

Encls: As above

No. EDN-HE(1) B(15)1/2009 Imp.Instt.-2020  
Directorate of Higher Education  
Himachal Pradesh

(Dr. Sonia Thakur, HAS)

Dated: Shimla- 171001 the

01 JUL 2020

To

Endst. No. Even Dated Shimla- 171001, the  
Copy to:-

All the Deputy Directors of Hr. Education,  
Himachal Pradesh


Subject:

Regarding noting and drafting- instructions thereof.

Sir,

Your attention is invited towards Letter No. Per (AP-B)B(15)-26/2020 dated 18.06.2020 received from the Addl. Chief Secretary (Personnel) to the Govt. of Himachal Pradesh, addressed to all the HODs, Himachal Pradesh, on the subject cited above (copy enclosed) to take for further necessary action in the matter accordingly.

Encls: As above

  
(Dr. Sonia Thakur, HAS)  
Addl. Director Hr. Education (Admn)  
Himachal Pradesh

email: dhe-sml-hp@gov.in 0177-2658052

Endst. No. Even Dated Shimla-171001, the

Copy to:-

1. The Addl. Chief Secretary (Personnel) to the Govt. of Himachal Pradesh w. r. t. your No. No. Per (AP-B) B (15)-26/2020 dated 18.06.2020 for information please.
2. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website.
3. All the BO/Suptt. DHE, HP for information please.
4. Guard File.

  
Addl. Director Hr. Education (Admn)  
Himachal Pradesh

12/1437

20 JUN 2020

**Most Urgent**  
**Personal Attention**

29

No. Per(AP-B)B (15)-26/2020  
Government of Himachal Pradesh  
Department of Personnel (Appointment-II)

From

The Additional Chief Secretary (Personnel) to the  
Government of Himachal Pradesh

To

Subject

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. The Registrar General, H.P. High Court, Shimla-171001
6. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
7. The Secretary, H.P. Public Service Commission, Shimla-2.
8. The Managing Director/Secretaries of Boards/Corporations/ Public Sector Undertakings/ Autonomous Bodies etc.

Dated Shimla-2, the 18<sup>th</sup> June, 2020.

Subject: Regarding noting and drafting- instructions thereof.

Sir/Madam,

I am directed to refer to the subject cited above and to say that detailed procedure for dealing the various types of receipts, noting and drafting has been laid down in Chapter-XI of the Office Manual (Third Edition) published by the Government of H.P. in April, 2011. It is imperative that the detailed process is followed meticulously so that the issues involved are addressed, related correspondence/noting portion are referred to, IT tools are utilized to the optimum and appropriate decision by the competent authority is facilitated.

*[Handwritten signature]*

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*DME/MS  
106/2020*

*A.H. Sharma*

*18/6/2020*

*Handwritten signature/initials*

2. However, it has been observed that the instructions contained in the Office Manual are not being followed in letter and spirit. Recently, an instance came to the notice of the Hon'ble High Court of H.P. wherein, the noting sheet had been pasted over. Hence, it is directed that in case old notes require amendment/modification, addition/deletion/substitution because of factual errors or any other reason or there is some printing deficiency, then instead of pasting it over, it should be cancelled by putting a cross mark and fresh notes be generated. In no case, such methods of over writing or pasting over of the noting sheets should be resorted to, which might indicate tampering of record of handwritten or computer-typed notes/comments/proposal.

3. These instructions be brought to the notice of all concerned for strict compliance. Any departure or deviation shall attract disciplinary proceedings apart from criminal action against the defaulter(s).

Yours faithfully,

*O.P. Bhandari*  
(O.P. Bhandari) 18/06/2020  
Deputy Secretary(Personnel) to the  
Govt. of Himachal Pradesh  
Phone No. 0177-2626097

These instructions be brought to the notice of all concerned for strict compliance. Any departure or deviation shall attract disciplinary proceedings apart from criminal action against the defaulter(s).

Yours faithfully,

*O.P. Bhandari*  
(O.P. Bhandari) 18/06/2020  
Deputy Secretary(Personnel) to the  
Govt. of Himachal Pradesh  
Phone No. 0177-2626097