

No. Per(AP-B)A(6)-2/2006
Government of Himachal Pradesh
Department of Personnel(AP-II)

From

Chief Secretary to the
Government of Himachal Pradesh.

To

1. All the Principal Secretaries/Secretaries/Special/Additional/Joint/Deputy/Under Secretaries to the Govt. of H.P.
2. All Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.

Dated Shimla-2, the

26th October, 2006.

Subject:-

Referring of cases to the Department of Personnel for advice- instructions regarding.

Sir/Madam,

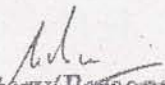
I am directed to refer to the subject cited above and to send herewith a copy of letter No. Per(AP-II)A(3)-2/80, dated 3rd January, 1987 addressed to all the Administrative Secretaries and Heads of Departments etc. regarding referring of cases to the Department of Personnel seeking advice on various issues relating to service matters. The aforesaid instructions provide that only those cases be referred to Department of Personnel for advice where rules/instructions are not clear and that too with the prior approval of Administrative Secretary. It has been noticed that the departments are referring cases to Department of Personnel for advice/opinion without making any specific point and the approval of competent authority i.e. Administrative Secretary. The procedure is not only irregular but against all official propriety. This sort of practice needs to be discontinued forthwith.

It has also been noticed that the Heads of Departments, Corporations, Boards and the Deputy Commissioners make direct references to Department of Personnel. Therefore, in the

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interest of fair appraisal of the cases it is made clear that only the cases received through the Administrative Secretaries will be entertained in the Department of Personnel, in future.

These instructions may please be brought to the notice of all concerned for strict compliance in future.


Secretary(Personnel) to the
Government of Himachal Pradesh.

COPY OF LETTER NO. PER(AP-II)A(3)-2/80, DATED 3RD JANUARY, 1987 FROM THE CHIEF SECRETARY, TO THE GOVERNMENT OF HIMACHAL PRADESH ADDRESSED TO ALL THE ADMINISTRATIVE SECRETARIES AND HEADS OF DEPARTMENTS IN H.P.

Subject:- Referring of cases to Department of Personnel for advice- instructions regarding.

This is in continuation of this Department letter No. PER(AF-II)B(19)-5/80, dated 3rd January, 1981 on the above subject and to say that despite clear instructions issued on the subject, the Department of Personnel is continuing to receive cases for advice which can be disposed of by the Administrative Departments and Heads of Departments at their own end. This delays the decision taking process resulting in avoidable criticism at various levels. Even the case on which instructions, rules are clear unambiguous, are sometimes referred to the Department of Personnel for advice. Similarly, cases with incomplete facts and records are referred with the result their back references have to be made which considerably delay finalization of the cases. Obviously this also reflects adversely on the functioning of the Govt. as a whole. It is, therefore, once again impressed upon all concerned that the matters on which the instructions/rules of the Govt. are clear and no further clarifications are required should not be referred to the Department of Personnel. However, in case where the advice/opinion is considered necessary, the specific point on which advice is sought, should be precisely and pointedly made clear along with all relevant information while referring cases to this Department. In all cases where concurrence of this Department is sought the proposal should be clearly and distinctly made out on the file after the case has been processed in the concerned Department. It would not only avoid delay but also facilitate clear and precise advice about the action proposed.

Moreover, it has also been noticed that the Heads of Departments, Corporations, Boards and the Deputy Commissioners make direct references to this Department. This is against the official propriety. In the interest of fair appraisal of the cases it is made clear that only the cases received through the Administrative Departments will be entertained in the Department of Personnel, in future.

These instructions may be brought to the notice of all concerned for strict compliance in future.
