

Himachal Pradesh
Public Works Department

No.PWE-94-1-inspection-ES-I-

10592-10622

Dated:- 10/1/2019

From:-

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

To

The Architect-in-Chief,
All the Chief Engineers (By Name) As per Annexure-1.
All the Superintending Engineer (By Name) As per
Annexure-1.

Subject:-

Regarding Office Inspection/ Surprise Checking of
offices.

I am to invite your attention towards letter No.Per (AR) F
(10) -7/2017 dated 16.05.2018 (copy enclosed) received from Secretary to the (AR)
Government of Himachal Pradesh addressed to all Administrative Secretaries to the
Govt. of H.P. as well as to all the Head of Department on the subject cited above.

In this context, your attention is invited towards H.P.
Office Manual (Para 18.19.1 to 18.19.6), wherein detailed guidelines/ procedure for
the office inspection and surprise checking have been prescribed. It has been
observed that these guidelines are not adhered properly which required to be
followed up strictly on regular basis.

It is therefore, requested to conduct the inspection as per
enclosed inspection calendar in compliance with the Paras 18.19.3 & 18.19.1- 6 and

use inspection Proforma Part-I,II,III & IV while conducting the inspection under intimation to this office.

Encl:- As above.


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

Copy to the Additional Chief Secretary (PW) to the Government of HP. W.r.t letter No. PWD (C) F (10)-1/2018 dated 27.11.2018 for information please

Copy to Secretary to the (AR) Government of Himachal Pradesh with reference to above please.

Copy to P.A. to Engineer-in-Chief, HP.PWD, Shimla-2 for information.

Copy to Steno to Registrar, HP.PWD, Shimla-2. for information.


Registrar,
HP.PWD., Shimla-2.

Annexure-1

INSPECTION CALENDAR FOR THE YEAR 2019 IN RESPECT OF PUBLIC WORKS DEPARTMENT

Sr. No.	Name and Designation of inspecting officer	Name of the offices where inspection is to be conducted.	Month/ Date of Inspection
1.	i) Er. R.P. Verma, Engineer-in-Chief. HP.PWD, Shimla-2 ii) Sh. Brinder Chauhan, Registrar HP.PWD., Shimla-2.	O/o Engineer-in-Chief, HP.PWD, Shimla-2 and surprise checking of offices any where in Himachal Pradesh where PWD has its organization.	Inspection process may be completed during the year, 2019.
2.	Ar. N.K. Negi Architect-in-Chief, HP.PWD Shimla	O/o Architect-in-Chief, HP.PWD Shimla	---do---
3.	Er. Lalit Bushan Chief Engineer (SRP)	O/o HP. State Road Project, HP.PWD Shimla-2.	---do---
4.	Er. B.R. Dhiman Chief Engineer (Hamirpur Zone)	O/o Chief Engineer, (Hamirpur Zone) HP.PWD Hamirpur.	---do---
5.	Er. Kehar Singh Thakur, Chief Engineer (Mandi Zone)	O/o Chief Engineer, (Mandi Zone) HP.PWD, Mandi.	---do---
6.	Er. Satya Varat, Chief Engineer (Kangra Zone)	O/o Chief Engineer (Kangra Zone) HP.PWD, Dharamshala.	---do---

7.	Er. Kartar Chand, Superintendent Engineer, 1 st Circle Mandi.	O/o Superintending Engineer, 1 st Circle, HP.PWD Mandi and all offices of Executive Engineer under 1 st Circle Mandi.	---do----
8.	Er.S.P. Jagota, Superintending Engineer, 3 rd Circle, Solan	O/o Superintending Engineer, 3 rd Circle, HP.PWD Solan and all offices of Executive Engineer under 3 rd Circle Solan.	---do----
9.	Er.Suresh Kapoor, Superintending Engineer, 4 th Circle, HP. PWD, Shimla.	O/o Superintending Engineer, 4 th Circle, HP.PWD, Shimla and all offices of Executive Engineer under 4 th Circle Shimla.	---do----
10.	Er. Sanjeev Sharma, Superintending Engineer, 5 th Circle, Palampur.	O/o Superintending Engineer, 5 th Circle, HP.PWD, Palampur and all offices of Executive Engineer under 5 th Circle Palampur.	---do----
11.	Er. Anil Kumar Sangrahi, Superintending Engineer, 6 th Circle, Kullu.	O/o Superintending Engineer, 6 th Circle, HP.PWD, Kullu and all offices of Executive Engineer under 6 th Circle Kullu.	---do----
12.	Er.J.S. Guleria, Superintending Engineer, 7 th Circle, Dalhousie	O/o Superintending Engineer, 7 th Circle, HP.PWD, Dalhousie and all offices of Executive Engineer under 7 th Circle Dalhousie.	---do----
13.	Er. N.P. Singh, Superintending Engineer, 8 th Circle, Hamirpur.	O/o Superintending Engineer, 8 th Circle, HP.PWD, Hamirpur and	---do----

