

No.PER(AP)-C-B (12)-2/2007  
Government of Himachal Pradesh  
Department of Personnel (AP-III).

From

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

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Divisional Commissioners in H.P.
3. All the Deputy Commissioners in H.P.
4. All the Heads of the Departments in H.P.
5. All the Chairmen/Managing Directors/Secretaries & Registrars of all the Public Sector Undertakings Corporations/Boards/Universities, etc. in H.P.

Dated: Shimla-171002, the 14<sup>th</sup> November, 2024

Subject:- Implementation of reservation policy/instructions issued by the State Government from time to time.

Madam/Sir,

I am directed to invite your kind attention towards this department's letter of even number dated 03.12.2020 on the subject cited above which provides that the reservation policy/instructions issued by the State Government from time to time be adhered to in letter and spirit while filling up the posts of Multi Purpose Workers in the Jal Shakti Vibhag and Education Department. Attention is also invited towards the provisions of para-20.7.2 of Hand Book on Personnel Matters Volume-IV (Edition 2021) which contains the provisions regarding exemption and exclusion from orders of reservation. The above mentioned provisions and instructions dated 03.12.2020 are re-iterated.

2. It is once again requested that the reservation policy/instructions issued by the State Government from time to time on the subject be adhered to in letter and spirit and due reservation should be ensured to reserved categories i.e. Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Section and other reserved categories while filling up the direct recruitment posts. Any departure, if noticed in future, will be

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viewed seriously. These instructions may please be brought to the notice of all concerned for compliance.

Yours faithfully,

*[Signature]*

(Sant Raj Puharta)

Under Secretary (Personnel) to the  
Government of Himachal Pradesh.

Telephone No.0177-2628479

Endst.No.PER(AP)-C-B(12)-2/2007 Dated: Shimla the 14th November, 2024

Copy forwarded to the following for information and necessary action:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Secretary, Himachal Pradesh Vidhan Sabha, Shimla-4.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. Rajya Chayan Aayog, Hamirpur.

*[Signature]*

Under Secretary (Personnel) to the  
Government of Himachal Pradesh

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


Registered office Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)  
Number (CIN) U40109HP2009SGC031255  
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No. HPSEBL (SECTT)/R&E/Govt.Instt./2024-25:- 62646-796 Dated:- 3/1/25

Copy received through Under Secretary (Personnel) to the Government of Himachal Pradesh vide letter No. PER(AP)-C-B(12)-2/2007 dated 14.11.2024 is sent herewith to the followings for taking immediate necessary action with the advised that matter may please be looked into personally and ensure implementation of reservation policy/instructions issued by the state Government from time to time be adhered to strictly in letter and spirit. This is in continuation to this office letter endorsement no. HPSEBL(SECTT)/R&E/Govt. Instt./2021-63263-81 dated 16.01.2021.

1. All the Chief Engineers in HPSEBL (i/c) MD BVPCL Jogindernagar.
2. All the Superintending Engineers in HPSEBL.
3. All the Sr. Executive Engineers / Resident Engineers in HPSEB
- ✓ 4. The S.E. (IT) HPSEBL Shimla for uploading the HPSEBL web site.
5. All the Dy. / Under Secretaries in Board Secretariat HPSEBL.
6. Guard file.

DA:-As above

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

information on the prescribed proforma (Annexure-II of Annexure 20.259) within fortnight, failing which the matter will be viewed seriously. The officer at least of rank of Deputy Secretary in the Administrative Department and the Officer and the officer at least

3. of the rank of Deputy Director or equivalent at Directorate level will act as Liaison Officer.

(H.P. Govt., Department of Personnel letter No. Per (AP)-C-B(12)-3/2010 dated 2<sup>nd</sup> May, 2012- **Annexure 20.259**)

**20.6.5 - Appointment of Liaison Officer for work relating to reservation for Scheduled Castes and Scheduled Tribes in services.**

As per instructions of the Government an officer of the rank of Deputy Secretary or above is required to be appointed as liaison officer at Government level. Instances have come to the notice that in many departments Under Secretary level Officers are working as Branch Officers and no other Officer is posted in that department. It has been decided that in this eventuality, available branch officer may be appointed as Liaison Officer so that the work relating to reservation could be monitored in the respective department.

(H.P. Govt., Department of Personnel letter No. PER (AP-III)-D (5)-1/90-Vol.VIII dated 09-01-2014 - **Annexure 20.266**)

**20.7 Exemption and exclusion from orders of reservations**

20.7.1 Orders for reservations of posts apply to all posts/ services filled by direct recruitment and in promotions to extent as stated in paras 20.3.2 and 20.3.3

20.7.2 The reservations orders in respect of Scheduled Castes/ Scheduled Tribes, however, do not apply to the following categories of posts/ services:-

- i. Vacancies filled by transfer or deputation,
  - ii. Vacancies filled by promotion where element of direct recruitment, if any, exceeds 75 %.
  - iii. Temporary appointments of less than 45 days duration,
  - iv. Leave/ Training vacancies not likely to last more than 3 months
  - v. Those work-charged posts which are required for emergencies, like flood relief work, accident restoration and relief etc;
  - vi. Vacancies above the lowest Class I rung services/ posts when filled by promotions; and
  - vii. Single post in a cadre.
- [1. G.O.I. Cabinet Sectt. Department of Personnel & AR Letter No. 36021/9/76-Estt (SCRT) dated 10-2-1977 as adopted and circulated with HP Govt. Department of Personnel letter no. Per (AP-II) F(4)-18/74 dated 16-4-1977 (Annexure 20.46)
  2. H.P. Govt. Department of Personnel letter No. 10-15/73- DP(A-II) dated 17-8-1977 (Annexure 20.103)
  3. H.P. Government Department of Personnel Letter No. Per (AP-II)F(1)1/ 82 dated 07-06-1991 (Annexure 20.173)]