

No. PER (AP)-C-E(3)-3/2020-Part-I
Government of Himachal Pradesh
Department of Personnel (AP-III)

From

The Chief Secretary to the
Government of Himachal Pradesh

To

All the Administrative Secretaries to the
Government of Himachal Pradesh

Dated: Shimla-171002, the 28th April, 2023

Subject: - Regarding sending copies of petitions through e-mail.

Sir/Madam,

I am directed to refer to the subject cited above and to say that the Ld. Advocate General, Himachal Pradesh vide letter No. 1-14/2018-6619 dated 13.03.2023, has intimated that in order to transform the office of Advocate General to paperless office, the practice of receiving copies of petitions through e-mail from the counsels of the petitioners has been started. The copy of petition along-with all annexures will be supplied henceforth, only to the concerned Administrative Secretary/Head of Department through e-mail and no hardcopy will be forwarded. It will be the responsibility of the office of the concerned Administrative Secretary/Head of Department to further forward the petition to the concerned subordinate offices under their establishment, who are party to the proceedings, so that the replies/compliance can be filed in time before the Hon'ble High Court.

2. The para 20.6 of the Himachal Pradesh Official Manual, 2011 lays down the detailed policy/guidelines with respect to use of e-mails for day to day official communication and reducing the use of papers in the offices. Pursuant to these guidelines, all the official correspondence via e-mail needs to be done using the official email address. All official communications exchanged through e-mail shall be deemed as official correspondence. Use of private domain names/e-mail ID's is prohibited for this purpose.



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3. Further, attention is also invited to para(s) 5 & 6 of the Standard Operating Procedure/instructions for dealing with court cases, circulated vide this department's letter of even number dated 18.03.2023, whereby it has been stated that in case of filing reply(ies), the respondent department(s) shall submit reply(ies) for vetting through e-mails and ask the officer well conversant with the facts of the case(es) to remain in touch with the vetting officer in the O/o Ld. Advocate General, Himachal Pradesh.

4. In view of above, it is requested to adhere to the above mentioned instructions/guidelines in letter & spirit. These instructions can be seen at www.himachal.nic.in/personnel.

Yours faithfully,



(Balbir Singh)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No. 0177-2880851

Endrs: No. as above Dated Shimla-171002, the 28th April, 2023

A copy is forwarded to the following for information and necessary action:-

1. The Ld. Advocate General, State of Himachal Pradesh, Shimla-01 w.r.t the letter referred to above.
2. The Secretary to the Governor, Himachal Pradesh Shimla-02.
3. All the Heads of the Departments in Himachal Pradesh.
4. All the Divisional Commissioners in Himachal Pradesh
5. All the Deputy Commissioners in Himachal Pradesh.
6. The Registrar, H.P. High Court, Shimla-1.
7. The Secretary, HP Public Service Commission, Shimla-02.
8. All the Chairpersons/Managing Directors / Registrars / Secretaries of various Corporation/ Boards/Universities etc. in Himachal Pradesh



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