		all offices of Executive Engineer under 8 th Circle Hamirpur.	
14.	Er. Vikas Sood, Superintending Engineer, 9 th Circle Nurpur	O/o Superintending Engineer, 9 th Circle, HP.PWD Nurpur and all offices of Executive Engineer under 9 th Circle Nurpur.	---do---
15.	Er. Ajay Gupta, Superintending Engineer, 10 th Circle, Bilaspur.	O/o Superintending Engineer, 10 th Circle, HP.PWD, Bilaspur and all offices of Executive Engineer under 10 th Circle, Bilaspur.	---do---
16.	Er. Jitender Singh, Superintending Engineer, 11 th Circle, Rampur	O/o Superintending Engineer, 11 th Circle, HP.PWD, Rampur and all offices of Executive Engineer under 11 th Circle, Rampur.	---do---
17.	Er. Mahesh Singhal, Superintending Engineer, 12 th Circle, Nahan	O/o Superintending Engineer, 12 th Circle, HP.PWD, Nahan and all the offices of Executive Engineer under the 12 th Circle, Nahan.	---do---
18.	Er. Jitender Singh Dhiman, Superintending Engineer 14 th Circle, HP.PWD, Rohru.	O/o Superintending Engineer, 14 th Circle, HP.PWD, Rohru and all the offices of Executive Engineer under the 14 th Circle, Rohru.	---do---
19.	Er. D.S. Dehal, Superintending Engineer 15 th Circle, Una	O/o Superintending Engineer, 15 th Circle, HP.PWD, Una and all the offices of Executive Engineer under 15 th Circle Una.	---do---

20.	Er. B.S. Bharwal, Superintending Engineer Joginder Nagar Circle	O/o Superintending Engineer, Joginder Nagar Circle, HP.PWD, Joginder Nagar and all offices of Executive Engineer under Joginder Nagar Circle.	---do----
21.	Er. Ajay Verma, Superintending Engineer, NH Circle Shimla	O/o NH Circle Shimla and all offices of Executive Engineer under NH Circle Shimla	---do----
22.	Er. Ravinder Kumar Minhas, Superintending Engineer, NH Circle Shahpur	O/o NH Circle HP.PWD Shahpur and all offices of Executive Engineer under NH Circle Shahpur.	---do----
23.	Er. Sanjay Kumar Attari, Superintending Engineer Arbitration Solan	O/o Superintending Engineer Arbitration Circle HP.PWD Solan.	---do----
24.	Er. M.K. Sood, Superintending Engineer, Mech. Circle Dhalli	O/o Superintending Engineer, Mech. Circle HP. PWD Dhalli and all offices Executive Engineer under Mech. Circle Dhalli.	---do----
25.	Er. Anil Sharma, Superintending Engineer, Mech. Circle, D/ Sala	O/o Superintending Engineer, Mech. Circle, HP.PWD Dharamshala and all offices of Executive Engineer under Mech. Circle Dharamshala.	---do----
26.	Er. Sanjay Kumar, Superintending Engineer, 1 St. Elect. Circle, Shimla	O/o Superintending Engineer, 1 St. Elect. Circle, HP. PWD Shimla and all offices of	---do----

		Executive Engineer under Elect. Circle, Shimla	
27.	Er. Pankaj Kapoor, Superintending Engineer Elect. Circle, Dharamshala	O/ o Superintending Engineer, Elect. Circle HP.PWD, Dharamshala and all offices of Executive Engineer under Dharamshala Circle.	---do----


 (Er. R. P. Verma)
 Engineer-in-Chief,
 HP.PWD., Shimla-2.

(100) 177

No. Per (AR)F (10)-7/2017
Government of Himachal Pradesh
Administrative Reforms Organisation.

From

The Secretary to the (AR)
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the
Government of Himachal Pradesh
2. All Head of Departments
Himachal Pradesh.

Dated: Shimla-2, the

16-5-2018

Subject:-

Regarding Office Inspections/Surprise Checking of offices.

Sir/Madam,

I am directed to refer to the subject cited above and to say that in the HP Office Manual (Para 18.19.1 to 18.19.6) there are detailed guidelines/procedure for the office inspection and surprise checking. It has been observed that these guidelines are not adhered properly which require to be followed up strictly on regular basis by all the AD's and HOD's.

It is, therefore requested to submit the tentative inspection calendars in compliance with paras 18.19.3 & follow 18.19.1-6 and use format and submit it to this department online for ease of compilation at Govt. level for outcome mapping, gap analysis & suggest reforms if any, within fortnight.

Yours faithfully,

(Rajesh Sharma)

Under Secretary (AR) to the
Government of Himachal Pradesh
Phone No. 0177-2628481

16/5/18