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



Dated Shimla- 171001 the

To

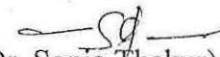
1. All the Deputy Directors of Hr. Education, Himachal Pradesh.
2. All the Principals, Govt. Degree Colleges/Skt. Colleges, GCTE Dharamshala, Himachal Pradesh.
3. All the Principals, Govt. Sr. Sec. Schools/ Head Masters Govt. High Schools/ Commander NCC Group Head quarter & all units/ Librarian C.S.L. Solan & all Distt. Libraries in H.P.

Subject: -

*Regarding instructions and mechanism for enabling the employees to vent out their grievances of non-disbursement of due and admissible wages/salaries/emoluments.*

Sir/Madam,

Your attention is invited towards letter No.EDN-B-Ga(17)-6/2016-XII received from Secretary(Edu.) to the Govt. of HP addressed to all the Heads of Departments in H.P. on the subject cited above(Copy enclosed) taking further necessary action accordingly.


  
(Dr. Sonia Thakur)  
Jt. Director Higher Education (A)  
Himachal Pradesh.

email:[dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com) 0177-2658052

30/5/2018

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

1. The Secretary (PR) to the Govt. of HP Shimla-1 w.r.t. his letter No.PCH-HA(1)5/2008-II-Instructions-8607-8649 dated 06-03-2018 for information please.
2. The Secretary (Education) to the Govt. of H.P. for information please.
3. All the Branch Officer / Superintendent, Directorate of Higher Education H.P. with the remarks that compile the said information regarding categories dealt in his branch and send the compliance report to Govt. accordingly please.
4. The Superintendent Legal Cell, DHE, HP w.r.t. your UO No.EDN-HE(18)LC-Misc/20018 dated 26.04.2018.
5. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to **upload the said orders on the deptt. website.**
6. Guard File.

  
Jt. Director Higher Education (A)  
Himachal Pradesh.

No. EDN-B-Ga(17)-6/2016-XII  
Government of Himachal Pradesh  
Department of Higher Education

From

The Secretary (Edu) to the  
Government of Himachal Pradesh

To

The Director, Higher Education,  
Himachal Pradesh, Shimla-171001

Dated: Shimla-171002

7-11-2018

Subject:-

Regarding instructions and mechanism for enabling the employees to vent out their grievances of non-disbursement of due and admissible wages/salaries/emoluments.

Sir,

I am directed to invite your attention to the letter no. Per(AP.B)(15)-1/2016 (copy enclosed) dated 21st March, 2018 received from Deputy Secretary (Personnel) to the Government of Himachal Pradesh addressed to all the Administrative Secretaries to the GoHP/All the Head of the Departments, H.P & Ors, on the subject cited above and to request you to take further necessary action in the matter accordingly under intimation to the quarter concerned with a copy thereof to this department.

Yours faithfully,

Addl. Secretary (Edu) to the  
Government of Himachal Pradesh

P. A. Copy	192105
DATE	
March	6-1

Sh. G. N. Sharma ji  
  
11/04/2018

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No. Per(AP.B)B(15)-1/2016  
Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

(57)

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Dated Shimla-171 002, 21<sup>st</sup> March, 2016

From

Chief Secretary to the  
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Govt. of H.P.
2. All the Heads of Departments in HP.
3. All the Divisional Commissioner in H.P.
4. All the Deputy Commissioners in H.P.

Subject:

Instructions and mechanism for enabling the employees to vent out their grievances of non-disbursement of due and admissible wages/salaries/emoluments.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that the Hon'ble High Court of H.P. while deciding CWPIL 133 of 2017 on 14-11-2017 has directed to provide a mechanism for enabling the employee to vent out their grievances of non-disbursement of due and admissible wages/salaries/emoluments.

2. Accordingly, in compliance to Hon'ble Court directions and enabling the employees to vent out their grievances of non-disbursement of due and admissible wages/salaries/emoluments, the following mechanism is set up and it is impressed upon:

i) The Manav Sampada Application (admin.hp.nic.in/genpmis) being used for Personnel Management provides option to lodge grievances by employees. A new option under "My Profile" has been created as "Send grievance related to non-disbursement of due and admissible wages/salary/emoluments". Submitted grievances will be made available to the Administrative Secretary and Head of the Department of concerned department for redressal. An auto-email will also be sent by the SW to the concerned Secretary and Head of Department on their official Email ids. The Head of Department should regularly log into the Manav Sampada SW to check new grievances and take appropriate action as detailed in next paras.

ii) The grievance/complaint so made shall immediately be processed by the Administrative Department and adequately responded by the Head of Department of the concerned department/organization within a period of one week from the date of lodging the complaint/grievance.

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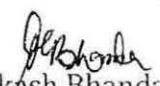
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- iii) It will be the responsibility of all Head of Departments, Managing Directors/Registrars of Boards/Corporations and other government organization to ensure that due and admissible wages/salaries/emoluments are disbursed in time to all employees under their control.
  - iv) In the case where due and admissible wages/salaries/emoluments are not disbursed to an employee on schedule, except in the event of the same being withheld as per law, he/she shall be compensated by paying statutory interest or by an amount at the existing rate for saving bank deposit account provided by the State Bank of India, whichever is higher;
  - v) Where an employee is to be compensated on account of delayed disbursement of due and admissible wages/salaries/emoluments, the Head of the Department/Board/Corporation/other Govt. Organization shall hold an inquiry immediately and shall be completed within a period of 30 days, to ascertain the omission on the part of the concerned person, resulting in delay of disbursement on schedule; and
  - vi) Pursuant to the findings of the inquiry, the interest/amount which stands paid to such employee shall be recovered from the erring officer(s)/officials(s) by the concerned Head of Department/ Board/ Corporation/other Govt. Organization.
  - vii) The concerned Head of Department/Board/Corporation/other Govt. Organization will update the status/action taken on genpmis without fail.
3. These instructions may be brought to the notice of all concerned and be implemented in letter and spirit. The instructions can also be seen on website [www.himachal.nic.in/personnel](http://www.himachal.nic.in/personnel).
4. Please acknowledge receipt.

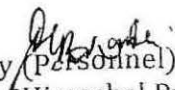
Yours faithfully,

  
(Om Prakash Bhandari)  
Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh  
Tel No. 0177 - 2626097

Endst. No. Per(AP.B)B(15)-1/2016

Dated: Shimla-2, the

Copy forwarded to the Sr. Tech. Director & SIO, National Informatics Centre (NIC), H.P. Unit, H.P. Secretariat, Shimla-2 with the request to activate the aforesaid option in genpmis.

  
Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh

DH-11  
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IT Cell