

No. Per (A-I(F)(10)1/2006-I
Government of Himachal Pradesh,
Department of Personnel
Appointment-I Section

Dated Shimla-2, the 29/04/2022.

From

The Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh, Shimla
2. All the Heads of Departments in
Himachal Pradesh.
3. All the Divisional Commissioners/Deputy Commissioners in
Himachal Pradesh.
4. All the Managing Directors of Board/Corporations/ Co-operative
Banks in Himachal Pradesh.

**Subject:- Regarding officials tours/visits of Heads of Departments-
instructions regarding.**

Sir/Madam,

I am directed to refer to the subject cited above and to say that instances have come to the notice of this Department that some Heads of Departments have been undertaking tours outside the State to attend award functions and other ceremonies without obtaining prior approval of the concerned Administrative Department.

It has also been observed that some officers are only giving intimation of their proposed tours just one or two days before departure. In such a short notice, it becomes difficult to obtain approval of the competent authority well in time. Further, they proceed without explicit permission/nomination. Even, there have been instances that present incumbents and his predecessors have attended the function/ceremonies presided over by prominent dignitaries, which had caused undue embarrassment and unnecessary burden on the State exchequer. Such acts on the part of the officers are irregular and violation of the provisions of the Conduct Rules.

Contd...2/-

(2)

Accordingly the undersigned is directed to convey that in future, all the officers may ensure to take the prior approval of the concerned Administrative Department, well in time before proceeding on such official visits. If any violation is noticed, the same will be viewed seriously and appropriate action will be initiated against such officers.

These instructions may kindly be adhered to strictly.

Yours faithfully,



(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh

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