

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

Urgent

No.PWE-79-1-Misc./ESI-

4310 - 4429

Dated:- 11/7/2024

From:-

Engineer-in-Chief,
HPPWD Shimla-2.

To

The Engineer-in-Chief (P)
The Chief Architect Shimla,
All the Chief Engineers,
All the Superintending Engineers,
All the Executive Engineers,
All the LAO's in HPPWD.

Subject: - Instruction on direct correspondence by the officers/officials.

Please refer to this office instruction issued vide letter No.11746-845 dated 06.03.2021 (available on departmental website) on the subject cited above.

In this context, it is intimated that the instruction as issued by this office is not being strictly adhered by the Zonal/Circle/Divn. /Sub-Divn. of this department and direct correspondences are being made with the higher authorities by the officers/officials working under this department, which has been viewed seriously.

Further as per Govt. of HP Shimla office manual (Third Edition) April 2011, the procedure for submission representations/application to higher offices are given as under: -

8.5 Representations/Applications-Procedure for submission



8.5.1 Submission of applications or representations

- (i) No member of the staff shall submit on any subject connected with the office his application for leave or his representation direct to the Governor/Chief Minister/Minister/Chief Secretary/ Secretary/ Special Secretary/ Additional Secretary/ Joint Secretary/Deputy Secretary/Under Secretary or Head of the Department/office. Such communications should be sent through proper channel i.e. the Branch/Section In charge to which the petitioner belongs, and the Branch/Section In charge will submit them to the next superior authority for further submission to the appropriate


authority in the ordinary course. Failure to observe 50 this will be considered as an act unbecoming of a Govt. servant and must be severely dealt with.

- (ii) Representations should not be made jointly. In no case should office forms or Government papers be used for making personal representation or requests. Such use will render the concerned official liable to disciplinary action and recovery of the cost of the Government stationery.
- (iii) In making applications, representations, appeals or petitions the language used should not be improper or offensive. Failure to observe this by the person concerned will be suitably dealt with.

It is, therefore, again directed to advise the officers/officials working under your jurisdiction/control to avoid such types of practice in future or action as deemed fit under the relevant rules shall be initiated against the defaulter. Further the representations should be sent to higher offices with brief facts of the case by the concerned controlling officer.


(Er. Narinder Pal Singh)
Engineer-in-Chief,
HPPWD Shimla-2. 

Copy to the Nodal officer (I.T) with direction to upload the same on official website.


(Dola Ram Thakur)
Registrar,
HPPWD Shimla-2. 