

No.GAD (D)1-1/2014
Government of Himachal Pradesh
General Administration Department
(Section-D)

From

To

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

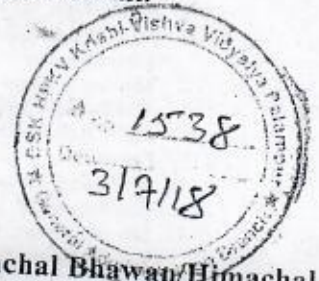
1. The General Manager, Himachal Bhawan
27-Sikandra Raod, New Delhi.
2. The General Manager, Himachal Sadan,
18-Sardar Patel Marg, Chanakyapuri, New Delhi.
3. The Assistant General Manager,
Himachal Bhawan, Chandigarh,
Madhya Marg Sector-28, Chandigarh.

Dated Shimla-2, the 12 June, 2018

Subject:-

Sir,

Instructions regarding reservation in Himachal Bhawan/Himachal
Sadan, New Delhi & Himachal Bhawan, Chandigarh.




In continuation to this department letter of even number dated the
10th July, 2014, on the subject cited above, I am directed to say that instructions issued
by this Department vide letter under reference (copy enclosed), regarding reservation
in Himachal Bhawan/Himachal Sadan, New Delhi/Himachal Bhawan, Chandigarh are
not being adhered to strictly, as a result of which the accommodation in these Bhawans
are not being utilized effectively. It has been transpired by the audit objection made by
the Sr. Audit Officer (C) HP AG that some of VVIP guests /visitors stayed in Himachal
Bhawan/Sadan, New Delhi without signing the Visitors Book & producing the Identity
card and some of guests stayed in these Bhawans on the name of Hon'ble Ministers,
MLAs, Chairman, IAS & others as proxy. This tactics threatens the security perception of
these Bhawans and also against the guidelines of Delhi Police. The visitor's register is
not being signed by the visitors which practice causes security threats in these Bhawans.

Regd
DR(GA)
27/7/18
SAG
3/7

It is imperative that the visitor's register is signed invariably by all visitors before check in. The entry in visitor register should be made by name with full address / Mobile number mentioning the purpose of visit & category of tariff.


Therefore, in order to provide better services of accommodation for reservation in favour of Hon'ble Ministers/MLAs/Officers/Officials etc. and to ensure proper security check in these Bhawans/Sadan, these instructions are hereby reiterated for strict compliance.

Yours faithfully,


(Ved Prakash)
Deputy Secretary (GAD) to the
Government of Himachal Pradesh

Endst. No. as above, Dated Shimla-2, the 12-06-2018
Copy for information and necessary action to :-

1. The P.S. to Secretary to Governor, H.P. Shimla-2.
2. The P.S. to Secretary (Lokayukta), H.P. Shimla.
3. The P.S. to Secretary, H.P. Vidhan Sabha, Shimla-4.
4. The Pr. P.S. to Hon'ble Chief Minister.
5. The Private Secretaries to all Ministers, H.P.
6. All ACSs/Principal Secretaries/Secretaries/Special Secretaries/Addl. Secretaries/
Joint Secretaries / Deputy Secretaries / Under Secretaries to the Govt. of H.P.
7. The Accountant General, Himachal Pradesh, Shimla.
8. All Heads of Departments in Himachal Pradesh.
9. All Chairman/Managing Directors of Boards/ Corporations in Himachal Pradesh.
10. All Deputy Commissioners in H.P.
11. The Registrar, H.P. High Court, Shimla.
12. The Registrar, H.P. University, Shimla-5/ Agriculture University, Palampur/Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni, Solan.


(Ved Prakash)
Deputy Secretary (GAD) to the
Govt. of Himachal Pradesh.

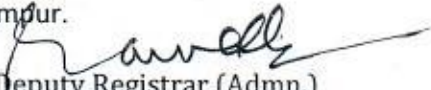
CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR
'GENERAL ADMINISTRATION BRANCH'

06 JUL 2018

No. QSD. 8-5/2016/CSK HPKV (GA)/- 32029-118 Dated, Palampur, the:-

Copy of above alongwith its enclosures is forwarded to the following with the request to ensure strict compliance of the instructions issued by the Secretary (GAD) to the Government of Himachal Pradesh:-

1. All the Statutory Officers, CSK HPKV, Palampur.
2. All the Heads of Departments/Offices/Units, CSK HPKV, Palampur.
3. All the Associate Directors/ Scientist Incharges/Programme Coordinators, RRSs/ RSSs/ KVKs, CSK HPKV.
4. The Joint Director (I&PR), Directorate of Ext. Education, CSK HPKV, Palampur.
5. The Incharge, UNS, CSK HPKV, Palampur with the request to upload the same on the University website.
6. All the Deputy Registrar/Asstt. Registrar/Section Officers (HQ).
7. The PS to the Vice-Chancellor/ Registrar, CSK HPKV, Palampur.
8. Security Superispor, CSK HPKV, Palampur.


