

**Government of Himachal Pradesh  
Department of Personnel  
Secretariat Administration Services-I**

No. Per(SAS-I) B(15)-4/2021

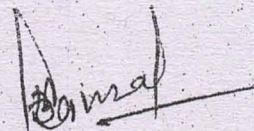
Dated: Shimla-2, the

11, May, 2023.

**CIRCULAR**

Instances have come to the notice of the Administration that some officials of H.P. Secretariat, on their transfer/ posting to some other section, delete the work related data pertaining to their seat before relieving from the concerned section. On deletion of such data, the new official taking over the charge have to face difficulty in carrying out the work pertaining to that particular seat, thus affecting the overall functioning of the section/ branch. The data related to the concerned seat is of utmost importance to any official posted in his/ her place.

Therefore, all the officials of the H.P. Secretariat are advised to refrain themselves from doing the same and hand over the list of files as well as list of PUCs lying / pending with them to the concerned Section Officer(s) before joining duties at their new place of posting, along with the work related data belonging to their seat entered in the computer.



**Deputy Secretary (SA) to the  
Govt. of Himachal Pradesh**

1. All the Section Officer(s)
2. All the Superintendent Gr-II
3. Notice Board.