,

It is informed that Department of Labour & Employment, H.P. is implementing the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. As per this Act, Government Employers are required to notify all vacancies (except those to be filled through HPPSC, HPSSSB, by promotion and on Compassionate Basis) to Employment Exchanges. Within 15 days of interview/test, the result of selection is to be informed to all Employment Exchanges to which vacancies had been notified. Failure to do so attracts penal provisions as provided in Section 7 (1) of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Such instructions have been issued by the Government and by this office from time to time. Similar instructions were also issued by Additional Chief Secretary-cum-Secretary (Labour & Employment) to Government of H.P., vide Office Memorandum No.-Shram (Emp) 16-5/93, dated 9.03.2000. The said Act, Office Memorandum of 9.03.2000, prescribed Performa for notifying vacancies to Employment Exchanges are accessible through this Department's web site-[www.himachal.nic.in/emp](http://www.himachal.nic.in/emp). A lot of information on recruitment through Employment Exchanges is available in Government of H.P., Department of Personnel's Handbook on Personnel Matters, Volume I, Chapter 7.

Some Government Employers are not notifying vacancies to Employment Exchanges or are not giving results of selections to Employment Exchanges. Vide letter No.-13-10/74-SI(Emp), dated 17.01.1977 of Chief Secretary to Government of H.P., all Administrative Secretaries, Head of Departments, Deputy Commissioners,

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Autonomous Bodies and Head of Local Bodies/Public Undertakings in H.P. had been asked to ensure that all vacancies are notified to Employment Exchanges and in order to ensure that this is complied with in letter and spirit, it had been directed that first pay bill of newly recruited official shall be accompanied by the certificate to the effect that official was recruited through Employment Exchanges. Incase where Employment Exchanges are unable to sponsor suitable candidate and recruitment is made otherwise (after obtaining "Non-Availability Certificate" from the Employment Exchange) a certificate to this effect shall alternatively be attached to the first pay bill and only after this requirement is met, the pay bill shall be accepted at the Treasuries for payment. However, some Government Employers are still neither notifying vacancies nor they are giving results of selections to Employment Exchanges. In addition to this they are also not complying with the Government's instructions regarding drawl of first pay bill of newly appointed officials only after attaching said certificate to the Treasury. A serious view of such lapses has been taken and it has been decided that this Department will prosecute defaulting Government Employers. In order to avoid such severe action, you are once again requested to ensure compliance to the said Act, Rules and instructions of Government, in letter and spirit.

In order to know the Status of all new appointments made w.e.f. 1.1.2008 to 31.12.2010, you are required to make available the following information to the undersigned in person or through a duly authorized representative who should at least be a class I Gazetted Officer or equivalent:

**PERFORMA**

Detail of all appointments made w.e.f. 1.01.2008 to 31.12.2010

Name and Address of Employer.....

Sr. No.	Post	Date of appointment	Type of Post (regular/Contract/daily wage/part-time/other-please specify)	Name of Appointee	Son of/daughter of/ wife of	Employment Exchange Where registered	Employment Exchange Registration Number
A	B	C	D	E	F	G	H

If mode of recruitment was other than Employment Exchanges-the same be specified along with detailed reasons thereof incase of each and every appointment made w.e.f. 1.01.2008 to 31.12.2010.

This information is to be given by all Departments on 21.02.2011 or 22.02.2011, by all Boards and Corporations on 23.02.2011 or 24.02.2011 and by all other Employers on 25.02.2011 or 26.02.2011. Please ensure that the needful is done so that detailed compliance report can be putup to the Government.

Yours faithfully,

*(Signature)*  
 Labour Commissioner-cum-  
 Director Employment, H.P.  
 Telefax-0177-2625085  
 e-mail: lep-hp@nic.in

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Endst. No.-As above. Dated, the Shimla-1, 2011.

Copy to

1. The Chief Secretary to the Government of H.P., Shimla-2.
2. Additional Chief Secretary(Lab.&Emp.) to the Government of H.P., Shimla-2, for information w.r.t. their letter No.-Shram(D)1-7/10-(Loose), dated 17.01.2011.
3. Principal Secretary (Finance) to the Government of H.P., Shimla-2 for information w.r.t. their letter No.-Fin-F-I-C-(I)-4/95-II, dated 1.02.2011.
4. All Administrative Secretaries, H.P., for information.
5. EMIO, SVGO, OI(P), EO(CEC), Directorate of Labour & Employment, H.P. for necessary action.
6. All Regional Employment Officers and District Employment Officers in H.P., for strict compliance and for sending complete cases of defaulting Government Employers for prosecution sanction to this office.
7. Director, Treasuries and Accounts, H.P., Shimla for strict compliance by all Treasuries in H.P.
8. District Treasury Officer, Capital Treasury Shimla, All District Treasury Officers and all Treasury Officers in H.P. for strict compliance to above mentioned directions of H.P. Government, w.r.t. certificate of new appointees.
9. All Employment Officers/Incharges of Sub Office Employment Exchanges in H.P. for strict compliance and for sending complete cases of defaulting Government Employers for prosecution sanction to this office.

Labour Commissioner-cum-  
Director Employment, H.P.

Telefax-0177-2625085

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