

संख्या: पर (एपी-बी)बी(13)-1/2007
हिमाचल प्रदेश सरकार
कार्मिक विभाग (नियुक्ति-11)

प्रेषक

सचिव (कार्मिक)
हिमाचल प्रदेश सरकार ।

प्रेषित

1. समस्त प्रशासनिक सचिव हिमाचल प्रदेश सरकार ।
2. समस्त विभागाध्यक्ष, हिमाचल प्रदेश ।
3. समस्त मण्डलायुक्त, हिमाचल प्रदेश ।
4. समस्त उपायुक्त, हिमाचल प्रदेश ।

दिनांक शिमला-2,

7 मई, 2007

विषय-

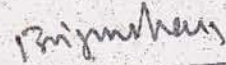
वरिष्ठता सूचियों को अन्तिम रूप देना ।

महोदय,

उपरोक्त विषय पर मुझे आपका ध्यान इस विभाग के पत्र संख्या 1-9/73-डी0पी0-(ए0पी-11), दिनांक 04.04.1994 (प्रति संलग्न) की ओर दिलाते हुए यह कहने का निर्देश हुआ है कि सरकार के ध्यान में यह आया है कि अधिकतर विभागों में अपने अधिकारियों/कर्मचारियों की वरिष्ठता सूचियों को अन्तिम रूप नहीं दिया है तथा न ही उन्हें समय पर परिचालित किया जा रहा है ।

अतः आप से पुनः अनुरोध है कि उपरोक्त पत्र में निहित निर्देशों का कड़ाई से पालन सुनिश्चित किया जाए तथा अनुपालना रिपोर्ट इस विभाग को भी भेजी जाए ।

भवदीय,



उप सचिव (कार्मिक)
हिमाचल प्रदेश सरकार ।

Copy of letter No.1-9/73-DP(Apptt.-II) dated 04.04.1994 from the Commissioner-cum-Secretary (Personnel) to the Government of Himachal Pradesh addressed to all Administrative Secretaries, HODs, and all DCs with a copy endorsed to all the SOs in the Himachal Pradesh Secretariat.

Subject:- Finalization of seniority lists.

I am directed to say that it has come to the notice of the Government that large number of Departments have not finalized the seniority lists of officers/officials. Some departments have not issued upto date seniority lists. This passive and indifferent attitude of the concerned departments for not finalizing the seniority lists of the employees is not at all appreciable, because the non-finalization of seniority lists create many complications for the Government in general and employees in particular both in the present and future. To avoid future disputes, it is essential that the seniority lists are finalized and updated forthwith.

You are, therefore, requested to finalize and circulate the seniority lists of all the categories of employees of your department/departments and compliance reported by 30th June, 1994. You are also requested to ensure that the seniority list of each category of employees is issued every year by 31st March, positively.

This may be given personal attention and receipt of this letter be acknowledged.

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No.Per(AP.B)B(2)-2/2008
Government of Himachal Pradesh
Department of Personnel
(Appointment -II)

From

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

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. All MDs/Registrars/Secretaries of Corporations/Universities/Boards in H.P.

Dated Shimla-2, 20.04.2011

Subject:- Regarding seniority lists of the Govt. employees.
Sir,

I am directed to invite a reference to this Department letter No.Per (AP.B)B(13)-1/2007, dated 7th May 2007 on the subject cited above and to say that as per instructions issued by the Govt. seniority lists of each category of employees is to be finalized and circulated every year by 31st March, positively. It has come to the notice of the Government that large number of Departments are not adhering to these instructions which is a matter of concern.

Besides, it has also been seen that the seniority lists issued by various Departments do not contain the requisite information. Although there are no set guidelines with respect to the format of seniority list yet it is felt imperative that the seniority lists should contain all relevant information, i.e., date of joining, date of birth, qualification, mode of appointment and date of confirmation etc. This information on one hand will be very useful for handling day to day service matters of the employees and on the other hand the concerned employees will also be aware of the service particulars and in the event of any error they can make representations against such information.

It is, therefore, emphasized that seniority lists must be circulated every year by the 31st March showing the position as it

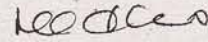
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stood on 31st December of the preceding year and above mentioned information should also be incorporated in these lists.

These instructions may kindly be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.

Copy for File No. Per (AP.B)B(13)-1/2007

Per(II)-110
27/1/2012

No.Per(AP.B)B(13)-1/2007
Government of Himachal Pradesh
Department of Personnel
(Appointment -II)

From

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

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. All MDs/Registrars/Secretaries of Corporations/Universities/Boards in H.P.

Dated Shimla-2,

27th January, 2012

Subject:- Regarding seniority lists of the Govt. employees.
Sir,

I am directed to refer to this Department letter No.Per(AP.B)B(2)-2/2008, dated 20.04.2011 on the subject cited above vide which it was emphasized that seniority lists must be circulated every year by 31st March showing the position as it stood on 31st December of the preceding year and also to incorporate relevant information relating to service particulars in these lists.

Now, it has been decided that seniority lists may be finalized at departmental level by 31.01.2012. You are, therefore, requested to ensure that the seniority lists of all the categories of employees of your department may be finalized by 31.01.2012 positively. These instructions may kindly be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

Mona
Under Secretary (Personnel) to the
Government of Himachal Pradesh.

Endst.No.Per(AP.B)B(13)-1/2007 Dated Shimla-2, 27th January, 2012
Copy to the Private Secretary to Chief Secretary to the
Government of Himachal Pradesh with reference to item number 5 (2)
of minutes of COS meeting held on 29.12.2011.

Mona
Under Secretary (Personnel) to the
Government of Himachal Pradesh