



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
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No. HPSEBL (SECTT)/R&E/Govt.Instt. 2024-25:-72528-680 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 "Instructions regarding dealing/tracking mechanism of files" is forwarded to the following for information and strict compliance please.

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. The Special Private Secretary / Sr.PS / PS / PA to the worthy Chairman / Managing Director / Directors / Executive Director (Pers.) in Board Secretariat HPSEB.
5. All the Under Secretaries in Board Secretariat HPSEBL.
6. The PO/IR Cell/ PR Cell in HPSEBL in Board Sectt.
7. Guard file.


Executive Director(Per.),
HPSEBL Vidyut Bhawan,
Shimla-41

No. Per (AR)F(10)-2/2025
Government of Himachal Pradesh
Department of Personnel
Administrative Reforms

From

To

Chief Secretary to the
Government of Himachal Pradesh.

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 21st January, 2025
Instructions regarding dealing/tracking mechanism of files.

Subject:-

Madam/Sir,

I am directed to refer to the subject cited above and to say that a large number of important files and papers are submitted to the Administrative Secretaries as well as other Officers posted in various Departments of H.P. Secretariat by the Directorates/Boards/Corporations etc. for consideration and seeking approval at their level.

It has come to the notice of administration that the mechanism for dealing/tracking of such important files/papers is not proper.

Therefore, it has now been decided that henceforth, the personal staff attached with the officers in the concerned offices, will intimate the sender offices whether files have been dealt/disposed off and to collect them at the end of every working day. Thereafter, it shall be the responsibility of those offices to collect them immediately. If an urgent file has not been collected, it shall be the responsibility of the personal staff to bring it to the notice of the Secretary concerned immediately.

You are, therefore, requested to adhere to these instructions meticulously and also convey the same to the departments/offices under your control.

Yours faithfully,

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

R & E Dairy No. 167

Dated 04-02-2025