

No. GAD-C-G(6)2/2014
Government of Himachal Pradesh
Department of General Administration

From

**Chief Secretary to the
Government of Himachal Pradesh**

To

**All the Deputy Commissioners,
Himachal Pradesh**

Dated: Shimla-2, the 16th June, 2016

Subject: **To improve the working environment in the Government offices.**

Sir,

It is important that the working environment in the Government offices is congenial and conducive for delivery of public services in an efficient manner. It has been generally observed that the overall working environment in the Government offices is far from satisfactory. It is therefore essential to take remedial measures in this regard. The office record be kept in a neat and tidy manner. Further the provisions contained in the Office Manual to weed out the old record be adhered to in letter and spirit. The offices must be whitewashed and kept neat and clean. The surrounding areas must also be kept clean all the time. The broken, dilapidated and unserviceable furniture items must be condemned and be auctioned after following due process. There should be regular inspection of offices by the supervisory officers to improve the working. The local bodies be also impressed upon for ensuring day to day cleanliness in their areas.

You are, therefore requested to do the needful and bring these instructions to the notice of all concerned under your control.

Yours sincerely,

**Secretary (GAD) to the
Government of Himachal Pradesh.**

Endst. No. GAD-A(E)3-2/2012-II

Dated, the June, 2016.

Copy forwarded to all the Head of Departments for information and necessary

action.	
P.A. Cell	16129
DHE.....	
22 JUN 2016	

[Handwritten initials and signatures over the stamp]

**Secretary (GAD) to the
Government of Himachal Pradesh.**

[Handwritten notes in green ink:]
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Directorate of Hr. Education
Himachal Pradesh


Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the 22-7-2016
Copy for information and further necessary action is forwarded to :-

1. The Chief Secretary to the Govt. of H.P. w.r.t. GAD-C-G(6)2/2014 dated 16th June, 2016 for information please.
2. The Additional Director of Hr. Education (Adm.), H.P.
3. The Additional Director of Hr. Education (C), H.P.
4. The Additional Director of Hr. Education (S), H.P.
5. The Joint Director of Hr. Education, C-I / C-II, H.P.
6. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
7. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
8. All the Principals of Govt. Degree/PGT Colleges / GCTE Dharamshala & Skt. in the H.P.
9. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
10. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district.
11. The Group Commander, GP HQ, Shimla -4.
12. The Chief Librarian, Center State Library Solan.
13. All the District libraries in the H.P.
14. All the NCC units in the Pradesh.
15. The PS to the Director of Higher Education, H.P.
16. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the same orders on the deptt. Website
17. DDO Directorate of Hr. Education, H.P.
18. All the Superintendents in the Directorate of Hr. Education, H.P.
19. Guard File.


Director Higher Education
Himachal Pradesh

पृष्ठांकन संख्या: संख्या: ईडीएन-यू (जी-1) स्टोर/2016/-39215-395
प्रतिलिपि:-

- 1 समस्त प्रधानाचार्य/मुख्याध्यापक राठवामापा / उच्च पाठशालाए जिला उना को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।
- 2 शिक्षा निदेशक उच्चतर हिमाचल प्रदेश शिमला को सूचनार्थ प्रेषित है


उप शिक्षा निदेशक उच्चतर
उना जिला उना (हि0प्र0)