

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

21st January, 2025

Subject:-

To make references/minutes/proceedings to the meeting(s) or discussion(s) with the competent Authority-important instruction thereof.

Madam/Sir,

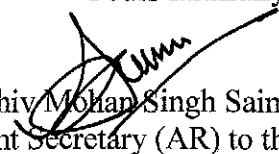
I am directed to refer to the subject cited above and to say that a decision by a Competent Authority is a decision made by a person or Department that has the legal power to perform a specific function. The competent authority has the authority to take action on a matter, and only they can take action on it. It is observed that various decisions are taken by the Competent Authority at different levels in meetings or during discussions. Meeting minutes/proceedings are official documents that record the important details of a meeting and should be issued as soon as possible after the meeting etc. for necessary action.

It has come to the notice of the Government that name and designation of the authorities are being mentioned frequently in the official notes, which need to be avoided for an impartial and uniform working. It is advisable that rather than mentioning the name and designation of the authority, the reference/minutes/proceedings may be made to the meeting(s) or discussion(s) with the Competent Authority. Therefore, it is also impressed upon that the same may be noted in making any record/note on files or otherwise and further action may be ensured as per relevant decision taken in meetings or discussions under defined and definite rules/instructions/guidelines.

These instructions may be brought to the notice of the all concerned for compliance in letter and spirit and violation of the above shall attract action against the defaulting Officer(s)/Official(s).

These instructions can also be seen on the website www.himachal.nic.in/

Yours faithfully,


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

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