

These instructions may be brought to the notice of the all concerned for compliance in letter and spirit and violation of the above shall attract action against the defaulting Officer(s)/Official(s).

These instructions can also be seen on the website www.himachal.nic.in/

Yours faithfully,

(Shiv Mohan Singh Saini)
Joint Secretary (AR) to the
Government of Himachal Pradesh
Phone No. 0177-2622498/2880400



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)
Website address www.hpseb.com
Email cmd@hpseb.in

No. HPSEBL (SECTT)/R&E/Govt.Instt. 2024-25:- 727/6-870 Dated:- 17.2.25

Copy received through Joint Secretary (AR) to the Government of Himachal Pradesh vide letter No. Per (AR)F(10)-2/2025 dated 21.01.2025 regarding "To make references/minutes/proceedings to the meeting(s) or discussion(s) with the competent Authority-important instruction thereof" is forwarded to the following for information and strict compliance in letter and spirit.

1. All the Chief Engineers in HPSEBL. (i/c M.D.BVPCL) Jogindernagar.
2. The Chief Accounts Officer/Chief Auditor, F&A Wing HPSEBL, Shimla.
3. The S.E. (IT) HPSEBL Shimla for uploading the HPSEBL web site.
4. All the Superintending Engineers in HPSEBL.
5. The Special Private Secretary / Sr.PS / PS / PA to the worthy Chairman / Managing Director / Directors / Executive Director (Pers.) in Board Secretariat HPSEBL.
6. All the Under Secretaries in Board Secretariat HPSEBL.
7. All the Sr. Executive Engineers/Resident Engineers in HPSEBL.
8. The PO/IR Cell/ PR Cell in HPSEBL in Board Sectt.
9. Guard file.

Executive Director(Per.);
HPSEBL Vidyut Bhawan,
Shimla-46

From

Chief Secretary to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner,
HP Himachal Bhawan Sikandra Road New Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor, Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/ Registrars of all the Boards/Commissions/Corporations/ Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the

9th January, 2025

To make references/minutes/proceedings to the meeting(s) or discussion(s) with the competent Authority-important instruction thereof.

Madam/Sir,

I am directed to refer to the subject cited above and to say that a decision by a Competent Authority is a decision made by a person or Department that has the legal power to perform a specific function. The competent authority has the authority to take action on a matter, and only they can take action on it. It is observed that various decisions are taken by the Competent Authority at different levels in meetings or during discussions. Meeting minutes/proceedings are official documents that record the important details of a meeting and should be issued as soon as possible after the meeting etc. for necessary action.

It has come to the notice of the Government that name and designation of the authorities are being mentioned frequently in the official notes, which need to be avoided for an impartial and uniform working. It is advisable that rather than mentioning the name and designation of the authority, the reference/minutes/proceedings may be made to the meeting(s) or discussion(s) with the Competent Authority. Therefore, it is also impressed upon that the same may be noted in making any record/note on files or otherwise and further action may be ensured as per relevant decision taken in meetings or discussions under defined and definite rules/instructions/guidelines.

R & E Cell No. 166

Dated 04-02-2025

