

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

No. Per (SAS-I) E(5)1/2016

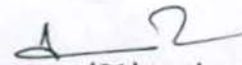
Dated: -Shimla-2, the

7th October, 2016

OFFICE ORDER

In order to ensure effective monitoring of the court cases and timely complying with the directions of the Hon'ble Court in relation to filing of reply, action taken report, status report and affidavit etc., the concerned Branch Officers are hereby appointed as Nodal Officer in respect of their branches, whose duties and responsibilities will be as under:-

- i) The Nodal Officer will ensure timely filing of reply/status report/action taken report etc. in the Hon'ble Courts.
- ii) The Nodal Officer will maintain a register containing therein the relevant details of all court cases and will weekly review the position.
- iii) The Nodal Officer through his/her Administrative Secretary will submit on file a fortnightly report(on 1st and 15th of every month) to the Chief Secretary, Govt. of H.P., with the following detail:-
 - a) CWP/Case No.
 - b) Action required
 - c) Date by which action was required
 - d) Whether required action taken
 - e) If not, reasons of delay
 - f) Date by which required action will be taken
 - g) Remarks, if any


Secretary (SA) to the
Government of Himachal Pradesh
7th October, 2016

Endst. No. as above Dated: -Shimla-2, the
Copy for information and necessary action to:-

1. All the Branch Officers, Secretariat Administration Department.
2. The Spl.PS to the Chief Secretary, Govt. of H.P.,with reference to U.No. SPS/CS/10/2016 dated 5th October,2016. The names,designation and contact numbers of Nodal Officers are as under:-

<u>Sr.No.</u>	<u>Name & Designation</u>	<u>Contact No.</u>
1.	Dr.Ashawani K.Sharma,Spl.Secretary(SA)	2622686(off)
2.	Sh.Kanwal Arora,US(SA)	2621157(off)
3.	Smt.Pushp Lata Singha,US(SA)	2624323(off)

3. The PS to Secretary (SA) to the Govt. of HP Shimla-2.
4. The Section Officer, SA-II/SAA-I & II, R&I-I &II, Telephone, Reception, Record, *Cash*, Despatch and Library, HP Secretariat, Shimla-2.
5. The concerned officers for compliance.
6. Guard file.


Under Secretary (SA) to the
Government of Himachal Pradesh