

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

NO.PWE-94-82 (Misc)/28-ES-I  
From

Dated:-

Engineer-in-Chief,  
HP.PWD, Shimla-2.

To

The Engineer-in-Chief (Projects)HPPWD,  
The Chief Architect HPPWD, Shimla,  
All the Chief Engineer (s) HPPWD,  
All the Superintending Engineer (s) HPPWD,  
All the Executive Engineer(s) HPPWD,  
LAOs Shimla/Mandi /Kangra HPPWD,

Subject:-

Regarding Unauthorized Direct Correspondence  
with the Government by Government employees-  
violation of Conduct Rules.

I am directed to enclose herewith a photocopy of  
letter No. PWD-A-EO(1)/27/2024 dated 30-07-2025 received from the  
Chief Secretary to the Govt. of H.P.Shimla on the subject cited above for  
information and taking further necessary action please.

Encl: As Above

Signed by

Vijay Kumar Dhiman

Date: 12-08-2025 13:07:56

Registrar,

Himachal Pradesh,PWD  
Shimla-2

Copy forwarded for information and similar necessary action to:-

1. Copy to the Executive Engineer (IT Wing) HP.PWD Shimla-2 with  
direction to upload this letter a/w its enclosures on the official  
website of the Department.
2. Copy to the All Heads of Branches in this office for strict compliance  
of above instruction please.

Registrar,  
Himachal PradeshPWD  
Shimla-2

No. PWD-A-E0(1)/27/2024  
Government of Himachal Pradesh  
Public Works Department

From

The Secretary (PW) to the  
Government of Himachal Pradesh

To

The Engineer-in Chief,  
HPPWD, Shimla-2

Dated Shimla-2

30/07/2025

Subject:-

**Unauthorized Direct Correspondence with the Government  
by Government employees - violation of Conduct Rules.**

Sir,

I am directed to refer to the subject cited above and to say that it has been come to the notice that some Government employees are making direct correspondence with the higher authorities or the Government without routing such communication through proper channel which is in contravention of the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 and the relevant instructions contained in the Govt. of Himachal Pradesh Office Manual, 2011.

In this regard, attention is invited to Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964 which provide that **the Government servant will do nothing which is unbecoming of a Government servant and para 8.5.1 of Govt. of HP Office Manual, 2011 also provides that no member of the Department shall submit any letter / representation / request directly 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.**

Rule 11 of CCS (Conduct) Rules, 1964 further provides that **no Government servant shall, except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any Government servant or any other**

person to whom he is not authorized to communicate such document or information.

Further, Rule 20 of CCS (Conduct) Rules, 1964 also provides that no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Government. Moreover, Rule 3 of CCS (Conduct) Rules, 1964 provides that every Government servant is expected to maintain absolute integrity and discipline in official dealings, which includes adhering to prescribed channels of communication. The CCC (CCA) Rules, 1965 also empower the Disciplinary Authorities to take appropriate action against employees who are found guilty of misconduct, including violation of procedural discipline and insubordination.

In view of above, you are, therefore, requested to bring these instructions to the notice of all concerned officers / officials under your control to adhere to these instructions in letter & spirit, under intimation to this department. Any violation of these instructions shall be treated as misconduct and may invite disciplinary action as per the extant rules and instructions.

**This may be treated as most urgent.**

Yours faithfully,

Signed by

Surjeet Singh Rathore

Date: 30-07-2025 12:30:41

(Surjeet Singh Rathore)

Additional Secretary (PW) to the  
Government of Himachal Pradesh

Endst No. As above.

Dated

2025

Copy forwarded for necessary action to the followings:-

1. All the CEs/SEs/EEs/AEs of HPPWD.
2. Nodal Officer (IT), O/o ENC, HPPWD.

Additional Secretary (PW) to the  
Government of Himachal Pradesh