

No. Per (AR)F(10)-2/2025  
Government of Himachal Pradesh  
Department of Personnel  
Administrative Reforms

From

Chief Secretary to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner,  
HP Himachal Bhawan Sikandra Road New Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor, Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/Registrars of all the Boards/Commissions/Corporations/Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the 21<sup>st</sup> January, 2025

Subject:-

**Instructions regarding dealing/tracking mechanism of files.**

Madam/Sir,

I am directed to refer to the subject cited above and to say that a large number of important files and papers are submitted to the Administrative Secretaries as well as other Officers posted in various Departments of H.P. Secretariat by the Directorates/Boards/Corporations etc. for consideration and seeking approval at their level.

It has come to the notice of administration that the mechanism for dealing/tracking of such important files/papers is not proper.

Therefore, it has now been decided that henceforth, the personal staff attached with the officers in the concerned offices, will intimate the sender offices whether files have been dealt/disposed off and to collect them at the end of every working day. Thereafter, it shall be the responsibility of those offices to collect them immediately. If an urgent file has not been collected, it shall be the responsibility of the personal staff to bring it to the notice of the Secretary concerned immediately.

You are, therefore, requested to adhere to these instructions meticulously and also convey the same to the departments/offices under your control.

Yours faithfully,

(Shiv Mohan Singh Saini)  
Joint Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No. 0177-2622498/2880400