

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED***(A State Govt. undertaking)*

Registered office Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
Number (CIN) U40109HP2009SGC031255
GST No. HPSEBL 02 AACCH4894EHZB
Telephone Number 0177-2803600, 2801675 (Office), 2658984(Fax)
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“Office Order”

Your kind attention is invited towards this office letter endst. No. HPSEBL(SECTT)/R&E/Govt.Instt.2024-25-38256-73 dated 25.09.2024 by which instructions regarding subject cited matter received through Special Secretary (Power) to the Government of Himachal Pradesh vide No.File No. MPP-F(10)-32/2024 dated 13.09.2024 was circulated to your offices/Sections in which it was defining that office file notes are being directly submitted to Secretary (Power) seeking approval/decision on the proposal moved and processed in the respective organization but the same have not been processed on the Departmental file of the AD. Furthermore, the files related to the Committees headed by the Administrative Secretary are also being submitted directly without being processed on departmental file and routed through the AD department MPP and power. Such practices are not in consonance with the Rules of Business.

Now the Special Secretary (Power) to the Government of Himachal Pradesh vide letter No.MPP-F(10)-32/2024 dated 10.10.2024 (Copy attached) has pointed out that instruction/directions issued earlier are not being adhered to in letter and spirit and this action is in violation of the Rules of Business of the Government as well as the procedure laid down in the Office Manual. Office Manual is a basic document setting procedures and standards of office working in order to establish accountability at all levels, therefore, uniform and reasonably transparent procedures have been devised by way of Office Manual in line with the Rules of Business and the Business of the Government of Himachal Pradesh (Allocation) Rules, 2021 which needs to be adhered to in letter and spirit.

The practice of moving direct files only challenge the effective and transparent decision making process at Secretariat level but also constitute procedure lapse and creates questions on its legal sanctity. Besides, proper record management is also the other major issue associated with such practice.

It is therefore retreated that all communication be made with proper reference number/letter number/ dairy number/date along with supporting documents in accordance with the procedure laid down in the Office Manual of the Government of Himachal Pradesh.

DA/As above


ISHA (HPAS)
Executive Director (Pers.)
HPSEBL Vidyut Bhawan,
Shimla-4.

No. HPSEBL(SECTT)R&E/Govt.Notification/2024-255/786 Dated:- 2/11/24
-3/5

Copy is forwarded to the followings for information and strict compliance:-

1. The Special Secretary (Power) to the Government of Himachal Pradesh for information with reference to above please.
2. The Chief Engineer(P&M), HPSEBL, Vudyut Bhawan, Shimla-4.
3. The Chief Engineer (Commercial) HPSEBL, Vidyut Bhawan, Shimla-4.
4. The Chief Engineer(MM), HPSEBL, Vidyut Bhawan, Shimla-4.
5. The SE(IT) for uploading on HPSEBL website.
6. The Chief Accounts Officers/Chief Auditor, HPSEBL, Kumar House, Shimla-4.
7. Special Private Secretary/Sr. Private Secretary/Private Secretary/ Personnel Assistants/to the worthy Chairman/Managing Director /Director(P/F)/Director(OP)/Director(Tech.)Director(Civil) Executive Director (Pers.)in the Board Secretariat HPSEBL.
8. All the Dy. / Under Secretaries in the Board Secretariat.


Executive Director (Pers.)
HPSEBL Vidyut Bhawan,
Shimla-4.

File No. MPP-F(10)-32/2024
Government of Himachal Pradesh,
Department of MPP & Power

From

The Secretary (Power) to the
Government of Himachal Pradesh

To

1. The Director of Energy,
Multistorey Parking, Second Floor
Tutikandi, Shimla-5
2. The Managing Director,
H.P. State Electricity Board Limited,
Vidyut Bhawan, Shimla-171004.
3. The Managing Director,
H.P. Power Transmission Corporation Limited,
Near old MLA Quarters,
Tutikandi, Shimla-171005.
4. The Managing Director,
H.P. Power Corporation Limited,
Himfed Building, BCS,
New-Shimla, Shimla-171009
5. Chief Electrical Inspector,
Block No. 29, SDA Complex,
Kasumpti, Shimla-9
6. The Managing Director,
State Load Despatch Center,
Totu, Shimla-1710011

Dated : Shimla-2, the 2022

10-10-2024

Subject:-
Sir,

Processing officials matters as per Rules of Business.

In continuation to this department's letter of even number dated 13.9.2024 (copy enclosed) vide which directions were issued to you **not to** submit case (s) on Departmental/ Organization file/ office notes directly for the consideration of Secretary (Power) but it is observed that these instructions are not being adhered to in letter and spirit, which has been viewed seriously. As communicated earlier, this action is in violation of the Rules of Business of the Government as well as the procedure laid down in the Office Manual.

Office Manual is a basic document setting procedures and standards of office working in order to establish accountability at all levels, therefore, uniform and reasonably transparent procedures have been devised by way of Office Manual in line with the Rules of Business and the Business of the

Soe...
60
10/10/2024
Which matter was sent on file as stated in this letter. Please look into.

Dir (CA)
EDEPS
14/10/24
Please check and discuss accordingly which file was sent to

1088
15/10/24

& E Daily No. 97

Dated 16-10-2024

Government of Himachal Pradesh (Allocation) Rules, 2021 which needs to be adhered to in letter and spirit.

The practice of moving direct files of directorate not only challenge the effective and transparent decision making process at Secretariat level but also constitute procedure lapse and creates questions on its legal sanctity. Besides, proper record management is also the other major issue associated with such practice. In this regard, in one such case, observation of the Law Department is being reproduced as under:-

"...Perusal of the record reveals that the instant matter has been processed/ dealt with on the file of the Managing Director of HPSEBL. The MD, HPSEBL has not taken up the matter with AD for their comments/approval. The AD branch has not dealt with the matter on their file which is contrary to the provisions contained in Rules of Business of the State Government. Hence, at the first instance, the Department is advised to take up the matter with the AD branch..."

In view of the above, it is requested that such practice may kindly be discouraged and all communication be made with proper reference number/letter number/diary number/date alongwith supporting documents so that the same could be processed as per the procedure laid down in the Office Manual of the Government.

Yours faithfully,

(Arindam Chaudhary)
Special Secretary (Power) to the
Government of Himachal Pradesh.