

No. Per (AR)F(10)-2/2025
Government of Himachal Pradesh
Department of Personnel
Administrative Reforms

From

The Secretary (AR) 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 Department's 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 Managing Directors/Chief Executive Officers/Secretaries/Registrars of all the Boards/Commissions/Corporations/Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the 10th September, 2026

Subject:-

Regarding introduction of the VIP Letter Management System (VLMS) module on the PM-Ref Portal.

Madam/Sir,

I am directed to enclose herewith a copy of D.O. No. 12013C/0003/2024-Dak dated 25th August, 2026 of Additional Secretary, Prime Minister's Office New Delhi addressed to all CSs/Administrators of States/UTs on the subject cited above and to inform you that VIP letter Management System (VLMS) is made operationalised w.e.f. 1-09-2026 on the PM-Ref Portal to strengthen accountability and ensure timely disposal of VIP references. The specific aspects of the module are:

1. Electronic transmission and processing
2. Online submission of replies/status updates
3. Real-time monitoring
4. Automated alerts and reminders.

You are, therefore, requested to process and furnish all the matter related to VIP references through the VLMS Module on PM reference Portal. Access can be obtained from the O/o Chief Secretary for monitoring and co-ordination of the PM-Ref. Portal.

Yours faithfully,


(Dr. Swati Gupta)
Joint Secretary (AR) to the
Government of Himachal Pradesh
Phone No. 0177-2622498/2880400

Subhasish Panda, IAS
Additional Secretary
Tel. 011-23018040



07/09/2026
Dy. No. 56535354
Dated 29/8/26
Himachal Pradesh



प्रधान मंत्री कार्यालय
नई दिल्ली - 110011
PRIME MINISTER'S OFFICE
New Delhi - 110011

D.O. No. 12013(C)/0003/2024-Dak

Dated 25th August, 2026

Dear Madam/Sir,

I am writing to inform you that the VIP Letter Management System (VLMS) module is being introduced on the PM-Ref Portal.

2. The module may be accessed at <https://pmref.nic.in>. It has been developed to facilitate the electronic processing and monitoring of references received from Members of Parliament, Chief Ministers, Members of Legislative Assemblies, Members of Legislative Councils and other dignitaries. The module is intended to strengthen accountability and ensure timely disposal of such references.

3. The salient features of the VLMS module are as follows:
i. **Electronic transmission and processing:** VIP references will be forwarded electronically to the concerned Ministry/Department or State/UT through the VLMS module.
ii. **Online submission of replies/status updates:** The concerned Ministry/Department or State/UT will be required to upload the reply given to the dignitary or status update, as applicable, on the Portal.
iii. **Real-time monitoring:** The progress of VIP references can be monitored on a real-time basis.
iv. **Automated alerts and reminders:** Email alerts will be generated when a new VIP reference is assigned and when the prescribed timeline is approaching or has elapsed.

4. It is proposed to operationalise the VLMS module with effect from 01.09.2026. Thereafter, all communications from this office seeking replies, reports or status updates in respect of VIP references will be routed through the module.

5. I would, therefore, request you to ensure that all replies, reports and status updates relating to VIP references are processed and furnished through the VLMS module on the PMRef Portal.

6. At present, Chief Secretaries of States/UTs have been provided access to the PM-Ref Portal for monitoring and coordination. Secretaries of Ministries/Departments of Government of India have similarly been provided access. For uniformity and ease of coordination, the existing PMRef users will also serve as nodal officers for the VLMS module.

7. I shall be grateful if the matter is accorded priority and necessary instructions are issued to all concerned, as the PMRef Portal will henceforth serve as the primary platform for the electronic processing, follow-up and monitoring of VIP references.

With warm regards,

Yours sincerely,

(Subhasish Panda)

All Chief Secretaries/Administrators of the States/Union Territories