Deputy Registrar (Admn.)
CSKHPKV, Palampur.

GAD (D)1-1/2014
Government of Himachal Pradesh
General Administration Department
(Section-D)

From

To

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

1. All ACSs/Principal Secretaries/Secretaries/
Special Secretaries/Addl. Secretaries/Joint
Secretaries/Deputy Secretaries/ Under Secretaries
to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Chairman/Managing Directors of Boards/
Corporations in Himachal Pradesh.
4. All Deputy Commissioners in H.P.
5. The Registrar, H.P. High Court, Shimla.
6. The Registrar, H.P. University, Shimla-5/
Agriculture University, Palampur/Dr. Y.S. Parmar
University of Horticulture & Forestry, Nauni, Solan.

Dated Shimla-2, the 10th July, 2014

Subject:-

Instructions regarding reservation in Himachal Bhawan/Himachal
Sadon, New Delhi/Himachal Bhawan, Chandigarh.

Sir,

I am directed to refer to the subject cited above and to say that the instructions issued by the Government regarding reservation of Himachal Bhawan/Sadan, New Delhi & Himachal Bhawan, Chandigarh are not being adhered to strictly, as a result of which the accommodation in these Bhawans is not being utilized effectively. In order to provide better service of accommodation for reservation in favour of officers/officials etc. in these Bhawans, following instructions are hereby reiterated :-

1. The applications/requests for reservation in no circumstances will be entertained after 12.00 (Noon) of the same day in respect of Himachal Bhawan, Chandigarh and after 12.00 (Noon) of the previous day in respect of Himachal Bhawan/Sadan New Delhi.
2. Officers/officials applying for reservation shall have to indicate whether they would be on official duty or private visit during their stay in State

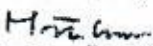
Handwritten signature

Guest Houses/Rest Houses. Priority will be given to the officers/officials who are on official tour and for that purpose, they may enclose a copy of tour programme duly approved by competent authority/ copy of letter in support. Room tariff shall be charged accordingly at respective Bhawans/Rest Houses.

3. Requests for reservation in the name of family members of officers/officials/dignitaries without mentioning the name and relation, shall not be entertained if proper name and relation is not indicated.
4. To stop proxy and for security purpose, permit holders may be asked for Identity Proof in the respective Bhawans at the time of check in. No person shall be allowed to stay on the name of other person.
5. Reservation shall not be made for more than three days at a stretch. In case, the accommodation is made for more than one day and is not occupied on the first day / occupied by some one else on the first day, the reservation for subsequent day shall automatically stand cancelled.
6. Reservation is subject to availability and eligibility and can be cancelled without assigning any reason.

You are, therefore, requested to bring the above instructions to the notice of all concerned under your control/department for strict compliance.

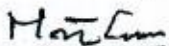
Yours faithfully,


(Maha Nand Thakur)
Joint Secretary (GAD) to the
Government of Himachal Pradesh

Endst. No. as above, Dated Shimla-2, the 10th July, 2014.

Copy for information and necessary action to :-

1. The P.S. to Secretary to Governor, H.P. Shimla-2.
2. The P.S. to Secretary (Lokayukta), H.P. Shimla.
3. The P.S. to Secretary, H.P. Vidhan Sabha, Shimla-4.
4. The Pr. P.S. to Hon'ble Chief Minister.
5. The Auditor General, H.P.
6. The Private Secretaries to all Ministers/Chief Parliamentary Secretaries, H.P.
7. The G.M. Himachal Bhawan, 27-Sikandra Road, New Delhi.
8. The G.M. Himachal Sahjan, 18-Sardar Patel Marg, New Delhi.
9. The G.M. Himachal Bhawan, Sector-28-B, Chandigarh.


Joint Secretary (GAD) to the
Govt. of Himachal Pradesh.