

Immediate

No. Per(AP-B)B(17)-1/2005
Government of Himachal Pradesh
Department of Personnel (Apptt.-II)

Dated Shimla-171002, the 21st September, 2010

From

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

To

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. All Chairmen/Managing Directors/Secretaries/CEOs of Boards/Corpns./Autonomous Bodies in H.P.

Subject:- Finalization of representations of Govt. employees regarding service matters.

Sir,

I am directed to invite a reference to this Department letter No. Per(AP-II)B(17)2/76 dated 8.05.1978 (Annexure 25.4 of Hand Book on Personnel Matters Vol.II) on the subject cited above which envisages that representations relating to service matters of employees should be disposed of on priority and must be decided finally within a period of two months. It has come to the notice of the Government that these instructions are not being complied with strictly, which is giving rise to representations to higher authorities/Ministers as also avoidable litigation in various Courts/Tribunals. This matter has been considered at Govt. level and it has been decided to frame grievance redressal mechanism at all levels of the Govt., i.e., at the level of Secretary, Head of Department, Zonal, Divisional, District and Sub-divisional level, where the representations of Govt. employees on service matters will be processed on priority and decided finally within 2 months by passing a speaking and reasoned orders by the authorities competent to decide such matters as per relevant rules/instructions.

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These instructions may please be adhered to in letter and spirit and action taken in the matter may be intimated to this Department at an early date.

Yours faithfully,

Heero

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

Endst. No.As above

Dated Shimla-2, 21st September, 2010

Copy forwarded to Pr. Secretary (AR) to the Government of Himachal Pradesh for information with reference to Item No.4 of proceedings of meeting of Committee of Secretaries held on 28.8.2010.

Heero

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